



AD/CVD

Case and Message Search

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U.S. Customs and
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INTRODUCTION

There are two ways to search for a case and message:

- Quick Search - Using the case or message number.
- Advanced Search - Using multiple search criteria.

Use Quick case Search by entering partial/full case number. You may use the partial/full message number or partial/full case number when doing a Quick message search.

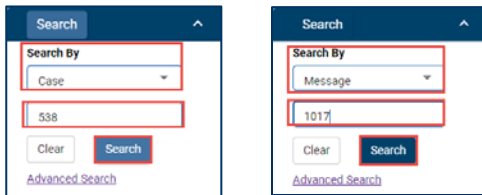
Use Advanced Search to narrow search results.

- Two criteria are required for a case search.
- One criteria is required for a message search.

SEARCH FOR A CASE OR MESSAGE USING QUICK SEARCH

1. In the **Search** pane:
 - a. In the **Search By** field, select **Case** or **Message** in the drop-down menu.
 - b. In the next field, type a partial/full *case number* or partial/full *message number*.
 - c. Select the **Search** button.

The **Search Results** pane displays.



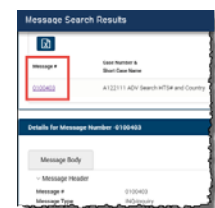
2. (Case Search) In the **Search Results** pane in the **CBP Case #** column, select a case number hyperlink.

The **Details for Case Number #** pane displays below the **Case Search Results** pane.

OR

(Message Search) In the **Message Search Results** pane in the **Message #** column, select a message number hyperlink.

The **Details for Message Number** pane displays below the **Message Search Results** pane.



TIP: Select the **Excel** icon  to export search results.

Use to filter the results further.

SEARCH FOR A CASE OR MESSAGE USING ADVANCED SEARCH

1. In the **Search** pane:
 - a. In the **Search By** field, select **Case** or **Message** in the drop-down menu.
 - b. Select the **Advanced Search** hyperlink.
 The **Cases** or **Messages Advanced Search** dialog box displays.



IMPORTANT: Do not enter any criteria in the **case number** or **message number** field.

2. In the **Advanced Search** dialog box:
 - a. Type or select search criteria.
 - b. Select the **Search** button.
 The **Case** or **Message Search Results** pane displays.

The **Case** or **Message Search Results** pane displays.



NOTE: A new **Message Title** field has been added to the **Messages Advanced Search** pane.

3. In the **Case** or **Message Search Results** pane in the **CBP Case #** column or **Message #** column, select a hyperlink.
 The **Details for Case** or **Message Number #** pane displays below the **Search Results** pane.