



Portal User Guide

Ankobia Group
10-27-2021



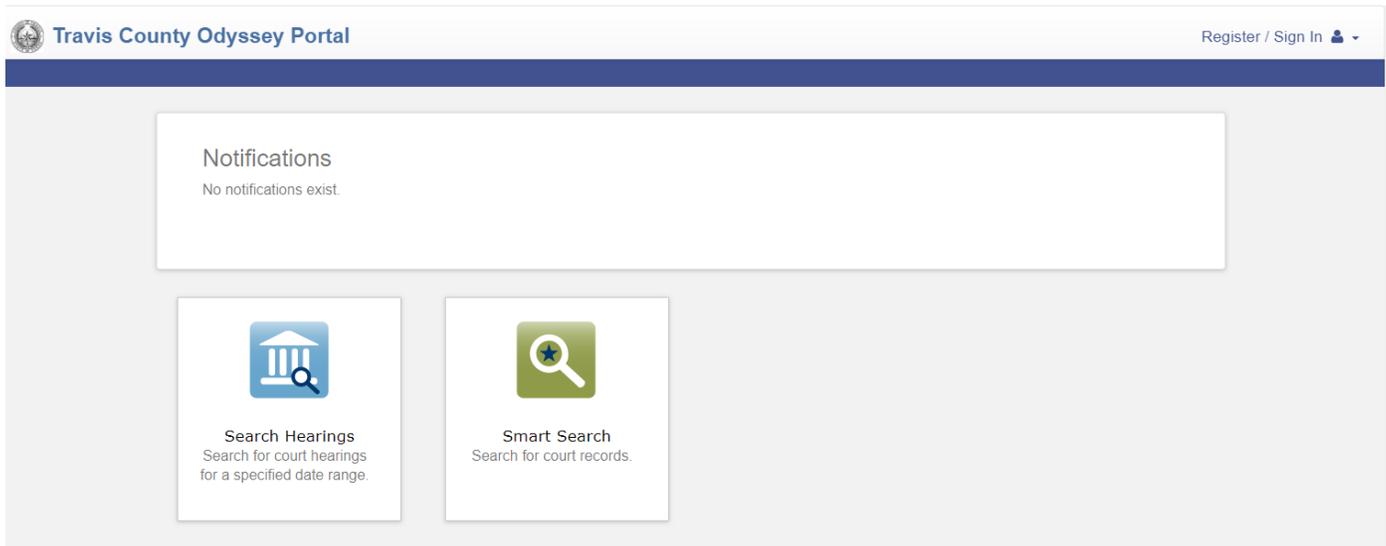
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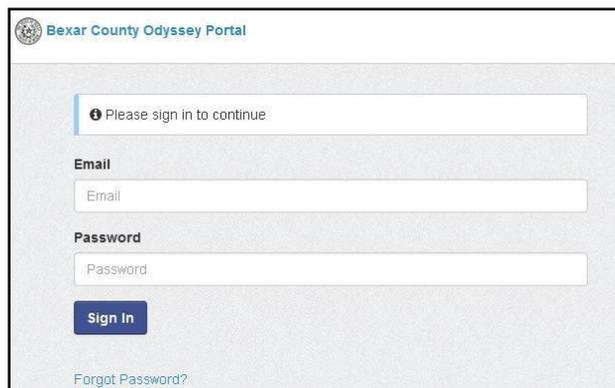
Accessing the Odyssey Portal for Justice Partners and Authorized Agencies

Justice Partners and authorized agencies can access the **Odyssey Portal** with an internet connection, using a secure login.

1. Go to the **Travis County Odyssey Portal** <https://odysseyweb.traviscountytexas.gov/Portal>
2. Click **Register/Sign In**.
3. Click **Sign In**.



4. Type in your **registered email address and password**.
5. Click **Sign In**.


 A screenshot of the Bexar County Odyssey Portal sign-in form. The header shows the Bexar County logo and "Bexar County Odyssey Portal". Below the header is a message box that says "Please sign in to continue". The form contains two input fields: "Email" and "Password". Below the "Password" field is a blue "Sign In" button. At the bottom of the form, there is a link that says "Forgot Password?".

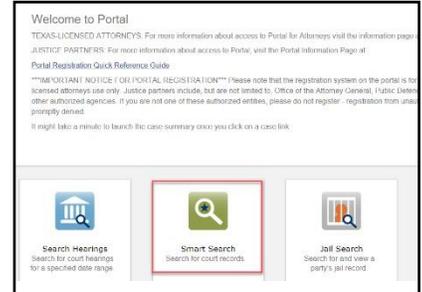
NOTE : The general public will be able to do searches as anonymous, without having to sign in. Elevated users will need to sign-in. The main difference is that elevated users will see more details on cases.

On the Odyssey Portal homepage, you will see **Smart Search**, which is used to search for court records. **Search Hearings** is used to search for court hearings for a specified date range.

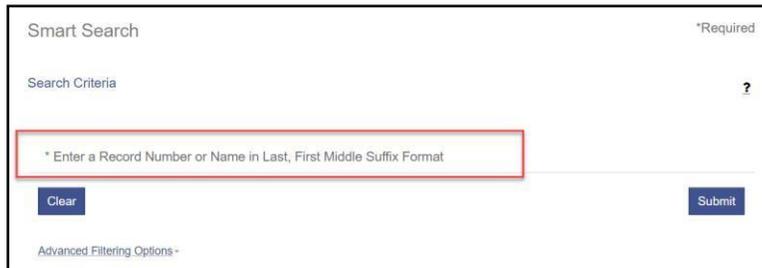
Searching by Name or Case Number

To search for court records by number:

1. Click the **Smart Search** icon from the Odyssey Portal home page.

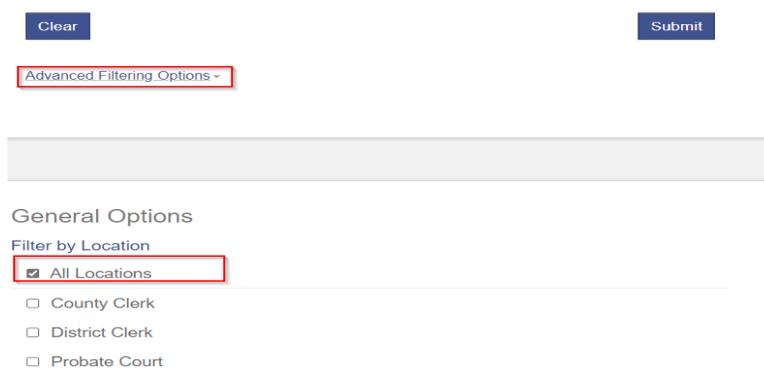


2. Click in the **Enter a Record Number* field to type a **Case Number OR a Name**.



The screenshot shows the 'Smart Search' form with a 'Search Criteria' field. The placeholder text in the field is '* Enter a Record Number or Name in Last, First Middle Suffix Format'. The field is highlighted with a red box. There are 'Clear' and 'Submit' buttons below the field, and a link for 'Advanced Filtering Options'.

3. Click on the location that you want to search at (All Locations will be for all courts)



The screenshot shows the 'Advanced Filtering Options' section. Under 'General Options', there is a 'Filter by Location' section with a red box around the 'All Locations' checkbox. Other options include 'County Clerk', 'District Clerk', and 'Probate Court'.

4.
 - A name can be a defendant, plaintiff, attorney, judge, company name, etc.
 - Names must be entered in **Last, First Middle Name sequence**.

Using the Wildcard Search

Using an asterisk (*), known as a wildcard, may help you find cases.

For example if searching for John Smith but unsure of spelling, you can enter Smith, J*.

- Names are **not** case-sensitive.
- First, Middle, and Last names can be in uppercase, lowercase, or a combination of both.
- There is a **minimum** of one character in a first name, three characters in the last name, and four characters in a case number when using the wildcard feature.
- Once your search criteria is entered, click **Submit**.

How to Use Advanced Search

Clicking on **Advanced Filtering Options** will generate additional panels, which will appear under the main search window. There are panels for **General Options** (location and search type), **Party Search** criteria, **Case Search** criteria, and **Judgment Search** criteria. You may need to scroll down to see them.



Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

9154871553

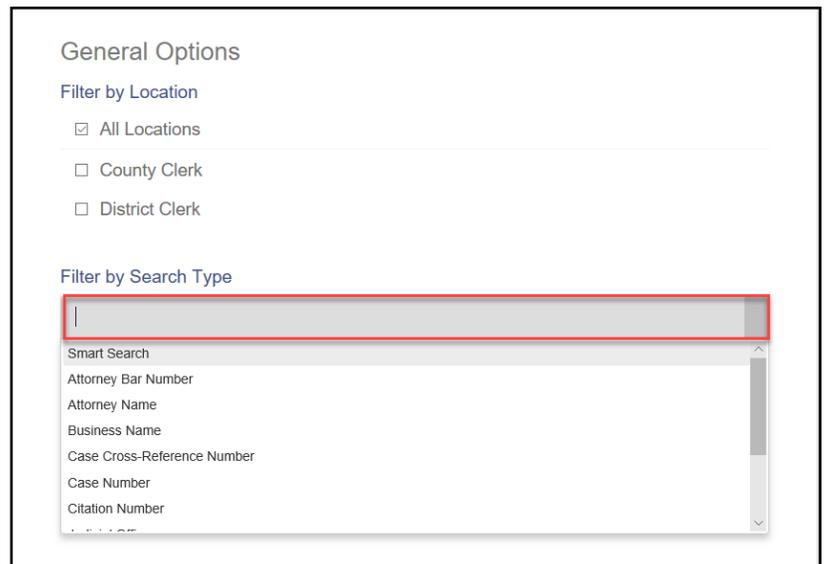
Clear Submit

Advanced Filtering Options

General Options Search Panel

The **General Options** search panel allows you to select the area of law for your search (“**Filter by Location**”).

You can also filter by several advanced options (“**Filter by Search Type**”). To filter, click on the down arrow next to “**Filter by Search Type**”.



General Options

Filter by Location

All Locations

County Clerk

District Clerk

Filter by Search Type

Smart Search

Attorney Bar Number

Attorney Name

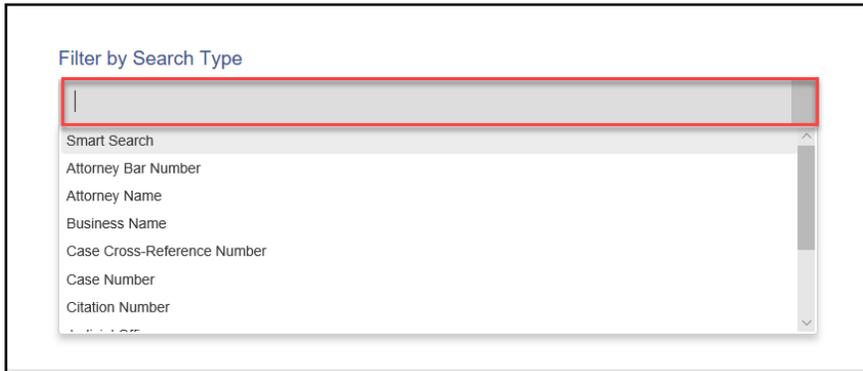
Business Name

Case Cross-Reference Number

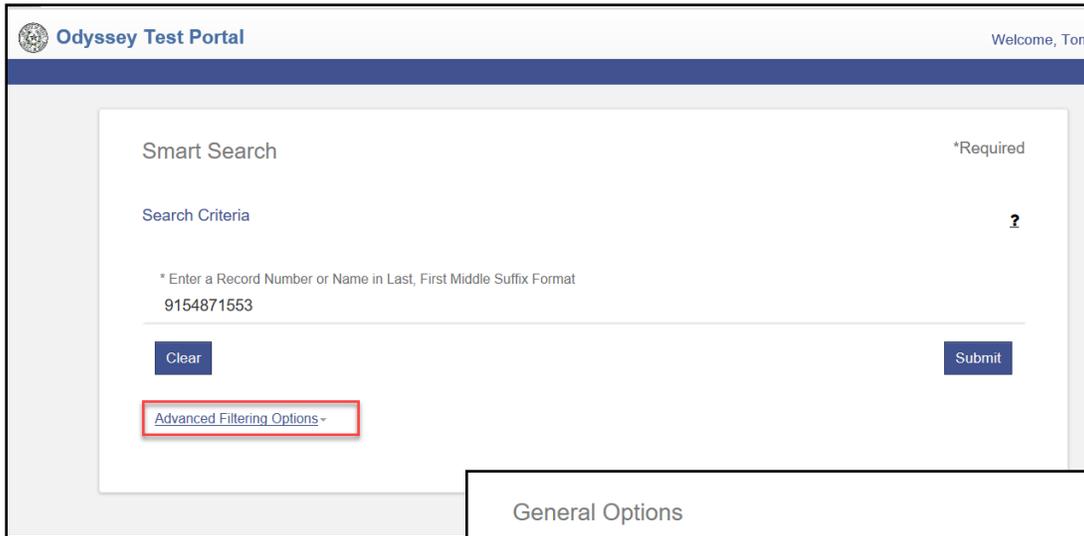
Case Number

Citation Number

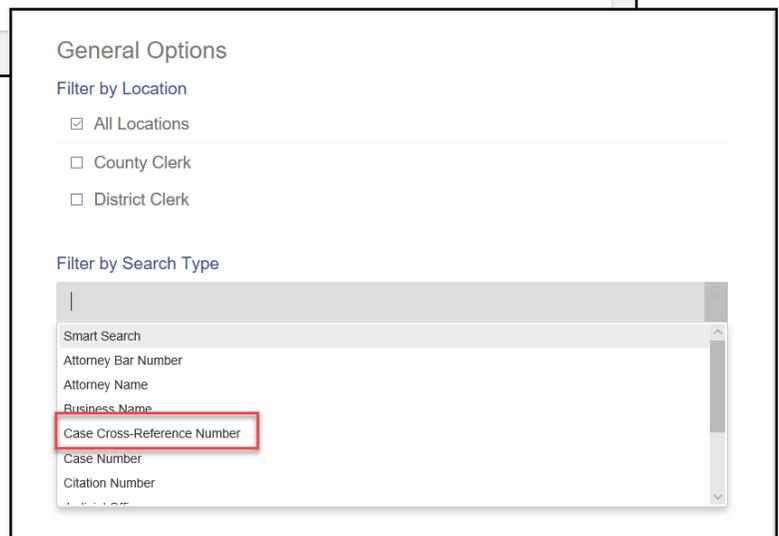
Search type filtering options include:



1. To search by **Case Cross-Reference Number**, click on **Advanced Filtering Options**, then scroll down to *Filter by Search Type*.

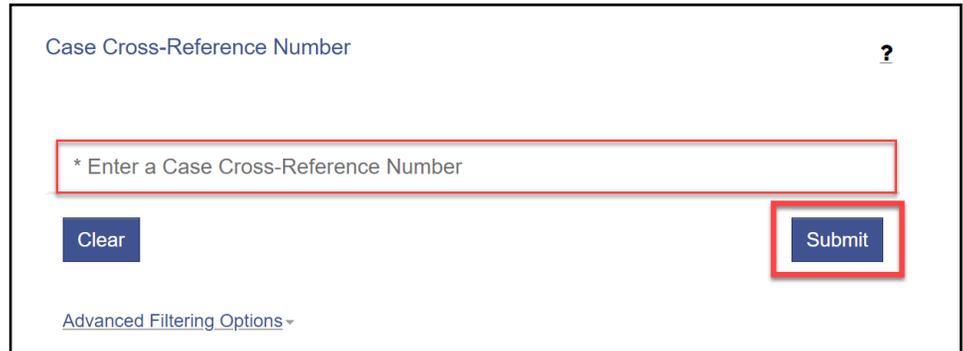


2. Select the **Case Cross-Reference Number** option.



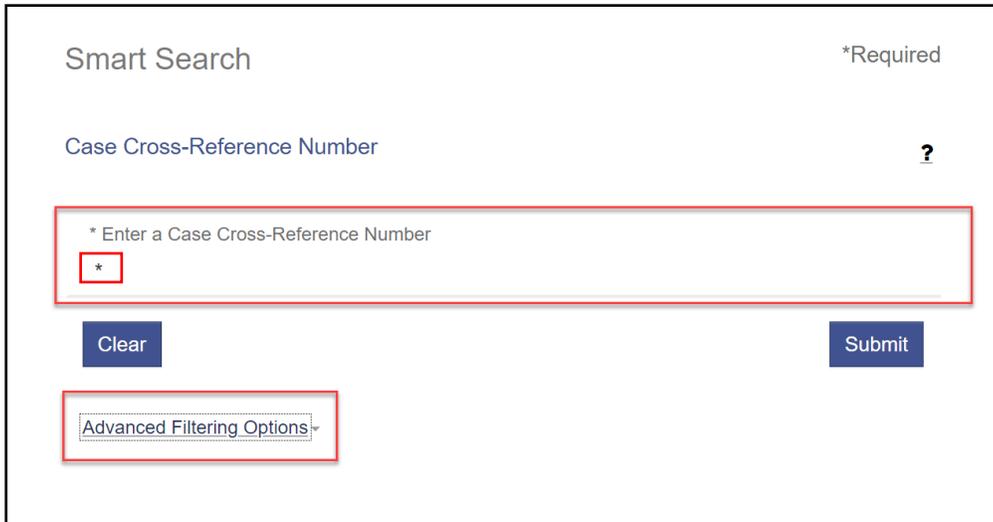
3. . **After** selecting Case Cross-Reference Number, **scroll back up**. The field will change to **Case Cross- Reference Number**.

