

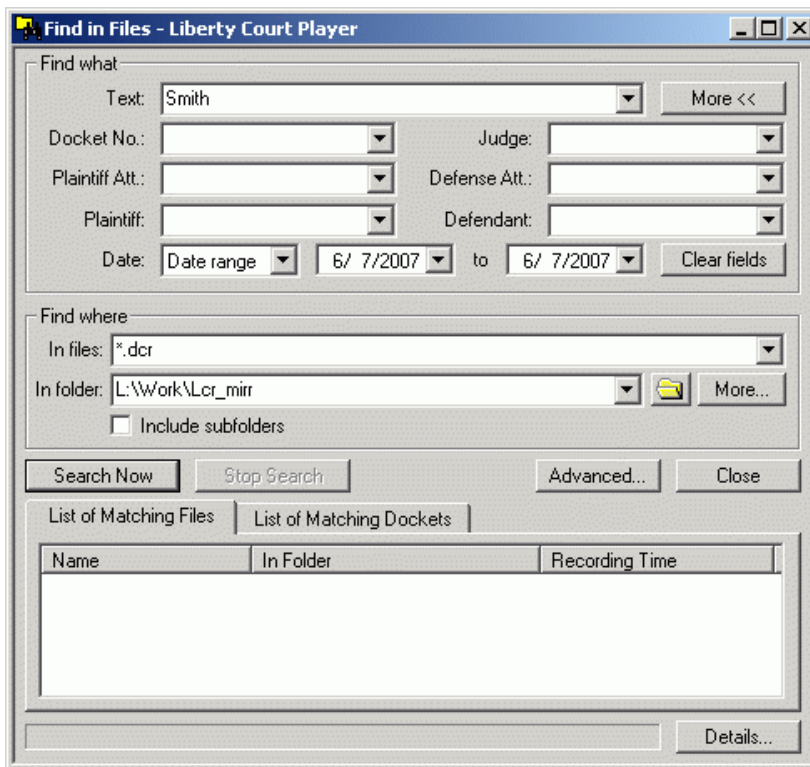
Using File Search

Using Liberty Court Recorder or Liberty Court Player, you can search for text in DCR files and dockets. You can search files and docket-specific fields, search by date or a date range, use a phonetic algorithm, show the results as a list of files and a list of dockets, search for an exact phrase, specify a list of folders to search, and so on. For example, you can search for all files for “red corvette, Judge Simpson, or docket number CSV-20060213.


This search facility uses the built-in Windows Indexing Service to enable faster searches. To use Index Services, you must configure the PC on which the files are stored to index the DCR file location.

To search through files, take the following steps:

1. Press the  button in the toolbar, or use “**Tools – in Files.**” The following dialog appears:



2. In the “**Find what**” section, indicate what you want to find. The search results must match all of the criteria you specify. To search for an exact phrase, enclose it in double quotes (e.g. “red corvette”). You can choose from the following:
 - **Text** – Specifies the text you want to find.
 - **More button** – Click this button if you want to search specific docket fields. Specify the data on which you want to search in the relevant fields. You can use the drop-down lists to select previous entries you’ve made.
 - **Date** – You can have the search ignore dates, search for a specific date, or search in a date range. To clear the fields in the “**Find what**” section, click the “**Clear fields**” button.

3. In the **"Find where"** section, indicate where you want the search to look. You can choose from the following:
 - **In Files** – Enter the file-name mask for searching files. This is similar to using Windows Explorer for searching files. You can use **"**"** to match any number of characters, and **"?"** to match a single character. The default value is **"*.dcr"**, which means search for all files with an extension of **"dcr."** Note that you can search only through files with an extension of **.dcr.**
 - **In folder** – Specifies one or more folders to search. You can type the names, separate by a semi-colon (;) or click the buttons to the right. Click the  button to select one folder or click the **"More"** button to select multiple folders.
 - **Include subfolders** – Select this option if you want the search to include subfolders of the starting folder. This is the default.
4. Press the **"Search Now"** button to start the search. You can interrupt a search at anytime by clicking the **"Stop Search"** button.

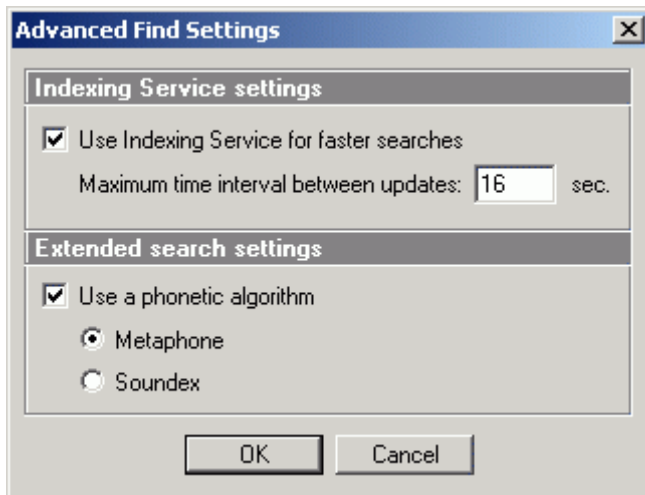
Reviewing the Results

The results of your search are shown at the bottom of the dialog box. The files that match your search criteria are listed on the **"List of Matching Dockets"** tab. You can sort any column by clicking on the column title.

You can double-click on a line in your search results to open the associated file name or docket.

Using Advanced Settings

If you don't want to use Indexing Service for faster searches, press the **"Advanced"** button and clear the **"Use Index Services for faster searches"** check box.



The Indexing Service uses a time-out threshold for updating its own database with information about files that are added or changed. If your system is very busy, the Indexing Services forces an update within this threshold. The default value is 1 minute for Windows XP systems and 5 minutes for Windows 2000 systems. You can override these settings by specifying the **"Maximum time interval between updates."**

By default, the file search facility uses a phonetic algorithm. This is an algorithm for indexing words by their sound, when pronounced in English. On the **"Advanced Find Settings"** dialog box, you can choose not to use a phonetic algorithm or switch the algorithm that is being used.