Carbon County Court of Common Pleas

56th Judicial District of Pennsylvania



Portal Public Access

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Signing On

To sign on to Tyler Odyssey Portal, go to <u>https://portal-pacarbon.tylertech.cloud/Portal/</u>.

Tyler Odyssey Portal		Register / Sign In
	Notifications DISCLAIMER - While every reasonable effort is made to keep the records, data and information provided through the Tyler Odyssey Portal (hereinather, the "Portal") accurate and up-to-date, none of the County of Carbon, the Fifty-Stath Judicial District of Pennsylvania, nor their respective elected officials, officians, employees and/or agents (hereinather, collectively, "Carbon County") cartifies the authenticity or accuracy of such records, data and/or information. No warrantes, express or implied, are provided for any of the records, data and/or information contained authin or otheransie accessed through the Dotatio, for the use and/or information provided through the Portal, including any action(s) taken in reliance upon any records, data and/or information contained and/or ormited therein, and shall have no liability for any damagos, losses, costs or expresses, including, but not limited to, attorney fees, arising from the use or misule of the information provided herein. The use of this ported shall, constitute an agreement by the User to release Carbon County from any and all such liability By using this Portal, the User represents that he or she has read the foregoing Disclaimer, that he or she fully understands seme and is in unconditional agreement with the contents thereof.	
the top right, click	Register/Sign In. Choose Sign In from the dropdown.	년 🔹 🏚 🖬 Register / Sign In
		Register Sign B
	Notifications DiSCLAMER - While every reasonable effort is made to keep the records, data and information provided through the Tyler Odyssey Portal (hereinafter, the "Portal") accurate and up to date, none of the County of Carbon, the Fifty-Stoth Judicial Distoct of Pennsylvania, nor their respective elected dificular, officers, employees and/or agents (hereinafter, collectively, "Carbon County") coeffies the authenticity or accuracy of such records, data and/or information. No warrantees, express or migdle, are provided for any of the records, data and/or information. No warrantees, express or migdle, are provided for any of the records, data and/or information online divition of otherwise accessed through the Portal, or for the use and/or information contained within or otherwise no legal responsibility for the said records, data and/or information contained within or mitted therein, and shall have no leability for any damages, losses, costs or expresse, licicularg, but not timeted to, attorney fees, ansing from the use or misuse of the information provided therein. The use of this portal shall constitute an agreement by the User to release Carbon County from any and all such liability. By using this Portal, the User represents that he or she has read the toregoing Discidement, that he or she fully understands same and is in unconditional agreement with the containts thereof.	Sign B
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Enter the email address that you used to register access in Portal and your password. Click Sign In.

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	O Please sign in to continue	
	Email	
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	Sign In	
	Forgot Password?	

Searching

You will know that you are logged in if you see "Search Hearings" and "Smart Search" under the Notifications box. Click Smart Search.



There are a few ways to search for records.

- **Case Number** If the Case Number is known, type the case number in this box and the case will be returned. A search for 22-0123 and 220123 will return the same results.
- **Party Name** You can perform a search by last name, first name.
- **Business Name** You can also search for a business name by typing it in the box.

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Tyler Odyssey Portal			Welcome, Becky 💄 -
	Smart Search	"Required	
	Search Criteria	2	
	* Enter a Record Number or Name in Last, First Middle Suffix Format		
	Cloar	Submit	
	Advanced Eitering. Options -		
Using the Wildcard			

If you are unsure of the spelling of a name, you can search by wildcard (*).

• To perform a wildcard search on a name, type a minimum of three characters followed by an asterisk for the last name, a minimum of one character followed by an asterisk for the first name.

Smart Search	*Required
Search Criteria	2
* Enter a Record Number or Name in Last, First Middle Suffix Format	
doe*, j*	
Clear	Submit
Advanced Filtering_Options -	

• Wildcard searches cannot be used on the last name if the last name is less than three letters. In this case, a wildcard can be added to the first name, but not both first and last names.

Smart Search	*Required
Search Criteria	2
* Enter a Record Number or Name in Last, First Middle Suffix Format	
do, j*	
Clear	Submit
Advanced Filtering Options -	

• To perform a wildcard search on a business name, type a minimum of four characters followed by an asterisk.



• To perform a wildcard search on a nickname, type a minimum of four characters followed by an asterisk.

