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.