



Illinois Workers'
Compensation
Commission

**Illinois Workers' Compensation Commission
Name/Birthdate Search**

User Manual

Table of Contents

I. Introduction and Overview	1
II. Search by Petitioner's Name	2
III. Search by Respondent's Name	3
IV. Search by Petitioner's Birthdate	4
V. Frequently Asked Questions and Troubleshooting.....	5

I. Introduction and Overview

The Illinois Workers' Compensation Commission created this manual to assist users with the name and birthdate search of its case information database. The name and birthdate search allows users to search by the petitioner's name, respondent's name, or the petitioner's birthdate and name.

Please click on the *Name/Birth Inquiry* button on the main information screen of the case docket website to access the name and birthdate search.

This manual will cover the basic steps on how to perform a search by the petitioner's name, respondent's name, and the petitioner's birthdate. At the end of the manual, there is a list of frequently asked questions and a troubleshooting guide.

We are committed to making this search as user-friendly as possible. Please contact David Larson at david.larson@illinois.gov with any suggestions for improving this manual.

Remember

The name and birthdate search is located on the main information screen of the case docket website. Just look for the following buttons on the top right corner of your screen and click on the *Name/Birth Inquiry* button with your cursor.

CONNECTED CASES

NAME/BIRTH INQUIRY

CASE MOTIONS

REVIEW MOTIONS

COURT REPORTER

MORE INFO

NARRATIVES/SUMMONS

INSURANCE COMPLIANCE

II. Search by Petitioner's Name

Step One – Indicate the Type of Search

The name and birthdate search allows users to search the case information database by the petitioner's name. First, enter "P" in the *Type* field to indicate a petitioner search (the default status for the *Type* field is a petitioner search). This action directs the application to search by the petitioner's name.

TYPE:

NAME:

Step Two – Type in the Petitioner's Name

Second, type the **petitioner's last name** in the *Name* field. The search function requires at least four alpha literal characters (letters) to start the search. For last names with apostrophes, please include the apostrophe in the search.

To include a **first name** in the petitioner's last name search, separate the last name and first name with a **comma and a space**. The search will not function if you do not include the comma and a space. When you have the input entered in the *Name* field to your satisfaction, press **enter on your keyboard** to see the results.

Example

To perform a search for Joseph Smith:

1. Indicate a petitioner search by entering "P" in the *Type* field. Move your cursor down to the *Name* field.
2. Type "**smith, joseph**" in the *Name* field. Press enter on your keyboard.

Step Three – View Results

Once you press enter, any valid search results will be displayed in a table with up to ten results per page. To move to a different page of results, use the page navigation links at the bottom of the table.

To view more information about a search result, check the corresponding box in the first column of the table and then move your cursor over to the *Return* button at the top of the name/birth inquiry screen and click on it. **Using the enter key on your keyboard will not work to display the main information screen of the case docket website.**

III. Search by Respondent's Name

Step One – Indicate the Type of Search

The name and birthdate search allows users to search the case information database by the respondent's name. First, enter "R" in the *Type* field to indicate a respondent search. This action directs the application to search by the respondent's name.

TYPE:

NAME:

Step Two – Type in the Respondent's Name

Second, type the **respondent's name** in the *Name* field. The search function requires at least four alpha literal characters (letters) to start the search.

When you have the input entered in the *Name* field to your satisfaction, press **enter on your keyboard** to see the results.

Example

To perform a search for Johnson Concrete:

1. Indicate a respondent search by entering "R" in the *Type* field. Move your cursor down to the *Name* field.
2. Type "johnson concrete" in the *Name* field. Press enter on your keyboard.

Step Three – View Results

Once you press enter, any valid search results will be displayed in a table with up to ten results per page. To move to a different page of results, use the page navigation links at the bottom of the table.

To view more information about a search result, check the corresponding box in the first column of the table and then move your cursor over to the *Return* button at the top of the name/birth inquiry screen and click on it. Using the enter key on your keyboard will not work to display the main information screen of the case docket website.

