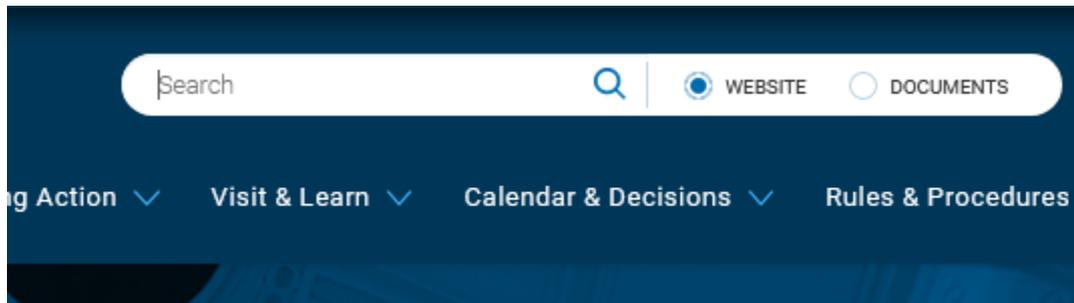


## Quick guide to using the Search function

Our Search function is available at the top of the website and is accessible from any page.

When you click into the Search box, it will expand and present 2 options – ‘Website’ and ‘Documents’. Use the Website option for general searching of pages on the site. Tick the Documents option for content generally contained in PDFs - publications, reports, judgments\*, certain forms, our Annual Report etc.



If your search is for a single term (eg. Custody) – simply enter that term and click the search button.

If your search is for a phrase (eg. Data Protection), you should enter the phrase within quotation marks in order to search for an exact match – so enter it as “Data Protection”.

The search engine will list its results by what it regards as the most relevant content. This may be based on the amount of mentions of your keyword(s) and the length of the page (or document) it finds.

When your search results are returned, you will see a heading under which each result is categorised (highlighted in red, below).

**PAGE**  
[Family Law](#)  
Guardianship means the rights and duties of parents in respect of the upbringing of their children. **Custody** refers to the day-to-day care, residency and upbringing of children who are regarded as dependent children. Access refers to the right of a child to maintain direct contact with the parent.  
06 December 2018

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**RULES**  
[Seals](#)  
High Court; (e) the seal of the High Court (Wards of Court); (f) the seal of the High Court (Bankruptcy); (g) the seal of the High Court (Probate); (h) the seal of the High Court (Central Criminal Court). 2. (1) The seals of the Supreme Court and the Chief Justice shall be kept in the **custody** of the  
28 May 2019

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**RULES**  
[Remands By The Court - S.I. No. 194 Of 2001](#)  
substituted by section 4 of the Criminal Justice (Miscellaneous Provisions) Act, 1997 and section 5 of the Criminal Justice (Miscellaneous Provisions) Act, 1997. Where the remand is in **custody** the warrant of committal shall be in accordance with Form 19.1, Schedule B. Period of first remand by Court 2  
10 June 2019

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**NEWS**  
[Dundalk - Circuit Court - Criminal callover list for 21st of April](#)  
Dundalk - Circuit Court - Criminal callover list for 21st of April Please note that all **Custody** cases for the Circuit Criminal callover list for 21st of April 2020 will be listed before a sitting of the Circuit Criminal Court at Dundalk on Friday the 20th of March 2020 at 10:30am with a view to

There are a number of categories – in the example above, they are ‘Page’ (a basic web page), Rules (ie a Court Rule) and ‘News’ (mentioned in a news item). You have the option to further filter your search result to pick a single category if you wish.

When a search result appears, you will see the exact amount of records found. If you click on the display box below it, you can choose a category.

24 results for "Data Protection"

The screenshot shows a search results page for "Data Protection". At the top right, it says "Page 1 of 1" and "Show: 100 per page". On the left, a dropdown menu is open, showing the following categories: "Display: All", "Announcements", "Basic Page", "Fees & Terms/Sittings", "Find Us", "Forms", "FAQ", "News", "Practice Directions", "Quiz", and "Rules". The date "11 September 2019" is visible at the bottom of the menu. The main content area shows a snippet of text: "the means by which the privacy rights of individuals are safeguarded in relation to the collecting and processing of their personal data . The Courts Service has overall responsibility in legislation in relation".

15 results for "Data Protection"

The screenshot shows the same search results page, but now the dropdown menu is set to "Display: Basic Page". The main content area shows two search results. The first result is titled "PAGE What is Data Protection and GDPR?" and includes a snippet: "What is Data Protection? Data Protection is the means by which the privacy rights of individuals are safeguarded in relation to the collecting and processing of their personal data . The Courts Service has overall responsibility for ensuring compliance with Data Protection legislation in relation". The date "29 May 2019" is visible. The second result is titled "PAGE Courts Service Complaints Procedure" and includes a snippet: "Courts Service Data Protection Officer: You should address your data protection complaint to: The Data Protection Officer, The Courts Service, 15/24 Phoenix Street North, Smithfield, Dublin 7. Phone + 353 1 888 6464 Em: dataprotection@courts.ie If you consider that a request for access to your".

In this example, if I choose the option for Basic Page, it removes the results for all other categories and leaves 15 results.

A nil result would mean no results exist under that category.

You can also choose how many results to display per page (choice of 20, 50 & 100), by clicking the options on the right-hand side of the page.

*\*You can use this search for judgments and determinations, but remember, there are separate specific search options for judgments and determinations on their own pages which we recommend using if you are only interested in that content.*