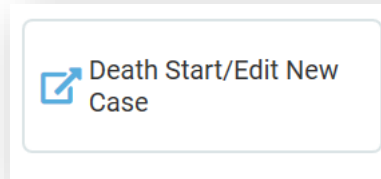# Creating a Case and Searching for an Existing Case

1. On the homepage, select **Death Start/Edit New Case**.

2. Enter the 4 required data elements (**First Name, Last Name, Date of Death, and Sex**) and **Search**.

Required fields will be marked with a red indicator.

3. Select **Start New Case.**

The system will attempt to search for existing cases. If one exists, it will populate as a link that can be

Death Search Results

There are no cases that match the criteria you have entered. If this is a new case, select the Start New Case button or select the New Search button to perform a new search.

+ Start New Case   New Search

Creating a Case and Searching for an Existing Case

1. Select **Death Locate Case** on the homepage.

This Search option is for cases that are owned by the user.

Death Locate Case

2. Input the data elements to search for the case and select **Search**.

Death Locate Case

Decedent's Information

First:		Last:		Date of Death:	
Sex:		SSN:		Date of Birth:	
Case Id:		ME Case Number:		Medical Record Number:	
Place of Death Location Type:	City	Place of Death:			

Enter at least 3 data elements to search for the accurate case.

Search

3. Cases will populate. Select the desired case.

Death Search Results

Case Id	Decedent's Name ▲	Date of Death	Sex	Place of Death	Date of Birth	
223	Testing, Test	FEB-20-2020	Male	Hartford	JAN-01-1925	Preview

Total Records : 1

If the desired case did not populate, select **New Search**

New Search