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.

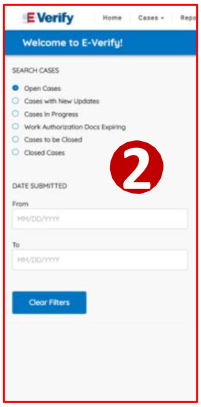
1. From the E-Verify homepage, click the drop-down arrow next to ***Cases*** and select **View Cases** or **Search Cases**. Both screens offer the same search features for locating existing cases in E-Verify. Once View Cases or Search Cases is selected, E-Verify displays all open cases by default.

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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