

Carbon County Court of Common Pleas

56th Judicial District of Pennsylvania



Portal Public Access

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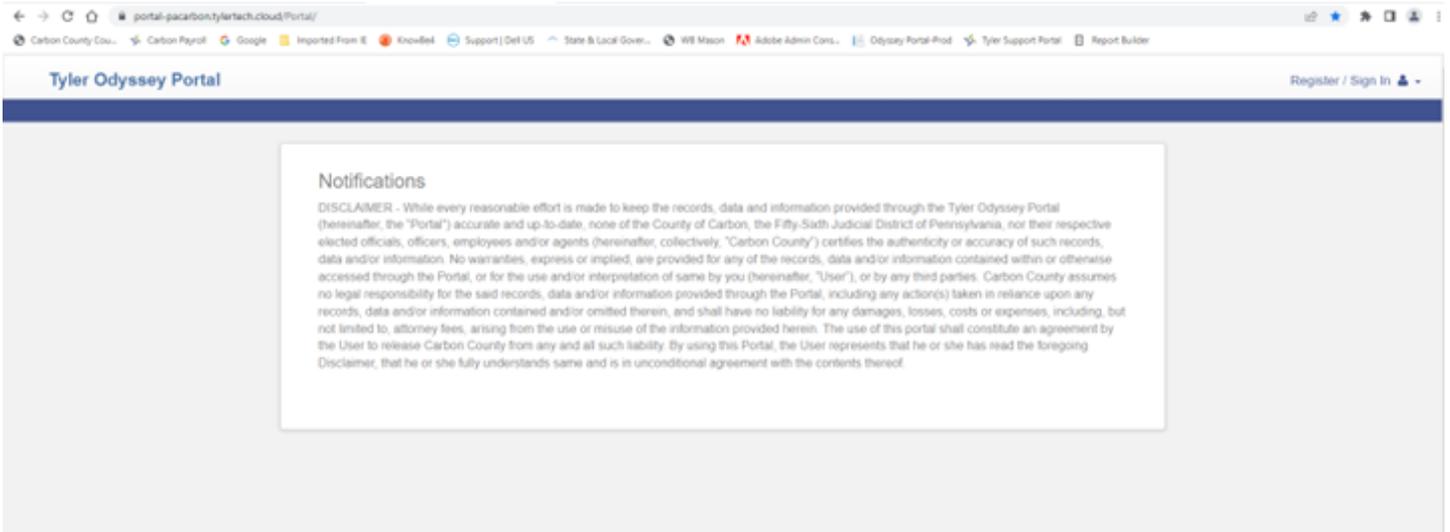
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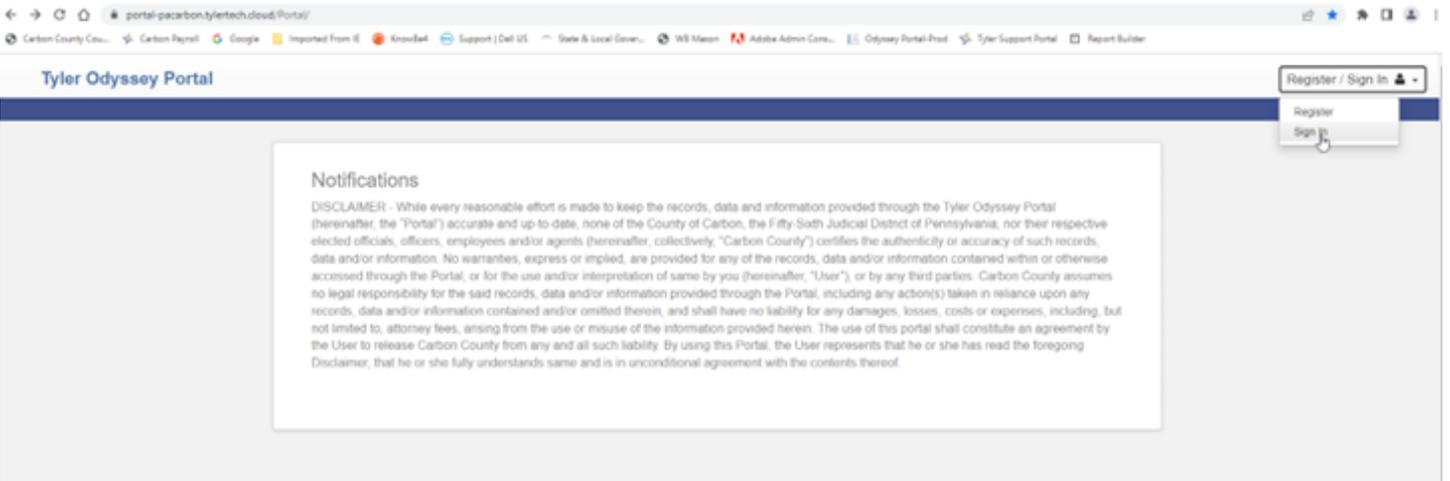
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Signing On

