



MNCIS Odyssey Assistant

User Instructions for Government Agencies

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This quick reference includes how-to instructions for Government Agencies using MNCIS Odyssey Assistant that have signed an agreement with the courts indicating their adherence to an online access policy. For more information on MNCIS Odyssey, visit: <http://www.mncourts.gov/mncis/govaccess>.

Notice: Government agencies must adhere to their signed Agreement and the current Policies & Notices posted at: <http://www.mncourts.gov/mncis/govaccess>. Government agencies are assigned logon identities by the court that reflect specific case record access permission levels. Do not share logons with the public or other government agencies that have different permission levels.

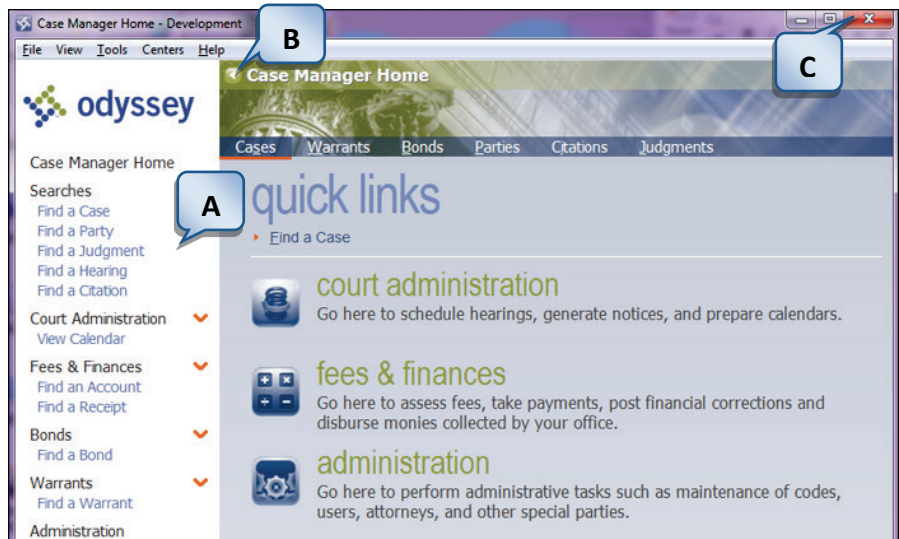
About the Information in MNCIS Odyssey Assistant:

- All access is inquiry only. Data is available in real-time.
- MNCIS Odyssey is unavailable from 5:30 AM to 6:30 AM every day.
- The MNCIS Odyssey database contains case records from both before and after the conversion from TCIS (the legacy application) to MNCIS, which was completed in 2008. Case details from pre-MNCIS cases may be limited due to the nature of data conversion.
- No reporting capability is provided with this logon. If you require comprehensive survey information, contact Court Research.
- This is an Internet-based application; response time depends on your network's bandwidth.

To Obtain Support: If your agency has questions on case record information that is displayed in your MNCIS Odyssey Assistant account, direct those questions to your local court representative. For technical support, refer to <http://www.mncourts.gov/mncis/govaccess/support> or submit a request for technical support from our support webpage by clicking on "Technical Support Form."

ACCESSING AND LOGGING IN

1. From your PC, double-click the **MNCIS Odyssey** icon. (Review the MNCIS Odyssey Assistant Installation Guide if you do not have an icon.)
2. In the login dialog, enter your **User ID** and **Password**.
3. Click **Sign On**. The MNCIS Odyssey homepage appears.



NAVIGATION TIPS

- Most searches are performed using the navigation menu located on the left-hand side (see A). Click the button (see B) to show or hide.
- Click the "X" to exit MNCIS Odyssey or **File > Log Off**.

ABOUT CASE NUMBERING

Case numbers of cases that originated in MNCIS Odyssey (i.e., cases not converted from legacy systems) follow this convention: **10-VB-04-7373**.

If there is a satellite identifier, it may be required as part of the number (e.g., St. Louis County case: "69-DU-CR-06-123456").

Case Number Includes: 2-digit county number, 2-character case type, 2-digit filing year, sequential number, in each calendar year. A 2-character satellite identifier (if any) may appear immediately behind the county number.

When entering a case number on which to search, omit the dashes. Refer to the Search Tips on Page 2.

