re:Search®TX Quick-Reference Guide

re:Search 2021.2 or Later

Getting Started

1. Access the re:SearchTX website:

   https://research.txcourts.gov

2. Click **Sign in** to sign in with your eFileTexas™ credentials, or click **Register** if you do not have an eFileTexas 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

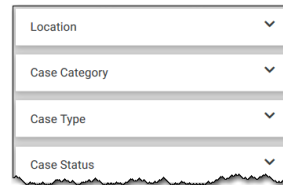To search for cases, filings, documents, and hearings:

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, **Text** to search for text within documents, or **Hearings** to search for hearings.
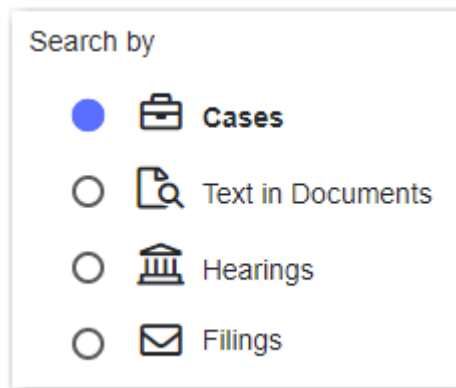
3. To search by keyword, type your search criteria in the **Search** field, and then press ENTER or click the Search icon (🔍).

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

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

- • 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 **⬇ EXPORT RESULTS** to export your search results.

- • Click **🖫 SAVED SEARCHES ▾** to save your search to use again later.

Advanced Searching

To perform an advanced search for cases 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. Access advanced searching by clicking either **Cases**, **Text in Documents**, **Hearings**, or **Filings**.

   Note: It does not matter which option you click because they all lead to the same advanced search.

3. To perform an advanced search, click **Advanced** to the right of the **Search** field.

4. Click **Cases** to search for cases, or **Hearings** to search for hearings.

5. Select an option from the **Search By** drop-down list.

6. Complete the necessary information in the resulting text fields or dialog boxes.

   Note: You can use an asterisk (*) to use the wildcard. This works for the judge name, as well as the first and last name for the attorney and party.

7. After completing the necessary information, perform one of the following steps.

Option	Step
To search for cases or hearings	Click **Search**.
To reset the filters and results	Click **Reset**.

8. When the search results are displayed, you can select an option from the **Sort By** drop-down list to sort the list by the newest case filed date, the oldest case filed date, or the case number.

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

   • Click the case description to open the *Case Details* page for the case.

   • Click the hearing type to open a dialog box that has details for the hearing.

   • Click to export your search results.

Case Details Page

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

• Case details such as the case number and type

• Parties, 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 share the case with other people.

• 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.

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:

1. Locate the document on the *Case Details* page for the case, and then click **Add** to add the document to your shopping cart.


2. Click to go to your shopping cart and complete your purchase.

3. Return to the *Case Details* page, and click the document name to open the document.

Case Alerts

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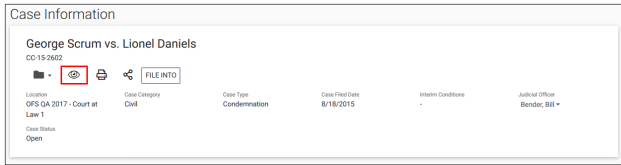
To see all cases on which you have set case alerts, access the *Case Alerts* page from the re:Search menu (☰).

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, and then click **Name Alert** to open the *Name Alert* dialog box. Complete the fields, and click **Save**.

To manage your name alerts or add new, proactive name alerts, access the *Name Alerts* page from the re:Search 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 (☰).