

Odyssey Portal - How to Utilize Smart Search

Welcome to the **Dallas County Courts Portal** Smart Search Tutorial, let's get started.

From the Dallas County Courts Portal users may access the Smart Search Portlet to locate case information for case types made available by your jurisdiction.

Basic Smart Search

The screenshot shows the Dallas County Courts Portal interface. At the top left is the seal of the County of Dallas, Texas. To its right, the text reads "DALLAS COUNTY, TEXAS COURTS PORTAL". On the top right, there are two buttons: "Home" and "I'm finished".

The main content area is divided into three portlets:

- Smart Search**: This portlet has a search criteria input field with the placeholder text "* Enter a Record Number or Name in Last, First Middle". Below it is a dropdown menu for "Advanced Search Options" and a "Submit" button.
- How to**: This portlet contains three links: "Search for Hearings Training Video", "Search for Hearings Documentation", and "Report an Issue".
- Search Hearings**: This portlet is titled "Basic Search Options" and includes several required fields: "Select Location", "Select Hearing Types", and "Select Search Type". It also has a "Sounds Like" checkbox and a "Search Criteria" input field. At the bottom, there are "From" and "To" date pickers and a "Submit" button.

Method 1: From the Portal landing page go to the Smart Search Portlet enter Case Number. * This is a required fields.

The screenshot displays the Dallas County, Texas Courts Portal interface. At the top left is the logo for 'THE COUNTY OF DALLAS STATE OF TEXAS'. To its right, the text reads 'DALLAS COUNTY, TEXAS COURTS PORTAL'. In the top right corner, there are two buttons: 'Home' and 'I'm finished'. Below the header, there are three main portlets. The 'Smart Search' portlet on the left has a search criteria field containing 'CC-14*' and a 'Submit' button. Below it is a 'How to' section with links for 'Search for Hearings Training Video', 'Search for Hearings Documentation', and 'Report an Issue'. The 'Search Hearings' portlet on the right includes 'Basic Search Options' with dropdown menus for 'Select Location', 'Select Hearing Types', and 'Select Search Type'. It also features a 'Sounds Like' checkbox and a search criteria field. At the bottom of this portlet are 'Hearing Date' fields for 'From' and 'To', each with a calendar icon, and a 'Submit' button.

Click on the Submit button. This opens the Search Results tab, populated with case options based on the parameters you entered. At any time you may return to the Case Search tab and revise or enter new search criteria. Select Submit and the Search Results tab automatically refreshes.

Smart Search Search Results

The search resulted in too many matches to display. Please narrow the search by entering more precise criteria.

Case Number	Style / Defendant	File Date	Type	Location
CC-00-00014-D	TEXANS CREDIT ...	1/3/2000	DEBT/CONTRACT	County Court at Law No. 4
CC-00-00140-A	FURNITURE MEDI...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 1
CC-00-00141-B	MEADOWS JACQU...	1/5/2000	DAMAGES (COLLISION)	County Court at Law No. 2
CC-00-00142-A	BURCH PATRICK v...	1/5/2000	DAMAGES (COLLISION)	County Court at Law No. 1
CC-00-00143-B	RASA GROUP INC ...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 2
CC-00-00145-A	LEISURE LIVING P...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 1
CC-00-00146-A	IMPACT FLOORS ...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 1
CC-00-00147-C	IMPACT FLOORS ...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 3
CC-00-00148-D	FARR SHANNA vs. ...	1/5/2000	DAMAGES (COLLISION)	County Court at Law No. 4

Tip: Click on the filter icon located at the top of each column to filter the search results by any column value. Click on the column header to sort the search results by a specific value in that column.



DALLAS COUNTY, TEXAS
COURTS PORTAL

Home I'm finished

Smart Search Search Results

The search resulted in too many matches to display. Please narrow the search by entering more precise criteria.