Case Types			
CO	Conciliation	JV	Juvenile
CR	Mandatory appearance	PR	Probate
CV	Civil	VB	Non-mandatory appearance
FA	Family		

MNCIS Odyssey Assistant

User Instructions for Government Agencies

FINDING A CASE, PARTY, OR ATTORNEY

1. From the navigation menu, click **Find a Case** or **Find a Party**.
2. Enter as much search criteria as you can provide. (See Searching Tips below.)
3. Click **Search**. If one case match or party is found, the system opens it. If MNCIS Odyssey finds multiple matches, it displays a list. A blue case number indicates a currently active case, while a black case number indicates a closed case. If no matches are found, it displays "No Match Found."
4. **If you searched by Find a Case and more than one case is returned:** Click a name link (see A below) to view the General tab for the party or attorney. Or, click a case number link (see B below) to access the Summary tab for the case.

OR

If you searched by Find a Party and more than one party is returned: Click a name link (see A below) to view the General tab.

OIL, OLIVE		DOB 12/12/1985
A		
01-AB-23-456789 THE STATE OF MINNESOTA VS. OLIVE OIL		
CNVTMD	Filed On 11/24/2009 Status Closed	Court Polk County Attorney
		Connection DFD Filed As OIL, OLIVE
B		
OIL, OLIVE		DOB 12/12/1985
a.k.a. OIL, OLIVE L.		State ID MN - 12345678
A		
Address	Phone	Description
12345 1ST ST S CITY, STATE 12345		F

Notes:

- A party search may yield multiple similar names. These may be different individuals or entities. Or, a party could have multiple records for a variety of reasons; the process to evaluate and merge parties is part of ongoing maintenance in MNCIS Odyssey.
- You may notice that a party has one or more "Aliases" in addition to a current known name. All name types are included on the party record as AKA (also known as), DBA (doing business as), or FKA (formerly known as), but not all names are necessarily included in a particular case.

SEARCHING TIPS

When searching by name:

- Specify if you are searching for a Person, Nickname, or Business.
- Both first and last name fields are required.
- Use an asterisk "*" in the name fields for wildcard search. (See image at right.)
 - Last name requires at least 3 characters before asterisk.
 - First name requires at least 1 character before asterisk.
- Select the **Use Soundex** checkbox for a search based on the beginning sounds of the name. You cannot use Wildcard and Soundex simultaneously.

When searching by number:

- Case number searches require you to enter the entire case number. You can omit leading zeros and dashes; however, if it is an older converted case, you must include the dashes.
- All case numbers begin with the county number.
- If there is a satellite identifier, it may be required as part of the number (e.g., St. Louis County case: "69-DU-CR-06-123456"). It may or may not require dashes.
- DL number searches require you to enter the entire DL number and to select the state.
- Bar number searches require you to enter the bar number without leading zeros.
- Enter citation numbers as they appear on the citation.

When providing a date:

Enter dates in *mm/dd/yy* format, or use these shortcuts:

- **"T" or "t":** Today's date
- **"t+number" or "t-number":** Today's date plus or minus that number of days
- **"w+number" or "w-number":** Today's date plus or minus that number of weekdays

You can also enter dates by clicking on the calendar icon to access the calendar.

Other Features:

- **Location Picker:** MNCIS Odyssey allows you to specify the location(s) you wish to search. Click the location picker icon to display a dialog for this purpose.
- **Case History:** Quickly restore search results from your most recent search by clicking **Case History** at the top right of the Case Search page.
- **Advanced Search:** For additional search options, click the **Use Advanced Search** button.



Search by Party Information		<input type="checkbox"/> Use Soundex
<input checked="" type="radio"/> Person	<input type="radio"/> Nickname	<input type="radio"/> Business
Last Name	smi*	
First & Middle	j*	

Symbols and Flags

	Click to view more information
	Click to view a record for the underlined item
	Indicates the most recent record or lead attorney
	Indicates that active warrant(s) exists for this party
	Indicates that party has caution flag(s) set on record (Flags with various colored text indicate different messages.)
	Indicates that important message(s) exists for this party

Note: If you hover over any of the symbols or flags, a description will appear.

VIEWING CASE INFORMATION

Case information is displayed on individual tabs:

- Click the tab list icon (see A below) to display a clickable list of all available tabs. Click the tab scroll icon (see B below) to view additional tabs.

