

There are several ways to locate a matter in **CLW**. The most efficient and effective method will depend on the information known about the matter.

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## **Search Descriptions**

### **Global Matter Search**

This method searches through all matters in all modules. This is the broadest search possible and returns all matters accessible to the user fitting the provided search criteria.

### **My Open Matters Search**

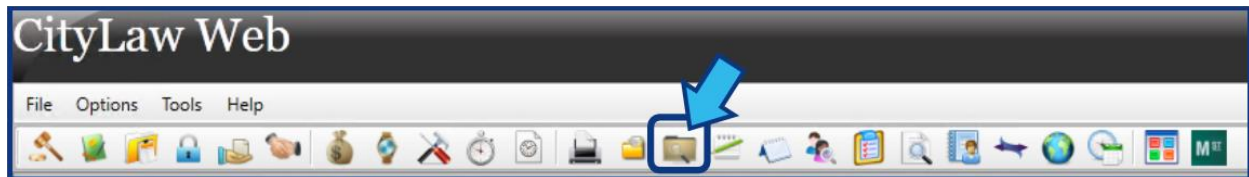
This method searches through the user's open matters. This is typically the most efficient search for a user to locate matters assigned to them.

### **Module Search**

This method searches through all matters within a specific module. This is similar to a **Global Matter Search**, except it only searches within the given module.

## Global Matter Search

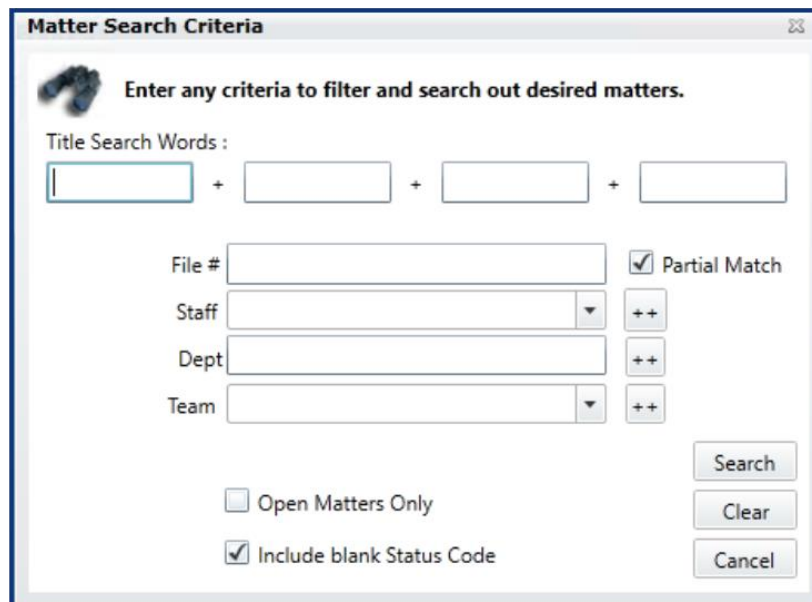
In the **Global Toolbar**, press the **Global Matter Search** icon.



**+** **Helpful Hint**

When you hover over the correct icon, **Global Matter Search** will appear.

In the **Matter Search Criteria** window, fill in information to narrow the search. Enter any of the following: one or more words in the **Title**; the **File #**; the assigned **Staff**; the associated **Department**; and/or the assigned **Team**. To limit the search to only open matters, check the **Open Matters Only** box.



**Matter Search Criteria**

Enter any criteria to filter and search out desired matters.

Title Search Words :  
[ ] + [ ] + [ ] + [ ]

