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CLERK OF THE CIRCUIT COURT  
OF COOK COUNTY

# How To Search For Criminal Case Information Using The CCC Portal

For Public Users

- Portal Access
- Case / Name Search
- Wild-card Search
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- View Search Results
- Bond # Search
- Case # Search
- CB # Search
- Co. Name Search
- FBI # Search
- IR # Search
- RD # Search
- SID # Search
- Ticket # Search
- Warrant # Search



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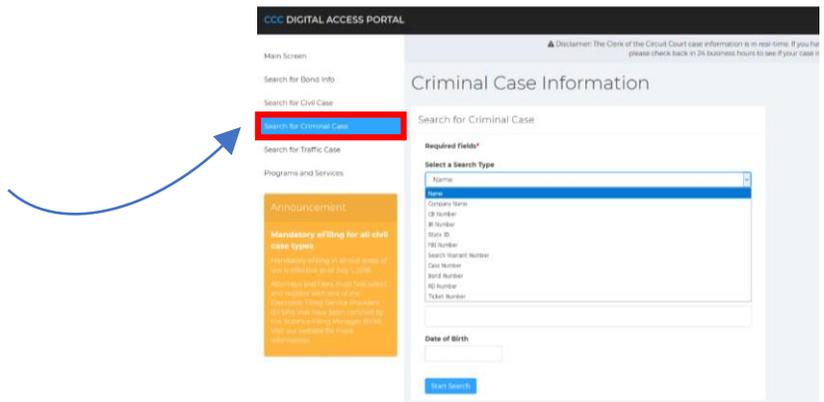
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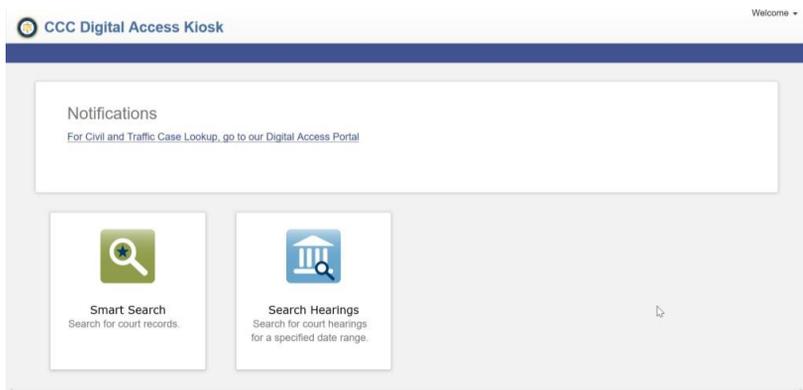
# Accessing the Odyssey Portal For Public Users

To access the Odyssey Portal as a public user:

1. Click on “Search for Criminal Case” within the Digital Access Terminal (DAT)



You should see the home screen, as illustrated below:



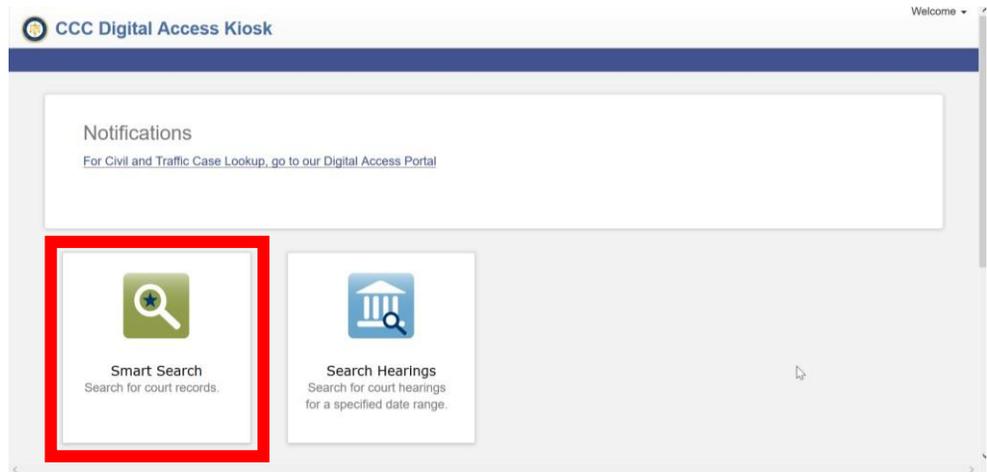
Smart Search is used to search for court records by party name or case number. Advanced search options are also available to search by additional criteria, such as IR number, SID number,



