



Chatham County Court Case Search System

Portal User Guide

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What is Portal?

In July 2017, the Chatham County Courts went live with a new case management system, known as Odyssey. Portal is a web based application used to view Odyssey court records and documents. Please refer to the Portal FAQ for details. Portal offers:

- Court records filed in Superior, State, Magistrate, Probate and Recorders Courts as well as documents (for purchase) filed in Superior, State, Magistrate and Recorders Courts using Odyssey's case management system
- Registered and anonymous (public) access roles customized to judicial partners and public access
- Registered users can request access to court documents for purchasing
- Anonymous (public) users online access to public court records

Note: Access to court records is defined by federal law, state law, court rule, court order and/or case law.

For questions about Portal please contact Portal Administrator:
cjispm@chathamcounty.org

Section 1: Accessing Portal

Registered access to Portal is authorized and assigned through Clerks' offices. Document purchase fees are determined by each Court.

Any person may access public court records in the Superior, State, Magistrate and Probate Courts Clerks' offices in the Courthouse.

To access Portal:

1. Visit www.chathamcourts.org or www.cmsportal.chathamcounty.org

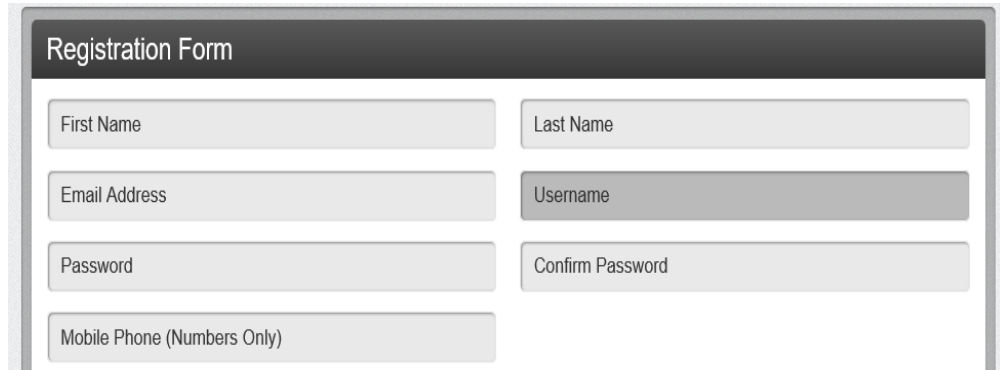
Section 2: Portal Registration

Registration instructions are outlined below. If you have questions about the registration process, please send them to: cjispm@chathamcounty.org

1. Visit the Portal website, www.cmsportal.chathamcounty.org
2. Select the Register/Sign In option in the upper right hand corner

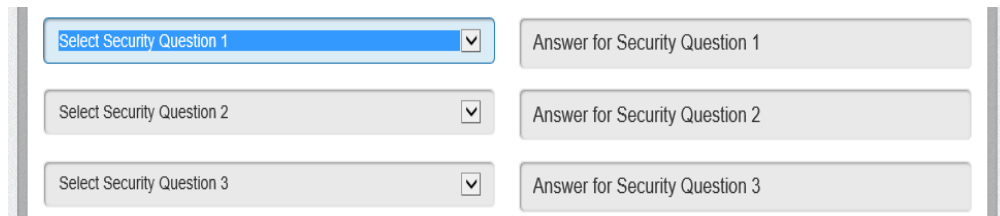
3. Complete the registration process

- a. Fill in the required fields and click **Complete Registration**. Passwords must be at least 8 characters including at least 1 special character, 1 capital letter, and 1 number.



