



County of Lehigh

Pennsylvania

Odyssey Public Access



Office of Information Technology



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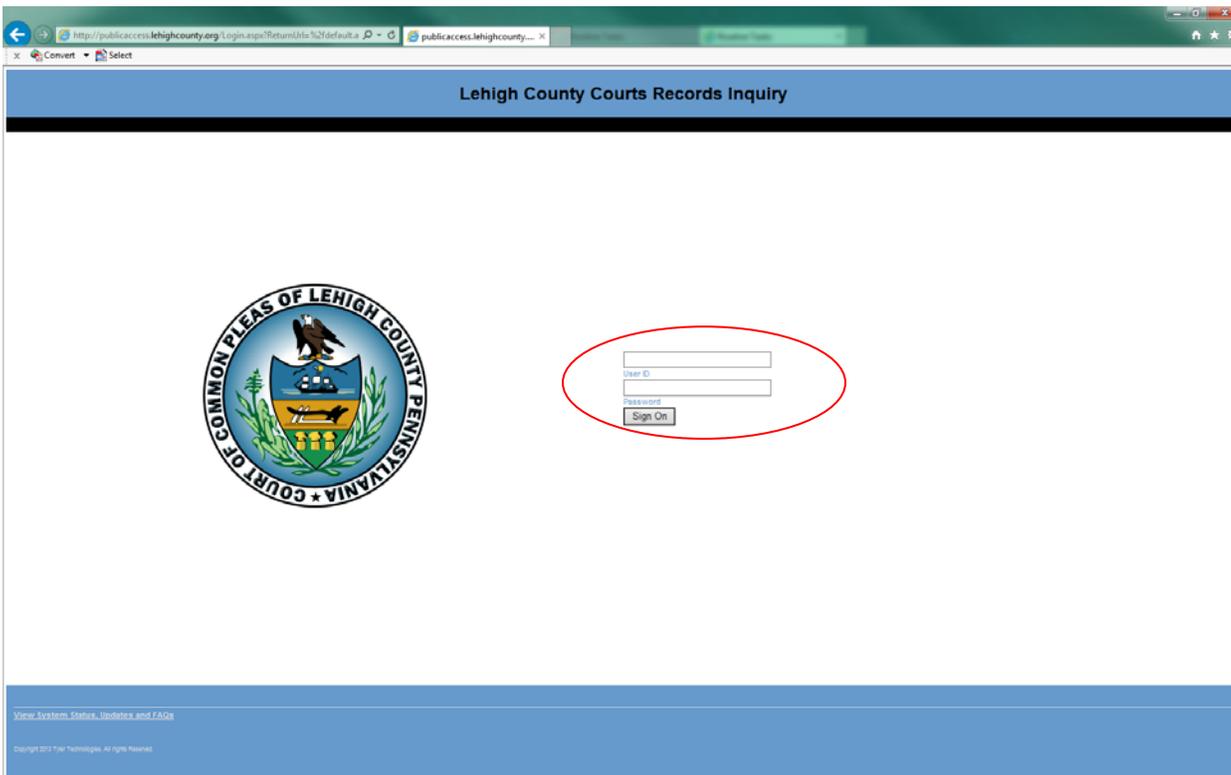


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Signing On

To sign on to Odyssey Public Access, enter the username and password of your Attorney Docket Access account, or your Online Records Access account, in the appropriate boxes and select **Sign On**.



Troubleshooting Sign On

When logging onto the Odyssey Public Viewing site, please remember the following:

- Attorney Docket Access/Online Records Access credentials are different from File & Serve credentials. If you only have a File & Serve account, you will also need to obtain an Attorney Docket Access account or an Online Records Access account.
- Usernames and passwords are case-sensitive.
- The application is sensitive to spaces entered before or after a username or password and will return an error message. Occasionally an extra space may be picked up when cutting/pasting a username or password from the verification e-mail.



Searching (Cases)

Case Records

- Judicial Records
- Marriage License
- Orphans Court

[Probate Case Records](#)

[Ejectment Search](#)

[Judgments Search](#)

[Court Calendar](#)

To start any search, click on the **Case Records** drop-down menu and choose one of the records categories.

- For Civil, Custody, Divorce, and Probate cases, select **Judicial Records**
- For Marriage Licenses, select **Marriage License**
- For Orphans' Court cases, select **Orphans' Court**

Case Records

Select a location

Judicial Records ▼

[Civil, Family & Probate Case Records](#) ←

[Ejectment Search](#)

[Judgments Search](#)

[Court Calendar](#)

To perform a case search, select the blue **Civil, Family & Probate Case Records** hyperlink.

Case Searches by Party Name

(*) Required Fields

Search By:

- Case
- Party
- Attorney

You may search by case number, party name or attorney's name. If you do not have a case number, select **Party** to begin the search. You may search by an individual's name or by a business name.