4. Click in the field.
5. Type in your search.
6. Click **Submit**.



The screenshot shows a search interface for 'Case Cross-Reference Number'. The field contains the placeholder text '* Enter a Case Cross-Reference Number'. Below the field are 'Clear' and 'Submit' buttons. A red box highlights the 'Submit' button. At the bottom, there is a link for 'Advanced Filtering Options -'.

If your Case Cross-Reference Number search doesn't work, try the following approach:



The screenshot shows the 'Smart Search' section with a '*Required' label. The search field is labeled 'Case Cross-Reference Number' and contains an asterisk '*'. Below the field are 'Clear' and 'Submit' buttons. At the bottom, there is a link for 'Advanced Filtering Options -' which is highlighted with a red box.

Enter an asterisk in the **Smart Search** field, then click on **Advanced Filtering Options**.

Scroll down to the **Party Search Criteria section** and enter the value in the field that you are searching for.

Party Search Panel

The **Party Search Criteria** panel allows you to narrow and focus your search results by factors such as **FBI Number**, **Sheriff's Office** (SO Number) or **Booking Number**.

Party Search Criteria

Search by

Party Name Business Name

Nickname

Sounds Like

Filter by FBI Number

Filter by SO Number

Filter by Booking Number

1. Enter the **Party Name** on the *Smart Search* screen, then click on **Advanced Filtering Options**.


Odyssey Test Portal
Welcome, Tom

Smart Search
*Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

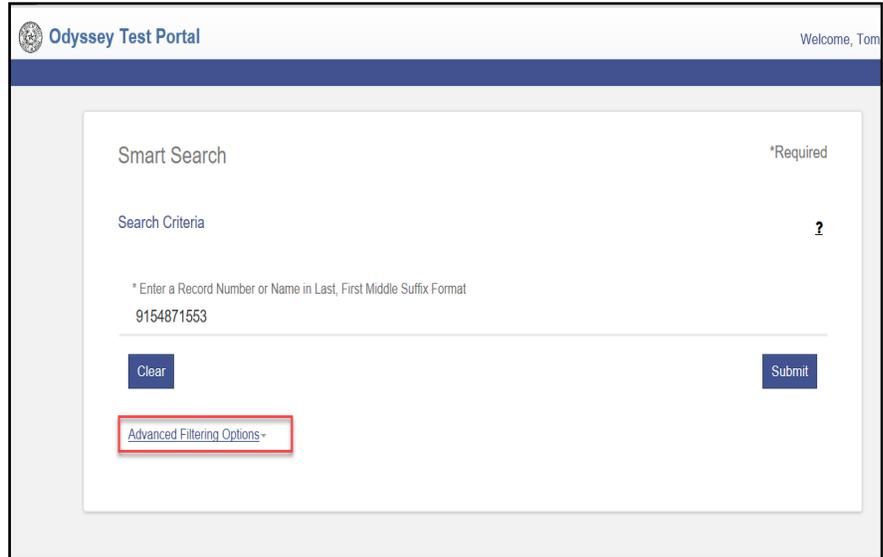
9154871553

Clear
Submit

[Advanced Filtering Options -](#)

2. **Scroll down to Party Search Criteria**, click on the field that you want to filter your search by, then enter the appropriate info and click **Submit**.

You can filter **Party Name** searches by name, business name, nickname, FBI number, SO number, the Booking number.



Case Search Panel

In the **Case Search** panel, additional filtering options are available to further refine your **Case Number** search.

1. Enter the **Case Number** on the *Smart Search* screen, then click on **Advanced Filtering Options**.



Case Search Criteria

Filter by Case Type ▼

Filter by Case Status ▼

Filter by File Date Start ▼

Filter by File Date End ▼

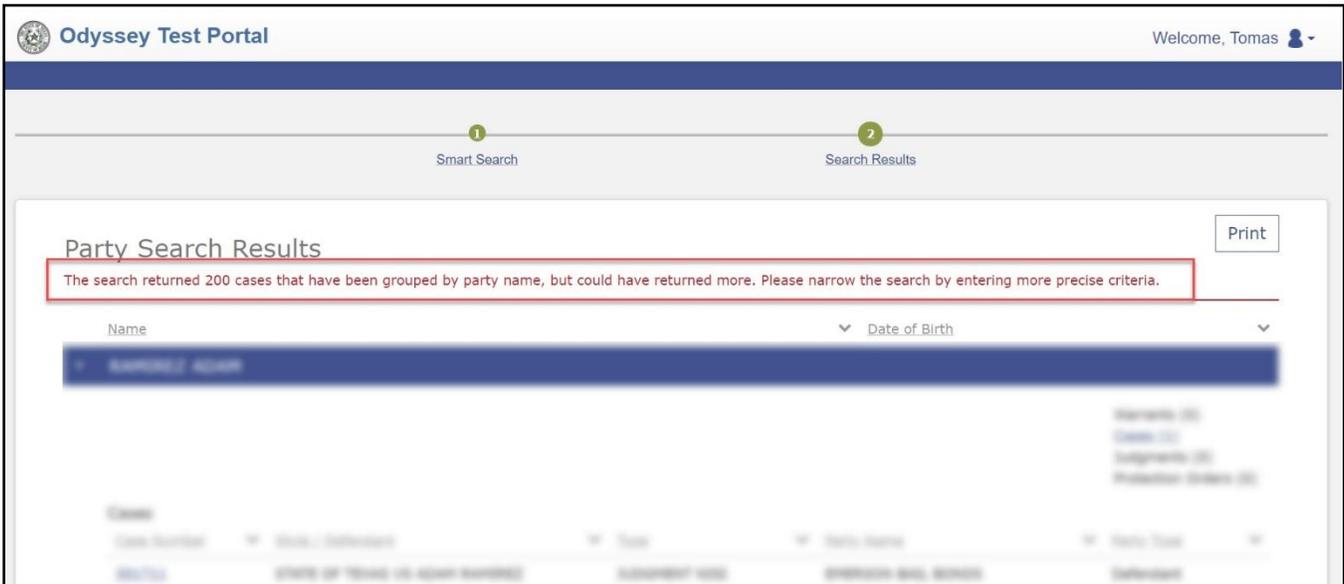
Filter by Judicial Officer ▼

2. **Scroll down to Case Search Criteria**, click on the field that you want to filter your search by, then enter the appropriate values and submit your search.

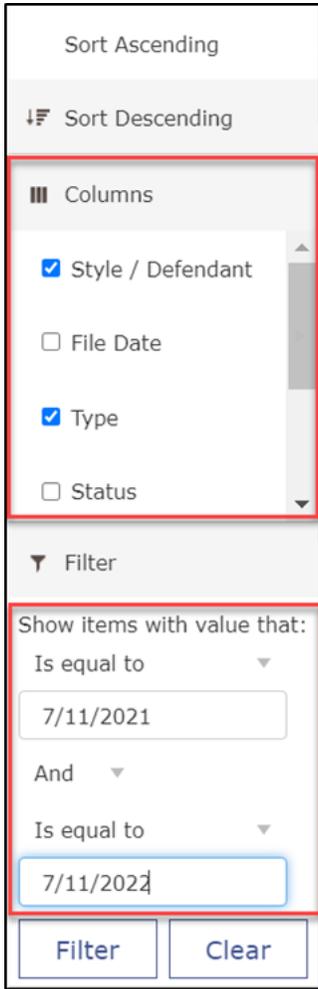
You can filter **Case Number** searches by **Case Type**, **Case Status**, range of **File Dates**, and **Judicial Officer**.

