



Odyssey CMS Cheatsheet

Topic: Creating "Split" Non-Confidential Juvenile Paternity Case

Date: 7/1/2014

Summary: This cheatsheet explains how to create a duplicate, non-confidential Juvenile Paternity cases for filings made after July 1, 2014 on case filed before July 1, 2014.

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. Add a new JP case to Odyssey, manually assigning the case to the original judge and manually assigning the original cause number. Update the file date to be the original case's file date.

The screenshot shows the 'Add a New Case' window in Odyssey CMS. The window title is 'Add a New Case - [Case Manager] QA2 (GStrickland)'. The 'Detail' tab is selected. The 'Type' is 'JP - Juvenile Paternity'. The 'Case Assignment' section shows 'Case Number' as '10C01-1301-JP-000001', 'Court' as 'Clark Circuit Court 1', and 'Date Assigned' as '07/01/2014'. The 'Judicial Officer' is 'Moore, Daniel E'. The 'Case Files' and 'Case Flags' sections are empty. The 'Case Status' and 'Additional Barcodes' sections are also empty. The bottom status bar shows '7/1/2014 9:50am' and 'Messages'.

2. Add the original, confidential JP as a Related Cases section at the bottom of the Details tab.
3. Select the Make Related reason of "Other" and add a comment.

The screenshot shows the 'Modify Related Case' dialog box. The 'Case Number' is '10C01-1301-JP-000002'. The 'Reason' is 'Other'. The 'Comment' is 'Pre-July 1, 2014 Confidential JP'. The dialog has 'Continue' and 'Exit' buttons.



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4. Add the parties to the case. Where ever possible, select the same party record that exists on the pre-2014 cases by searching with additional identifiers (i.e. Legacy IDs, DOB, SSN, etc). If this is not possible, you may send the party records from both cases to the helpdesk to be merged.
5. Click Save.
6. On the "Ta-Da" box showing the new case filed, click Edit Case.
7. Add the JPADM event indicating that all filings pre July 1, 2014 are confidential and access to the documents should be requested through the Clerk's Office. Make the "Original File Date" on the event the original case file date.
8. If the original case had already received a statistical closure, add a Statistical Closure of "other" to this case.
9. Add a QCSERR event indicating to subtract one case from New Filings. If A Statistical Closure of OTHER was added to this new case, also indicate to subtract 1 from Other.
10. Navigate to the original case.
11. Add the JPOADM Event to the case. This event documents on the CCS that this case contains confidential entries and that for post-7/1/14 non-confidential dated information, users should see the other case file. This event also adds the Duplicate Case flag. This will cause a warning to pop up if the original case is accessed, to prevent post July 1, 2014 events being added to this case.
12. If the original JP case filed prior to 7/1/14 does not have a Statistical Closure on it now, add a Statistical Closure of "Other" and the accurate Statistical Closure will be added in the future to the new case.
13. If a Stat Closure was added to the original case, add the QCSERR event to subtract one from "Other."