Required fields are highlighted and have an asterisk. .

Name Business Other Agency Number

* Last Name * First Name Middle Name

Name Business Other Agency Number

* Business Name



Guidelines for Special Characters in Party Name Searches

- The use of special characters in party name searches is limited to & and to - (hyphen) if part of a business name.
- Searching with any special character such as #, /, or @ will result in an error message
- Special characters other than & have been eliminated from party names. Example: Searching for name “20/20 Eye Care” can now be search as “20 20 Eye Care.”
- Names with the fraction ½ can be searched using .5. Example: Searching for name “115 ½ South St Business” can now be searched by “115.5 South St Business.”
- The system will automatically remove any leading or trailing spaces from the party name fields
- Punctuation has been removed. Example: Searching for name “John J. Doe” can be searched using “John J Doe.”
- The special character * can be used as a wildcard.
- Search criteria entered will remain on the search results page.

Using the Wildcard (*)

A full or partial party name is required for a search. If you do not know the full name, you may enter at least three characters and the wildcard (*). For example: Smi*, Joh*. Select **Clear Form** to reset your search parameters.

Soundex

If you are unsure of the spelling of the last name, you may use Soundex. Soundex will look for names which sound like the name for which you are searching. For example, using Soundex during a search for John Smith may bring back results such as Jon Smith and John Smythe.

Further Refining a Search

You may change the case status from “All” to “Open” or “Closed” if you only wish to search for cases that are open or closed. You may also enter a date range if you are searching for a case filed during a specific time period.

Case Status:	<input checked="" type="radio"/> All	<input type="radio"/> Open	<input type="radio"/> Closed
Date Filed: (e.g. 11/12/1955)	On or After 1/1/2016	and	On or Before 12/31/2016

You may refine your search by selecting one or more case types. If no case types are selected, all case types are automatically searched.

Case Types: All case types will be searched if none are selected in this list.	<ul style="list-style-type: none"> Family Court Cases Federal Lien Mechanics Lien Medical/Professional Liability Actions Mortgage Foreclosure Municipal Lien Note 	<p>↑ To return only certain case types, select them in this list.</p> <p>⇧ Hold down the Shift key to select a range of case types.</p> <p>⇘ Hold down the Ctrl key to select or deselect a single case type at a time.</p>
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Selecting a Sort Option

Select a sort option from the drop-down menu. You can sort your results by case number, filing date (oldest to newest), reverse filing date (newest to oldest) and case status. The default is filing date (oldest to newest).

Sort By	Case Number
	Filed Date
	Filed Date Rev
	Status

Viewing Results and Refining a Search

Your search results will be returned in the sort order specified. At the top of the page, the **record count** will indicate how many cases matched your search criteria. Up to 1000 records may be returned. Your search criteria are also displayed, as well as your sort order. If you wish to refine your search, select the white **Refine Search** hyperlink. This hyperlink will retain your search parameters and allow you to make adjustments.

If you wish to view the Register of Actions, click on the blue **case number** hyperlink.

Skip to Main Content Logout My Account Search Menu New Civil Search Refine Search		
Record Count: 2		
Search By: Party Exact Name: on Party Search Mode: Business Name Business Name: Dorney Park* All All Date Filed On or After: 1/1/2016 Date Filed On or Before: 12/31/2016 Sort By: Filed Date		
Case Number	Style	Filed/Location
2016-C-1058	Madeline Martinez - VS - Cedar Fair L P, Also Known As Cedar Fair Entertainment Company, Also Known As Dorney Park & Wildwater Kingdom	03/30/2016 Civil Records
2016-C-2184	Sharon Booth - VS - Cedar Fair LP, Doing Business As Dorney Park	07/26/2016 Civil Records

Register of Actions and Documents

The Register of Actions (ROA) displays all pertinent case information such as case type, filing date, parties, and attorneys. The ROA also contains the case’s docket which is composed of its dispositions, hearings, events and financial information. On the ROA, an event containing a blue hyperlink indicates that the scanned image of the filing is available. To view the image, click on the blue hyperlink for the selected event.

	OTHER EVENTS
07/26/2016	New Action Complaint <i>Damages prayed in an amt in excess of \$50,000.00.</i>

You will be taken to the images page. From here, you can access your selected event and also view other events on this case which contain scanned images. You may view and print any available scanned image.

Troubleshooting Images

Images opened from Odyssey Public Access work best when viewed using the programs **Windows Photo Viewer**, **Microsoft Office Document Imaging** or **Windows Picture and Fax Viewer**. Each of these programs will allow you to see all of the pages of an image and will also allow you to print.



Many PC's default image viewing through **Microsoft Office Picture Manager**. What we have experienced is that the image will open, but only the first page will display.

