



Odyssey CMS Cheatsheet

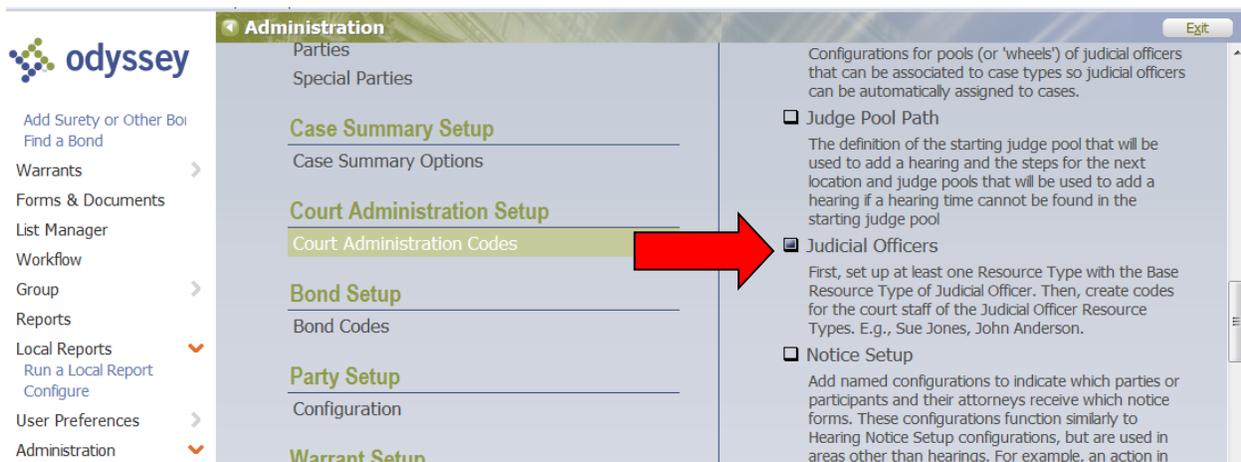
Topic: Adding Special Judges, Senior Judges, Pro Tems, Temporary Judges, Magistrates and Commissioners

Date: 4/3/2014

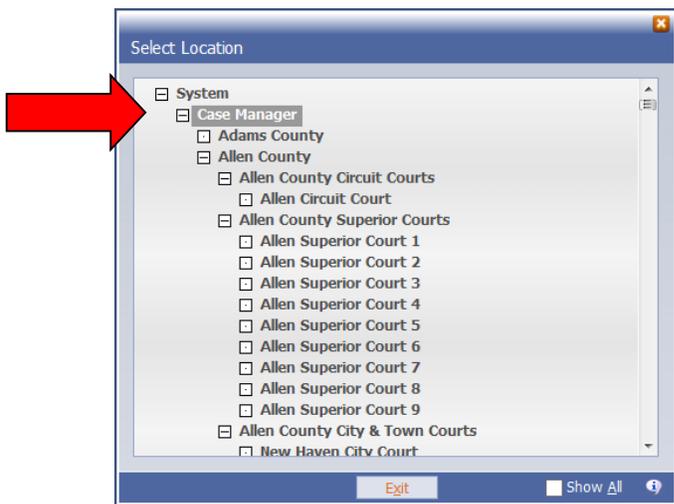
Summary: This cheatsheet explains how to add Special Judges, Senior Judges, Pro Tems, Temporary Judges, Magistrates, and Commissioners in order to make them available for your county to use.

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.

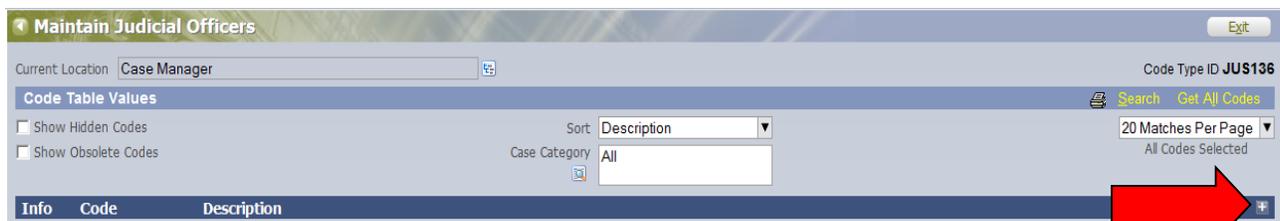
1. Navigate to **Administration** → **Court Administration Codes** → **Judicial Officers**.



2. Click on the **Case Manager** node. This allows other Odyssey counties to use the judicial officer being added.



3. Click the **+** sign.





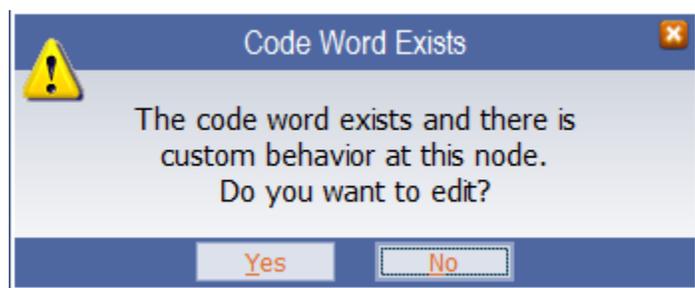
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4. Enter the initials "SJ" (Special Judge), "SR" (Senior Judge), "PT" (Pro Tem), "TJ" (Temporary Judge), "M" (Magistrate), or "C" (Commissioner) along with the full bar number without any dashes. Example: PT205802 for Pro Tem Mark Thomas 2058-02. Then click **Continue**.

