CHICAGO TITLE®

Castle Practice Guide

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This handout is intended to introduce you to searching in Odyssey. It is not intended to act as, or set a standard for, title searching. This is not legal advice. We do not represent the Administrative Office of the Courts or Tyler Tech. Following these instructions does not guarantee acceptance of your search by a title company.

ODYSSEY SEARCHING 101:

I. The Odyssey rollout map shows the remaining counties transitioning through October 2025. You can find a map showing the rollout schedule here: https://www.nccourts.gov/assets/inline-files/eCourts-Enterprise-Justice-Odyssey-Rollout-Plan-Map-Tracks-1-11-2024-10-14.pdf?VersionId=42S9ld3fdf2cyz9Gltz6HYm96KAG0.4L

   a. February 3, 2025: Bladen, Brunswick, Carteret, Columbus, Craven, Duplin, Jones, New Hanover, Onslow, Pamlico, Pender, Roberson, and Sampson.

   b. April 28, 2025: Bertie, Edgecomb, Greene, Halifax, Hertford, Lenoir, Nash, Northampton, Pitt, Wayne, and Wilson.

   c. July 2025: Alleghany, Ashe, Avery, Caswell, Forsyth, Madison, Mitchell, Rockingham, Stokes, Surry, Watauga, Wilkes, Yadkin, and Yancey.

   d. October 2025: Alexander, Burke, Caldwell, Catawba, Cleveland, Davie, Davidson, Gaston, Iredell, Lincoln, McDowell, Rowan, and Rutherford.

II. Setting up a Portal account is free, and if you are going to use it often, I suggest registering for an account. This will stop most of the captcha requests when searching. To register, from the main Portal page choose the registration option and set up an account.

   a. Not only does this minimize captcha requirements, but you can also save cases if you are tracking pending litigation or a judgment, so you don't have to search for it each time you log into Portal.

   b. Odyssey works best in Chrome or Microsoft Edge. The AOC notes that using even the recommended browsers on a MAC operating system may result in unexpected issues.

III. When searching for the Odyssey Portal, you will want to search BOTH the Smart Search Function and the Judgment Search.

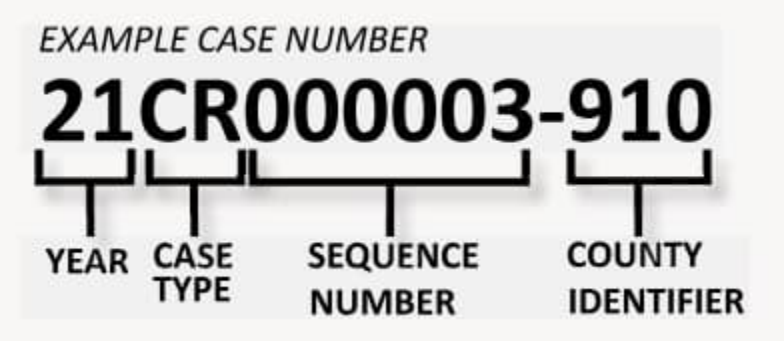
   a. Especially for older legacy cases, there may be some that did not transfer correctly in the data migration. You may find a case in the smart search that has a judgment but not in the judgment search. If that happens, call the county clerk's office to let them know it is not showing up in the judgment search, and they can go back in and fix it.

b. Smart Search shows all cases, whether they are pending or disposed; and gives you a breakdown of all the information in the case. Judgment Search is just cases with a judgment, and act as a snapshot of the information on the date the judgment is entered. It does not change or update as payments are made, or interest is added.

c. The judgment search is only a snapshot of the judgment information AT THE TIME IT IS ENTERED and does not provide any updated information post-judgment, like payments, executions, or costs added.

d. The Odyssey judgment portlet does not change after the judgment is entered; it is a snapshot at the time judgment is entered. The Smart Search case summary information will show you anything filed after judgment but may not correctly add costs (it will only show costs run through the Clerk's office.

IV. When searching by case number, be sure to add the county code at the end of the case. VCAP, or legacy cases, will be transferred into Odyssey with the number that is in VCAP plus the 3-number county code. Cases filed in Odyssey will have a different format – they are losing one letter, so will be CV or CR (with no district/superior court designation plus the 3-number county code.



V. Again, the VCAP legacy cases will keep their CVD, CVM, or CVS designations. Transcripts, miscellaneous, registrations, special proceedings all keep their lettering conventions – so foreclosures would still be SP for special proceedings, estate files will still have the "E" designation.

VI. County Codes are attached to the index in the back of this handout, but you can also access it here on the court website: https://www.nccourts.gov/documents/publications/nc-courts-county-codes

VII. Wildcard searching and advanced filtering will give you better and more precise results.

VIII. If you want to save cases in Odyssey, you will need to set up a username and password – your account is free, it is just the only way to save cases you want to check regularly.

IX. From the main home page in Odyssey, you can access reference guides and training materials. If you are going to use Odyssey a lot, it is useful to review all the training guides, just make sure you know if they are state specific to NC or just "general" Tyler Tech training materials.

X. Indexing standards are attached in the index in the back of this handout, but you can also access it here on the court website:

https://www.nccourts.gov/assets/documents/publications/eCourts-Name-Indexing-Standards-20230210.pdf?VersionId=azB9xRkrLd04ZNsY4xlxPFXbIDOgRKil

a. VCAP had limited data fields when compared to Odyssey, so legacy cases will be a little messier than newly filed cases in Odyssey.

b. For example, VCAP had one field for each party name. Odyssey has five fields for each party name. In legacy VCAP cases, "d/b/a or alias" was entered as part of the party name. In Odyssey, it is a separate field, so in Odyssey-filed cases, aliases and d/b/a names should show up in searches in a better fashion.

c. The Odyssey indexing standards show that all punctuation should match the document, but that is only as good as the people entering the data. With File & Serve – attorney offices are entering the parties and that is supposed to be confirmed with the clerk before it shows up in the Portal.

d. Data migrated over from VCAP will not change over to the different indexing standards for Odyssey. So, you need to search both under VCAP indexing standards AND under Odyssey indexing standards. They are different. Wildcard searches will help you find items written in both index standards.

    i. The link to the VCAP Manual is here: https://www.nccourts.gov/documents/publications/civil-case-processing-system-vcap-user-manual

XI. Don't be afraid to call the clerk with a question, they understand we are new at this. However, also understand they are new to this as well.

a. I have had some luck calling smaller counties who have already rolled out Odyssey to ask simple Odyssey questions that are general. If you are asking about a specific case, you need to call the county that the matter is in. However, if you have a "how do I" search question, call one of the "less busy" Odyssey counties and ask for help.

b. A reminder, the eCourts File & Serve website is different than Portal. Attorneys can register in eCourts File & Serve to file documents with the Court. Attorneys and the public can search Portal either with or without an account. They are two different websites and require two different accounts.

    i. For attorneys filing through the eCourts File & Serve website, you can set up a firm account, with admins and users. That way each attorney and legal assistant can have their own login and password, but they are filing under the law firm name.

c. ECourts File & Serve is here: https://efilenc.tylertech.cloud/OfsEfsp/ui/landing

d. Portal is here: https://portal-nc.tylertech.cloud/Portal/

e. The portal allows you to:

    i. Search near to "real-time" case information on pending cases in Smart Search.

    ii. Search court calendars for hearings by case number, party name, attorney name or bar number, judicial officer or courtroom.

    iii. Currently the public can pay court costs and fees, restitution, criminal attorney fees, and probation/parole fees.

    iv. Search judgments by party name or case number.

f. There is elevated access to Portal for attorneys who handle restricted sensitive cases with a verified business need. You do not need elevated access to search pending cases or judgments. Elevated access is for sensitive family law and juvenile cases.

g. Portal replaces VCAP and ACIS, so you can see civil and criminal cases in Portal.

h. Portal is free to use, and free to download documents. Cases with documents filed after the rollout will have those documents available to viewers. For legacy cases, you can request the clerk load the documents to the file. Law firms do not need a subscription to Odyssey like you did VCAP – you can use it from anywhere!

i. Title searching in Odyssey takes longer than it did in VCAP. Please make sure the attorneys in you firm know that it will take title searchers longer to find the data, so give them some grace.

HANDOUT NOTE: I have included examples of real cases in this handout, to allow you to look at how Odyssey presents data. I have not chosen these cases for any reason other than they were good examples.

HANDOUT NOTE 2: I am not an expert in Odyssey, and I have received no special training from the Court system. These are just notes on what I have learned and what I have found to be successful.

Handout Note 3: I cannot stress enough that you should review the Portal training on the eCourts website. This is a highlight of things I have learned, but the folks who run the system have made training handouts, indexes, and an FAQ. You can find the eCourts Portal training here: https://www.nccourts.gov/ecourts.

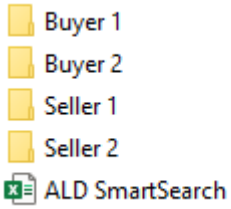
Handout Note 4: The Real Property Section of the NC Bar has done some GREAT training on Odyssey. Teri Bowling has done two Return to the Vault programs on Odyssey with an amazing handout. The NC Land Title Association has posted both videos and her manuscript on their website in the AOC (Odyssey) Transition link. You will feel a lot better about things if you watch her vides and read her handout. She covers so much information and has lots of great examples! Teri is a paralegal with Manning Fulton & Skinner PA in Raleigh, and has been an amazing ally for real property attorneys during the Odyssey transition.

SETTING UP FOR SUCCESS:

Since searching in Odyssey will provide you with much more information than VCAP, you need to decide how you want to save, sort, and parse the information in a way that is useable for you.

There are many different ways, but here is the way I tend to do it:

1) I set up a folder on my computer for each closing, that has a folder for each buyer and seller. I save all my results to those folders during my search. I save the actual search results, the Register of Actions, and any relevant legal pleadings (judgments, claims of liens, wills, etc.).



2) I keep track of my search terms on an Excel spreadsheet. I do this so I can color-code related items (for instance, a claim of lien and its related lawsuit), and so I can sort depending on what I am looking for.

    a. I copy and paste my search terms directly to the spreadsheet to create a record of my searches. The search terms do not show when you print search results in Smart Search.

	A	B	C	D	E	F	G	H
1	Case Number	Plaintiffs	Defendants	Disposition	Type	Info	County	Search Term
11	24M001473-590	Majestic Floor Covering, LLC	Caldwell Station NC, LLC; Makson, Inc; The Pointe at Caldwell LLC	Disposed - Final Judgment, No Trial	Claim of Lien	CoL filed 3/19/24	Mecklenburg	The Pointe at Caldwell*; Caldwell Station NC*
12	24M000736-590	Grandview Products Co., Inc.	The Pointe at Caldwell LLC	Disposed - Final Judgment, No Trial	Claim of Lien	CoL filed 2/9/24	Mecklenburg	The Pointe at Caldwell*
13	24CV025649-590	Majestic Hardware Services, LLC	Caldwell Station NC, LLC; Makson, Inc; The Pointe at Caldwell LLC	Pending	Breach of Contract, Unjust Enrichment, Foreclosure,Atty's Fees	Foreclosure on Lien filed 24M001476-590	Mecklenburg	The Pointe at Caldwell*; Caldwell Station NC*
14	24CV025646-590	Majestic Floor Covering, LLC	Caldwell Station NC, LLC; Makson, Inc; The Pointe at Caldwell LLC	Pending	Breach of Contract, Unjust Enrichment, Foreclosure,Atty's Fees	Foreclosure on Lien filed 24M001473-590	Mecklenburg	The Pointe at Caldwell*; Caldwell Station NC*
15	24CV024738-590	Makson, Inc.	BSP of Finance, LLC; BSPRT CRE Finance, LLC; The Pointe at Caldwell, LLC	Pending	Money Owed	Served 6/13/24	Mecklenburg	The Pointe at Caldwell*
16	24CV014645-590	Makson, Inc.	The Pointe at Caldwell, LLC	Pending	Breach of Contract, Atty Fees, Other	The Pointe at Caldwell filed Motion to Dismiss 6/10/24, no ruling	Mecklenburg	The Pointe at Caldwell*

3) I do not print everything out during the search, I wait to print anything until after the search is done entirely.

