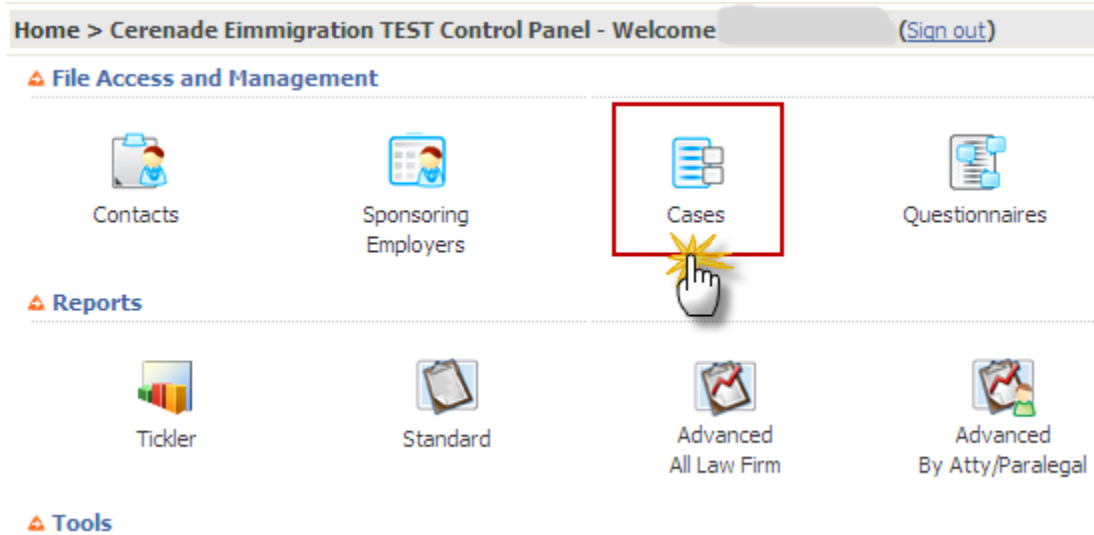


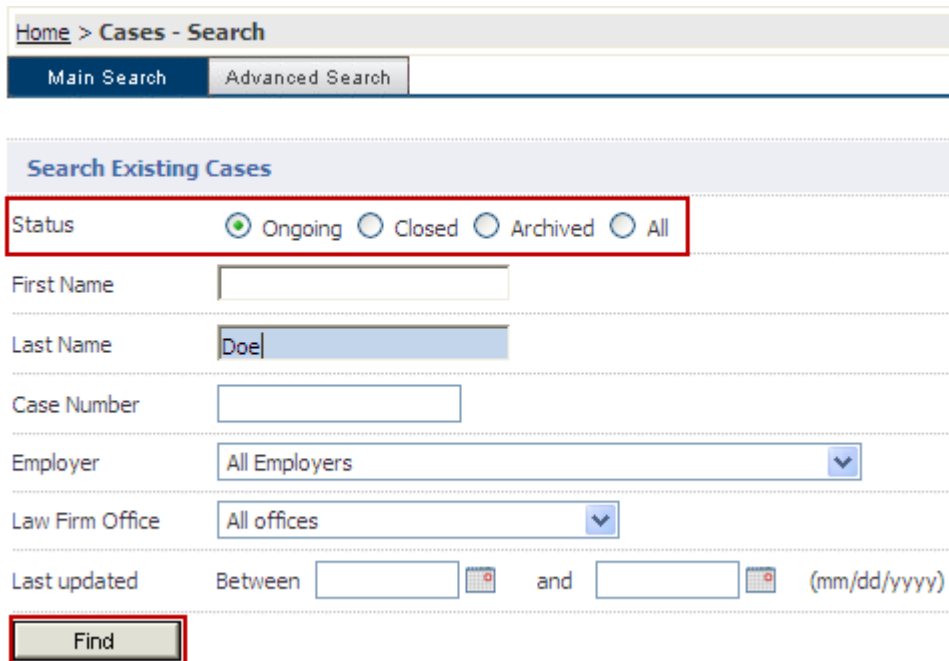
HOW TO SEARCH FOR CASES

1) Go to **Home** then click **Cases**.



2) On the **Status** option you can search by **Ongoing**, **Closed**, **Archived** or **All**. Once you make your selection type partial or full information into First Name, Last Name, Case Number, Employer, Law Firm Office, or Last updated fields. Then click **Find** button.

Note: You can start your search string with the wild character (%).
For Example: %olly will return “Molly”, “Holly” and “Jolly”



The screenshot shows the Cerenade Eimmigration TEST Control Panel - Search page. The breadcrumb trail is "Home > Cases - Search". There are two tabs: "Main Search" (selected) and "Advanced Search". The "Search Existing Cases" section contains the following fields:

- Status: Ongoing Closed Archived All (highlighted with a red box)
- First Name:
- Last Name:
- Case Number:
- Employer: (dropdown menu)
- Law Firm Office: (dropdown menu)
- Last updated: Between and (mm/dd/yyyy)

The "Find" button is highlighted with a red box.

3) Also, in the **Advanced Search** tab you can search by Receipt Number, or search by a person and his/her relationship to the case. Click **Find** to start the search.

Home > Cases - Advanced Search

Main Search **Advanced Search**

Search by Receipt Number

Receipt #

Find

Search by Party

Case Status Ongoing Closed Archived All

First Name

Last Name

Relationship ▼

Find

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How to search for client(s):
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