



Sonoma County Superior Court

Odyssey Portal Guide for Attorneys

The Sonoma County Superior Court Odyssey Portal Provides authorized users web access to Superior Court case information such as hearings, register of actions and dispositions data. In addition registered users also get access to Civil Documents.

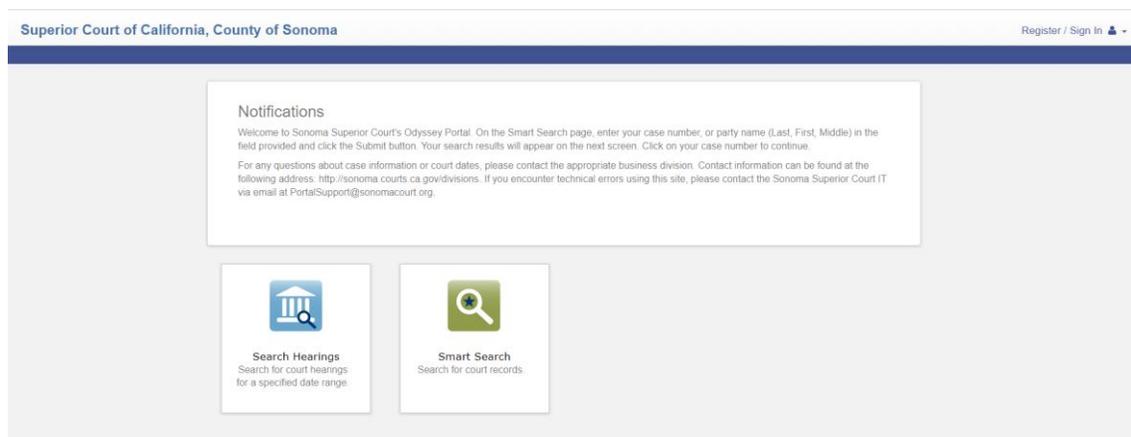
Note: the Odyssey Portal is a vendor-supplied application and as such, the Superior Court has limited ability to modify it. The functionality in the Odyssey Portal is subject to change, modification and enhancement.

A. Sign Up (2-Step Process)

TO AVOID DELAY in the approval of your portal access, please follow the steps below to complete the registration process. You will not be able to look up case information unless both steps are completed.

Step 1: Register for an Account

Go to the Odyssey Portal (<https://cmsportal.sonomacourt.org/iportal>) and click on the "Register/Sign in" button on the top right corner. Fill in the information as required. We can only accept registration with an email account matching the public email address on file with the California State Bar:
<http://www.calbar.ca.gov/>.

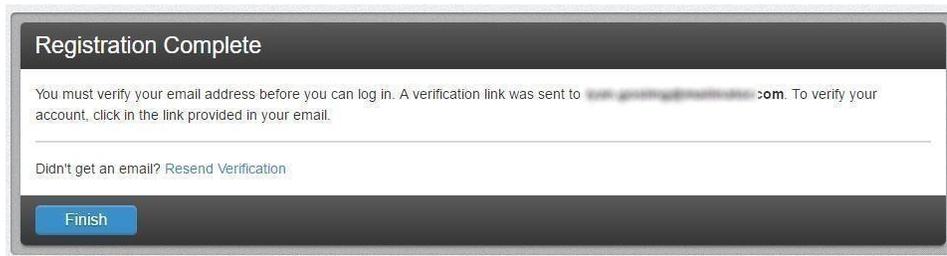




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Once you have reached the “Registration Complete” screen shown below, please make sure you receive an email with subject line “No Reply: Confirm Your Email” before closing the browser tab. **DO NOT** attempt to log in at this point.



An email with the subject line “No Reply: Confirm Your Email” will be sent to the email address used during the registration process. Click on the hyperlink in the email to validate the email address. The link provided will only be valid for 10 days.

You will be taken to Step 2 of the registration process.