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



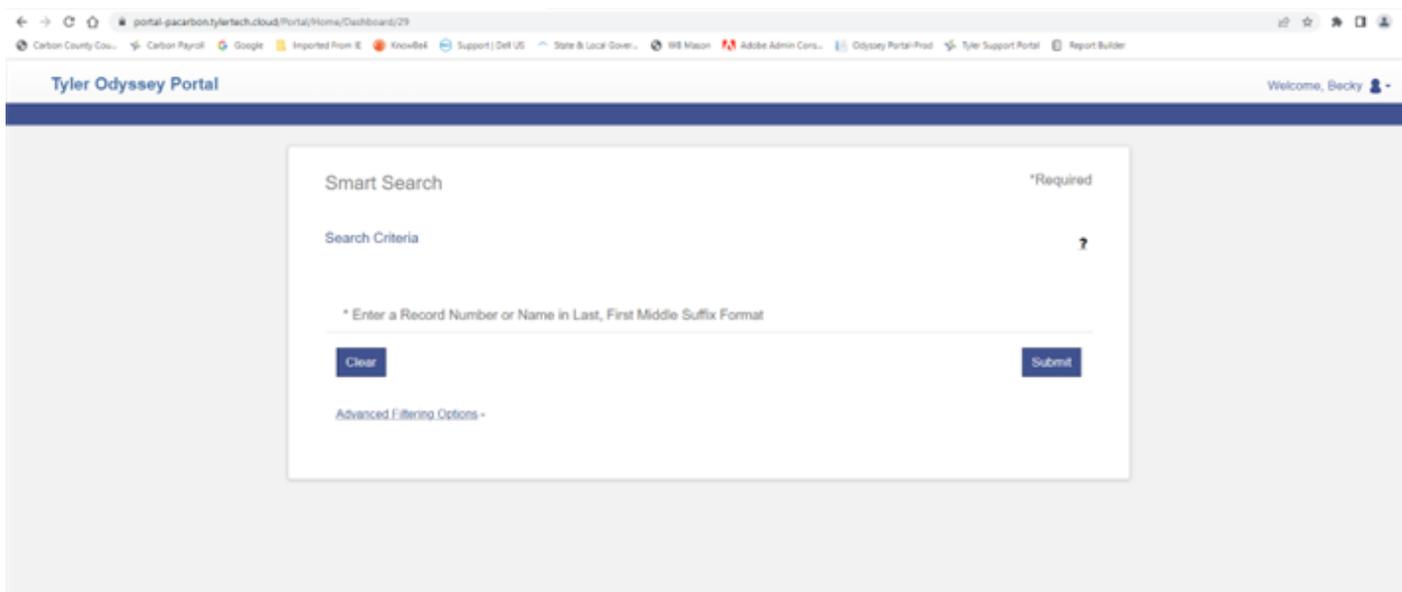
At the top right, click **Register/Sign In**. Choose **Sign In** from the dropdown.



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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.



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.