File # [ ]  Partial Match

Staff [ ] ++

Dept [ ] ++

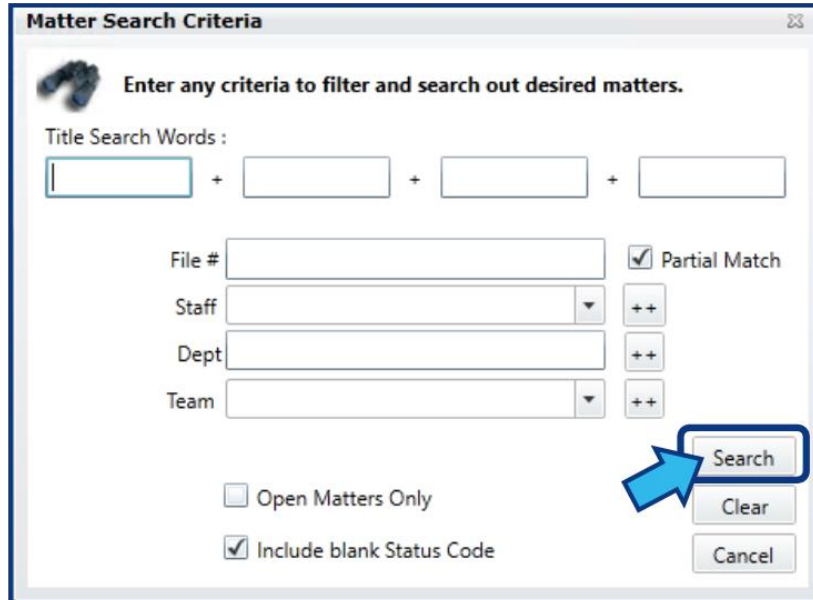
Team [ ] ++

Open Matters Only

Include blank Status Code

Search  
Clear  
Cancel

Press **Search**. The **Search** button is located in the bottom-right of the **Matter Search Criteria** window.



**Matter Search Criteria**

Enter any criteria to filter and search out desired matters.

Title Search Words :  
 +  +  +

File #   Partial Match

Staff  ++

Dept  ++

Team  ++

Open Matters Only

Include blank Status Code

**Search**  
Clear  
Cancel

Search results appear in a **Search Result** window. If the results list is long, it can be further sorted by selecting any of the column headings. Double-click the desired matter.

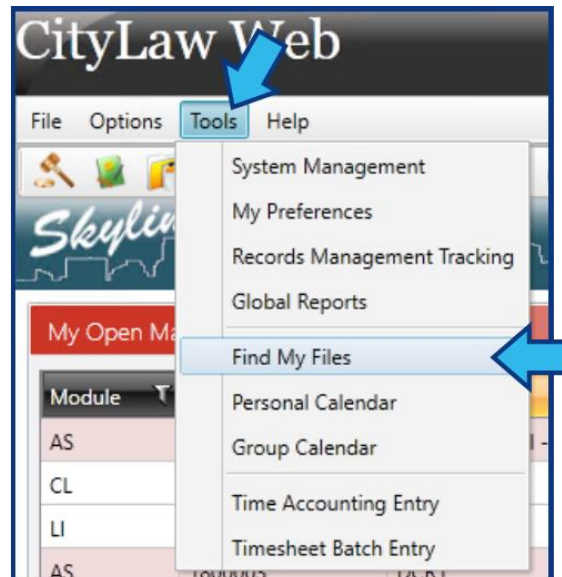


**Search Result** Date Sort

Staff	Module	File #	Title	Date	Dept
CESTR	LI	15-0002	Engle, C. vs City of LA	2/5/2015	
PDS	LI	15-0012	City of Denver v Joe Montana	5/12/2015	ALL
DGL	LI	16-0055	Johns Hopkins vs City of Richmond	12/8/2016	HHS
ATT	LI	17-0001	Jamieson v. City of Mobile	1/12/2017	MOPD
PDS	LI	18-0023	Jackson v. City of Somerville	10/31/2017	ARL
PDS	LI	18-0045	Lefever, Aaron v. City of Richmond	1/16/2018	PD
PDS	LI	18-0046	Jamieson, David v. City of Penticton	1/18/2018	
PDS	CL	C17-036	City dump truck ran over mail box	7/14/2017	
JH	CM	CO0016	City of Richmond, KY		
CGSTR	AS	CR-3827	Norwalk wants to run CityLaw/Filedesk	3/27/2009	NOR
CESTR	AS	CR-4903	Reports needed for City Council request	5/17/2010	NPB
BJX	AS	CR-5084	Global CityLaw Toolbar ribbon displayed	7/30/2010	OAK

Double-Click on a file to retrieve it. Print Close

Alternatively, a sortable list of matters can be accessed. Press **Tools** in the **Menu Bar** and select **Find My Files**.



