

Topic: Odyssey Public Access

Date: 1/28/10

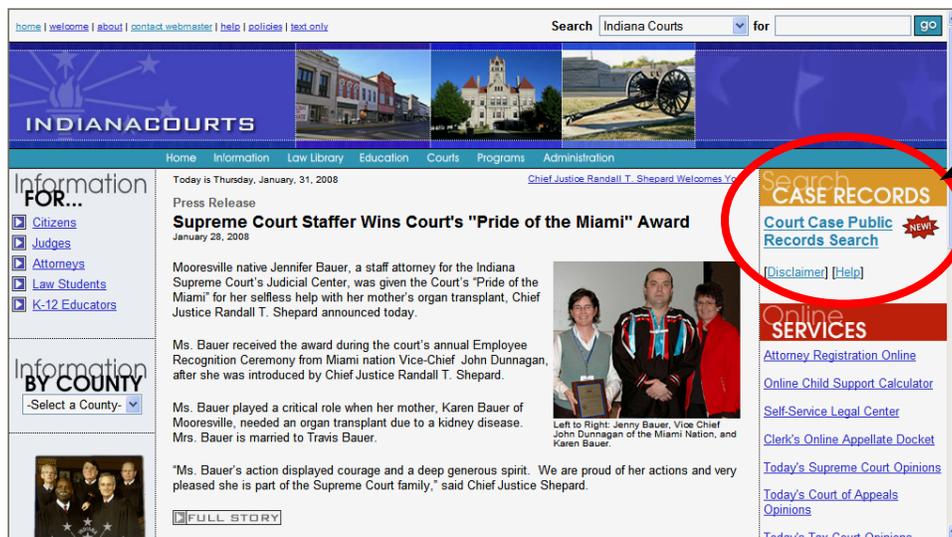
An integral part of the Indiana Supreme Court's (ISC) vision for the state's trial courts is access to court records over the internet for lawyers and others who need and use court information. This non-confidential information is made available to anyone at no cost. The ISC received a joint recommendation from JTAC and the Case Management System (CMS) Project Statewide Governing Board and considered the applicability of the Court's Administrative Rule 9. The Public Access website includes access to court case searches for the Courts who currently utilize the Odyssey Case Management System. As additional counties begin using the Odyssey CMS, their local case information will be included in this public records search.

The internet addresses are (type in the address from your internet browser):

<http://Courts.IN.Gov>



(click on the **Court Case Public Records Search** link)



or

<http://mycase.in.gov>





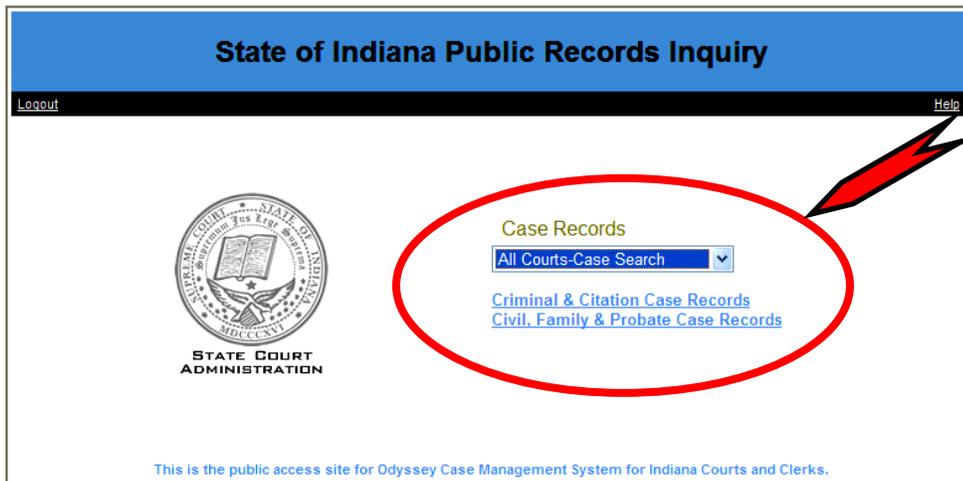
Note: Electronic access to court information is restricted by federal and state law in addition to court rules and orders. Information displayed on this site is not to be considered or used as an official court record and may contain errors or omissions. Accuracy of the information is not warranted. *Official records of court proceedings may only be obtained directly from the court maintaining a particular record.*

The financial information displayed for a case may not reflect the complete financial amounts for a case. The financial data contained within a case may not include interest that has accrued or other charges that have become due since the last financial transaction. The Clerk's office can provide current financial information.

