



Odyssey CMS Cheatsheet

Topic: Adding MC Cases

Date: 12/11/2014

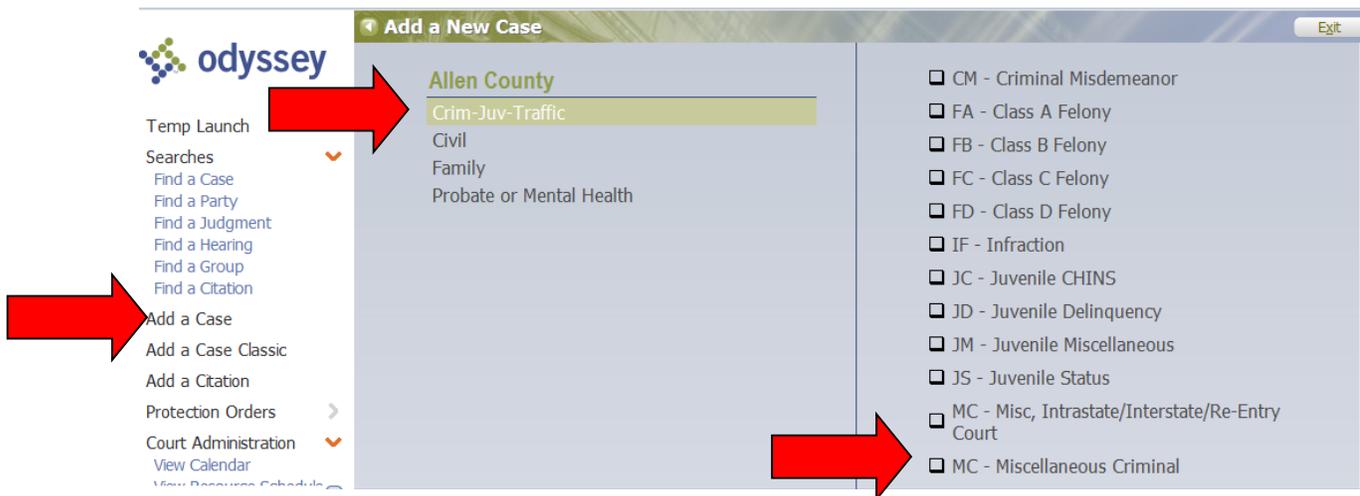
Summary: This Cheatsheet describes how to add a Miscellaneous Criminal (MC) case for Search Warrants, Prosecutor’s Subpoenas, Special Prosecutors, Probation Transfers, etc.

This also includes cases filed under 35-38-9: Sealing/Expunging Records.

For adding a Probation Transfer or Case for Re-Entry Court, please refer to the MC-Probation Transfer Cheatsheet.

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 Case** → **Crim-Juv-Traffic** → **MC – Miscellaneous Criminal**.



2. From the **Detail Tab**, type your case style.
3. Select the appropriate case subtype, e.g. Search Warrant.



4. Click on the **Parties** tab.
5. Click on the **Add Party** link.





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6. Select the **All Types** radio button for your connection types.

The screenshot shows the 'Add Party Connection' dialog box. At the top, there are two radio buttons: 'Configured Types' (unselected) and 'All Types' (selected). A red arrow points to the 'All Types' radio button. Below the radio buttons is a 'Connection' dropdown menu, which is currently empty. At the bottom, there are two radio buttons: 'Party' (unselected) and 'Participant' (selected). A 'Party' text input field is also visible.

7. Depending on what type of action you are filing (search warrant, prosecutor's subpoena, request for records, appointment of special prosecutor, probation transfer) you will select an option from the drop down menu beside **Connection**.

- For **Search Warrants, Prosecutor's Subpoenas, Request for Records, Appointment of Special Prosecutor, etc.** you should select **Subject**.
- For **Probation Transfers and Sealing/Restricting Arrest Records that did not result in a conviction**, you should select **Defendant**.
- **NOTE:** Leave the State of Indiana as the State Plaintiff in Sealing/Expunging Records cases. The filing event (PESR) will clarify that the Defendant on the case, who was the Defendant in the Original Action, filed the Petition.