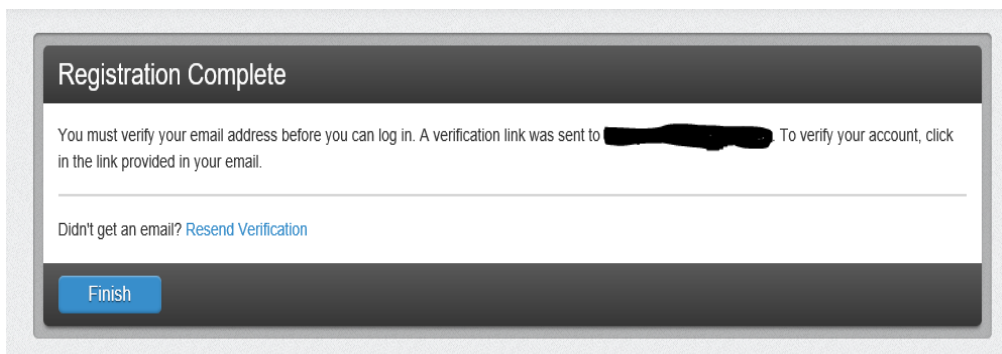
The image shows a registration form with the following fields: First Name, Last Name, Email Address, Username, Password, Confirm Password, and Mobile Phone (Numbers Only).

- b. Security questions cannot be changed. Write down the answers. The inability to answer will result in the account becoming invalid. A new email will need to be registered.



The image shows a form for security questions with three rows. Each row contains a dropdown menu for selecting a security question and a text input field for the answer.

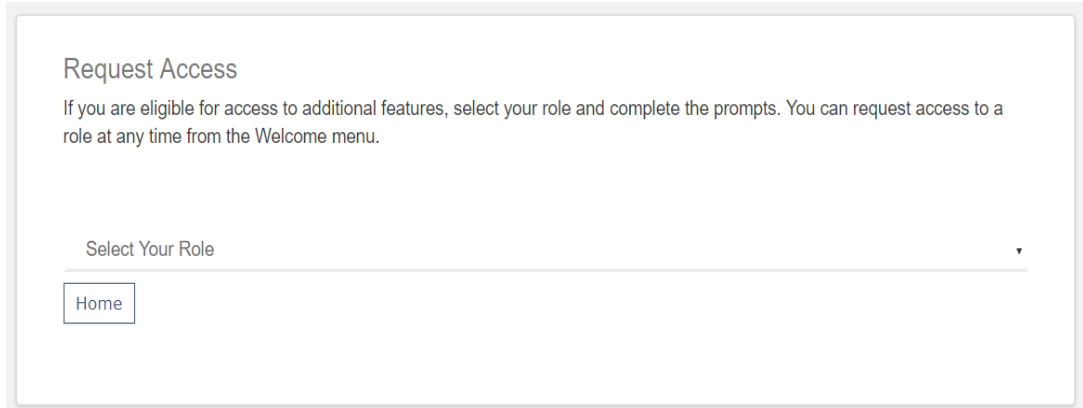
- c. Once the registration process has been completed, a verification email will be sent to the email address provided.



The image shows a "Registration Complete" screen. It contains the following text: "You must verify your email address before you can log in. A verification link was sent to [redacted]. To verify your account, click in the link provided in your email." Below this text is a horizontal line and a link that says "Didn't get an email? Resend Verification". At the bottom of the screen is a blue button labeled "Finish".

- 4. Access Request – a user can request access to documents, request access as an attorney (as long as they are a licensed attorney with the State of Georgia) or request access as a probation provider (as long as they are a State of Georgia probation provider).

- a. At the initial login the system will display the **Request Access** menu

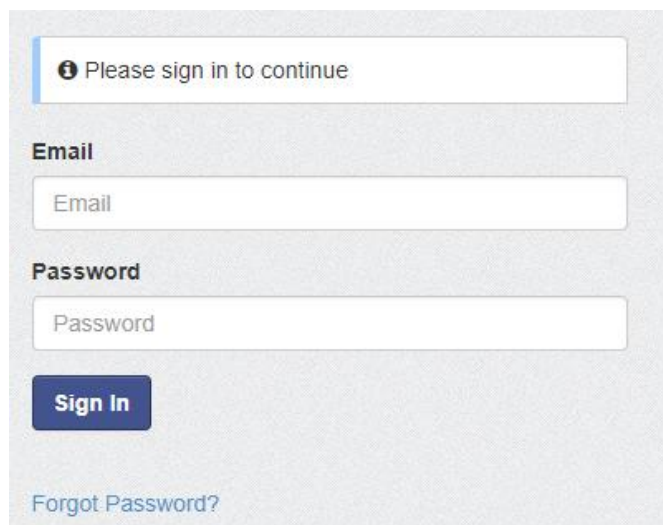


At any time after the initial login a user may request the additional features access by selecting the Request Access in the upper right hand corner of the home screen under their account information.