4) There are places in the Odyssey Portal that you cannot see what you have searched for, so you will want to keep some kind of record of your search for your files.
    a. I use an excel spreadsheet. Some folks write it on a pad.
    b. Some folks use a screen recorder so they can record their searches in real time. You will want to decide what level of recordkeeping makes you feel good.
    c. You can print each page (including your search screen) to get the header/footer date, if that makes you feel better.
    d. However way you choose, for your records, you want the date and approximate time the search was conducted. If for some reason a question arises (like a claim on the title insurance), it might be useful for you to have the time, date, and results in your records.

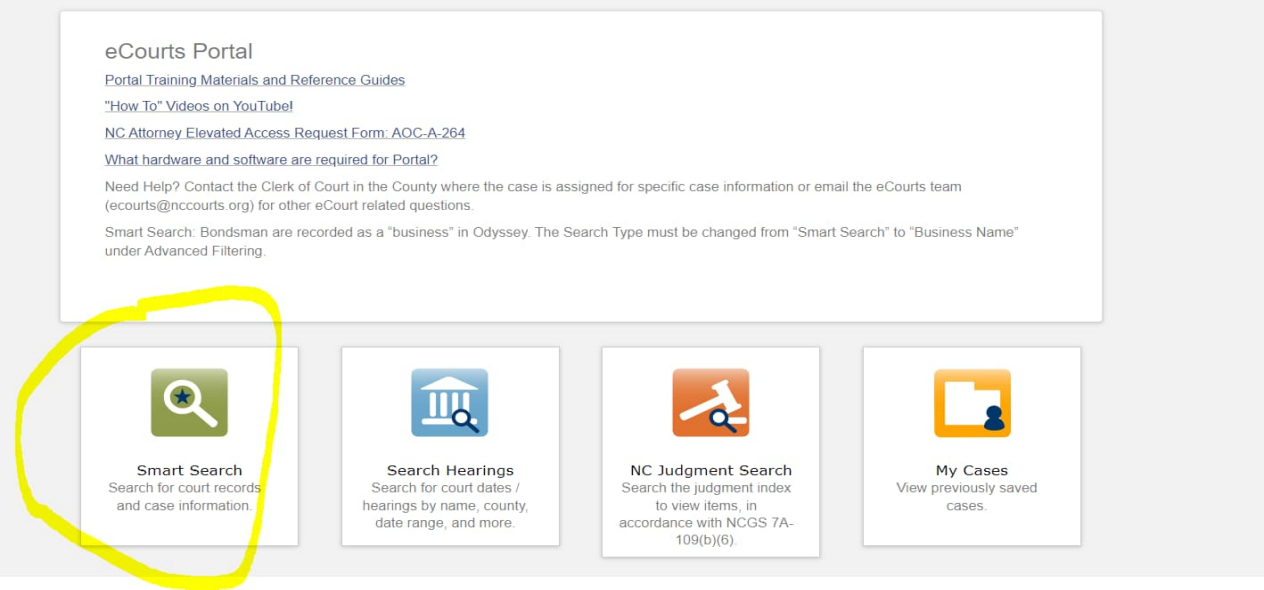
SEARCHING FROM THE SMART SEARCH PORTAL:

The more precise criteria you can search for, the better your results.

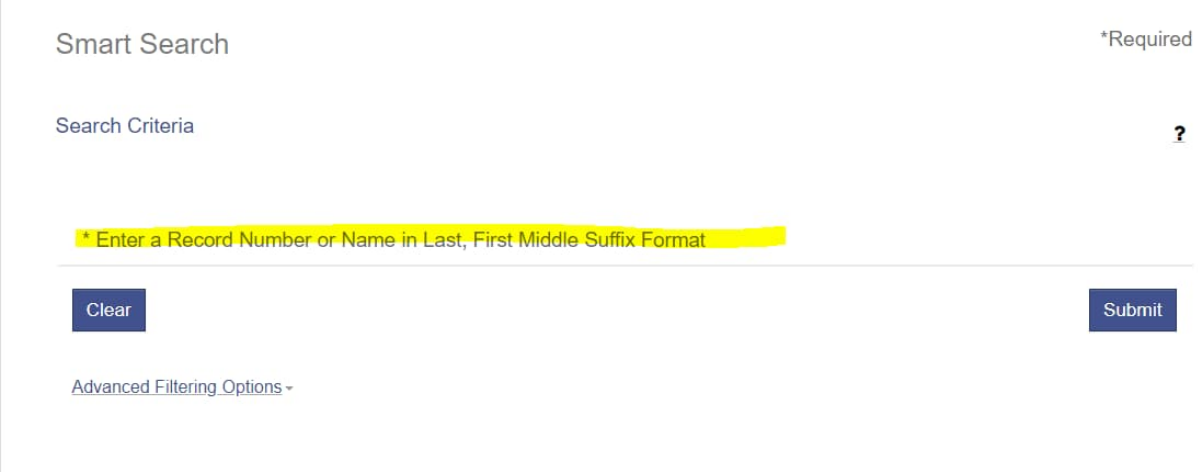
The system will only return 200 search results, so especially if you are searching for a common name or large business – it may be more productive to search each record type individually or for limited dates to ensure you are seeing the best results.

Portal: **https://portal-nc.tylertech.cloud/Portal/**

I. From the eCourts Portal, select the Smart Search option (which is called a "portlet" in the user guides).



II. From the Smart Search page, enter the name or record number of the party/case you want to search:



NAME SEARCH:

I. If it is an individual person, it is LAST, FIRST MIDDLE.

   a. Odyssey states when conducting a simple name search, there is no need for a space after the comma for names like Doe,John. I generally get the same number of results if I use a space or not.

   b. If you are adding a middle name or initial – there is no comma and just a space, so Doe,John Lee

Person Name Type	
Type	***Name (as documented on pleading/filing)***
Name (No Middle Initial/Name Designated)	**Mary Smith** *Indexed First Name: Mary* *Indexed Middle Name:* *Indexed Last Name: Smith*
Name (Including Middle Initial)	**Mary L. Smith** *Indexed First Name: Mary* *Indexed Middle Name: L.* *Indexed Last Name: Smith*
Name (Including Middle)	**Mary Lynn Smith** *Indexed First Name: Mary* *Indexed Middle Name: Lynn* *Indexed Last Name: Smith*
Compound Non-Hyphenated First Name	**Mary Ann Jones Smith** *Indexed First Name: Mary* *Indexed Middle Name: Ann Jones* *Indexed Last Name: Smith*
Single Name: Enter single word person name in both first and last name fields.	**Topika** *Indexed First Name: Topika* *Indexed Last Name: Topika*
Hyphenated First Name	**Mary-Ann Jones Smith** *Indexed First Name: Mary-Ann* *Indexed Middle Name: Jones* *Indexed Last Name: Smith*
Hyphenated Last Name: Enter hyphenated last name in last name field with hyphen.	**Mary Ann Jones-Smith** *Indexed First Name: Mary* *Indexed Middle Name: Ann* *Indexed Last Name: Jones-Smith*

II. Individual persons should be indexed with any punctuation included in the name – so Da'Shon Smith **should** have the punctuation included in the first name. I search both ways to ensure that I have caught any incorrectly indexed items. Any diacritical marks appearing above or below a letter will be omitted.

   a. For hyphenated names, try both with and without the hyphen. The indexing standards ask them to include the hyphen, but searching both should give you legacy data or files that have been incorrectly indexed.

   b. For names that do not follow the standard European "first middle last" pattern, you will need to try a few different variations to ensure you get all the results that may be there.

   c. The correct way to search for a human name is the Last, First Middle format – so, if you are searching for Andrea L Davis, then a search for "Davis*" may not get you all the human names, but entity names starting with Davis. You could search Davis, Andrea* or Davi*, A* - but you want to search exact names as well as wildcard searching.

III. Entity names should be indexed exactly how they appear on any document filed with the court, including any punctuation or spaces. However, there does seem to be some inconsistency regarding entities that begin with "The" in indexing – so I would search both with a "the" and without a "the" to ensure all items are searched and whether folks are putting the correct punctuation.

a. When searching entity names, try using the wildcard asterisk in place of a ", LLC" or ", P.C." – wildcard searching allows you to pull in all variations.

b. Per the AOC, when searching for a business, you MUST use the Business Name Filter. I highly recommended you search with and without the business name filter, as you may get different results.

Entity (Business) Type	
Type	***Name (as documented on pleading/filing)***
Entity/Business	**J.G. Wentworth Life Insurance, LLC** *Indexed Entity Name: J. G. Wentworth Life Insurance, LLC* **Smith Construction Company** *Indexed Entity Name: Smith Construction Company*
Government/Agency	**City of Raleigh** *Indexed Entity Name: City of Raleigh* **State of North Carolina** *Indexed Entity Name: State of North Carolina* **NC Department of Transportation** *Indexed Entity Name: NC Department of Transportation* **Pinetops Housing Authority** *Indexed Entity Name: Pinetops Housing Authority*

*** note this is different than VCAP (where it would be Raleigh City of) – search both ways.

IV. For Trusts and Estates, the name should be indexed as it is on the document:

Estate and Trust Name Type	
Type	***Name (as documented on pleading/filing)***
Estate as a Party	**John Smith Estate** *Indexed Entity Name: John Smith Estate* **Estate of John Smith** *Indexed Entity Name: John Smith Estate*
Trust of Party	**John Smith Revocable Trust** *Indexed Entity Name: John Smith Revocable Trust* **Revocable Trust of John Smith** *Indexed Entity Name: John Smith Revocable Trust*

In practice, you should also search for "Estate of" and "Trust of" since there may be indexing errors.

CASE NUMBER SEARCH:

I. The case number formats have changed for Odyssey, so new cases will be numbered slightly different than legacy cases.

   a. Legacy cases opened prior to Odyssey going live in a county will retain the VCAP designation: year, case type, chronological number: 22CVD000103 – but note, the county code will be added to the legacy VCAP number, so it would be 22CVD000103-XXX

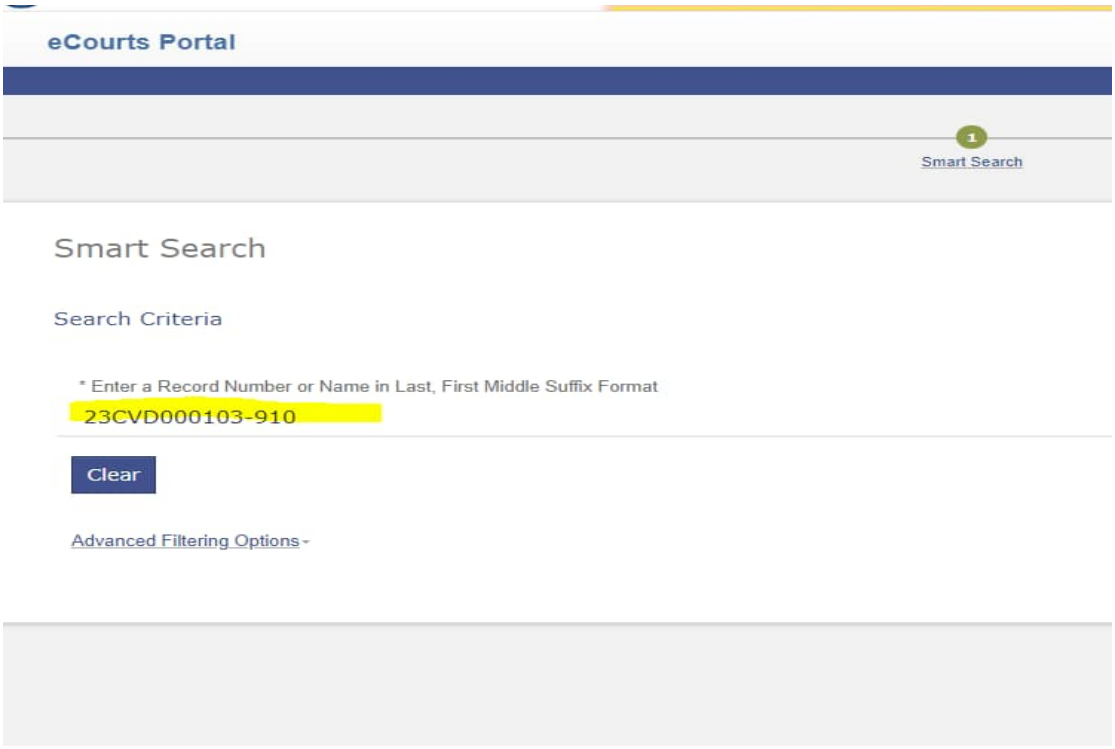
      i. In legacy VCAP cases, you will still search for CVM (Magistrate), CVD (district) or CVS (superior) designations in case numbers.