FBI number, etc. 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 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

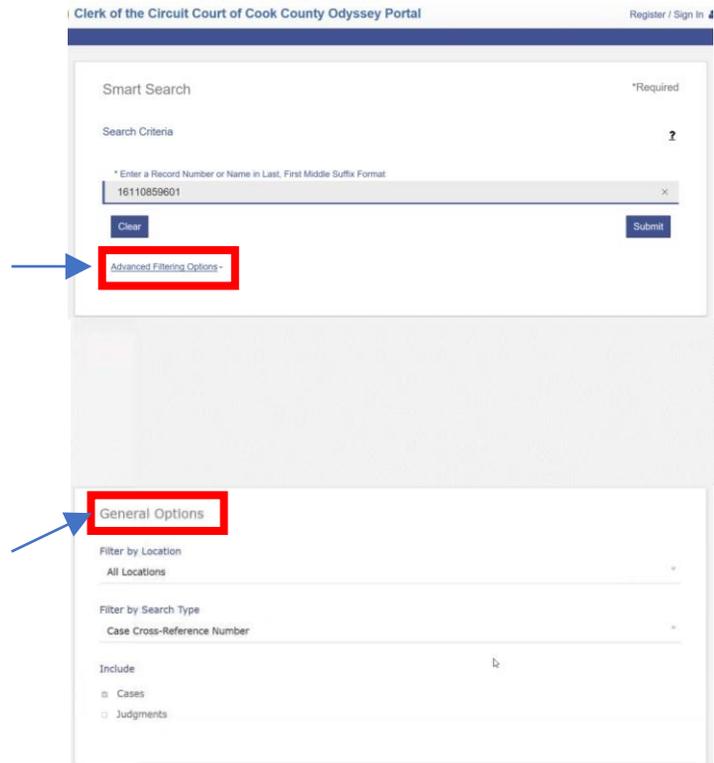
Clicking on Advanced Search will generate additional panels, which will appear under the main search window.

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.

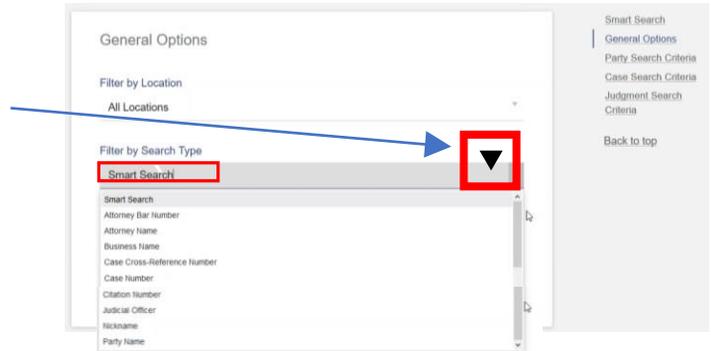
### General Options Search Panel

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



One of the options within the “Filter by Search Type” panel is the Case Cross-Reference Number, which enables you to search by any of the following values:

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 drop-down 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.

The screenshot shows the 'Smart Search' interface. The 'Advanced Filtering Options' dropdown is highlighted with a red box. Below it, the 'Filter by Search Type' dropdown is open, and 'Case Cross-Reference Number' is highlighted with a red box. A blue arrow points from the 'Advanced Filtering Options' box to the 'Case Cross-Reference Number' box. Below this, the 'Case Cross-Reference Number' search field is shown with a red box around the placeholder text '\* Enter a Case Cross-Reference Number'. A blue arrow points from the left to this search field.

