



Odyssey CMS Cheatsheet

Topic: Adding the Ex Rel Party Connection

Date: 5/2/2013

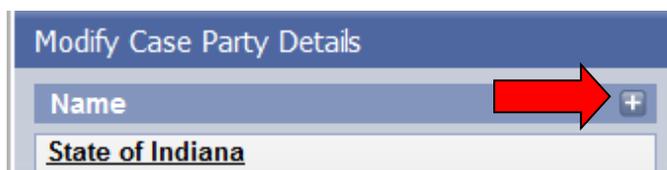
Summary: The purpose of this cheatsheet is to instruct the user how to add a person with the connection of Ex Rel.

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. On the Parties tab click on the party to which you will add the Ex Rel connection. In this example, we will click on 'State of Indiana'.



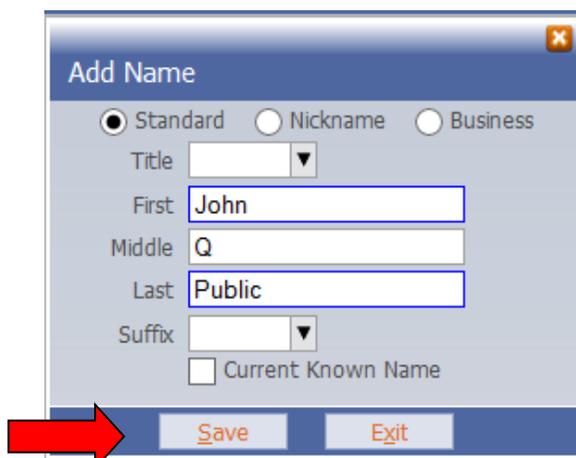
2. In the **Modify Case Party Details** box, click on the plus sign located to the right of Name.



3. In the **Select Names** dialog box click on **New Name**.



4. In the **Add Name** dialog box type in the name of the Ex Rel person. When finished, click **Save**.





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- In the **Select Names** dialog box, put a check mark next to the newly added name. The drop down box will then appear under the Type heading. Select Ex Rel.
- Click **Continue**.

Primary	Name on Case	Type
<input checked="" type="checkbox"/>	Public, John Q	ex rel.
<input checked="" type="checkbox"/>	State of Indiana	

[New Name](#) [Continue](#) [Exit](#)

- Click **Continue**.

Name +

State of Indiana
EX Public, John Q

Style

Do Not Send Notice
 Always Send Notice

Connection +

Type Plaintiff
Added 05/03/2013

Address

Party Correspondence Address
No Party Correspondence Address
★ Case Correspondence Address
Same As Party Correspondence Address

Attorney +

[Continue](#) [Exit](#)