



Odyssey CMS Cheatsheet

Topic: Adding Judgment for Criminal Judgment Book

Updated: 5/26/2015

Summary: This cheatsheet describes how to add a judgment in Odyssey to be recorded in the Criminal Judgment eBook.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

1. From the Disposition tab, click the yellow Judgment link to add the Judgment as you normally would. Then, click **Save**.

The screenshot shows the Odyssey CMS interface with the 'Disposition' tab selected. The 'Case Status' section displays '02/28/2013 Pending'. Below this, there are two links: 'Judgment' (highlighted in yellow) and 'Sentence'. A red arrow points to the 'Judgment' link.

2. Then, click the yellow Sentence link to add a sentence. (See: Sentencing Cheatsheet to add a Sentence.)

The screenshot shows the Odyssey CMS interface with the 'Disposition' tab selected. The 'Case Status' section displays '02/28/2013 Pending'. Below this, there are two links: 'Judgment' and 'Sentence' (highlighted in yellow). A red arrow points to the 'Sentence' link.

3. Click **Add** next to the Sentence box.

The screenshot shows the 'Add Sentence' form in Odyssey CMS. The 'Type' is set to 'Sentenced', the 'Date' is '02/28/2013', and the 'Judge' is 'Marshall, Dan E'. The 'Details (1 of 1)' section shows two charges: '3. POSSESSION OF COCAINE- Less Than 3 Gr. On School E' and '4. POSSESSION OF COCAINE- Less Than 3 Gr. On School E'. The 'Fee Totals' section has 'Add Standard' and 'Add Custom' buttons. The 'Sentence' field is empty, and there is an 'Add' button next to it. A red arrow points to the 'Add' button.



Odyssey CMS Cheatsheet

4. Click on the checkboxes for the **IN Confinement** and **IN Monetary Award** components. Then, click **Continue**.

Select Sentence Components

Description Code

Show Selected Codes Only Sort: **Description** ▼

Description	Code
1. <input type="checkbox"/> Comment	CMT
2. <input type="checkbox"/> Condition - Adult	ACOND
3. <input checked="" type="checkbox"/> IN Confinement	INCON
4. <input checked="" type="checkbox"/> IN Monetary Award	INAWD

4 Results - Page 1 of 1

<<Back Next>> **Continue** Exit

5. Complete the **Confinement** Information per the "Sentencing" Cheatsheet.

Confinement

Commence

Term
 Life
 Death

2 Years 50 Days

Type ▼

Jail Credit Years Days

Suspended Years Days

Concurrent with Prior Sentence

Case #

Consecutive with Prior Sentence

Case #

Comment



Odyssey CMS Cheatsheet

6. Complete the fields for the **IN Monetary Award** component. The judgment information is entered in the electronic the judgment book when the **Record of Judgment and Orders Book** and **Judgment Book** information is completed at the time the IN Monetary Award component information is added to Odyssey.

The screenshot shows the 'Add Sentence' form in Odyssey CMS. Red arrows point to the following fields:

- Parties:** 'Awarded To' (Victim, Mister) and 'Awarded Against' (Burton, Jeffrey L).
- Order Details:** 'Interest Begins', 'Rate', and 'Fees' (Pre-Judgment Interest, Judgment, Attorney Fees).
- Record of Judgments and Orders Book:** 'Book' (2013) and 'Page' (0319).
- Judgment Book:** 'Book' (2013) and 'Page' (0319).
- Dates:** 'Signed' (03/19/2013) and 'Expires' (03/19/2033).
- Buttons:** 'Save' and 'Exit' at the bottom.

- **Awarded To:** Click the picker icon to select the party, generally the victim, who is a participant added from the **Parties** Tab.
- **Awarded Against:** Click the picker icon to select the defendant (or juvenile).
- **Date Signed:** Type or select from the calendar the date the Order was signed. The Expires date defaults 20 years from the date signed.
- **Interest Begins/Rate/Annually:** This information should be deleted if the interest rate does not apply.
- **Include Court Costs:** This checkbox should **not** be checked. (Court costs are **not** to be reduced to civil judgment.)
- **Pre-Judgment Interest:** is not generally used on Criminal cases. However, a zero "0" should be entered if there is no pre-judgment interest.
- **Judgment:** The amount of the restitution or judgment.
- **Attorney fees:** A zero "0" should be entered in there are no Attorney fees applied.
- **eJudgment Book Data:** The information in the Record of Judgments and Judgment Book is always: **Book = Year** and **Page = Month/Day** of the entry in Odyssey.

Record of Judgments and Orders Book	
Book	2013
Page	0319
Judgment Book	
Book	2013
Page	0319

7. Click **Save** when finished. **Save** the case before exiting.