

## NCIC Searchable Databases—Public Log-In

1. The Industrial Commission adjudicates North Carolina's workers' compensation claims and tort claims against the state. The NCIC has five public full-text searchable databases, plus the **NCIC Mediator Database**: <http://www.ic.nc.gov/apt/home.php>. The NCIC Mediator Database lists both Mediators on the N.C. Industrial Commission's Appointed List and Mediators who are not on that list but may be chosen by the parties as their Mediator.

To search one or more of *OpenText's* five full-text searchable databases, please click <http://www.ic.nc.gov/database.html> and go to the **NCIC OpenText™ Databases** section.

**Note 1:** The *America Online* (AOL) web browser will not work with our *OpenText* software. When using AOL as an Internet service provider, please log in to AOL and then use *Microsoft Internet Explorer* or *Mozilla Firefox* for your searches.

**Note 2:** If *Internet Explorer* does not work, please download and install a *free* copy of *Mozilla Firefox* from <http://www.mozilla.org/>. *Mozilla Firefox* will work with *OpenText* and suppress those pesky popups at the same time.

## Public Log-In to OpenText

1. Type **public** in the *Username:* text box, and type **public** in the *Password:* text box, too. (**Note:** The *Username:* and *Password:* are both **case sensitive**. Please type **public** in lowercase letters only, and do **not** press the spacebar after typing it.)
2. Click the gray **Sign in** button to access the ...

## OpenText Search [Public] Page

1. The five full-text searchable databases are:
  - a. **Deputy Commissioner**, which includes Deputy Commissioner decisions filed since 1994.
  - b. **Enterprise**, which allows the general public to search the following four databases simultaneously: **Deputy Commissioner**, **Full Commission**, **N.C. Supreme Court and Court of Appeals**, and **Statutes**.
  - c. **Full Commission**, which includes Full Commission decisions filed since 1994.

- d. **N.C. Supreme Court and Court of Appeals**, which includes precedent-setting decisions filed since 1994. (**Note:** Hypertext links to PDF versions of selected **Rule 30(e)** non-precedent-setting decisions can be found on <http://www.ic.nc.gov/ncic/pages/court.htm>.)
  - e. **Statutes**, which includes pertinent portions of the *N.C. General Statutes*.
2. **Searching Multiple Databases Simultaneously:** To search several databases at simultaneously, *click* to select the first database, and then press *Ctrl* and *click* to select each additional database to search. When you have finished, release the *Ctrl* key.

### Search Term(s)

1. In the **Full Text** section, indicate whether to **Look for:** *All Words, Any Words, Exact Phrase, or Complex Query*.  
  
(**TIP #1:** To search for citations of a specific statute, such as N.C. Gen. Stat. §97-88.1, choose the **Exact Phrase** option and type **97-88.1** in the text box.  
  
**TIP #2:** To look for decisions filed by a particular Commissioner or Deputy Commissioner, choose *Exact Phrase* and type **by tamara** in the text box, for example, to find decisions filed by Commissioner Tamara R. Nance.)
2. To search for more than one term at a time, click the small green **+** button at far right of **Full Text** section to open another search-term text box.

### Scope of Search

In the **Slices** section, click to select the database(s) to search. To search more than one database at the same time, *click* to select the first database, and then press and hold down the *Ctrl* key and *click* to select each additional database to search. When you have finished, release the *Ctrl* key.

## Advanced Search Results Page

### Viewing and Downloading Files Listed on the “Advanced Search Results” Page

First, click the hypertext link for **Filename.doc**, **Filename.pdf**, or **Filename.htm** at far left to display a **Document Overview** page for each *Microsoft Word, PDF* (portable document format), or *HTML* (hypertext markup language) file listed in the **Advanced Search Results**. (Some documents will not have a **Document Overview** available.)

To download a file, click the **Functions** menu (v) just the right of the file name (**Filename.doc**, **Filename.pdf**, or **Filename.htm**) and select the **Download** option at the top of the list.