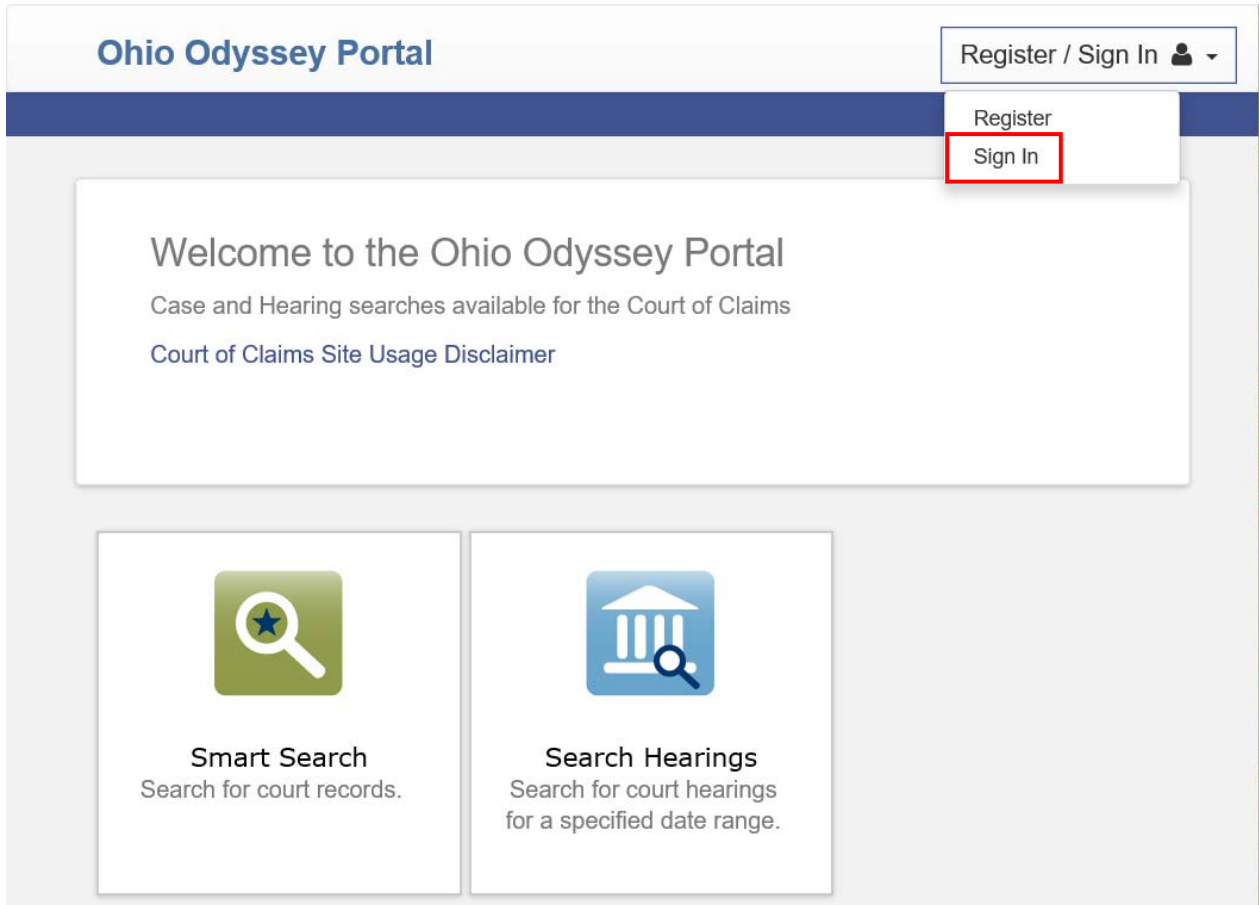


Sign in to the Odyssey Portal – Registered Users

Registration is not required to search court records. Only Registered Users (e.g. Attorneys of Record) with elevated access to Portal should Register and/or Sign In. All other users should skip to page 2 “How to Search for Court Records.”

1. Navigate to the Odyssey Portal webpage for the Ohio Court of Claims:
<https://ohcourtportal.tylerhost.net/Portal/>
2. Select **Sign In** to access your account.



