



Odyssey CMS Cheatsheet

Topic: Adding and Tracking Conditions on Sentences

Date: 11/8/2012

Summary: The purpose of this cheatsheet is to describe the process of adding and tracking conditions on sentences. The example condition used in this cheatsheet is probation.

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1. Find the relevant case and then navigate to the **Disposition** tab. Notice that any existing charge dispositions are shown on this page.
2. To add a condition to a sentence, click on the yellow **Sentence** link.

The screenshot shows the 'Disposition' tab for the case 'State of Indiana v. Bob Jones'. The case status is 'Pending' as of 10/07/2011. There are three charges listed:

Charge	Judgment	Date	Disposition
1. 9-30-5-1(b)/MA: Oper Veh w/ Alcohol Concentration Equivalent to .15 or More	10/07/2011 (MA) 9-30-5-1(b) (93051bMA)	10/07/2011	Plea by Agreement
2. 9-26-1-2/MB: Leaving the Scene of a Collision with Another Vehicle >\$750; No Injury or Death	10/07/2011 (MB) 9-26-1-2 (92612MB)	10/07/2011	Plea by Agreement
		10/07/2011	Sentenced Comment () Confinement to Commence 10/07/2011 Indiana Department of Correction Term: 3 Yr Jail Credit: 6 Days Suspended: 2 Yr
3. 9-26-1-3(1)/MB: Failure to Stop after Accident Resulting in Damage to Unattended Vehicle	10/07/2011 (MB) 9-26-1-3(1) (926131MB)	10/07/2011	Plea by Agreement

3. The View Sentence History window appears. Click on **Add Sentence**.

The 'View Sentence History' window shows the following information:

Charges without a Sentence

Charge	Date
3. 9-26-1-3(1)/MB: Failure to Stop after Accident Resulting in Damage to Unattended Vehicle	10/07/2011 (MB) 9-26-1-3(1) (926131MB)

Sentences Entered

Date: 10/07/2011 Sentenced Judge: Swaim, Samuel A

Charge	Date
1. 9-30-5-1(b)/MA: Oper Veh w/ Alcohol Concentration Equivalent to .15 or More	10/07/2011 (MA) 9-30-5-1(b) (93051bMA)
2. 9-26-1-2/MB: Leaving the Scene of a Collision with Another Vehicle >\$750; No Injury or Death	10/07/2011 (MB) 9-26-1-2 (92612MB)

Comment ()
Confinement to Commence 10/07/2011
Indiana Department of Correction
Term: 3 Yr
Jail Credit: 6 Days
Suspended: 2 Yr



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- The Add Sentence window appears. Fill the Type field with the value appropriate for the current case. Place a checkmark in the box next to the charge that will be referenced in the sentence that will be entered next. Click on the picker icon next to the field labeled *Sentence*.

Add Sentence

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

Details (1 of 1)

Charges

<input checked="" type="checkbox"/>	3. 9-26-1-3(1)/MB: Failure to Stop after Accident Resulting in	on 10/07/2011
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Comment

Comment

Sentence

- Select the sentence component from the Select Sentence Component window that appears and click on **Continue**.

Select Sentence Components

Description: Code:
 Show Selected Codes Only Sort:

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

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- The sentence code for the sentence condition now appears in the field labeled Sentence. Click on **Add** to add this item to the Details list.

The screenshot shows the 'Add Sentence' window with the following details:

- Type: **Sentenced**
- Judge: **Swaim, Samuel A**
- Date: **10/07/2011**
- Does not affect aging clock: **Does not affect aging clock**
- Vol:
- Page:
- # Pages:
- Details (1 of 1):
 - Charges: 3. 9-26-1-3(1)/MB: Failure to Stop after Accident Resulting in on 10/07/2011
- Comment:
- Sentence: **Condition - Adult**
- Buttons: **Add** (highlighted with a red arrow), **Save**, **Exit**

- The condition now appears on the Add Sentence window. The user now has the option to complete condition-specific details. Click on picker icon for the field labeled *Conditions*.