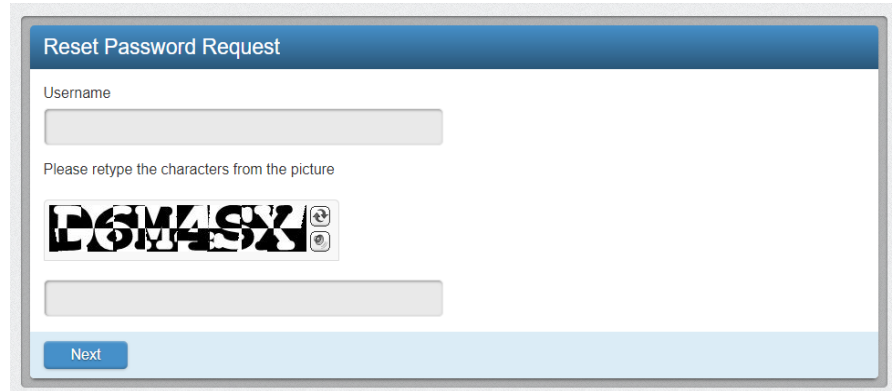
- b. A notice is sent to the Portal Administrator to approve the request. Once the request is approved an email will notify the user the request has been approved.

5. Resetting Password

- a. From the Portal home page, click **Sign In** (top right).
- b. Once the Sign In box appears, click **Forgot Password**.



From the **Reset Password Request** page, enter your e-mail address as the username, enter the CAPTCHA characters, click **Next**.



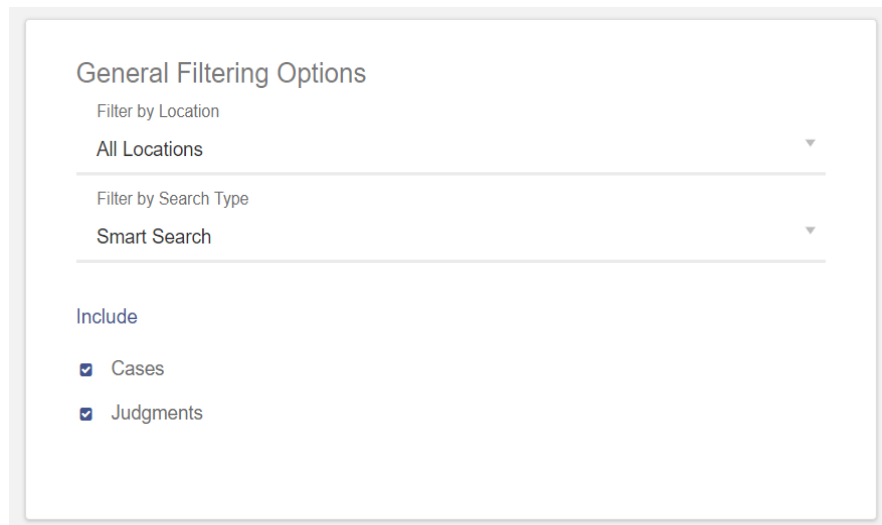
The screenshot shows a web form titled "Reset Password Request". It contains a "Username" input field, a CAPTCHA image with the text "L6M4SX", and a corresponding input field for retyping the characters. A "Next" button is located at the bottom of the form.

Section 3: Searching for Court Records

- Use **Smart Search** to find court records or persons associated with a court record.
- Use **Search Hearings** to find a specific hearing.

The **General Filtering Options** window provides two additional filter types to narrow Portal search results.

1. The **Filter by Location** narrows results by Court.
2. The **Filter by Search Type** broadens or specifies search criteria beyond a case number or name.



The screenshot shows the "General Filtering Options" window. It features two dropdown menus: "Filter by Location" set to "All Locations" and "Filter by Search Type" set to "Smart Search". Below these, there is an "Include" section with two checked checkboxes: "Cases" and "Judgments".

