



Odyssey CMS Cheatsheet

Topic: Closing Cases
Updated: 3/19/2013

Summary: This cheatsheet will explain how to efficiently close a case.

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. After the Judgment/Disposition has been entered, click on the **Case Close** button.

The screenshot shows the Odyssey CMS interface with a navigation bar at the top containing tabs for Service, Hearings, Conditions, Notes, Disposition, Time Stds, Financial, Prot. Orders, and Warrants. A 'Forms' button is also present. Below the navigation bar, a 'Case Close' button is highlighted with a red arrow. The 'Case Status' field is visible below the button.

2. From the Case Close window, click the checkboxes of the activities required to close the case. For example, click cancel hearings, add events, and add statistical closure.

The screenshot shows the 'Case Close' window for case 30D02-1203-CM-000335. The window title is 'Case Close 30D02-1203-CM-000335'. The date is 05/15/2013 and the time is 1:32 PM. The window contains several sections with checkboxes and input fields:

- Today and Future Hearings: Includes radio buttons for 'Cancel' and 'Delete', a 'Hearing Type' field, 'Hearing Reason' and 'Setting Reason' dropdowns, and a 'Comment' field.
- Open Warrants: Includes 'Status' and 'Location' dropdowns, and a 'Comment' field.
- Add Events: Includes an 'Events' list with a '+' button.
- Case Status: Includes a 'Status' dropdown and a 'Comment' field.
- Add Statistical Closure: Includes a 'Statistical Closure' dropdown and a 'Comment' field.
- Open Bonds: Includes 'Bond Type', 'Status', and 'Location' dropdowns, and a 'Comment' field.

Red arrows point to the checkboxes for 'Today and Future Hearings', 'Open Warrants', 'Add Events', and 'Add Statistical Closure'. The 'Save' and 'Exit' buttons are at the bottom of the window.



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3. If there are any future hearings that need to be canceled (vacated) select the **Future Hearings** checkbox and select the reasons for the cancellation. If there are pending warrants, select the **Open Warrants** checkbox, etc.

The screenshot shows two sections of the Odyssey CMS interface. The left section, titled 'Today and Future Hearings', has a checked checkbox. Below it are radio buttons for 'Cancel' (selected) and 'Delete'. There are three dropdown menus: 'Hearing Type' (empty), 'Hearing Reason' (set to 'Dismissal / Judgment'), and 'Setting Reason' (set to 'Judicial Action'). The right section, titled 'Open Warrants', also has a checked checkbox. It includes dropdown menus for 'Status' (set to 'Expired') and 'Location' (set to 'Sheriff's Office'), and a text area for 'Comment'.

4. Add the **Statistical Closure** by clicking the checkbox and selecting the appropriate statistical closure from the drop down. Note: The Case Status will automatically populate with the appropriate Status and can be updated for redocketing.

The screenshot shows two side-by-side views of the 'Case Status' and 'Add Statistical Closure' sections. In the left view, the 'Case Status' checkbox is unchecked, and the 'Add Statistical Closure' checkbox is checked. A red arrow points to the 'Add Statistical Closure' checkbox. The 'Statistical Closure' dropdown is set to 'Guilty Plea or Admission', and a list of other options is visible below it. In the right view, the 'Case Status' checkbox is checked, and the 'Status' dropdown is set to 'Decided'. The 'Add Statistical Closure' checkbox is also checked, and the 'Statistical Closure' dropdown is set to 'Guilty Plea or Admission'.

5. If you would like the Case Closed event to appear on the CCS, click the **Add Events** checkbox, click the + sign, add the **ADMFCLOSE** (Case Closed) event and click **Continue**.

The screenshot shows two parts of the Odyssey CMS interface. The top part shows the 'Add Events' checkbox checked, and a red arrow points to the '+' sign next to the 'Events' list. The bottom part shows the 'Add Event' dialog box with the 'Type' dropdown set to 'ADMFCLOSE', the 'Date' field set to '05/15/2013', and the 'Continue' button highlighted with a red arrow.

6. Click **Save**. **Save** the case before exiting. The **Case Closed** event displays on the CCS and the case has been statistically closed.