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Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

[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 ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

[Advanced Filtering Options -](#)

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

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

busi*

[Advanced Filtering Options -](#)

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

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

nick*

[Advanced Filtering Options -](#)

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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

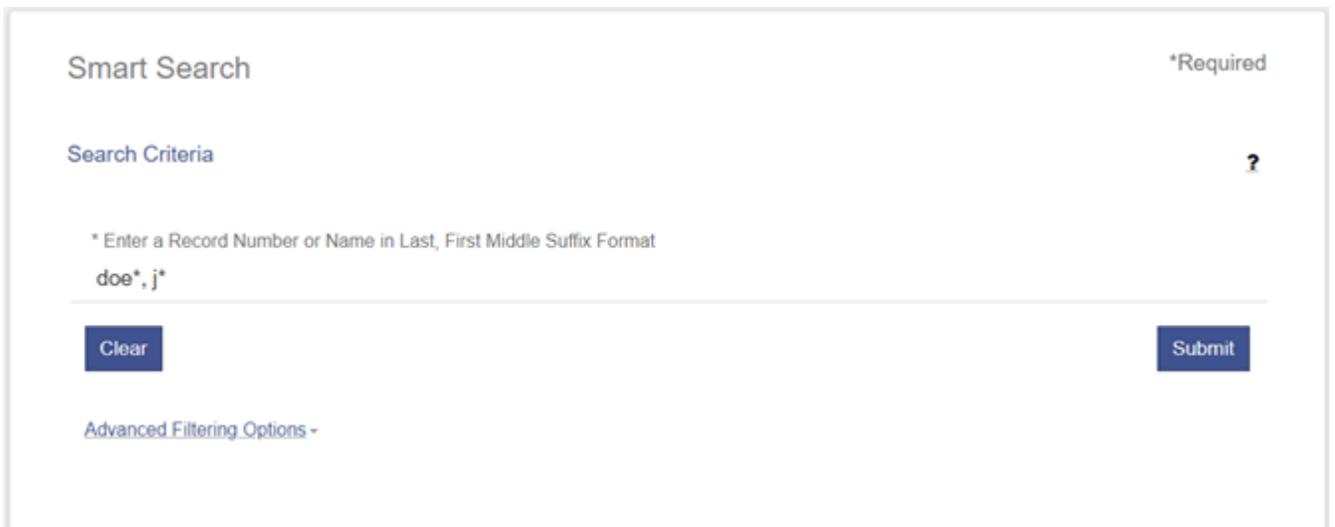
Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

Doe, John

Clear Submit

[Advanced Filtering Options -](#)



Smart Search *Required

Search Criteria ?

* 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.

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Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

estate of john doe

[Advanced Filtering Options -](#)

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

estate of john* doe*

[Advanced Filtering Options -](#)

- You can also try searching by typing “Estate” at the end of the name, with or without wildcards.

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Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

john doe estate

[Advanced Filtering Options -](#)

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

john* doe* estate

[Advanced Filtering Options -](#)

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.

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Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

[Advanced Filtering Options -](#)

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

[Advanced Filtering Options -](#)

General Options

Filter by Location

All Locations

Filter by Search Type

Smart Search

Include

Cases Warrants

Judgments

General Options

Smart Search

Attorney Bar Number

Attorney Name

Business Name

Case Cross-Reference Number

Case Number

Citation Number

Smart Search

Include

Cases Warrants

Judgments

Viewing Results

After entering your search criteria, click Submit.

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

Doe, John

[Advanced Filtering Options -](#)

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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.**

The screenshot displays the Tyler Odyssey Portal interface. At the top, it says 'Tyler Odyssey Portal' on the left and 'Welcome, Rebecca' on the right. The main content area is titled 'Party Search Results' and includes a 'Print' button. Below the title, there are two dropdown menus for 'Name' and 'Date of Birth'. The search results are grouped by party name, with three entries for 'DOE, JOHN'. Each entry shows a 'Current Address' (redacted), a 'Cases' table with columns for 'Case Number', 'Style / Defendant', 'File Date', 'Type', and 'Party Name', and summary statistics for 'Warrants (0)', 'Cases (1)', and 'Judgments (0)'. The 'Case Number' column is underlined in blue in the original image.