The screenshot shows the Ohio Odyssey Portal homepage. At the top left, the text "Ohio Odyssey Portal" is displayed. At the top right, there is a "Register / Sign In" button with a user icon and a dropdown arrow. A dropdown menu is open, showing "Register" and "Sign In" options, with "Sign In" highlighted by a red rectangular box. Below the header, a large white box contains the text: "Welcome to the Ohio Odyssey Portal", "Case and Hearing searches available for the Court of Claims", and "Court of Claims Site Usage Disclaimer". At the bottom, there are two main search options: "Smart Search" (with a magnifying glass icon) and "Search Hearings" (with a court building icon).

3. Enter your Odyssey Portal credentials.

Please sign in to continue

Email

Email

Password

Password

Sign In

4. Click the **Sign In** button.

How to Search for Court Records

1. Click on the **Smart Search** button:

Ohio Odyssey Portal Register / Sign In

Welcome to the Ohio Odyssey Portal

Case and Hearing searches available for the Court of Claims

[Court of Claims Site Usage Disclaimer](#)

Smart Search
Search for court records.

Search Hearings
Search for court hearings for a specified date range.

1. In Smart Search, click in the field to type a **Case Number or a Party Name**. You must enter one or the other.

Smart Search

*Required

Search Criteria

?

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

2017-00050*

Advanced Filtering Options ▾

Submit

Search Tips

Odyssey is very literal. It will search for exactly what you type in. Using the wildcard function (*) may help you find cases. For example, John Smith = Smith, J* or Supreme Court of Ohio = Supreme*. 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 function.

When performing a name search, please be aware that you may need to search on variations of a name. Names are entered exactly as they appear on the complaint form. For example, The Ohio Department of Transportation, Ohio Department of Transportation, Department of Transportation, Dept. of Transportation, ODOT, etc.

Search results will only display the first 200 results. To narrow search results, click **Advanced Filtering Options** and add additional or more specific information, select a date range, or select a specific case type.

- If searching by Case Number, the **case suffix** (JD, AD, VI, etc.) is required.
- If you know the case suffix, you must enter the case number in the following format:
2017-00050AD
- If you do not know the case suffix, enter the case number in the following format:
2017-00050*
- Party names must be in **Last, First** sequence.
- For help information regarding searches click the ? icon.

2. Click **Submit**.

4. In the search results, click the case number to view the court record.

Cases

Case Number	Style / Defendant	Type	Status	Party Name
2017-00050AD	LEN SLODOV V. OHIO DEPAR	Administrative Determinat...	CASE CLOSED	OHIO DEPARTMENT OF TR...

1 - 1 of 1 items

5. Once a record is displayed, select **Case information, Party, Causes, Disposition Events, Events and Hearings, Financial or Documents** on the right side navigation bar to navigate between different sections of the court record.

Case Information

2017-00050AD | LEN SLODOV V. OHIO DEPARTMENT OF TRANSPORTATION

Case Number	Court	Judicial Officer
2017-00050AD	Case Manager	McGRATH, JUDGE PATRICK M.
File Date	Case Type	Case Status
01/17/2017	Administrative Determination	CASE CLOSED

Print

- Case Information
- Party
- Causes
- Disposition Events
- Events and Hearings
- Financial Documents

Back to top

- To view a document, click on the **View Document** button next to the description of the document you wish to view.

Documents

View Document	SUMMONS ISSUED
View Document	DESIGNATION FORM FOR CONNECTED ACTION ISSUED
View Document	RETURN OF SERVICE ON ATTORNEY GENERAL
View Document	RETURN OF CERTIFIED MAIL RECEIPT
View Document	MOTION
View Document	ENTRY JOURNALIZED AND FILED
View Document	ANSWER
View Document	NOTICE OF SCHEDULING
View Document	DESIGNATION FORM FILED
View Document	MAGISTRATE'S ORDER
View Document	MAGISTRATE'S ORDER

- If the document is more than 1 page, you will need to click **Download Document** button located in the lower right hand corner to view the entire document.

