

IRIS MARTINEZ CLERK OF THE CIRCUIT COURT OF COOK COUNTY

How To Search For Criminal Case Information Using The CCC Portal

> For Justice Partners and Authorized Agencies





































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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. Type the Odyssey Portal URL address into your browser:



https://cccportal.cookcounty clerkofcourt.org

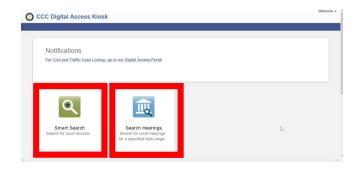
- Click on "Register/Sign In"
- 3. Type in your registered email address and password to sign in.







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



Searching by Name or Case Number

To search for court records by name or case number, click on the Smart Search icon from the CCC Portal home page.



In Smart Search, click in the field to type a Case Number or a Name.





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



Using The Wildcard Search

- Using the wildcard function (*) may help you find cases. For example John Smith = Smith, J*. Or Supreme Auto Body = Supreme*.
- Names are not case sensitive. You can enter first, middle, and last names in uppercase, lowercase, or a combination of both. The search results are the same.
- There is a minimum of one character in a first name, three characters in a last name, and four characters in a case number to use the wildcard feature.
- Once your search criteria is entered, click Submit.





How To Use Advanced Search

Clicking on Advanced Search will generate additional panels, which will appear under the main search window.

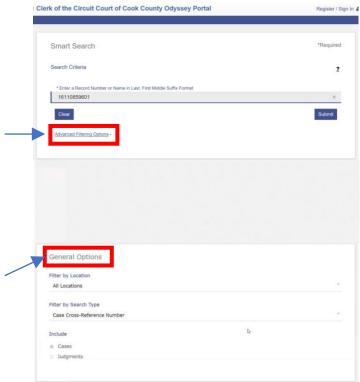
There are panels for General Options

(location and search type), Party Search criteria, Case Search criteria and Judgement Search criteria. You might need to scroll down to see them. Below is an explanation for each panel.

General Options Search Panel

The "General Options" search panel allows you to select the area of law for your search ("Filter by Location") and it enables you to search by several advanced criteria ("Filter by Search Type"). To filter by search type, click on the down arrow next to "Filter by Search Type". Search type filtering options include:

1) Attorney Bar Number – or ARDC Number;







General Options

Back to top

Party Search Crite

Case Search Criteria

- 2) Attorney Name;
- 3) Business Name;
- 4) Case CrossReference Number;
- 5) Case Number;
- 6) Citation Number;
- 7) Judicial Officer;
- 8) Nickname;
- 9) Party Name

following values:



Cross-Reference Number, which enables you to search by any of the

General Options

Filter by Location

Smart Search

Code	Description	Code	Description	
APP	Appellate Number	IR	IR Number	
CB-DCN	Central Booking # /Document Control #	FILM	Microfilm Number	
CODEF	Co-defendant Number	RDN	Record Division Number	
ACC	Contempt Case Number – Non-Criminal	MUNIM	Related Municipal Case Number	
EAB	External Agency Number	SW	Search Warrant Control No.	
FBI	FBI Number	SID	SID/IBI	
FCC	Foreign County Case Number	TCKN	Ticket Number	

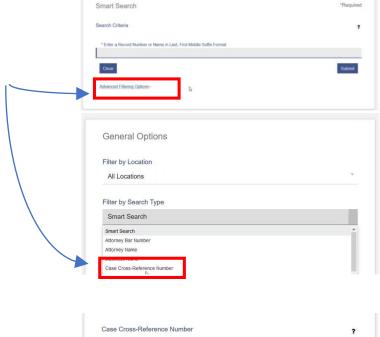




To search by Case Cross-Reference number, click on Advanced Filtering Options, then scroll down to Filer by Search Type.

Select the Case Cross-Reference Number option under the Search Type dropdown list.

After choosing Case Cross-Reference Number, scroll back up. The data entry field will change to Case CrossReference Number. Click in the entry field, type in your search, then click submit.