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

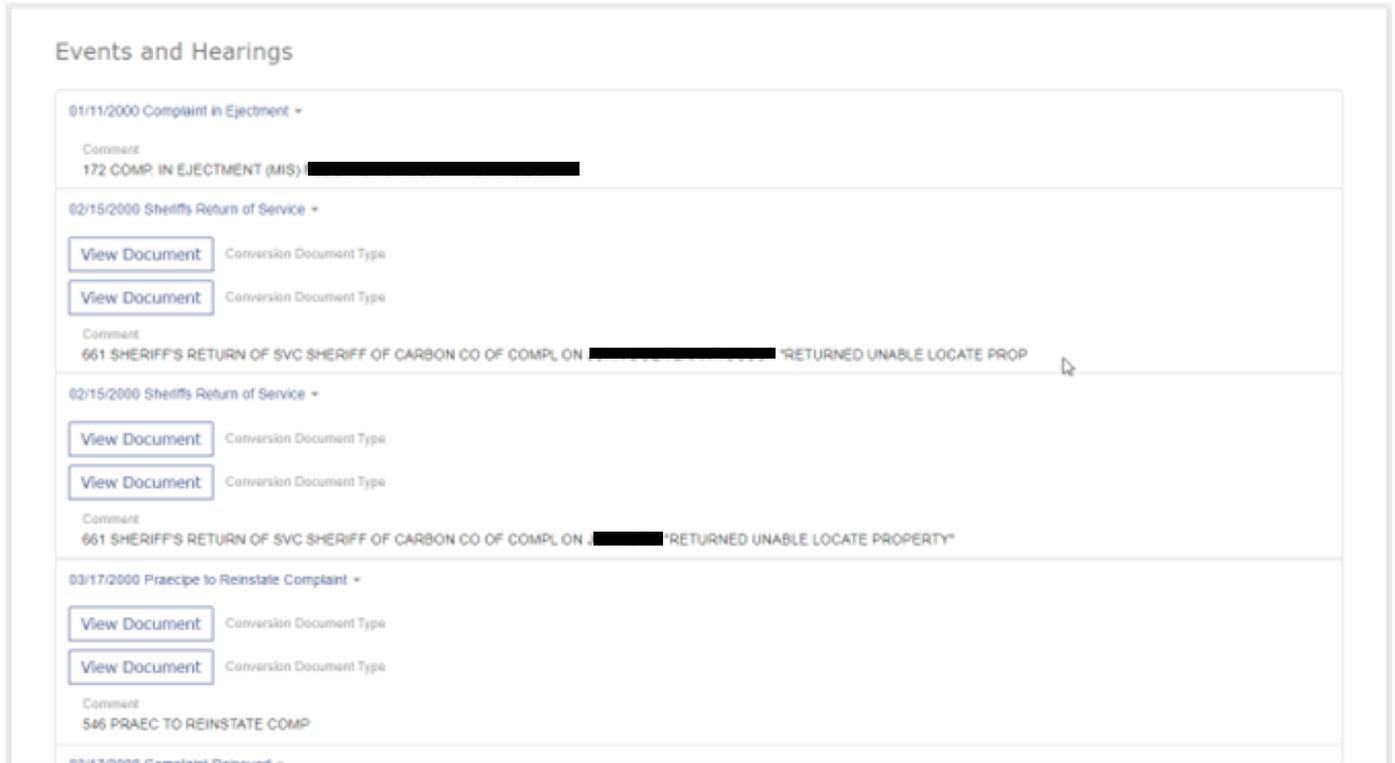
The search returned 200 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

Once you find the appropriate case that you are searching for, click the **Case Number** ([underlined in blue](#)) to see the Case Information.

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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.



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

Troubleshooting Images

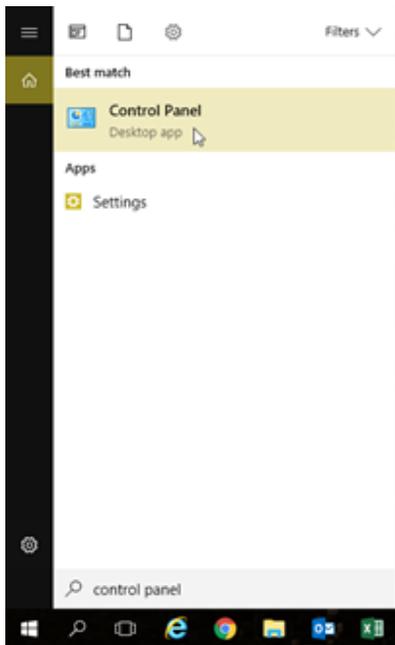
Images downloaded from Portal open best in **Windows Photo Viewer** on a Windows PC. **Microsoft Office Document Imaging** or **Windows Picture and Fax Viewer** also will allow you to see all pages of the image. If you have a Mac computer or Apple device, you will need to find a multi-page tif viewer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