   b. Odyssey filed cases will be in the year, case type, sequence number, county identifier sequence:24CV001003-910.

      i. In civil cases, you lose the Magistrate, District or Superior designation, it is just CV.

      ii. The one letter case designations have not changed in the roll out – so estates are still "E" and registrations are still "R".

      iii. You can find the county codes online at https://www.nccourts.gov/assets/documents/publications/County-Codes-Numbers_07132021.pdf?VersionId=eLzhZKgNV9i8BOQPBi6Zfddbsi__LSkU



WILDCARD SEARCH:

From the Smart Search page, you can do a wildcard search for a name or case number by using the asterisk symbol: *

This can help when there are complex names, or because the counties may have slightly different indexing standards. Placing an * after a portion of the name will give you all variations.

I. A wildcard search must have at least 4 characters – either numbers or letters.

II. If the business name includes a comma, use a wildcard by adding an * in place of the comma. So instead of "Smith Industries, LLC" search "Smith Industries*" or instead of "Walmart Stores, Inc." search "Walmart*" instead.

III. The wildcard search may not work with business names that have a space or special character in the first three letters of the name, so searching "A-1*" for "A-1 Storage" may not pull any results. You will want to start with the exact name, then try a few different iterations (i.e. A-1 Storage, A-1 Storage Co, A-1 Storage, Co., etc.). You should try wildcard searches you think might not work sometimes, just to check. Sometimes they update the system. So I would start with A-1 Stor* as a search term and see if I get anything.

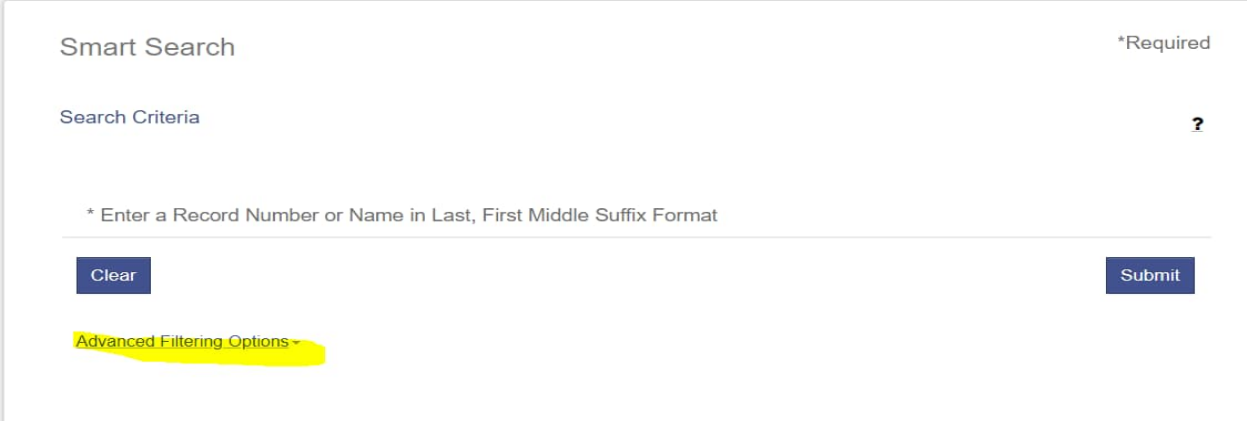
IV. Teri Bowling notes in her handout for names that start with 3 characters and a space, you can also put that space in as a character for a wildcard search, for example: ALD Associates could be searches as "ALD *" – to get some results.

V. You can use a double wildcard search, as long as you have enough characters, so you could search Smit*, Susa* as a wildcard search. This can catch spelling errors.

VI. The wildcard search will not work if you select "sounds like" in the filtering options.

NARROW OR FILTER YOUR SEARCH:

From the Smart Search page, before you hit submit – chose Advance Filtering Options.

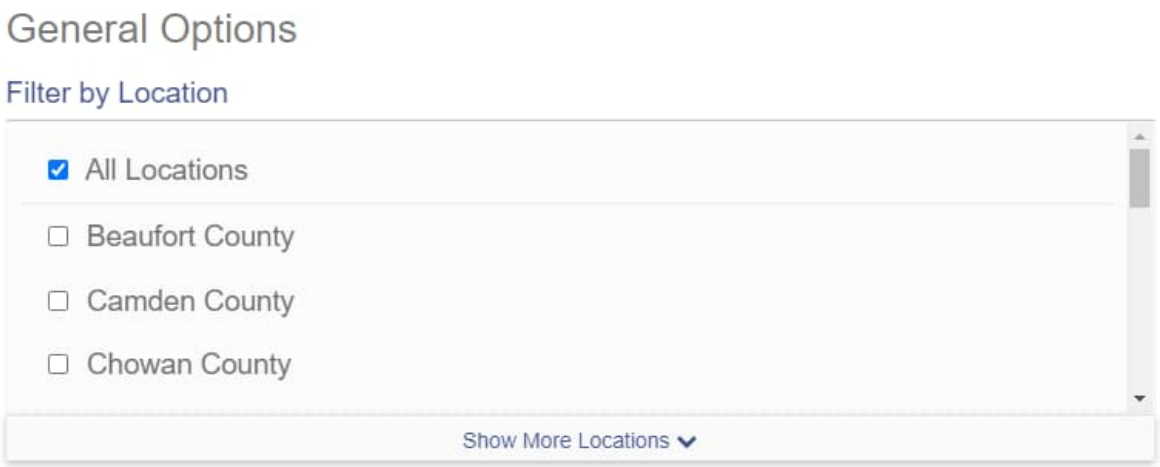


This will bring up several different ways to filter or narrow your search. Again, Smart Search is only going to return 200 items, so if your search is too broad you may miss important results that are not returned – you don't want your actual needed judgment or case to be result 201 that does not show.

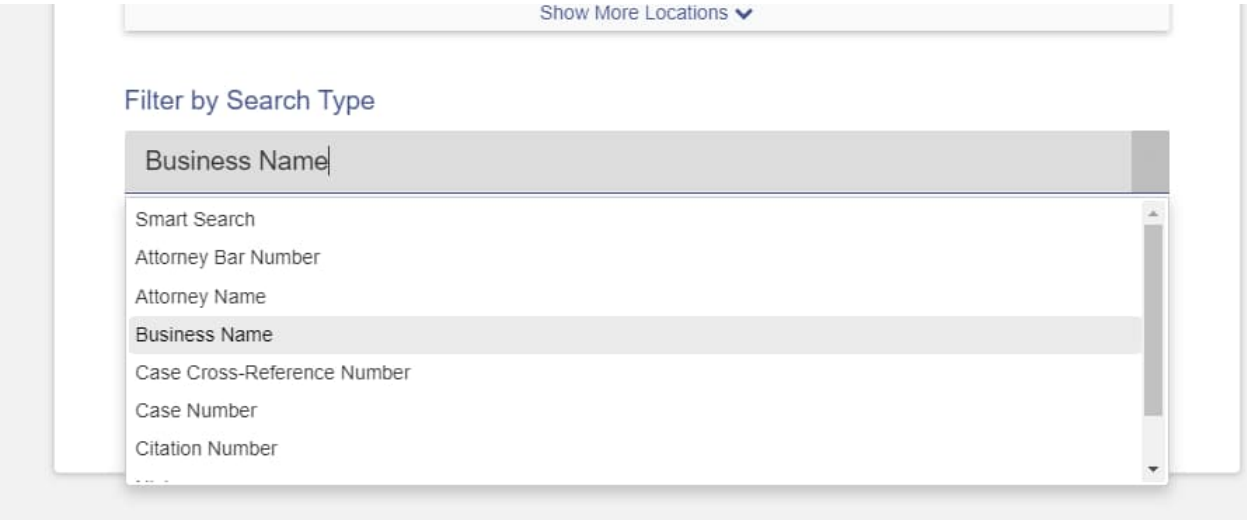
- The advanced filtering options will allow you to change your search type, search by "sounds like" for party name, filter by case type, case status, or narrow your search by specific dates.

General Filter Options:

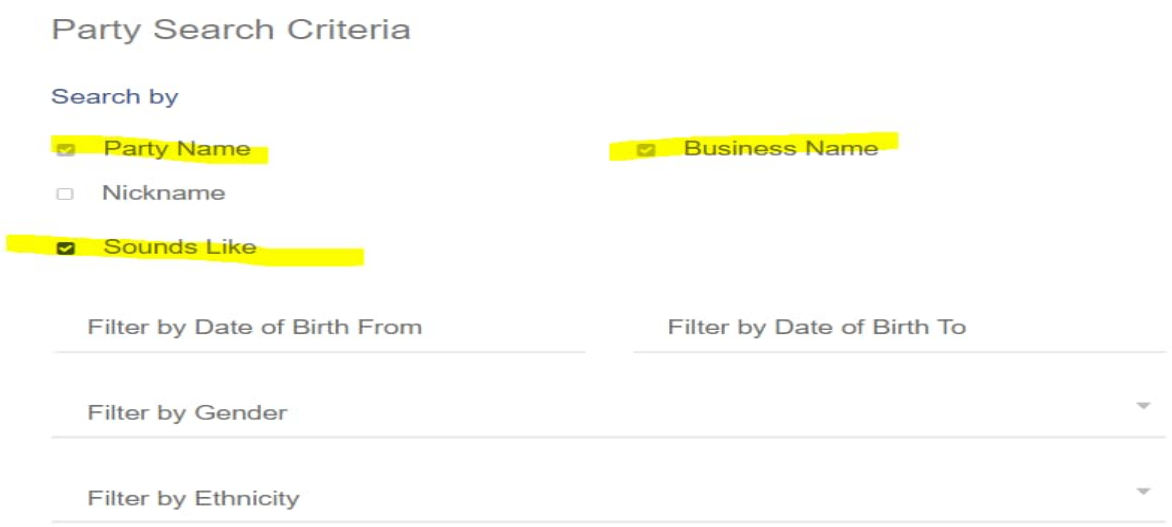
I. Choose any location filters you want to apply – whether you want all Odyssey counties or a specific county. Make sure you uncheck "All Locations" before picking counties.



II. In Filter by Search Type, you have more targeted options that just smart search. You can search by Attorney Bar Number, Attorney Name, Business Name, Case Number, Citation Number (criminal), nickname, or party name. The search on these options will only be as good as the data entered into Odyssey, but it gives you more options than just name or case number. You will need to search business names with and without the business name filter.