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

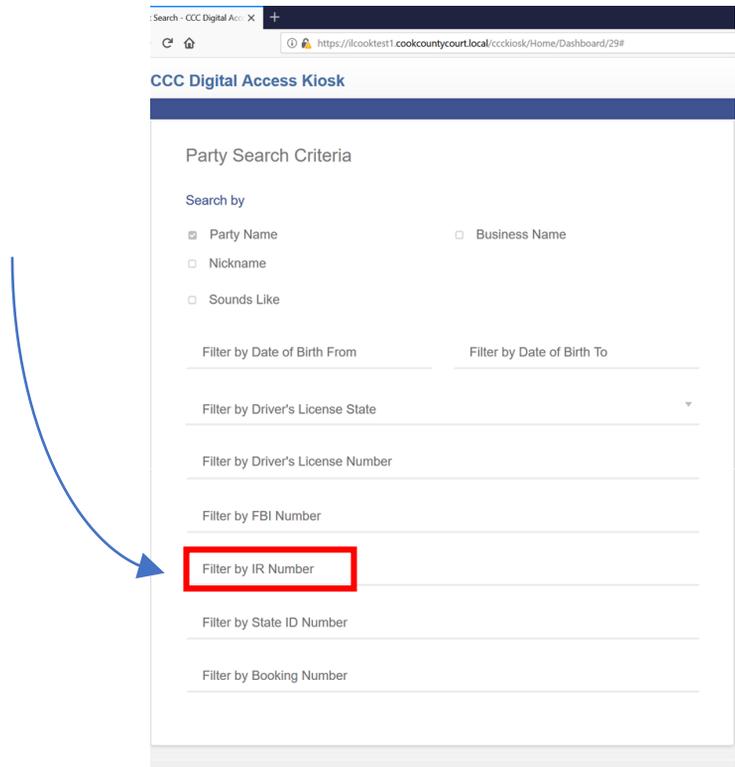


Enter an asterisk in the Smart Search field, then click on Advanced Filtering Options.



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 and submit your search.

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

Party Search Criteria

Search by

Party Name  Business Name

Nickname

Sounds Like

Filter by Date of Birth From \_\_\_\_\_ Filter by Date of Birth To \_\_\_\_\_

Filter by Driver's License State \_\_\_\_\_

Filter by Driver's License Number \_\_\_\_\_

Filter by FBI Number \_\_\_\_\_

Filter by IR Number \_\_\_\_\_

Filter by State ID Number \_\_\_\_\_

Filter by Booking Number \_\_\_\_\_

Smart Search \*Required

Search Criteria ?

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

Clear Submit

Advanced Filtering Options

Search - CCC Digital Access Kiosk

https://lcookest1.cookcountycourt.local/ccckiosk/Home/Dashboard/29#

CCC Digital Access Kiosk

Party Search Criteria

Search by

Party Name  Business Name

Nickname

Sounds Like

Filter by Date of Birth From \_\_\_\_\_ Filter by Date of Birth To \_\_\_\_\_

Filter by Driver's License State \_\_\_\_\_

Filter by Driver's License Number \_\_\_\_\_

Filter by FBI Number \_\_\_\_\_

Filter by IR Number \_\_\_\_\_

Filter by State ID Number \_\_\_\_\_

Filter by Booking Number \_\_\_\_\_



## 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.

Smart Search \*Required

Search Criteria ?

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

Clear Submit

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.

Case Search Criteria

Filter by Case Type v

Filter by Case Status v

Filter by File Date Start Filter by File Date End I

Filter by Judicial Officer v

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.

CCC Digital Access Kiosk Welcome

Party Search Results Print

Name Date of Birth

BROWN, JAMES Cases (44)  
Judgments (0)

Case Number	File / Defendant	File Date	Type	Status	Date of Birth
01CR2389001	LANIER, MAURICE	10/11/2001	Felony Indictment	Case Disposed	
01CR1634004	DELGADO, BILLY	07/11/2001	Felony Indictment	Case Disposed	
01CR1558001	CARUSO, JOSEPH	06/29/2001	Felony Indictment	Case Disposed	
01CR1492101	MAJEWSKI, LAURA	06/22/2001	Felony Indictment	Pending	



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.

Case Number	Style / Defendant	File Date	Type	Status	Date of Birth
01CR2647901	BANDEMER, GREGORY	11/09/2001	Felony Indictment	Case Disposed	
01CR2389001	LANIER, MAURICE	10/11/2001	Felony Indictment	Case Disposed	
01CR1634004	DELGADO, BILLY	07/11/2001	Felony Indictment	Case Disposed	
01CR1558001	CARUSO, JOSEPH	06/29/2001	Felony Indictment	Case Disposed	
01CR1492101	MAJEWSKI, LAURA	06/22/2001	Felony Indictment	Pending	



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).