Case Number	Style / Defendant	File Date	Type	Location
CC-00-00014-D	TEXANS CREDIT ...	1/3/2000	DEBT/CONTRACT	County Court at Law No. 4
CC-00-00140-A	FURNITURE MEDI...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 1
CC-00-00141-B	MEADOWS JACQU...	1/5/2000	DAMAGES (COLLISION)	County Court at Law No. 2
CC-00-00142-A	BURCH PATRICK ...	1/5/2000	DAMAGES (COLLISION)	County Court at Law No. 1
CC-00-00143-B	RASA GROUP INC ...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 2
CC-00-00145-A	LEISURE LIVING P...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 1
CC-00-00146-A	IMPACT FLOORS T...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 1
CC-00-00147-C	IMPACT FLOORS T...	1/5/2000	DEBT/CONTRACT	County Court at Law No. 3
CC-00-00148-D	FARR SHANNA vs....	1/5/2000	DAMAGES (COLLISION)	County Court at Law No. 4
CC-00-00149-D	ADESA DALLAS vs....	1/5/2000	DEBT/CONTRACT	County Court at Law No. 4

Sort Ascending
Sort Descending
Columns
Filter

Show items with value that:
Is equal to
And
Is equal to

Filter Clear

1 2 3 4 5 6 7 8 9 10 ... 10 items per page 1 - 10 of 200 items

Method 2: From the Portal landing page go to the Smart Search Portlet enter name using the following format: [Last Name, First Name]

The screenshot shows the Dallas County, Texas Courts Portal interface. At the top left is the logo for 'THE COUNTY OF DALLAS STATE OF TEXAS'. To its right is the text 'DALLAS COUNTY, TEXAS COURTS PORTAL'. On the top right are two buttons: 'Home' and 'I'm finished'. Below the header, there are two main portlets. The 'Smart Search' portlet on the left has a search criteria field containing 'Smith, John' and a 'Submit' button. Below it is a 'How to' section with links for 'Search for Hearings Training Video', 'Search for Hearings Documentation', and 'Report an Issue'. The 'Search Hearings' portlet on the right has several dropdown menus for 'Select Location', 'Select Hearing Types', and 'Select Search Type'. It also has a 'Sounds Like' section with a 'Search Criteria' field and a 'Hearing Date' section with 'From' and 'To' date pickers. A 'Submit' button is at the bottom right of this portlet.

Tip: When searching by party name. A wildcard searches can be completed by entering a minimum of one character for first and last name followed by an asterisk. For example for John Smith the user might enter, "Smith, J*" or "Sm*, J*".

This screenshot shows the search results page. At the top, there are tabs for 'Smart Search' and 'Search Results'. A red message states: 'The search resulted in too many matches to display. Please narrow the search by entering more precise criteria.' Below this is a table with two columns: 'Name' and 'Date of Birth'. The table contains ten rows, each with 'SMITH, JOHN' in the 'Name' column and a dropdown arrow in the 'Date of Birth' column. At the bottom, there is a pagination control showing '1' as the current page, a list of numbers 2 through 10, and 'items per page' and '1 - 10 of 180 items'.

Method 3: When searching by party name, a business name or an attorney name, you may utilize a wildcard search. Wildcard searches are completed by entering a minimum of one character for first and last name or for business name, followed by an asterisk. For example for John Smith the user might enter, “Smith, J*” or “Sm*, J*”.

The screenshot displays the Dallas County, Texas Courts Portal interface. At the top, the portal logo and name are visible, along with navigation buttons for 'Home' and 'I'm finished'. Two main search panels are shown:

- Smart Search:** This panel includes a 'Party Name' field with the text 'Smith' and a note '* are required'. Below it is a field with 'K*' and another with 'Enter a Middle Name' and a 'Select' dropdown. There is an 'Advanced Search Options' section with a 'Court Location' dropdown set to 'All Locations' and a 'Search By:' dropdown set to 'Party Name'. At the bottom, there are two expandable sections: 'Party Search Criteria' and 'Search Cases' (which is checked). A 'Submit' button is at the bottom right.
- Search Hearings:** This panel has a 'Basic Search Options' section with three dropdown menus: '* Select Location', '* Select Hearing Types', and '* Select Search Type'. Below these is a 'Sounds Like' checkbox and a '* Search Criteria' field. The 'Hearing Date' section has '* From' and '* To' date pickers. A 'Submit' button is at the bottom right.

Note: If you utilize a wildcard search when searching on a party name for both first and last name, you may notice a delay in system response time due to the potentially long list of search results being generated by the system.

