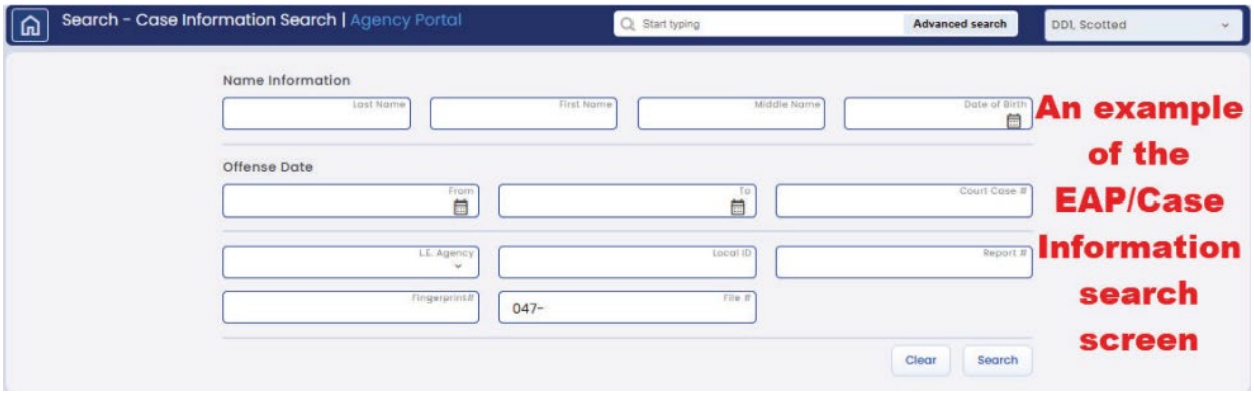
Searching for Existing Cases

1. On the Referral Tracker screen, click on **Advanced search.**

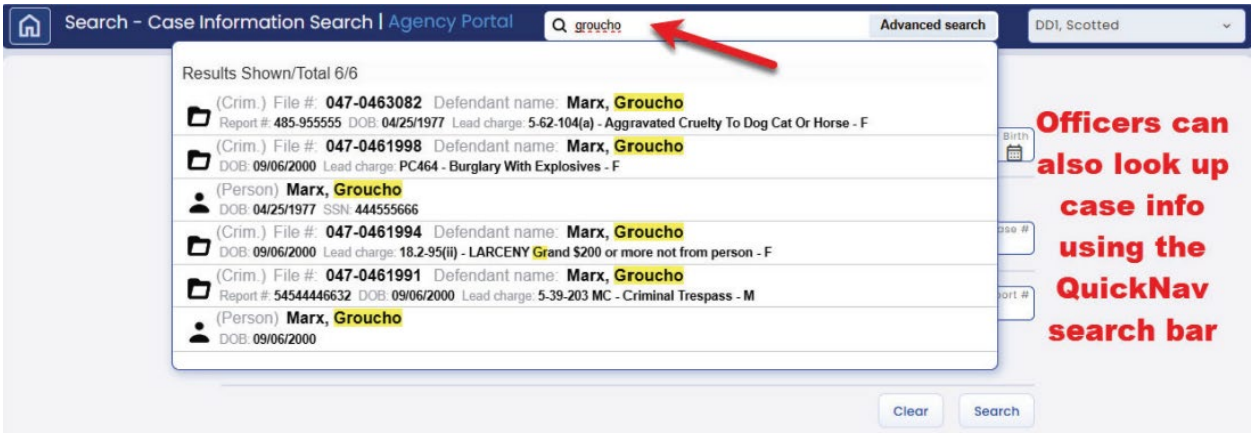


2. The Advanced Search Page can locate existing referrals using a defendant's information, details about the arrest, or certain other data.



Search Page Input	Description
Name Information & DOB	Look up a defendant by their first, middle, or last name. You can also input their Date of Birth
Offense Date	Locate referrals within a specified date range, or by using a specific court case number (if it is known)
LE Agency	Choose from a list of available agencies to view referral cases they've submitted
Local ID	A local identification number for the LE officer or agency
Report #	This would be the LE Agency's report number for the case, using their numbering system
Fingerprint #	A number gotten from forensic fingerprint analysis, or similar lab report
File #	This is the PBK file number for the case, once it's been sent over as a referral. The officer who submitted it can review the info, but unauthorized users will not be able to see the case data

3. In addition to the Advanced Search page, you can use the QuickNav Search Bar to look up names from existing referrals. Currently, only person/defendant data can be found with a QuickNav search via the PAO Case Info application and only the first 1000 possible matches will appear in the search results list.



4. At any time, clicking the **Advanced Search** button takes the officer to the search page.

5. Inputting more details about a referral (such as middle names or report numbers) will produce more specific search results.
6. Highlighting a name at the top of the search results reveals details about that person's case(s) at the bottom of the page.

