

Search Tips – Find Case


How to search for a name:

1. Enter the Find Case screen from the NCIS search menu.
2. Add the name details to the Surname and Firstname text boxes.
3. Select 'Closed' on the Case Status drop down menu.
4. If you are searching for a case in a particular jurisdiction, select the relevant option from the Jurisdiction drop down menu.
5. Add other details as necessary/if available, such as Date of Birth. Then, select .


Jurisdiction:	NSW	Surname:	SMITH
Case Year:		Firstname:	JOHN
Case Sequence:		Sex:	
Local Case Number:		Court:	
Case Status:	Closed	Post Mortem No:	
Date of Birth:	dd/mm/yyyy	Multiple Fatality Event (MFE):	Search

How to search for a NCIS Reference Number:

1. Enter the Find Case screen from the NCIS search menu. Have your NCIS Reference Number ready (e.g. **VIC.2000.000**).
2. The reference number can be searched by breaking it down into its three parts. First, select 'VIC' from the Jurisdiction drop down menu.
3. Next, select '2000' from the Case Year menu.
4. Finally, enter the number '000' at the end in the Case Sequence text field.
5. Select .
 - *If you have a Local Case Number, simply enter this into the Local Case Number field.*
6. Alternatively, you can enter your NCIS Reference Number in the 'Jump to:' box at the bottom of your screen and select 'Go'.

Jurisdiction:	VIC
Case Year:	2000
Case Sequence:	000
Local Case Number:	

or

<input type="button" value="Clear"/>	<input type="button" value="Search"/>
Jump to:	VIC.2000.000 <input type="button" value="Go"/> 

Helpful Hints:

When searching for a specific name, it is worth keeping in mind that spellings may differ between the NCIS and other sources. If you have searched for a name (e.g. 'John Smith') and not found any results, try searching for just the first few letters of each name to encompass alternative spellings (such as 'Jon Smithe'). This will return all results starting with those letters. You can then cross reference other details such as Date of Birth and Sex to determine if a case is a match.

Surname:	<input type="text" value="SMI"/>
Firstname:	<input type="text" value="JO"/>
Sex:	<input type="text"/>
Court:	<input type="text"/>
Post Mortem No:	<input type="text"/>
Multiple Fatality Event (MFE): Search:	<input type="text"/>

- *You can also search by Surname only.*