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

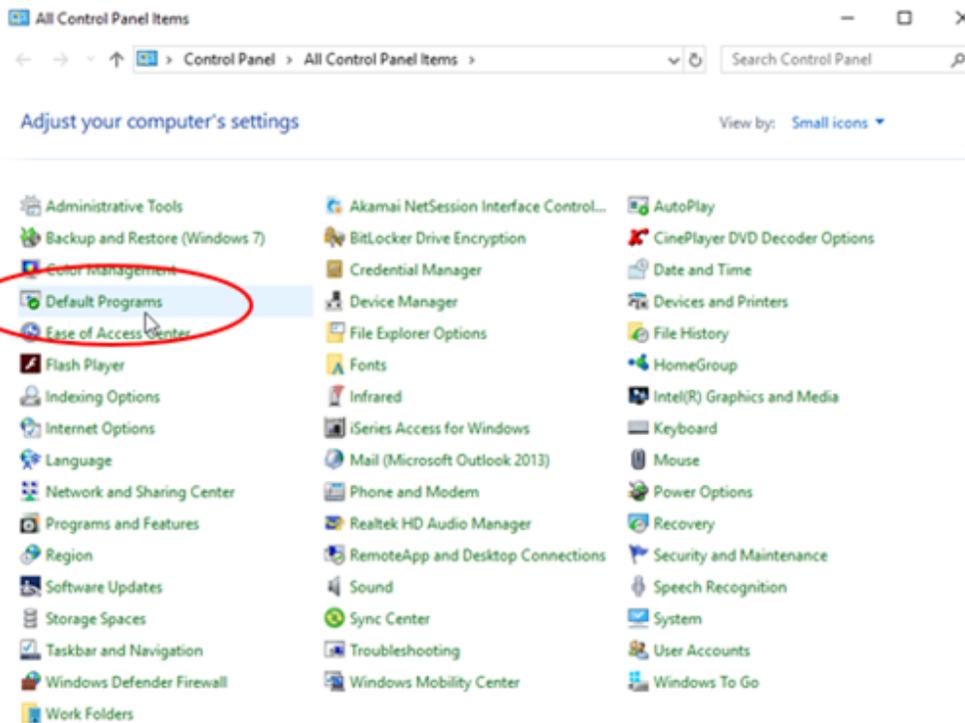
*You may not be able to change some of the settings depending on your computer's security settings. If you are unable to make changes, please contact your system administrator or whoever set the computer up for you.