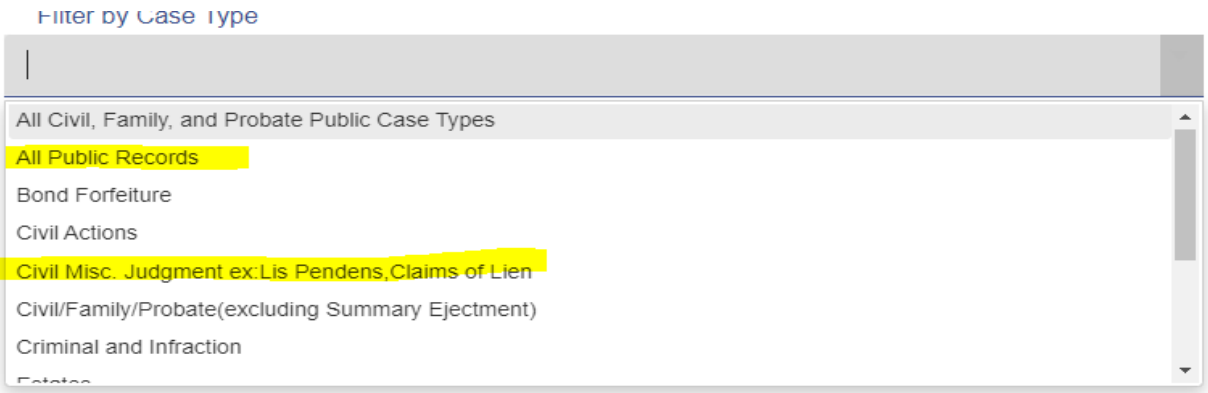
III. In Party Seach Criteria, you can add the “Sounds Like” to return more similar sounding names.



Please note:

- Smart search defaults to Party Name or Case Number. AOC does not suggest using Party Name Search from Advanced Filtering Options – it limits the search results and does not support the use of Wildcard Searching.
- You cannot wildcard search and use the “sounds like” option. Odyssey will not do both at the same time.

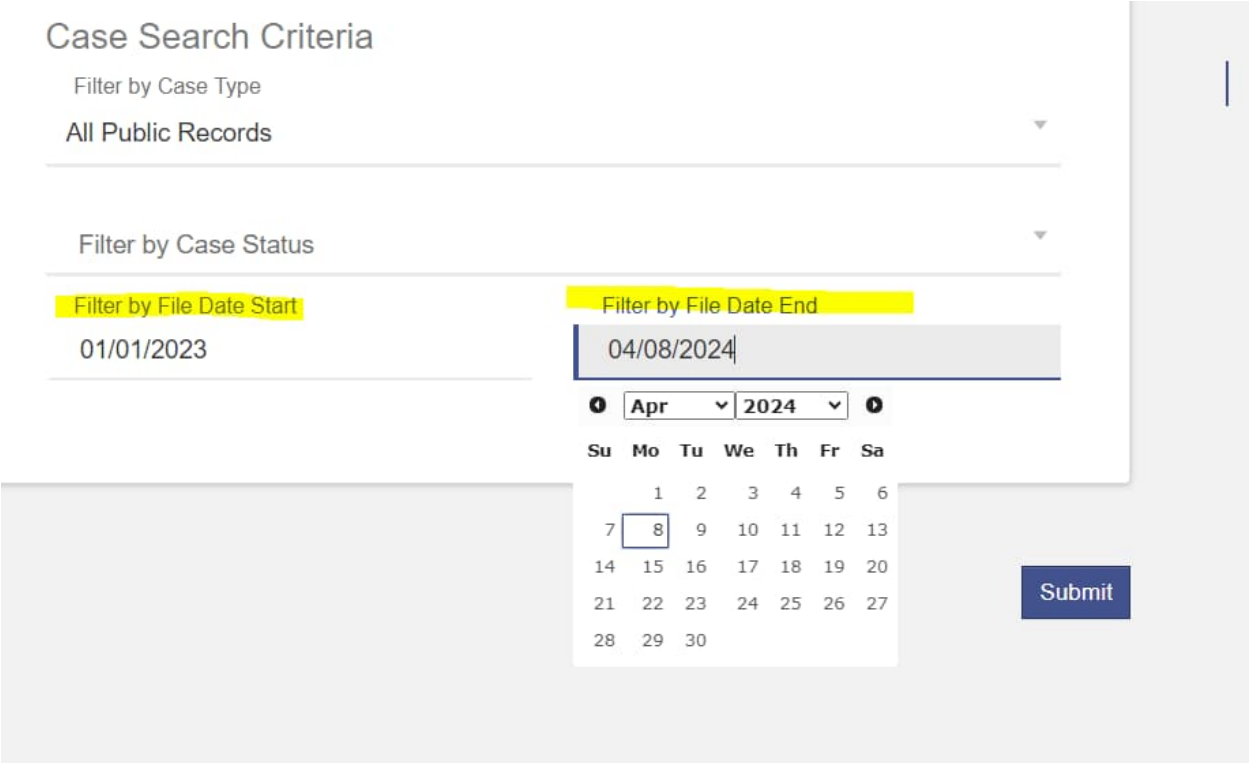
IV. In Case Search Criteria, you can choose all case types, or you can narrow your search by just civil actions, or civil miscellaneous (judgment, lis pendens, liens), Estates, special proceedings, etc.



Please note:

- You can choose case status as well from the Filter by Case type but NOTE – selecting a case status which is not applicable to your case type will lead to incomplete search results. Data migration issues can make picking a case status dangerous.

V. Set your date range for the search:



VI. Click on the Submit button.

Please note:

- Wildcard searching in Smart Search is limited to 4-characters then the asterisk, which can be problematic for instances where the first part of the business name will return a lot of results, like North Carolina Bar Association, for instance. It also will not let you put an asterisk at the beginning – so you can't search something like "*Bar ASSN*" or trying to replace a "the" with the asterisk. So, you will need to search several variations for problematic names in Smart Search.
- However, the wildcard search function in the Judgment Search does look for items where your search term appears anywhere in the name, so a search for "homes by*" will get me matters where the party's name begins with "homes by" ("Homes by Andrea") and matters that include "homes by" somewhere in the party name ("Happy Homes by Andrea").
- Searching a city or government entity can be complicated – this is where the change in indexing standards can be a bear. In VCAP, it would be "Greensboro City of" where in Odyssey it would be "City of Greensboro" - so a Smart Search for "Greensboro*" would return old VCAP cases, but not Odyssey cases, where they are indexed as "City of Greensboro" – you would want to search once with "Greensboro*" and once with "City of Green*" to maximize results.

From the search results page:

I. If there are more than ten results, you can scroll to the bottom of the page, set the items per page you want to see. To keep all the search results on the same page, choose the "200" option.



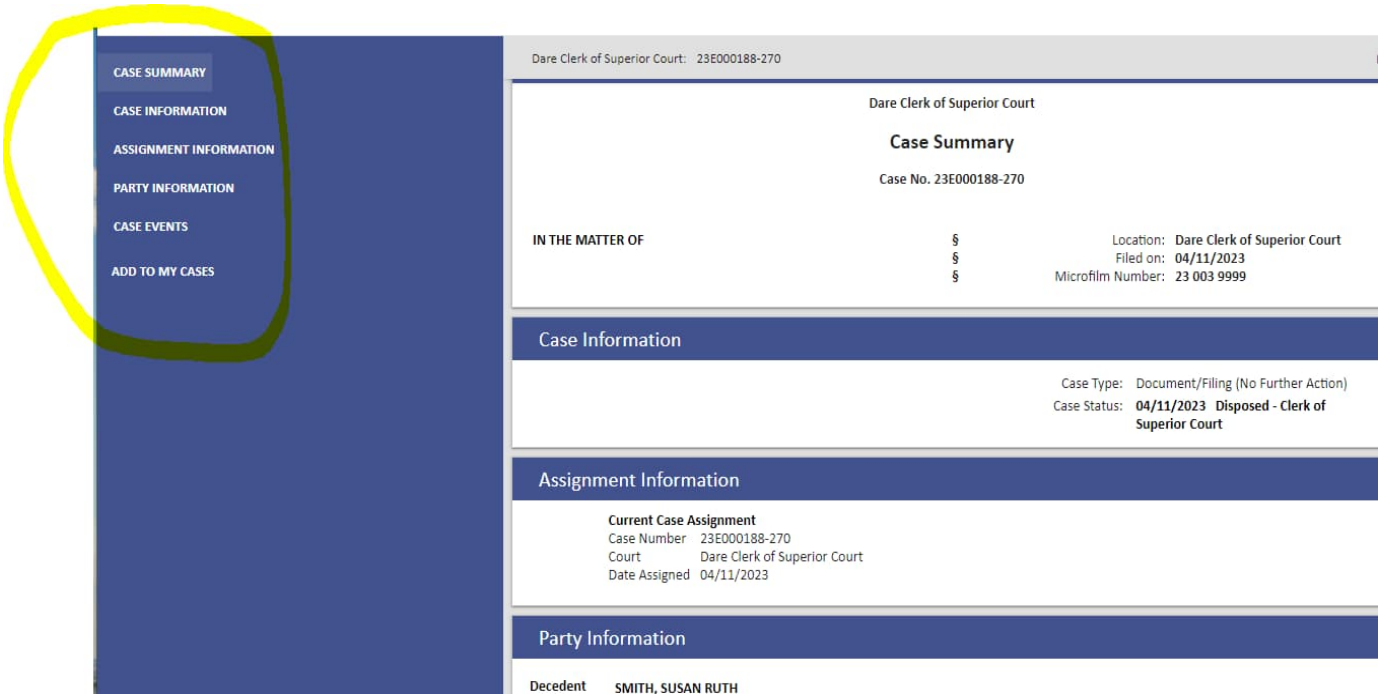
II. The search results will give you a list of the results by case number, case caption, status, county, and party name and type. It will not show your search term.

a. The search results will show you exactly how the party's name is listed in the search results, the case number, the case caption, the case status, and the county.



III. Clicking on the case number will open a separate tab with the case details:

a. This will load a full page that shows the case summary, case information, assignment information, party information, causes of action, case events, dispositions, and financial information. You can either click on the left hand-side list or just scroll down – it is all on the same page.



IV. The Case Events section will show you documents filed, and if there is a PDF icon or a JPEG icon, you can access documents.

a. Documents efiled after that county goes live in Odyssey will show as PDFs. Legacy scans show as a jpeg or some other file type.



V. Dispositions should tell you if there is a judgment and the indexing information:



Dispositions

06/28/2023 10:50 AM **Recorded**
CV - Claim of Lien : Action - 2023-06-28
Comment (2023-06-28 15:48:03 ABCR)
Comment (J001-P0001 091-072-93 SEE FILE FOR DETAIL)
Civil Judgment
Money Judgment
Index Date: 06/28/2023 Time: 3:46 PM
By: WATSON STEEL & IRON WORKS LLC
Against: CHICAGO TITLE CO LLC ; INDIGO CLT LLC
County: Mecklenburg District Court
Current Status: Active
Current Status Date: 06/28/2023
Current Status Comment: J001-M0001
Judgment Amount Calculation:
Pre-Judgment Amount: $0.00
Principal Amount: $58225.00
Attorney Fees: $0.00
Interest Rate: 8.0000%
Total Judgment: $58225.00
Civil Judgment
Special/Property
Index Date: 06/28/2023 Time: 3:46 PM
By: WATSON STEEL & IRON WORKS LLC
Against: INDIGO CLT LLC ; CHICAGO TITLE CO LLC
County: Mecklenburg District Court
Current Status: Active
Current Status Date: 06/28/2023
Current Status Comment: J001-P0001
Comment: PROPERTY;
Created: 06/28/2023 12:00 AM

Note how creation date is 6/28/23 and the time is 12:00 am, and all the information is as of the date of indexing. It will not show updated information in the case disposition field.

