

Search Guide

How to find a case

SEARCH FOR A NAME

Select *Find Case* from the *NCIS search* menu.

Add the name details to the Surname and Firstname text boxes.

Surname:	<input type="text"/>
Firstname:	<input type="text"/>

Select 'Closed' on the Case Status drop down menu.

If you are searching for a case in a particular jurisdiction, select the relevant option from the Jurisdiction drop down menu.

Jurisdiction:	<input type="text" value="VIC"/>
Case Year:	<input type="text"/>
Case Sequence:	<input type="text"/>
Local Case Number:	<input type="text"/>
Case Status:	<input type="text" value="Closed"/>

Add other details as necessary/if available, such as Date of Birth and select Search.

SPELLING

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"/>

TIPS

Refine your search

Remember that the more fields you enter the more specific your results will be. If you have trouble finding a known case, reduce the fields you are searching on or contact NCIS for advice.

CONTACT

ncis@ncis.org.au
www.ncis.org.au
+61 3 9684 4323

Search Guide

How to find a case

SEARCH FOR A REFERENCE NUMBER

Select *Find Case* from the *NCIS search* menu.

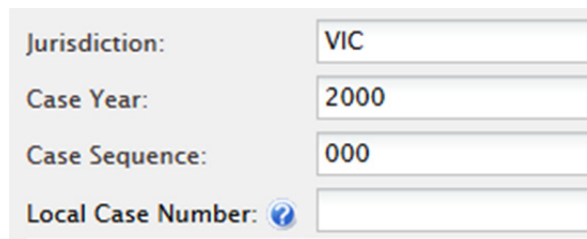
The NCIS case number can be searched by breaking it down into its three parts. For example: VIC.2000.000

First, select 'VIC' from the Jurisdiction drop down menu.

Next, select '2000' from the Case Year menu.

Finally, enter the number '000' at the end in the Case Sequence text field.

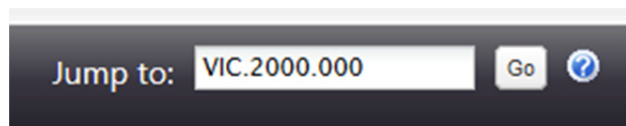
Select Search.



The screenshot shows a search form with four input fields. The first field is labeled 'Jurisdiction:' and contains the text 'VIC'. The second field is labeled 'Case Year:' and contains '2000'. The third field is labeled 'Case Sequence:' and contains '000'. The fourth field is labeled 'Local Case Number:' and is currently empty, with a blue question mark icon to its right.

If you have a Local Case Number, enter this into the Local Case Number field.

Alternatively, you can enter the NCIS Case Number in the 'Jump to:' box at the bottom of your screen and select 'Go'.



The screenshot shows a dark-themed search bar. On the left, it says 'Jump to:'. To the right of this is a text input field containing 'VIC.2000.000'. To the right of the input field is a 'Go' button and a blue question mark icon.

TIPS

Results per page

The number of results displayed defaults to 20. If you are searching across many cases, change the default to 'All' to display a full list. This can be more easily exported to a spreadsheet from the results page.

CONTACT

ncis@ncis.org.au
www.ncis.org.au
+61 3 9684 4323