



Odyssey Cheatsheet

Topic: Change of Elected Judge

Date: 12/17/2014

Summary: This cheatsheet is a checklist of changes that need to be made when Judges leave and/or enter office. Many of the changes will be made by Court Technology while some changes will be made locally.

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.

Change of Judge Checklist



Indicates items that will be completed automatically by Court Technology



Create Judicial Officer record so the judge is available to assign to cases



Transfer Pending Caseload to Judge-Elect as of 1/1/15



Change Case allocations to Judge-Elect. *Note that if your county will be changing caseload allocation plans, these must be submitted to Court Technology



Change existing Calendar sessions to the new Judicial Officer Resource. *Note that if the judge will be changing the calendar session times/structure, court staff will make those changes.



Set Outgoing Judge's Odyssey and INCite user accounts to expire



Notify Court Technology of any additional Judge changes (i.e. Magistrate assignments)



Submit User Agreement for Judge-Elect (Form available via Alt-F1)



Notify Court Technology of any staffing changes within the court



Submit User Agreements for new Court Staff (Form available via Alt-F1)



Notify Court Technology of any Caseload Allocation Plan changes



Notify Court Technology of any updates to email distribution lists.



Notify Court Technology if the Judge wants the Odyssey calendar to sync with his/her smart phone

Please submit any required information to us via email to helpdesk@courts.in.gov or via fax to **(317)234-2605**.