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Contents:

- I. Search Tips: 2
- II. Smart Search: 3
- III. Advanced Filtering Options: 4
- IV. Navigating Search Results and Cases: 5
- V. Search Hearings:..... 6
- VI. Search Hearings Options: 7

Washington Courts Online Records Search provides access to public court records. **Smart Search** can be used to find court records by record number or party name. Smart Search also has the ability to use Advanced Search Options to provide the system with more information to narrow your results. The following search tips can assist you in locating records when using incomplete information.

I. Search Tips:

Tools that can help to perform a successful search include:

Wildcard – The Wildcard feature allows you to search for incomplete names and case numbers in the system. To use the wildcard feature, type a portion of a name or case number, and then type an asterisk * at the end.

For example, searching a partial last name of **john*** yields results such as ‘Johnson’, ‘Johns’, ‘Johnston’, and so on.

***NOTE:** 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.*

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.

****HINT:** When looking for a name that could contain a space, hyphen (-), or another separator you might need to conduct more than one search. For instance, if searching for the last name of McDonald but are unsure if there is a space between the ‘c’ and ‘D’, you should search twice – once with McDonald and another with Mc Donald. Same for similar separator situations.*

Search results will only display the first 200 results. To narrow the search: add additional or more specific information; choose a specific location if you are searching ‘all locations’; change the ‘date range’; or pick a specific ‘case category’.

Search with First and Last - ‘**Lastname, Firstname**’

Search with Middle - ‘**Lastname, Firstname Middlename**’

****HINT:** Add a comma after the Last name, then a space before starting the First name.*

II. Smart Search:

- A. To access, click the *Smart Search* tile on the **Odyssey Portal – Washington Courts Online Records Search** homepage:

<https://odysseyportal.courts.wa.gov/odyportal>

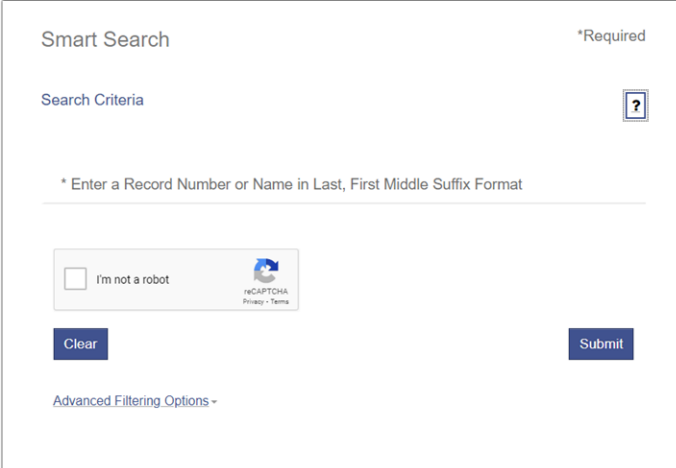
- B. In *Smart Search*, type a case number or a party name

1. Party names must be in ‘**Last, First Middle**’ sequence
2. For help information regarding searches click the **?** icon
3. Click ‘*I’m not a Robot*’ checkbox

- C. For enhanced filtering click on the **Advanced Filtering Options** drop down menu

- D. Click **Submit**


- E. In the search results, click a case number to view the court record



Smart Search *Required

Search Criteria ?

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

I'm not a robot  [Privacy - Terms](#)

Clear **Submit**

[Advanced Filtering Options -](#)

III. Advanced Filtering Options:

Smart Search allows users to refine their search parameters through Advanced Filtering Options. Providing more information in these three sections **General Options**, **Party Search Criteria** and **Case Search Criteria** will narrow your search results. General filtering options include:

- A. Court Location by County
- B. Search Type
 - 1. Attorney Bar Number
 - 2. Attorney Name
 - 3. Business Name
 - 4. Case Cross-Reference Number
 - 5. Case Number
 - 6. Citation Number*
 - 7. Judicial Officer
 - 8. Nickname
 - 9. Party Name
- C. Cases Checkbox

The screenshot shows the 'General Options' section. It includes a 'Filter by Location' dropdown menu currently set to 'All Superior Courts'. Below it is a 'Filter by Search Type' dropdown menu set to 'Smart Search'. At the bottom, there is an 'Include' section with a checked checkbox for 'Cases'.

Party Search Criteria options include:

- A. Search by
 - 1. Party Name
 - 2. Business Name
 - 3. Nickname
 - 4. Sounds Like
- B. FBI Number
- C. SO Number*
- D. Booking Number

The screenshot shows the 'Party Search Criteria' section. Under 'Search by', there are four radio button options: 'Party Name' (checked), 'Business Name', 'Nickname', and 'Sounds Like'. A blue arrow points from the text 'Sounds Like' to the 'Sounds Like' radio button. Below these are three filter input fields: 'Filter by FBI Number', 'Filter by SO Number', and 'Filter by Booking Number'.

Case Search Criteria options include:


- A. Case Type
- B. Case Status
- C. File Date Start
- D. File Date End
- E. Judicial Officer

The screenshot shows the 'Case Search Criteria' section. It features five filter input fields: 'Filter by Case Type', 'Filter by Case Status', 'Filter by File Date Start', 'Filter by File Date End', and 'Filter by Judicial Officer'.