Criminal Division: 01CR2617901

### Case Summary

Criminal Division  
Case Summary  
Case No: XXXXXXXXXXXX

People of the State of Illinois vs. JOHN DOE

Location:	Criminal Division
Judicial Officer:	Officer Jane
Filed on:	11/09/2001
Record Dkt-ion Number:	6613830
Central Booking Number/Document Control:	034922634
Number:	098322960
SID/IR:	441375166
IR Number:	1168610

#### Case Information

Offense	Statute	Deg	Date	Case Type
Jurisdiction: Chicago Police Department				Felony Indictment
001: RESIDENTIAL BURGLARY	720/5/19-3 F1		01/28/2002	Case Status: 09/04/2002 Case Disposed
DCH: 014922634	Sequence: 001			
Arrest: 01/28/2002	CONV - Conversion			

#### Related Cases

0114419101 (Indictment)

#### Statistical Closures

09/04/2002 Disposed

#### Assignment Information

**Current Case Assignment**  
Case Number: XXXXXXXXXXXX  
Court: Criminal Division  
Date Assigned: 11/09/2001  
Judicial Officer: Officer Jane

#### Party Information

Defendant	Lead Attorneys
JOHN DOE CHICKS: R: 60610 Male Height: 5' 10" Weight: 160 DOB: 08/05/1964 Other Agency Number: 038312960 SID/IR	JOE, ATTORNEY Retained

#### Events and Orders of the Court

11/09/2001 Indictment/Information-Clerks Office- Presiding Judge  
ROOM: 1799 JDGE: 0 CDATE: 11/20/2001 C: 09:00 AM - 1 MODA: 1701 DESC: 01CR2617901 DW CR100791640

11/20/2001 Continued to (9:00 AM)  
Events: 11/20/2001 Indictment/Information-Clerks Office- Presiding Judge

11/20/2001 Continued to (9:00 AM)  
Events: 11/20/2001 Case Assigned

11/20/2001 Case Assigned (Judicial Officer: Siebel, Paul)  
ROOM: 1701 JDGE: 1688 CDATE: 11/20/2001 C: 09:00 AM - 1 MODA: 1701

Only 50 results are displayed. 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: 280.00 DESC: D-1863308 SURETY

12/06/2018 OR Call (Judicial Officer: Maldonado, Alfredo)  
ROOM: 1712 JDGE: 2113

12/06/2018 Request - 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: 0200 JDGE: 0

11/19/2018 Rec'd/Exec'd Sent To Police Agency  
ROOM: 1799 JDGE: 0

11/19/2018 Continuance By Order Of Court (Judicial Officer: Maldonado, Alfredo)  
ROOM: 1712 JDGE: 2112 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: 2112

11/19/2018 Order Of Court Only Release Defendant On D Bond (Judicial Officer: Maldonado, Alfredo)  
ROOM: 1712 JDGE: 2112

11/19/2018 Bail Amount Set (Judicial Officer: Maldonado, Alfredo)  
ROOM: 1712 JDGE: 2112 BAIL AMT: 30000.00 DATED: 2000.00

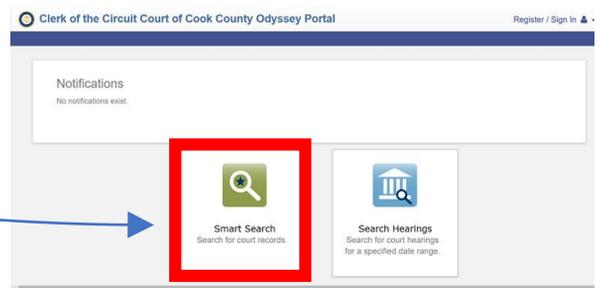
SHOW MORE SHOW ALL



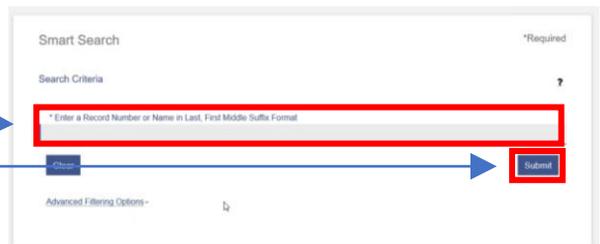
# QUICK REFERENCE SEARCHES

## 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.

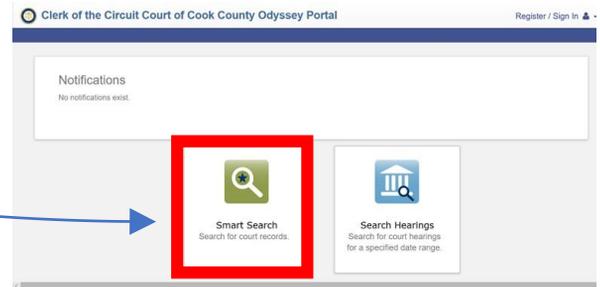


Click Submit to view your case number search results.



