



# Odyssey CMS Cheatsheet

**Topic:** Adding Civil Judgments

**Date:** 2/9/2015

**Summary:** This cheatsheet describes how to add a civil judgment in Odyssey to be recorded in the Judgment Book.

**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.

\*\*\* For those offices that are using the Time Standard Reports to track overpaid judgments on Small Claims cases, please review the [Overpaid Judgment Process for Small Claims Cases Cheatsheet](#) for additional events that affect that process and removes the time standards, while also releasing the judgment for those cases.

1. Navigate to the Disposition tab of your case. Click on the yellow **Judgment** hyperlink.

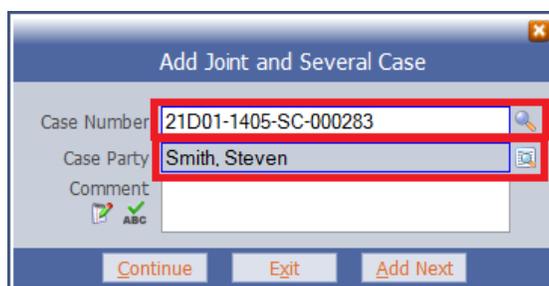


2. Fill out the following fields on the Judgment screen:

- **Type:** choose the type of judgment from the dropdown
- **Date:** this is the data entry date and should always be left defaulted to *today's date*.
- **Judge:** confirm that the correct judge issuing the Judgment is listed in this field, if not choose the correct judge from the drop down (this drop down includes special judges, senior judges, pro tems, etc.)
- **Top comment field:** this field can be used to add a comment pertaining to the judgment to the CCS.
  - o **Note:** *this comment field will not show in the Judgment Book, there is a field that will be covered below that can be used to add comments to the Judgment Book.*
- **Awarded To:** if the judgment is awarded to a case party, leave the radio button at "Case Party", if it is awarded to a non-case party change the radio button to "Non-Case Party".



- o If awarded to a case party, click in the picker box under "Awarded To" and place a checkmark next to the party the judgment is awarded to, then click **Continue**.
- o If awarded to a non-case party, click in the magnifying glass under "Awarded To" and search for the party, either choose the party from the list if you have all of the identifiers, or click **Add Party**. Fill in the party's information, then click **Save**.
- **Awarded Against:** click in the picker box under "Awarded Against" and place a checkmark next to the appropriate party, then click **Continue**.
- **Joint & Several:** Use the "Joint & Several" or "Joint & Several – Multi Case" checkboxes if either applies. If the judgment is joint & several across cases, use the + sign to add the associated case number.



- **Dates:** Fill in the "Signed" date field with the date the judgment was signed. This field can be backdated. After filling in this field, hit Tab on your keyboard, or click somewhere else in the screen. This will fill in the "Expires" field, the "Interest Begins" field and the "Rate" field to the statutory 8.00% annually. If you need to change the interest rate to match the judgment order, you can do so in the "Rate" field.
- **Fees:** If the judgment includes court costs, place a checkmark in the box next to "Include Court Costs". Fill in the amounts for "Pre-Judgment Interest", "Judgment" and "Attorney Fees". All three of these boxes must be filled in. If your judgment does not include one of these amounts, put a 0 in that field.



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- **RJO and Judgment Book:** Fill in the Book and Page fields under both the “Record of Judgment and Orders Book” and the “Judgment Book” sections. The “Book” field is the year you are entering the judgment and the “Page” field is the month and day you are entering the judgment. **If this information is left out, the Judgment Book will print but these fields will be blank.**
  - o For Example, if you are entering a sentence on October 29, 2014, the “Book” field would be **2014** and the “Page” field would be **1029**. **\*\*Do not enter any dashes, slashes or periods in these boxes. The Book and Page fields MUST always be today’s date (NOT the date the sentencing order was signed if that is a different date). If this information is left out, the Judgment Book will print but these fields will be blank.\*\***
  - o **Note:** if you are amending a judgment, you must change the “Book” and “Page” fields to reflect the date you are making the amendment in Odyssey.
- **Comment:** If you have any comment associated with the judgment, add this to the Comment box in the Monetary Award Component. **Adding the comment here will ensure that it shows on the CCS and in the Judgment Book.**

3. When finished filling out these fields, click **Save** to save the judgment to your case.
4. The judgment information is now added to the case. The financial assessment still must be done by the appropriate staff members on the Financial tab.

**Note:** Please add the following events to the Events tab in the applicable situations:

- “Order to Set Aside/Vacate Judgment” (**OSAJ**)
- “Release Filed for Judgment Paid in Full” (**RFPF**)
- “Assignment of Judgment” (**ADMAJ**)
  - o **Note:** Assignment of Judgment **also** requires a new or amended judgment for the Judgment Book.