Ohio Court of Claims By: DC	Case #: 2017-00500 Envelope ID: 2460	Filed Date: 6/8/2017 8:49:31 AM
Pages: 2	Back	Download Document

8. Then select the **Open** option from the pop-up window.

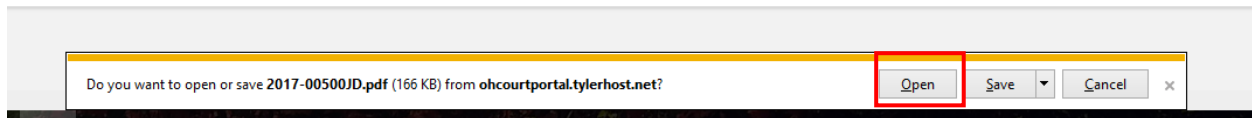
Ohio Court of Claims
By: DC

Case #: 2017-00500
Envelope ID: 2460

Filed Date: 6/8/2017 8:49:31 AM

Pages: 2

[Back](#) [Download Document](#)



9. To quickly return to the search results screen, click **Search Results** from the top of the page:

1 Smart Search 2 **Search Results** 3 Details

[Print](#)

Case Information

2017-00500JD | CLARENCE SHOEMAKER, IV, et al. Plaintiffs v. OHIO DEPARTMENT OF NATURAL RESOURCES, et al. Defendants

Case Number	Court	Judicial Officer
2017-00500JD	Case Manager	SHAVER, MAGISTRATE HOLLY TRUE
File Date	Case Type	Case Status
06/01/2017	Judicial Determination	ACTIVE PENDING

- Case Information
- Causes
- Events and Hearings
- Financial
- Documents
- [Back to top](#)

10. To navigate back to the **Portal** home screen, click the **Ohio Odyssey Portal** link located in the upper left corner of the screen:

The screenshot shows the Ohio Odyssey Portal interface. At the top left, the text "Ohio Odyssey Portal" is enclosed in a red rectangular box. To the right of this, the text "Register / Sign In" is followed by a user icon and a dropdown arrow. Below the header is a dark blue horizontal bar. Underneath this bar is a navigation bar with three items: "Smart Search" (with a green circle containing the number 1), "Search Results" (with a green circle containing the number 2), and "Details" (with a green circle containing the number 3). The main content area is divided into two columns. The left column is titled "Case Information" and contains the following text: "2017-00050AD | LEN SLODOV V. OHIO DEPARTMENT OF TRANSPORTATION". Below this, there is a table with three columns: Case Number, Court, and Judicial Officer. The Case Number is 2017-00050AD, the Court is Case Manager, and the Judicial Officer is McGRATH, JUDGE PATRICK M. Below the table, there is another table with three columns: File Date, Case Type, and Case Status. The File Date is 01/17/2017, the Case Type is Administrative Determination, and the Case Status is CASE CLOSED. The right column contains a "Print" button at the top, followed by a list of links: Case Information, Causes, Disposition, Events, Events and Hearings, Financial, and Documents. At the bottom of the right column is a "Back to top" link.

Ohio Odyssey Portal Register / Sign In  ▾

1 Smart Search 2 Search Results 3 Details

Case Information

2017-00050AD | LEN SLODOV V. OHIO DEPARTMENT OF TRANSPORTATION

Case Number	Court	Judicial Officer
2017-00050AD	Case Manager	McGRATH, JUDGE PATRICK M.
File Date	Case Type	Case Status
01/17/2017	Administrative Determination	CASE CLOSED

