



Help Guide

Search

- To **perform a search**, use the Search tab and subtab and fill out the desired text fields by tapping them. Click on the PACER button to search PACER.
- To load a docket from the search results, **tap** the docket in the search results table.
- To view a **recently viewed searched docket**, use the Recent subtab

Bookmarks

- To **create a bookmark**, tap the bookmark on the upper right hand corner of a docket list.
- To **update a bookmark**:

- On the iPhone, tap a bookmark and select the calendar.
 - On the iPad, tap the calendar.
- To view a saved version **bookmarked docket**:
 - On the iPhone, tap a bookmark and select the disk.
 - On the iPad, tap the disk.
- To **update all** bookmarks, press and hold the bookmark tab.
- To **delete** a bookmark, swipe in either direction.
- To **rearrange bookmarks**, press and hold the bookmark, and then use the icon on the far right to rearrange, dragging up or down. Press and hold to set.

Documents

- To **save** a document, click on the add document icon when viewing a document from PACER.
- To **download multiple** documents on a docket, use the batch download icon from the docket action list (top right) and select the entries to download. Click OK to download.
- To **view** a saved document, use the documents tab and select the document under the case heading.
- To **e-mail a document**, click on the mail envelope when viewing a document.
- To **print** a document, click on the grid icon when viewing a document.
- To view a saved document in an **external .pdf application**, press and hold the document entry.

- To **export a bundle** of saved documents for a case:
 - On the iPhone, press and hold a case name entry on the document tab and select the pencil icon.
 - On the iPad, tap the pencil icon.
- To **send a .zip** of all docket entries in a case, press and hold a case name entry on the document tab and select the paperclip icon.
- To **delete** a saved document or case, swipe the document or case entry in either direction on the document tab.

Login / Settings

- To login as a **recent user** tap the recent button, select a user, and touch login.
- To **logout**, tap the lock button.

Docket

- Use **one finger** to scroll the docket.
- Use **two fingers** to scroll to the top or bottom of the docket.
- **Press and hold** to expand or contract a docket entry.
- To **e-mail a docket entry** use the action menu on the top right and select e-mail, and then select the docket entry.
- To **print a docket to pdf** use the action menu on the top right and select pdf.