



# Odyssey CMS Cheatsheet

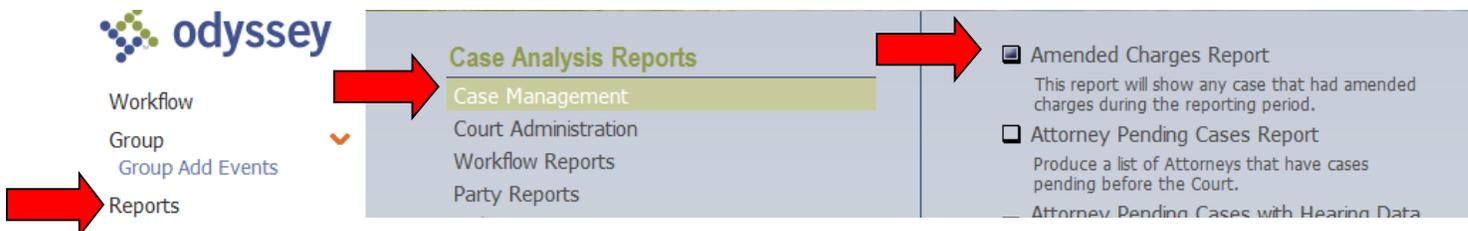
**Topic:** Amended Charges Report

**Date:** 5/1/2013

**Summary:** This report will show any amended charges that have occurred during the reporting period based on selected criteria.

**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.

From the left navigation bar, choose **Reports** → **Case Management** → **Amended Charges Report**.



### Enter the Following Search Criteria:

1. Locations (Required) – Select the report location(s) by clicking on the picker to view the *Org Chart*.
2. Case Types (Required) – Select the case types that should be included in the results.
  - a. Type “All” to include all case types.
  - b. To include only certain case types, click on the picker icon to view a list of configured case types. Use the following matrix to select desired report options:

CM	Criminal Misdemeanor	JD	Juvenile Delinquency
FA	Class A Felony	JS	Juvenile Status
FB	Class B Felony	MC	Miscellaneous Criminal
FC	Class C Felony	MCPT	Miscellaneous, Probation Transfer In
FD	Class D Felony	MR	Murder
IF	Infractions	OE	Exempted Ordinance Violation
JC	Juvenile CHINS	OV	Local Ordinance Violation

3. Case Sub-Types (Optional) – Select the case sub-types that should be included in the results.
  - a. Type “All” to include all case sub-types.
  - b. To include only certain case sub-types, click on the picker icon to view a list of configured case sub-types based on selected case types. Use the following matrix to select report options:

CPM	Capital Murder
DC	Direct Contempt
EP	Extradition Proceedings
FP	Forfeiture of property used in a crime
LWOP	Life without parole
PCH	Probable Cause: Arrest without warrant
SW	Search Warrant
SP	Special Prosecutor
T	Truancy

4. Include Cases without sub-types (Optional) – Click the checkbox to include cases without sub-types.
5. Date Range (Required) – Select a filtering option for the date range in the final report based on either:
  - a. Amended Date – The date the charge(s) on the case was/were amended.
  - b. Date Entered – The date the case was initially entered.



# Odyssey CMS Cheatsheet

- 6. Start Date (Required) – Select the start date for the desired report output. There are two entry options:
  - a. Type the full date or date calculation into the text box.
  - b. Use the calendar icon to select the appropriate date.
- 7. End Date (Required) – Select the end date for the desired report output. There are two entry options:
  - a. Type the full date or date calculation into the text box.
  - b. Use the calendar icon to select the appropriate date.
- 8. Judicial Officers (Required) – Select judicial officers whose cases are desired for report output.
  - a. Type “All” to include all judicial officers.
  - b. Use the picker icon to select the included judicial officers.
- 9. Include Unassigned Cases (Optional) – Click on checkbox to include amended cases that have yet to be assigned to a judicial officer.
- 10. Status (Required) – Select case status to filter report output by completing one of the following steps:
  - a. Type “All” to include all statuses.
  - b. Use the picker icon to access a search box to select the appropriate case status codes. Uses configured choices for report formatting:

APD	Appealed and Decided	DEC	Decided
APP	Appealed and Pending	INTW	Inactive Tax Warrant
ARH	Archived	PEN	Pending

- 11. Sort Order (Required) – Select criteria using the drop down box to sort desired report output. Results will be ordered alphabetically based on the selection. Uses configured choices for report formatting:

Case Number
Case Type
Defendant
Judicial Officer
Status

- 12. List Name (Optional) – Enter a name into the text box. If a name is entered, the list that is output by the report will be saved to *List Manager* and can later be recalled via *List Manager*.
- 13. Click **Submit**.

The screenshot shows the 'Amended Charges Report' interface with the following settings:

- Locations:** Allen Circuit Court
- Case Types:** All
- Case Subtype:** All
- Date Range:** Amended Date
  - Start Date: 010113 (Tuesday, January 1, 2013)
  - End Date: 033113 (Sunday, March 31, 2013)
- Judicial Officers:** Felts, Thomas J; Bobay, Craig J; Borgmann, Daniel J
- Status:** All
- Sort Order:** Case Number
- List Name:** Amended Charges Report - Allen



# Odyssey CMS Cheatsheet

14. Enter the email addresses of the desired recipients. Be sure the place a check mark next to "Attach Any Files Generated by Job and Keep Files in Job History". Then, click **Finish**.