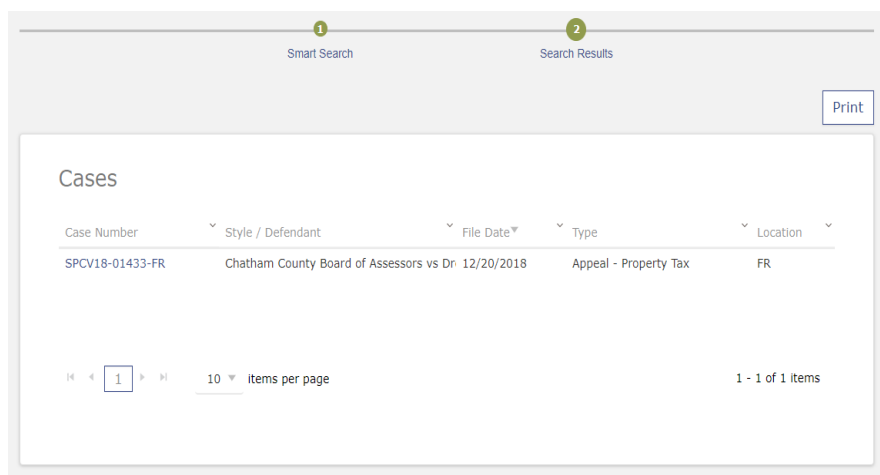
NOTE: Anonymous Access Smart Search requires the user to complete a CAPTCHA screen before search results are returned. CAPTCHA screens are not required for Registered Users.

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 “Smi*” yields results such as “Smith” and “Smithson”.

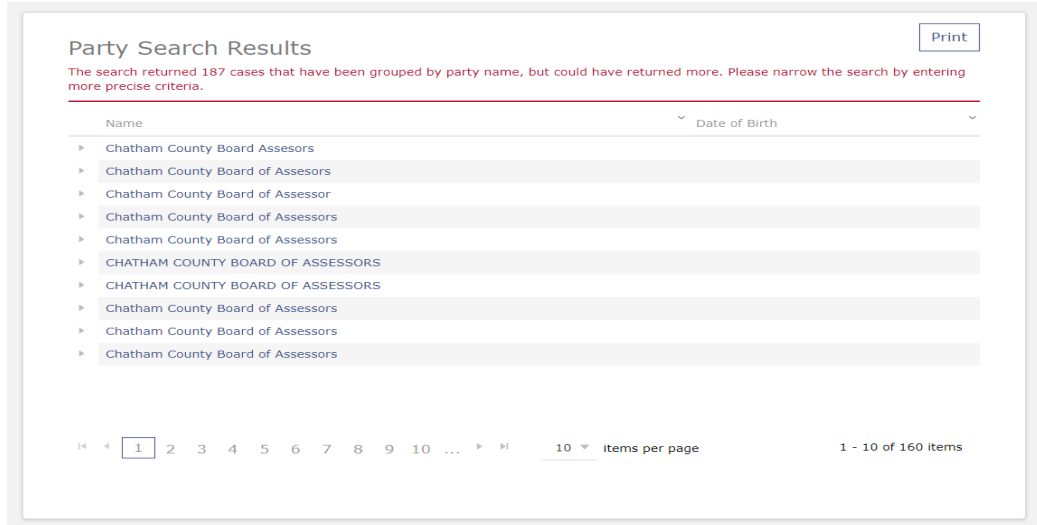
NOTE: There is a minimum of one character in a first name, three characters in a last name, and four characters in a case number to use the Wildcard feature. When looking for a name which contains a space, hyphen (-), or other separator you might need to conduct more than one search. For instance, if you are searching for the last name of Smith, but are unsure of the spelling, you should search twice – once with Smith and another with Smyth. Same for similar separator situations.