Viewing Search Results

A **maximum of 200** search results is displayed. Certain default columns are shown, such as **Case Number**, **Defendant**, **Type**, **Party Name**, and **Party Type**.



The screenshot shows the Odyssey Test Portal interface. At the top, it says "Odyssey Test Portal" and "Welcome, Tomas". Below this, there are two tabs: "Smart Search" (marked with a 1) and "Search Results" (marked with a 2). The "Search Results" tab is active, showing "Party Search Results". A red box highlights a message: "The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria." Below this message, there are dropdown menus for "Name" and "Date of Birth". A table of results is partially visible below, with columns for Case Number, Defendant, Type, Party Name, and Party Type.



The screenshot displays a user interface for sorting and filtering search results. At the top, there are two sorting options: "Sort Ascending" and "Sort Descending". Below this is a "Columns" section with a list of checkboxes: "Style / Defendant" (checked), "File Date", "Type" (checked), and "Status". Underneath is a "Filter" section with the text "Show items with value that:". It contains two "Is equal to" dropdown menus, each followed by a text input field. The first input field contains "7/11/2021" and the second contains "7/11/2022". At the bottom of the filter section are two buttons: "Filter" and "Clear".

To sort search results:

1. Click the arrow next to the column header that you want to sort, then selecting the type of sort (Sort Ascending / Sort Descending)

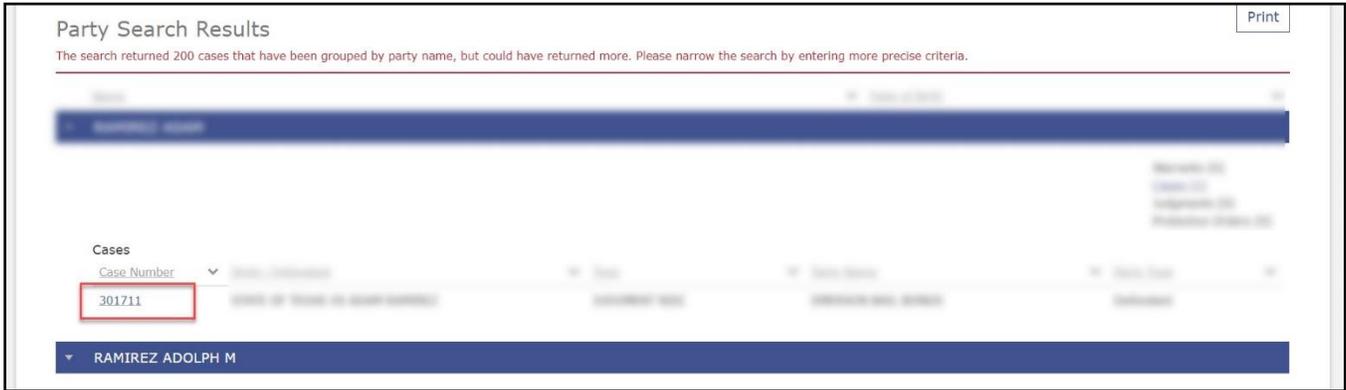
To change or add columns to the results window:

1. Click on the arrow next to any of the column headers.
2. Select the columns you want to display by selecting them from the "columns" section.

Note: you can only display a maximum of 6 columns at any time.

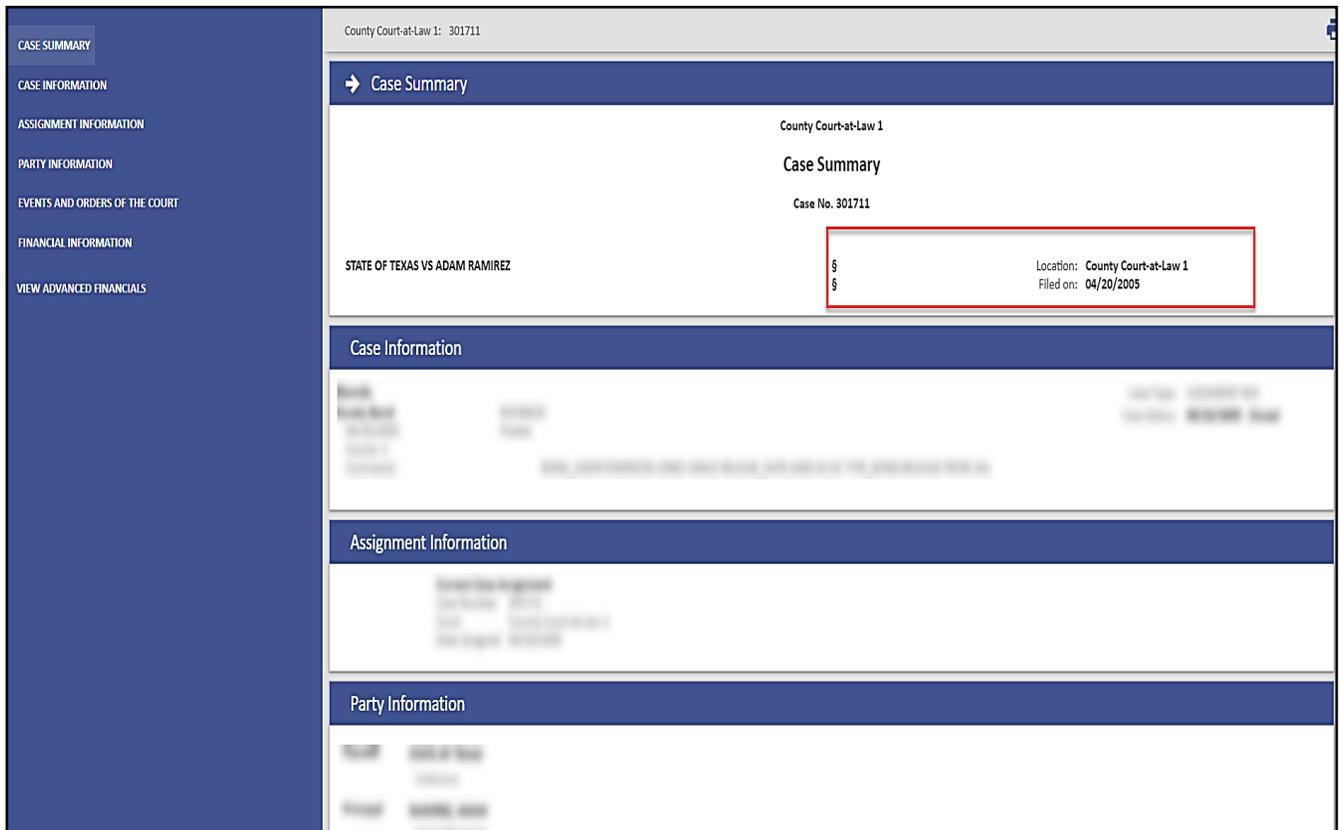
Notice that you can **sort by date range** as well.

1. Click on the **Case Number** to view the results of a case.



The case results will appear in a separate window. The key identifiers of the case are listed on the right side of the **Case Summary** panel.

2. Scroll down to view the entire contents of the case.



The **Hearings and Events** (formerly Dispositions) are sorted in reverse chronological order (most recent first).

Only **50** results are displayed.

