



# Odyssey CMS Cheatsheet

**Topic:** Case Filing Statistics Report  
**Date:** 5/6/2013

**Summary:** This report will produce a list of cases filed in your court for any date range.

**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** → **Case Filing Statistics Report**.



### Enter the Following Search Criteria:

1. Locations (Required) – Select the locations for which the report is to be run by clicking on the picker to view the *Org Chart*. Then click on the county/court you wish to run the report for. Then click Continue.
2. Case Category (Required) - Select the case category(s) (Criminal, Civil, Family and/or Probate) that you want included in the report.
3. Case Types (Required) – Select the case types that should be included in the results.
  - a. Type “All” to include all case types associated with the case category field.
  - 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

4. Date Range (Required) – Select the start and end date for the desired report output. There are two entry options for this field:
  - a. Type the full date or date calculation into the text box.
  - b. Use the calendar icon to select the appropriate date.
5. Include Case Subtypes (optional) – If you want to include the Case Subtypes you will need to place a check mark next to “Include Case Subtypes”.
6. Decimals on Percentage (Required) – Select an option of how decimals should be listed on the report.



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7. Click **Submit**.

**Case Filing Statistics**

Office: Hendricks Superior Court 5

Case Category: Crim-Juv-Traffic

Case Type: All

Date Range: Start Date: 1/1 Tuesday, January 1, 2013; End Date: 5/6 Monday, May 6, 2013

Include Case Subtypes:  Include Case Subtypes

Decimals on Percentage: 1

Schedule **Submit**

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

**Add Email Notification Recipients**

To: jtaylor1@jtac.in.gov

Cc:

Bcc:

Comment: Case Filing Statistics

Attach Any Files Generated by Job

**Attach Any Files Generated by Job and Keep Files in Job History**

Copy Job Files to Directory

Directory:

Print to Network Printer

Printer:

Cancel **Finish**

## Results

**Content:** Only results matching the search criteria are shown.

**Display:** The top section will show selected search criteria. Results are listed in a grid and organized based on the sort options selected in the search criteria.

### Case Filing Statistics Report

INSUPREMEQA  
Hendricks Superior Court 5

Case Filing Date Range: 01/01/2013 to 05/06/2013

Case Category Case Type and Case Subtype	Cases Filed in Date Range	Total Cases Filed Year To Date 2013	Total Cases Filed Year To Date 2012	Case Filing Increase/Decrease	% Case Filing Increase/Decrease	Projected Year Total
<b>Criminal</b>						
CM - Criminal Misdemeanor	117	117	121	4 -	3.3 -	351
FA - Class A Felony	0	0	3	3 -	100.0 -	0
FB - Class B Felony	3	3	1	2 +	200.0 +	9
FC - Class C Felony	7	7	6	1 +	16.7 +	21
FD - Class D Felony	66	66	87	21 -	24.1 -	198
IF - Infraction	66	66	72	6 -	8.3 -	198
MC - Misc, Intrastate/Interstate/Re-Entry Court	10	10	12	2 -	16.7 -	30
MC - Miscellaneous Criminal	11	11	18	7 -	38.9 -	33
OV - Local Ordinance Violation	1	1	8	7 -	87.5 -	3
<b>Total Criminal</b>	<b>281</b>	<b>281</b>	<b>328</b>	<b>47 -</b>	<b>14.3 -</b>	<b>843</b>
<b>Grand Total</b>	<b>281</b>	<b>281</b>	<b>328</b>	<b>47 -</b>	<b>14.3 -</b>	<b>843</b>