Smart Search

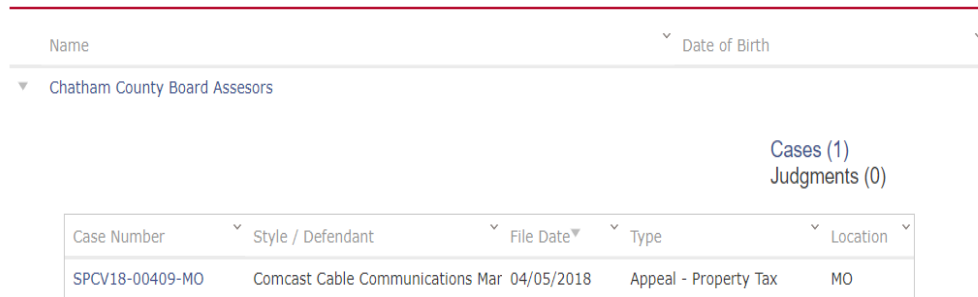
1. In **Smart Search**, type a case number or a party name.
 - a. Party names must be in Last, First sequence
 - b. For advanced filtering options, click **Advanced Filtering Options** for more information
 - c. For help information regarding searches, click the ? icon
2. Click **Submit**.
3. In the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



4. If a name is found, the name will be displayed in the Search Results Window.



5. To view the case numbers, click the dropdown (carrot) to the left of the party name, cases associated with the name or party will appear. Click **“Cases”** to display list of associated case numbers.



6. To see specific case details, click case number link.

7. Case Information display.

Smart Search Search Results Details

Case Information

SPCV18-00409-MO | Comcast Cable Communications Management, LLC f/k/a
Comcast Spotlight, LP vs Chatham County Board Assesors

Case Number	Court	Judicial Officer
SPCV18-00409-MO	MO	Morse, John E., Jr.
File Date	Case Type	Case Status
04/05/2018	Appeal - Property Tax	Closed

Print

Case Information
Party
Events and Hearings
Back to top

Section 4: Advanced Search Options

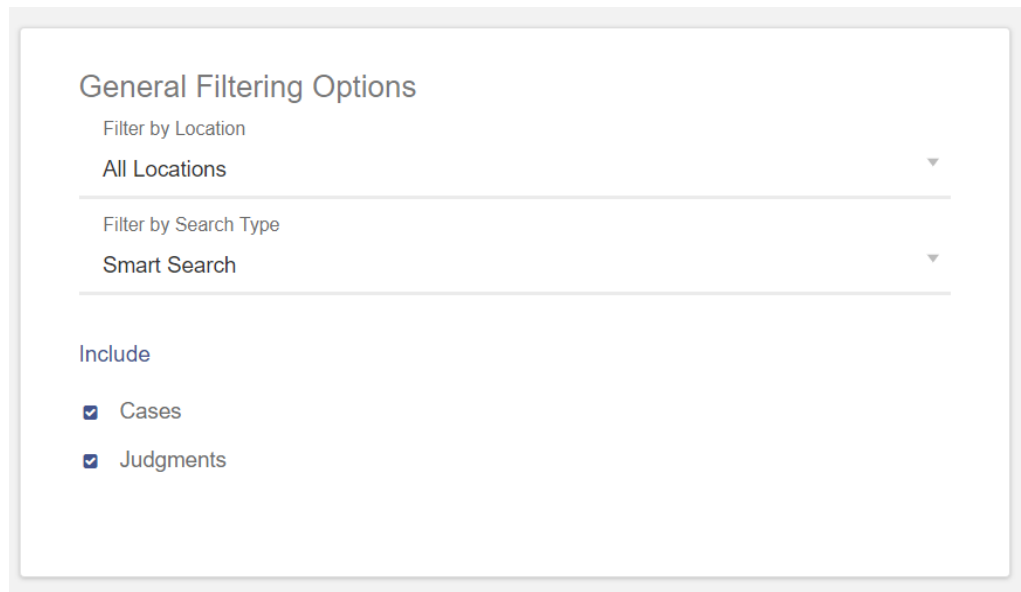
The Portal includes **Advanced Filtering Options** at the bottom of the Smart Search window.

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.

