



Odyssey CMS Project

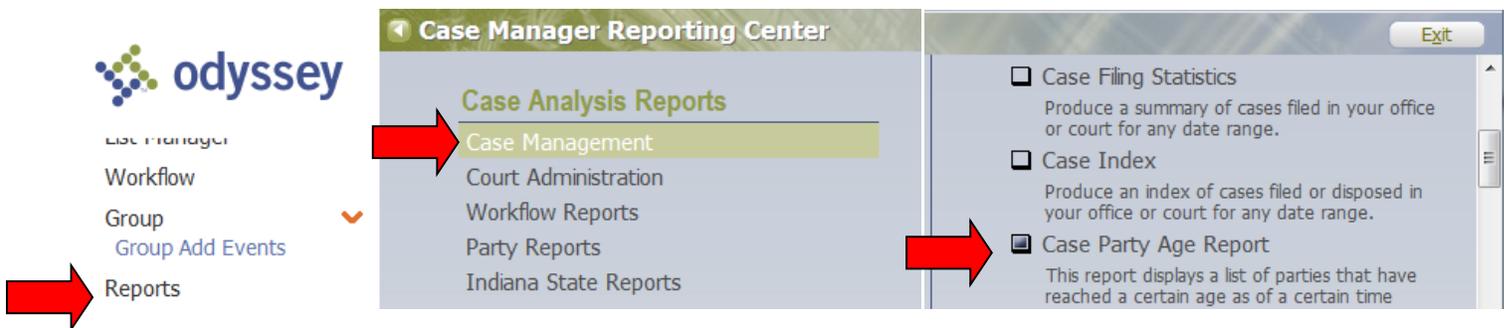
Topic: Case Party Age Report

Date: 5/7/2013

Summary: This report displays a list of parties that have reached a certain age as of a certain time period.

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.

1. From the Case Manager Home screen, choose **Reporting** → **Case Management** → **Case Party Age Report**.



2. Your criteria should be as follows:

- Locations (Required field): Select the locations for which the report is to be run by clicking on the picker to view the Org Chart.
- Case Category (Required field): Select case categories using the picker icon that are desired for the report output.
 - Type "All" to include all case categories.
 - To include only certain case categories, click on the picker icon to select from a list of case categories.
- Case Types (Required field): Select the case types that should be included in the results.
 - Type "All" to include all case types.
 - To include only certain case types, click on the picker icon to select from a list of configured case types.
- Case Sub-Types (Optional field): Select the case sub-types that should be included in the results.
 - Type "All" to include all case sub-types.
 - To include only certain case sub-types, click on the picker icon to select from a list of configured case sub-types based on selected case types.
- Include Cases Without a Sub-type (Optional field): This may be checked to include cases without sub-types in the report results.
- Party Connection Type(s) (Required field): Must select the party connection type for which the age is evaluated for the report. For example, to output a list of defendants that have reached a particular age, select "Defendant."
 - Type "All" to include all party types.
 - To include only certain party connection types, click on the picker icon to select from a list of configured party types.
- Start Date (Optional field) – Must select the start date for the desired report output. There are two entry options for this field:
 - Type the date into the text box.
 - Use the calendar icon to select the appropriate date.
- End Date (Required if start date is filled in): Must select the end date for the desired report output. The end date must be after the start date. There are two entry options for this field:
 - Type the date into the text box.
 - Use the calendar icon to select the appropriate date.
- Age (Required field): Must enter the age for which results are desired.



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- **DOB (Required field):** Must select the date of birth option using the drop down box for desired report output. (To ensure that all applicable results are included, select “Both.”)
- **Judgment Types (Optional field):** Select additional filtering base on judgment types using the following options.
 - Select “Do” or “Do Not” from the drop down to include or exclude judgment types.
 - Specify the judgment types to be included or excluded from the results.
 - Type “All” to include all judgment types
 - To include only certain judgment types, click the picker icon to view a list of configured judgment types.
- **Sort Order (Required field):** Must select order type using the drop down box for desired report output.
- **List Name (Optional field):** May choose to enter a name into the text box and save this report under in order to save the list to your List Manager function.

Case Party Age Report Schedule Submit Exit

This report displays a list of parties that have reached a certain age as of a certain time period.

Locations:

Case Category:

Case Type:

Case Subtype:

Include Cases Without a Subtype

Party Connection Type(s):

Date Range: Start Date: Tuesday, January 1, 2013
End Date: Tuesday, May 7, 2013

Age:

DOB:

Judgment Types: Include Cases That:
Have the Following Judgment Types:

Sort Order:

Include Page Breaks

List Name:

Case Manager Home

Searches

- Find a Case
- Find a Party
- Find a Hearing
- Find a Group
- Find a Citation

Add a Case

- Add a Citation

Protection Orders

- Find a Protection Order
- Add a Protection Order

Court Administration

- View Calendar
- View Resource Schedule
- Print / Send Notices
- Move Multiple Case Files
- Set Committal Hearings

Fees & Finances

- Find an Account
- Sign On to a Till
- Take a Misc. Payment
- Find a Receipt
- Find a Disbursement
- Manage Tills
- Manage Deposits
- Check Processing Queue

3. Clicking the orange **Memorize** button will memorize these criteria in these fields under this report. When you return to this report from the Case Manager Home screen, these criteria will be filled in as you memorized them.
4. Clicking the green **Schedule** button will allow you to select options to schedule the report to run as a job on a reoccurring basis.
5. Clicking the green **Submit** button will submit the job to the job queue for this one time.
6. You can email the report to yourself using the Add Email Notification Recipients screen that will pop up. Add your email address in the “To” field. The Comment you type in the Comment Field will show on the email sent to you.



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Be sure that the checkbox next to **Attach Any Files Generated by Job and Keep Files in Job History** is checked. Click **Finish**.

The screenshot shows a dialog box titled "Add Email Notification Recipients". It has several fields: "To" (with email addresses), "Cc", "Bcc", and "Comment" (with the text "Case Party Age Report - Final Judgments"). Below these 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, there 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 the specified party connection has reached the specified age will appear on the report.

Display (see Screenshot below)

Results are listed in a grid using the columns listed below. The top section will show the selected search criteria.

1. Case Number
2. Party Name
3. Sub Type (if available)
4. Date of Birth
5. Current Age
6. Judgment Type
7. Attorney Name

Case Party Age Report							INSUPREMETEST
Case Category: All	Case Type: All	Party Connection Type: Defendant	Date Range: None	Age: 18	DOB: Both	Sort By: Date of Birth	
Monroe Circuit Court 7							
Monroe Circuit Court 7							
Case #	Party Name	Sub Type	Date of Birth	Current Age	Judgment Type	Attorney Name	
53 C07-0401-EU-00023	Powell, Percival Hugh		09/04/1912	96		Loftman, Guy Rickard	
53 C07-0211-ES-00228	Gantz, Lillian		11/11/1913	94		Fawcett, William A	
53 C07-0007-ES-00122	Holmquest, P Stuart		01/08/1914	94		McGlasson, Thomas M.	
53 C07-9507-ES-00154	Meadows, Harold		10/27/1914	94		McGlasson, Thomas M.	
53 C07-0201-JP-00034	Martyniuk Estate Of, Nicholas		01/01/1916	92			