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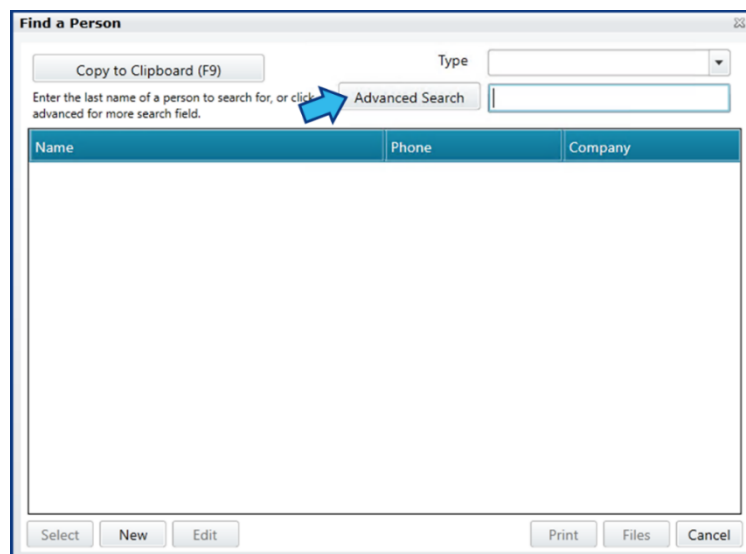
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Search for Contacts

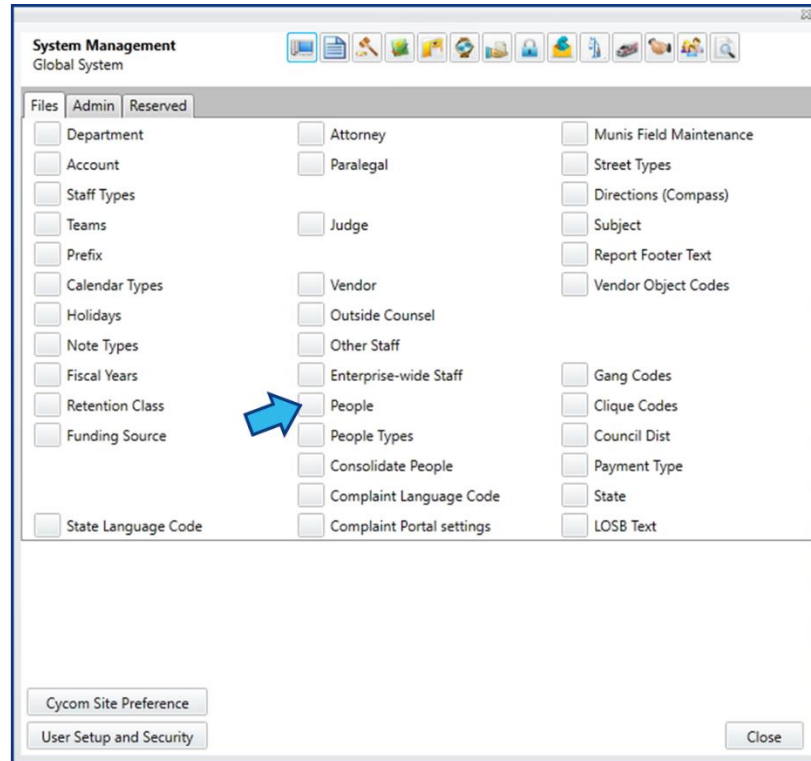
The **People Search Criteria** window allows you to search for people with a high level of detail. Not only can you search for an individual by name. You can also search by any information found in their contact record. To access the **People Search Criteria** window, select **Find People** from the **Global Toolbar**.



It is also accessible by selecting the **Advanced Search** button from the **Find a Person** window when it appears throughout **CLW**. The **Find a Person** window appears whenever a person search is initiated. For instance, when selecting **New** in the **Parties** tab of the **Parties** view in the **Litigation** module, the **Find a Person** window appears allowing you to locate the person you wish to add.

A screenshot of the 'Find a Person' window. The window has a title bar 'Find a Person' and a close button. It contains a 'Copy to Clipboard (F9)' button, a 'Type' dropdown menu, and a text input field. Below the input field is an 'Advanced Search' button, which is highlighted with a blue arrow. The main area of the window is a table with columns for 'Name', 'Phone', and 'Company'. At the bottom, there are buttons for 'Select', 'New', 'Edit', 'Print', 'Files', and 'Cancel'.

The **Find a Person** window also appears when selecting **People** in the **Files** tab of the **Global System** view in the **System Management** module.

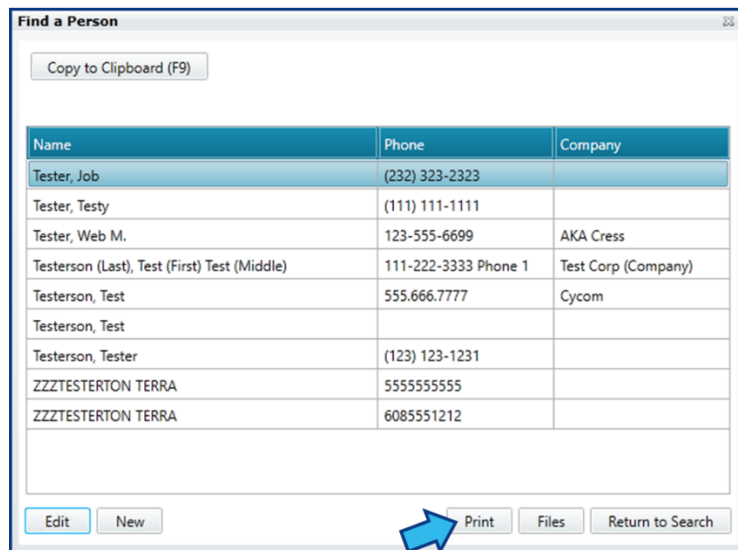


On selecting **Find People** or the **Advanced Search** button, the **People Search Criteria** window appears. Enter any search criteria for the person or persons you are trying to identify and then select **Search** at the bottom right.