A **Global Matter Search Results** window appears. The list can be sorted by pressing any of the column headings.

**Global Matter Search Results (10)** 83

Include blank status code Date Sort

Staff	Module	File #	Title	Date	Dept
SAB	LI	16-0057	Jones, Bob v. City of Richr	7/10/2018	PW
SAB	LI	18-0001	Stratmore v. City of Berea	7/2/2018	PW
SAB	LI	18-0003	Complaint 1	8/31/2018	PW
SAB	AS	1800001	Animal Control - Leash Lav	7/30/2018	PW
SAB	AS	1800003	DCR1	8/31/2018	PW
SAB	AS	1900001	John Doe vs City Dog Pour	1/16/2019	PD
SAB	CL	C17-001	Claim	4/18/2017	PD
DEMO	CM	CO0002	Test Contract with ABC Co		PD
SMA	AS	CR16-0062	Memorial Union Terrace -	6/21/2018	PW;PW OPS
SAB	PR	PR19-0001	Doe, John	1/25/2019	

Double-Click on a file to retrieve it. Print Close

In this example, the list is sorted alphabetically by **Title**. Notice the **Title** heading is colored differently to show it is the column by which the list is sorted.

Staff	Module	File #	Title	Date	Dept
SAB	AS	1800001	Animal Control - Leash Law	7/30/2018	PW
SAB	CL	C17-001	Claim	4/18/2017	PD

Each column is filtered according to a numerical or alphabetical default appropriate to the category. Pressing the **Filter** icon will open a window that allows more filtering options.

Staff	Module	File #	Title	Date	Dept
SAB	AS	1800001	Animal Control - Leash Law	7/30/2018	PW
SAB	CL	C17-001	Claim	4/18/2017	PD

As an example, to see a list of all open **Assignment** matters, check the box for the **AS** module.

Staff	Module	File #	Title	Date	Dept
SAB	AS		Animal Control - Leash Law	7/30/2018	PW
SAB	CL			4/18/2017	PD
SAB	LI			8/31/2018	PW
SAB	AS			8/31/2018	PW
SAB	PR			1/25/2019	
SAB	AS		City Dog Pouch	1/16/2019	PD
SAB	LI		City of Richm	7/10/2018	PW
SMA	AS		on Terrace -	6/21/2018	PW;PW OPS
SAB	LI		City of Berea	7/2/2018	PW
DEMO	CM		with ABC Co		PD

Select All

AS

CL

CM

LI

PR

Show rows with value that

Contains

And

Contains

Filter Clear Filter

## My Open Matters Search

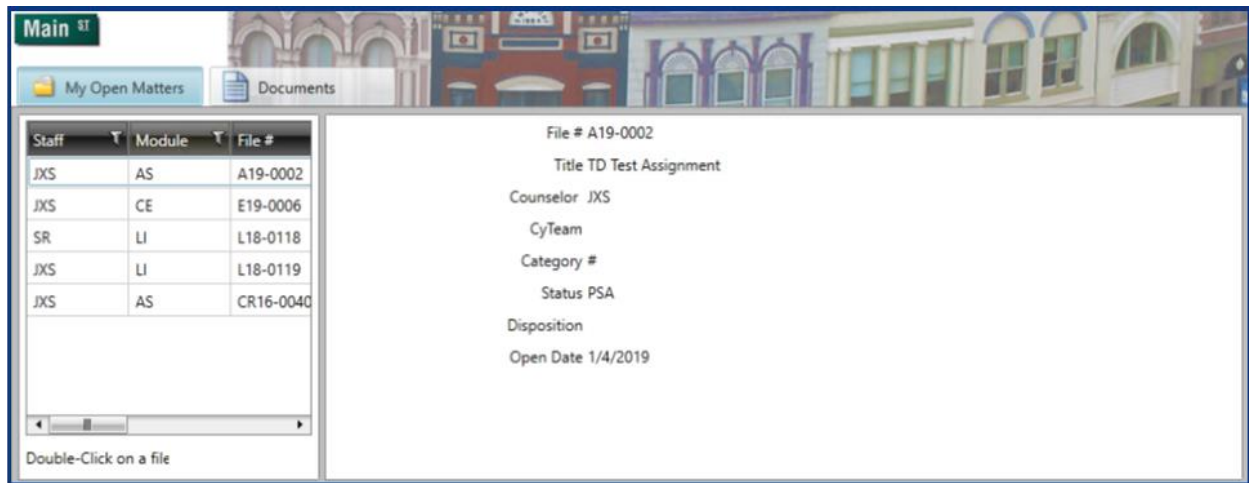
If in **Skyline View** or **Main Street View**, and **My Open Matters** is set to display, a sortable list of open matters is visible.