VI. Financial Information:

a. This section may not include ALL court costs, just the costs that go through the Odyssey Portal.

i. In VCAP, when filing a complaint, issuing judgment executions, etc. – the sheriff's checks generally went to the court along with all the paperwork – so the clerk would enter costs as they accrued.

ii. This may not happen in Odyssey, as parties no longer send sheriff's checks to the clerk but mail the efiled summons to the sheriff's office directly.

iii. As of 6/17/2024, eCourts announced that the financial information section would include a calculation of interest portion, that would show the interest accrued on a judgment.

b. It does break out amounts owed by each party, which can be helpful.

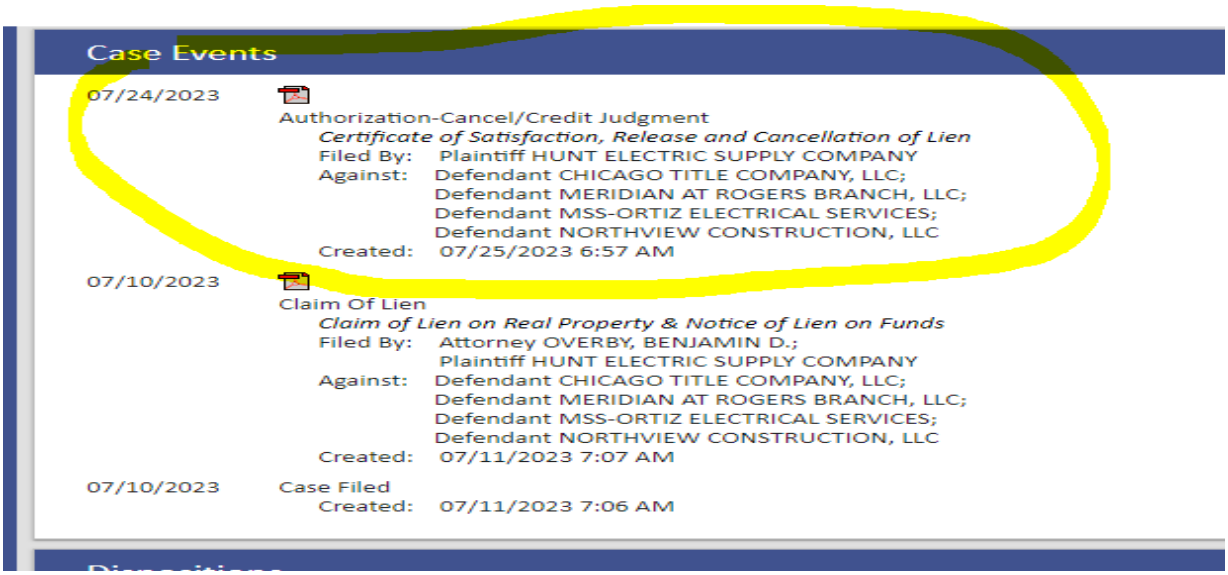


VII. Cancellations or other subsequent matters:

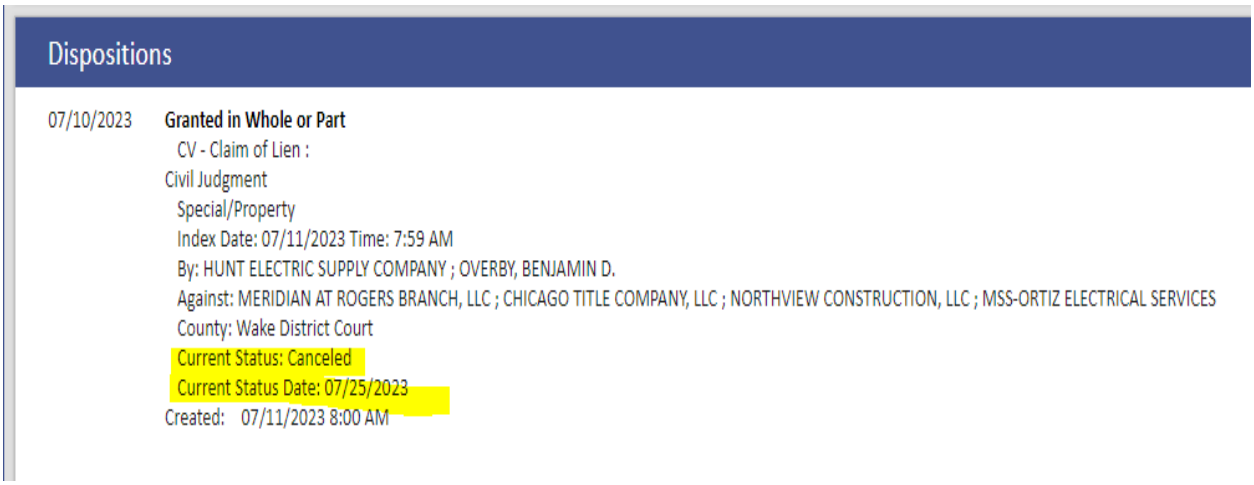
a. Cancellations can be found in the disposition field, and any satisfaction or cancellation of judgment filed should show in the case events section of the file.

b. You will also find any post-judgment execution documents in the case events section of the file.

Case Events:



Dispositions:



Post-Judgment and Pre-Judgment Interest:

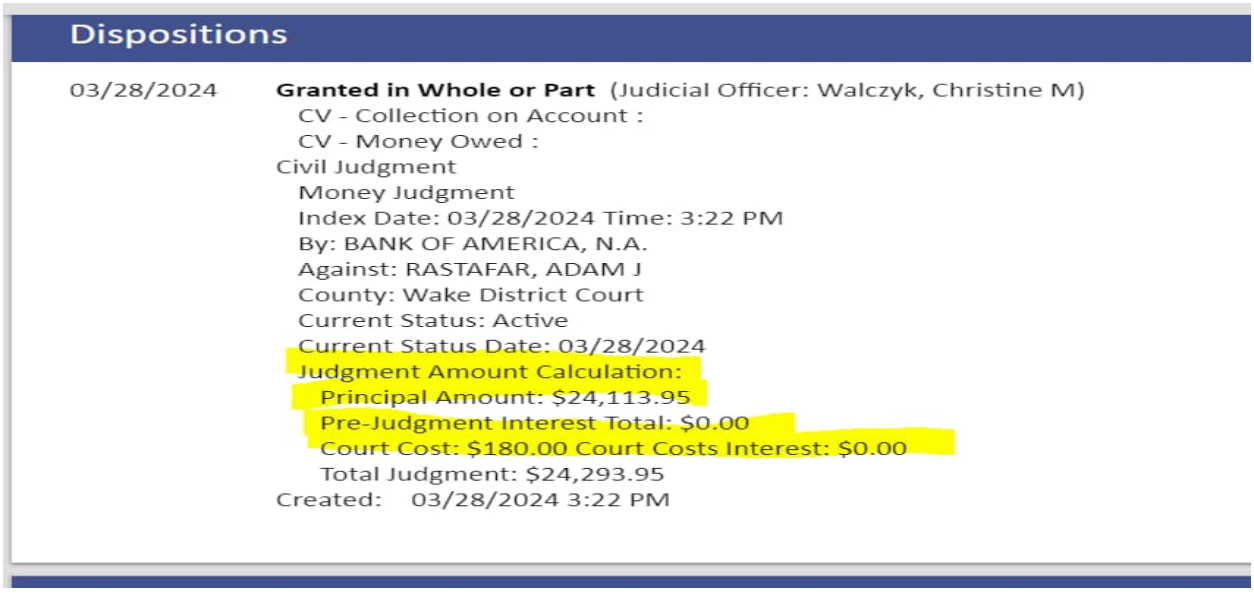
I. Pre-Judgment interest awarded in a judgment will be in the Dispositions section of the case page.

II. The post-judgment interest is now accruing in the Case information page in Smart Search. It will not appear in the Judgment portlet.

III. On legacy files, it may show the 8% interest rate even if no interest awarded in the case, as it seems that the 8% was set as a default. For legacy cases, it is safest to check the judgment copy to see if there was post-judgment interest included in the Judgment.

IV. For files where judgment is entered after a county rolls to Odyssey, look for the Judgment calculation in the disposition field, it will tell you in the disposition screen.

No post-judgment interest awarded:



Post-Judgment Interest awarded:

Dispositions

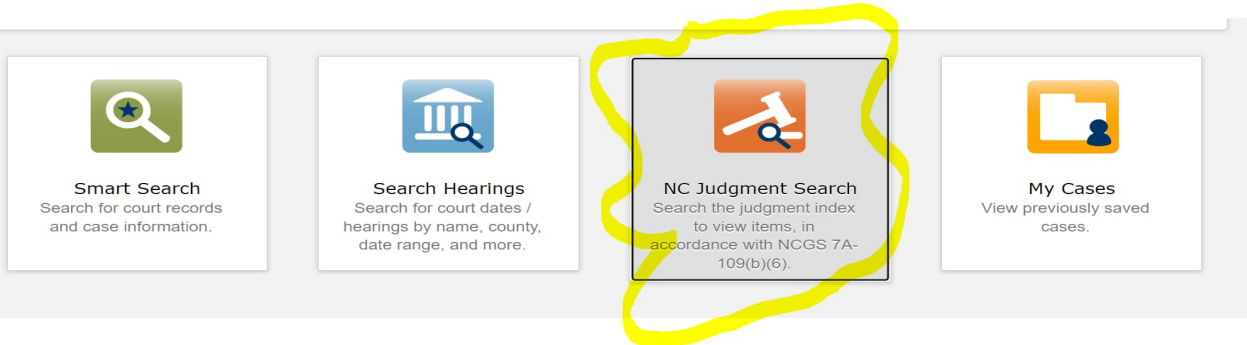
11/07/2023 **Default Civil**
CV - Collection on Account : Action - 2023-04-18
Civil Judgment
Money Judgment
Index Date: 11/07/2023 Time: 10:27 AM
By: DISCOVER BANK
Against: BERRY, HASAUN M
County: Mecklenburg District Court
Current Status: Active
Current Status Date: 11/07/2023
Judgment Amount Calculation:
Principal Amount: $2,776.13
Calculate Interest Amount:
Begin Date: 11/07/2023 8.00% of Simple Interest
Pre-Judgment Interest Total: $0.00
Court Cost: $180.00 Court Costs Interest: $0.00
Total Judgment: $2,956.13
Created: 11/07/2023 10:28 AM

SEARCHING FROM THE NC JUDGMENT SEARCH PORTLET:

BE AWARE:

1. For legacy data, there may be times a case does not show up when searched from the judgment screen that will show up when searched by name in the smart search screen. **Search both the judgment page and the smart search page.**
    a. To view the full case summary for any case, you have to navigate from the smart search page, the judgment search will only give you the major details, not the full case summary.
    b. If you find a matter where the judgment shows on the smart search screen, but not in the judgment search – please call the clerk's office and let them know. They can usually solve the issue pretty quickly.
2. DO NOT RELY ON THE JUDGMENT AMOUNT IN THE JUDGMENT SCREEN. CALL THE CLERK FOR A PAYOFF.
    a. The NC Judgment search references the amounts and totals owed based upon the ORIGINAL JUDGMENT DATE. It is not updated like VCAP is. It is just a "snapshot" at the time the judgment was indexed.
        i. The judgment search results will show you the judgment indexed date, the county, and the current status.
        ii. Events occurring prior to 2/13/23 may show a time stamp of 12:00 am – and for legacy files the created date may not be the date judgment was entered. Make sure you are looking at the correct date. If you have questions about the date, look at the case summary in Smart Search.
    b. I WOULD CALL THE CLERK OF COURT FOR AN UPDATED AMOUNT DUE – or contact the judgment creditors. I do not rely on judgment amounts in Odyssey.
    c. Once you find the judgment in the Judgment Search, go to the smart search and look up the case summary by case number or party name. You will get much more information from the case summary page and should be able to see any filings post-judgment, including certificates of payments or executions.
3. Results should include judgments related to civil, small claims, special proceedings, and criminal or infractions.
4. Search results automatically include inactive and satisfied judgments – so be careful to review the case summary from smart search to ensure you have the updated information.
5. You can wildcard search from the judgment search page, and the same rule for entities and wildcard search – you will get the best results using the asterisk instead of a comma in entity names. Since the wildcard search is better in judgments, it will return names where your search term is in the middle of the name (unlike Smart Search).
6. Once you find a judgment on the index, there may be TWO "View Judgment" pages – one showing the judgment amount awarded and the other may show costs or may show a different part of the judgment. Always open both, they may not be identical.