3. Click on “**Show More**” or “**Show All**” to display more results.



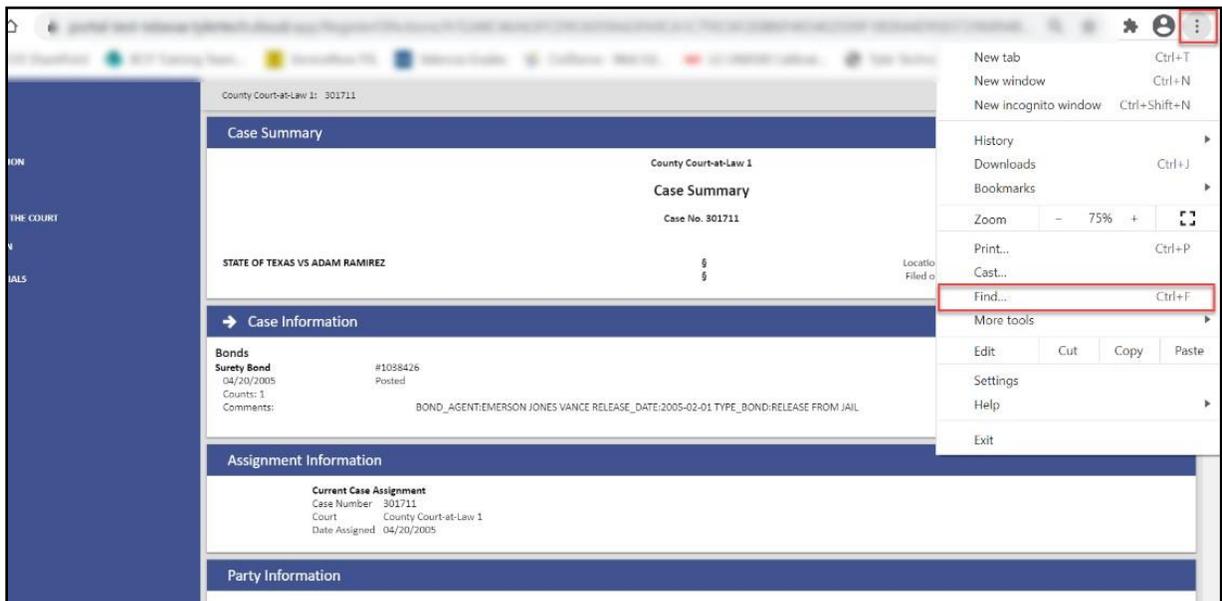
Events and Orders of the Court

12/27/2018	Cash Bond Refund Processed Forwarded Accounting Department ROOM: 1799 JDGE: 0 AMOUNT: 180.00 DESC: D-1361928 SURETY
12/06/2018	Off Call (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Recommit - Original Terms And Conditions (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Petition For Violation Of Probation Withdrawn (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Defendant On Bond (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
12/06/2018	Order of Court (9:30 AM) Events: 11/19/2018 Continuance By Order Of Court
11/19/2018	Defendant Released On Cash Or Deposit Bond ROOM: 0100 JDGE: 0
11/19/2018	Recall/Execute Sent To Police Agency ROOM: 1799 JDGE: 0
11/19/2018	Continuance By Order Of Court (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113 CDATE: 12/06/2018 C: 09:30 AM - 2 MODA: 1712
11/19/2018	Warrant Returned, Executed, Filed (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
11/19/2018	Order Of Court Only Release Defendant On D Bond (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113
11/19/2018	Bail Amount Set (Judicial Officer: Maldonado, Alfredo) ROOM: 1712 JDGE: 2113 AMOUNT: 20000.00 DESC: 20000.00

SHOW MORE **SHOW ALL**

Since these results are displayed in a web format, you can further search within the results page by using your browser’s “find” function.

1. Click on the find function (**CTRL+F**) within your browser, select **Find** or **Find on This Page** and enter your keyword search.



County Court-at-Law 1: 301711

Case Summary

County Court-at-Law 1

Case Summary

Case No. 301711

STATE OF TEXAS VS ADAM RAMIREZ §

Location Filed o

Case Information

Bonds

Surety Bond #1098426 Posted

04/20/2005

Counts: 1

Comments: BOND_AGENT:EMERSON JONES VANCE RELEASE_DATE:2005-02-01 TYPE_BOND:RELEASE FROM JAIL

Assignment Information

Current Case Assignment

Case Number: 301711

Court: County Court-at-Law 1

Date Assigned: 04/20/2005

Party Information

Find... Ctrl+F

This will highlight all results that match your keyword search.

The screenshot shows a web browser window with the search term 'court' entered in the search bar. The search results page displays details for 'County Court-at-Law 1: 301711'. The page is divided into several sections: 'Case Summary', 'Case Information', 'Bonds', 'Assignment Information', and 'Party Information'. The 'Case Summary' section shows the case name 'STATE OF TEXAS VS ADAM RAMIREZ', the amount '\$', and the location 'County Court-at-Law 1'. The 'Case Information' section shows the case number '301711' and the date assigned '04/20/2005'. The 'Bonds' section shows a 'Surety Bond' with details like '#1038426' and 'Posted'. The 'Assignment Information' section shows the 'Current Case Assignment' with details like 'Case Number 301711' and 'Date Assigned 04/20/2005'. The 'Party Information' section shows the 'Plaintiff' as 'STATE OF TEXAS' and the 'Principal' as 'RAMIREZ, ADAM'. A printer icon is visible in the top right corner of the browser window.

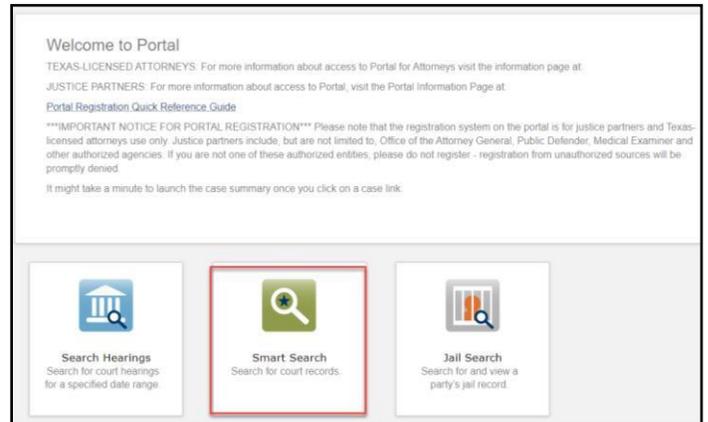
NOTE: These steps will vary, depending upon the browser you are using.

To print results click the **Printer icon** in the search results window.

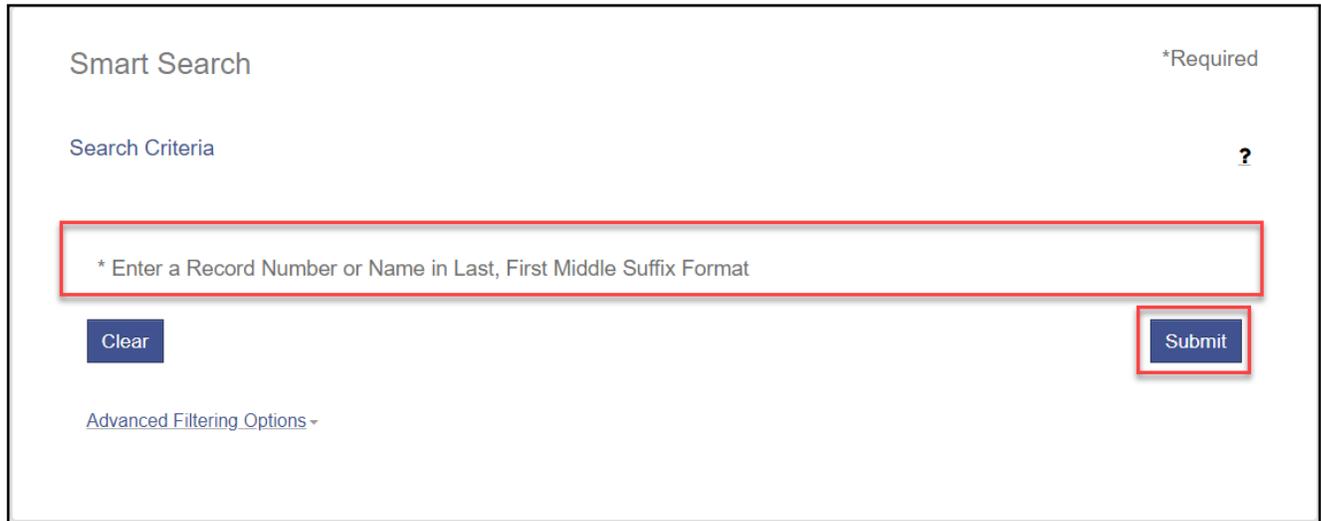
This screenshot is identical to the one above, but with a red box highlighting the printer icon in the top right corner of the browser window. The printer icon is a small icon of a printer with a sheet of paper coming out of it.