This screenshot shows the 'Add Party Connection' dialog box with the 'Subject' option selected in the 'Connection' dropdown menu. A red arrow points to the dropdown menu.

This screenshot shows the 'Add Party Connection' dialog box with the 'Defendant' option selected in the 'Connection' dropdown menu. A red arrow points to the dropdown menu.

****PLEASE NOTE****

If you **DO** want this case to show on Public Access, select the **PARTY** radio button.

This screenshot shows the 'Add Party Connection' dialog box with the 'Party' radio button selected. A red arrow points to the 'Party' radio button.

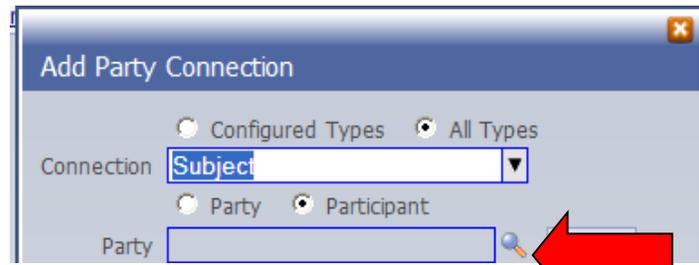
If you **DO NOT** want this case to show on Public Access, select the **PARTICIPANT** radio button.

This screenshot shows the 'Add Party Connection' dialog box with the 'Participant' radio button selected. A red arrow points to the 'Participant' radio button.



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8. For the **Subject** party connection, click on the **magnifying glass**  icon to search for the Subject.



Add Party Connection

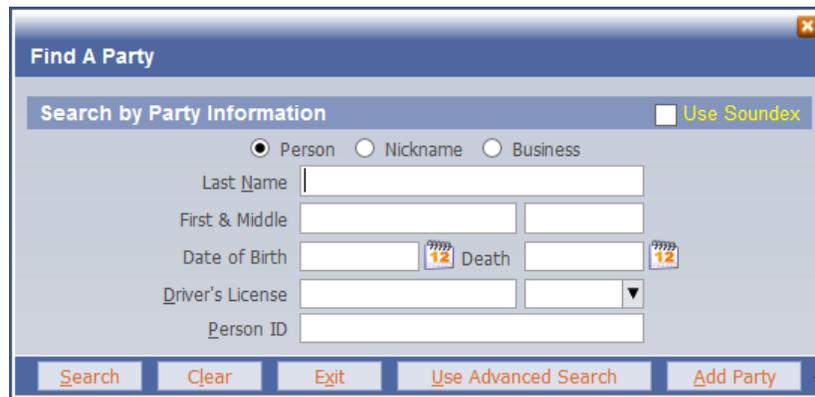
Configured Types All Types

Connection

Party Participant

Party 

In the Find A Party screen, click **Add Party**.



Find A Party

Search by Party Information Use Soundex

Person Nickname Business

Last Name

First & Middle

Date of Birth  Death 

Driver's License

Person ID

9. For the **Subject** party connection in **Search Warrants, Prosecutor's Subpoenas, or Request for Records** cases, click on the **Nickname** radio button and type in the description of the property being searched for or requested in the Nickname field (ie: Bank Records, Search of Residence located at 101 S. Main St. city, state, etc) and click **Save** and **Continue**.



Add A New Subject

Name

Nickname Business

Nickname

Description

Date of Birth 

Gender

Race

Ethnicity

Height Ft. In.

Hair

For the **Subject** party connection in **Appointment of Special Prosecutor** cases, click on the **Business** radio button and type Special Prosecutor. Click **Save** and **Continue**.