From the Portal Home Page, choose judgment search:



This will open a separate tab for judgment searching, where you can search by case number or party name.



You CAN wildcard search on the judgment search page and it will either pop up "no judgment found" or the judgments in the system.

Per the Portal Advanced Guide, the key is to do an exact name search first, then use the wildcard to expand the search:

Last Name or Business	First Name	Middle Name	Party or Business Name Searched	Results
Smith	Adam		Smith, Adam	Smith, Adam returns
Forest	James Dean	Paul	Forest, James Dean	No results for Forest, James Dean. No results found.
Forest	James Dean	Paul	Forest, James Dean Paul	No results for Forest, James Dean Paul. No results found.
Forest	James Dean	Paul	Forest, Jam*	Judgment Returns
Forest	James Dean	Paul	Forest	Judgment Returns
Snyder	T		Wildcard Snyder, T*	Results are returned where first name starts with "T"
Snyder	T		Wildcard Sny*, T*	Results are returned where last name start with "Sny", and first name start with "T"
Snyder	T		Wildcard Snyder, T* Select "Include by judgment"	Results are returned where first name starts with "T" and includes by judgments.
Insurance Depot			Insurance Depot	Insurance Depot returns
			Wildcard Insurance*	Any business name with insurance will return.
Jackson Brother LLC,			Wildcard Jac*	Results include business name and last name where Jac* is part of the name. Jackson Brother, LLC & Jackson, Tierra
Jackson,	Tierra			Jackson, Tierra returns

If you are searching by case number, you either need to add the county code or use a wildcard * or you may get incorrect results. The county code has been added to every file in Odyssey.

Example of Search Results:



You can see there are two judgments, one for 09CVD022516, which is cancelled, and one for 23CVD006863, which is active. Note both have the county code added in the "-XXX" format.

If you click on the View Judgment for the active judgment, you get the judgment index information:

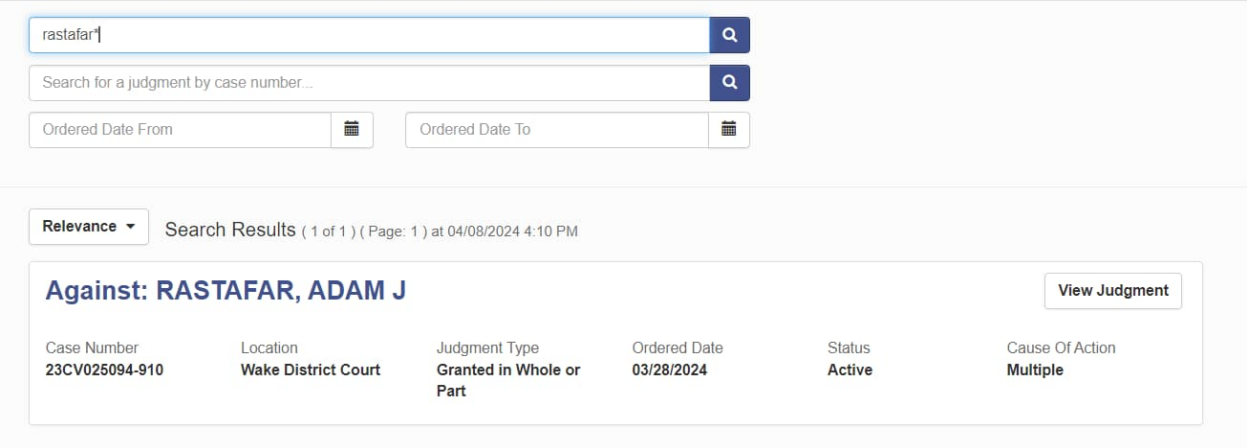


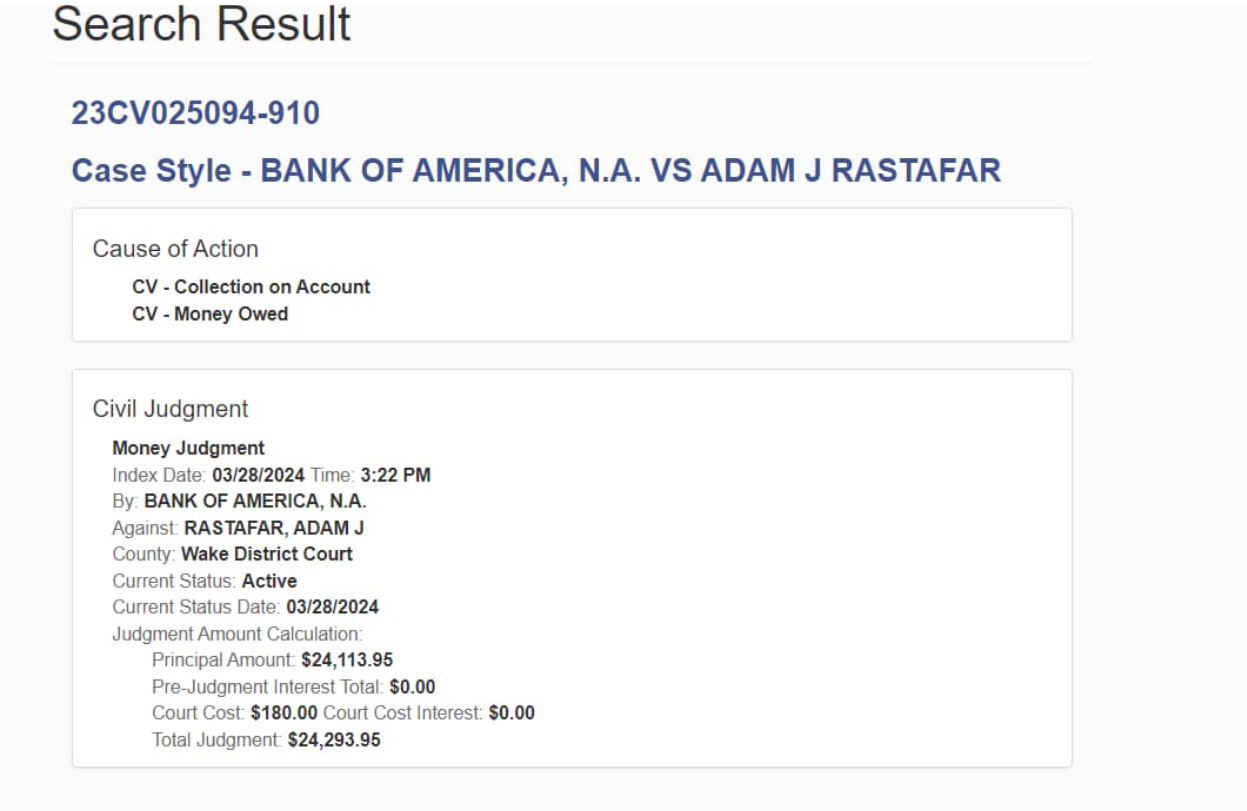
You can see that this judgment was indexed 11/7/23 at 10:27 am, the judgment is active, and there is principal of $2,776.13, court costs of $180 (those should be whatever costs were awarded at judgment), and post judgment interest at 8% accruing from 11/7/2023.

- There is no pre-Judgment interest awarded.

- However, there is a “begin date” for the post-Judgment interest of 8% which means that the matter is accruing post-judgment interest from that “begin date.”

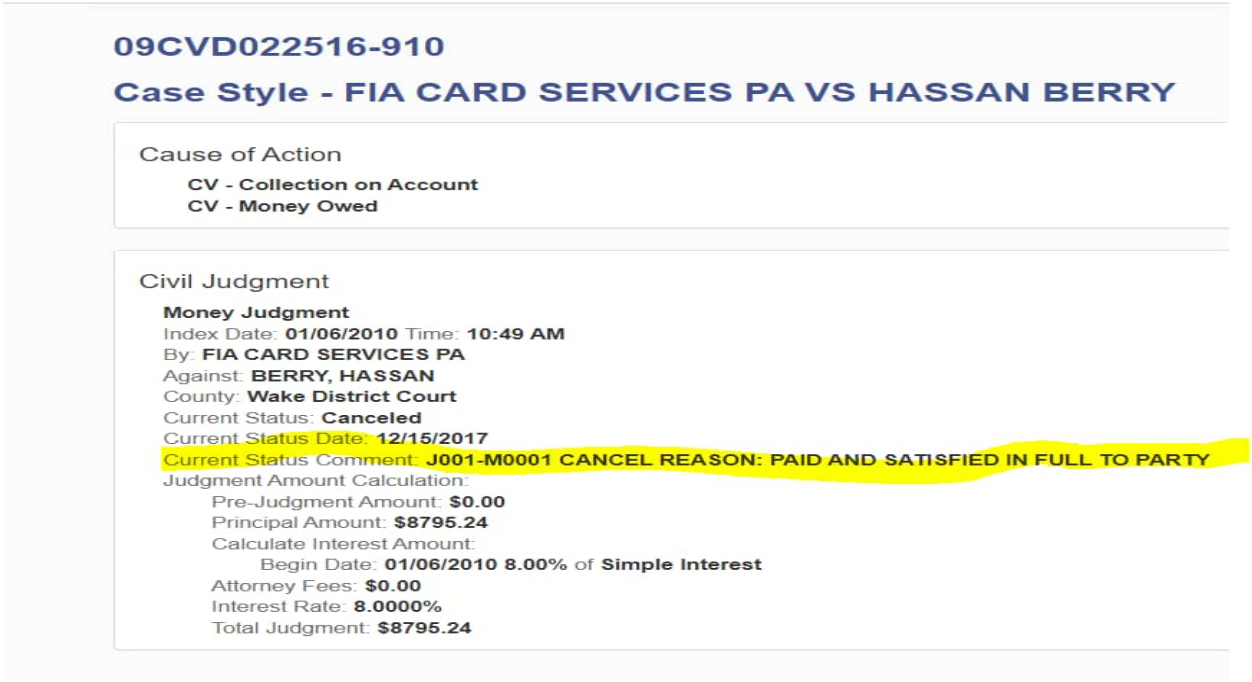
If we look at the one without post-judgment interest awarded in the index, you can see the difference:



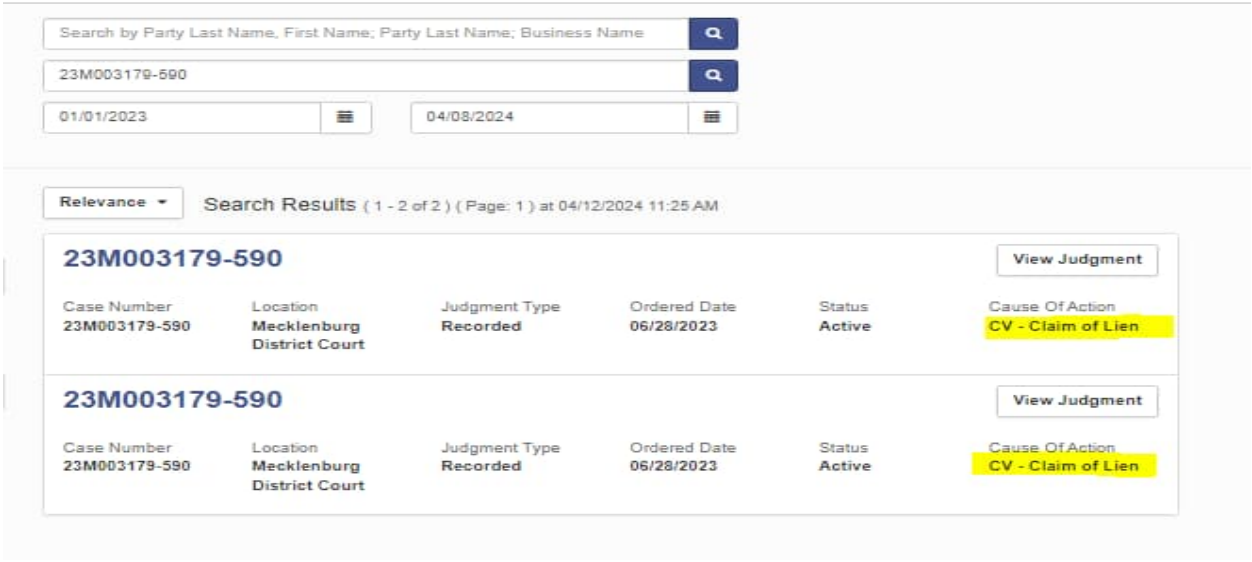


You can see on this one, there is no post-judgment interest calculation date – so the award did not include post-judgment interest.

