



Odyssey CMS Cheatsheet

Topic: Adding a Criminal Judgment, Sentence, Restitution and Assessing Fees
Date: 4/28/2014

Summary: This cheatsheet instructs the user on how to add criminal judgments, sentencing, restitution, and to assess fees through the Disposition tab. It also explains how to add conditions of probation through the Conditions-Adult component and the Events tab.

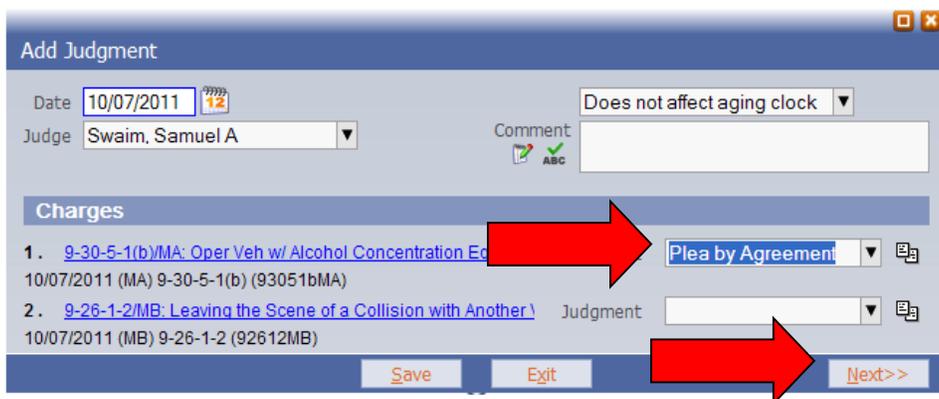
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Adding a NEW Criminal Sentence and Assessing Fees:

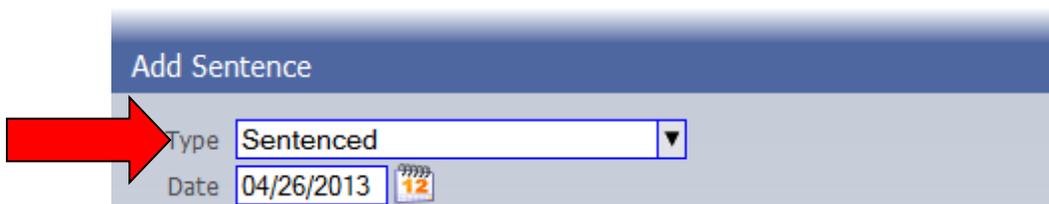
1. Navigate to the **Disposition** tab in your case.
2. Click on the yellow Judgment hyperlink.



3. Click on the Judgment dropdown next to the first charge. Select the appropriate judgment for that particular charge. If the judgment is the same for all charges, you may click the copy icon  on the first charge to the right of the dropdown to copy the same judgment for all charges.
4. Click **Next**.



5. Click the dropdown in the upper left-hand corner and select the Type **Sentenced** from the dropdown. The **Date field** in this section needs to be the date the sentencing information is entered in Odyssey (not the date the sentence was ordered/signed).





Odyssey CMS Cheatsheet

6. Select the charge(s) that apply to the sentence.

****Note:** If the sentence is the same for all charges, then checkmark all applicable charges. If the sentence information varies for any charge, the sentencing information will be entered separately.

Add Sentence

Type: **Sentenced** Judge: **Riggins, David Neal**
 Date: **03/19/2013** Does not affect aging clock: **Does not affect aging clock**
 Vol: Page: # Pages:

Details (1 of 1)

Charges

<input checked="" type="checkbox"/>	1. 9-30-5-2(b)/MA: Operating A Vehicle While Intoxicated: Enc	on 12/16/2011
<input type="checkbox"/>	2. 9-30-5-2(a)/MC: Operating a Vehicle While Intoxicated	on 12/16/2011

7. If you need to assess fees Click on **Add Standard** in the **Fee Total** section. ****Note, if the sentence applies to more than one offense/charge, (in order to avoid duplicating fees assessed), only select one charge, then assess the fees on the case, using the "Add Standard" button in the fee total section. After you enter all the appropriate fees, go back to the above "Charges" section and select all remaining charges that should be associated with to the sentencing order.**

