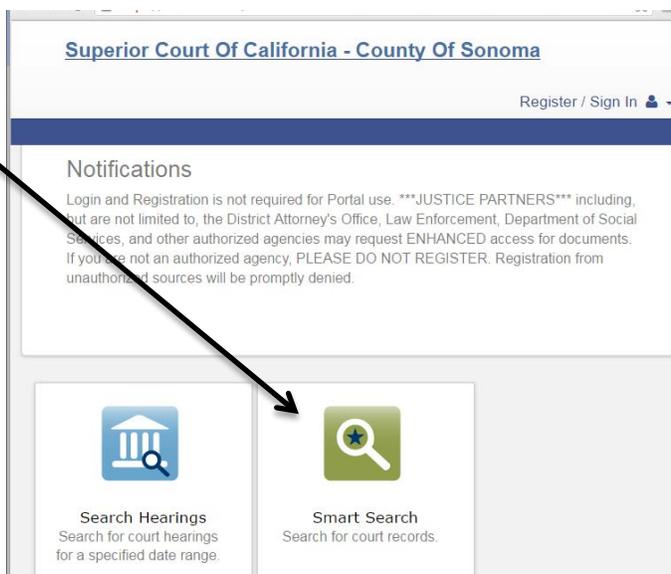


Justice Partner - Instruction on Search by Attorney Name

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**.



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Step 3: Scroll down to the **General Filtering Options** pane, click on the **Filter by Search Type** dropdown and select **Attorney Name**

Step 4: Scroll back up to the **Smart Search** pane.

Enter **Last Name** of the Attorney

Enter **First Name** of the Attorney

Click the **Submit** button.

Step 5: The Party Search Result pane appears.

Case Number	Style / Defendant	File Date	Type	Status
SCV251933	SHIELDS V SYERS PROPERTIES I	07/02/2012	23: Unlimited Other PI/PD/WD	Adjudicated
SCV248961	VERNON V DELMER LAKE SPAR...	06/17/2010	22: Unlimited Auto	Adjudicated
SCV244959	ROBINSON V DANVILLE PETRO...	04/15/2009	23: Unlimited Other PI/PD/WD	Adjudicated
SCV230063	KINSER VS ZAMARONI	05/21/2002	22: Unlimited Auto	Adjudicated

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.