



To obtain approval for a San Mateo Superior Court Odyssey attorney portal account, the email used as the account username **must match the public-facing email** provided to the court by the State Bar. The court verifies this email address through a daily data integration with the State Bar to ensure the attorney is in good standing and eligible for enhanced remote access to specific case data and documents.

This validation process was established in collaboration with judicial leadership to facilitate remote access to additional case information for attorneys. Attorneys who do not have a public-facing email listed with the State Bar or attempt to register with an email address that differs from their public-facing State Bar email will have their Odyssey attorney portal request denied. The court does not have access to non-public email addresses associated with an attorney's State Bar profile, and as such, those addresses cannot be used for account approval or validation.



San Mateo County Superior Court Odyssey Portal Guide for Attorneys

<https://odyportal.sanmateocourt.org/portal>

The San Mateo County Superior Court Odyssey Portal provides authorized users web access to Superior Court case information such as hearings, a register of actions, and offense disposition data.

A. Sign Up (2-Step Process)

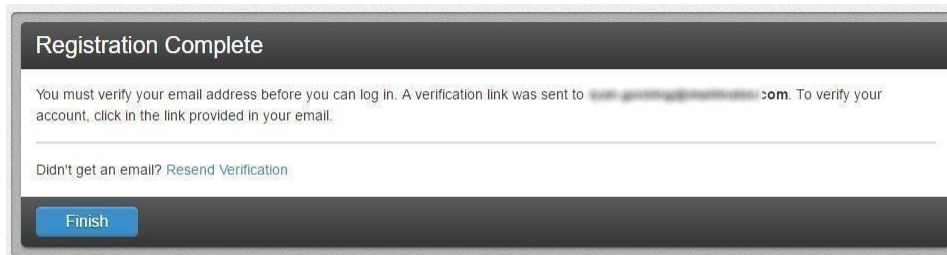
TO AVOID DELAY in the approval of your portal access, please follow the steps below to complete the registration process. You will not be able to look up case information unless both steps are completed.

Step 1: Register for an Account

If you have already had an Odyssey Portal account with another California Court, you do not need to register. You can use the same account/email for all other Courts. Please proceed to Step 2.

- Go to the Odyssey Portal (<https://odyportal.sanmateocourt.org/portal>) and click on the “Register” link. Fill in the information as required. We can only accept registration with an email account matching the public email address on file with the California State Bar: <http://www.calbar.ca.gov/>.

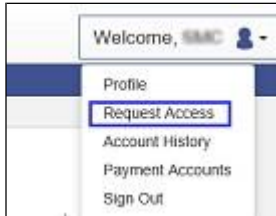
Once you have reached the “Registration Complete” screen shown below, please make sure you receive an email with subject line “No Reply: Confirm Your Email” before closing the browser tab. **DO NOT** attempt to log in at this point.



- An email with the subject line “No Reply: Confirm Your Email” will be sent to the email address used during the registration process. Click on the hyperlink in the email to validate the email address. The link provided will only be valid for 10 days. You will be taken to Step 2 of the registration process.

Step 2: Request Access

- Go to <https://odyportal.sanmateocourt.org/portal> and login.
- During the initial login to the system, it will prompt for a role. If it does not, please click on the pull down menu next to the welcome icon and then select "Request Access."



Please select "**Attorney**." After selecting your role, please wait while the web-page refreshes, do not click on the Home button. The web-page refresh may take 15-30 seconds.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

Justice Partner
Attorney
Attorney - PDP

- The system requires that you provide your bar number, and agree to the Terms and Conditions by checking the checkbox titled "I agree to the Terms and Conditions." Once the information is completed, please click "Submit."

Once you click "Submit", a request will be submitted to the Superior Court IT department to approve your access/role based on the information provided by the State Bar of California. Typical turn-around time for court IT to approve a request is 24-48 hours.

What's Included

Smart Search Portlet

Complete the Following

Bar Number

Terms and Conditions

☐ I agree to the Terms and Conditions

☐ Email me a copy

Please read terms and conitions:

The documents and information available on the website are neither intended to be nor are they the official records of the San Mateo Superior Court. The San Mateo Superior Court maintains this website as a public viewpoint, accuracy, opinions, policies, products or site accessibility. Nor does any linkage between the Sheriff's Office or a third-party website imply sponsorship of that website.

Home

- You will receive an email with the subject line "No Reply: Your Portal Access Request Was Approved" once the access request has been approved by the Superior Court.

