



## Odyssey CMS Cheatsheet

### Topic: Adding Charges to a Criminal or Juvenile Case

Updated: 3/18/2013

**Summary:** A defendant, juvenile, or respondent must be added to the case before adding a charge.

**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. Click on the **Charges** tab, click on the  plus sign in the Charges header.



32D01-1302-CM-000246

Summary Detail Parties **Charges** Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

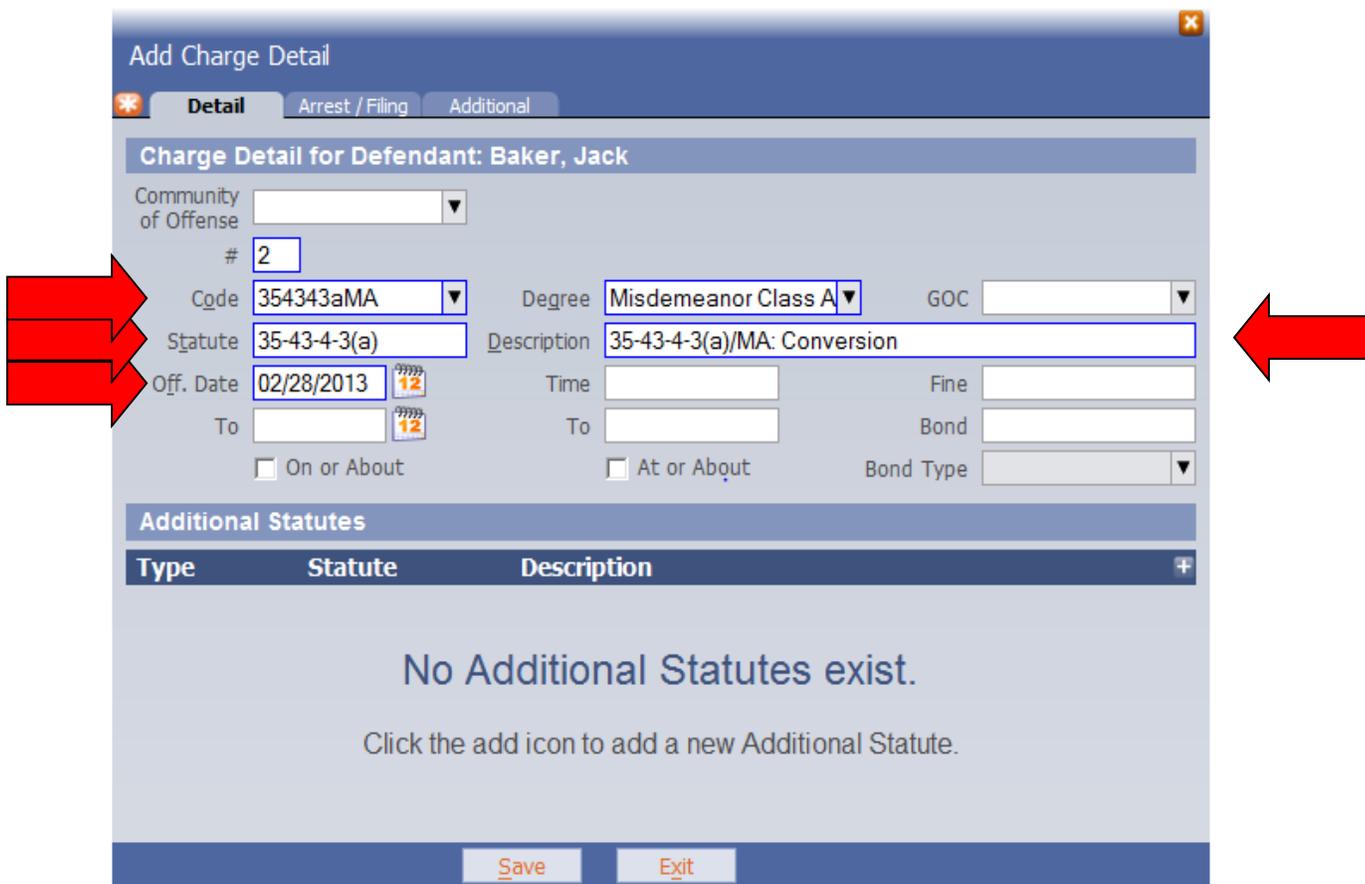
State of Indiana v. Jack Baker  
Type: CM - Criminal Misdemeanor

Charges Append Transfer 

Baker, Jack

1.	No Charge Applicable	02/28/2013 (NC) 35-43 (NCA)		
	Filed As: No Charge Applicable	2/28/2013 (NC) NCA (NCA)		
	<a href="#">Case Filing</a>	02/28/2013		
	<a href="#">Judgment</a>	02/28/2013	Dismissed	
2.	35-43-4-3(a)MA: Conversion	02/28/2013 (MA) 35-43-4-3(a) (354343aMA)		
	<a href="#">Case Filing</a>	02/28/2013		
	<a href="#">Judgment</a>	02/28/2013	Plea Guilty	

2. From the **Add Charge Detail** screen, enter the (Indiana Code) IC code (For example, 354343aMA) in the **Code** field, add the **Offense Date**, and check the **On or About** check box or the date range in the **To** fields. Add the GOC, if applicable. (See next page for GOC information.)



Add Charge Detail

**Detail** Arrest / Filing Additional

Charge Detail for Defendant: Baker, Jack

Community of Offense

#

Code  Degree  GOC

Statute  Description

Off. Date  Time  Fine

To  To  Bond

On or About  At or About Bond Type

Additional Statutes

Type	Statute	Description
No Additional Statutes exist.		

Click the add icon to add a new Additional Statute.



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The **GOC** field is the action related to the actual offense and indicates the code of the offense charged at the time of an arrest. (Ex. Attempted Theft or Conspiracy to Commit Theft, etc.)

GOC [ ]  
Fine Aiding, Inducing, or Causing an Offense  
Bond Attempt to Commit  
Conspiracy to Commit

- Next, click on the **Arrest/Filing** tab.

Add Charge Detail  
+ Arrest / Filing Additional

Under **Offense Reports**, to the right of the Arrest/Filing tab, select the arresting agency or the Badge number from the dropdown. (**Note**: This is done on one (1) charge on the case only.)

Add Charge Detail Legend Renumber

Detail Arrest / Filing Additional

Arrest Link

Date [ ] [ 12 ] Time [ ]

Control # [ ]

Agency [ ]

Badge # [ ] Officer [ ]

Offense Reports

Control # [ ]

Agency [ ]

Badge #

- Adams County Sheriff's Department
- Advance Police Department
- Akron Police Department
- Albany Police Department
- Albion Police Department
- Alexandria City Police Department
- Allen County Sheriff's Department
- Arno Police Department
- Anderson Police Department

- Click **Continue**. Click on the plus sign to add each additional charge to the case. (The arrest/filing tab is done on one (1) charge only.) Click **Save** to retrieve your case number or to add the additional charge(s) to a case.

**Note**: Charges can be renumbered, if necessary.