Enter a Case Cross-Reference Number

Advanced Filtering Options -

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



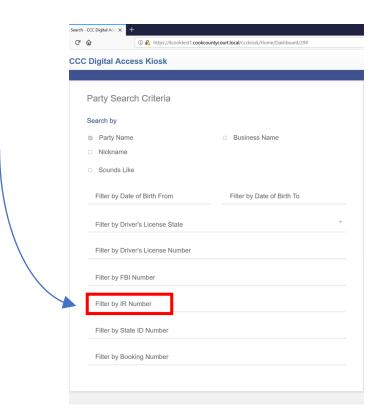


Enter an asterisk in the Smart Search field, then click on Advanced Filtering Options.

Scroll down to the Party Search Criteria and enter the value in the field that you are searching for. For example, if you are searching for IR number, enter the IR number in that field.

Click on Submit to conduct your search.









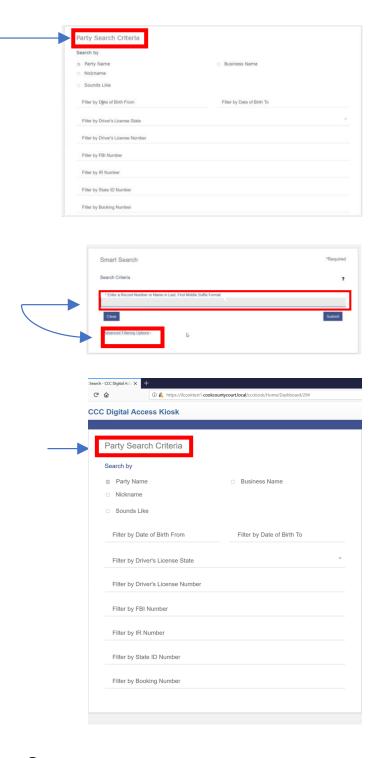
Party Search Panel

The "Party Search Criteria" panel allows you to narrow and focus your search results by factors such as date of birth range, FBI number, License number, etc.

To use the Party Search panel, first enter the Party Name on the main search screen, then click on Advanced Filtering Options. Scroll down to Party Search Criteria, click on the field that you want to filter your search by, then enter the appropriate values

You can filter Party Name searches by name, business name, nickname, date of birth ranges, drivers license state, drivers license number, FBI number, IR number, State ID number, Booking number.

and submit your search.





Case Search Panel

In the Case Search panel, additional filtering options are available to further refine your Case Number search. First enter the Case Number on the main search screen, then click on Advanced Filtering Options.

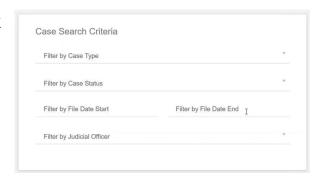


Scroll down to Case Search Criteria, click on the field that you want to filter your search by, then enter the appropriate values and submit your search.

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 are displayed. Certain default columns are shown, such as Case Number, Defendant, File Date, Type and Status.









IL Sort Ascending

↓F Sort Descending

☑ туре

Party Name

Is equal to 8/1/2012

Is equal to

Filter

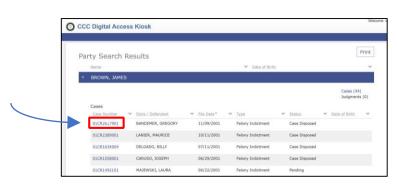
8/2/2013

To change or add columns to your results window, click on the down arrow

next to any of the column headers. Select the columns you want to display by selecting them from the "columns" section within the dropdown menu. Note that you can only display a maximum of 6 columns at any time.

You can also sort your search results by clicking on the dropdown arrow next to the column header that you want to sort, then selecting the type of sort from the dropdown menu. Notice that you can sort by date range as well.

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





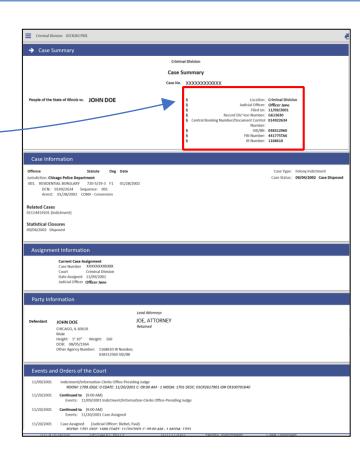


The case results will appear in a separate window. The key identifiers of the case are listed on the right side of the Case Summary panel.