Quick Reference Search - by Case Number

1. From the Odyssey Portal home page, select the **Smart Search** option.



2. In **Smart Search**, click in the data entry field and type in your **Case Number** and click **Submit**.



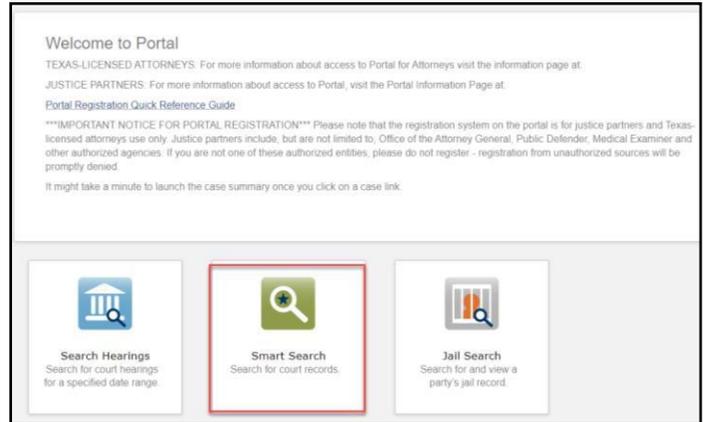
Smart Search *Required

Search Criteria ?

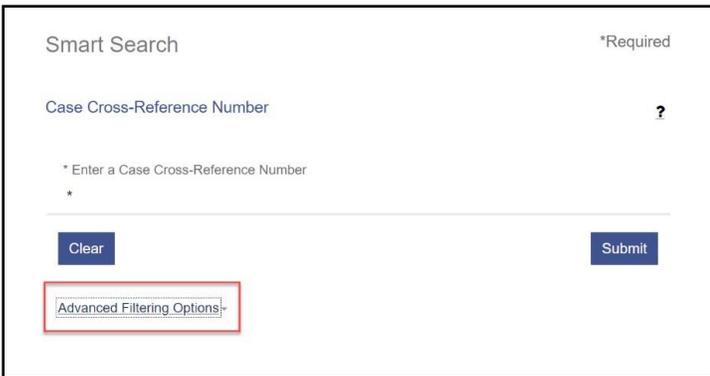
[Advanced Filtering Options](#) ▾

Quick Reference Search - By CB Number

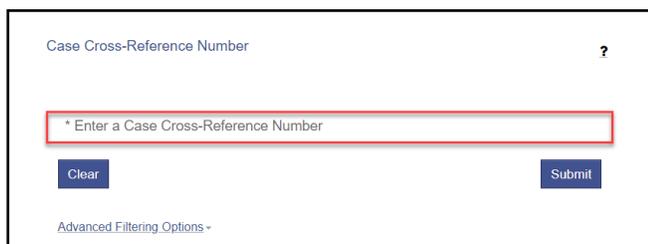
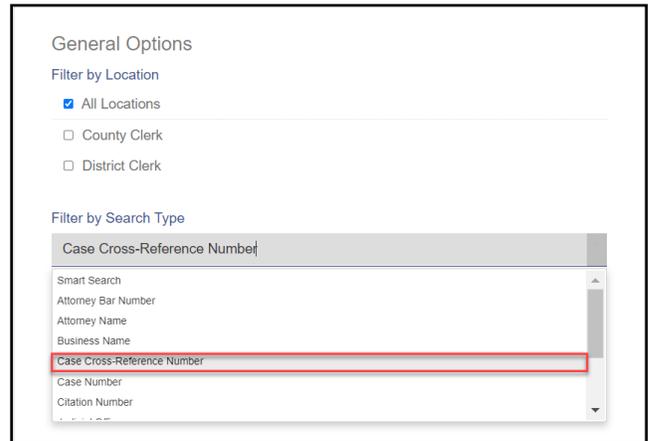
1. From the Odyssey Portal home page, select the **Smart Search** option.



2. Click on **Advanced Filtering Options**, then scroll down to Filter by Search Type.



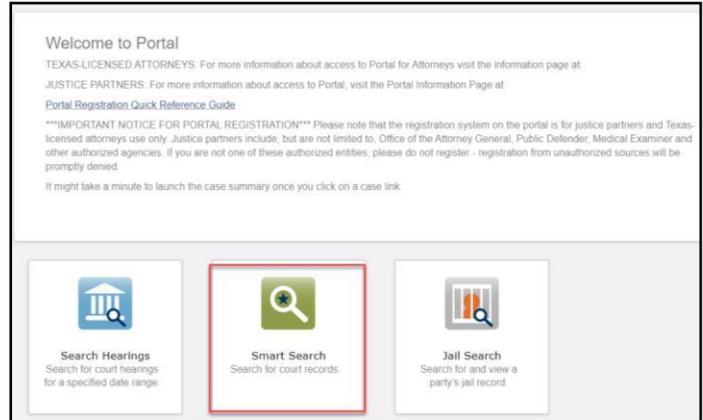
Select the **Case Cross-Reference Number** option under the **Filter by Search Type** drop-down list.



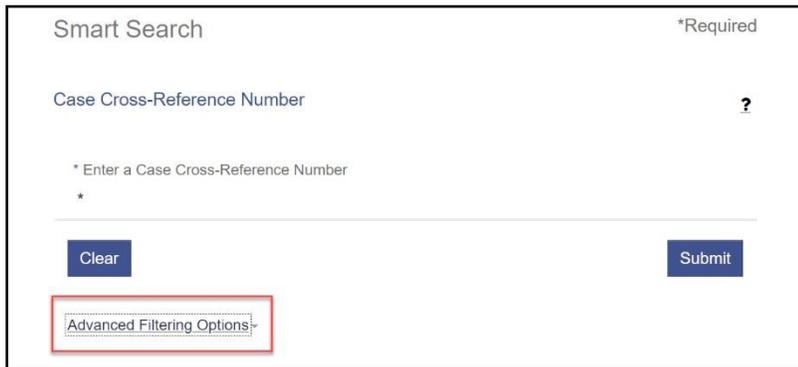
Scroll back up to enter the CB Number. You will notice that the data entry field will change to Case Cross-Reference Number. **Click in the field** and type in the **CB Number**, then click **Submit**.

Quick Reference Search - By FBI Number

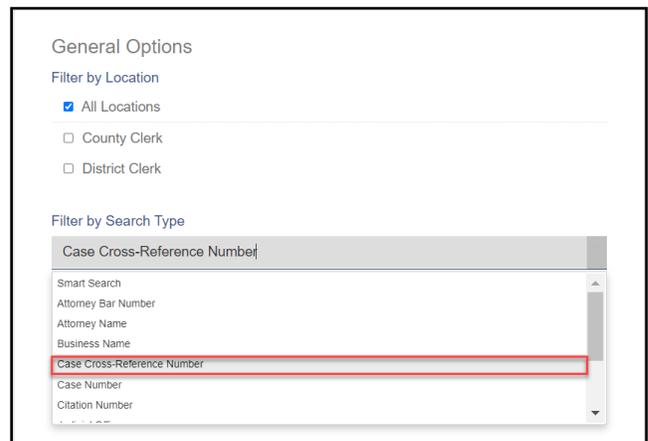
1. From the Odyssey Portal home page, select the **Smart Search** option.



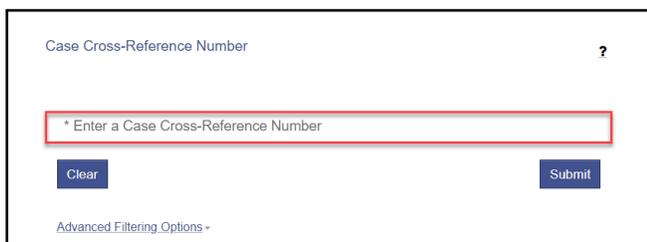
2. Click on **Advanced Filtering Options**, then **scroll down** to Filter by Search Type.



3. Select the **Case Cross-Reference Number** option under the Filter by Search Type drop-down list.



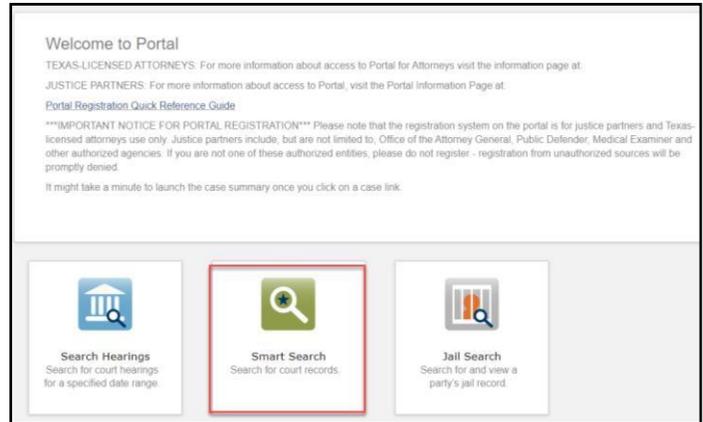
Scroll back up to enter the FBI Number. You will notice that the data entry field will change to Case Cross-Reference Number. **Click in the field** and type in the **FBI Number**, then click **Submit**.



