



Odyssey CMS Cheatsheet

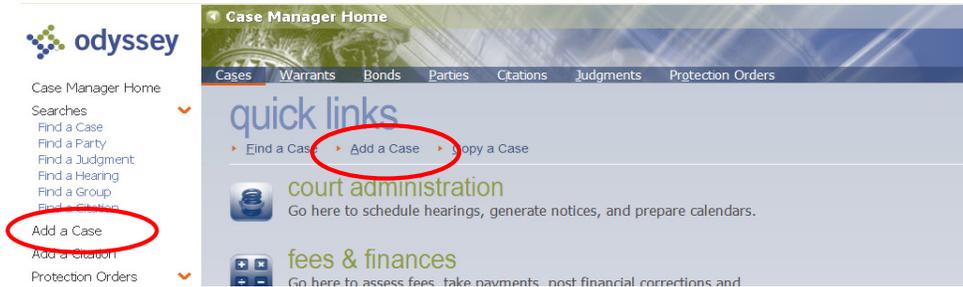
Topic: Adding a Criminal Case

Updated: 5/26/2015

Summary: This cheat sheet instructs the user of how to add a Criminal 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.

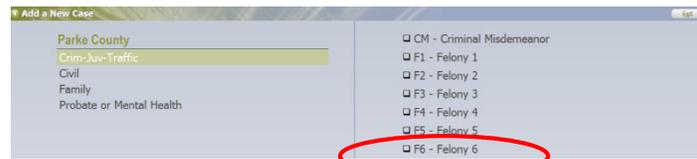
1. Click on **Add a Case** from the Case Manager home page or in the Navigation Menu.



2. Choose 'Crim-Juv-Traffic' from the Case Categories.



3. Choose your case type. For this example, we are using F6 – Felony 6.



4. 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 to open that dialog box to change the details.





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5. Navigate to the **Parties** Tab to add the parties and/or attorney information. You will notice the State Plaintiff is defaulted to the State of Indiana in all criminal cases. Either right click on the party connection or click the yellow **Add Party** link to add the party.

The screenshot shows the 'Add a New Case' window with the 'Parties' tab selected. The 'Party & Attorney Information' section is visible, showing 'State Plaintiff' as 'State of Indiana' and 'Defendant' as an empty field. Red arrows point to the 'Add Party' link and the 'Defendant' field.

6. Click the magnifying glass to search Odyssey for your Defendant.

The screenshot shows the 'Add Party Connection' dialog box. The 'Connection' dropdown is set to 'Defendant'. The 'Party' field has a magnifying glass icon circled in red. The 'Added' date is 10/04/2011.

7. At the top of the screen **Select** either the **Person** or **Business** radio button and enter the name of your Defendant. If all five (5) of the identifiers match what you have listed on your Information sheet you can select your defendant. (Reference the Statewide Party Matching Policy for the list of identifiers). If your party is not found click the **Add Party** button to enter their information.

The screenshot shows the 'Find A Party' dialog box. The 'Search by Party Information' section is active. The 'Person' radio button is selected. The 'Last Name' field is empty. The 'Add Party' button is highlighted with a red arrow.



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8. Fill in all fields that you have information for in the **Add A New Defendant** screen. Click **Save**.

Add A New Defendant

Name Person Nickname Business

Title First Middle Last Suffix

Description Date of Birth Gender Race Ethnicity Height Ft. In. Weight Hair Eyes

Identifiers Driver's License State State ID State Social Security FBI Number Other Agency No.

Address Standard U.S. Standard U.S. with Attn. Non-Standard U.S. Foreign

No. St. Unit No. City State ZIP Code

Phones and E-Mail Home Ext Work Ext Fax Ext Cell Ext E-Mail

Save Exit Advanced

9. Click on the **Charges** tab. Click on the **plus sign (+)** to add a charge.

Add a New Case Save Exit

Detail Parties **Charges**

State of Indiana vs. Bob Jones
Type F6 - Felony 6

Charges Transfer Reopen **+**

No Charges exist for this defendant.
Click the add icon to add a new charge

10. At the Add Charge Detail screen type in or search for the **Code** from the drop down list. Once you select the code the information in the other required fields will automatically populate. Enter the offense date in the **Off. Date** field. Enter any other information in the other fields.