Add Sentence

Type: **Sentenced** Judge: **Culver, Richard D**
 Date: **04/26/2013** Does not affect aging clock: **Does not affect aging clock**
 Vol: Page: # Pages:

Details (1 of 1)

Charges

<input checked="" type="checkbox"/>	1. 35-43-4-2(a)/FD: Theft	on 04/26/2013
<input type="checkbox"/>	2. 35-42-2-1(a)(1)(B)/MA: Battery (no injury. victim is law enfo)	on 04/26/2013

Fee Totals

No fees have been added. Select one of the 'Add' buttons to add fees.

Add Standard **Add Custom**

8. When the following screen appears, click the + sign.

Enter Defendant Charges on Case # 30C01-1303-FD-000002

Date: **03/27/2013** Case Due Date: For Party: **Jones, Henry**
 System Distribution Manual Distribution Case Grace Days: **0**

Charge Information **Auto Assess**

Fee Schedule **Charge +**



Odyssey CMS Cheatsheet

9. Select all of the fees you want to assess. You may need to click Next in order to see additional fee schedules. Click Continue once you've selected all fees that apply.

Select Fee Schedules

Description Code

Show Selected Codes Only Sort **Description** ▼

	Description	Code
1.	<input checked="" type="checkbox"/> Alcohol and Drug Countermeasures Fee	ADC
2.	<input checked="" type="checkbox"/> Alcohol and Drug Services Program Fee	ADSP
3.	<input type="checkbox"/> Attorney's Fees	ATTY
4.	<input type="checkbox"/> Chemical Test Fee	CHTEST
5.	<input type="checkbox"/> Child Abuse Prevention (State)	CHAPST
6.	<input type="checkbox"/> Copy Fees	CF
7.	<input type="checkbox"/> Criminal Case Fines	CRFINES
8.	<input checked="" type="checkbox"/> Criminal Court Costs and Fees	CCC
9.	<input type="checkbox"/> Domestic Violence Prevention Fee	DVP
0.	<input type="checkbox"/> Drug Abuse, Prosecution, Interdiction Fee	DAPICF

34 Results - Page 1 of 4

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

10. Next, you may be prompted to enter amounts for the fee's you've selected. Follow the prompts and enter the appropriate amounts.

Calculate Alcohol and Drug Services Program Fee

Enter the amount for "Alcohol/Drug Services Prgrm User Fee - CR"



Odyssey CMS Cheatsheet

The Criminal Court Costs and Fees, is asking for the law enforcement agency that arrested the defendant. This allocates the \$4 special death benefit fee to their agency. If the agency was added when the case was filed, this automatically fills in, if it was not, click the dropdown and select the appropriate agency.

Calculate Criminal Court Costs and Fees

Please select the fee for Criminal Court Costs and Fees

Fort Wayne Police Department

Cancel << Previous Finish

- Click Next to add required amounts for the remaining fee schedules selected. Click Finish after completing the entry of all fee amounts.

**** Note: IF** you selected Restitution, you want to add the recipient, click the **Edit Detail** link to add the recipient. **IF** you see a recipient defaulted such as *your county treasurer or Indiana Treasurer of State*, do not change those recipients. Scroll down to the Judgment/Restitution section and click the picker box (if the recipient is a party on the case), or click the magnifying glass if the recipient is not a party on the case. Search for your party's name and click continue. If you locate the person with the correct name and address, click continue, if not, click Add Recipient. Enter the recipient's name and address.

Enter Defendant Charges on Case # 02D04-1301-CM-000469

Date: 05/09/2013 Case Due Date: For Party: NORRIS, JULIAN I

System Distribution Manual Distribution Case Grace Days: 0

Charge Information Auto Assess Edit Detail

Fee Schedule	Charge
Alcohol and Drug Countermeasures Fee	200.00
Alcohol and Drug Counter. Fee - Cnty -CR	150.00
Alcohol and Drug Countermeasures Fee - State - (50.00
Alcohol and Drug Services Program Fee	250.00
Alcohol/Drug Services Prgrm User Fee - CR	250.00
Criminal Court Costs and Fees	166.00
Automated Record Keeping Fee - CR	5.00
Court Administration Fee - CR	5.00
Court Costs - City and Town - CR	3.60
Court Costs - County - CR	32.40
Totals	1,116.00