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

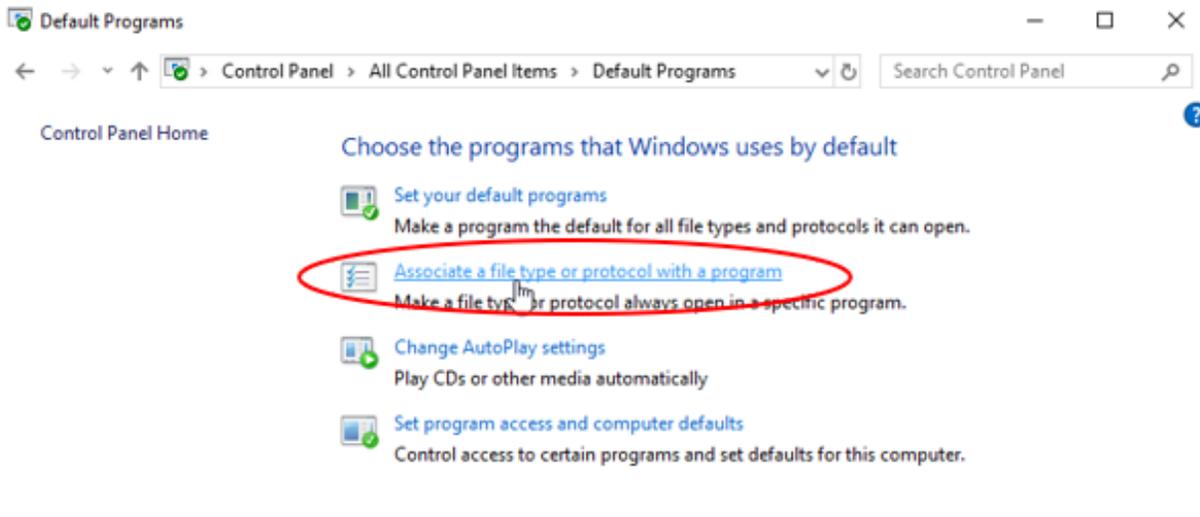


In the Control Panel, click on **Default Programs**.

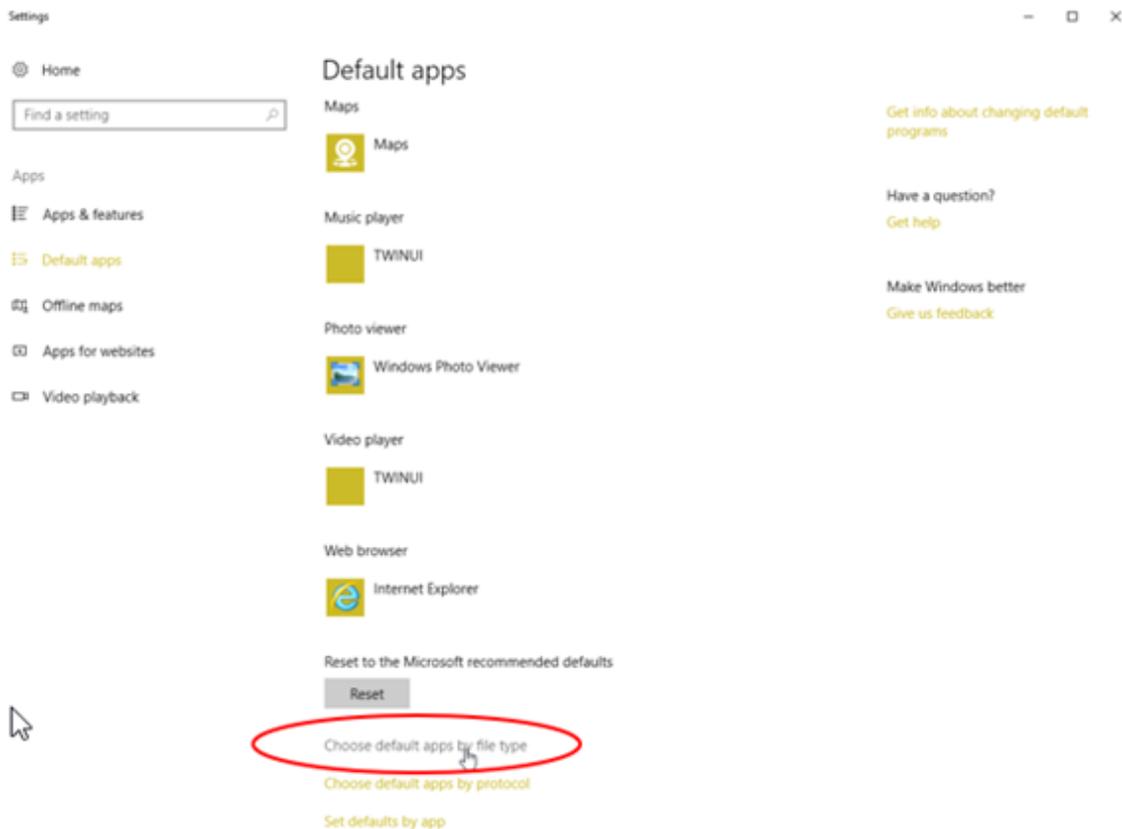


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In Default Programs, click **Associate a file type or protocol with a program**.

