

January 11, 2012

## **Orphans' Court Most Frequently Asks Questions**

1. **How to do a Name Search:**
  - a. Enter the last name (space) and the first initial of the person you are searching, then **"ENTER"**.
  - b. Once you have located the correct name, a display screen will appear.
  - c. To view images select **"Dockets"** (left hand side of page).
  - d. **Double click** on the "docket" you would like to view.
  - e. Once you have completed your inquiry, click on **"BACK"** to return to the dockets (repeat the process if you need to view another image).
  
2. **How to go directly to a Case if the Case number is known:**
  - a. **"TAB"** to or click within the first File Number field.
  - b. Then type the **"YEAR"** (in the first box) and **"NUMBER"** in the second box. **"ENTER"**
  - c. Now follow **"C"**, **"D"**, **"E"** above. (How to do the name search)