

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

🟉 http://Courts.in.gov 🛛

(click on the Court Case Public Records Search link)



or

http://mycase.in.gov

🟉 http://mycase.in.gov

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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."

 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)

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	Case:	Number ○ Cross Ref Number + Case Number		
	Case Status: Date Filed: (e.g. 11/12/1955)	All Open Closed On or After On or Before and		
	Search Clear Form]		

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



State of Indiana Public Records Inquiry					
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	Case:	Number ○ Cross Ref Number + Case Number			
	Case Status: Date Filed: (e.g. 11/12/1955)	All Open Closed On or After On or Before and			
(Search Clear Form				

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.

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—



the page where you will enter your search terms includes a checkbox in the upper-right corner labeled "Use Soundex." Soundex is a tool used by search engines that allows the system to return phonetically spelled search results. The wild card and soundex features must be used separately.

EXAMPLE:

For example, if you were to search for a case by the name of a party to the case, and you knew the party's name was "John Shepard," but you were unsure how to spell his name, the Soundex will produce search results that are similar in sound, though not spelled the same. So with the "Use Soundex" box checked, you could enter "John Shepard" and produce results associated with "John Shepard" as well "Jon Sheppard," "John Shepherd," "John Sheperd," and even "John Swafford."

7. **Searching with Wild Cards.** Wild cards allow you to conduct a search even if you don't have all of the information required by the type of search you are conducting.

NOTE: If you are conducting a search by party name, defendant name, or attorney name, you must turn off the Soundex by unchecking the "Use Soundex" box to use wild cards in your search.

To use a wild card, you can simply replace parts of your search term(s) with an asterisk *. Different types of searches allow for various uses of wild cards.

<u>EXAMPLE</u> – <u>NAME</u> <u>SEARCH</u> For example, in a party, defendant or attorney name search, if you know the person's last name is "Sheppard" with a first name starting with the letter "J," you can use a wild card to produce better search results. In a party search, the first name is required. If you enter only the letter "J" into the "first name" field, your results would be very limited, if the search produced any results at all. But you can enter "Sheppard" for the last name and "J*" for the first name (after turning off the Soundex), and produce results that include "John Sheppard," "Johnny Sheppard," and "James Sheppard."

You may use a wild card in either the first or last name, but you may not replace the entire first or last name with a wildcard.

EXAMPLE – CASE NUMBER In a case number search, wild cards may only be used in place of the sequence number. Using a wild card in place of a sequence number allows you to search for all cases of a particular type, filed in a specific month and court.

So for example, if you want to find all Infraction (IF) cases filed in Monroe County Circuit Court #2 in February 2002, you would enter 53C02-0202-IF-*



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 <u>JTACHelpDesk@JTAC.in.gov</u>.