Add Charge Detail

Detail Arrest / Filing Additional

Charge Detail for Defendant: Jones, Bob

Community of Offense #

Code Degree GOC

Statute Description

Off. Date Time Fine

To To Bond

On or About At or About Bond Type

Additional Statutes

| Type | Statute | Description |
|------|---------|-------------|
|------|---------|-------------|

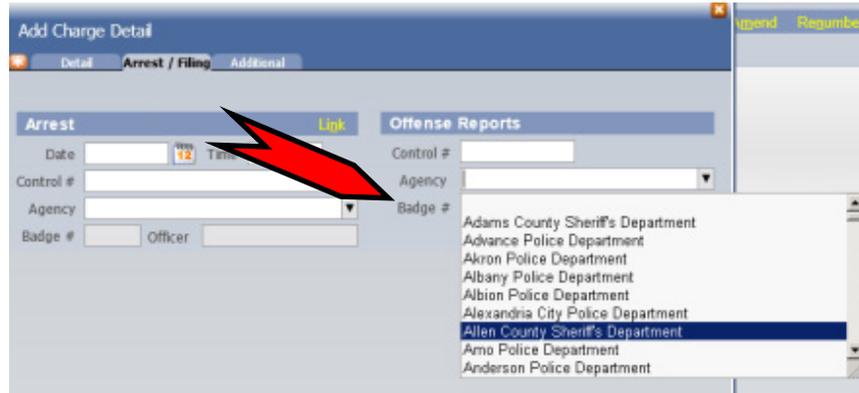


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11. Next click on the **Arrest/Filing** tab.

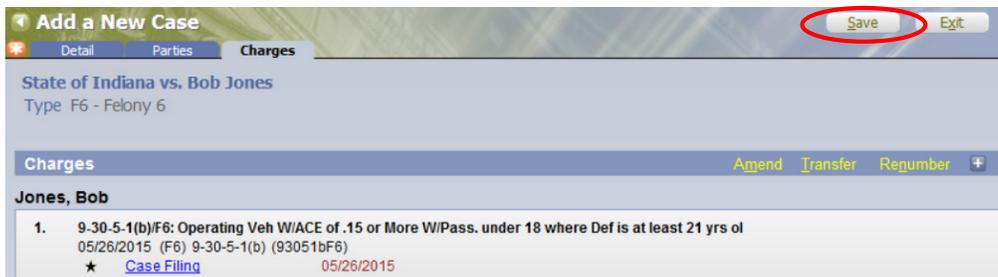


12. Under **Offense Reports**, click the dropdown next to **Agency** and select the appropriate one.



13. Click **Continue**. The added charge will appear on the Charges tab.

14. If there are additional charges to add **repeat steps #9 & #10**. Once all of your charges have been added they will appear on the charges tab.



15. Click **Save** at the top of the screen. The Case Number dialog box will now appear with your case number. From this box, click on **Edit Case**.





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16. This will take you into your case. Navigate to the **Events** tab, and click the **+ sign** to add a new event. Type the code "TCN" into the type field. This is the code for the "Transaction Control Number" event. You can also put your cursor in the type field and hit F4 on your keyboard to search for this event. In the comment field type the TCN. Please do not enter other information in this comment box. Then, click **Save**. *If the case is a converted case, this information should be added at the time of the conviction or dismissal.*

The screenshot shows the 'Add Event' form with the following fields and values:

- Type: Transaction Control Number
- Date: 08/15/2013
- Due: [blank]
- Comment: 123456789
- Instrument #: [blank]
- Docketable:
- Include on Appeal:
- Does not affect case aging clock: [dropdown]

Buttons at the bottom: Save/Print, Save (highlighted), Exit.

If the TCN is entered incorrectly, change the existing TCN event and click Save.

PLEASE NOTE: In order for a case to be sent to the Indiana State Police for updating of the CHRIS and NCIC databases, the TCN event must be contained on cases. (TCN is the Transaction Control Number. Per Criminal Rule 2.1(5), the appearance form filed by the Prosecutor should contain this information).

17. If your county is using criminal e-filing the TCN event and number may come over automatically.
18. If you do not have the TCN upon filing of the criminal case, please read the other options below:
- **TCNNA:** This event should be added if there is no applicable TCN for the case. Example: the person receives a summons instead of being arrested and was not convicted. Adding this event will remove the case from the error report that the County receives. This will be archived for further activity.
 - **TCNU:** This event is used if the case was filed prior to the existence of TCN in the 1990's. The conviction information will need to be manually sent to ISP.
19. **Domestic Flags:** If the case is determined to be domestic in nature, the please add the Domestic Violence Determined event (**DVD**) to the case. This event will trigger a case flag on the Summary tab.