IV. Search by Petitioner's Birthdate

Step One – Indicate the Type of Search

The final way to search the mainframe is by the petitioner's birthdate. The name and birthdate search allows users to combine both the petitioner's birthdate and last name to further narrow the results. Again, enter "B" in the *Type* field to indicate a birthdate search. This action directs the application to search by the petitioner's birthdate.

TYPE:

NAME:

Step Two – Type in the Petitioner's Birthdate and Name

Second, type the petitioner's birthdate and name formatted as "mmddyyyaaaa" in the *Name* field.

"mm" is the month of birth. The month must be a number between 01 and 12. For single digit months, be sure to include a zero as the first digit.

"dd" is the day of birth. The day must be a number between 01 and 31. For single digit days, be sure to include a zero as the first digit.

"yyyy" is the year of birth. It must be in either the 20th century (1900's) or 21st century (2000's) or else the search will not work.

"aaaa" is the petitioner's last name. There must be at least one letter in this field or the search will not work.

Example

To perform a search for Bill Shaw born on July 4, 1926:

1. Indicate a birthdate search by entering "B" in the *Type* field. Move your cursor down to the *Name* field.
2. Type "07041926shaw" into the *Name* field. Press enter on your keyboard.

Step Three – View Results

Once you press enter, any valid search results will be displayed in a table with up to ten results per page. To move to a different page of results, use the page navigation links at the bottom of the table.

To view more information about a search result, check the corresponding box in the first column of the table and then move your cursor over to the *Return* button at the top of the name/birth inquiry screen and click on it. **Using the enter key on your keyboard will not work to display the main information screen of the case docket website.**

V. Frequently Asked Questions and Troubleshooting

1. Do I need to include the petitioner's last name if I do a birthdate and name search?

- Yes, the search must include at least one letter of the last name for the search to function.

2. Why do I not see any pages beyond the twelfth page of my search results?

- The name and birthdate search restricts results to 120 hits because of network and performance limitations.
- To further narrow the search results, try including a first name or use the birthdate search.

3. I tried a birthdate search and the screen shows that it is unable to complete the search. What is wrong with the search?

- Check your input again for accuracy. The search will not function if the year of birth is not in the 1900's or 2000's. Additionally, the month field must be within 01 and 12 and the date field must be within 01 and 31. Finally, the search must include at least one letter of the last name for the search to function. Adding the last name to the search will narrow your search result.

4. I typed the correct name for a petitioner or respondent but get no results. What is wrong with the search?

- Did you misspell the inputted name or accidentally include a space in a name? Either of these errors will negate a search.
- Does the name include an apostrophe? If so, try searching without a space after the apostrophe and also with a space after the apostrophe.
- Did you separate the last name and first name with a comma and a space? A search by the petitioner's full name will only function if entered as the petitioner's last name followed by a comma, space, and then the petitioner's first name.
- Does the last name contain a prefix like "Mc," "Mac," or "De"? If so, try searching with and without a space between the prefix and the rest of the last name.
- Finally, the name and birthdate search simply searches through what has been entered into the case information database. Thus, search results will be affected if the application for adjustment of claim was filed with a variation in the name for a petitioner or respondent.

5. Can I search if I am unsure about the spelling or have only the first few letters of a last name?

- Yes, searching the first four character of the petitioner's last name or the respondent's name will produce results with those first four characters and other results with a variety of endings.
- For example, a search for the last name "John" will produce all last names that are simply "John" but also names like "Johna," "Johns," and "Johnson."

6. I tried to input the petitioner's first and last name but cannot enter any more letters. What is wrong?

- The search field will only accept a maximum of 30 characters.

7. I am trying to see the main information screen for my search results but get no response when pressing enter on my keyboard. What is wrong?

- To view more information about a search result, check the corresponding box in the first column of the table and then move your cursor over to the *Return* button at the top of the name/birth inquiry screen and click on it.