



# Odyssey CMS Cheatsheet

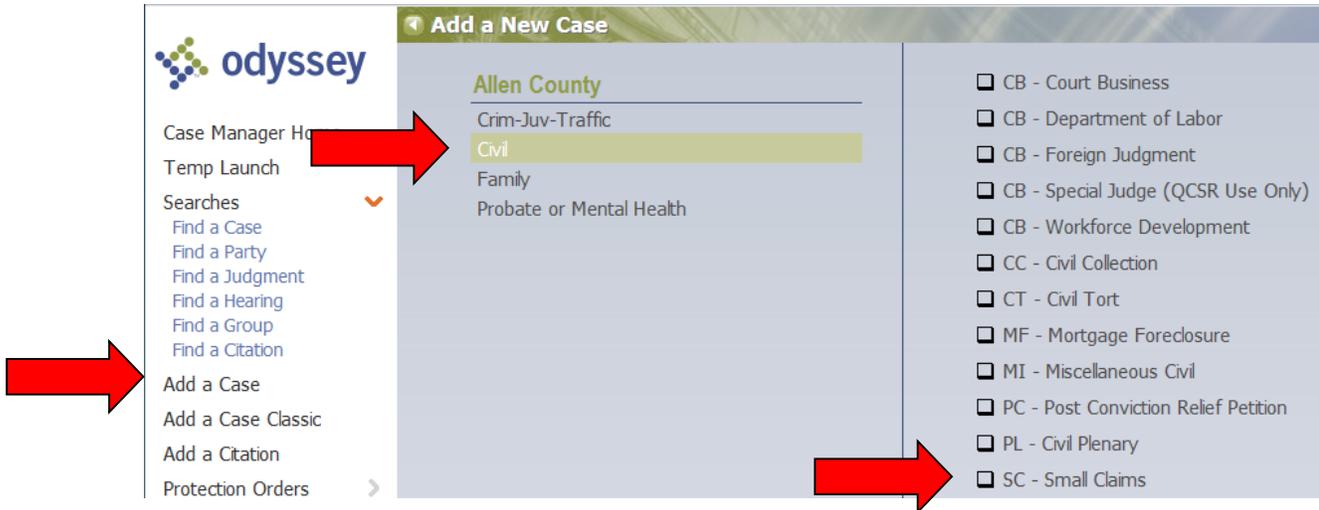
**Topic:** Adding a Civil Case

**Date:** 1/10/2014

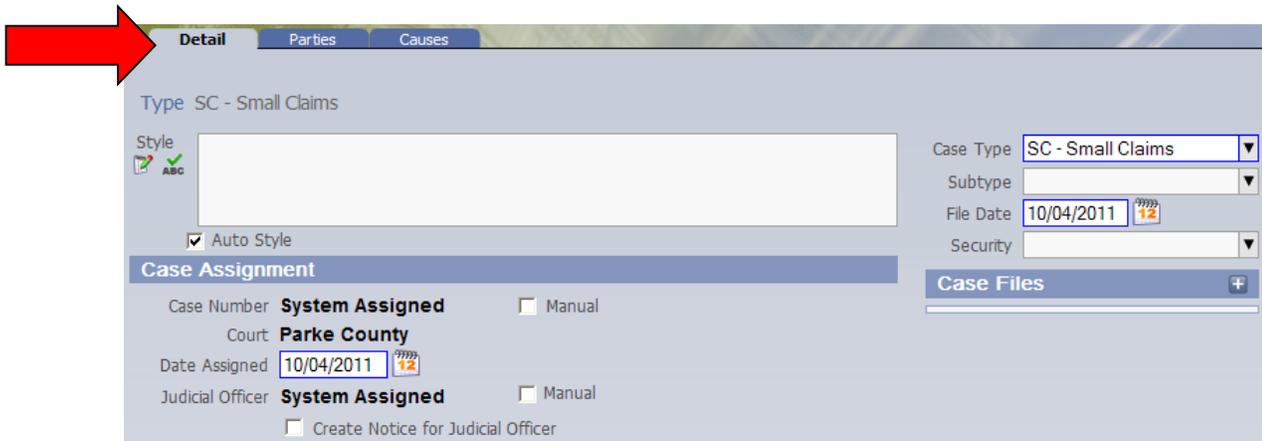
**Summary:** This cheatsheet explains how to add a Civil Case in Odyssey Case Manager.

**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.

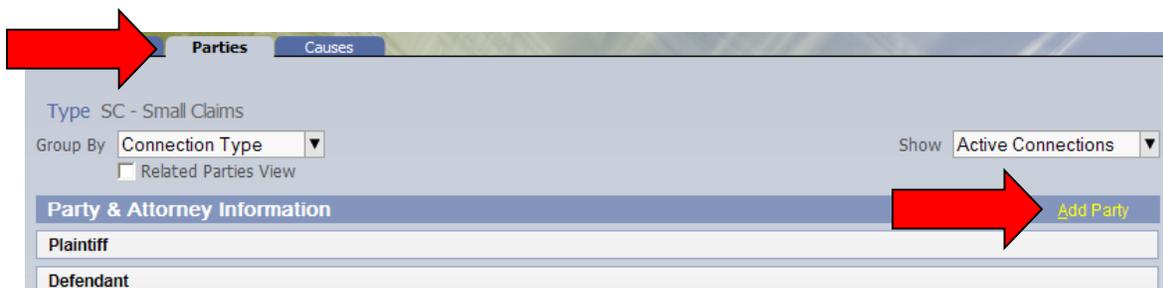
1. Click on **Add a Case** → **Civil**. Select your case type. In this example, we are adding a Small Claims case.



2. This will take you to the **Detail** tab. Notice that Odyssey has filled out the basic details for you (dates, court, etc). If you need to add or change any information on this page, click into the desired section and to open that dialog box to change the details.