Advance Search Options

The Advance Search Options is design to help narrow your search results with the below options

Court Location:

You may perform a quick search by Court locations such as County and District Civil, County Probate and District Family.

The screenshot displays the Dallas County, Texas Courts Portal interface. At the top, there is a dark blue header with the county seal on the left, the text "DALLAS COUNTY, TEXAS COURTS PORTAL" in the center, and "Home" and "I'm finished" buttons on the right. Below the header, there are two main search panels. The left panel, titled "Smart Search", includes a search criteria field with a placeholder "Enter a Record Number or Name in Last, First Middl", an "Advanced Search Options" link, a "Court Location" dropdown menu with options like "All Locations", "County Courts - Civil", "County Courts - Probate", "District Courts - Civil", and "District Courts - Family", and a "Search Cases" checkbox. The right panel, titled "Search Hearings", includes "Basic Search Options" with dropdowns for "Select Location", "Select Hearing Types", and "Select Search Type", a "Sounds Like" checkbox, a "Search Criteria" field, and "Hearing Date" fields for "From" and "To" with calendar icons. Both panels have a "Submit" button at the bottom.

Search By Method:

You may perform a quick under Search by options by entering Party name or Nickname, Attorney or Bar Number, Business, and Case number or Judicial Officer.

Name and Attorney Names require alpha characters.

Special character allowed include commas, periods, apostrophes, hyphens, ampersands and asterisks are allowed for name searches. Hyphens and asterisks are allowed for number searches, such as case number.

The screenshot displays the Dallas County, Texas Courts Portal search interface. At the top left is the seal of The County of Dallas, State of Texas. To its right, the text reads "DALLAS COUNTY, TEXAS COURTS PORTAL". On the top right, there are two buttons: "Home" and "I'm finished".

The main content area is divided into two panels:

- Smart Search:** This panel has a header with a question mark and a minus sign. Below the header, it says "Search Criteria * are required" and provides a text input field with the placeholder text "* Enter a Record Number or Name in Last, First Middl". Underneath is a link for "Advanced Search Options". A "Court Location:" dropdown menu is set to "All Locations". A "Search By:" dropdown menu is open, showing options: "Smart Search", "Attorney Bar Number", "Attorney Name", "Business Name", "Case Cross-Reference Number", "Case Number", and "Citation Number".
- Search Hearings:** This panel has a header with a calendar icon and a minus sign. It says "Basic Search Options * are required". It contains three dropdown menus: "* Select Location", "* Select Hearing Types", and "* Select Search Type". There is a checkbox for "Sounds Like" followed by a text input field for "* Search Criteria". At the bottom, there is a "Hearing Date" section with "* From" and "* To" date pickers. A "Submit" button is located at the bottom right of this panel.

Attorney Name & Bar Number Search



DALLAS COUNTY, TEXAS
COURTS PORTAL

Smart Search ? —

Attorney Name * are required

▲ Advanced Search Options

Court Location:

Search By:

Search Cases



DALLAS COUNTY, TEXAS
COURTS PORTAL

Smart Search ? —

Attorney Bar Number * are required

▲ Advanced Search Options

Court Location:

Search By:

Search Cases

Business & Case Number Search

 DALLAS COUNTY, TEXAS COURTS PORTAL	 DALLAS COUNTY, TEXAS COURTS PORTAL
<div data-bbox="191 554 829 636">Smart Search ? -</div> <p data-bbox="215 674 808 705">Business Name * are required</p> <input data-bbox="215 705 808 762" type="text" value="Enter a Business Name"/> <p data-bbox="228 785 505 810">▲ Advanced Search Options</p> <p data-bbox="237 854 399 882">Court Location:</p> <input data-bbox="237 894 786 947" type="text" value="All Locations"/> <p data-bbox="237 970 350 997">Search By:</p> <input data-bbox="237 1010 786 1062" type="text" value="Business Name"/> <p data-bbox="237 1094 786 1146">Party Search Criteria +</p> <p data-bbox="237 1171 786 1224"><input checked="" type="checkbox"/> Search Cases +</p> <p data-bbox="630 1293 786 1339">Submit</p>	<div data-bbox="881 554 1520 636">Smart Search ? -</div> <p data-bbox="906 674 1498 705">Case Number * are required</p> <input data-bbox="906 705 1498 762" type="text" value="Enter a Case Number"/> <p data-bbox="919 785 1195 810">▲ Advanced Search Options</p> <p data-bbox="927 854 1089 882">Court Location:</p> <input data-bbox="927 894 1476 947" type="text" value="All Locations"/> <p data-bbox="927 970 1040 997">Search By:</p> <input data-bbox="927 1010 1476 1062" type="text" value="Case Number"/> <p data-bbox="927 1094 1476 1146">Party Search Criteria +</p> <p data-bbox="927 1171 1476 1224"><input checked="" type="checkbox"/> Search Cases +</p> <p data-bbox="1317 1293 1472 1339">Submit</p>

