Help Guide

Search

- To **perform a search**, use the search tab 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.

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.

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 entry 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.