The screenshot shows the 'Add Event' form with the following fields and values:

- Type: Domestic Violence Determination
- Date: 08/15/2013
- Signed: 08/15/2013
- Judicial Officer: [dropdown]
- Due: [blank]
- Comment: [blank]
- Volume: [blank]
- Page: [blank]
- # Pages: [blank]
- Docketable:
- Include on Appeal:
- Does not affect case aging clock: [dropdown]

Buttons at the bottom: Save/Print, Save (highlighted), Exit.



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Defendant Demographics

DOB 10/04/1991 5'9" 140 lbs
 DL IN-5490-00-5339 Hair
 SSN 311-11-2920 Eyes
 SID IN-01889162

case file

Clerk's Office

flags & actions due

Domestic

20. **Sexually Violent Predators:** If the Court has determined that the Defendant is a Sexually Violent Predator, the party record needs to be updated to reflect this information.

- Click on the **Parties** tab of the case.
- Click on the appropriate party name.
- Click into the name again to get to the party record.
- Click on the **Additional** tab of the Modify Party dialogue box.
- Click the "+" next to the Caution Flags, and select **Sexually Violent Predator** (Code 30).
- Click **Continue** and **Save** until you are back on the Parties tab of the case.

Modify Party

General **Additional** Employment Relationships Cases Hearings Jailings

Caution Flags + **Special Conditions** +

Sexually Violent Predator - Contact ORI for Detailed Info

State [] County [] Country []

Languages + **Miscellaneous**

Needs Interpreter ⓘ Citizenship [] Complexion []

Save Exit Party ID 9574997

Select Caution Flags

Description [] Code []

Show Selected Codes Only Sort: Description

| Description | Code |
|---|------|
| 1. <input type="checkbox"/> Known to Abuse Drugs | 20 |
| 2. <input type="checkbox"/> Martial Arts Expert | 10 |
| 3. <input type="checkbox"/> Medication Required | 80 |
| 4. <input type="checkbox"/> Other | 01 |
| 5. <input type="checkbox"/> Sexually Violent Predator - Contact ORI for Detailed Info | 30 |
| 6. <input type="checkbox"/> Suicidal | 70 |
| 7. <input type="checkbox"/> Violent Tendencies | 05 |

Get All Codes Select All 17 Results - Page 2 of 2

<<Back Next>> Search **Continue** Exit



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The screenshot shows the 'Modify Party' window with the 'Additional' tab active. The 'Sex Offender Registration' section is highlighted with a red box, containing a checkbox for 'Registered Sex Offender' and a 'Date Last Registered' field. Below it, the 'Place of Birth' section includes fields for Hospital, Birth Record File #, Time, City, State, County, and Country. The 'Miscellaneous' section includes fields for Citizenship, Complexion, and Build. At the bottom, the 'Save' button is highlighted with a red box, and the 'Exit' button is visible. The 'Party ID' is 21214712.

21. **Sex Offenses:** Information regarding sex offenses will be sent to ISP based on the criminal charges on the case that have a disposition on the Disposition tab. If conviction information is entered on a charge that is deemed a sex offense, the information will be flagged based on the I.C. code on the case.
22. **Updating converted cases for the interface:** Please remember that if the case is a converted case, the TCN event needs to be added at the time of conviction or dismissal. The interface requires the use of the Confinement Component on the Disposition tab. If you are working with a converted case and the judgment information states "Conversion Unknown", you will need to update that information to a valid judgment by following these steps:
 - While on the **Disposition** tab, click the yellow **Judgment hyperlink**.
 - Click **Amend Judgment**.
 - Select the reason of "Other", and add a comment clarifying that you are entering the original judgment information and the date it was original entered.
 - The Sentence can then be entered using the Confinement Component. **The Sentence information should be entered on the Disposition tab for all scenarios; original sentence, amended sentence, and violation of probation.** For steps on this process, please see the cheatsheet for entering conviction information.
23. The interface will add the event **DISP – Disposition Sent Electronically to the Indiana State Police** to the cases that go electronically. An event listing report can be set up to track this event.