



Odyssey CMS Cheatsheet

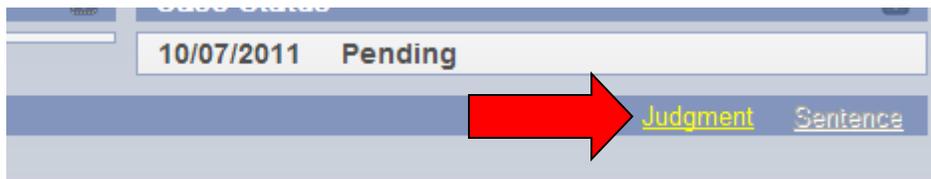
Topic: Adding a Criminal Judgment and Sentence with/without Restitution
Date: 4/28/2014

Summary: This cheatsheet instructs the user on how to add criminal judgments, sentencing, and restitution under the Dispositions Tab. It also explains how to add conditions of probation through the Conditions – Adult Components and the Events tab.

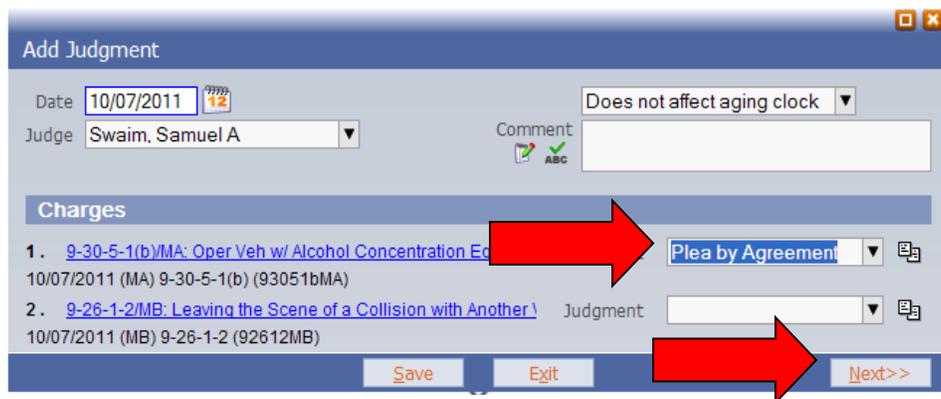
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Adding a NEW Criminal Sentence:

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).





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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: Judge:
 Date: 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. The Confinement time can now be entered. 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 Confiement’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.

8. Click **Save**.

Add Sentence

Type: Judge:
 Date: Does not affect aging clock:
 Vol: Page: # Pages:

Details (1 of 1)

ABC

Confinement

Commence:

Term
 Life
 Death

Type:

Jail Credit: Years Days
 Suspended: Years Days

Concurrent with Prior Sentence
 Consecutive with Prior Sentence

Case #:
 Case #:

Comment:

Sentence:



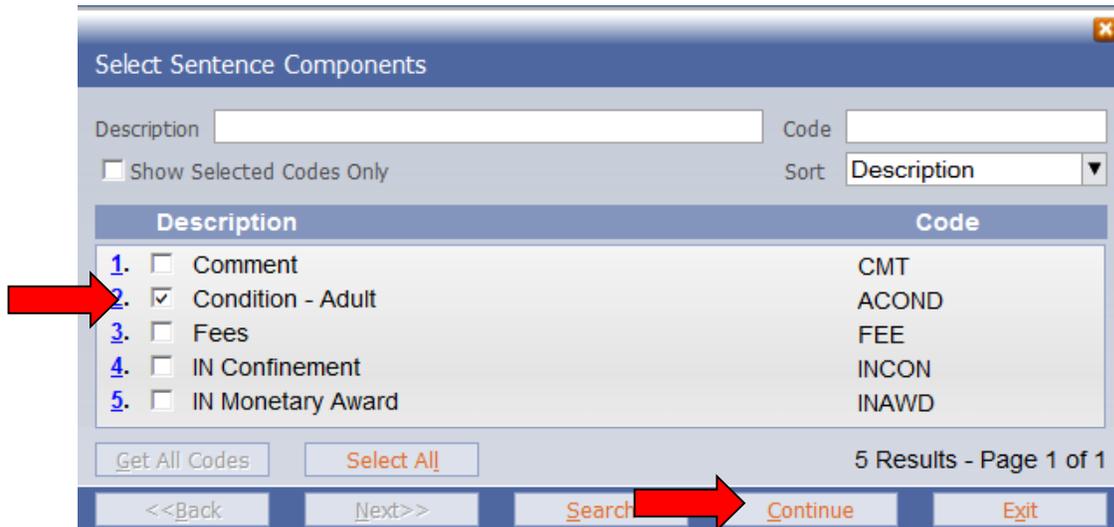
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There are two ways to enter the Conditions of Probation. You can use the Conditions Component during sentencing OR by adding the "Conditions of Probation" event. ****IF adding the Conditions of Probation EVENT instead of adding the component below, 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:

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



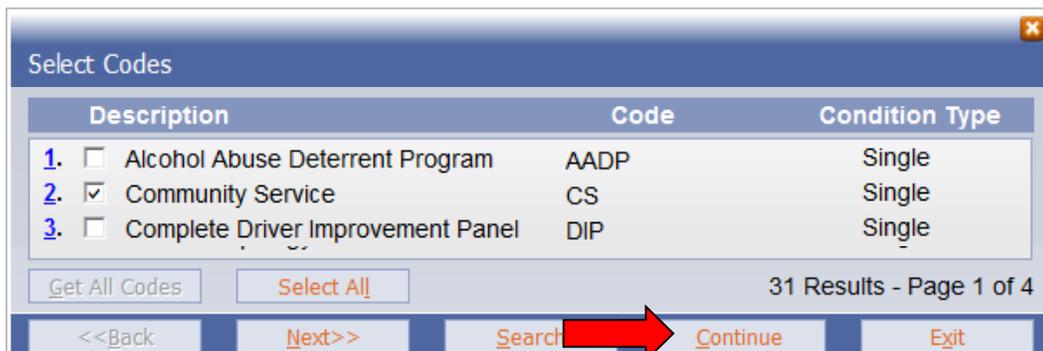
10. Click ADD.



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



12. Choose the conditions and click Continue.





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13. 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 Does not affect aging clock: [Dropdown]

Details (1 of 1)

Condition - Adult

Condition: Day Reporting 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
Community Sen			05/16/2013		05/16/2013 A
Driver's License			05/16/2013		05/16/2013 A

[<<Back] [Save] [Exit]

14. 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):

15. Click the magnifying glass under Sentence and select ADD

Sentence [Text Field] [Magnifying Glass] [Add] [Default]

16. 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

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

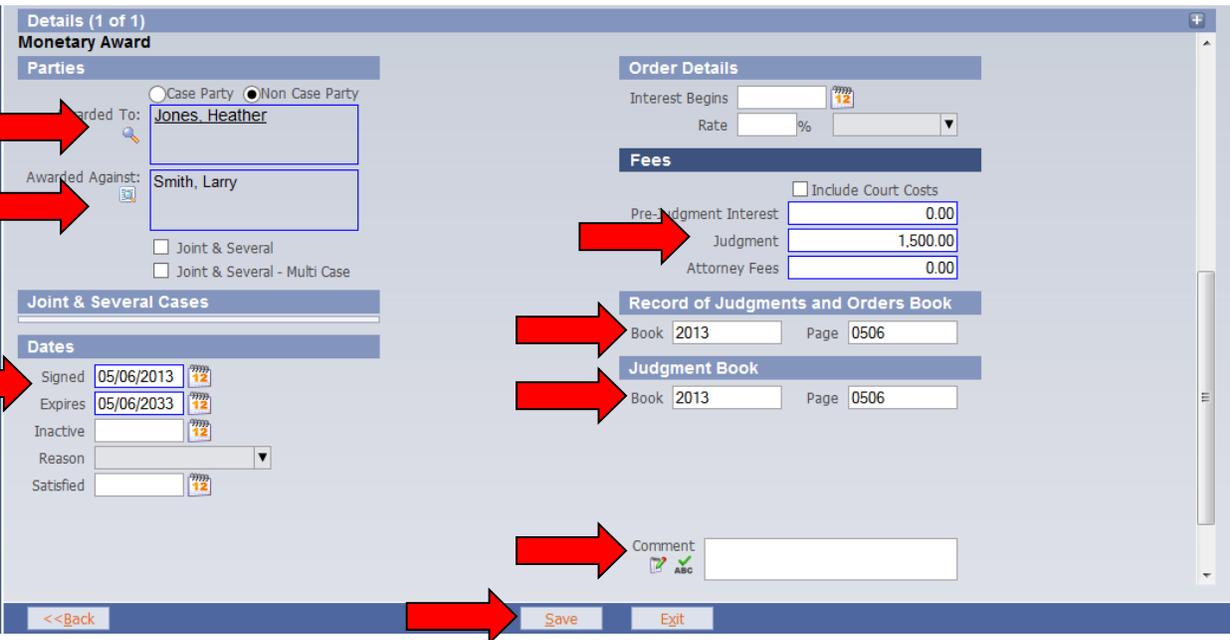
[Get All Codes] [Select All] 4 Results - Page 1 of 1

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



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17. 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 set to 'Jones, Heather' and 'Awarded Against' is set to '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' and 'Rate' fields.
- Fees:** 'PreJudgment Interest' (0.00), 'Judgment' (1,500.00), and 'Attorney Fees' (0.00). There is a checkbox for 'Include Court Costs'.
- Record of Judgments and Orders Book:** 'Book' (2013) and 'Page' (0506) fields.
- Judgment Book:** 'Book' (2013) and 'Page' (0506) fields.
- Dates:** 'Signed' (05/06/2013), 'Expires' (05/06/2013), 'Inactive', 'Reason', and 'Satisfied' fields.
- Comment:** A text area for entering a comment.
- Buttons:** '<<Back', 'Save', and 'Exit' buttons at the bottom.

18. 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.*****

19. 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.

20. *******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).**

21. 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.

22. When finished, click SAVE.



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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

Case Status

Hearing Type: [Cancel] [Delete]

Status: Decided

Hearing Reason: [v]

Setting Reason: [v]

Comment: [ABC]

Open Warrants

Add Statistical Closure

Status: [v]

Statistical Closure: Guilty Plea or Admission

Location: [v]

Comment: [ABC]

Add Events

Open Bonds

Events: [Conditions of Probation]

Bond Type: [v]

Status: [v]

Location: [v]

Comment: [ABC]

[Save] [Exit]