A cancelled judgment shows additional information for that index entry:



A claim of lien Judgment does show in the Results.



You will note that it appears twice in the judgment index – some cases, especially legacy cases, will do so. You will see this on files where they are noting two different things in the judgment, so if there are two – you need to check both to get the information.

First option on this one shows a money judgment:



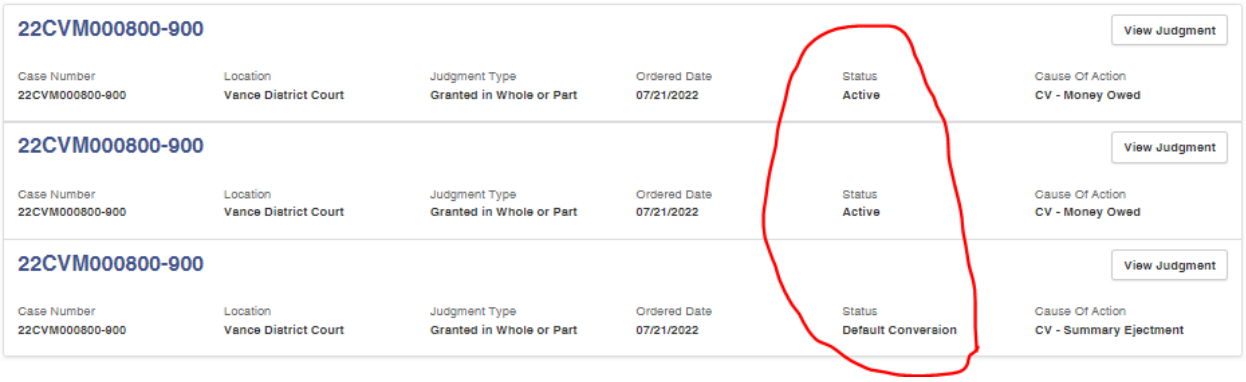
The second option shows the claim of lien action as a property action:



Note the second option showing the claim of lien shows the information about the claim, but if you just opened that one, you would not see the active money judgment. You need to open all the view screens to ensure you have the most complete information.

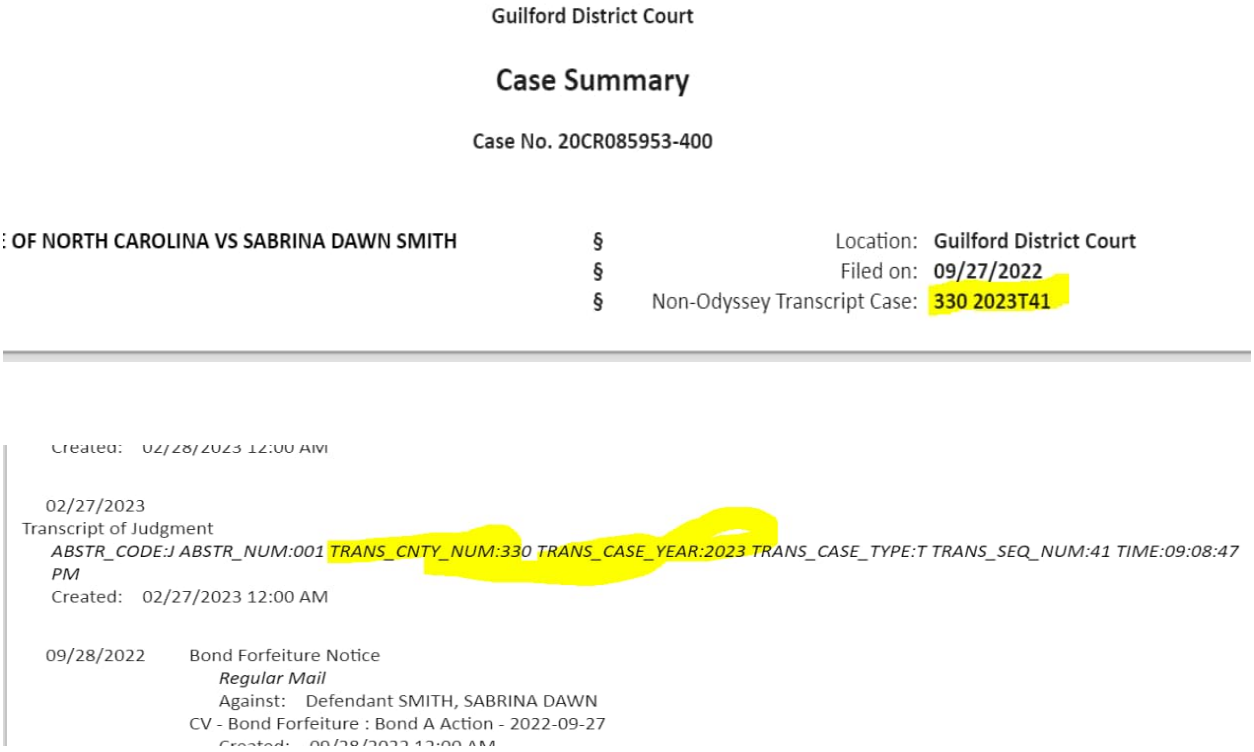
Case Status:

You will see a “Case Status” portion in your judgment search results. These are not always accurate. Do not trust them. Check Smart Search to see the actual disposition. Additionally, some may show “Default Conversion” as a status. I checked with eCourts, and this just means that there was information in the migration that was not convertible. It often means that there was a space in VCAP so the status did not transfer, or there was a comment in VCAP in the field that could not transfer.



Transcribed Cases:

For files where a judgment has been transcribed to another county, you should be able to see this in the Smart Search case summary. If it is transcribed from one Odyssey County to another Odyssey County, you should be able to see it in both counties.



Federal Tax Liens:

Federal Tax Liens should also show in Odyssey. We have seen examples of Federal Liens showing up (like they should).

Cases

Case Number	Style / Defendant	Status	Location
24M004520-910	Department of the Treasury VS Montanna B Gore	Disposed - Final Judgment No Trial	Wake District Court
24M004521-910	Department of the Treasury VS Sainte D Robinson	Disposed - Final Judgment No Trial	Wake District Court
24M004522-910	Department of the Treasury VS Scott E Bonack	Disposed - Final Judgment No Trial	Wake District Court

General and Miscellaneous:

Be aware that there have been some corrections made in legacy cases during the transfer from VCAP to Odyssey. There are some historic correction indexes available on the NC eCourts website for transitioned counties at https://www.nccourts.gov/ecourts#portal-10445 - if you have a case that you know exists and can't find it in Odyssey – you may want to check those lists. However, it may just be easier to call the clerk and ask if they can find it – but having the case number is super-helpful for them. They can check to make sure it was migrated correctly into Odyssey.

- **For legacy files, you may not see all the available documents in the case summary. Each county has their own process in loading legacy documents to Odyssey**.
    - Many counties scanned the old files but for a variety of reasons, those scans have not been loaded into Odyssey.
    - If you find a file in Odyssey and you would like a copy of the documents, many clerks will either email you a copy of the scanned documents or load that particular file to Odyssey. Before you drive to an Odyssey courthouse, it is worth a call to the clerk to see if they will email you the file or load it to Odyssey.
    - Some counties have an online request form or email address they use for file requests, so be sure to check with the clerk in counties you work in often to see how they want to request files if they do not show in Odyssey. For example, Mecklenburg has an online "appointment" system where you set an appointment for the request then they email you the file. Some want you to file a request on the eFile & Serve website.
    - Sealed documents, confidential records, or documents that include sensitive information will not be loaded to Odyssey.
- There will be some Legacy cases that they will not load to Odyssey for privacy reasons, and some active cases you will not be able to find – Juvenile, family matters, protective orders, etc. Attorneys who do that type of work can apply for "elevated access" which allows them access to those materials.
- For files that were opened prior to a county rolling to Odyssey but continue on after the Odyssey rollover – it is very, very important to request the court load any prior documents filed to Odyssey for a complete case file. THE CASE FILE MAY NOT BE COMPLETE IF YOU DO NOT REQUEST IT.

The NCLTA Odyssey Affidavit: NCLTA Affidavit of Understanding and Indemnity and Hold Harmless Agreement Regarding Computer Data Migration (or the "Odyssey Affidavit")

- This Affidavit is a chance for you to educate both the buyer and seller (and perhaps other attorneys), and to protect yourself. Do not ignore the affidavit.
- It is recommended that you add this as a document required in the purchase and sale agreements, or escrow letters.
- Everyone needs to sign it – buyers AND sellers. This is because the buyers need to know that there may be issues during the migration process. They need to understand that it is out of your control – so they have appropriate expectations of you and the title search process. This will protect YOU in the long run, as well as the Title Companies.

Issues, problems and questions about Odyssey: If you have a question that a clerk cannot answer for you about a particular file or an issue in general, you can ask the AOC for guidance. You can email them at eCourts@nccourts.org.

Remember to search under VCAP indexing standards (for older cases) AND Odyssey indexing standards (for new cases).

Odyssey is much different from VCAP and is certainly not perfect. However, for cases e-filed in Odyssey, you will be able to access much more information that you could in VCAP, and access documents without going to the clerk's office. Just remember that they are two very different systems with very different strengths and weaknesses.