The availability and contents of the tabs depend on case type.

- Summary** tab shows case style (or title), status, filing date, case type, county charges and dispositions (for criminal case), registry of actions, most recent events and hearings on court record, flags, and related cases.
- The **Register of Actions** link (circled in image below) accesses the View Register of Actions window, which lists case and party information, events, and court orders, and is printable.
- Bonds** tab shows bail bonds associated with a case.
- Charges** tab shows amendments, offense date, and charge numbers.
- Conditions** tab shows interim conditions and condition history.
- Detail** tab shows case assignment and appear-by date. This tab also contains links to access cases related to this one, if any.
- Disposition** tab shows pleas, dispositions, and court decisions for each charge on criminal cases and judgment information on non-criminal cases.
- Events** tab shows case activity that is part of the official court record.
- Exhibits** tab shows list of exhibits for the current case.
- Financial** tab shows bond and registry amounts, fees, trust accounts, restitution.
- Hearings** tab shows hearing history, sortable by date order or hearing type; and shows courtroom minutes (see Viewing Courtroom Minutes, below).
- Parties** tab shows parties by name, current and past parties by their role in the case, and all attorneys.
- Placements** tab is not available for Non-confidential access.
- Service** tab shows history of documented service in the case.
- Warrants** tab shows case warrants and active warrants on a party.



FINDING A HEARING

- From the navigation menu, click **Find a Hearing**. Complete search fields. To narrow the search you can:
 - Exclude inactive cases
 - Exclude hearings that have results
 - Select specific Case Categories
 - Specify the hearing type(s). You can quickly do this by clicking Clear All, then scrolling down and checking the hearing types that interest you.
- Enter search criteria similar to finding a case, and then click **Search**.
- If you do not receive results when searching for a hearing on a case you know is scheduled, change the date range to include more dates (by default, MNCIS Odyssey looks for future hearings). Or, perhaps the case has been classified as confidential or sealed.



VIEWING COURTROOM MINUTES

- From the **Hearings** tab of the case, click on the hearing to view. The View Hearing dialog box appears.
 - Click the green clipboard icon to the right of the hearing information to view the courtroom minutes. The Courtroom Minutes for the case appears.
 -
- Note:** To see all of the content in the courtroom minutes, use the scrollbar (located on the right-hand side) to navigate from top to bottom.
- To close the Courtroom Minutes dialog, click **Exit** (Alt+X). You are returned to the Hearings tab.

MNCIS Odyssey Assistant

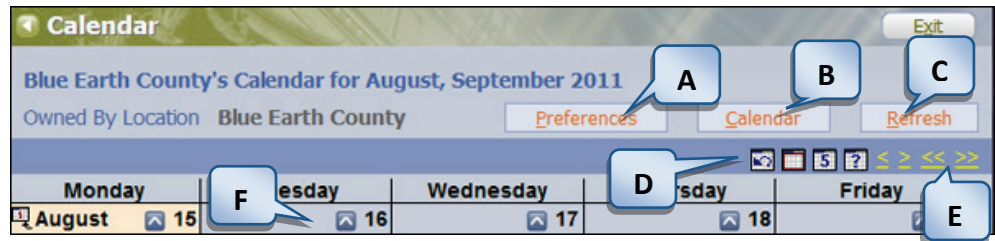
User Instructions for Government Agencies

VIEWING A CALENDAR

- From the navigation menu, the first time you select **View Calendar**, you must specify the view in the Select Calendar dialog. If you have previously defined the calendar view it will appear automatically. Skip to the hints, listed below.
 - Select View (Weekly or Monthly).
 - Select a county in the Owned By Location, if given the option.
 - Select the Calendar name.
- Click **Continue**. The calendar appears.

Hints:

- MNCIS Odyssey remembers the view you defined. You can change this default view by clicking **Preferences** (see A). Look at a different view/calendar temporarily by clicking **Calendar** (see B). Obtain the latest data by clicking **Refresh** (see C).
- Specify dates with the Go-To, week-of, week/month toggle, and multiple-days buttons (see D). Click < or > (see E) to change which day of the week is shown, or << or >> to advance to the next week/month.
- In the calendar display (see F), click a session link to view which cases are scheduled for each hearing. Confidential case info is currently not displayed.