The screenshot shows a dialog box titled "Add Email Notification Recipients". It has fields for "To", "Cc", and "Bcc". The "To" field contains "JDewitt@jtac.in.gov". Below these fields is a "Comment" field with the text "Amended Charges Report Q1 - Test". There are several checkboxes: "Attach Any Files Generated by Job" (unchecked), "Attach Any Files Generated by Job and Keep Files in Job History" (checked), and "Copy Job Files to Directory" (unchecked). There are also fields for "Directory" and "Printer". At the bottom are "Cancel" and "Finish" buttons. Red arrows point to the "To" field, the checked checkbox, and the "Finish" button.

## Results

### Content

Only results matching the search criteria are shown. In addition, only cases in which a user has amended an original charge on the *Charges* tab will be displayed.

### Display (see Screenshot below)

Results are listed in a grid including the columns listed below. The top section will show selected search criteria. Results will be organized based on the sort options selected during the search criteria section.

1. Case Number
2. Defendant
3. Case Type
4. Amended Charge
5. Current Charge
6. Judicial Officer
7. Status

Amended Charges Report						INSUPREMETEST
<small>Case Types: CF - Criminal Felony, CM - Criminal Misdemeanor, DF - CLD Felony or lesser charge, DP - Juvenile Deferred Prosecution, FA - Class A Felony, FB - Class B Felony, FC - Class C Felony, FD - Class D Felony, IA - Juvenile Probation Case, IF - Infraction, IF - Infraction (Electronically Filed), IC - Juvenile CHINS, ID - Juvenile Delinquency, IS - Juvenile Status, MC - Miscellaneous</small>						
<small>Notes: Monroe County Circuit Courts; Monroe Circuit Court 1; Monroe Circuit Court 2; Monroe Circuit Court 3; Monroe Circuit Court 4; Monroe Circuit Court 5; Monroe Circuit Court 6; Monroe Circuit C</small>						
Monroe Circuit Court 2						
Case Number	Defendant	Case Type	Amended Charge	Current Charge	Judicial Officer	Status
83 C02-0101-CF-00026	Hayes, William	CF - Criminal Felony	DEALING IN COCAINE OR A NARCOTIC DRUG	35-48-4-1(a)(1)FB: Dealing in Cocaine	Kellams, Marc R	Decided
83 C02-0202-IF-02192	Evans, Mark W	IF - Infraction	DWVS- A INFRACTION	9-24-1-1/FC: No Valid Operator's License	Kellams, Marc R	Decided
83 C02-0606-FD-00286	Hazel, James Carl	FD - Class D Felony	35-46-1-5(a)FD: Nonsupport of a Dependent Child	35-46-1-5(a)FC: Nonsupport of a Dependent Child	Kellams, Marc R	Pending
83 C02-0606-FD-00286	Hazel, James Carl	FD - Class D Felony	35-46-1-5(a)FD: Nonsupport of a Dependent Child	35-46-1-5(a)FC: Nonsupport of a Dependent Child	Raper, Bret	Pending
83 C02-0611-CM-03990	Deusser, Robert John	CM - Criminal Misdemeanor	OPER WHILE INTOX, ENDANGERING PERSONS	OPER WHILE INTOX, ENDANGERING PERSONS	Kellams, Marc R	Decided
83 C02-0701-CM-00353	Friedrichs, Zachary J	CM - Criminal Misdemeanor	OPER WHILE INTOX, ENDANGERING PERSONS	9-21-8-52(a)(1)MB: Reckless Driving	Kellams, Marc R	Decided
83 C02-0701-IF-02280	Taylor, Sarah D	IF - Infraction	SEATBELT VIOLATION- DRIVER	9-19-10-2/DF: Failure of Occupant to Use Safety Belt	Kellams, Marc R	Decided
83 C02-0701-IF-02286	Phillips, Willie Y	IF - Infraction	DWVS- A INFRACTION	9-24-1-1/FC: No Valid Operator's License	Kellams, Marc R	Decided
83 C02-0704-FC-00336	Everroad, Nicole Denise	FC - Class C Felony	BURGLARY	35-43-4-2(a)FD: Attempted Theft	Kellams, Marc R	Decided
83 C02-0705-FD-00441	Walters, Amanda Marie	FD - Class D Felony	35-45-2-1(a)(2)MA: Intimidation	35-45-2-1(a)(2)MA: Intimidation	Kellams, Marc R	Decided
83 C02-0705-FD-00441	Walters, Amanda Marie	FD - Class D Felony	INTMIDATION	35-45-2-1(a)(2)MA: Intimidation	Kellams, Marc R	Decided
83 C02-0706-FA-00528	Kincaid, Jason Steven	FA - Class A Felony	CHILD MOLESTING	35-42-4-3(a)FB: Child Molesting	Kellams, Marc R	Decided