Scroll down, if necessary, to view the entire contents of the case.

Notice that Hearings and Events (formerly called dispositions) are automatically sorted in reverse chronological order (most recent first).

Only 50 results are displayed. Click on "Show More" or "Show All" to display more results.









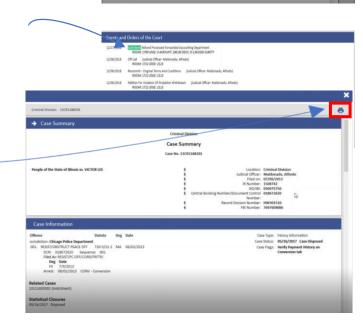
Since these results are displayed in a web format, you can further search within the results page by using your browser's "find" function. Just click on the find function within your browser, select "Find on This Page" and enter your keyword search.

This will highlight all results that match your keyword search.

NOTE: these steps will vary, depending upon the browser you are using. You can also print your results out by clicking on the "Print" icon in the search results window.

Case Summary

Ca



9





QUICK REFERENCE SEARCHES

Quick Reference Search - by Case Number

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



In Smart Search, click in the data entry field and type in your Case

Number.

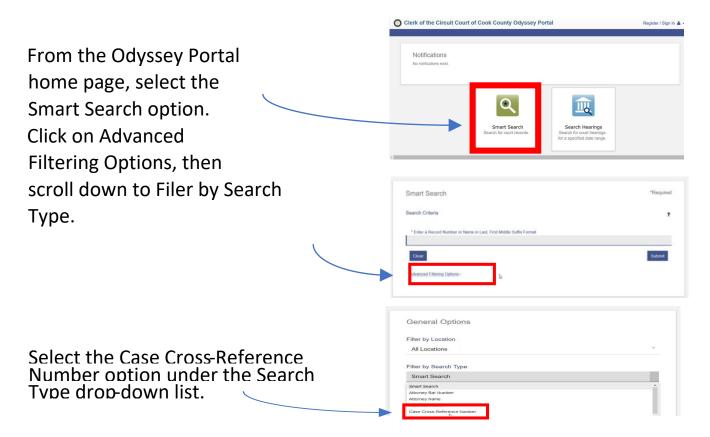
Click Submit to view your case number search results.







Quick Reference Search - By CB Number



Scroll back up to enter the CB Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the CB Number, then click submit.





Quick Reference Search - by Company Name

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



In Smart Search, click in the data entry field and type in the Company Name.

Click Submit to view your search results.

Smart Search *Required Search Criteria *Enter a Record Number or Name in Last, First Middle Suffix Format *Enter a Record Number or Name in Last, First Middle Suffix Format *Class Advanced Filtering Options - Ip

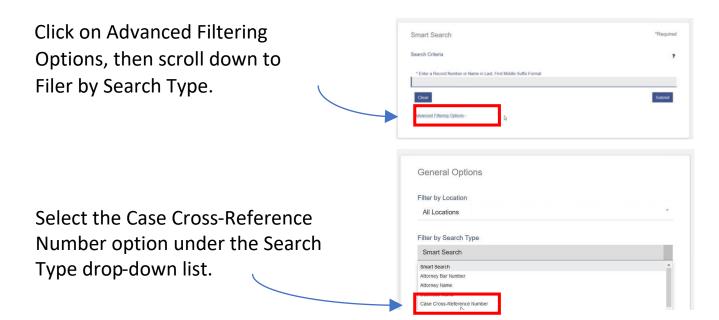
Quick Reference Search - By FBI Number

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









Scroll back up to enter the FBI
Number. You will notice that the data
entry field will change to Case
CrossReference Number. Click in the
entry field and type in the FBI
Number, then click submit.