Information obtained from the site should not be used as a substitute for competent legal advice.

Please note that the records available through this online search include both data that is recorded through Indiana's Odyssey CMS and data that has been converted from previously used electronic systems. As a result, converted data in a record may be notated as a "converted event."

1. **Beginning a Search.** To begin a case search, first select the location from the **Case Records** drop-down menu. Options in the drop-down menu include: **All Courts-Case Search**, meaning records from all locations included in the system; or individual counties. After selecting a location, click the link for the collection you wish to search. You may search either **Criminal & Citation Case Record**, which also includes infractions and traffic tickets, or collectively **Civil, Family, and Probate Case Records**. You may find that some case types are unusually placed within the case record categories. When you click the collection link, you will be redirected to a page where you can choose additional search criteria.

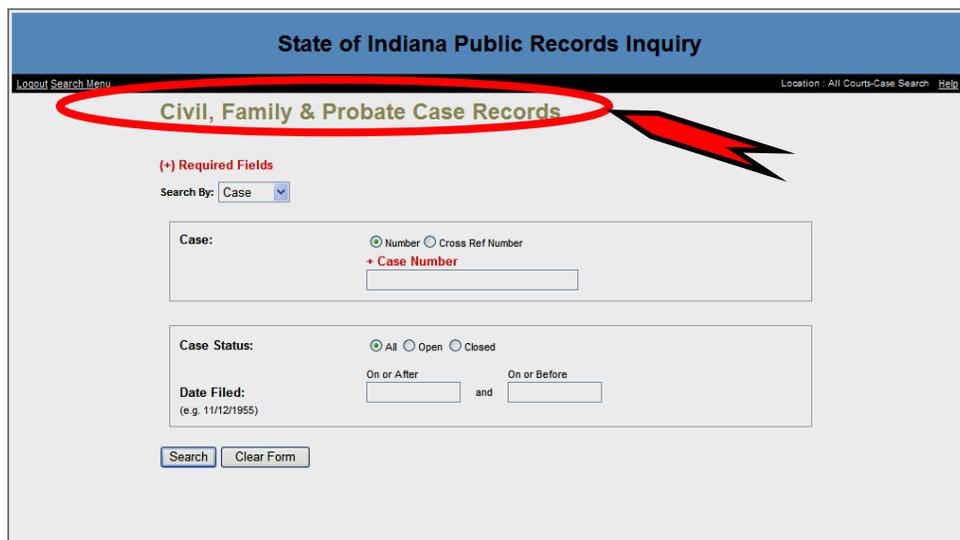


2. **Civil, Family & Probate Case Records Search.** When you conduct a search for civil, family and probate cases, you may search by: case number, party name, or attorney name. For each search type, certain information is required. Required fields are notated with a plus sign (+) and in red text. After completing the required fields you may further limit the search results case status and a date range for the date the case was filed.