You can change the program which opens the Public Access images by following these steps:

- 1) Search for a case on the Public Access site
- 2) On the case, click on the blue image hyperlink that you wish to view. This will take you to the images page.
- 3) For your selected event, right-click on the image hyperlink
- 4) Select "Save Target As" or "Save Target"
- 5) Save in "Desktop." Usually this is the default selection. If not, you may select "Desktop" from the drop-down menu. The File name will default as ViewDocumentFragment.tiff. You may keep this as the file name. You may also leave the type as whichever default appears.
- 6) Click "Save"
- 7) The image will be saved as an icon on your Desktop
- 8) If a window remains on your screen showing "Download complete," click the "close" button
- 9) Minimize all open programs so that you can access your Desktop
- 10) Find the image icon on your Desktop. The name of the icon will be "ViewDocumentFragment" and will look like a piece of paper
- 11) Right-click on this image and select "Open With"
- 12) Select "Choose Program"
- 13) You should be given a list of Recommended Programs. Under that list, choose "Windows Photo Viewer," "Microsoft Office Document Imaging," or "Windows Picture and Fax Viewer."
- 14) Check off the box which states "Always use this program."
- 15) Click "Apply" and then "Save"
- 16) Double-click on the icon to open. You should now be able to see all pages of the document and also have printing options.

Due to the security settings on some PC's it is sometimes necessary that these changes be made by an Administrator. If you are unable to make changes on your PC, you may need to contact the individual who sets up the PC's for your firm and request assistance.

Case Searches by Case Number

Search By:

Case
Party
Attorney

If you know the case number, select to search by Case. Enter the case number.

Number Cross Ref Number

* Case Number:



Guidelines for Case Number Searches

- Case number searches are not case-sensitive.
- You may omit leading zeros for numbers such as 0001.
- Hyphens (-) may be used for case number searches but are not needed.
- The special character * can be used as a wildcard.
- Search criteria entered will remain on the search results page.

Example: A search for 2016-X-0001, 2016X1, 2016-x-0001 and 2016x1 would all return the same results.

Using the Wildcard (*)

A full or partial case number is required for a search. If you do not know the full case number, you may enter at least three characters and the wildcard (*). For example: 2016*. Select **Clear Form** to reset your search parameters.

Searching (Judgments)

Case Records

Select a location

Judicial Records ▾

[Civil, Family & Probate Case Records](#)

[Ejectment Search](#)

[Judgments Search](#) ←

[Court Calendar](#)

To start a judgment search, click on the **Case Records** drop-down menu and choose **Judicial Records**. Select the blue **Judgments Search** hyperlink.

Judgment Searches by Party Name

You may search by case number or party name. If you do not have a case number, select **Party** to begin the search. You may search by an individual’s name or by a business name.

Required fields are highlighted and have an asterisk. .

Name Business Other Agency Number

* Last Name * First Name Middle Name

Name Business Other Agency Number

* Business Name



Guidelines for Special Characters in Party Name Searches

- The use of special characters in party name searches is limited to & and to - (hyphen) if part of a business name.
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- The system will automatically remove any leading or trailing spaces from the party name fields
- Punctuation has been removed. Example: Searching for name “John J. Doe” can be searched using “John J Doe.”
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Soundex

If you are unsure of the spelling of the last name, you may use Soundex. Soundex will look for names which sound like the name for which you are searching. For example, using Soundex during a search for John Smith may bring back results such as Jon Smith and John Smythe.

Judgment Searches by Case Number

If you know the case number, select to search by Case. Enter the case number.

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* Case Number:

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- Case number searches are not case-sensitive.
- You may omit leading zeros for numbers such as 0001.
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- Search criteria entered will remain on the search results page.

Example: A search for 2016-X-0001, 2016X1, 2016-x-0001 and 2016x1 would all return the same results.



Using the Wildcard (*)

A full or partial case number is required for a search. If you do not know the full case number, you may enter at least three characters and the wildcard (*). For example: 2016*. Select **Clear Form** to reset your search parameters.

Searching (Ejectments)

Case Records

Select a location

Judicial Records ▾

[Civil, Family & Probate Case Records](#)

[Ejectment Search](#) ←

[Judgments Search](#)

[Court Calendar](#)

To start an ejectment search, click on the **Case Records** drop-down menu and choose **Judicial Records**. Select the blue **Ejectment Search** hyperlink.

Ejectment Searches by Party Name

You may search by case number or party name. If you do not have a case number, select **Party** to begin the search. You may search by an individual's name or by a business name.

Required fields are highlighted and have an asterisk. .

Name Business Other Agency Number

* Last Name

* First Name

Middle Name

Name Business Other Agency Number

* Business Name

Guidelines for Special Characters in Party Name Searches

- The use of special characters in party name searches is limited to **&** and to - (hyphen) if part of a business name.
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Ejection Searches by Case Number

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