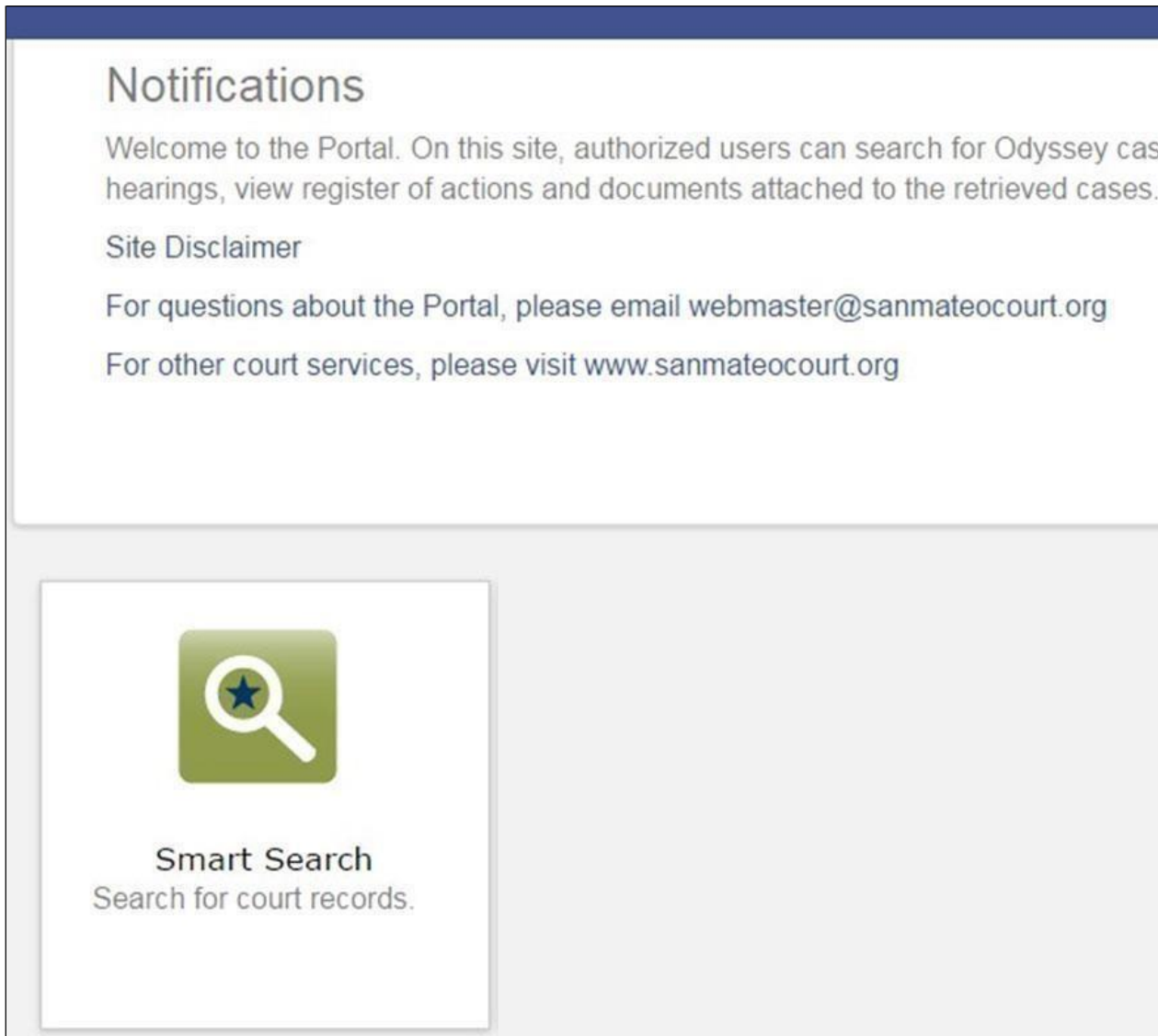
Please contact the Superior Court at webmaster@sanmateocourt.org for any registration issues.

B. Reset Password

Click on the “Sign In” button on the Portal Home page and then click on the “Forgot Password” button to submit the password reset request. The user will be prompted to answer the security questions set up during the registration process. If the user does not remember the security questions and answers, please contact the Superior Court for assistance at:

webmaster@sanmateocourt.org

C. Using the Portal



The Portal Home page displays the following portlets, or features, available to the authenticated users:

- **Notifications:** Announcements and notices from the Superior Court for users of the Portal
- **Smart Search:** View **Register of Actions** for the retrieved case

Note: if searching for a partial name, the Odyssey Portal requires the use the asterisk * wildcard.

D. Register of Actions

The screenshot shows the 'Details' page (step 3) of the Odyssey Portal. At the top, there are three steps: 1. Smart Search, 2. Search Results, and 3. Details. The main content area is titled 'Case Information' and displays the case number '16-SF-234567-A' and the case name 'The People of the State of California vs. Jon White'. Below this, there is a table with case details:

Case Number	Court	File Date
16-SF-234567-A	Criminal	05/09/2016

Below the table, there is another table with case status:

Case Type	Case Status
Complaint	Active

On the right side, there is a 'Print' button and a sidebar with navigation links: Case Information, Party, Charge, Events and Hearings, Financial, Documents, and Back to top. Below the case information, there is a 'Party' section with a 'Plaintiff' link.

E. Viewing Documents (if available)

1. Click on the “View Document” to **preview the last page** of the document. Note: in the current design, the only option to view the whole document is to follow the steps below.

The screenshot shows the 'Documents' section. It features a 'View Document' button and a 'Public Document Type' label.

2. Scroll to the bottom of the previewed document and then click on “Download Document” **view/download the whole document.**

The screenshot shows the footer of the document preview, which contains two buttons: 'Back' and 'Download Document'.

Note: the Odyssey Portal is a vendor-supplied application and as such, the Superior Court has limited ability to modify it. The functionality in the Odyssey Portal is subject to change, modification and enhancement.