### Skyline View

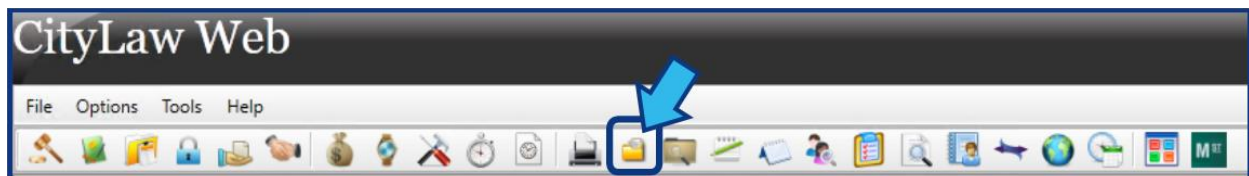


The screenshot shows the 'Skyline' interface with a window titled 'My Open Matters (10) - Showing 10.' containing a table of legal matters. The table has columns for Module, File #, Title, Date, Dept, and Attorney. The row for 'Stratmore v. City of Berea' is highlighted in yellow.

Module	File #	Title	Date	Dept	Attorney
AS	1800001	Animal Control - Leash Law	7/30/2018	PW	SAB
CL	C17-001	Claim	4/18/2017	PD	SAB
LI	18-0003	Complaint 1	8/31/2018	PW	SAB
AS	1800003	DCR1	8/31/2018	PW	SAB
PR	PR19-0001	Doe, John	1/25/2019		SAB
AS	1900001	John Doe vs City Dog Pound	1/16/2019	PD	SAB
LI	16-0057	Jones, Bob v. City of Richmond	7/10/2018	PW	SAB
AS	CR16-0062	Memorial Union Terrace - nutrient poll	6/21/2018	PW;PW OPS	SMA
LI	18-0001	Stratmore v. City of Berea	7/2/2018	PW	SAB
CM	000003	T. J. C. v. City of ABC	6/2/2018	PD	DEMO

**Main Street View**


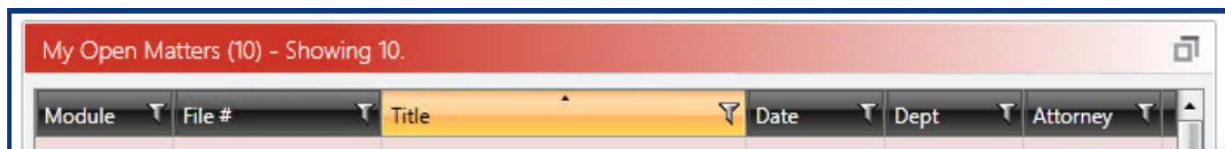
Open matters can also be viewed by pressing the **My Open Files** icon in the **Global Toolbar**.