Comment: User: Nieman, Ginalee

Continue Exit



Odyssey CMS Cheatsheet

Edit Fee Detail on Case # 02D04-1301-CM-000469

Due Date Case Grace Days

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)
Court Administration Fee - C	40	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	<input type="text"/>
DNA Sample Processing Fee	40	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	<input type="text"/>
Document Storage Fee - CR	40	<input type="checkbox"/>	<input type="checkbox"/>	Allen County Treasur	<input type="text"/>
Judicial Insurance Adjustmer	40	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	<input type="text"/>
Judicial Salary Fee - CR	40	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	<input type="text"/>
Jury Fee - CR	40	<input type="checkbox"/>	<input type="checkbox"/>	Allen County Treasur	<input type="text"/>
Public Defense Administratio	40	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	<input type="text"/>
05/09/2013 Judgment/Restitution					
Interest Bearing Principal - C	70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Non-Interest Bearing Principi	90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

*Hold Indefinitely: Checkbox must be manually unchecked to release
**Hold Until Fully Paid: computer will automatically release

12. Once you have checked to make sure the total is correct, Click Continue.

Totals

Comment

User **Nieman, Ginalee**

Your screen should now look similar to this:

Add Sentence

Type Judge

Date

Vol Page # Pages

Details (1 of 1)

Charges 1. 35-42-2-1.3(a)/MA: Domestic Battery on 01/30/2013

Fee Totals

Comment

Alcohol and Drug Countermeasures Fee	200.00
Alcohol and Drug Services Program Fee	250.00
Criminal Court Costs and Fees	166.00
Judgment/Restitution	500.00
Fee Totals \$	1,116.00



Odyssey CMS Cheatsheet

13. The Confinement time can now be entered. Scroll down from the fees and you will see the Confinement section. Confinement time is entered in Days and/or Years only and should be entered exactly as ordered. Complete the fields as sentenced.

- Enter the **Commence date**. This is the date that confinement is to begin.
- Check the Life or Death radio buttons if either applies.
- Click the Type dropdown to select as per the Sentencing Order.
- Enter any additional dates that need to be noted can be added in the comment field (e.g. the sentencing took place yesterday but you are just now entering the sentence in Odyssey today. You can enter, Sentencing Order signed: XX-XX-XX in the Confinement's comment field.)
- Complete the Jail Credit and Suspended fields per the sentencing Order.
- If a sentence is concurrent or consecutive to other counts or cases, enter that information in the appropriate fields. The **Comment** field can be used to add information other than the Conditions of Probation.

14. Click **Save**.

The screenshot shows the 'Add Sentence' form in the Odyssey CMS. The form is titled 'Add Sentence' and has a blue header. Below the header, there are several input fields and dropdown menus. The 'Type' dropdown is set to 'Sentenced'. The 'Date' field is set to '10/07/2011'. The 'Judge' dropdown is set to 'Swaim, Samuel A'. The 'Does not affect aging clock' dropdown is set to 'Does not affect aging clock'. The 'Vol', 'Page', and '# Pages' fields are empty. Below this is a 'Details (1 of 1)' section with a sub-header 'ABC'. The 'Confinement' section is highlighted with a red arrow. It contains several fields: 'Commence' (10/7/2011), 'Term' (3 Years), 'Life' (radio button), 'Death' (radio button), 'Type' (Indiana Department of Corre...), 'Jail Credit' (6 Days), 'Suspended' (2 Years), 'Concurrent with Prior Sentence' (checkbox), 'Case #' (empty), 'Consecutive with Prior Sentence' (checkbox), 'Case #' (empty), and 'Comment' (empty). At the bottom of the form, there are 'Add' and 'Default' buttons. A red arrow points to the 'Save' button at the bottom of the page.



