



Odyssey CMS Cheatsheet

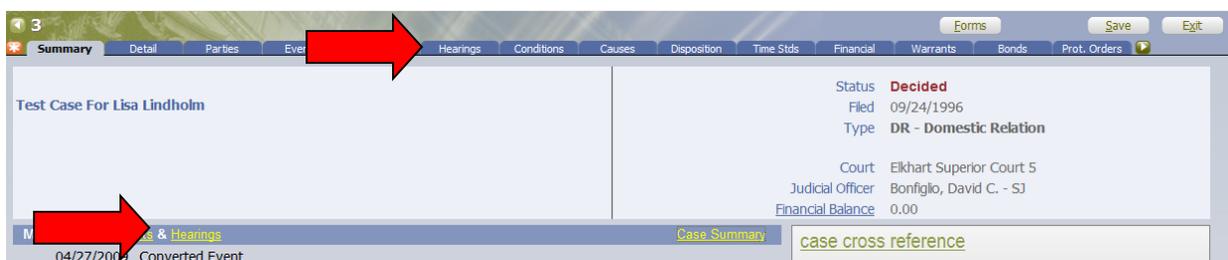
Topic: Adding a Hearing from the Case

Updated: 3/20/2013

Summary: Hearings/trials can be added from the case or the calendar. Each updates the other (case to calendar and calendar to case) and a permanent "Hearing Scheduling Activity" (HSA) event is added to the Chronological Case Summary (CCS). In addition to the HSA event, a bold, temporary hearing date entry displays at the bottom of the CCS to provide convenient access of upcoming hearing dates.

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. From the Case Summary screen of the case, click on the **Hearings** tab at the top of the screen or on the Hearings hyperlink.



2. From the Hearings tab, click on the **plus sign (+)** to add a hearing/trial.



3. Select the following (if applicable):
 - **Type** of Hearing from the 'Type' drop down list. You can type the hearing code (if known), type ahead description, or press F4 key to search by keyword.
 - Select the **Calendar** from the Calendar Picker.
 - If known, enter the **Date of the Hearing** in the 'From' field.
 - Enter the **Time of the Hearing** in the 'Start' field.
 - Enter the **Length of the Hearing** (1 hour = 1h; 30 minutes = 30m).

Find Court Sessions

Case # 3 Test Case For Lisa Lindholm Inactive

Type: Hearing

Comment: [Empty]

Location: Elkhart Superior Court 5

Calendars: [Selected] Calendar Group: [Unselected]

Priority: [Empty]

From: 03/11/2013 To: [Empty]

Start: 11:00 AM End: 12:00 PM Dur: 1h

Resources: [Empty]

Show: Available Sessions Find Interpreter Required



Odyssey CMS Cheatsheet

- Click **Find**.
- The search results will return a list of calendar sessions available to schedule your hearing. The percentage amounts to the left of the session names indicate the remaining capacity available for the hearings.

Click on the desired session. Your selection will populate on the right hand side of the screen under '**Selected Sessions**'. If this is not the correct selection, click on the  to remove the session. Click the **Find** button again to restart the session search.

Find Court Sessions

Case # **3** **Test Case For Lisa Lindholm** **Inactive**

Type: **Hearing**

Comment:

Location: **Elkhart Superior Court 5**

Priority:

From: **03/11/2013** To:

Start: **11:00 AM** End: **12:00 PM** Dur: **1h**

Resources:

Show: **Available Sessions** **Find** Interpreter Required

| Session Search Results | Previous | Next |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------|------|
| 1 0% 03/11/2013 7:00 AM - 4:00 PM Goshen Magistrate Miscellaneous Murto, Thomas A Elkhart Magistrate | | |
| 2 0% 03/11/2013 8:00 AM - 5:00 PM Elkhart Superior Court Hearings (Diff Tim Wicks, Charles Carter Elkhart Superior Court | | |
| 3 56% 03/11/2013 8:00 AM - 5:00 PM Elkhart Magistrate Hearings Burton, Dean O. Elkhart Magistrate | | |
| 4 0% 03/12/2013 7:00 AM - 4:00 PM Goshen Magistrate Miscellaneous Murto, Thomas A Elkhart Magistrate | | |
| 5 2% 03/12/2013 8:00 AM - 4:00 PM Elkhart Juvenile Magistrate | | |

