



Odyssey CMS Cheatsheet

Topic: Adding and Amending Interim Conditions

Date: 5/23/2014

Summary: This cheatsheet explains how to add interim conditions to a case as well as how to properly amend them, if needed.

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.

Interim conditions are entered for the defendant prior to being sentenced. They will typically be added from resulting a hearing. They can also be added on the Conditions tab.

1. If you are on the Minutes Screen, click on the **Interim Conditions** link.

Courtroom Minutes for Case # 49G02-1405-FD-002092

State of Indiana vs. Ross Kramer
Type FD - Class D Felony

Financial Balance 0.00
No Collection Status

Result 05/22/2014 12:00 PM Defendant Info Add Journal

Type Initial Hearing Result Parties Present

Start End Dur Comment

Resources Hearings Select Warrants

Type Resource

Courtroom Marion County Arrestee

Bonds Convert Add Attorney Modify Attorney

Interim Conditions Exhibits

Events Add Charge Amend Charge

All Judgment Sentence

Close Case Settings

Save/Copy Save Exit Forms

If you are on the **Conditions** Tab, click the plus sign.

49G02-1405-FD-002092 - TRAIN2

File View Tools Centers Developer Help

49G02-1405-FD-002092 Forms Save Exit

Summary Detail Parties Charges Events Service Conditions Notes

State of Indiana vs. Ross Kramer
Type FD - Class D Felony

Interim Conditions +

No Interim Conditions exist for this case.
Click the add icon to add a new set of Interim Conditions.

5/22/2014 2:06pm Messages



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2. Select the Defendant in the party picker screen. Click **Continue**.

Select Party

Connection Type: All

Show Selected Parties Only

Show All Attorneys

Show Inactive Parties

Party	Connection	Attorney(s)
<input checked="" type="checkbox"/> Kramer, Ross	Defendant	

Buttons: Clear, Continue, Exit

3. Click on the picker under Conditions.

Add Interim Condition

Conditions For: Kramer, Ross

Judicial Officer: Rothenberg, Marc T

Order Date: 05/22/2014

Expiration: []

Comment: []

Interim Conditions

Conditions: []

Buttons: Add, Clear, Save, Exit

4. Select the applicable conditions and click **Continue** when finished.

Select Codes

Description: [] Code: []

Show Selected Codes Only

Sort: Description

Condition Type: []

	Description	Code	Condition Type
1.	<input checked="" type="checkbox"/> Community Service	CS	Single
2.	<input type="checkbox"/> Complete Driver Improvement Panel	DIP	Single
3.	<input checked="" type="checkbox"/> Counseling	COUN	Single
4.	<input checked="" type="checkbox"/> Day Reporting	DR	Single
5.	<input type="checkbox"/> DNA Sample	DNA	Single
6.	<input type="checkbox"/> Driver's License Suspension	DLS	Single
7.	<input type="checkbox"/> HIV Testing	HIV	Single
8.	<input type="checkbox"/> Home Detention	HD	Single
9.	<input type="checkbox"/> Letter of Apology	LA	Single
0.	<input checked="" type="checkbox"/> Maintain Steady Employment	MSE	Single

Buttons: Get All Codes, Select All, Continue, Exit

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5. Click **Add**.

Add Interim Condition

Conditions For **Kramer, Ross**
 Judicial Officer **Rothenberg, Marc T**
 Order Date **05/22/2014** Expiration

Comment

Interim Conditions

Conditions

Add **Clear**

6. Complete the fields as follows:

- Order Date: Enter today's date. This date drives the placement of the entry on the CCS.
- Comment: Enter a comment indicating when the order was signed.
- Effective Date: Leave the effective date as today's date unless otherwise noted on the order.
- End Date: Leave blank unless noted on the order.

Add Interim Condition

Conditions For **Kramer, Ross**
 Judicial Officer **Rothenberg, Marc T**
 Order Date **05/22/2014** Expiration

Comment

Interim Conditions

Conditions

Add **Clear**

Condition	Location	Duration	Comment	Amount	Effective Date	End Date
Community Service		12 months		565.00	05/22/2014	
Counseling		8 months			05/22/2014	
DNA Sample					05/22/2014	

Note that anything entered will display on the CCS.

