

### **Odyssey Public Access Computer Instructions**

The public may use the public access computer(s) at the county courthouses to perform research within the Statewide Odyssey Case Management System. Public Access Terminals are located in each county courthouse, except in Buffalo, Oglala-Lakota and Todd Counties.

#### **Important items of note:**

- **Only available at county courthouses**
- Search restricted to Case Number. If you do not have the case number, you will need to request it from the Clerk of Courts. Effective Jan. 29, 2013, the Clerk is to provide case specific information (including the docket number) upon request from any entity without collecting the \$20 record search fee.
- Confidential, sealed, closed and juvenile cases are not available.
  - o If you wish to view confidential documents, please contact the Clerk's office.
- Users are not allowed to plug in a flash drives, or any external memory device, to the computer; these ports have been disabled.

#### **Printing:**

- The cost to print is 20 cents per page. Documents will print directly to the Clerk's office. Please contact the Clerk once you are finished printing to retrieve and pay for your documents.