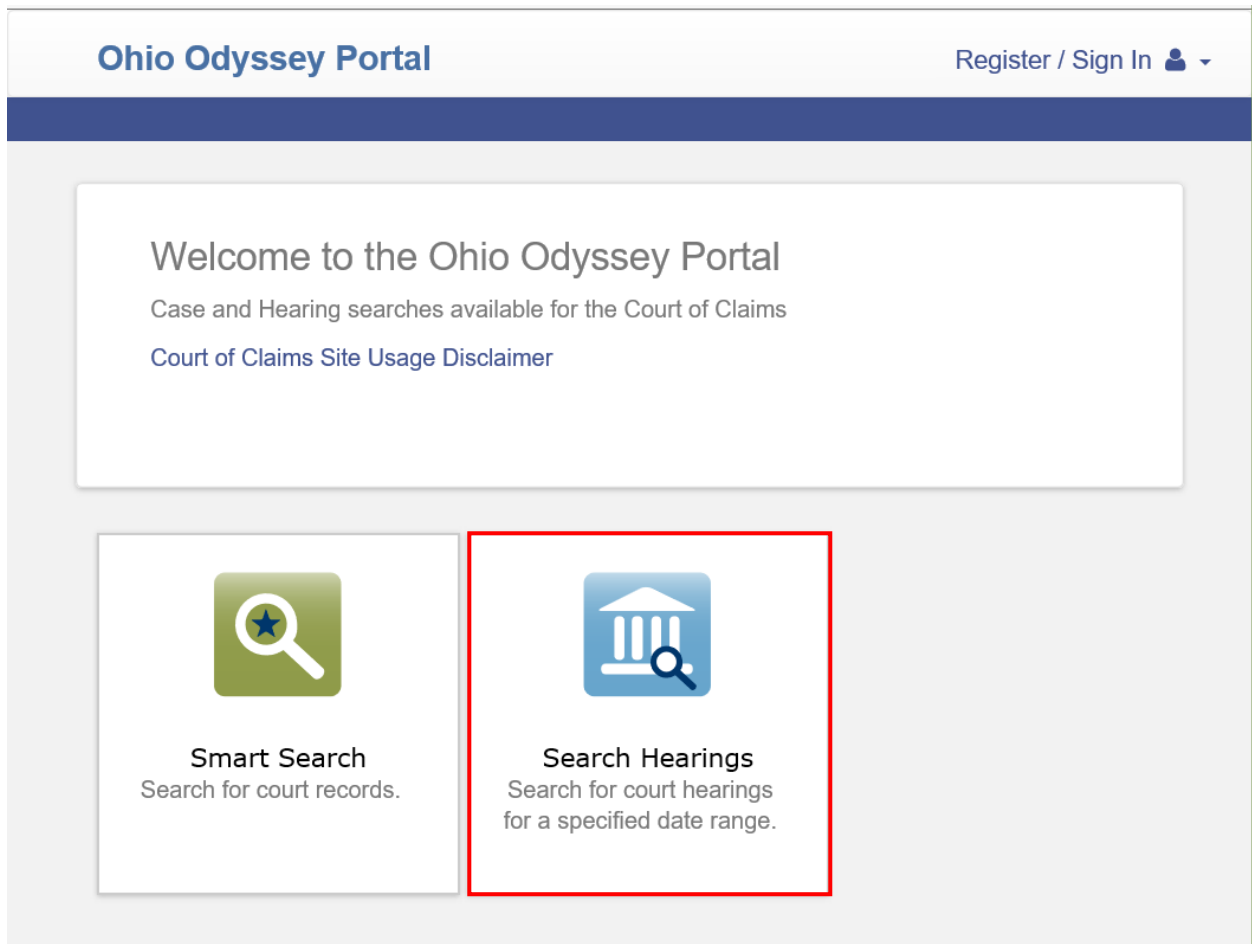
Print


- Case Information
- Causes
- Disposition
- Events
- Events and Hearings
- Financial
- Documents

[Back to top](#)

Search Hearings (View Calendar)


1. To view the court calendar, click the **Search Hearings** icon from the Portal home screen.




Ohio Odyssey Portal Register / Sign In 

Welcome to the Ohio Odyssey Portal

Case and Hearing searches available for the Court of Claims
[Court of Claims Site Usage Disclaimer](#)



Smart Search
Search for court records.



Search Hearings
Search for court hearings
for a specified date range.

2. Use the drop-down menus on the right to select your search criteria:

Search Hearings

*Required

Basic Search Options

* Select Location

Court of Claims

* Select Hearing Types

All Hearing Types

* Select Search Types

Judicial Officer

* Select Judicial Officer

McGRATH, JUDGE PATRICK M.

* Search by Date From

* Search by Date To

Submit

3. Next, select a date range for your search by clicking in the **Search by Date From** and then the **Search by Date To** fields:

Basic Search Options

* Select Location

Court of Claims

* Select Hearing Types

CASE MANAGEMENT CONFERENCE

* Select Search Types

Judicial Officer

* Select Judicial Officer

McGRATH, JUDGE PATRICK M.

* Search by Date From

* Search by Date To

Feb 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Submit

4. Navigate forward and back in the calendar by clicking the forward or back arrows:

◀ Feb ▼ 2018 ▼ ▶

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

5. Once you've selected a date range, click **Submit**.

Basic Search Options

* Select Location
Court of Claims

* Select Hearing Types
CASE MANAGEMENT CONFERENCE

* Select Search Types
Judicial Officer

* Select Judicial Officer
McGRATH, JUDGE PATRICK M.

