



## Odyssey CMS Cheatsheet

**Topic:** Adding Ad Hoc Hearings to the Calendar  
**Date:** 11/8/2012

**Summary:** Ad hoc hearings are scheduled as independent sessions and should be scheduled only when the court sessions currently on the calendar are not appropriate for the hearing you need to schedule.

**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.

**\*\*Also important:** The ad hoc hearings are separate from the sessions and will not block off time on the calendar. Ad hoc hearings give you the ability to set a hearing at any time on any day, regardless of what else is already scheduled on the calendar. This should not be used as the primary method of scheduling hearings in Odyssey.

1. Click  from the **Hearings** tab to access the Find Court Session dialog box.
2. Select the type of hearing you need to schedule.
3. Click  in the *Selected Sessions* header. The Ad Hoc Hearing dialog box appears.

Find Court Sessions

Case # **61C01-1110-CM-000083** State of Indiana v. Bob Jones

Type **Bench Trial** Priority

Comment

From **10/07/2011** To

Start  End  Dur

Resources

Calendars

Show **Available Sessions**   Interpreter Required

Session Search Results Previous Next **Selected Sessions**

Click the Find button to search for court sessions. Click on a row in the Session Search Results table.

Supplemental Hearing Information

Event  Charge  Party



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4. Complete required fields in the *Add an Ad Hoc Hearing* dialog to schedule the hearing.

A screenshot of a software dialog box titled "Add an Ad Hoc Hearing". The dialog contains the following fields and controls:

- Case #: 61C01-1110-CM-000083
- Case Name: State of Indiana v. Bob Jones
- Type: Bench Trial
- Calendar: Parke Circuit Court (dropdown menu)
- Date: 10/07/2011 (calendar icon)
- Start Time: 10:00 AM
- End: 10:30 AM
- Dur: 30m
- Resources: Swaim, Samuel A; Parke County Circuit Courtroom (magnifying glass icon)
- Priority: (empty text field)
- Comment: (empty text area)
- Buttons: Save, Exit

- Select a Court Calendar from the drop-down menu.
- Select the Hearing Date.
- Type a start time and either an end time OR the duration of the hearing.
- Select the resources (judicial officer, courtroom) needed by clicking the magnifying glass  and placing a check next to any appropriate resources.

5. Click **Save** (ALT+S).