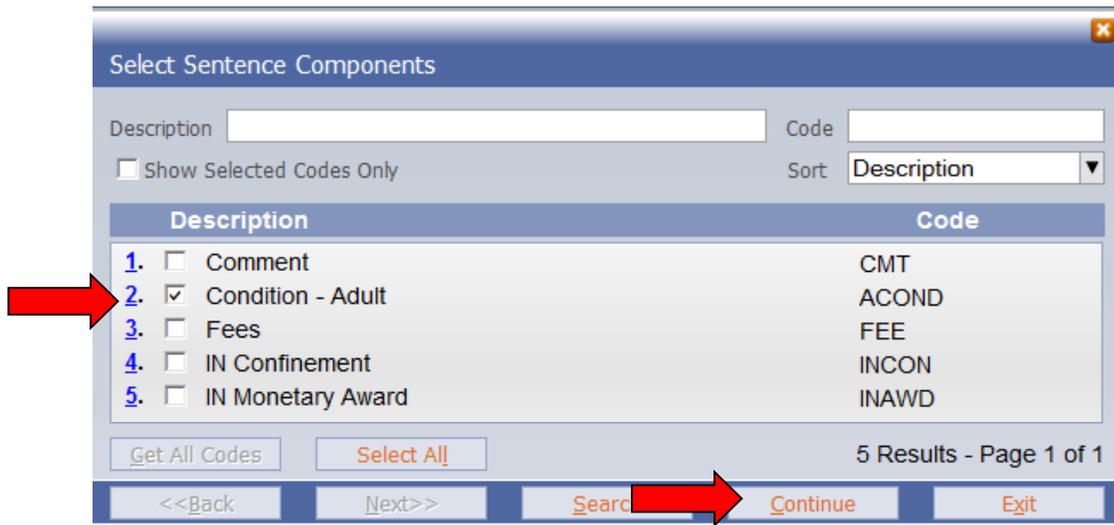
Odyssey CMS Cheatsheet

There are two ways to enter the Conditions of Probation. You can use the Conditions Component during sentencing OR by adding the "Conditions of Probation" event. **IF adding the Conditions of Probation EVENT instead of adding the component below, complete the event after completing the sentence screen, including adding the Monetary Award Component IF Restitution is ordered.

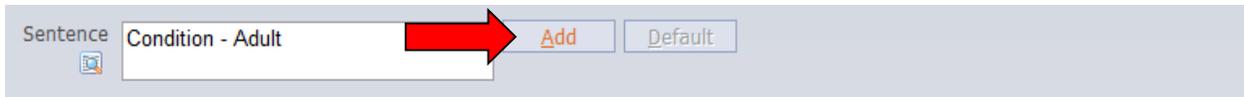
**** Note: If you choose to use the Conditions of Probation EVENT and Restitution is ordered, add the Restitution through the Monetary Award Component with the instructions below BEFORE proceeding to add the conditions of probation event. If NO restitution is ordered, your sentence screen is complete (except to enter the Conditions of Probation Event.) Click Continue and skip to the last page to complete the steps: [Conditions of Probation Event](#)**

Adding Conditions Using the Conditions Component:

15. Click the magnifying glass under Sentence and select Condition-Adult. Click Continue.



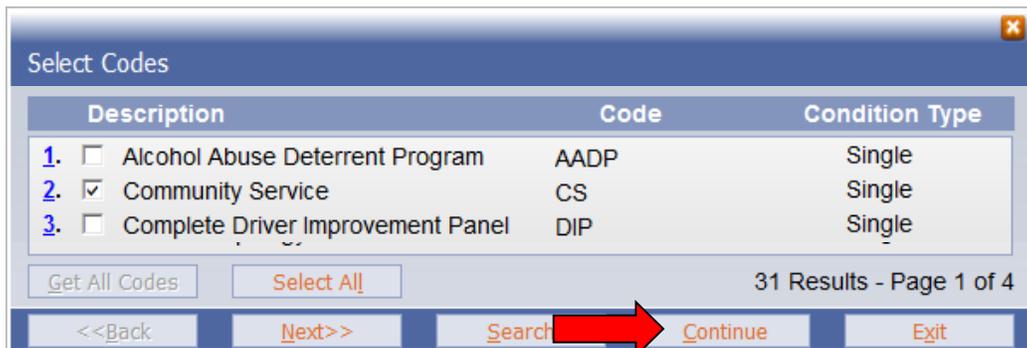
16. Click ADD.