1. Select **Advanced Filtering Options**. The page will expand with additional menus. To access a specific filtering option, click on the menu to the right or scroll to the desired menu.
2. **General Filtering Options** include:
 - a. Court location
 - b. Search Type
 - i. Smart Search
 - ii. Attorney Bar Number
 - iii. Attorney Name
 - iv. Business Name
 - v. Case Cross-Reference Number
 - vi. Case Number
 - vii. Citation Number
 - viii. Judicial Officer
 - ix. Nickname
 - x. Party Name

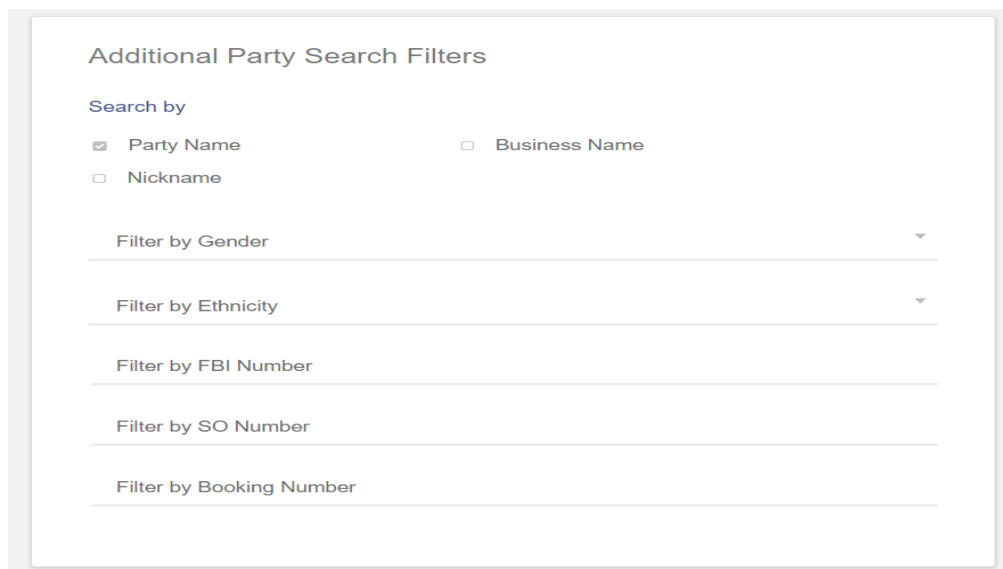
c. Cases

d. Judgments



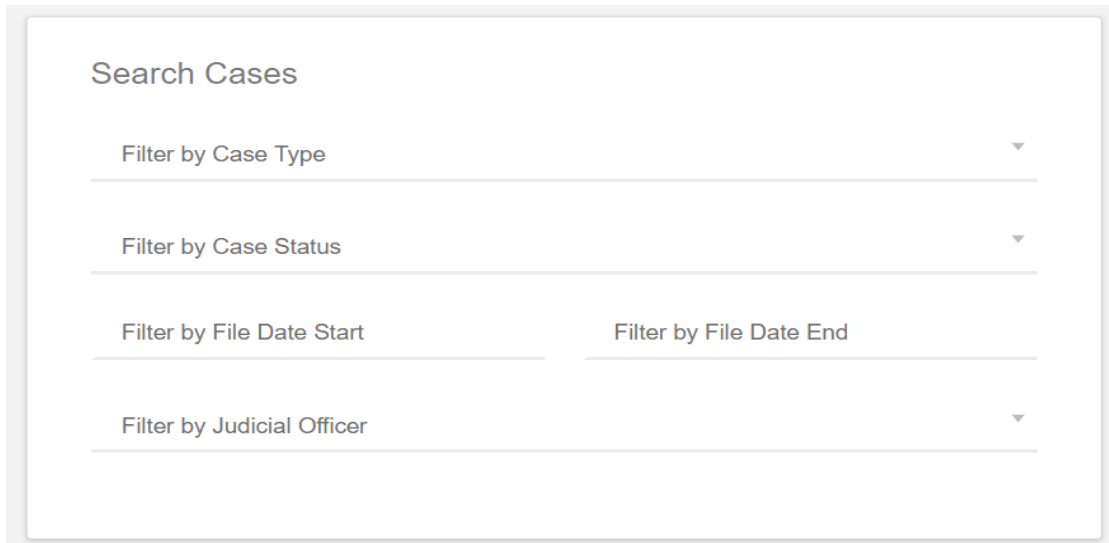
The screenshot shows a 'General Filtering Options' panel. It contains two dropdown menus: 'Filter by Location' with 'All Locations' selected, and 'Filter by Search Type' with 'Smart Search' selected. Below these is an 'Include' section with two checked checkboxes: 'Cases' and 'Judgments'.

