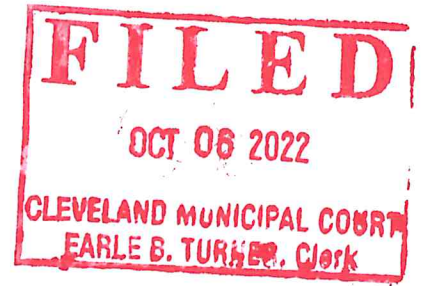


CLEVELAND MUNICIPAL COURT  
HOUSING DIVISION  
CUYAHOGA COUNTY, OHIO  
JUDGE W. MONÁ SCOTT



STATE OF OHIO )

CUYAHOGA COUNTY )

CITY OF CLEVELAND )

ADMINISTRATIVE ORDER

October 6, 2022

**IN RE: Public Access to Odyssey, “Portal Registration,” and the Elimination of “Special Access” to the Court’s Civil Docket for “Legal Partners (also known as “Legal Partners Access” and/or “Extended Access”)**

The Administrative Judge of Cleveland Municipal Court—Housing Division—makes the following findings of fact:

1. On or about October 3, 2022, the Court received notice regarding differential access to the Court’s online docket/case management system, “Odyssey,” and the undue process for attorneys obtaining “Portal Registration,” to view civil Court orders, judgment entries, and decisions prior to release.
2. Unbeknownst to the Court, this said process appears to have been established *externally*—absent a directive or approval from this Court—to designate particular attorneys and/or firms as “Legal Partners” to gain “Legal Partner Access” and/or “Extended Access” to the Court’s civil docket, which has created an appearance of partiality, and provided an unfair advantage for “Legal Partners” practicing before this Court.

**IT IS THEREFORE ORDERED:**

3. Effective immediately, any established process for litigants and/or attorneys practicing before this Court to obtain “Portal Registration” and being designated as “Legal Partners” for “Legal Partners Access,” “Extended Access,” and/or any other special access to this Court’s civil docket via Odyssey, and/or any other case management system, shall be hereby terminated until further Order of this Court.
4. There shall be no said “Legal Partners” for the purpose of viewing this Court’s civil docket, nor a differentiated process for accessing this Court’s civil records.
5. All litigants practicing before this Court on the civil docket, either attorneys or *pro se*, shall have standard, equal access to the Court’s public docket for the fair litigation of civil matters pending before this Court, which does not require registration. Standard access to the Court’s public docket can be found here— <https://portal.cmcoh.org/cmcpportal>.

6. In the event this Court's documents need to be accessed outside of routine, regular mail and email service, litigants may contact the Clerk of Courts, file an official public records request at <https://clevelandmunicipalcourt.org/housingcourt/public-information-office/public-records-request-30>, or contact a Housing Court Staff Attorney at 216-664-3845.
7. To be clear, there shall be no process, *established externally or internally*, that calls for "Portal Registration," "Legal Partners," "Legal Partners Access," "Extended Access," and/or any other special access via Odyssey, and/or any other case management system for this Court's civil docket, as the Housing Court never established or authorized such process, nor intends to do so.
8. Any attorneys, litigants, or individuals who have special access to this Court's public docket as "Legal Partners" shall immediately cease using "Portal Registration" and/or "Legal Partners Access" to view civil documents not available to the general public.
9. Further, any said individual, entity, or department who has established and/ or authorized the designation of "Legal Partners," "Legal Partner Access," "Portal Registration," or "Extended Access" for this Court's civil docket, is hereby notified that they have no authority to do so and are acting in direct contempt of this Court.

**IT IS HEREBY ORDERED.**

**CLEVELAND MUNICIPAL COURT—HOUSING DIVISION**

  
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JUDGE W. MONA SCOTT  
ADMINISTRATIVE & HOUSING COURT JUDGE

10-06-2022  
DATE