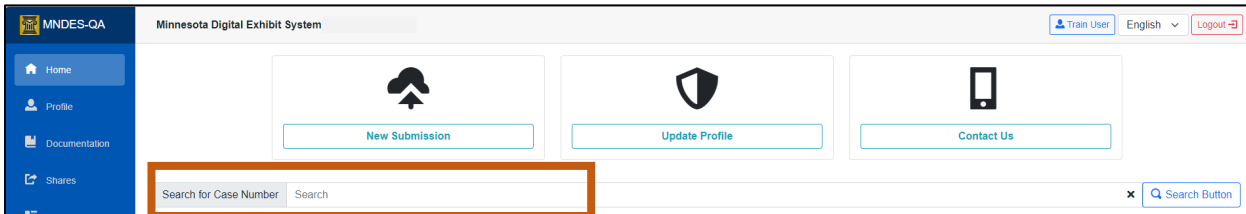


Quick Reference Guide – Favoriting Cases

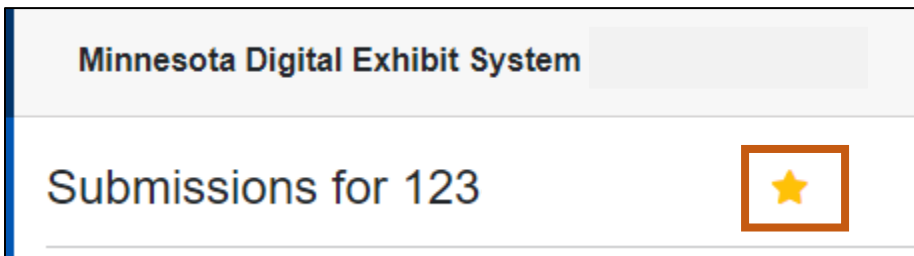
Last Revised: 12/31/2024

Mark a case as a favorite

1. Search for a case by the case number.



2. From the **Submissions** page showing the case, click the star to mark the case as a favorite.



Remove a favorite case(s)

1. From the **Favorite Cases** tab, find the case you wish to remove.
2. Click the **Remove** button next to the case number you wish to remove.



3. From the **Remove Favorite** popup window, click **Remove**.

