

# General Information

**Menu | Miscellaneous | Local | Local Options | Custom Queries Menu**

Custom Queries allows you to quickly pull data and work from the list.

All queries have search criteria at the top, see each query for a description of what those options are, but the format is basically the same. Put in the search criteria, then click the **Submit** button to see the results.

The bold information is a link so you can jump to that case or that document. In this example the cause column has links that if selected will take you to that case detail screen.

The case name column has links so if you select a name you will be taken to the person detail screen.

Some reports have columns that can be sorted. Click the word being used as the column header and it may sort. In this example the column headers are the words Cause, Status, Case Name(s).

You can click the Select results for copy/paste. It will highlight all text and you can right click to “copy” the selected data, then go into word or excel or any program and “paste” the data.

This document opens a new tab in your browser so it is easy to switch back and forth between this tab and your Quest tab. Close this tab when finished.

**Cause Numbers Generated For A Date Range**  
Enter selection criteria and press submit.

**Search Criteria** → From date:\*  To date:\*   
Case type:   
Court:   
 Filter date & court using cause number  
 Display totals only

→   ←

<b>Cause</b>	<b>Status</b>	<b>Case name(s)</b>
2021JD000001	Adjudicated; Delinquent	<b>Ingalls, Laura Elizabeth</b>
2021JD000002	Dismissed; Successful PTD	<b>Ingalls, Laura Elizabeth</b> <b>Ingalls, Charles</b>
2021JD50	Case Filed	<b>Gottlieb, Bill</b>
SLDKJFLSDJFLSDJF	Case Filed	<b>Owens, Cindy</b>
<b>Case type</b>	<b>Count</b>	
JD	4	
<b>Total number of cases: 4</b>		

**Column Headers** → **Links** ←