View Case Summary

05/22/2014 **Interim Condition for Kramer, Ross (Judicial Officer: Rothenberg, Marc T)**
Order originally signed on 5/19/2014.

- Community Service
12 months \$565.00
- Counseling
8 months
- DNA Sample

Preview **Print** **Exit**



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To enter additional information, click on a condition and complete the fields. Then, click **Update**.

The screenshot shows the 'Add Interim Condition' form for 'Kramer, Ross'. The 'Update' button is highlighted with a red arrow. The 'Interim Conditions' table is as follows:

Condition	Location	Duration	Comment	Amount	Effective Date	End Date
Community Service					05/22/2014	12
Counseling					05/22/2014	12

7. When finished, click **Save**.

The screenshot shows the 'Add Interim Condition' form after the 'Update' action. The 'Save' button is highlighted with a red arrow. The 'Interim Conditions' table is as follows:

Condition	Location	Duration	Comment	Amount	Effective Date	End Date
Community Service			12 months	565.00	05/22/2014	12
Counseling			8 months		05/22/2014	12
DNA Sample					05/22/2014	12



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AMENDING INTERIM CONDITIONS

If an Interim Condition needs to be amended due to a court order, follow this process.

1. Click the + to add a new Interim Condition.
2. Enter the Order Date.
3. Click on the condition that needs to be amended.
4. It is VERY IMPORTANT to add the word AMENDED in the top left comment box and ALSO in the condition that is being added, updated, or removed. This is done so that the general public will understand what was changed from the previous entry when looking at the CCS.
5. Click **Update** once the changes have been made.

The screenshot shows the 'Add Interim Condition' form. At the top, 'Conditions For' is set to 'Kramer, Ross' and 'Judicial Officer' is 'Rothenberg, Marc T'. The 'Order Date' and 'Expiration' fields are empty. A red arrow points to the 'Comment' field, which contains 'AMENDED'. Below this, the 'Interim Conditions' section shows 'Condition' set to 'Community Service' and 'Amount' set to '1,200.00'. A red arrow points to the 'Update' button. At the bottom, there is a table of existing conditions:

Condition	Location	Duration	Comment	Amount	Effective Date	End Date
Community Service			AMENDED - 24	1,200.00	05/22/2014	
Counseling		8 months			05/22/2014	
DNA Sample					05/22/2014	

6. Click **SAVE** when finished.

The screenshot shows the 'Add Interim Condition' form after the 'Update' action. The 'Conditions For' and 'Judicial Officer' fields remain the same. The 'Interim Conditions' section now shows 'Conditions' as an empty field. A red arrow points to the 'Save' button. The table of existing conditions is the same as in the previous screenshot:

Condition	Location	Duration	Comment	Amount	Effective Date	End Date
Community Service			AMENDED - 24	1,200.00	05/22/2014	
Counseling		8 months			05/22/2014	
DNA Sample					05/22/2014	



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Once saved, only one condition will be displayed on the Conditions tab. Odyssey doesn't "stack" or identify both; it only lists the last added or modified condition:

The screenshot shows the Odyssey CMS interface for case 49G02-1405-FD-002092. The 'Conditions' tab is active, displaying the following table of interim conditions:

Condition Type	Location Comment	Duration	Effective Date	End Date	Amount
Community Service	AMENDED - 24 months		05/22/2014		1,200.00
Counseling	8 months		05/22/2014		
DNA Sample			05/22/2014		

Once amendments have been made, the CCS will display the original and the amended conditions.

The screenshot shows the 'View Case Summary' window with the following details:

- 05/22/2014** **Interim Condition for Kramer, Ross** (Judicial Officer: Rothenberg, Marc T Exp: 05/23/2014)
Order originally signed on 5/19/2014.
 - Community Service 12 months \$565.00
 - Counseling 8 months
 - DNA Sample
- 05/22/2014** **Initial Hearing (12:00 PM)**
Commenced and concluded
- 05/23/2014** **Interim Condition for Kramer, Ross** (Judicial Officer: Rothenberg, Marc T)
AMENDED
 - Community Service *AMENDED - 24 months* \$1,200.00
 - Counseling 8 months
 - DNA Sample
- 06/06/2014** **Initial Hearing (9:00 AM)** (Judicial Officer: Rothenberg, Marc T)