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Circuit  
Court  
of Cook  
County, Illinois

*Management*  
SoundBytes



ODYSSEY  
Case  
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What upcoming technology  
changes mean for  
**Attorneys, Pro Se Litigants,  
Partner Agencies, and  
other Court Users**

November 1, 2019



**Honorable  
Dorothy Brown**  
Clerk of the Circuit Court  
of Cook County

## **NEW CASE MANAGEMENT SYSTEM FOR CRIMINAL AREAS OF LAW TO GO LIVE ON NOVEMBER 12, 2019**

The Clerk's Office CMS team for the criminal areas of law has worked tirelessly on the system implementation and the go-live date is Tuesday, November 12<sup>th</sup>, 2019.

### **What to Expect Before Go-Live**

Training will continue for partner agencies and court users that will use Odyssey Navigator to conduct business with the Clerk's Office. This includes the Chief Judge's Office, Sheriff's Office, Public Defender's Office, State's Attorney's Office, Chicago Police Department, law enforcement agencies, and others.

For Digital Access Terminals (DAT) users, on Nov. 12, the system will redirect you at log-on to the new CCC Portal. Training for this application will be available through online instructional videos and user manuals. The instructional videos can be viewed at the following link (<https://youtu.be/q52LP4FlsKg>). The user manuals will be available at the DAT workstations in the Clerk's Office.

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# Important Change to Appeals Portal on Nov. 12<sup>th</sup>

## FOR ATTORNEYS AND PRO SE LITIGANTS:

Starting on Nov. 12, 2019, you will be required to enter your full case number on the Appeals Portal to upload trial exhibits, supplemental appeals and reports of proceedings for civil or criminal appeals cases.

Enter your full case number beginning with the 4-digit case year, followed by a single or double alpha character (where applicable) and the full numeric values, as follows:

### Criminal/Juvenile Division

- **Felony Indictment cases** with a “CR” number, there should be seven (7) digits after the “CR” (YYYYCR#####).
- **Felony Information cases** with a “C” number, there should be eight (8) digits after the “C” (YYYYC#####).
- **Domestic Violence cases** with a “DV” number, there should be seven (7) digits after the “DV” (YYYYDV#####).
- **Criminal Misdemeanor cases:** there are no alpha characters so there should be nine (9) digits after the 4-digit case year (YYYY#####).
- **Juvenile Justice cases** with a “JD” number, there should be five (5) digits after the “JD” (YYYYJD#####).
- **Child Protection cases** with a “JA” number, there should be five (5) digits after the “JA” (YYYYJA#####).

### Civil Areas of Law

- **Municipal Civil cases** with an “M” number, there should be seven (7) digits after the “M” (YYYYM#####).
- **Domestic Relations cases** with a “D” number, there should be six (6) digits after the “D” (YYYYD#####).
- **Law Division cases** with an “L” number, there should be (6) digits after the “L” (YYYYL#####).
- **Probate cases** with a “P” number, there should be six (6) digits after the “P” (YYYYP#####).
- **Chancery cases** with a “CH” number, there should be five (5) digits after the “CH” (YYYYCH#####).

## Case Management System Go-Live for Civil Areas of Law Tentatively Set for January 2020

With the go-live date for criminal areas of law established for Nov. 12, 2019, the new go-live date for civil areas of law is tentatively set for January 2020.

*Users of Passport and Digital Access Terminals will use the new CCC Portal starting in January 2020 to access information for all civil case types.*

For public users, Digital Access Terminals (DATs) within Clerk's Office facilities will redirect public users to the new **CCC Portal** application to access civil and criminal case information. User's Manuals will be available for guidance at DAT workstations and online training videos will also be available.

For justice partners and agencies, civil case information will be accessed through the Internet with a secure login to the **CCC Portal** application. For more complex searches, the **Odyssey Navigator** application is available to the Chief Judge's Office, Sheriff's Office, State's Attorney's Office, Public Defender's Office, and internal Juvenile Justice users.

Further information will be disseminated for those impacted by this upcoming change.

## Benefits of the new Case Management System

A substantially better court-related customer experience	Information integrated with external agencies	Quicker processing of case records
Notice of assignments can be sent electronically	No guessing of courtroom numbers. Odyssey uses location & room number	Can search by date of birth and party name (i.e., defendant or attorney of record)

### Stay Informed!

The Clerk's Office wants to ensure that upcoming changes in technology cause minimal to no disruption in current operations. Frequent communications regarding the details of the new Case Management System rollout, and how to gain access and training will be provided.

**Make sure that your agency is included on the Clerk's Office's contact list for new Case Management System communications.**

**Email the name and contact information for your agency's representative to [clerkofcourt@cookcountycourt.com](mailto:clerkofcourt@cookcountycourt.com) to be added to the emailing list. Thank you.**

Questions?  
Comments?  
Suggestions?

**Contact Us**

[clerkofcourt@cookcountycourt.com](mailto:clerkofcourt@cookcountycourt.com)