* Search by Date From
02/13/2018

* Search by Date To
06/30/2018

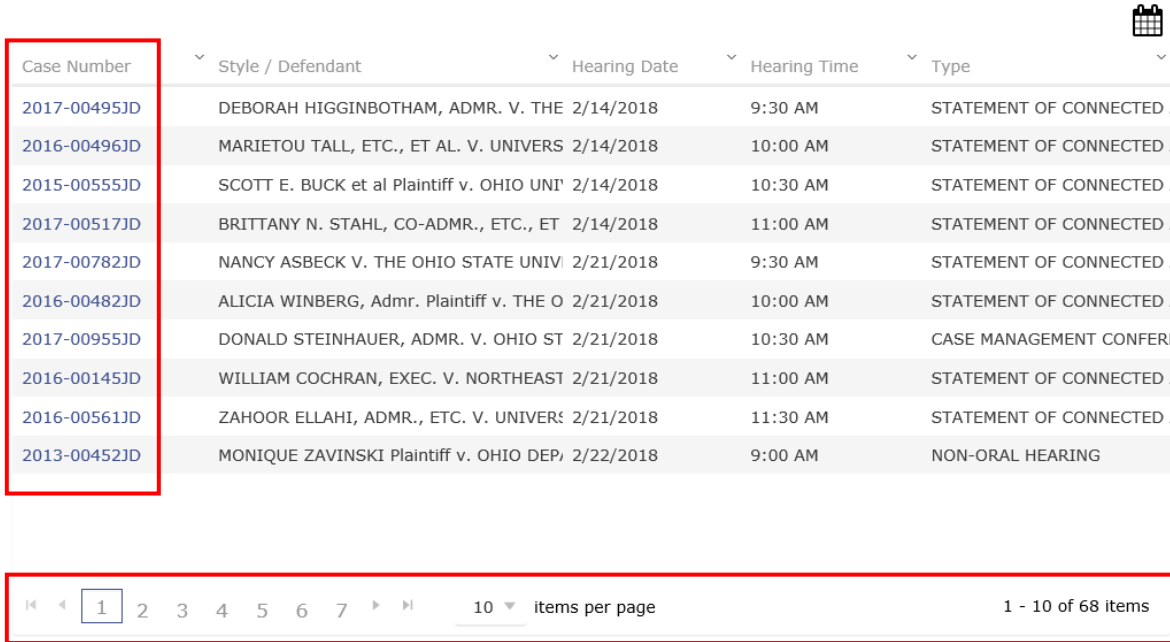
◀ Jun ▼ 2018 ▼ ▶

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Submit

6. From the **Hearing Search Results** page, you can click on the case number to view the case record. If your search returns multiple pages, page forward and back through the results by clicking on the forward or back arrows or page number.