Index

NORTH CAROLINA
COUNTY CODES / NUMBERS

County	Number	County	Number	County	Number
ALAMANCE	000	FRANKLIN	340	PAMLICO	680
ALEXANDER	010	GASTON	350	PASQUOTANK	690
ALLEGHANY	020	GATES	360	PENDER	700
ANSON	030	GRAHAM	370	PERQUIMANS	710
ASHE	040	GRANVILLE	380	PERSON	720
AVERY	050	GREENE	390	PITT	730
BEAUFORT	060	GUILFORD	400	POLK	740
BERTIE	070	HALIFAX	410	RANDOLPH	750
BLADEN	080	HARNETT	420	RICHMOND	760
BRUNSWICK	090	HAYWOOD	430	ROBESON	770
BUNCOMBE	100	HENDERSON	440	ROCKINGHAM	780
BURKE	110	HERTFORD	450	ROWAN	790
CABARRUS	120	HOKE	460	RUTHERFORD	800
CALDWELL	130	HYDE	470	SAMPSON	810
CAMDEN	140	IREDELL	480	SCOTLAND	820
CARTERET	150	JACKSON	490	STANLY	830
CASWELL	160	JOHNSTON	500	STOKES	840
CATAWBA	170	JONES	510	SURRY	850
CHATHAM	180	LEE	520	SWAIN	860
CHEROKEE	190	LENOIR	530	TRANSYLVANIA	870
CHOWAN	200	LINCOLN	540	TYRRELL	880
CLAY	210	MACON	550	UNION	890
CLEVELAND	220	MADISON	560	VANCE	900
COLUMBUS	230	MARTIN	570	WAKE	910
CRAVEN	240	MCDOWELL	580	WARREN	920
CUMBERLAND	250	MECKLENBURG	590	WASHINGTON	930
CURRITUCK	260	MITCHELL	600	WATAUGA	940
DARE	270	MONTGOMERY	610	WAYNE	950
DAVIDSON	280	MOORE	620	WILKES	960
DAVIE	290	NASH	630	WILSON	970
DUPLIN	300	NEW HANOVER	640	YADKIN	980
DURHAM	310	NORTHAMPTON	650	YANCEY	990
EDGECOMBE	320	ONSLOW	660		
FORSYTH	330	ORANGE	670		

eCourts Name Indexing Standards

Prepared by
NC Administrative Office of the Courts
February 2023



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About the North Carolina Judicial Branch
The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

About the North Carolina Administrative Office of the Courts
The mission of the North Carolina Administrative Office of the Courts is to provide services to help North Carolina's unified court system operate more efficiently and effectively, taking into account each courthouse's diverse needs, caseloads, and available resources.

Introduction

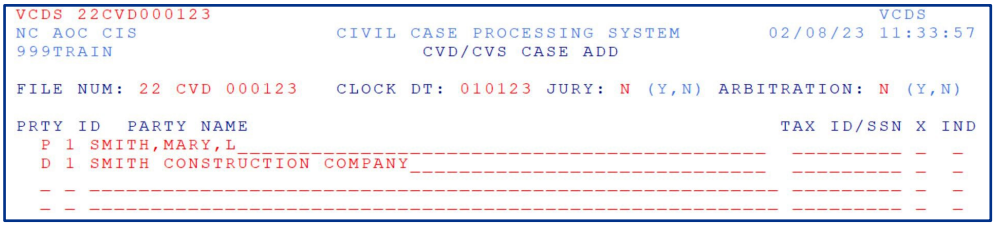
The eCourts Name Indexing Standards contain name entry guidance for users of File & Serve and Odyssey. The goal of these Standards is to promote uniformity and consistency when indexing or adding party names in File & Serve and Odyssey and predictability for the retrieval of information when conducting person and business searches in the eCourts applications (Portal and Odyssey).

Users must be aware that these Standards are not intended to, nor do they, guarantee how data within Portal and Odyssey will exist nor do the Standards define any applicable standard of care for title searchers or others. The existence of these Standards does not guarantee that users of File & Serve or Odyssey will comply with the Standards. In addition, Portal and Odyssey contain vast amounts of data entered prior to North Carolina's transition to eCourts and prior to the existence of these Standards or the guidance contained within; reasonable users will anticipate that such "legacy data" may deviate from the Standards. Further, these Standards rely on the name presented by the party filing a document with the Judicial Branch. Wide variation in naming conventions with respect to punctuation and diacritical marks (for both natural persons and entities) may result in single persons or entities existing within Portal and Odyssey in multiple forms (e.g., Wal-Mart, Walmart). As such, although users may find these Standards and the guidance contained herein helpful in crafting strategies for searching Portal and Odyssey, they should not rely exclusive on these Standards to limit or define the reasonable parameters or methods for locating data within these applications.

All case data included in the manual is fictitious and designed to demonstrate specific features. The screen illustrations displayed throughout this manual are from the release version available at time of manual printing.

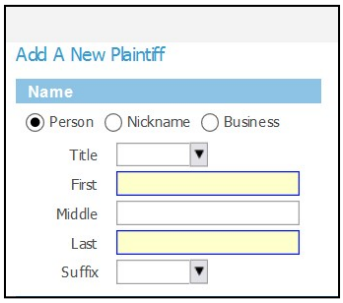
Civil Case Processing (VCAP)

The Civil Case Processing System (VCAP) includes one (1) data entry *Party Name* field. The data entry *Party Name* field is the same for a person and a business. (See screen shot below.)

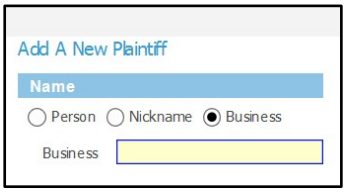


Odyssey Case Manager

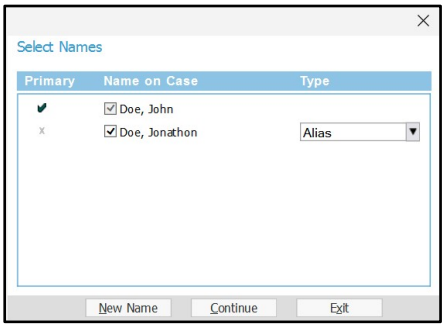
The *Odyssey Case Manager Person* name fields includes five fields: Title, First, Middle, Last, and Suffix. (See screen shot below.)



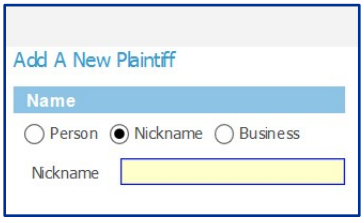
The *Odyssey Case Manager Business* name field includes only one field titled Business. (See screen shot below.)



If an alias is provided for a *Person* (e.g., DBA, FKA, etc.), add the alias and then select the alias from the *Odyssey Case Manager Type* dropdown box (e.g., DBA). (See screen shot below.)



The *Odyssey Case Manager Nickname* field should never be used. (See screen shot below.)



File & Serve

There are two options for indexing party information in File & Serve: the *Person* name fields and the *Entity* name field.

Person Name Fields

The *File & Serve Person* name fields includes four fields: First Name, Middle Name, Last Name and Suffix. (See screen shot below.)



Entity Field

The *File and Serve Entity* name field includes only one field title Entity Name. (See screen shot below.)



Indexing Entries by Type

IMPORTANT: *Persons and entities shall be indexed* ***WITH*** *all punctuation provided on the document being indexed. Indexing entries shall include proper name capitalization. (Example: Mary Smith and NOT MARY SMITH).* For any diacritical marks used in a filed name, use the corresponding English letter. Diacritical marks appearing above, below or over a letter shall be omitted.

Person Name Type

The *Person* name fields should be used for human names and should be keyed in based on the name as it appears on the face of the document. The fields should be keyed in as follows:

- First Name: This field should be populated with all characters, including punctuation, that appear before the first space in an individual's full name.

- Last Name: This field should be populated with all characters, including punctuation, that appear after the last space in an individual's full name.

- Middle Name: This field should be populated with all characters including punctuation that appear between the first and last space in an individual's full name.

- Suffix: Selected from the suffix dropdown field. Professional certifications or degrees showing a level or type of education such as CPA, DDS, and MD, should not be keyed into the *Person* name fields but may be available in the suffix dropdown field. If the name contains more than one suffix, the eFiler must select the suffix that is part of the name and not the professional certification or degree.

- Title (Odyssey Case Manager ONLY): Selected from the title dropdown field.

The table below provides examples of how to enter names into the *Person* name fields.

Person Name Type	
Type	***Name (as documented on pleading/filing)***
Name (No Middle Initial/Name Designated)	**Mary Smith** *Indexed First Name: Mary* *Indexed Middle Name:* *Indexed Last Name: Smith*
Name (Including Middle Initial)	**Mary L. Smith** *Indexed First Name: Mary* *Indexed Middle Name: L.* *Indexed Last Name: Smith*
Name (Including Middle)	**Mary Lynn Smith** *Indexed First Name: Mary* *Indexed Middle Name: Lynn* *Indexed Last Name: Smith*
Compound Non-Hyphenated First Name	**Mary Ann Jones Smith** *Indexed First Name: Mary* *Indexed Middle Name: Ann Jones* *Indexed Last Name: Smith*
Single Name: Enter single word person name in both first and last name fields.	**Topika** *Indexed First Name: Topika* *Indexed Last Name: Topika*
Hyphenated First Name	**Mary-Ann Jones Smith** *Indexed First Name: Mary-Ann* *Indexed Middle Name: Jones* *Indexed Last Name: Smith*
Hyphenated Last Name: Enter hyphenated last name in last name field with hyphen.	**Mary Ann Jones-Smith** *Indexed First Name: Mary* *Indexed Middle Name: Ann* *Indexed Last Name: Jones-Smith*
Title in Name (Odyssey Case Manager): Only enter a title if one is provided in the title dropdown field.	**Dr. Mary Lynn Smith** *Title: Dr.* *Indexed First Name: Mary* *Indexed Middle Name: Lynn* *Indexed Last Name: Smith*
Title in Name (File & Serve): Do not enter a title if one is provided.	**Dr. Mary Lynn Smith** *Indexed First Name: Mary* *Indexed Middle Name: Lynn* *Indexed Last Name: Smith* *Suffix Dropdown:*
Certification or Degrees: Only enter a certification or degree if one is provided in the suffix dropdown field.	**Mary Lynn Smith, CPA** *Indexed First Name: Mary* *Indexed Middle Name: Lynn* *Indexed Last Name: Smith* *Suffix Dropdown: CPA*
Suffix in Name: Only enter a suffix if one is provided and select the appropriate description from the Suffix dropdown field.	**John Henry Smith, Jr.** *Indexed First Name: John* *Indexed Middle Name: Henry* *Indexed Last Name: Smith* *Suffix Dropdown: Jr.*

Entity (Business) Name Type

Non-human names shall be entered in the *Entity* (Business) name field.

i) Entity Name Type Generally

Business, government, and other non-human name types that are not addressed in subsections (ii) and (iii) below shall be keyed into the *Entity* name field with the characters as they appear on the document, including punctuation.

Entity (Business) Type	
Type	***Name (as documented on pleading/filing)***
Entity/Business	**J.G. Wentworth Life Insurance, LLC** *Indexed Entity Name: J. G. Wentworth Life Insurance, LLC* **Smith Construction Company** *Indexed Entity Name: Smith Construction Company*
Government/Agency	**City of Raleigh** *Indexed Entity Name: City of Raleigh* **State of North Carolina** *Indexed Entity Name: State of North Carolina* **NC Department of Transportation** *Indexed Entity Name: NC Department of Transportation* **Pinetops Housing Authority** *Indexed Entity Name: Pinetops Housing Authority*

ii) Unknown Heirs as an Entity

While Unknown Heirs of a party are individuals, they shall be indexed collectively as an Entity.

Unknown Heirs Name Type	
Type	***Name (as documented on pleading/filing)***
Unknown Heirs of Party	**John Smith Unknown Heirs** *Indexed Entity Name: John Smith Unknown Heirs* **Unknown Heirs of John Smith** *Indexed Entity Name: John Smith Unknown Heirs*

iii) Estates and Trusts as Entities

Estates and trusts are common parties in court filings and shall be indexed in the Entity name field as follows:

Estate and Trust Name Type	
Type	***Name (as documented on pleading/filing)***
Estate as a Party	**John Smith Estate** *Indexed Entity Name: John Smith Estate* **Estate of John Smith** *Indexed Entity Name: John Smith Estate*
Trust of Party	**John Smith Revocable Trust** *Indexed Entity Name: John Smith Revocable Trust* **Revocable Trust of John Smith** *Indexed Entity Name: John Smith Revocable Trust*

Nickname Type (Odyssey Case Manager ONLY)

Odyssey Case Manager includes a Nickname field. The *Nickname* field should never be used.