3. The **Party Search Criteria** quick link takes user to the '**Additional Party Search Filters**' window. These filters narrow search results using various personal identifiers.



The screenshot shows an 'Additional Party Search Filters' panel. It starts with a 'Search by' section containing three radio buttons: 'Party Name' (checked), 'Business Name', and 'Nickname'. Below this are five filter sections, each with a horizontal line and a dropdown arrow: 'Filter by Gender', 'Filter by Ethnicity', 'Filter by FBI Number', 'Filter by SO Number', and 'Filter by Booking Number'.

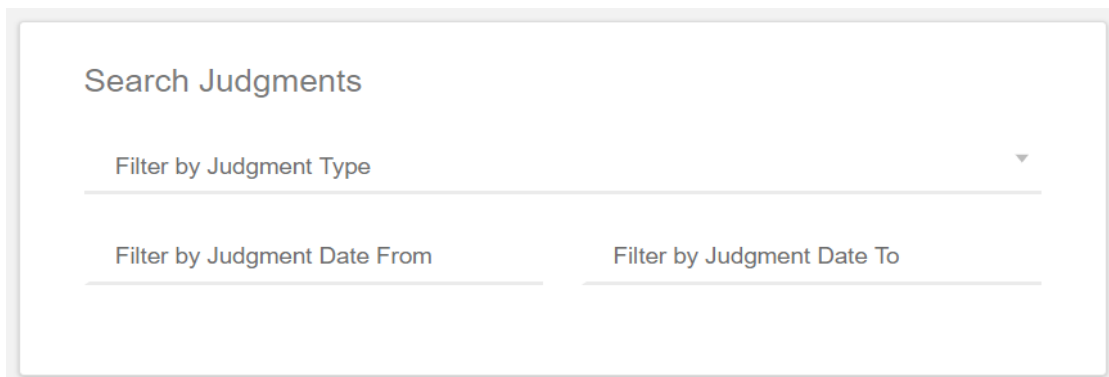
4. The **Case Search Criteria** quick link takes user to the 'Search Cases' window, these filters narrow search results using case specific information.



The screenshot shows a window titled "Search Cases" with the following filters:

- Filter by Case Type (dropdown menu)
- Filter by Case Status (dropdown menu)
- Filter by File Date Start (text input)
- Filter by File Date End (text input)
- Filter by Judicial Officer (dropdown menu)

5. The **Judgment Search Criteria** quick link takes user to the 'Search Judgments' window, these filters narrow search results using judgment specific information.



The screenshot shows a window titled "Search Judgments" with the following filters:

- Filter by Judgment Type (dropdown menu)
- Filter by Judgment Date From (text input)
- Filter by Judgment Date To (text input)

Section 5: Hearings Search

1. Use the drop-down boxes and specify a date range to narrow the criteria.
 - a. Select the **Location** that you want to search or choose to search all locations.
 - b. Select the **Hearing Type** for a specific hearing type or you may search for all hearing types.

- c. Select the **Search Type** to choose how you would like to search. The Search Criteria field will change depending on your selection.

Search Hearings *Required

Basic Search Options

* Select Location
All Locations

* Select Hearing Types
All Hearings

* Select Search Types
Party Name

Sounds Like

* Last Name

* First Name

Middle Name

* Search by Date From * Search by Date To

Submit

2. **Soundex** – The Soundex feature allows you to search for proper names, including business names that sound similar. To use the Soundex feature, select the **“Sounds Like”** check box when entering the search information. 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.