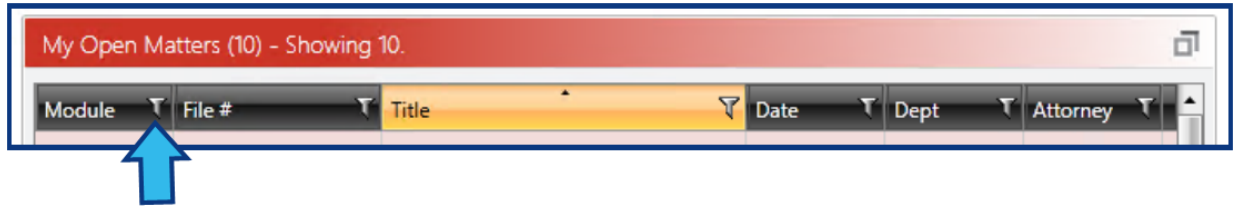
**+** **Helpful Hint**

When you hover over the correct icon, **My Open Files** will appear.

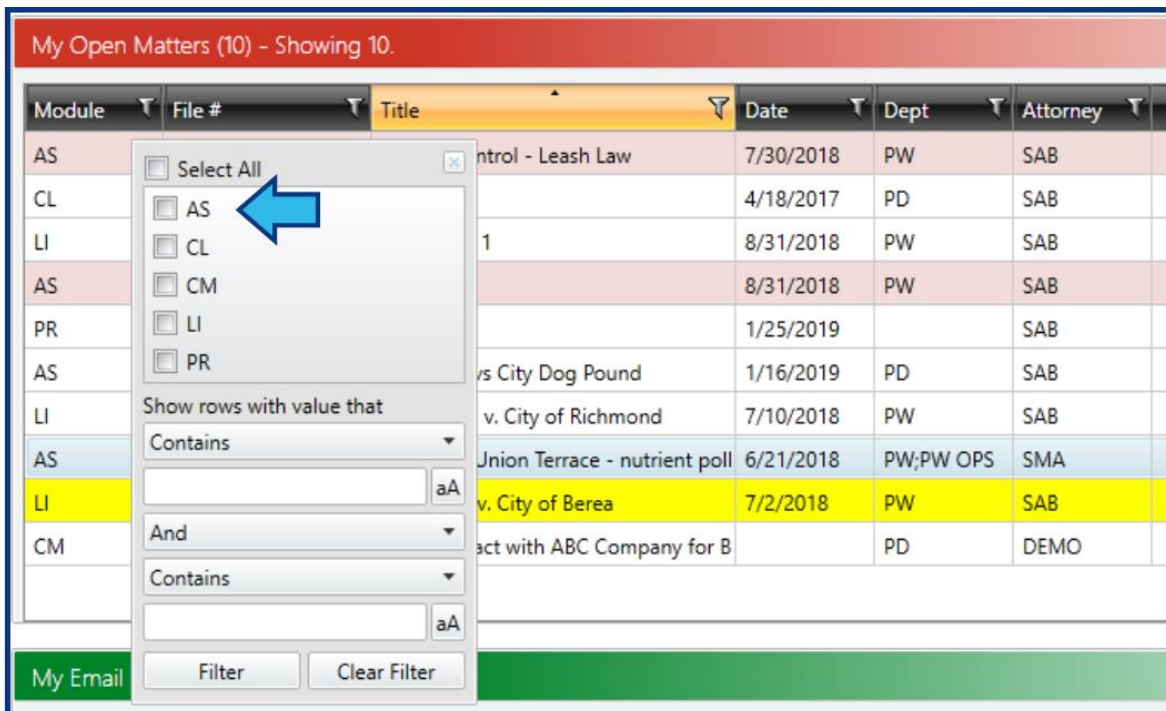
The list in either case can be sorted by pressing any of the column headings. In this example, the list is sorted alphabetically by **Title**. Notice the **Title** heading is colored differently to show it is the column by which the list is sorted.



Each column is filtered according to a numerical or alphabetical default appropriate to the category. Pressing the **Filter** icon will open a window that allows more filtering options.