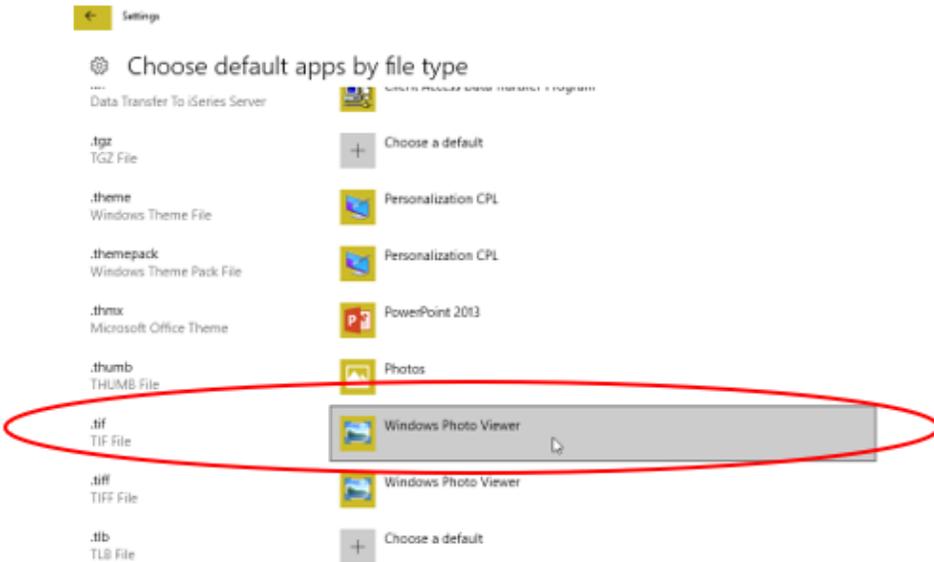


In Default Apps, scroll down and click on **Choose default apps by file type**.

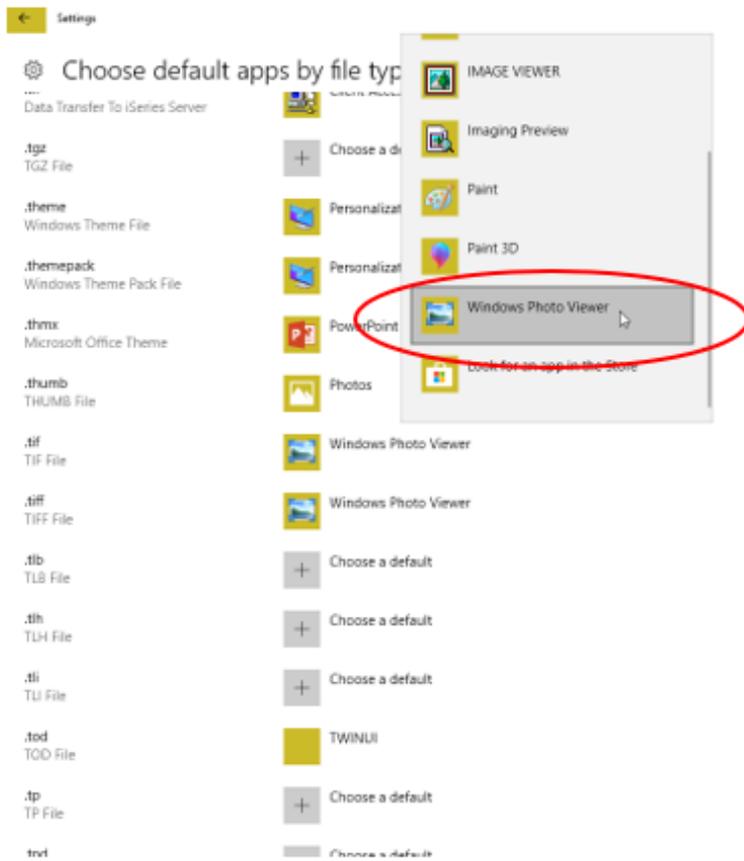


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In Choose default apps by file type, scroll down to **.tif (TIF File)**. Click on the program listed to the right of **.tif**.



A list of possible programs to view .tif files displays on the screen. From the list, choose **Windows Photo Viewer**.



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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.