## Quick Reference Search - By CB Number

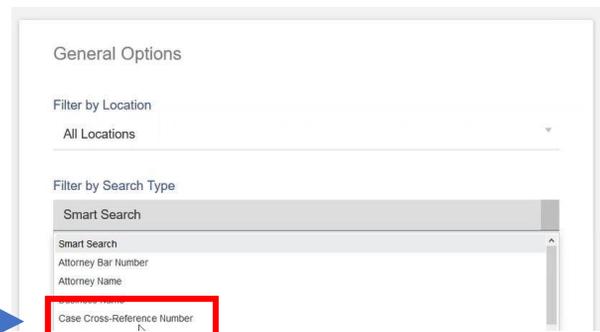
From the Odyssey Portal home page, select the Smart Search option.



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.

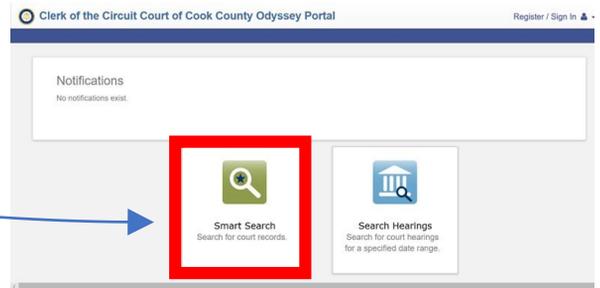


Scroll back up to enter the CB number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the CB Number, then click submit.



## Quick Reference Search - by Company Name

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



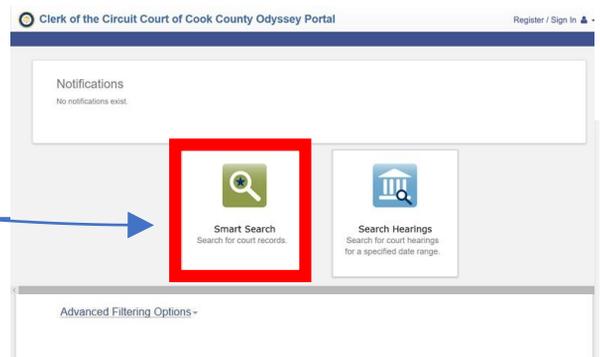
In Smart Search, click in the data entry field and type in the Company Name.



Click Submit to view your search results.

## Quick Reference Search - By FBI Number

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

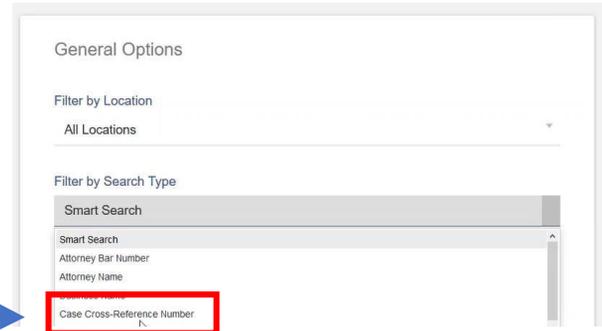




Click on Advanced Filtering Options, then scroll down to Filer by Search Type.



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

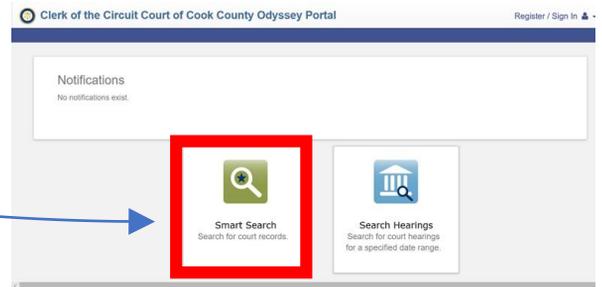


Scroll back up to enter the FBI Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the FBI Number, then click submit.