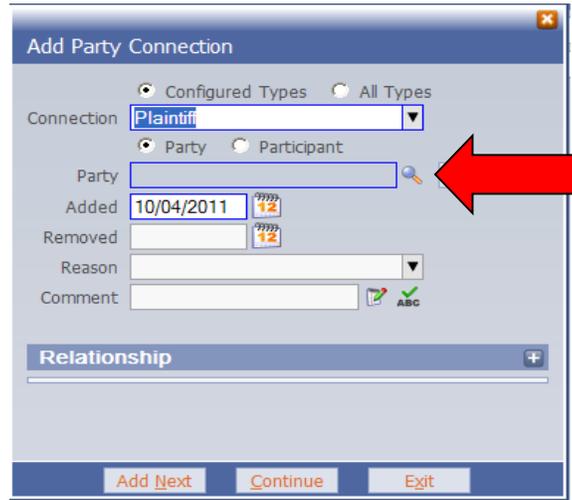
3. Navigate to the **Parties** Tab to add the parties and/or attorney information. Either right click on the party or click the yellow **Add Party** link.



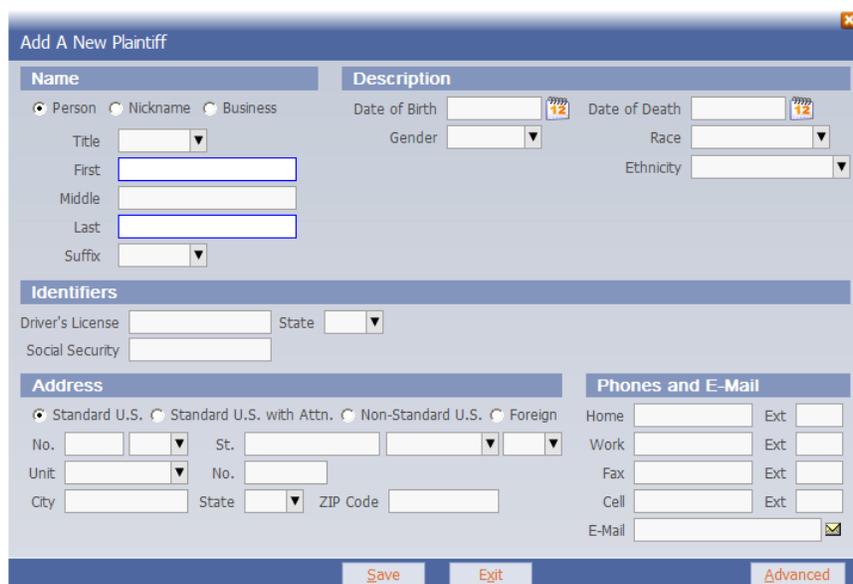
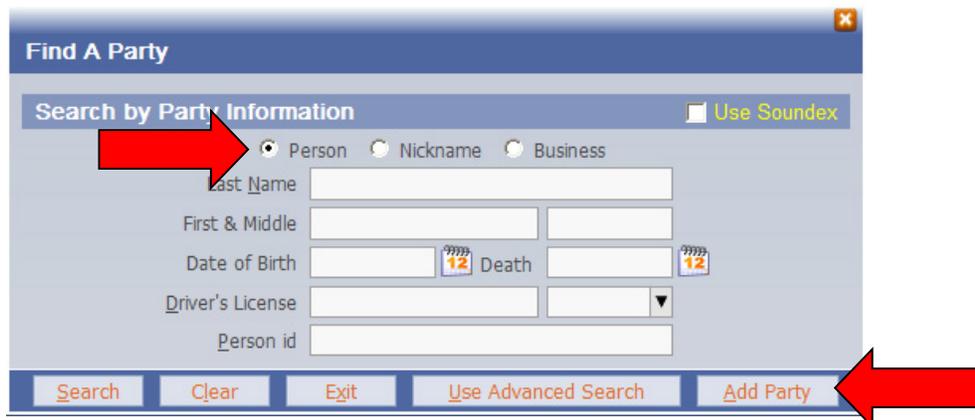


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4. Click on the Magnifying glass  next to the "Party" field.



5. At the top of the Find a Party screen, **Select** either the **Person**, **Nickname** or **Business** radio button and **Enter** the name you are searching for (Community Corrections, Probation, etc.) and click **Search**. If your party is not found, click the Add Party button to enter their information.



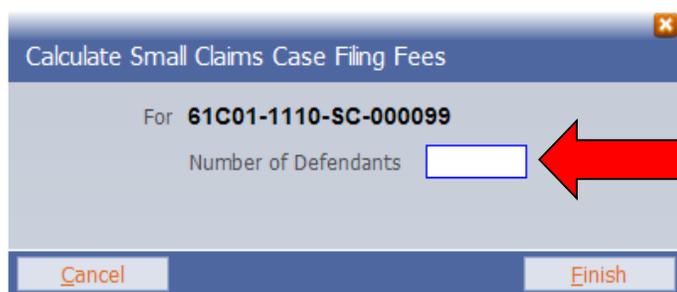


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6. Once you have entered your parties, click the **Save** button.



7. A pop-up dialog box will appear to ask you how many defendants. Enter the number of defendants on the case and click Finish.



The Case number dialog box will now appear with your case number. From this box you can now Add fees, Edit the case or enter in another new case.



NOTE: If the case you are entering is being filed on a date that is later than the actual file date, click Edit Case and enter the following event on the Events tab:

Event Code: CMF

Description: Filing Entered in CMS Today: File Stamped/Certified on: (Enter File D ate in the comment field)

For more information on adding events, please see the *Events Overview* cheatsheet on Alt+F1.