



## Odyssey CMS Cheatsheet

**Topic:** Adding or Changing a Case Correspondence Address  
**Date:** 3/24/2013

**Summary:** These instructions will show the user how to change the default case correspondence address within a case.

**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.

**\*\*\*Please note that Odyssey is a Party based system. If you change the address on the Party record, you will be changing the address for that person or business for the entire State.**

Please **DO NOT** add a Party Address to the State of Indiana (party record 1).

1. Navigate to the Parties Tab of your case. Click the party you wish to modify.



2. In the *Modify Case Party Details* screen, click the thumb tack next to Case Correspondence Address.





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3. Click *New Address* and complete the information in the Add Address screen. (If you enter a zip code, the system will auto populate the City and State.)

Select the Address to Lock

910 N Rush St  
Fairmount, IN 46928

4. Click Continue until you return to the main Parties screen.

Add Address

Standard U.S.  Standard U.S. With Attn.  Non-Standard U.S.  Foreign

No.  North  St.  Street

Unit  No.

City  State  ZIP Code

Undeliverable  
 Confidential

The case-level address has now been changed to reflect the new information.