The case types that you may find unusually placed within the Civil, Family & Probate case search option are:

PC – Post Conviction Relief Petition

PO – Protective Order (All types)



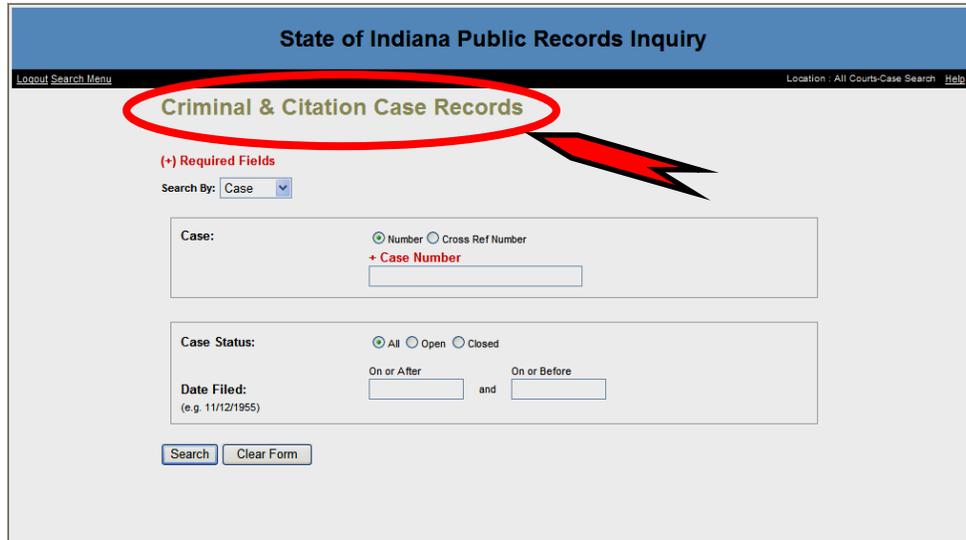
The screenshot shows the 'State of Indiana Public Records Inquiry' search page. The main heading is 'Civil, Family & Probate Case Records', which is circled in red. Below the heading, there is a section for 'Required Fields'. The search criteria include: 'Search By: Case' (dropdown menu), 'Case:' (input field with radio buttons for 'Number' and 'Cross Ref Number', and a red '+ Case Number' label), 'Case Status:' (radio buttons for 'All', 'Open', and 'Closed'), and 'Date Filed:' (input fields for 'On or After' and 'On or Before', with an example '(e.g. 11/12/1955)'). There are 'Search' and 'Clear Form' buttons at the bottom.

3. **Criminal & Citation Case Records Search.** When you conduct a search for criminal or citation cases, you may search by: case number, defendant name, citation case number, or attorney name. For each search type, certain information is required. Required fields are notated with a plus sign (+) and in red text. After completing the required fields you may further limit the search results case status and a date range for the date the case was filed.

The case types that you may find unusually placed within the Criminal & Citation Case Records are:

JD - Juvenile Delinquency

JS – Juvenile Status



4. **Case & Citation Numbers.** Indiana has a uniform case numbering system outlined in detail in Administrative Rule 8. Each part of the case number corresponds to information about the case, including the county, court, date filed, and case type.

EXAMPLE

county number
57
C03
court identifier
-
88
05
year month
-
DR
case type
-
06314
sequence number

When searching by case number, you do not need to include the hyphens (dashes), but you may include them. However, if you do include hyphens, they must be included exactly as they appear in the official case number. In addition, you do not need to include zeros at the beginning of the sequence number (the final segment of the case number). If you only have part of the case number, you may use wild cards in your search. For more information, see the section on searching with wild cards below.

5. **Uppercase and Lowercase.** Fields in the search are not case sensitive. If you wish to search for a case by the party name "Richard Smith," your search results will be the same whether or not you capitalize any of the letters in "Richard Smith."

EXAMPLE:

RICHARD SMITH, richard smith, Richard Smith, rICHARD sMITH, and RiChArD SmIth would all return the same results.

6. **The "Use Soundex" Checkbox** . Once you have selected a collection to search—if you choose to search by a party, defendant, or attorney name—



into the case number search field. The wild card and soundex features must be used separately.

Need more help?

If you have questions about a particular case or the contents of a case record, please direct them to the Clerk's Office in the county from which the case originates. In the case of the Marion County Small Claims Court, direct your questions directly to the designated township court.

An online "Help" link is also available for use while logged onto the Public Access site or you may use the JTAC help desk by calling 1-888-ASK-JTAC or emailing at JTACHelpDesk@JTAC.in.gov.