Enter Code Word

Code Word

If you receive this message after clicking Continue, please stop and call the Trial Court Technology Help Desk at 1-888-275-5822 for assistance.



5. Type **ALL** under Case Categories. If you prefer, click on the picker next to Case Categories and choose **Select All**, then **Continue**.
6. Select the appropriate **Judicial Officer Type** from the drop down.
7. Enter the First and Last Name. In the Middle Name field add the name or middle initial (if applicable) followed by "-SJ", "-SR", "-TJ", "-PT", "-M", or "-C" to indicate the type of judicial officer you are adding.
8. Uncheck "**Show this code for Case Manger**". (Doing this will hide the code at the Case Manger level until you need to use it at a later time. Some Judicial Officers may be practicing in multiple counties, which is why we add them at the Case Manger node.)
9. Click **Save**.



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*** **DO NOT add a court to the Default Location.** This must be left blank for all Special Judges, Senior Judges, Pro Tems, Temporary Judges, Magistrates, and Commissioners. This is **ONLY** used for the elected, sitting Judge of that court. Adding this to another judicial officer type will change configuration by affecting filing and reassignment/transfer of cases.

The screenshot shows the 'Add Judicial Officers' form with several red arrows pointing to specific fields:

- Two arrows point to the checkboxes: Show this code for Case Manager and Use for API only.
- An arrow points to the 'Code' field containing 'SJ205802'.
- An arrow points to the 'Description' field containing 'Thomas, Mark -SJ'.
- An arrow points to the 'Case Categories' dropdown menu, which is currently set to 'All'.
- An arrow points to the 'Judicial Officer Type' dropdown menu, which is set to 'Special Judge'.
- Two arrows point to the 'First' field ('Mark') and 'Middle' field ('-SJ').
- An arrow points to the 'Last' field ('Thomas').
- An arrow points to the 'Suffix' dropdown menu.
- An arrow points to the 'Save' button at the bottom of the form.

10. To unhide a judicial officer for your county, navigate to Judicial Officers under Court Administration codes and click on the picker to select your county.

The screenshot shows the 'Maintain Judicial Officers' interface. A red arrow points to the 'Current Location' dropdown menu, which is currently set to 'Case Manager'. Other visible elements include 'Code Table Values' with checkboxes for 'Show Hidden Codes' and 'Show Obsolete Codes', a 'Sort' dropdown set to 'Description', and a 'Case Category' dropdown set to 'All'.

11. Click on the top node for your county.

The screenshot shows the 'Select Location' dialog box with a tree view of locations. A red arrow points to the 'System' node, which is expanded to show sub-nodes: 'Case Manager', 'Adams County', 'Allen County', and 'Allen County Circuit Courts'.



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12. Check mark "Show Hidden Codes". Click on the **Search** link.

Maintain Judicial Officers

Current Location: Allen County

Code Type ID: JUS136

Code Table Values

Show Hidden Codes

Show Obsolete Codes

Sort: Description

Case Category: All

Search Get All Codes

20 Matches Per Page

All Codes Selected

13. Type in the last name of the judicial officer in the Description field. Clerk **Search**.

Code Search

Code: []

Description: ulmer

Search Exit

14. Once you have located your SJ, SR, PT, TJ, M, or C, click on the corresponding line.

Maintain Judicial Officers

Current Location: Allen County

Code Type ID: JUS136

Code Table Values

Show Hidden Codes

Show Obsolete Codes

Sort: Description

Case Category: All

Search Get All Codes

20 Matches Per Page

Subset of Codes Selected

Info	Code	Description	Case Category
	PT206302	Ulmer, Douglas - PT	CR CV FAM PR
	TJ206302	Ulmer, Douglas - TJ	CR CV FAM PR

15. Mark the "Show this code for _____ County" checkbox and click **Save**.

Modify Judicial Officers

Show this code for Allen County

Use for API only

System-Wide Code and Description

Code: PT206302

Description: Ulmer, Douglas - PT

System-Wide Effective Information

Effective Date: []

Obsolete Date: []

Case Categories

Community Corrections; Check; Criminal; Civil; Drug Court;

System-Wide Judicial Officers Behavior

Judicial Officer Details

Judicial Officer Type: Judge Pro Tem

Title: []

First: Douglas Middle: -PT

Last: Ulmer Suffix: []

Email: []

Work: [] Ext: []

Save Exit

16. Your Special Judge, Senior Judge, Pro Tem, Temporary Judge, Magistrate, or Commissioner will now display in your Judicial Officer drop down.