17. The Conditions-Adult box will appear. Click Add to select the terms of conditions that apply.



18. Choose the conditions and click Continue.





Odyssey CMS Cheatsheet

19. Click ADD once again. The Conditions fields will now display with the terms of conditions. Now, you can click into each condition and enter a comment if needed. You can also enter an End date for each of the conditions, if applicable. When finished, click Update.

Add Sentence

Type: [Dropdown] Judge: Miller, Jane Woodward

Date: 05/16/2013 [Calendar Icon] Does not affect aging clock: [Dropdown]

Details (1 of 1)

Condition - Adult

Condition: Day Reporting [Dropdown] Comment: [Text Area] Amount: [Text Field]

[Update] [Clear]

Condition	Duration Location	Amount Comment	Effective	End	Status
Day Reporting			05/16/2013	05/16/2014	05/16/2013 A [Clock Icon]
Community Serv			05/16/2013		05/16/2013 A [Clock Icon]
Driver's License			05/16/2013		05/16/2013 A [Clock Icon]

[<<Back] [Save] [Exit]

20. Click SAVE.

**If no restitution is required, skip the Adding Restitution section and click Continue to save the sentence.*

Adding Restitution (Judgment Book and CCS):

21. Click the  magnifying glass under Sentence and select ADD

Sentence [Search Field] [Magnifying Glass Icon] [Add] [Default]

22. Check the box next to IN Monetary Award, Click Continue.

Select Sentence Components

Description: [Text Field] Code: [Text Field]

Show Selected Codes Only Sort: Description [Dropdown]

Description	Code
1. <input type="checkbox"/> Comment	CMT
2. <input type="checkbox"/> Condition - Adult	ACOND
3. <input type="checkbox"/> IN Confinement	INCON
4. <input checked="" type="checkbox"/> IN Monetary Award	INAWD

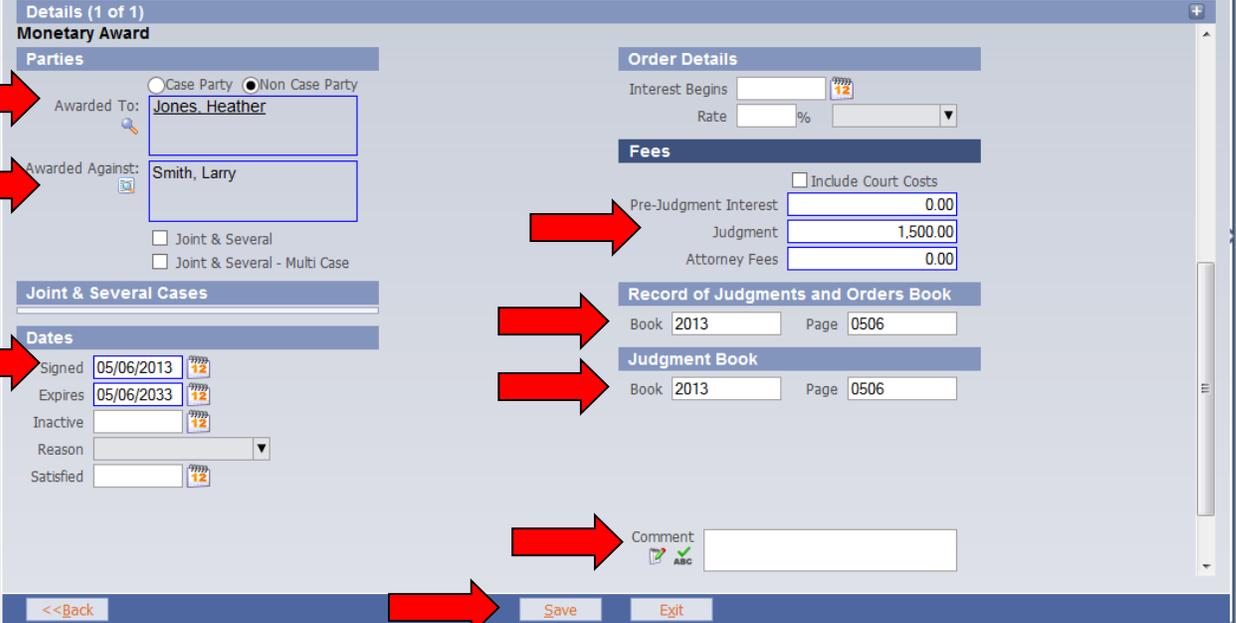
[Get All Codes] [Select All] 4 Results - Page 1 of 1

