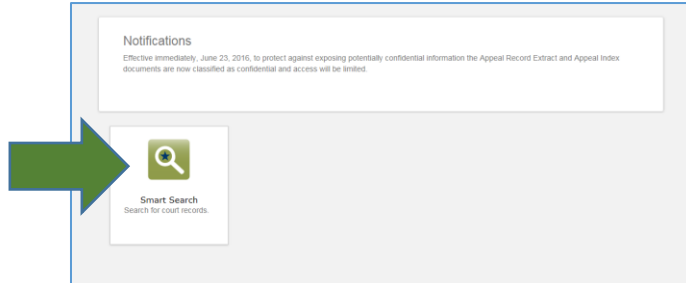# Using the Public Kiosk to Search for Case Information

You may come into the courthouse and access the case record using the public kiosk.
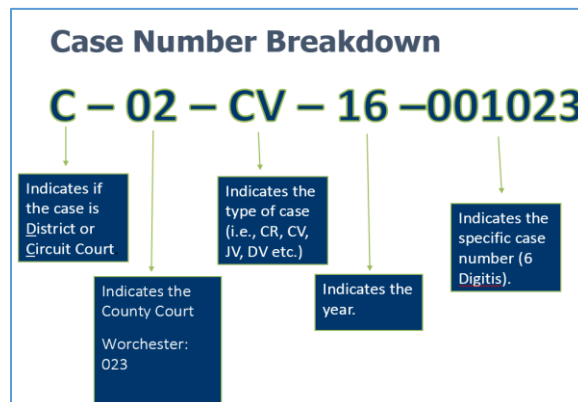
1. To access cases, click on **Smart Search.**

Notifications

Effective immediately, June 23, 2016, to protect against exposing potentially confidential information the Appeal Record Extract and Appeal Index documents are now classified as confidential and access will be limited.

Smart Search
Search for court records.

2. Enter the name of the person or the case number you are looking for:

* Enter a Record Number or Name in Last, First Middle Suffix Format

doe, john

* Enter a Record Number or Name in Last, First Middle Suffix Format

C-23-CV-16-00001

Case Number Breakdown

C – 02 – CV – 16 –001023

Indicates if the case is District or Circuit Court

Indicates the County Court

Worchester: 023

Indicates the type of case (i.e., CR, CV, JV, DV etc.)

Indicates the year.

Indicates the specific case number (6 Digitis).

You can use an asterisk after a name if you do not know the full name.

* Enter a Record Number or Name in Last, First Middle Suffix Format

doe, j*

You can also enter the case number without dashes and leading zeros.

* Enter a Record Number or Name in Last, First Middle Suffix Format

c23cv161

3. Click **Submit**.

* Enter a Record Number or Name in Last, First Middle Suffix Format

doe, john

Advanced Filtering Options▾   Submit

4. The system will return your results. If you see the case you are looking for, click on the case number.

5. If you do not see the case, check all of the pages of the search at the bottom of the page.

6. You may click the back button on your browser to add more information to your search (simply add it on the line).

7. You may change your filtering options. Your filters will show more relevant information at the top of your search results.