Smart Search	*Required
Search Criteria	2
* Enter a Record Number or Name in Last, First Middle Suffix Format	
nick*	
Clear	Submit
Advanced Filtering_Options -	

Searching for Estates or Cases Involving Estates

When searching for cases involving an estate, you may need to try searching three ways. Older cases were converted as nicknames and it may not find the name when searching depending on how it was originally entered.

• The first way to search is by typing the name that you are looking for, either with or without the wildcard.

Smart Search	*Required
Search Criteria	2
* Enter a Record Number or Name in Last, First Middle Suffix Format	
Doe, John	
Clear	Submit
Advanced Filtering Options -	
Smart Search	*Required
Search Criteria	2
* Enter a Record Number or Name in Last, First Middle Suffix Format	
doe*, j*	
Clear	Submit
Advanced Filtering Options -	

• If you are not receiving the expected results, it is because the system is seeing the style as a nickname. First try searching by entering "Estate of" before the name, with or without wildcards.

Smart Search		
Search Criteria		
* Enter a Record Number or Name in estate of john doe	in Last, First Middle Suffix Format	
Clear		Submi
Advanced Filtering Options -		
Smart Search		*Requ
Search Criteria		
* Enter a Record Number or Name in estate of john* doe*	in Last, First Middle Suffix Format	
Clear		Submi
Advanced Filtering Options -		
ı can also try searching by typ	ping "Estate" at the end of the name, with or without wildca	ards.

Smart Search	*Req
Search Criteria	
* Enter a Record Number or Name in Last, First Middle Suffix Format john doe estate	
Clear	Subm
Advanced Filtering Options -	
Smart Search	*Requ
Search Criteria	
* Enter a Record Number or Name in Last, First Middle Suffix Format john* doe* estate	
Clear	Subr
Advanced Eliterine Onlines	

Refining a Search

You can refine your search, if necessary, by clicking **Advanced Filtering Options**. There are many different options available in the dropdown that you can use to search. You can refine the search by Business name, Case Number, Nickname, Party Name, etc.

Smart Search	"Required	Smart Search	*Requi
Search Criteria	2	Search Criteria	
* Enter a Record Number or Name in Last, First Middle Suffix For	rmat	* Enter a Record Number or Nan	ne in Last, First Middle Suffix Format
Clear	Submit	Clear	Submit
Advanced Eiltering Options -		Advanced Filtering Options -	
General Options		General Options Smart Search	
Filter by Location		Attorney Bar Number Attorney Name	
All Locations	v	Business Name	
		Case Number	
Filter by Search Type		Citation Number	
Smart Search		Smart Search	
include		Include	
- C			
Cases Viarrants		Cases	 Warrants
a Cases a Warrants a Judgments		 Cases Judgments 	 Warrants
Judgments Judgments After entering your search criteria, click	k Submit.	 Cases Judgments 	 Warrants
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Judgments Viewing Results After entering your search criteria, clicl Smart Search Search Criteria	k Submit.	Cases Judgments	• Warrants *Required 2
Judgments Judgments After entering your search criteria, click Smart Search Search Criteria * Enter a Record Number or Name in Last, F	k Submit. First Middle Suffix Forma	Cases Judgments	• Warrants *Required 2
Judgments Judgments After entering your search criteria, clicl Smart Search Search Criteria * Enter a Record Number or Name in Last, F Doe, John	k Submit. First Middle Suffix Forma	Cases Judgments	• Warrants *Required ?
Judgments Judgments After entering your search criteria, clicl Smart Search Search Criteria * Enter a Record Number or Name in Last, F Doe, John Clear	k Submit.	Cases Judgments	• Warrants *Required ? Submit
Judgments Judgments Viewing Results After entering your search criteria, click Smart Search Search Criteria * Enter a Record Number or Name in Last, F Doe, John Clear Advanced Filtering Options -	k Submit.	cases Judgments	• Warrants *Required ? Submit

Carbon County Court Information Systems Dept.

If there are any cases with the search criteria that you entered, the cases will be returned.