Quick Reference Search - By Warrant Number

NOTE: Only certain authorized agencies and justice partners (i.e. law enforcement) have the security clearance to search for Warrants.

1. From the Odyssey Portal home page, select the **Smart Search** option.



Smart Search *Required

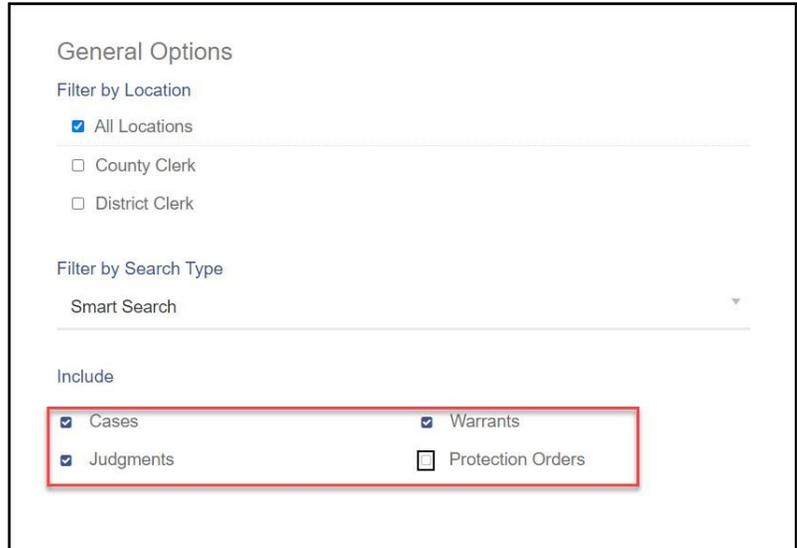
Case Cross-Reference Number ?

* Enter a Case Cross-Reference Number

*

2. Click on **Advanced Filtering Options**, then **scroll down** to Filter by Search Type.

3. Make sure to **select ALL three options (Cases, Judgments, and Warrants)**.



General Options

Filter by Location

- All Locations
- County Clerk
- District Clerk

Filter by Search Type

Smart Search

Include

- Cases
- Judgments
- Warrants
- Protection Orders

4. **Scroll back up and enter the case number, followed by an asterisk (ex: 13CR1188201*).**

Or enter the specific warrant number. This will return all warrants and their associated cases.



Smart Search *Required

Search Criteria ?

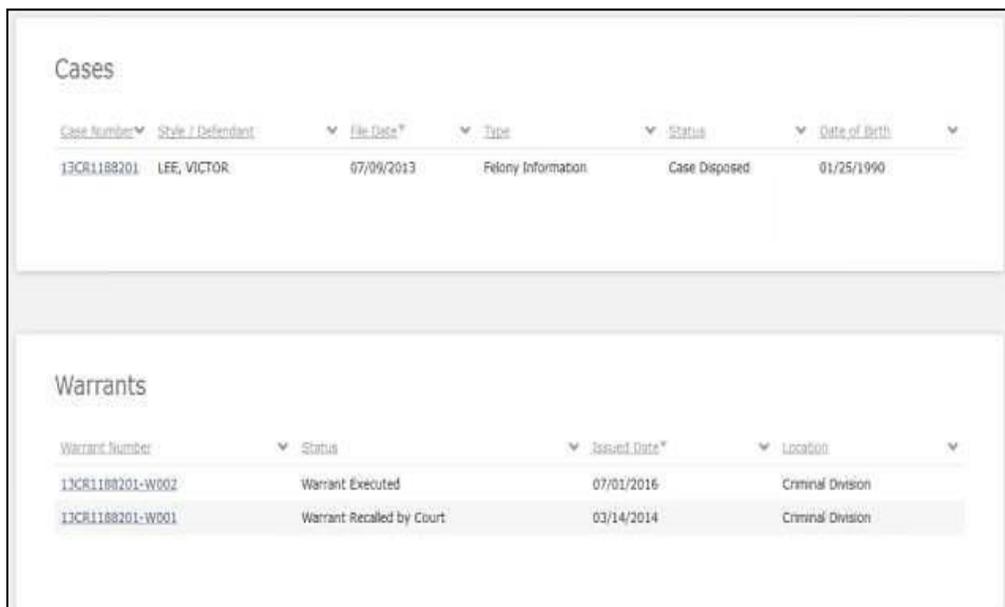
* Enter a Record Number or Name in Last, First Middle Suffix Format

13CR1188201*

Clear

Advanced Filtering Options

The search displays all **Cases and Warrants** associated with your search criteria.



Case Number	State / Defendant	File Date	Type	Status	Date of Birth
13CR1188201	LEE, VICTOR	07/09/2013	Felony Information	Case Disposed	01/25/1990

Warrant Number	Status	Issued Date	Location
13CR1188201-W002	Warrant Executed	07/01/2016	Criminal Division
13CR1188201-W001	Warrant Recalled by Court	03/14/2014	Criminal Division

Under the warrants list, clicking the **Warrant Number** within the results page will return only **basic information** about the warrant.



For more detailed information about a warrant, you must conduct a case search. Click on **Smart Search** to get back to the main search page.

Quick Reference Search - By Warrant Number (cont'd)

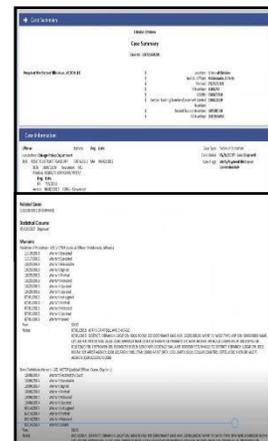
1. Enter the **Case Number** on the Smart Search menu.



2. Under *Include* section, select **Cases**.

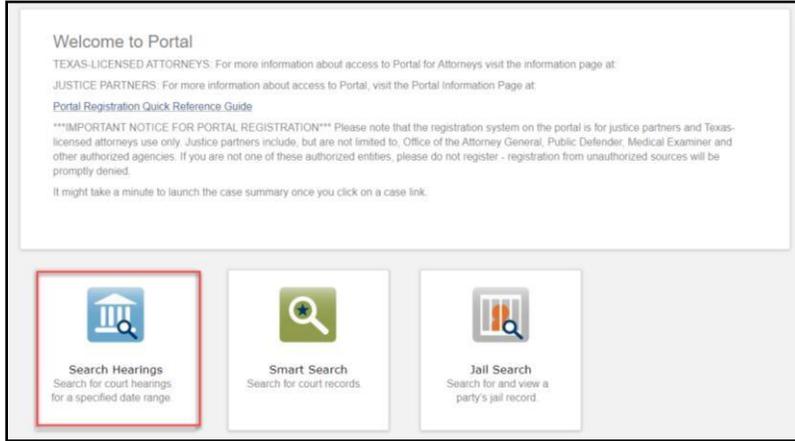


3. Click the **Case Number** within the search results to view **detailed warrant information**.



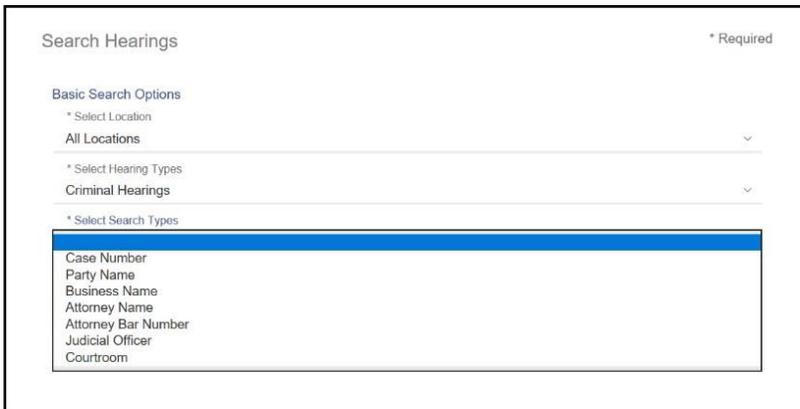
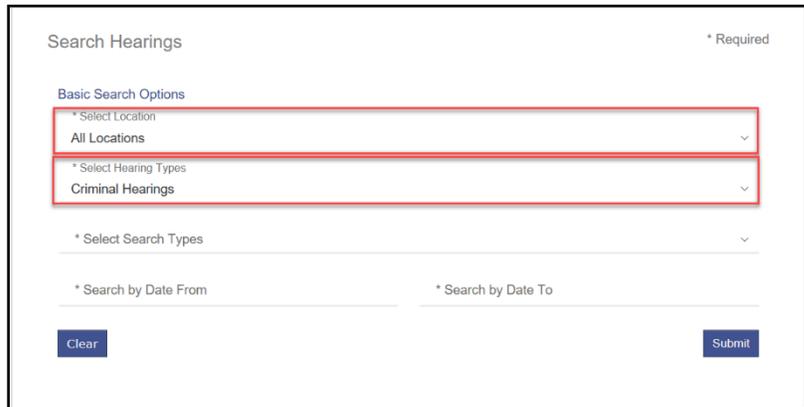
Search for Hearings