Hearing Search Results

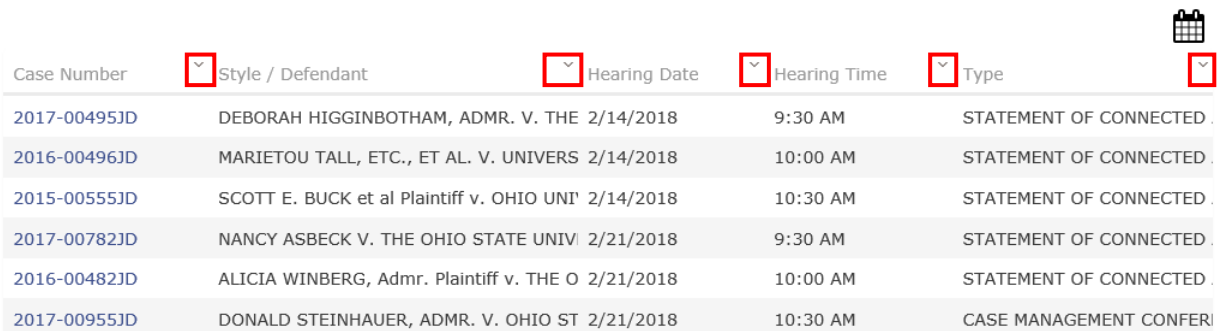


Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
2017-00495JD	DEBORAH HIGGINBOTHAM, ADMR. V. THE	2/14/2018	9:30 AM	STATEMENT OF CONNECTED
2016-00496JD	MARIETOU TALL, ETC., ET AL. V. UNIVERS	2/14/2018	10:00 AM	STATEMENT OF CONNECTED
2015-00555JD	SCOTT E. BUCK et al Plaintiff v. OHIO UNI'	2/14/2018	10:30 AM	STATEMENT OF CONNECTED
2017-00517JD	BRITTANY N. STAHL, CO-ADMR., ETC., ET	2/14/2018	11:00 AM	STATEMENT OF CONNECTED
2017-00782JD	NANCY ASBECK V. THE OHIO STATE UNIV	2/21/2018	9:30 AM	STATEMENT OF CONNECTED
2016-00482JD	ALICIA WINBERG, Admr. Plaintiff v. THE O	2/21/2018	10:00 AM	STATEMENT OF CONNECTED
2017-00955JD	DONALD STEINHAUER, ADMR. V. OHIO ST	2/21/2018	10:30 AM	CASE MANAGEMENT CONFERE
2016-00145JD	WILLIAM COCHRAN, EXEC. V. NORTHEAST	2/21/2018	11:00 AM	STATEMENT OF CONNECTED
2016-00561JD	ZAHOR ELLAHI, ADMR., ETC. V. UNIVER:	2/21/2018	11:30 AM	STATEMENT OF CONNECTED
2013-00452JD	MONIQUE ZAVINSKI Plaintiff v. OHIO DEP	2/22/2018	9:00 AM	NON-ORAL HEARING

1 2 3 4 5 6 7 10 Items per page 1 - 10 of 68 items

7. The **Hearing Search Results** screen can be filtered or rearranged by **Case Number, Case Style (Caption), Hearing Date, Hearing Time and/or by Hearing Type** by clicking on the drop down arrows.


Hearing Search Results



Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
2017-00495JD	DEBORAH HIGGINBOTHAM, ADMR. V. THE	2/14/2018	9:30 AM	STATEMENT OF CONNECTED
2016-00496JD	MARIETOU TALL, ETC., ET AL. V. UNIVERS	2/14/2018	10:00 AM	STATEMENT OF CONNECTED
2015-00555JD	SCOTT E. BUCK et al Plaintiff v. OHIO UNI'	2/14/2018	10:30 AM	STATEMENT OF CONNECTED
2017-00782JD	NANCY ASBECK V. THE OHIO STATE UNIV	2/21/2018	9:30 AM	STATEMENT OF CONNECTED
2016-00482JD	ALICIA WINBERG, Admr. Plaintiff v. THE O	2/21/2018	10:00 AM	STATEMENT OF CONNECTED
2017-00955JD	DONALD STEINHAUER, ADMR. V. OHIO ST	2/21/2018	10:30 AM	CASE MANAGEMENT CONFERE

8. By clicking on the **Calendar Icon**, you can toggle back and forth between a calendar view and a list view of the hearings.

Hearing Search Results



Navigation: < ▶ today February 2018 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Hearings on Feb 13:

- 9:30a 2017-00495JD
- 10a 2016-00496JD
- 10:30a 2015-00555JD


Hearings on Feb 21:

- 9:30a 2017-00782JD
- 10a 2016-00482JD
- 10:30a 2017-00955JD
- 11a 2016-00145JD
- 11:30a 2016-00561JD

Hearing on Feb 22:

- 9a 2013-00452JD

9. To navigate back to the **Portal** home screen, click the **Ohio Odyssey Portal** link located in the upper left corner of the screen:

Ohio Odyssey Portal Register / Sign In 

1 Smart Search 2 Search Results 3 Details

Case Information

2017-00050AD | LEN SLODOV V. OHIO DEPARTMENT OF TRANSPORTATION

Case Number	Court	Judicial Officer
2017-00050AD	Case Manager	McGRATH, JUDGE PATRICK M.
File Date	Case Type	Case Status
01/17/2017	Administrative Determination	CASE CLOSED

Print

- Case Information
- Causes
- Disposition
- Events
- Events and Hearings
- Financial Documents
- [Back to top](#)