Add A New Subject

Name

Person Nickname Business

Business

Description

Date of Birth 

Gender

Race

Ethnicity

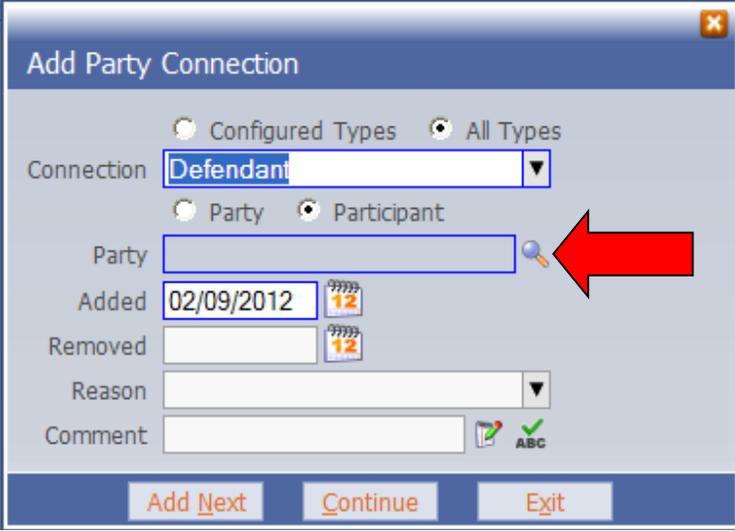
Height Ft. In.

Hair

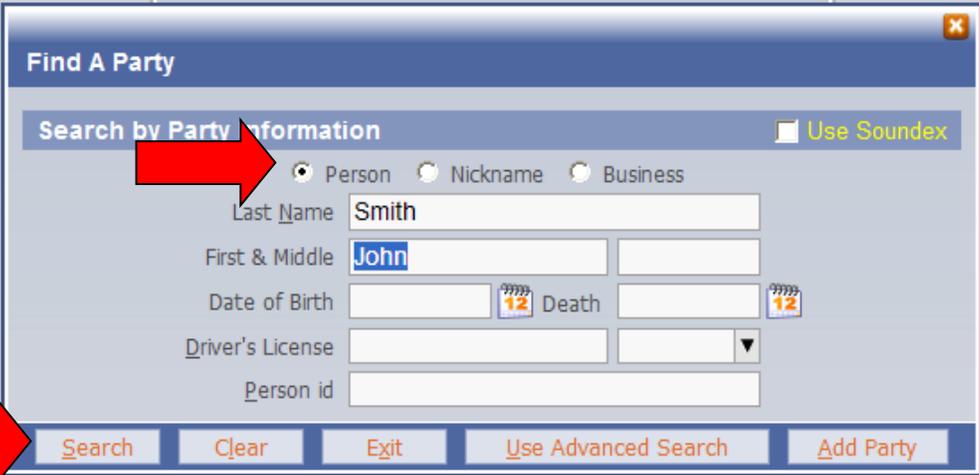


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10. For **Defendant** party connection, click on the **magnifying glass**  icon to search and type in the Defendant's name.



11. For **Defendant** party connection in Probation Transfer cases, click on the **Person** radio button and type in defendant's name and click **Search**. Either click on Add Party to add a new party or click on correct party record from the search results. Once Defendant has been added click **Save** and **Continue**.



12. Click on the **Charges** tab. Click on the **+** sign to add a charge.





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13. In the Code field type **NCA (No Charge Applicable)** and enter an offense date. Click **Continue**.

Community of Offense [dropdown]
1
Code NCA Degree No State Code GOC [dropdown]
Statute NCA Description No Charge Applicable
Off. Date 02/09/2012 Time [text] Fine [text]
To [text] To [text] Bond [text]
 On or About At or About Bond Type [dropdown]
Additional Statutes
Type Statute Description
Continue Exit

14. Click **Save** at the top right corner.

Add a New Case
Detail Parties Charges
Type MC - Miscellaneous Criminal
Charges Amend Renumber
Save Exit

15. Click on **Edit Case** at the case number screen to add any events or hearings, if needed. Click **Save**.