

You can access a list of all matters to which a contact is associated from any **Find a Person** window. You will encounter such a window anytime you try to add a contact to a matter. A more direct way to access contacts is through the **Find People** option on the **Global Toolbar**. This article provides instructions using this method. However, the instructions are the same from any **Find a Person** window.

**There are three steps to complete this task:**

1. [Open People Search Criteria](#)
2. [Search for Contact and Highlight](#)
3. [Review Files](#)

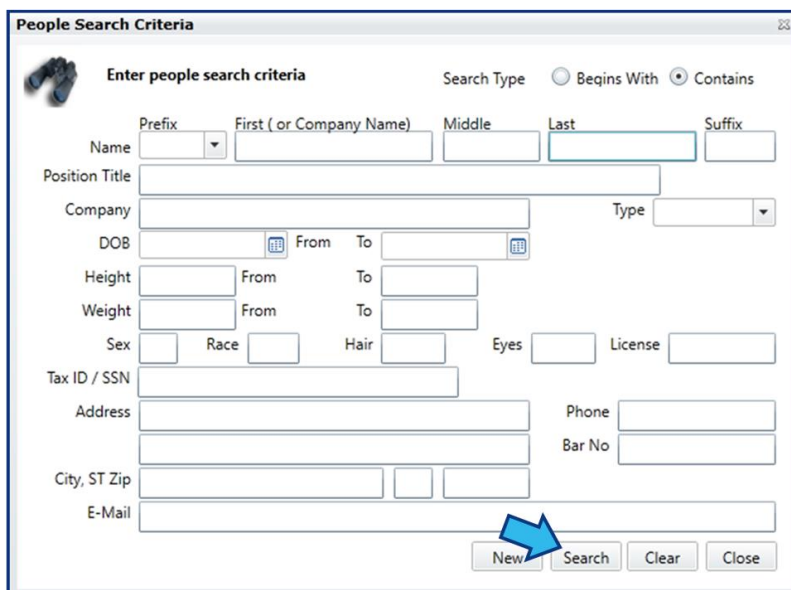
## Step 1. Open People Search Criteria

The **People Search Criteria** window can be accessed numerous ways. Most directly, select the **Find People** icon on the **Global Toolbar**.



## Step 2. Search for Contact and Highlight

Consider in your search that the contact's information may have been entered differently, or even incorrectly. Perhaps a nickname has been used, or perhaps the last name was misspelled. Enter the contact's name and/or other information to search for the contact and then select **Search**. Remember that multiple contacts may share the same name and you may need to consider other information to confirm a contact's identity.

A screenshot of the 'People Search Criteria' dialog box. It features a title bar with a maximize button. Below the title bar is a section titled 'Enter people search criteria' with a 'Search Type' dropdown set to 'Contains'. The form includes fields for Name (Prefix, First, Middle, Last, Suffix), Position Title, Company, Type, DOB, Height, Weight, Sex, Race, Hair, Eyes, License, Tax ID / SSN, Address, Phone, Bar No, City, ST, Zip, and E-Mail. At the bottom right, there are four buttons: 'New', 'Search', 'Clear', and 'Close'. A blue arrow points to the 'Search' button.

Once you have found the contact, select them by single left-clicking their name in the list.

Find a Person

Copy to Clipboard (F9)

Name	Phone	Company
test, test		
test, test t	(111	
<b>Tester, Job</b>	<b>(232) 323-2323</b>	
Tester, Testy	(111) 111-1111	
Tester, Web M.	123-555-6699	AKA Cress
Testerson (Last), Test (First) Test (Middle)	111-222-3333 Phone 1	Test Corp (Company)
Testerson, Test	555.666.7777	Cycom
Testerson, Test		
Testerson, Tester	(123) 123-1231	
ZZZTESTERTON TERRA	5555555555	
ZZZTESTERTON TERRA	6085551212	

EditNew
PrintFilesReturn to Search

### Step 3. Review Files

To review the contact's files, select **Files**.

Find a Person

Copy to Clipboard (F9)

Name	Phone	Company
test, test		
test, test t	(111	
<b>Tester, Job</b>	<b>(232) 323-2323</b>	
Tester, Testy	(111) 111-1111	
Tester, Web M.	123-555-6699	AKA Cress
Testerson (Last), Test (First) Test (Middle)	111-222-3333 Phone 1	Test Corp (Company)
Testerson, Test	555.666.7777	Cycom
Testerson, Test		
Testerson, Tester	(123) 123-1231	
ZZZTESTERTON TERRA	5555555555	
ZZZTESTERTON TERRA	6085551212	

EditNew
PrintFilesReturn to Search

If the contact is associated with any matters, a list of those matters will appear. You can print the list of matters for review using the **Print** button.

**Matters For Job Tester (2)**

Below is a list of the matters on which this person was found. Date Sort

Staff	Matter	Module	Title	Date	Dept	Status	
PM	L20-0082	LI	Tester, Job	4/28/2020		O	
WAB	L20-0015	LI	Test 4806 cross ref 2	1/27/2020	ARL	O	

Print Close

If the contact is not associated with any matters, you will be prompted with an **Information** box stating that no matters were found.