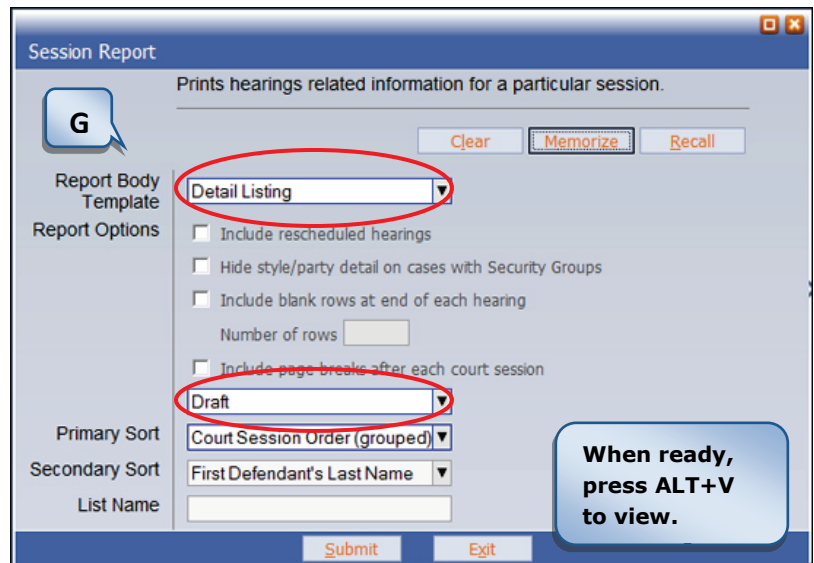


Due to the possibility of last-minute unrecorded changes, calendar information is not guaranteed. Rely instead on hearing information directly from the court.

PRINTING A CALENDAR

Important: Non-court agencies are able to generate a printed calendar for **only one court session at a time**, not an entire day or days (unless that particular court only creates one session for a day's worth of court). **All calendars must be generated in "Draft" mode.**

- Follow the instructions above for viewing a calendar.
- From the Calendar view (see F), locate and click on the session name for which you would like to generate a calendar.
- From the Court Session screen, after viewing the list of cases, on the top-right of the menu bar, click the printer icon.
- From the Select Calendar Type dialog box, select **Active Reports Calendar**.
- Click **Continue**.
- Complete the Session Report dialog box (see G) as follows:
 - For the *Report Body Template*:
 - Choose **Basic Listing, Summary Listing, or Detail**.
 - Leave the *Report Options* checkboxes unselected.
 - Select **Draft**. **Do not use Add on or Final**.
 - From the *Primary Sort* and *Secondary Sort* options, choose your desired sort(s).
 - Select any other parameters.
- To view and generate the report, press **ALT+V**. (The view button does not appear so you must use this key sequence.)
- Once the *Session Report* calendar appears in a new window, to print a hard copy, at the top of the dialog, click **Print...**



Hints:

- If you just want to view the calendar online, use the up and down arrows to navigate the page(s).
- To close out of the window, click the "X" in the upper right-hand corner or click **Exit**.

FINDING A JUDGMENT

Find a Judgment allows you to view a list of cases for which judgments were entered against the party name, nickname, or business that you search.

1. From the navigation menu, click **Find a Judgment**.
2. Specify whether you want to search by a person, nickname, or business.
3. Enter the party information.
4. Select a location in the Courts section on the right-hand side of the screen in which to perform the search. (You are only able to search one location at a time.)
5. Click **Search**.
6. On the Search Results, click the "X" beside one or more names to change it to a mark.
7. Click **View**. Results are limited to one county and are displayed in the form of a Judgment Certificate, which your Agreement with the courts obliges you not to print. Note the case number(s) and perform a case search.
8. On the Disposition tab for the case, click Judgment to view the judgment history.

FINDING A WARRANT

Find a Warrant shows the status, issuing judge, relevant dates, and charges for a warrant. Normally a warrant is issued on the defendant, but may also be issued for someone else, such as a witness.