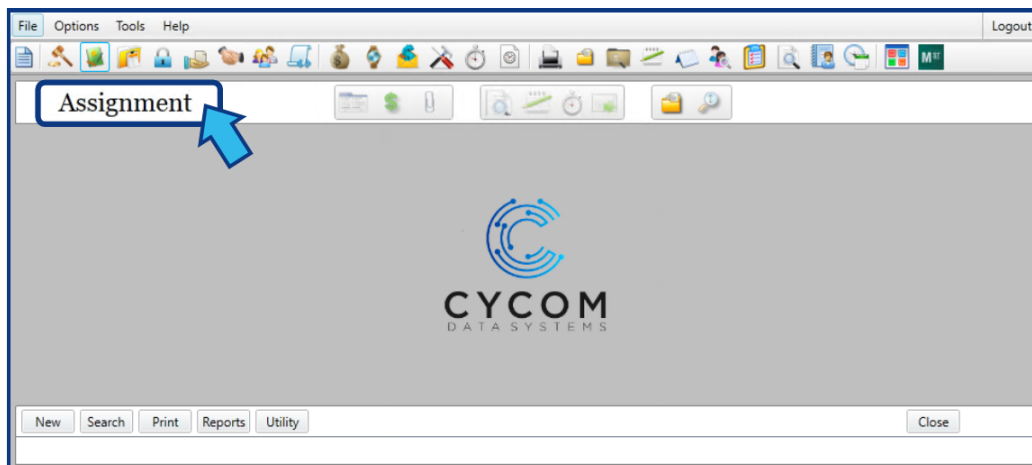


As an example, to see a list of all open **Assignment** matters, check the box for the **AS** module.

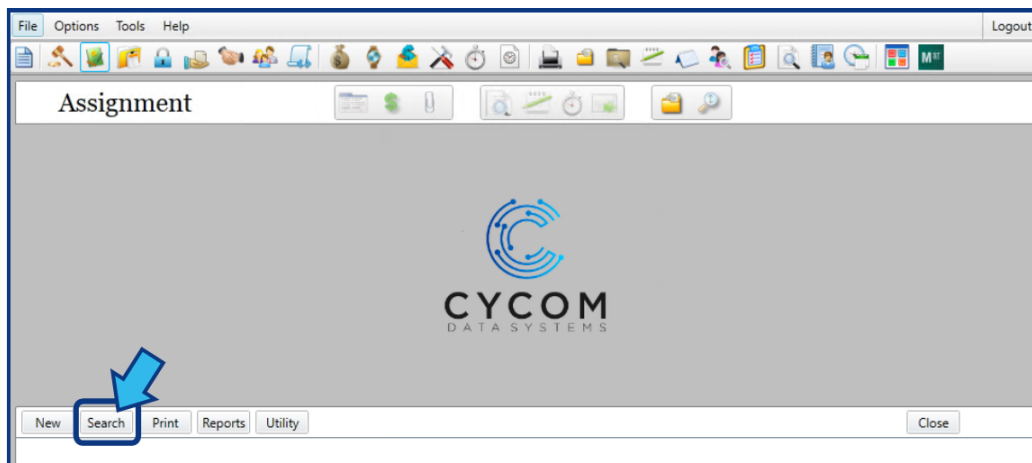


## Module Search

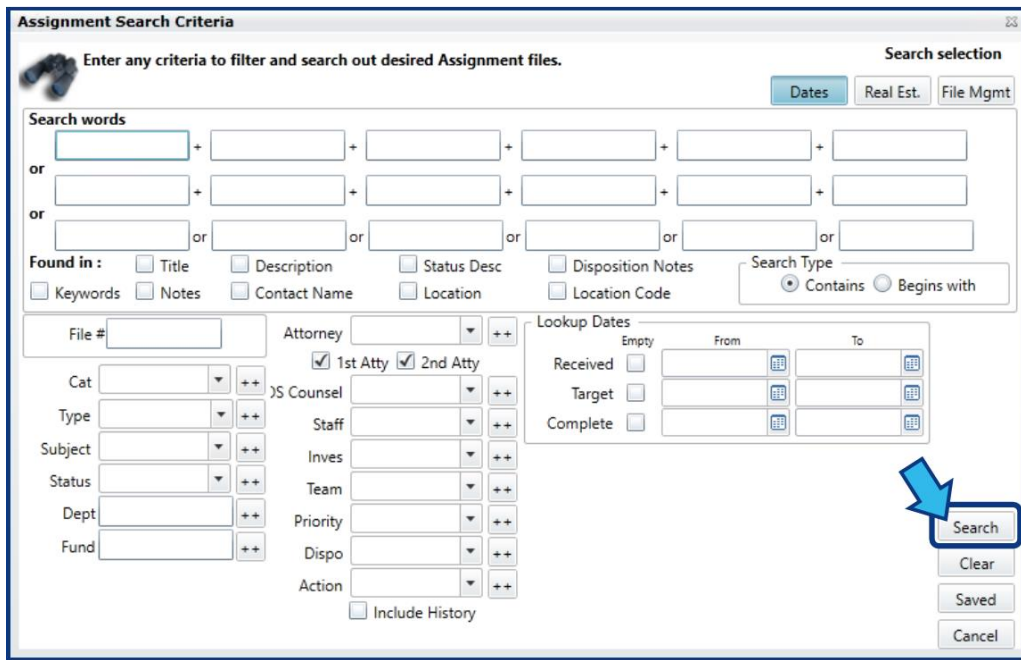
Open the module that matches the type of the matter to be found. When in the correct module, the module name appears on the **Module Toolbar**, as shown below. In this guide, the example matter to be found is an **Assignment**, but the same process works for all matter types.