## Quick Reference Search - By IR Number

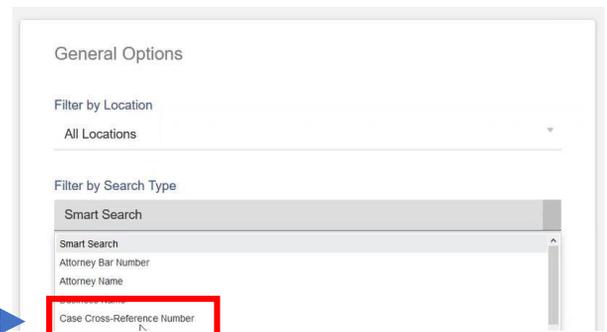
From the Odyssey Portal home page, select the Smart Search option.



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



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

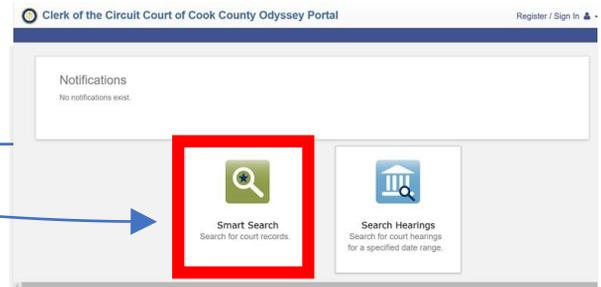


Scroll back up to enter the IR Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the IR Number, then click submit.



## Quick Reference Search - By RD Number

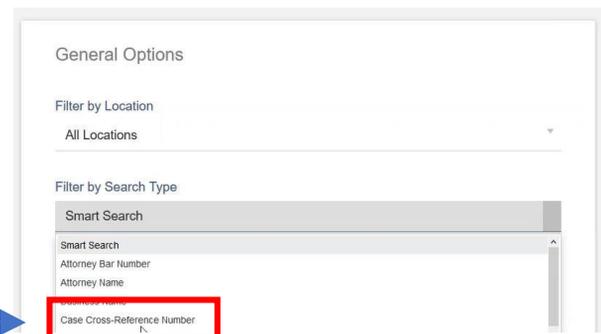
From the Odyssey Portal home page, select the Smart Search option.



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.

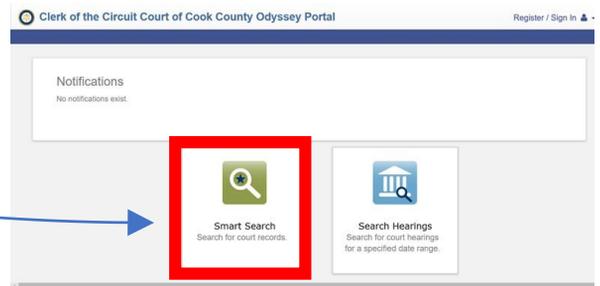




Scroll back up to enter the RD Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the RD Number, then click submit.

## Quick Reference Search - By SID Number

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

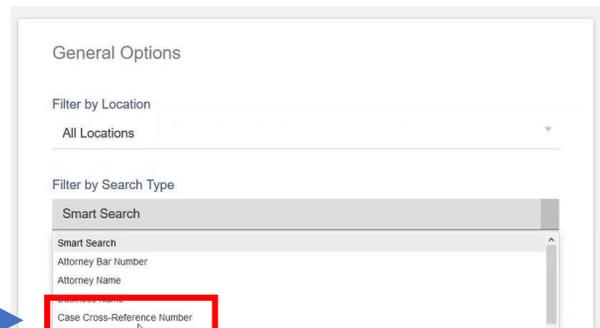


Click on Advanced Filtering Options,

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 SID Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the SID Number, then click submit.

## Quick Reference Search - By Ticket Number

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

A screenshot of a web application's search filter interface. It is titled "General Options" and includes a "Filter by Location" dropdown set to "All Locations". Below that is a "Filter by Search Type" section with a "Smart Search" dropdown menu. The dropdown menu is open, showing options: "Smart Search", "Attorney Bar Number", "Attorney Name", and "Case Cross-Reference Number". The "Case Cross-Reference Number" option is highlighted with a red rectangular box.

