

Search Tips

You may search for lobbying disclosure registrations and reports filed with the Office of the Clerk within the last six (6) years.

To search for filings:

- Select up to six (6) specific search criteria in the **Search Fields** and enter the appropriate values in each field;
- Select Paper, Electronic or All in the **Filing Type** field;
- Click the **Search** button.

The results will be listed in a grid below the search button. Up to 1000 results may be displayed for each search. If you wish to search again with different criteria, you can reset the search screen by clicking the **Clear** button.

Listed below are several tips to assist you in locating filings.

Selecting Search Criteria

If your search does not display any results, or if your search locates more than 1000 filings, you may need to refine your search criteria. Several options are available to assist you:

- Search fields are specific for **Paper** and **Electronic** filings. If you select **All** you will only be able to select paper filing search fields;
- If you select more than one search field with the same value, the search will look for all filings that contain either value. An example of this would be to select registrant name = "ab" and a second field with registrant name = "cd". The search engine will return all filings that contain ab or cd in the registrant name field;
- You may use a question mark as a wildcard in any text field;
- If you select **Issue Code** you should also select a filing year and type to display results;
- **Registrant Name** and **Client Name** searches are text specific and you must enter the name correctly to obtain results. You may also enter partial names as the search will look for all filings that contain that value;
- If you want to see all of the filings for a registrant or client regardless of the name, you may also search by the **House ID**. A list of active registrant/client House IDs are available on the Lobbying Disclosure website;
- **Lobbyist Name** search is text specific and will only return results that match the names entered on each form. You may enter the lobbyist first or last name, but if you are going to enter the full name it is recommended that you enter it in the field using the format "Lastname, Firstname";
- **Amount Reported** is currency field on the LD2 Lobbying Report form only. The search results will display any filing with an amount greater than the value you enter in this field;
- **Government Entity** is a new requirement that will be available in 2008 for quarterly reports only. If you select this for previous years or semi annual filing periods no results will be found.

Electronic VS Paper Filings

The Office of the Clerk has been accepting electronic filings since January 01, 2006 and all filings received before this date were submitted on paper. However, some filings were submitted on paper after this date. If you are looking for a specific filing that does not show up in the search results, select **All** in the **Filing Type** field, refine your search criteria if necessary, and click the **Search** button again.

Search Results and Sorting

By default, search results are displayed in a grid below the search button and sorted in ascending order by House ID. Each listing displays the House ID, registrant name, client name, filing year and period, as well as a pull down list of lobbyist names for each filing. If you have selected additional fields, it will be added to the display for each filing.

You may sort the list in a different order by selecting sort criteria from the **Sort By** drop down list. You may select the order search results before you search for it, or changing the sort criteria and clicking the **Search** button again.

To view a filing, click on the **House ID**. An image of the filing will be displayed in Adobe Reader.

Downloading Data

The Office of the Clerk provides a downloadable zip file that contains the XML data or an image of each filing received by filing period and year.

To download filings:

- Click the **Download past filings in XML format** button located on the search screen;
- Select the filing year and period from the dropdown list and click the **Download** button;
- Select **Open** or **Save** from the **Download** screen;

Note: *It is recommended that you Save the file instead of opening it*

- A screen is displayed that allows you to navigate to the network or local folder to store your file. Click the **Save** button to download the file;
- Repeat these steps until you are finished downloading;
- Click **Close** to return to the search page.