Selected Sessions

03/11/2013 11:00 AM - 12:00 PM

Hearings

Elkhart Juvenile Magistrate
Domine, Deborah A
Elkhart Juvenile Magistrate

Supplemental Hearing Information

Event: Party:

Save **Exit**

- Confirm that the Selected Session is correct. If so, click **Save**.

After clicking Save, a variety of screens could appear depending on the session setup. The session types are **Different Times (Duration)**, **Regular Intervals**, or **Same Time (Cattle Call)**.

- If the session is set up as **Different Times**, a hearing can be set for any amount of time of time within that session, up to the entire length of the session. The start, end, and/or duration must be designated.
- If the session is setup as **Regular Intervals**, hearings are set in specific increments of time. A designated start and end time is established for the session, for example, 8 am – 9 am at 15 minute increments.
- If the session setup is **Same Time** (or Cattle Call), any hearing scheduled into this type of session will have the same start time. Hearings will occur within the session's designated period of time.

- Click **Continue** to affirm the chosen session.



Odyssey CMS Cheatsheet

- Once the appropriate session has been selected, click Save, and the hearing will display on the **Hearings** tab. **Save** the case before exiting.

The hearing is now placed on the Court Calendar and a CCS entry is added to the case.

86C01-0701-DR-00001

Summary Detail Parties Events Service **Hearings** Conditions Causes Disposition Time Stds Financial Warrants Bonds Prot. Orders

In Re the Marriage of Gloria McGowen and L. McGowen
Type DR - Domestic Relation Inactive

Sort: Date Order Show: All Hearings
 Hearing Comments

| Date | Time | Result |
|--------------------------------------------------|------|---------|
| Hearing (Judicial Officer: Rader, John A) | | |
| 03/12/2013 | Tue | 9:00 AM |

Court Session Exit

Court Session Criminal Calendar Warren Circuit Court
Date Tuesday, March 12, 2013 Time 9:00 AM - 12:00 PM
Resources Rader, John A
Warren Circuit Court
 Show Rescheduled Hearings
 Show Resulted Hearings
Capacity 1 of 120

[Filter](#) [Clear Filter](#) [Create List](#) [Close Session](#) [Print / Send Notices](#)

| Type / Duration | Case Number / Style or Defendant | Lead Attys | Rescheduled | Actions | Mark |
|----------------------------------|-------------------------------------------------------------------------------|-------------------------|-------------|---------|------|
| 9:00 AM Hearing 30m | 86C01-0701-DR-00001 In Re the Marriage of Gloria McGowen R | Gothard | | | x |

Calendar Exit

Warren Circuit Court's Calendar for March, April 2013
Owned By Location Warren Circuit Court [Preferences](#) [Calendar](#) [Refresh](#)

[Print Resource Letters](#) [Print / Send Notices](#)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| March 11 | 12 | 13 | 14 | 15 |
| 8:00 Miscellaneous 4 of 20 | 8:00 Miscellaneous 1 of 20 | 8:00 Miscellaneous 0 of 20 | 8:00 Miscellaneous 0 of 20 | 8:00 Miscellaneous 0 of 20 |
| 9:00 Traffic/In 0 of 100 | 9:00 Criminal 1 of 120 | 9:00 Hearings/Trials 0m of 3h | 9:00 Hearings/Trials 0m of 3h | 9:00 Hearings/Trials 0m of 3h |
| 10:00 Miscellaneous 1 of 80 | 1:15 Hearings/Trials 0 of 105 |
| 1:15 Small Claims 3 of 3 | | | | |