Quick Reference Search - By IR Number

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

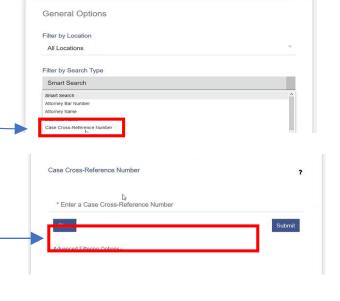


Smart Search

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

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

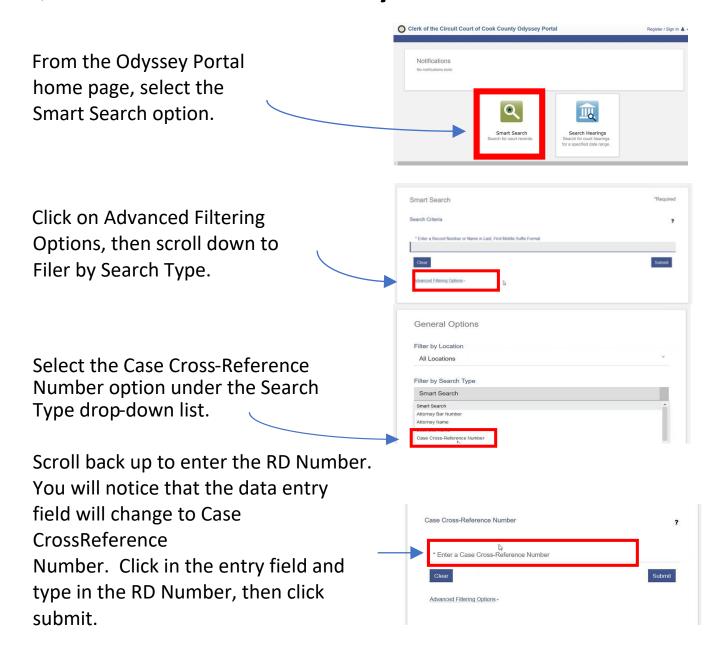
Scroll back up to enter the IR
Number. You will notice that the
data entry field will change to Case
CrossReference Number. Click in the
entry field and type in the IR
Number, then click submit.







Quick Reference Search - By RD Number





Number, then click submit.



Quick Reference Search - By SID Number

Clerk of the Circuit Court of Cook County Odyssey Portal From the Odyssey Portal Notifications home page, select the Smart Search option. Click on Advanced Filtering Smart Search Options, then scroll down to filter by Search Type. General Options Filter by Location All Locations Select the Case Cross-Reference Filter by Search Type Number option under the Search Smart Search Type drop-down list. Attorney Bar Numb Attorney Name Case Cross-Reference Number Scroll back up to enter the SID Number. You will notice that the Case Cross-Reference Number data entry field will change to Case Enter a Case Cross-Reference Number CrossReference Number. Click in the entry field and type in the SID

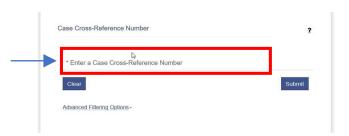




Quick Reference Search - By Ticket

Number Clerk of the Circuit Court of Cook County Odyssey Portal From the Odyssey Portal Notifications home page, select the Smart Search option. Click on Advanced Filtering Smart Search Options, then scroll down to Filer by Search Type. **General Options** Filter by Location Select the Case Cross-Reference All Locations Filter by Search Type Number option under the Search Smart Search Type drop-down list. Attorney Bar Numbe Attorney Name ase Cross-Reference Number

Scroll back up to enter the Ticket Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the Ticket Number, then click submit.

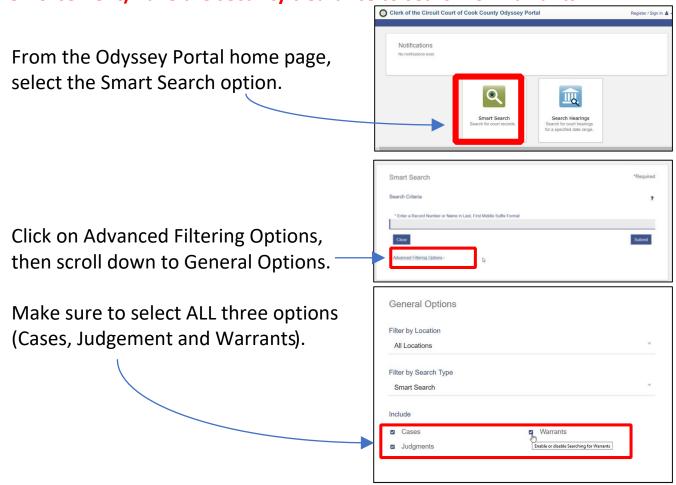




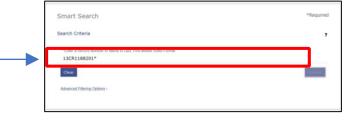


Quick Reference Search - By Warrant Number

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



Scroll back up and enter the case number, followed by an asterisk. Or enter the specific warrant number. This will return all warrants and their associated cases.







