Odyssey Portal User Reference Guide

Saginaw County 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. 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
        i. **Advanced Filtering Options**
    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.

Smart Search
Search for court records.

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

Navigating Search Results and Cases

Search results can be filtered by each category (Case Number, File Date, Type, Status, and Location) by selecting this icon

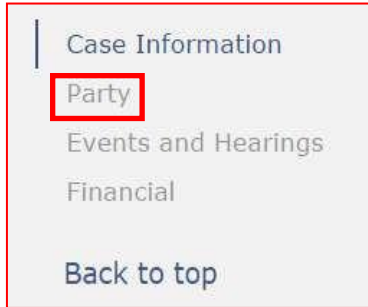To access a case from the search results, click the case number.

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

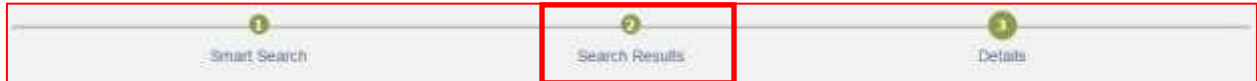   ***NOTE:*** *Common name searches will display hundreds of results*

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

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