



Odyssey CMS Cheatsheet

Topic: Calendaring Cases when your Judge is Special Judge

Updated: 4/8/2016

Summary: Once the sitting Judge has accepted and qualified as special judge, a case type of “**CB – Special Judge (QCSR Use Only)**” should be added. If these cases will not be calendared, one case can be created per year and the appropriate event added to that case each time the Judge is appointed.

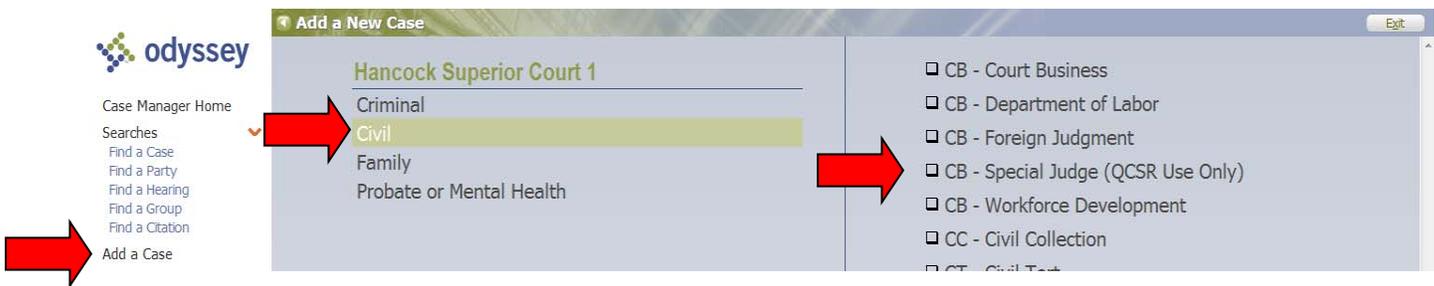
Note: This CB case should be used for QCSR special judge and under advisement data capturing as well as adding calendar items to the court calendar. This case is not to be used to maintain the official Chronological Case Summary (CCS).

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.

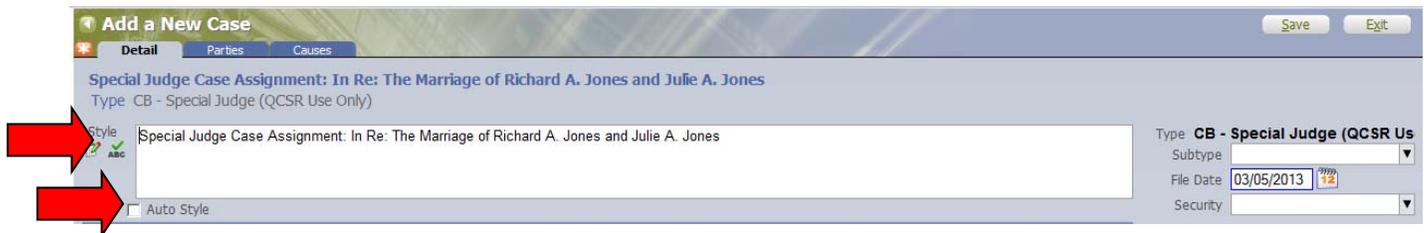
Sitting Judge is a Special Judge in another Court:

A case type of “CB – Special Judge (QCSR Use Only)” must be added each time your Judge is a Special Judge in another Court, and the event below must be added to the case each time the Judge is assigned Special Judge. (Under advisements and hearings only can be tracked on this case type.)

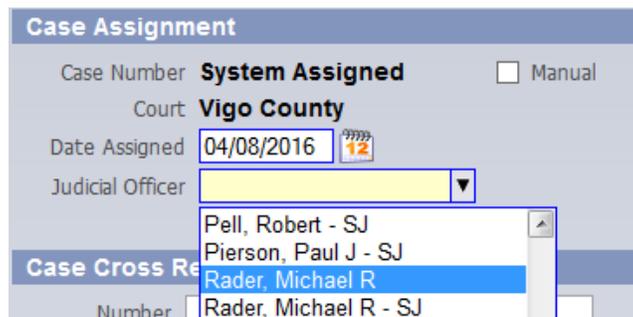
1. Add the **CB – Special Judge (QCSR Use Only)** case in Odyssey.



2. On the Detail Tab, Add a case style (case caption) manually to the case by un-checking the **Auto Style** box. For example, the caption/case style could be: “**Special Judge Case Assignment...**” as shown below.



3. Under Case Assignment on the Detail Tab, select a Judicial Officer (without - SJ in the suffix) in the drop-down box.





Odyssey CMS Cheatsheet

- Also on the Detail Tab, add the **Original County Cause Number** from the **Case Cross Reference Numbers** drop down menu. Relate the cases (if the case is from an Odyssey county) via the **Related Cases** feature.

- Click **SAVE** in the top right hand corner of the screen. Then, click **“Edit Case”** in the following screen (where the CB case has been assigned a case number).
- From the **Events** tab, click the **“plus”** icon to add an event.
- Add the event code **“QCSSJxx”** where the xx is the case type. For example, if the sitting Judge is Special Judge on an FA case, the code is QCSSJFA. If it is for a DR case, the code is QCSSJDR. Adding this event allows the case to be tracked for your court’s QCSR report.

Note: this case is for special judge and under advisement tracking for QCSR purposes and can also be utilized for setting hearings on the Odyssey calendar. This case is not to be used for adding events (making entries) or maintaining the official Chronological Case Summary (CCS).

- Tab to the comment field and add the case number that the judge is handling in the event comment.
- Click **Save**. The case is now available for calendar scheduling.