Judicial Officer Search

 DALLAS COUNTY, TEXAS
COURTS PORTAL

Smart Search ? -

Judicial Officer * are required
* Select a Judicial Officer

▲ Advanced Search Options

Court Location:
All Locations

Search By:
Judicial Officer

Party Search Criteria +

Search Cases +

Submit

 DALLAS COUNTY, TEXAS
COURTS PORTAL

Smart Search ? -

Judicial Officer * are required
CALLAHAN, TENA

BUSH, PHILIP D.
CALLAHAN, TENA
CHANNELL, STAN
CHAVEZ, REY
COLLIE, CHRISTINE
COLLIER, RICHARD
COLLINS, GEORGE

Party Search Criteria +

Search Cases +

Submit

Party Search



DALLAS COUNTY, TEXAS
COURTS PORTAL

Smart Search

Party Name * are required

* Enter a Last Name

* Enter a First Name

Enter a Middle Name Select

▲ Advanced Search Options

Court Location:
All Locations

Search By:
Party Name

Party Search Criteria +

Search Cases +

Submit



DALLAS COUNTY, TEXAS
COURTS PORTAL

Smart Search

Nickname * are required

* Enter a Nickname

▲ Advanced Search Options

Court Location:
All Locations

Search By:
Nickname

Party Search Criteria +

Search Cases +

Submit



Smart Search



Search Criteria * are required

* Enter a Record Number or Name in Last, First Middl

Advanced Search Options

Court Location:

All Locations

Search By:

Smart Search

Party Search Criteria +

Search Cases +

Submit

Search Hearings

Basic Search Options * are required

* Select Location

* Select Hearing Types

* Select Search Type

Sounds Like * Search Criteria

Hearing Date

* From * To

Submit

Tip: You may expand and collapse a Portlet by clicking the minus/plus sign icon located on the upper right corner of each Portlet or next to options to enter detailed search criteria. In these sections you may narrow your search by entering additional criteria. **Note** Advance Search Options criteria must be used in conjunction with the required search field marked with an Asterisk *

For Party Search Criteria enter the appropriate and or known information in conjunction with all required fields. Under Search Cases the Case Type [All Available Civil Case Type] is prepopulated.

The image displays two screenshots of a search interface. The left screenshot, titled "Party Search Criteria", shows a form with the following fields: "Search Name By" with checkboxes for "Party Name", "Nickname", "Business Name", and "Participants"; "Party DOB" with "From" and "To" date pickers; "Party Gender & Race" with two "Select" dropdown menus; "Driver's License Number" with a "Select" dropdown and an "Enter the P:" input field; "Social Security Number" with an "Enter the Party SSN" input field; "FBI Number" with an "Enter the Party FBI #" input field; "SO Number" with an "Enter the Party SO #" input field; "State ID Number" with an "Enter the Party State ID #" input field; and "Booking Number" with an "Enter the Party Booking #" input field. The right screenshot, titled "Search Cases", shows a form with: "Case Type" with a dropdown menu set to "All Available Civil Case Types"; "Case Status" with a "Select" dropdown menu; "Date Filed" with "From" and "To" date pickers; and "Judicial Officer" with a "Select" dropdown menu.

Tip: If you enter your search criteria incorrectly, an error message describing the issue will be noted in red text at the top of the Portlet.

One or more fields was completed incorrectly:
• Please enter a value for search criteria.

Search Criteria * are required

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

This concludes the Dallas County Courts Portal Smart Search Tutorial, thank you for viewing.