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

3. Search results may be filtered or rearranged by click on the drop-down arrows.

The screenshot shows a web interface titled "Hearing Search Results". It features a table with columns for Case Number, Style / Defendant, Hearing Date, Hearing Time, and Type. Each column has a small downward arrow indicating a filter. A calendar icon is located in the top right corner of the table area. Below the table is a pagination bar with a current page indicator (1), page numbers (2, 3, 4, 5, 6), and a dropdown for "Items per page" set to 10. The total number of items is shown as "1 - 10 of 55 items".

Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
CR161091	Ortiz, Gilberto	1/2/2019	10:30 AM	Trial Docket Call
SPCV18-01058-BA	Chatham County, Georgia vs 0.011 Acre	1/7/2019	11:30 AM	Civil Hearing
STCV1700724	MARQUITA WHITE VS TREVOR WALKER/	1/9/2019	9:00 AM	Before the Court
RCCR18-22611	Reza-Sanchez, Jose	1/15/2019	8:30 AM	Traffic Docket- Officer Not Ne
SPDR18-01909-J5	Delaney R. Garzillo vs Jacquelyn Miller	1/15/2019	10:00 AM	Bench Trial
SPDR1500801	Renee Linette Smart Thomas vs Charles	1/16/2019	10:00 AM	Bench Trial
SPCR18-00751-J4	Hackle, Pamela Thompson	1/17/2019	9:30 AM	Trial Docket Call
SPCR19-00124-J3	Ortiz, Gilberto	1/17/2019	1:30 PM	Arraignment
SPCV18-00997-AB	The Mayor and Alderman of The City of :	1/18/2019	9:45 AM	Bench Trial
R161279	Atwell, Shshannah H.	1/29/2019	9:00 AM	Motion Hearing

The calendar icon will allow you to toggle back and forth between a calendar view and a list view of the hearings.



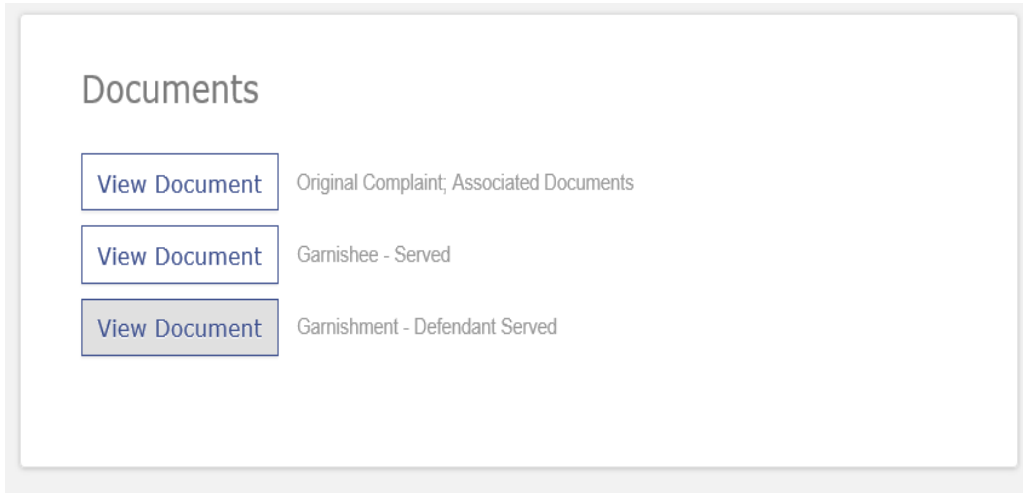
Returns to calendar view.

Section 6: Viewing Public Documents

Registered Users with access to public documents through Portal can see the first page of documents by clicking 'Documents' on the right side navigation menu. If a user would like to view the entire document, then the document must be purchased.

A vertical navigation menu with a light gray background. At the top is a button labeled "Print". Below it are several menu items: "Case Information", "Party", "Events and Hearings", "Financial", and "Documents". At the bottom of the menu is a link labeled "Back to top".

1. A list of public documents associated with the case can be seen in the **Documents** window.



2. Click on **View Document** to display the ".tif" file.
3. If a document is associated with an Event or Hearing on a case it will be displayed under the Events and Hearings window as well.

