Justice Partner - Instruction on Search by Attorney Name

This document provides justice partners instructions on how to use the Odyssey Portal to search for an attorney name. The information display from the attorney search depends on the access level. If the access level does not have permission to view the case no information will be returned. If the access level does have permission to view the case, the search will minimally provide case information.

This document assumes the user will have access to the case and the user is logged in or using the anonymous access.



Step 1: Click on the Smart Search button.

Step 2: The Smart Search screen appears. Click on the Advance Filter Options. Smart Search Search Results Smart Search Criteria ? *Enter a Record Number or Name in Last, First Middle Suffix Format Fred Advanced Filtering Options-

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Step 3: Scroll down to the General Filtering Options pane, click on the Filter by Search Type	General Filtering Options Filter by Location Sonoma	Ÿ
dropdown and select Attorney Name	Filter by Search Type	
	Smart Search	
	Smart Search Attorney Bar Number Attorney Name Business Name Case Cross-Reference Number Case Number Citation Number	ŕ
<u>Step 4:</u> Scroll back up to the Smart Search — pane.	Smart Search Attorney Name	*Required
Enter Last Name of the Attorney		
Enter First Name of the Attorney	Enter a Last Name	Enter a First Name
Click the Submit button.	Enter a Middle Name	Please select a valid name Suffix
	Advanced Filtering Options -	Submit
Step 5: The Party Search Result pane	Party Search Results Name * SMITH, JOHN C	Print Date of Birth
There is a list of cases by Attorney select the case number or scroll down to see additional cases or additional attorneys that match the information entered into the Smart Search.	Case Number * Style / Defendant * File Date SCV251933 SHIELDS V SVERS PROPERTIES I 07/02/20 SCV248961 VERNON V DELMER LAKE SPAR. 06/17/20 SCV24059 ROBINSON V DANVILLE PETRO 04/15/20 SCV230063 KINSER VS ZAMARONI 05/21/20	Warrants (0) Cases (4) Judgments (0) Protection Orders (0) * Type 2 Status 12 23: Unlimited Other PV/PD/WD Adjudicated 02 22: Unlimited Auto Adjudicated 02 22: Unlimited Auto Adjudicated 02 22: Unlimited Auto Adjudicated 02 22: Unlimited Auto