*Not available in WA Odyssey Portal

IV. Navigating Search Results and Cases:

After a search is submitted, the Washington Courts Online Case Search will show results for the information entered.

Search results can be filtered by category - **Case Number, File Date, Type, Location, Party Name** by selecting the icon  next to each column. To access a case from the search results, click the case number.

<u>Case Number</u>	<u>File Date</u>	<u>Type</u>	<u>Location</u>
10-1-00026-1	02/19/2010	ADL Criminal Adult	Whitman
10-1-00026-1	02/09/2010	ADL Criminal Adult	Stevens
10-1-00026-1	02/04/2010	ADL Criminal Adult	Douglas
10-1-00026-1	01/15/2010	ADL Criminal Adult	Lewis
10-1-00026-1	01/08/2010	ADL Criminal Adult	Benton
10-1-00026-1	01/07/2010	ADL Criminal Adult	Snohomish
10-1-00026-1	01/05/2010	ADL Criminal Adult	Thurston

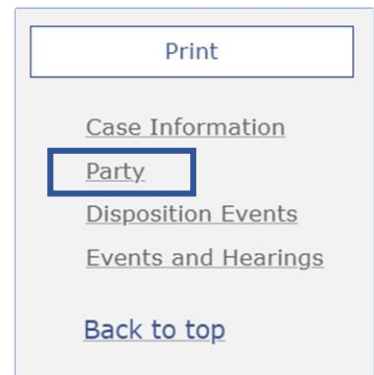
When searching by **Party Name**, the search results will display a list of all parties with that name with public court records.

NOTE: Common name searches will display hundreds of results

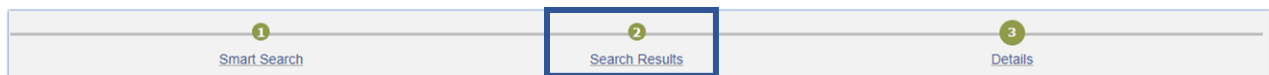
Click the **case number** to display the court record.

Name	Date of Birth			
▼ Doe, John				
Cases (1)				
Cases				
Case Number	File Date	Type	Location	Party Name
16-2-01916-39	07/12/2016	TAX Revenue Tax Warrant	Yakima	
▼ DOE, JOHN				
Cases (1)				
Cases				
Case Number	File Date	Type	Location	Party Name
16-2-02070-39	07/21/2016	PIN Personal Injury	Yakima	
▼ Doe, John				
Cases (1)				
Cases				
Case Number	File Date	Type	Location	Party Name
16-2-16496-31	07/22/2016	UND Residential Unlawful Detainer	Snohomish	
▼ DOE, JOHN				

Once a record is displayed, on the right-side navigation bar, select **Case information**, **Party**, **Disposition Events** or **Events and Hearings** to navigate between different sections of the court record.

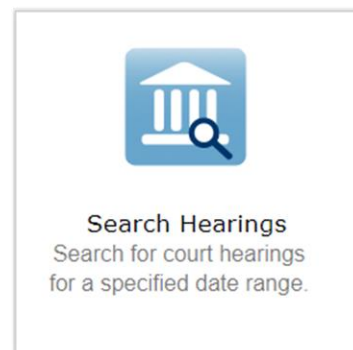


To quickly return to the search results screen, click **Search Results** from the top of the page.



V. Search Hearings:

- A. To access, click the **Search Hearing** tile on the **Odyssey Portal – Washington Courts Online Records Search** homepage <https://odysseyportal.courts.wa.gov/odyportal>
- B. Use the right-side drop-down menus to select **Search Hearings** options. See options on next page.
- C. **'Select Search Types'** *Party Name*, *Business Name* and *Attorney Name* all have a feature called **'Soundex'**. See **Soundex Feature** on next page.
- D. Using the Calendar Drop Down, select **'Search by Date From'** and **'Search by Date To'**
- E. Click **Submit**
- F. In the search results, click a case number to view the court record



Soundex Feature

The Soundex feature allows you to search for names that sound similar. For example, if you are unsure of the spelling of the last name, enter the first name and as much as you know to be correct of the last name.

To use the Soundex feature, select the '*Sounds Like*' check box when entering the search information.

NOTE: The Wildcard feature and the Soundex feature cannot be used at the same time. The Soundex feature returns more results.

VI. Search Hearings Options:

Basic Search options include:

- A. Select Location by County
- B. Select Hearing Types
 - 1. Civil
 - 2. Criminal
 - 3. Family
 - 4. Probate or Mental Health
- C. Select Search Types
 - 1. Case Number
 - 2. Party Name
 - 3. Business Name
 - 4. Attorney Name
 - 5. Attorney Bar Number
 - 6. Judicial Officer
 - 7. Courtroom
- D. File Date Start
- E. File Date End

The screenshot shows a web form titled "Search Hearings" with a "* Required" label in the top right corner. Under the heading "Basic Search Options", there are three dropdown menus, each preceded by an asterisk and the text "Select":
1. "* Select Location" with the current selection "All Superior Courts".
2. "* Select Hearing Types" with the current selection "All Hearing Types".
3. "* Select Search Types" with no selection visible.
Below these are two date input fields: "* Search by Date From" and "* Search by Date To". At the bottom of the form are two buttons: "Clear" on the left and "Submit" on the right.