

re:Search[®] LA Quick-Reference Guide

Getting Started

1. Access the re:SearchLA website: 4. <https://researchla.tylerhost.net>
2. Click **Sign in** to sign in with your eFileCal™ credentials, or click **Register** if you do not have an eFileLA account already.

If you need help registering or signing in, you can reach us by email or phone:

- Email: research.support@tylertech.com
- Phone: 844.307.8720

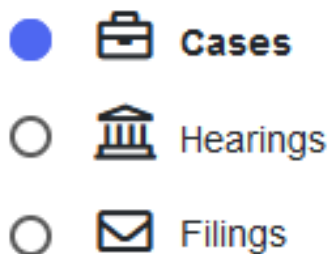
After you sign in, click the Help icon (?) for additional support options.

Searching

To search for cases, filings, documents, and hearings:

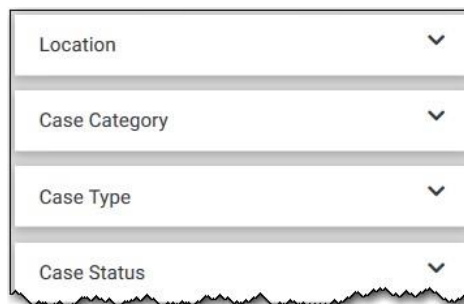
1. Open the *Search* page by clicking the **Search** card on the *Dashboard* or by clicking **Search** on the re:Search menu (☰).
2. Click **Cases** to search for cases, **Filings** to search for filings, or **Hearings** to search for hearings.

Search by


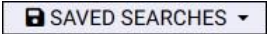


3. To search by keyword, type your search criteria in the **Search** field, and then press ENTER or click the Search icon (🔍).

Use the filter options on the left side of the *Search* page to filter the cases, filings, documents, or hearings that are currently displayed.



Once you find the cases, filings, documents, or hearings that you want, you can do any of the following:





5.
 - Click the case description to open the *Case Details* page for the case or the *Filing Details* page for the filing or document.
 - Click the hearing type to open a dialog box that has details for that specific hearing.
 - Click  to export your search results.
 - Click  to save your search to use again later.



Case Details Page

The *Case Details* page is where you can see information on a case, including the following:

- Case details, such as case number and type
- Parties, participants, attorneys, and judicial officers (if available)
- Filings and documents
- Hearings (if available)

From the *Case Details* page, you can do the following:


- Click  to save the case to a folder.
- Click  to set a case alert.
- Click  to display the case summary.
- Click  to capture the URL so you can send a text or an email of the case to another

- re:Search user with the same re:Search role as yours.
 - Click  to file into the case.
 - Click the name of a party, attorney, or judicial officer to set a name alert on that person or to search for the person's other cases.
- Click **Name Alert** to open the *Name Alert* dialog box.
 - Complete the fields, and then click **Save**.
 - Access the *Name Alerts* page from the re:Search menu () to manage your name alerts or to add new, proactive name alerts.


Buying Documents



If you want to view a document on a case and you are not an attorney on that case, you may need to buy the document first. All document fees go to the court where the case resides.

To buy a document:

- Locate the document on the *Case Details* page for the case.
- Click **Add** to add the document to your shopping cart.
- Click  to go to your shopping cart and complete your purchase.
- Return to the *Case Details* page and click the document name to open the document.

Case Alerts

When you set a case alert, re:Search sends you an email whenever a new filing or hearing (if available) is added to the case. To set a case alert, click the Case Alert icon () at the top of the *Case Details* page or on any other page on which cases are displayed.

The Case Alert icon turns dark () to indicate that you set an alert on the case. To see all cases on which you have set case alerts, access the *Case Alerts* page from the re:Search menu ().


Setting Name Alerts

You can set alerts on parties, attorneys, and judicial officers to be notified when they are added to cases.

To set a name alert:

- Click the name on the *Case Details* page to open the Name Options menu.

Search Alerts

You can define search alerts using the same criteria available on the *Search* page. re:Search then continuously monitors all case and filing activity and sends you an email when it finds a match. To define and manage your search alerts, access the *Search Alerts* page from the re:Search menu ().