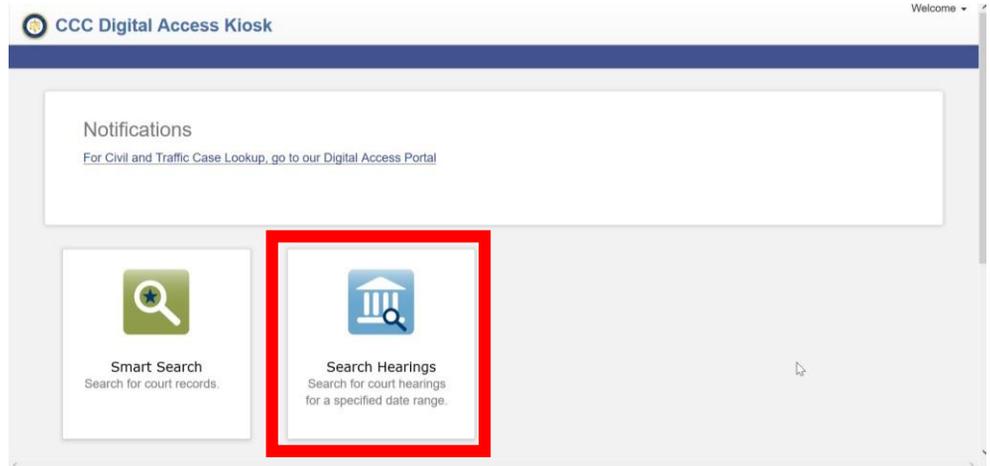
Scroll back up to enter the Ticket Number. You will notice that the data entry field will change to Case CrossReference Number. Click in the entry field and type in the Ticket Number, then click submit.

A screenshot of a data entry field for "Case Cross-Reference Number". The field is a text input box containing the placeholder text "\* Enter a Case Cross-Reference Number". The input box is highlighted with a red rectangular box. Below the input box are two buttons: "Clear" on the left and "Submit" on the right. Below the buttons is a link for "Advanced Filtering Options".



## 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 select your search type, select from the “Search Type” dropdown list. You can search 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.

Search Hearings \* Required

Basic Search Options

\* Select Location  
Criminal

\* Select Hearing Types

\* Select Search Types

Case Number  
Party Name  
Business Name  
Attorney Name  
Attorney Bar Number  
**Courtroom**

- A new field titled “Select Courtroom” will appear. Click on this field and select from the dropdown list for available courtrooms or locations.

Search Hearings \* Required

One or more fields was completed incorrectly.  
Hearing type is required field  
Search type is a required field

Basic Search Options

\* Select Location  
All Locations

\* Select Hearing Types  
All Hearing Types

\* Select Search Types  
Courtroom

**\* Select Courtroom**

\* Search by Date From: 05/22/2018      \* Search by Date To: 05/22/2019

Clear Submit

- 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”

Basic Search Options

\* Select Location  
Criminal

\* Select Hearing Types  
All Criminal Hearing Types

\* Select Search Types  
Courtroom

**\* Select Courtroom  
District 2, Courtroom 101**

\* Search by Date From      \* Search by Date To

Clear 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.

Search Hearings \* Required

Basic Search Options

\* Select Location  
Criminal

\* Select Hearing Types

\* Select Search Types

\* Search by Date From \* Search by Date To

May 2018

Su Mo Tu We Th Fr Sa

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

Submit

## 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.

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	Step / Defendant	Case / Time	Hearing Type	Judge	Courtroom	Case Category	
18500423101	POOLE, FREDRICK T	Municipal	18/2019 9:00 AM	By Agreement	District 5, Courtroom 207, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal	
18CR1613401	JONES, ADRIAN	Felony Indictment	4/18/2019 9:30 AM	By Agreement	District 5, Courtroom 110, 10220 South 76th Avenue, Bridgeview, IL 60455	Criminal	
18CR1613401	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, HUGO	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 AS	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,	Criminal	

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
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Legend for calendar:

- 18500423101
- 18CR1613401
- 19500069901
- 19500069801
- 19500070001
- 19CR0099501
- 1950071301
- 1950012401
- 19CR0099501
- FREELE
- 19500069301
- 19CR1613401
- 19CR0099501
- 1950012401



## 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](mailto: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

