Filing Help: Case Searches

On the Case Search page you will be required to enter at least one of the following items:

- Index or Claim Number
- Party Name
- Attorney
- Block and Lot for a Tax Certiorari action

Case Search

* Required Field

Enter Search Criteria: Case Identifier, Party, Attorney, or Tax Cert Information*

Case Identifier

Index/Claim Number

`150123/2011`

Step One: Enter the index or claim number. You must separate the index or claim number and the four digit year with a forward slash.

Party

NOTE: Requires at least 2 characters for business na...

Business/Organization Name

First Name | **Middle** | **Last Name**
`J` | | `Smith`

Step Two: If you are entering a business name, enter at least two (2) characters. If you are entering the name of an individual, enter at least one (1) character for both the first and last name.

Attorney

NOTE: Requires at least 1 character for first name and...

First Name * | **Middle** | **Last Name** *
`J` | | `Jones`

Step Three: If you are entering the name of an attorney, enter at least one (1) character for the first and last name.

If you are searching for a tax certiorari case, enter the block and lot of the parcel at issue:

Tax Cert Information

Block | **Lot**
`123` | `4`

You can then narrow your search by county, case type, and filing date range:

Narrow your results

County
New York

Step Four: If you are narrowing your search by county, click on the down arrow and then click on the county you wish to narrow your search to.

Case Type
Tort

Step Five: If you are narrowing your search by case type, click on the down arrow and then click on the case type you wish to narrow your search to.

Filing Date Range
From
01/01/2011
(mm/dd/yyyy)

To
01/10/2011
(mm/dd/yyyy)

Step Six: If you are narrowing your search by date range, enter your dates in mm/dd/yyyy format.

Once you have entered at least the minimum information required, click on the "Search" button.

Your search results will be displayed.