[<<Back] [Next>>] [Search] [Continue] [Exit]



Odyssey CMS Cheatsheet

23. Fill in the Awarded To and Awarded against boxes by Clicking on the picker box , you can select a party on the case. You can also click on Non Case Party and to add a party that is not listed under the magnifying glass box.



The screenshot shows the 'Monetary Award' form with several sections and fields highlighted by red arrows:

- Parties:** 'Awarded To' is 'Jones, Heather' and 'Awarded Against' is 'Smith, Larry'. There are radio buttons for 'Case Party' and 'Non Case Party', and checkboxes for 'Joint & Several' and 'Joint & Several - Multi Case'.
- Order Details:** 'Interest Begins' is a date picker, 'Rate' is a percentage field, and 'Include Court Costs' is a checkbox.
- Fees:** 'Pre-Judgment Interest' is 0.00, 'Judgment' is 1,500.00, and 'Attorney Fees' is 0.00.
- Record of Judgments and Orders Book:** 'Book' is 2013 and 'Page' is 0506.
- Judgment Book:** 'Book' is 2013 and 'Page' is 0506.
- Dates:** 'Signed' is 05/06/2013, 'Expires' is 05/06/2033, 'Inactive' is a date picker, 'Reason' is a dropdown, and 'Satisfied' is a date picker.
- Comment:** A text area with a green checkmark icon and 'ABC' text.
- Navigation:** '<<Back', 'Save', and 'Exit' buttons at the bottom.

24. Fill in the Signed Date and hit your Tab key or click into another area of your screen. The Expires date, Interest Begins date, and rate will populate for you. *****Note the interest rate is automatically set at 8% Annually. If you need to modify you may do so.*****

25. Enter the amounts into the appropriate fee boxes. All three boxes are required fields, so if you don't have an amount for PreJudgment Interest or Attorney Fees, you MUST enter 0.00.

26. *******IMPORTANT***** The Book and Page must be entered in order for the Judgment to print into the Judgment Book. The Book is the Year that you are entering the information. The Page is the Month and Day that you are entering the information. For example, if you are entering the sentence on May 6th, 2013: the Book would be 2013, and the Page would be 0506. **Do not enter any dashes, slashes, or periods in the boxes. The Book and Page MUST ALWAYS be TODAY's date, (the date you are entering the Sentence, not the date the original sentence order was signed).**

27. If you have any comment associated to the restitution, add it in this section (Monetary Award) so that it will display in the Judgment Book.

28. When finished, click SAVE.



Odyssey CMS Cheatsheet

Conditions of Probation Event

AFTER entering the complete Sentence in the SENTENCE screen:

1. Click the Case Close button on the Disposition tab.
2. Select the "Add Events" checkbox. Click the + sign next to Events, and add the "Conditions of Probation" (CP) event. Type the terms of Probation in the Comment box.
3. Add the Statistical Closure by selecting the appropriate Statistical Closure from the drop down menu.
4. Click **Save** at the bottom of the Case Close screen.
5. Click the **Save** button at the top right before exiting the case.

Case Close 36C01-0203-FD-000066

Date: 03/19/2013 Time: 12:22 PM

Today and Future Hearings
Hearing Type: [Cancel] [Delete]
Hearing Reason: []
Setting Reason: []
Comment: []

Case Status
Status: Decided
Comment: []

Open Warrants
Status: []
Location: []
Comment: []

Add Statistical Closure
Statistical Closure: Guilty Plea or Admission
Comment: []

Add Events
Events: Conditions of Probation

Open Bonds
Bond Type: []
Status: []
Location: []
Comment: []

[Save] [Exit]