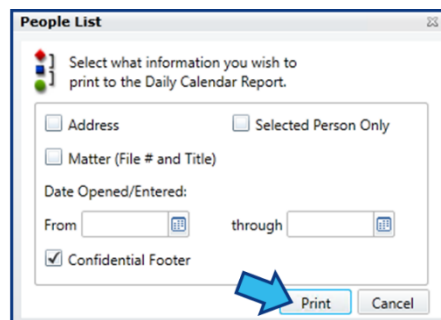
A list of people fitting the parameters of your search will appear. From this list you can do the following: Edit the contact record of anyone in the list by highlighting the person and selecting **Edit**; Add a new person by selecting **New**; Print the search results by selecting **Print** (some exceptions apply, such as when using **Advanced Search** from the **System Management** module); and Identify the matters with which a person in the list is associated by selecting **Files**.

Print Search Results

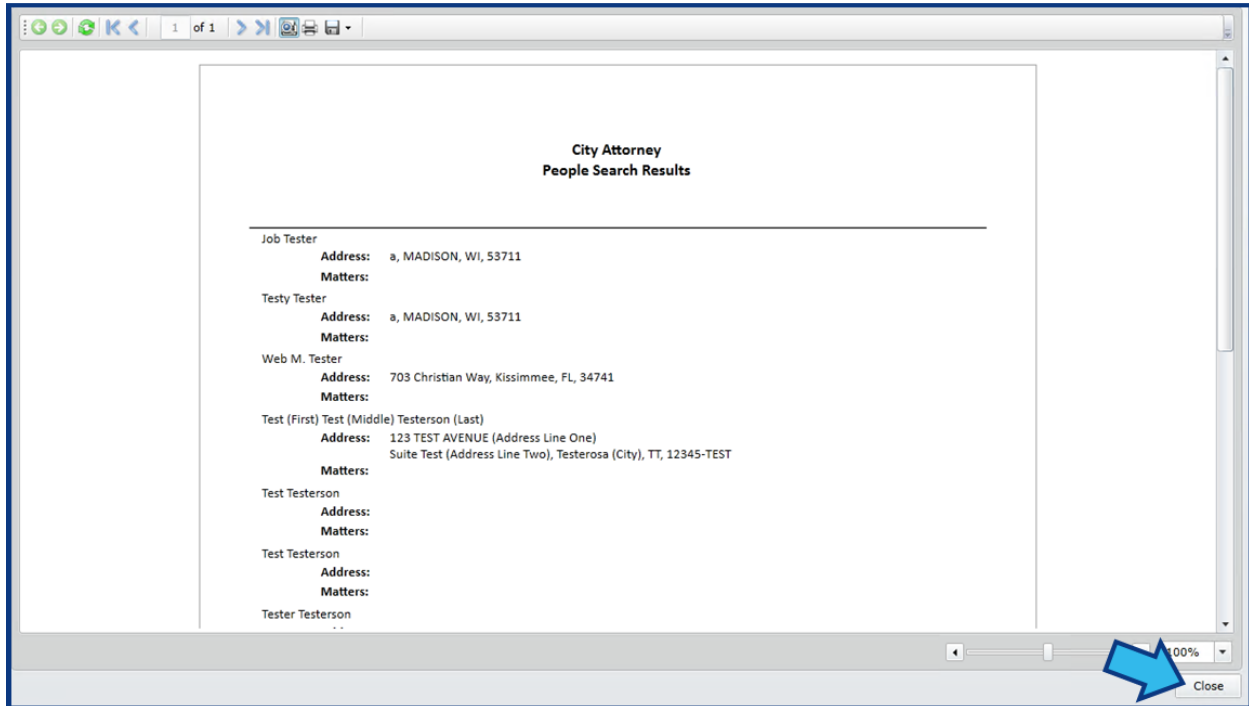
To print the results of your contact search, press the **Print** button.



The **People List** window will appear. Select the information to contain in the report from the options available. To include all the people found in the search, make sure **Selected Person Only** is unchecked. Once you are satisfied with your selections, select **Print**.



A **People Search Results** report will open. You can use the print or export buttons to print or export the report. Select **Close** when you wish to return to your search results list.



People Search Criteria Fields

The **People Search Criteria** window allows you to search for contacts by any combination of the following fields.

- Name Prefix
- First, Middle, and Last name
- Name Suffix
- Position Title
- Company
- Type code
- Date of Birth ("DOB") range

- Height range
- Weight range
- Sex
- Race
- Hair color
- Eye color
- Driver's license number ("License")
- Tax ID or Social Security Number (SSN)
- Address
- Phone number
- Bar number ("Bar No")
- Email address