Quick Reference Search - By Warrant # (continued)

Notice that the search displays all cases AND warrants associated with your search criteria.

Under the warrants list, clicking on 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 # (Continued)

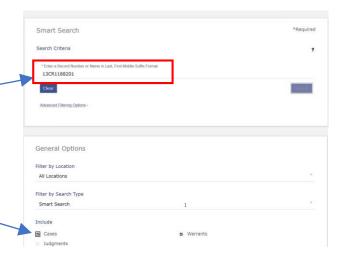




Type in the Case Number on the main search menu.

Make sure you check the "Cases" in the Search
Type panel.

Clicking on the Case Number within the search results will take you to a more detailed illustration of the warrant information.





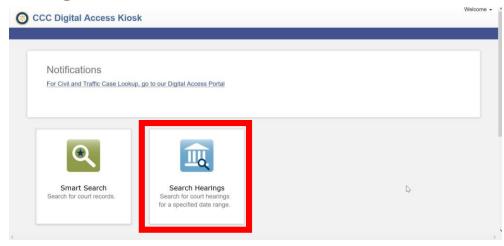






Search for Hearings

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







Select "Criminal" in the Search Location field to search for a criminal case. Hearings in other areas of law will be available once Odyssey Portal is implemented for those areas of law.

- From the dropdown list, select the type of hearing you are searching for.
- To filter your search, select from the "Search Type" dropdown list. You can filter by:
 - 1) Case Number; 2)
 Party Name; 3) Business
 Name; 4) Attorney
 Name; 5) Attorney Bar
 Number (of ARDC
 Number); 6) Judicial
 Officer; and 7)
 Courtroom Location





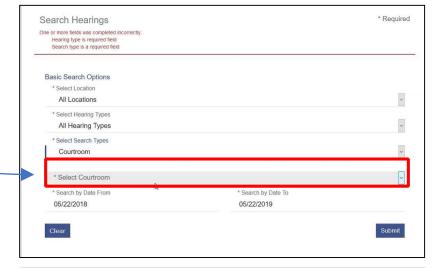




 To search for hearings in a specific courtroom or location, select "courtroom" from the "Search Type" dropdown list.



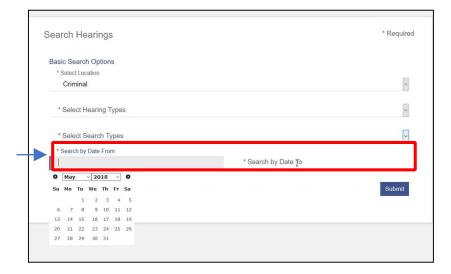
- A new field titled "Select Courtroom" will appear. Click on this field and select from the dropdown list for available courtrooms or locations.
- for example, to search for a hearing in District 2, select "courtroom" from the "Search Type" dropdown list. Scroll all the way down until you see the courtroom within District 2, then select it and click on "Submit"





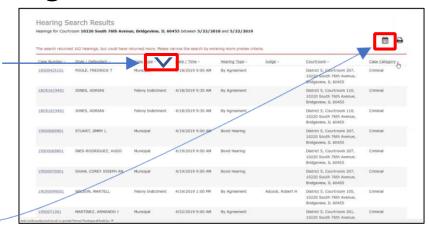


 You can also specify a date range for your search by clicking on the "Search by Date" fields and entering the start and end dates for your search.



Viewing Search Hearings Results

- To sort your search results, click on the down arrow next to the field you want to sort by.
- To view your results in a calendar format, click on the calendar icon.









Where To Go For Help

For technical support, call the Clerk of the Circuit Court MIS Bureau Client Service Help Desk at:

+1.312.603-HELP (1.312.603.4357)

Or you can reach the help desk via email at

helpdesk@cookcountycourt.com

An electronic copy of this manual can also be viewed from the DAT terminals by clicking on the "Manual" icon in the top-right corner of the DAT homepage

