



Odyssey CMS Cheatsheet

Topic: Adding a Citation
Date: 3/8/2013

Summary: This cheatsheet explains how to add a citation in Odyssey.

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 **Add a Citation** from the *left navigation menu bar* or from the *Citations* quick links menu.



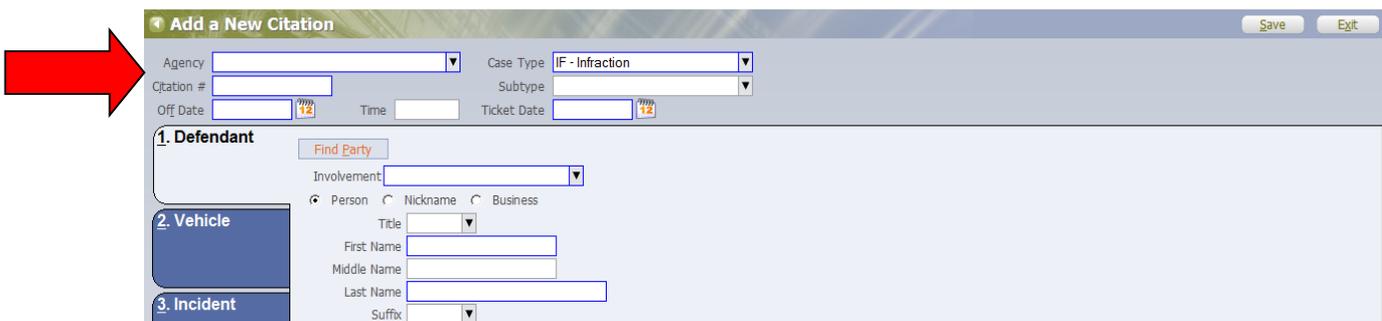
2. Click on the Criminal case category, if necessary, to display the case types.



3. Select the case type. For this example, click on IF - Infraction .



4. The Add a New Citation Screen will display. Select the issuing law enforcement Agency from the drop down box, enter the Citation # and the offense date and time (standard or military). The Ticket Date will then populate. (Duplicate citations numbers occur frequently.)





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- From the **1. Defendant** tab, designate Involvement from the drop down as either 'Driver' or 'Passenger', if the offense needs to go to the BMV. "Other" or "Defendant (no vehicle involved)" should be selected if the offense does not go to the BMV.

Add a New Citation Save Exit

Agency Case Type **IF - Infraction**
Citation # Subtype
Off Date Time Ticket Date

1. Defendant Find Party
Involvement
 Person Nickname Business
Title
First Name
Middle Name
Last Name
Suffix

Standard Standard With Attn. Non-Standard U.S. Foreign
No. St.
Unit No.
City State ZIP Code

Reported Race Gender
Height Ft. In. Weight
Eyes Hair
DOB Age:

DL Number DL State
Type Expire
SSN

- Once you have completed the Defendant information, you may either tab through the fields to the next citation tab, for example, Vehicle, or simply click onto the next tab with your mouse.
- If a vehicle is involved, complete the **2. Vehicle** tab with all of the information available, including the vehicle: color, year, make, and license plate # information, etc. (NA must be entered if the info is unknown.)

Add a New Citation Save Exit

Agency Case Type **IF - Infraction**
Citation # Subtype
Off Date Time Ticket Date

1. Defendant
Color Year
Make Model

2. Vehicle
Veh License # State
Expires
Commercial Vehicle No Comm Veh Type
Comm Veh Weight DOT #
Hazardous Material No
Registered Owner
Owner's Address
Owner's CSZ



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8. From the **3. Incident** tab enter the Officer info. Type the Officer's Badge Number or click the Picker icon to select officer by name.

9. From the **4. Charges** Tab, either use the type-ahead feature by typing the IC code in the drop down box, for example, 9-21-5-2(2) – OR -

Press the F4 key (when your cursor is in the Code field) to bring up the Select Codes Dialog Box to search and choose from the list of offense codes. Click **Add** to add additional charges to the citation.

Code	Description	Statute	Degree
1. 0311361WDB	03-1136(1): Speeding/WDB	03-1136(1)	NC
2. 0311362WDB	03-1136(2): Disregarding Stop Sign/WDB	03-1136(2)	NC
3. 10018FWA	100.18: NCV/Weed Violation/FWA	100.18	NC
4. 1013327cMA	10-13-3-27(c)/MA: Improper Use of Limited C	10-13-3-27(c)	MA
5. 1014329MB	10-14-3-29/MB: Violation of Local Disaster Er	10-14-3-29	MB
6. 1014812IFB	10-14-8-12/IFB: Radioactive Waste Regulatio	10-14-8-12	IFB
7. 10206FWA	102.06: False Alarm Violation/FWA	102.06	NC
8. 1106FWA	11.06 - Failure to Display License Sticker/FW	11.06	NC
9. 11007FWA	110.07: Illegal Gambling Activity/FWA	110.07	NC
0. 11301NHV	113.01: License Required/NHV	113.01	NC



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10. After completing the required tabs and fields, click  at the top right of your screen to obtain the assigned case number.



Add a New Citation

Agency: Allen County Sheriff's Department Case Type: IF - Infraction

Citation #: na Subtype:

Off Date: 02/25/2013 12 Mon Time: 3:00 PM Ticket Date: 02/25/2013 12 Mon

1. Defendant
Mouse, Mickey
30 S Meridian Street
Indianapolis IN 46204

1

Code: 921522IFC Degree: Infraction Class C

Description: 9-21-5-2(2)/IFC: Speeding - Exceeding Maximum 55 mph

2. Vehicle

Statute: 9-21-5-2(2) GOC:

From the Case Filed screen, you may use the Quick Links to Edit Case, Add Fees or Hearing, use the Add Another Citation option, or click .



Case Filed

02D05-1303-IF-000988

criminal

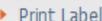
IF - Infraction
Filed On 3/7/2013

STATE OF (unknown) vs. Mickey Mouse

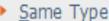
assignment

Allen Superior Court 5
Gull, Frances C

quick links

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add another citation

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