



Odyssey CMS Cheatsheet

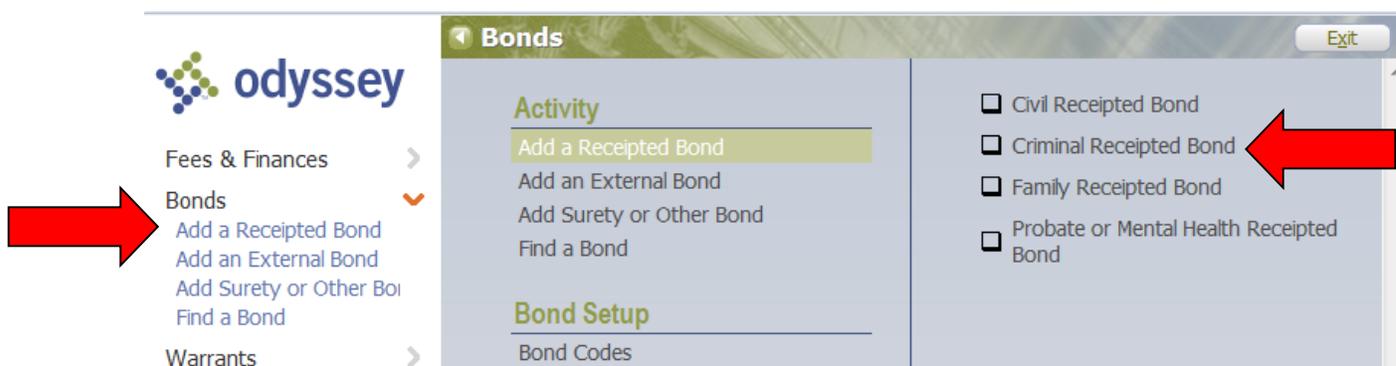
Topic: Adding a Free Standing or Receipted (Cash) Bond

Date: 4/2/2015

Summary: When bond money is brought to the Clerk’s office without formal charges or a case filed, the Clerk will need to receipt the money in as a free standing Cash Bond. The following process involves receipting the money and later converting that money into the case when it is filed.

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1. On the left navigation bar, choose *Add a Receipted Bond*. Choose *Criminal Receipted Bond* (or whichever type of receipted bond you need).



2. When prompted, select your County Location.
3. Click into magnifying glass next to PARTY field to search and add the party.
4. Choose Bond Type and fill in Posted date. This should be the date that the clerk receipts in the money.
5. Under the *Charges on this Bond* section, click on the ADD (+) sign to add a charge. **This is required to add a bond.**





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- If there is no charge, put NCA in CODE field under charge detail or add statue number in CODE field to add the charge. Fill in Offense date. Click CONTINUE.

Add Charge Detail

Detail Arrest / Filing Additional

Charge Detail for Defendant:

Community of Offense

#

Code No State Code

Statute Description

Off. Date Fine

To To Bond

On or About At or About Bond Type

Additional Statutes

Type	Statute	Description
No Additional Statutes exist. Click the add icon to add a new Additional Statute.		

- You do not have to put anything on the STATUS tab.
- Click on the PAYMENT tab and choose BAIL REGISTRY DEPOSIT at *Type* dropdown, fill in the *Payor*, and the *Till*. Choose *Method* and *Amount* under Tender Detail.

Detail Status **Payment**

Jones, Bob Active
Clerk's Office

3422 S Knightridge Rd, Bloomington, IN 47401

Transaction Detail

Receipt # **System Assigned** Manual

Date Type

Payment Amount to be Applied **0.00**

Trust/Case Party Non Case Party

Payor Address

Till

Comment

Tender Detail

Method Amount

Balance	Tender
Balance	0.00
Amt Applied	0.00+
New Balance	0.00
	Tender 500.00
	Applied 0.00-
	Change 500.00

Use Manual Distribution

On Behalf Of / Fee	Amt to Apply
Jones, Bob	0.00
Bond Account	0.00



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- Click on ADD (+) sign and choose your County Cash Bond. If the Bond is a Criminal Bond and eligible for the Special Death Benefit Fee, you can choose that fee as well. Click CONTINUE.

