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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 (Last Name, First 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.

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. For example, searching a partial last name of "slat*" yield results such as "Slate" and "Slatt," "Slattery," and so on. To use the wildcard feature, type a portion of a name or case number, and then type an asterisk (*) at the end.

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 other 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'.

How to Search for Court Records

Smart Search

- 1. To access Smart Search, click the Smart Search portlet icon on the Odyssey Portal – Washington Courts Online Records Search webpage: https://odysseyportal.courts.wa.gov/odyportal

2. In **Smart Search**, type a case number or a party name.
 - a. Party names must be in Last, First sequence
 - b. For advanced filtering options click **Advanced Filtering Options**
 - c. For help information regarding searches click the ? icon.
3. Click **Submit**.
4. In the search results, click a case number to view the court record.

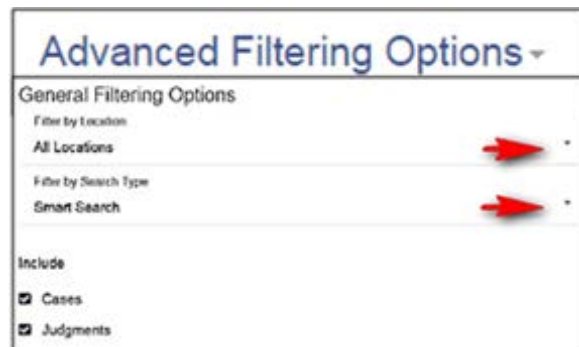


Advanced Filtering Options

Smart Search allows users to refine their search parameters through **Advanced Filtering Options**. Providing more information through Advanced Filtering Options will narrow your search results.


Filtering options include:

1. Court Location
2. Search Type
 - a. Attorney Bar Number
 - b. Attorney Name
 - c. Business Name
 - d. Case Cross-Reference Number
 - e. Case Number
 - f. Citation Number
 - g. Judicial Officer
 - h. Nickname
 - i. Party Name
3. Cases and Judgments
4. Filed Date



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 each category (Case Number, File Date, Type, Status, and Location) by selecting this icon . To access a case from the search results, click the case number.

Cases

| Case Number | File Date | Type | Location |
|---------------|------------|------------------------|-----------|
| 16-1-01487-39 | 08/19/2016 | PRE Pre Filing - Adult | Yakima |
| 16-1-01490-39 | 08/19/2016 | PRE Pre Filing - Adult | Yakima |
| 16-1-01485-39 | 08/19/2016 | PRE Pre Filing - Adult | Yakima |
| 16-1-01489-39 | 08/19/2016 | PRE Pre Filing - Adult | Yakima |
| 16-1-01486-39 | 08/19/2016 | PRE Pre Filing - Adult | Yakima |
| 16-1-01488-39 | 08/19/2016 | PRE Pre Filing - Adult | Yakima |
| 16-1-01798-31 | 08/18/2016 | ADL Criminal Adult | Snohomish |
| 16-1-01800-31 | 08/18/2016 | ADL Criminal Adult | Snohomish |
| 16-1-01795-31 | 08/18/2016 | ADL Criminal Adult | Snohomish |
| 16-1-01429-34 | 08/18/2016 | 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):


| Name | Date of Birth |
|---------------|---------------|
| ▶ smith, john | XX/XX/1987 |
| ▶ SMITH, JOHN | XX/XX/1927 |
| ▶ SMITH, JOHN | XX/XX/1955 |
| ▶ SMITH, JOHN | |
| ▶ SMITH, JOHN | |
| ▶ SMITH, JOHN | |
| ▶ SMITH, JOHN | XX/XX/1930 |
| ▶ SMITH, JOHN | |
| ▶ SMITH, JOHN | |
| ▶ SMITH, JOHN | XX/XX/1964 |

Select the icon to show cases for the party. Click the Cases link to display specific cases for the party:

▼ SMITH, JOHN

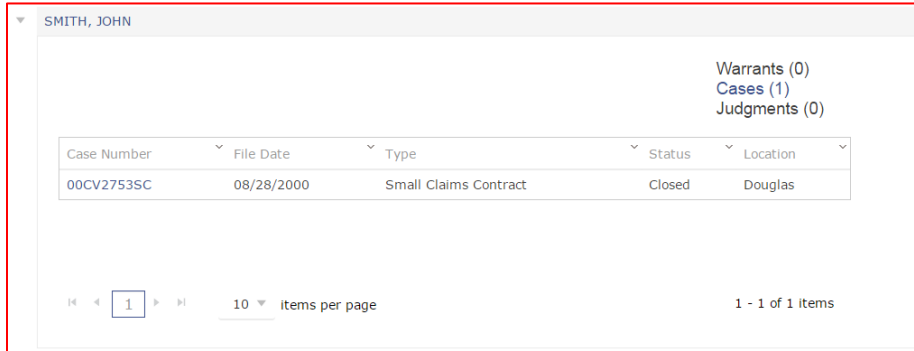
- Warrants (0)
- Cases (1)
- Judgments (0)

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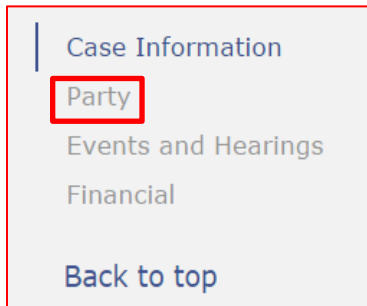
Odyssey Portal User Quick Reference Guide

Click the case number to display the court record:

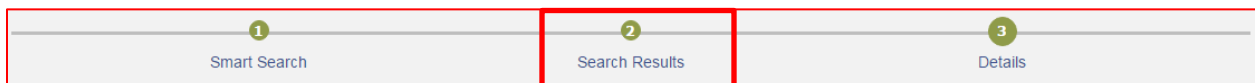


| Case Number | File Date | Type | Status | Location |
|-------------|------------|-----------------------|--------|----------|
| 00CV2753SC | 08/28/2000 | Small Claims Contract | Closed | Douglas |

Once a record is displayed, on the right side navigation bar select (**Case information, Party, Events and Hearings, or Financial**) 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:



Search Hearings

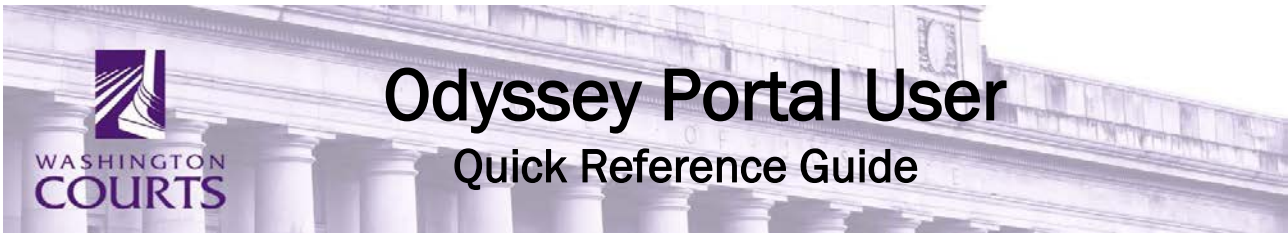
1. To access **Search Hearings**, click the **Search Hearing** portlet icon on the **Odyssey Portal – Washington Courts Online Records Search** homepage <https://odysseyportal.courts.wa.gov/odyportal>

Use the right side drop down menus to select basic search options.

Under Search Types for: Party Name, Business Name and Attorney Name all have a feature called “Soundex”.

Soundex – 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: You cannot use the Wildcard feature and the Soundex feature at the same time.

Using Calendar Drop Down select Search by Date From and Search by Date To:

Click Submit

Search Hearings *Required

Basic Search Options

* Select Location ↓
Franklin

* Select Hearing Types ↓
Criminal

* Select Search Types ↓
Attorney Name

Sounds Like ←

* Last Name

* First Name

Middle Name

* Search by Date From x ↓
02/dd/yyyy

* Search by Date To mm/dd/yyyy

Submit

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