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.
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.)

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

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