Select Fee

Carroll Cash Bond

Special Death Benefit Fee

Continue Exit

- Enter the amount of the Bond (excluding the \$5 Special Death) and select FINISH.

Calculate

Enter the amount for 'Parke Cash Bond' 500.00

Cancel Finish

- Click SAVE in the top right corner.

When the case is officially filed, the free-standing bond may be linked to the case. This will allow the bond money to be brought into the case. To link the free-standing bond to a case:

- Go to Add A Case.
- Choose your case type.
- At Party tab, search for your party.
- You will see that your party has a big blue **B** next to their name which indicates that there is a free standing bond attached to that party.

Party Search Results | Records 1 - 10 of 13

B Jones, Bob

Address	Phone	Description
3422 S Knightridge Rd Bloomington, IN 47401		

Jones, Bob

- Click into that name, adding that name to your case.
- Click Continue.
- Go to the Charges tab. Click the "+" sign. A screen similar to the one below will display:



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Add Charge Record

Jones, Bob

Unlinked Charges [Add New Charge](#)

Lists the party's charges that are not linked to a case. Select charges to either add to this case as one new charge or link to a charge already on the case, then click Next.
To add a new charge, click Add New Charge above.

1. No Charge Applicable
10/07/2011 (No State Code) NCA (NCA)
[Bond](#) 10/07/2011

8. Click the yellow "Add New Charge" hyperlink.
9. Add your charge and click the SAVE button at the top right hand corner of your screen.
10. Click into Edit Case on the Case Number pop-up (TA DA screen).
11. Click on the BONDS Tab.
12. Click into the yellow **LINK** hyperlink on right, next to the green dollar sign button

61C01-1110-CM-000083

Disposition Time Stds Financial Prot. Orders Warrants **Bonds** Exhibits Documents

State of Indiana v. Bob Jones
Type CM - Criminal Misdemeanor

Party Jones, Bob

Cash Bonds [Link](#)

No cash bonds exist for this case.

13. Click on the bond.

Select a Freestanding Bond to Link to this Case

Show **Cash Bonds**

Cash Bonds

(134264) - Parke Cash Bond 10/7/2011 - Cash Bond Received I
Jones, Bob Clerk's Office \$500.00 Posted 10/07/2011
1. No Charge Applicable NC - 10/07/2011

14. In the Corresponding Case Charge dropdown, select the charge and click SAVE.

Charges on the Bond

Bond Information

(134264) - Parke Cash Bond 10/07/2011 - Cash Bond Received by CI
Jones, Bob Clerk's Office \$500.00 Posted 10/07/2011

Charges on the Bond

1. No Charge Applicable
10/07/2011 (NC) NCA

Corresponding Case Charge Off Date 10/07/2011

[Save](#) [Exit](#)



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15. This will bring the free standing bond into the case.

State of Indiana v. Bob Jones
Type CM - Criminal Misdemeanor
Party Jones, Bob

Cash Bonds

Parke Cash Bond Jones, Bob	10/7/2011 - Cash Bond Received by Clerk	Clerk's Office \$500.00 \$500.00	Posted 10/07/2011 Current
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Case # **61C01-1110-CM-000083**
1. 9-30-5-1(b)/MA: Oper Veh w/ Alcohol Concentration MA - 10/07/2011

16. Click on the EVENTS tab.

17. Click ADD (+) to add the event.

18. At Type put CBP to add the Cash Bond Posted event. Click SAVE.

Add Event

Type **Cash Bond Entered in Clerk's Office**

Date **10/07/2011**

Due **12** Completed **12**

Comment

Docketable Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

This will put the event on the CCS and add the flag on the case.

61C01-1110-CM-000083

Forms Save Exit

Summary Detail Parties Charges **Events** Service Hearings Conditions Notes

State of Indiana v. Bob Jones
Type CM - Criminal Misdemeanor

Event Selection

Events Previous Next

Date	Type and Comment
10/07/2011	Case Opened as a New Filing
10/07/2011	Cash Bond Entered in Clerk's Office