Archived Content

The information on this page is out of date. However, some of the content may still be useful, so we have archived the page.

View and Search Cases in E-Verify

General users and program administrators can view and search cases in E-Verify by following the steps below.

1

From the E-Verify homepage, click the drop-down arrow next to ***Cases*** and select **View Cases** or **Search Cases**. Both screens offer the same search features for locating existing cases in E-Verify. Once View Cases or Search Cases is selected, E-Verify displays all open cases by default.

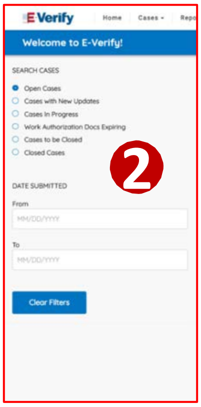
2

Click the button next to the desired case status under *Search Cases*.

To view and search cases created during a specific time period, go to the *Date Submitted* section. Type the begin date in the **From** field and the end date in the **To** field. Press **Enter** on your keyboard to display search results.

NOTE: E-Verify employer agents have a drop-down menu where they can select a client company and view and search cases created for the selected client company.

Click **Clear Filters** to remove the dates entered under the *Date Submitted* section and default to open cases.



3

To further narrow your search, click the drop-down arrow next to *Search By* and select one of the available search options. Type the corresponding name or number in the *Search By* field and press **Enter**.

NOTE: To sort cases, click the drop-down arrow next to *Sort by* on the right side of the screen and select a category.

4

Once you locate the case, click anywhere in the box containing the case information to open the case. You will be able to view and print case details and/or update the case if needed.

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