1. From the navigation menu, click **Find a Warrant** to find warrants issued on both criminal and non-criminal parties.
2. To search, provide the case number or warrant number (this is the case number followed by a sequential number, unless it is a warrant from a legacy system). Or, supply name information.
3. On the search screen, select at least one checkbox in the Location section, and then click **Search**. If no cases result, try checking both Active and Inactive boxes.
4. On the Search Results (if your search criteria does not take you directly to the warrant), click the warrant link to display warrant information:

Oil, Olive	DOB 12/12/1985	DL MN - Q - 123-456-789-123
Person ID 0123456		
19WS-CR-01-23456 - 1	Active Bench Warrant-fail to appear issued 08/24/2009	
Smith, John A	Sheriffs Office	
19WS-CR-01-23456	Traffic Regulation - Driver Must Carry Proof of InsuranceMSD - 06/06/2009	
Totals :	\$0.00	\$300.00

- **Unserved:** Indicates the warrant has been issued.
- **Served:** Shows a served date.
- **Recalled:** Shows a recalled date. (A warrant cannot expire if it has already been served or recalled.)
- **Charge:** Information for a case participant other than a criminal defendant will be either: Failure to Appear, Failure to Pay, or Contempt of Court.
- **Hold without bail or bond:** Checked if the warrant is body only (no bail or bond amount).

Warrant #19WS-CR-01-23456 - 1 Save Exit

Oil, Olive **Active**

Female DOB: 12/12/1985 DL:MN-Q-123-456-789-123
12345 2st St S, City, State 12345 Sheriffs Office

Warrant Printed

Warrant # **19WS-CR-01-23456 - 1** Issued **08/24/2009**

Type **Bench Warrant-fail to appear** Served **Unserved**

Administrative Owner **Dakota, West St Paul** Expires

Issuing Judge **Jones, John B.** Cases **12-CR-23-456**

Affiant

Vol Page # Pages

Charges on this Warrant

Code	Off Date	Offense	Deg	Fine	Bond
<input checked="" type="checkbox"/> 12-CR-23-456					
1697912	06/06/2009	1. Traffic Regulation - Driver Must Carry Proof of Insurance w MSD			
Totals					300.00

Bond Type

Hold without bail or bond

If you search on warrants for a party and the results list includes cases you cannot access, it may be because these are confidential cases. **Note:** The Warrant tab on the party record displays all of the party's active warrants.

MNCIS Odyssey Assistant

User Instructions for Government Agencies

FINDING A BOND

- From the navigation menu, click **Find a Bond** to search for any personal surety bond or cash bail associated with the case, party, or bond number on which you search. (Or, access the case or party record that interests you and view its Bonds tab.)
- Click **Search**, and then click either the link for the bond number or the status to display the Bond record.
 - The **Detail** tab shows bond info including charge(s).
 - The **Status** tab gives activity history.
 - The **Financial** tab (if bail) shows registry balances. Or, the **Surety** tab (if personal surety bond, attachment bond, etc.) shows posting information and identifies the bond company.

Code	Off Date	Offense	Deg
12-CR-23-456			
169A2011	03/31/2010	1. Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	GMD
169A2015	03/31/2010	2. Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	GMD

FINDING A CITATION

- From the navigation menu, click **Find a Citation** (or click the Citation link on the Charges tab for a case). You can search on a citation number, case number, offense date, date the citation was entered, or info about the citee (party who received the citation).
- Click **Search**.
- On the list of results, click the Citation # link to see original data accurate at the time the citation was issued. (Click the Case Number link for up-to-date information, viewable on the Charges tab on the case.)

VIEWING THE CASE HISTORY SUMMARY REPORT & PARTY TABS

From the Cases tab of the party record, you can view all of the cases associated with the party (unless it's confidential and you don't have rights to it). This speeds up your search if you know the party. You can print out a summary report from it by clicking on the printer icon (located on the right). **Note:** This report can also be viewed from Find a Party.

The most frequently used tabs on the party record are:

- Additional:** Displays details about party (e.g., place of birth, caution flags, etc.) and other identifying numbers (e.g., State ID or FBI number).
- Relationships:** Displays membership groups (e.g., group ID information for juvenile Ramsey and Hennepin).
- Warrants:** Displays all associated warrants.
- Bonds:** Displays any bail posted for the party on any case.
- Financial:** Displays all associated payment plans, cases, and registry accounts and displays the total amount owed, currently due, and past due.