AD/CVD

Public Messages

April 2020

U.S. Customs and
Border Protection

SECURITY NOTICE

The following materials contain U.S. Customs and Border Protection, Department of Homeland Security Information that is FOR OFFICIAL USE ONLY, or other types of sensitive but unclassified information requiring protection against unauthorized disclosure. These materials will be handled and safeguarded in accordance with DHS management directives governing protection and dissemination of such information.

At a minimum, these materials will be disseminated only on a "need-to-know" basis and, when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

This document is loaned to your agency FOR OFFICIAL USE ONLY and remains the property of U.S. Customs and Border Protection, Department of Homeland Security. Any further request for disclosure of this document or information contained herein should be referred to the Disclosure Law Branch, Office of Rulings and Regulations (ORR).

TABLE OF CONTENTS

INTRODUCTION

There are two ways to search for a case and message:

- Quick Search - Using the partial/full message number or partial/full case number.

- Advanced Search - Using multiple search criteria.

Use Advanced Search to narrow search results.

- One criteria is required for a message search.

SEARCH FOR A MESSAGE(S) USING QUICK SEARCH
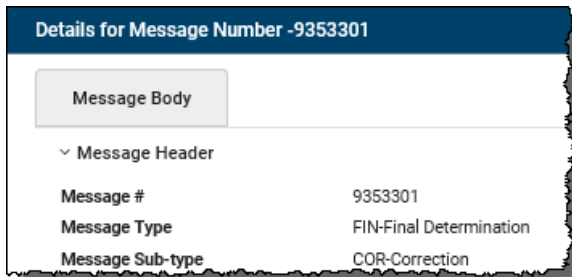
1. In the **Search** pane:
   a. In the search text field, type a *partial/full message number* or *partial/full case number* to search message(s)

   b. Select the **Search** button.

   The **Search Results** pane displays.
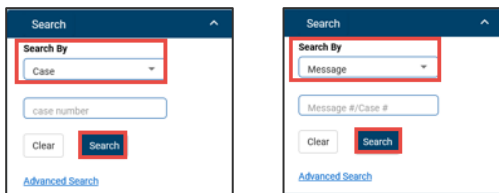
2. In the **Public Message(s) ONLY: Search Results** pane, select the **Message #** hyperlink.

   The **Details for Message Number** pane displays.

TIP: Select the **Excel** icon to export search results.

Use [Filter Search Results] to filter the results further.

SEARCH FOR A MESSAGE(S) USING ADVANCED SEARCH

1. In the **Search** pane, select the **Advanced Search** hyperlink.

    The **Messages Advanced Search** dialog box displays.

    IMPORTANT: Do not enter any criteria in the **message number** field.

2. In the **Advanced Search** dialog box:

    a. Type or select search criteria.

    b. Select the **Search** button.

    The **Message Search Results** pane displays.

3. In the **Message Search Results** pane, select the **Message #** hyperlink.

    The **Details for Message #** pane displays.

WHAT'S NEW PANE

The **What's New** pane shows the number of messages updated within the last seven days, the total number of messages, and when the count was last updated.

Selecting the count will display details about the messages in the **Search Results** pane.