The screenshot shows the 'Add Sentence' window with the following details:

- Type: **Sentenced**
- Judge: **Swaim, Samuel A**
- Date: **10/07/2011**
- Does not affect aging clock: **Does not affect aging clock**
- Vol:
- Page:
- # Pages:
- Details (1 of 1):
 - Condition - Adult
 - Conditions: **Load**
 - Add** **Clear**
 - Comment:
- Sentence: **Add** **Default**
- Buttons: **Save**, **Exit**



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8. The Select Codes window appears. Select the appropriate condition. For this example, probation (shown below). Click **Continue**.

Select Codes

Description Code

Show Selected Codes Only Sort: **Description** Condition Type

Description	Code	Condition Type
1. <input type="checkbox"/> No Firearms	FIRE	Single
2. <input type="checkbox"/> Notify Change of Address	ADD	Single
3. <input type="checkbox"/> Obtain a High School Diploma or GED	OB	Single
4. <input type="checkbox"/> Permit Visits from Probation Officer	VISITPO	Single
5. <input checked="" type="checkbox"/> Probation	PROB	Single
6. <input type="checkbox"/> Psychological Evaluation	PE	Single
7. <input type="checkbox"/> Remain Within Jurisdiction	RWJ	Single
8. <input type="checkbox"/> Remain/Enroll in School	RS	Single
9. <input type="checkbox"/> Road Crew	RC	Single
0. <input type="checkbox"/> Stay Away Order	SA	Single

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9. The condition codes now appear in the Conditions field. Enter any comments appropriate to the conditions as a whole in the field labeled *Comment*. Click on **Add**.

Add Sentence

Type: **Sentenced** Judge: **Swaim, Samuel A**

Date: **10/07/2011** Does not affect aging clock

Vol: Page: # Pages:

Details (1 of 1)

Comment

Comment

Condition - Adult

Conditions: **Probation**

Comment:

Sentence:



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10. The condition matrix appears under the *Add* button. Complete the fields in the End column with the appropriate dates. Click on **Save**.

Add Sentence

Type: Judge:
 Date:
 Vol: Page: # Pages:

Details (1 of 1)

Comment
 Comment:

Condition - Adult
 Conditions:

Condition	Location	Comment	Amount	Effective	End	Status
Probation				10/07/2011	10/06/2012	10/07/2011 A

Comment:

11. The user is returned to the Disposition tab. The sentence conditions now appear with the appropriate charge. Click Save.

61C01-1110-CM-000083

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

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

Statistical Closure | **Case Status**
 10/07/2011 Pending

Charge Disposition | Judgment | Sentence

1. 9-30-5-1(b)/MA: Oper Veh w/ Alcohol Concentration Equivalent to .15 or More 10/07/2011 (MA) 9-30-5-1(b) (93051bMA) Judgment: 10/07/2011 Plea by Agreement		
2. 9-26-1-2/MB: Leaving the Scene of a Collision with Another Vehicle >\$750: No Injury or Death 10/07/2011 (MB) 9-26-1-2 (92612MB) Judgment: 10/07/2011 Plea by Agreement		
	Sentence	10/07/2011 Sentenced Comment () Confinement to Commence 10/07/2011 Indiana Department of Correction Term: 3 Yr Jail Credit: 6 Days Suspended: 2 Yr
3. 9-26-1-3(1)/MB: Failure to Stop after Accident Resulting in Damage to Unattended Vehicle 10/07/2011 (MB) 9-26-1-3(1) (926131MB) Judgment: 10/07/2011 Plea by Agreement Sentence: 10/07/2011 Sentenced Comment ()		
	Condition - Adult:	1. Probation, 10/07/2011 - 10/06/2012, Active 10/07/2011 Comment: Must report to Probation Officer every two weeks.