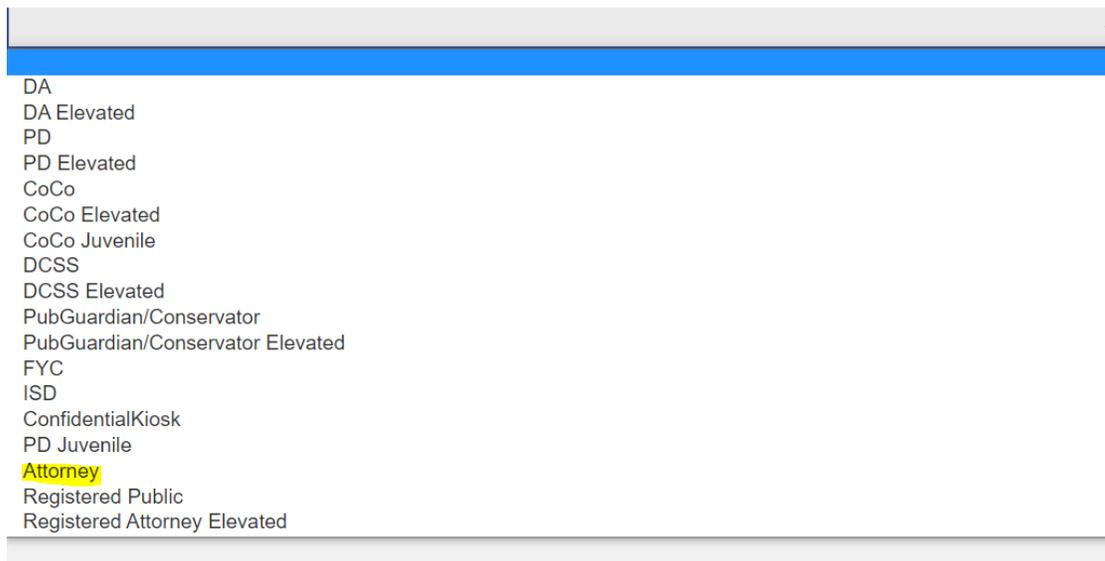


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Step 2: Request Access

Go to <https://cmsportal.sonomacourt.org/iportal> and login. During the initial login to the system, it will prompt for a role.



If it does not, please click on the pull down menu next to the welcome icon and then select “Request Access.”





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Please select **“Attorney.”** After selecting your role, please wait while the web-page refreshes, do not click on the Home button. The web-page refresh may take 15-30 seconds. The System requires you to provide your bar number. Once the information is completed please click **“Submit”**.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

Attorney

What's Included

Hearing Search Portlet

Smart Search Portlet

Complete the Following

Bar Number

Home

Submit

You will receive an email with the subject line **“No Reply: Your Portal Access Request Was Approved”** once the access request has been approved by the Superior Court.

Please contact the Superior Court at helpdesk@sonomacourt.org for any registration issues.

B. To Reset Password

Click on the **“Sign In”** button on the Portal Home page and then click on the **“Forgot Password”** button to submit the password reset request. The user will be prompted to answer the security questions set up during the registration process. If the user does not remember the security questions and answers, please contact the Superior Court for assistance at: helpdesk@sonomacourt.org



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C. Using the Portal

The Portal Home page displays the following portlets, or features, available to the authenticated users:

- **Notifications:** Announcements and notices from the Superior Court for users of the Portal
- **Smart Search:** View **Register of Actions** for the retrieved case
- **Search Hearings:** Search for Hearings scheduled by Courtroom , by Judicial Officer or by Case Type

Note: if searching for a partial name, the Odyssey Portal requires the use the asterisk * wildcard.

Notifications

Portal Notification. This information is provided as a service to the general public. Any user of this information is hereby advised that 'as is'. The information provided may be subject to errors or omissions. Visitors to this site agree that the Court is not liable for any of the information provided.



Smart Search
Search for court records.



Search Hearings
Search for court hearings
for a specified date range.



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D. Register of Actions

Case Information

MCV-255713 | Lee vs Lee

Case Number
MCV-255713
File Date
09/17/2021

Court
Civil
Case Type
19: Limited Intellectual Property - 10,000 to
25,000

Judicial Officer
Wick, Arthur A
Case Status
Active

- [Case Information](#)
- [Events and Hearings](#)
- [Documents](#)
- [Back to top](#)

Events and Hearings

09/17/2021 Complaint Filed

09/17/2021 Civil Case Cover Sheet

09/17/2021 Proof of Service - 30 Days Summons and Complaint

Unservd

E. Viewing Documents (if available)

Click on Documents link that will take you to the Document Section.

Details

Print

- [Case Information](#)
- [Events and Hearings](#)
- [Documents](#)**
- [Back to top](#)



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Click on View Document to preview the document, you can also download the document to view it later or print.

Documents

[View Document](#)

Test Document