1. To search for hearings, click on the **Search Hearings** icon from the Odyssey Portal home page.



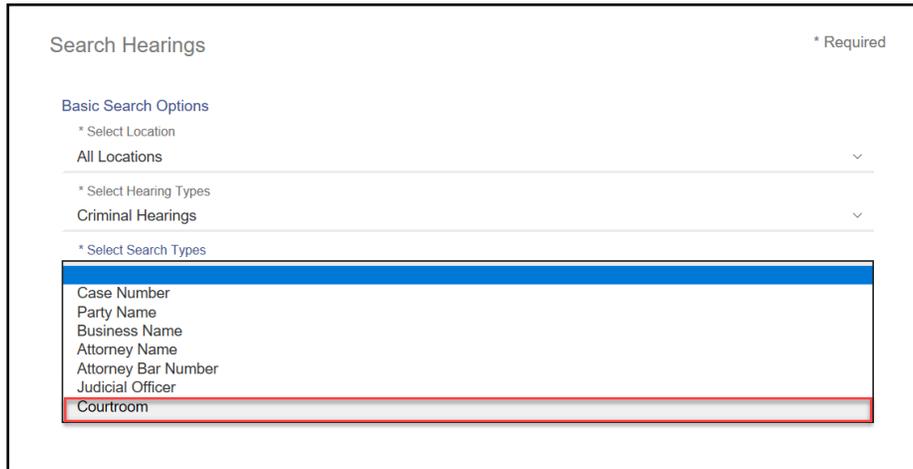
2. In the Search Location field, select **Criminal** to search for a criminal case.
 - a. Hearings in other areas of law will be available once Odyssey Portal is implemented for those areas of law.

3. Select the **type of hearing** you are searching for.



4. To **filter your search**, make a selection from the **Select Search Type** list.

- 5. To search for hearings in a specific courtroom or location, select **Courtroom** from the *Select Search Types* list.



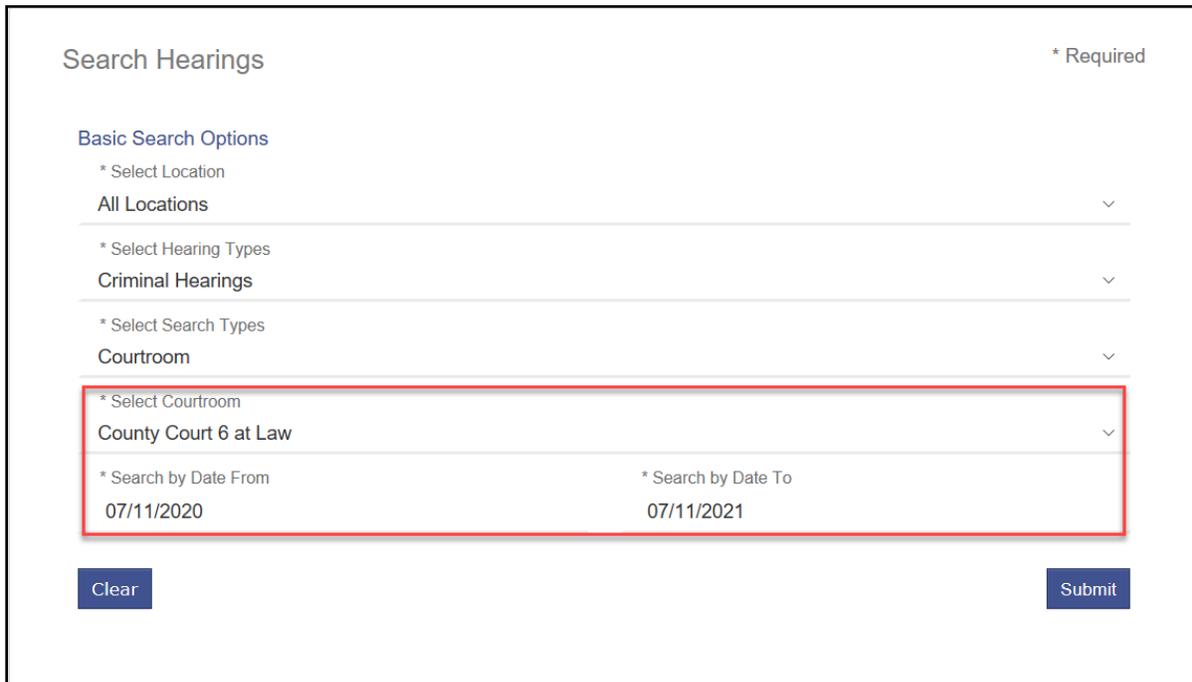
The screenshot shows the 'Search Hearings' form with the following fields:

- Basic Search Options**
 - * Select Location: All Locations
 - * Select Hearing Types: Criminal Hearings
 - * Select Search Types: **Courtroom** (highlighted in red)

A new field titled “Select Courtroom” will appear.

- 6. Click **Select Courtroom** and make a selection from the available courtrooms or locations.

For example, to search for a hearing in County Court 6 at Law,...select **courtroom** from the Select Search Types list. S elect **County Court 6** at Law from the Select Courtroom list, apply **date ranges** (if necessary) and click **Submit**.



The screenshot shows the 'Search Hearings' form with the following fields:

- Basic Search Options**
 - * Select Location: All Locations
 - * Select Hearing Types: Criminal Hearings
 - * Select Search Types: **Courtroom**
 - * Select Courtroom: **County Court 6 at Law**
 - * Search by Date From: 07/11/2020
 - * Search by Date To: 07/11/2021

Buttons: Clear, Submit

Viewing Search Hearings Results

To sort your search results, click on the down arrow next to the field you want to sort by.

Hearing Search Results
Hearings for Courtroom 10220 South 76th Avenue, Bridgeview, IL 60455 between 5/22/2018 and 5/22/2019

The search returned 162 hearings, but could have returned more. Please narrow the search by entering more precise criteria.

Case Number	Stk# / Defendant	Case Type	Date / Time	Hearing Type	Judge	Courtroom	Case Category
18500425101	POOLE, FREDRICK T	Municipal	4/18/2019 9:00 AM	By Agreement		District 5, Courtroom 207, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
18CR1619401	JONES, ADRIAN	Felony Indictment	4/18/2019 9:30 AM	By Agreement		District 5, Courtroom 110, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
18CR1619401	JONES, ADRIAN	Felony Indictment	4/18/2019 9:30 AM	By Agreement		District 5, Courtroom 110, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
19500069901	STUART, JIMMY L	Municipal	4/19/2019 9:00 AM	Bond Hearing		District 5, Courtroom 207, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
19500069801	INES-RODRIGUEZ, HUDO	Municipal	4/19/2019 9:00 AM	Bond Hearing		District 5, Courtroom 207, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
19500070001	SHAW, COREY JOSEPH AN	Municipal	4/19/2019 9:00 AM	Bond Hearing		District 5, Courtroom 207, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
19CR0099501	WILSON, MARTELL	Felony Indictment	4/19/2019 1:00 PM	By Agreement	Adcock, Robert H	District 5, Courtroom 105, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal
1950071301	MARTINEZ, ARMANDO J	Municipal	4/22/2019 9:00 AM	By Agreement		District 5, Courtroom 201, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal

To view your results in a calendar format, click on the calendar icon.

The search returned 162 hearings, but could have returned more. Please narrow the search by entering more precise criteria.

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				18500425101 18CR1619401 18CR1619401	19500069901 19500069801 19500070001 19CR0099501	
	1950071301 1950071301	1950071301	19CR0099501	1950071301 19CR0099501 19CR0099501	19500069901 19500069801 19500070001 1950071301	