

## Event Search

1. After logging in to NextGen CM/ECF (see Access NextGen CM/ECF User Guide), if you are unable to locate an event you can use the search feature to aid in finding it.



2. In the search box, type in *part* of the name of the event you are looking for.  
NOTE: It is helpful to type part of the event name and not the entire name as the query will return more results with partial name searches. Example:



3. The search result will sort the events by category. Once you locate the correct event in the proper category you wish to file, click on that event to begin filing.

*It is important to select the proper category for an event. If you need assistance with locating an event, please call the court at 616-456-2693.*