



*Melissa R. Henry*

CLERK OF COURT  
22<sup>nd</sup> Judicial District Court  
Parish of St. Tammany

## Odyssey WebROA Smart Search Tools & Tips

### Smart Search will only display information available and approved for viewing

- Date of Birth is only available for the Criminal Court Division
- Sealed records and other sensitive information will not be displayed
- Information not given to the Clerk of Court will not be able to be searched (e.g. Nickname)

### For a Simple Search – Enter a Record Number or Name

- Record Number – Enter desired Case Number
- Name – Desired Name must be entered with format of Last Name, First Name, Middle Name, Suffix
  - There may be many variations of a person's name in the system (e.g. John Smith, Jon Smith, John B. Smith).
  - To produce the best results, a "Wildcard" search is recommended. Enter a minimum of 3 characters followed by an asterisk \* for the Last Name, followed by a comma and a minimum of 1 character followed by an asterisk \* for the First Name (e.g. For John Smith – Enter Smi\*, J\*)

### For a Precision Search - Select **Advanced Filtering Options** to expand additional search fields. Filters are available for Party, Case, Judgment, Warrant, and Protection Orders

- Filter by Court Division Type (Civil, Criminal, Family, Probate)
  - Navigate to the **Case Search Criteria** section by scrolling down, or select from the right-side menu
  - Select desired **Court Division Type**
  - Enter the Record Number or Name in the Smart Search field at the top of the page
  - Select Submit
- Filter by Business Name
  - Navigate to the **General Options section** by scrolling down, or select from the right-side menu
  - Select **Business Name** from the Filter by Search Type drop-down list
  - Enter the Business Name in the Smart Search field at the top of the page. *Do Not enter commas or suffixes for business names (LLC, INC, CO, etc.)*
  - Select **Submit**
- Filter by Attorney Name to show all cases for a specific attorney

Select the  icon from the Smart Search section for assistance while using Smart Search