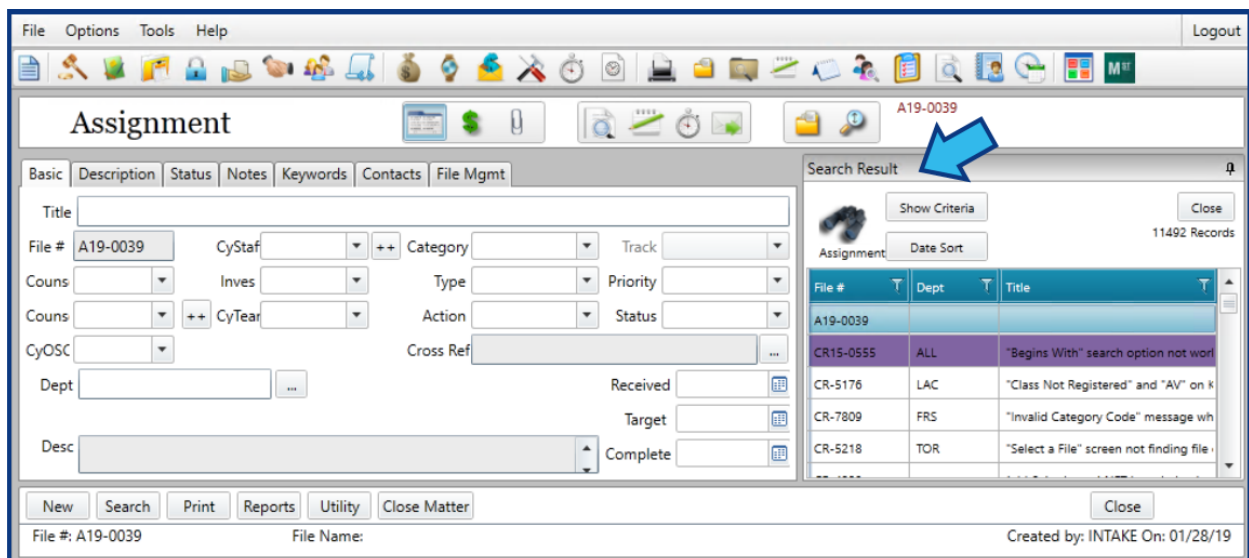
Press **Search**. The **Search** button is located in the bottom-left corner of the module window.



In the **Search Criteria** window, fill in the information known to narrow the search and then press **Search**. If all fields are left blank, the results will show all matters of the chosen module type.



Select the desired matter from the **Search Result** window.



Assignment

Search Result

File #	Dept	Title
A19-0039		
CR15-0555	ALL	"Begins With" search option not work
CR-5176	LAC	"Class Not Registered" and "AV" on k
CR-7809	FRS	"Invalid Category Code" message wh
CR-5218	TOR	"Select a File" screen not finding file

File # A19-0039      File Name:      Created by: INTAKE On: 01/28/19