*Please note that you may have to refine your search with wildcards or "estate of", etc. as noted above if you can't find the case that you are looking for.

rty Search Results				Pr
barne	 Date of Birth 			
DOE, JOHN				
Current Address:				Warrants (0) Cases (1) Judgments (
Cases Case Number M Style / Defendant	W His Data*	M Torr	W. Buthy Name	
DOE, JOHN Gerent Address				Warrants (0) Cases (1)
Cases				Judgments
Case Number 👻 Style / Defendent	✓ Ele.Date [™]	✓ her		
DOE, JOHN				
Current Address:				Warrants (0) Cases.(1) Judgments (
5				

By default, the results are returned by case number sort order from earliest to newest. You can click "Name" or "Date of Birth" to change the sort order.

If you search by too common of a name or something with too many results, you will get a message that there were more than 200 records found and you may need to refine your search.

Party Search Results The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

Once you find the appropriate case that you are searching for, click the **Case Number** (<u>underlined in blue</u>) to see the Case Information.

Viewing Images

If there are images associated with the Event, you will see **View Document**. For older cases, most of the documents will be called Conversion Document Type. For cases created in the new system, it will show the type of document.

1/11/2000 Complaint	in Ejectment +		
Comment 172 COMP, IN EJE	TMENT (MIS)		
2/15/2000 Sheriffs R	eturn of Service -		
View Document	Conversion Document Type		
View Document	Conversion Document Type		
Comment 661 SHERIFF'S RE	- TURN OF SVC SHERIFF OF CARBON CO OF COMPLION	RETURNED UNABLE LOCATE PROP	N
2/15/2000 Sheriffs R	eturn of Service +		uç.
View Document	Conversion Document Type		
View Document	Conversion Document Type		
Comment 661 SHERIFF'S RE	- TURN OF SVC SHERIFF OF CARBON CO OF COMPLION	NED UNABLE LOCATE PROPERTY*	
3/17/2000 Praecipe 1	o Reinstate Complaint +		
View Document	Conversion Document Type		
View Document	Conversion Document Type		
Comment	-		

If you click View Document, it downloads the image for you to view or print.

Troubleshooting Images

Images downloaded from Portal open best in **Windows Photo Viewer** on a Windows PC. **Microsoft Office Document Imaging** or **Windows Picture and Fax Viewer** also will allow you to see all pages of the image. If you have a Mac computer or Apple device, you will need to find a multi-page tif viewer if you are only able to see the first page of an image.

Setting a Default Program to Open .tif Files in Windows 10

*You may not be able to change some of the settings depending on your computer's security settings. If you are unable to make changes, please contact your system administrator or whoever set the computer up for you.

Search for the Control Panel. Click on Control Panel in the list to open it.



In the Control Panel, click on **Default Programs**.



In Default Programs, click Associate a file type or protocol with a program.



In Default Apps, scroll down and click on Choose default apps by file type.



In Choose default apps by file type, scroll down to .tif (TIF File). Click on the program listed to the right of .tif.		
Choose defa	ault apps by file type	
Data Transfer To iSeries Serve		
TGZ File	+ Choose a detaut	
.theme Windows Theme File	Personalization CPL	
.themepack Windows Theme Pack File	Personalization CPL	
.thmx Microsoft Office Theme	P3 PowerPoint 2013	
.thumb THUMB File	Photos	
.tif TIF File	Windows Photo Viewer	
.tiff TIFF File	Windows Photo Viewer	
.ttb TL® File	+ Choose a default	
Entings Choose default a Data Transfer To iSeries Server Inge TGZ File Interne Windows Theme File Internepack Windows Theme Pack File Interne Microsoft Office Theme	apps by file typ Imaging Preview Imaging Preview Imaging Preview Personalization Personalization	
.thumb THUMB File	Photos	
.tif TIF File	Windows Photo Viewer	
.tiff TIFF File	Windows Photo Viewer	
.tib TLB File	+ Choose a default	
.tih TUH File	+ Choose a default	
.tli Tul File	+ Choose a default	
.tod	TWINUI	
.tp	+ Choose a default	
TP File	Chrone a default	
16 P a g e	Carbon County Court Information Systems Dept.	

Close the Windows and try to open the image again.

Registering for an Account

If you are interested in obtaining an account for Portal Public Access, there is a yearly subscription fee associated with the account. Please call Court Administration at 570-325-8556, ext. 3200 for more details.

Once your account is created, you will receive an email at the email address specified to create a password and three security questions. The link will expire in 48 hours, so please do this in a timely manner or you will need to contact us to send another link.

Once your password is set, you can then log into the system and begin searching.