



Odyssey CMS Cheatsheet

Topic: Creating and Adding Service Information to a Warrant

Updated: 3/31/2015

Summary: Warrants and Writs are associated with the party record on the case where the warrant and/or writ is added. The warrant icon appears on the party record statewide and on any case type where that specific party record is used. Odyssey is a party-based application, but since multiple party records can exist, a warrant or writ may not be attached to all possible existing Odyssey party records for any individual. (**Note:** If multiple party records are discovered, please contact the Help Desk for possible party merging.)

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.

Creating a Warrant

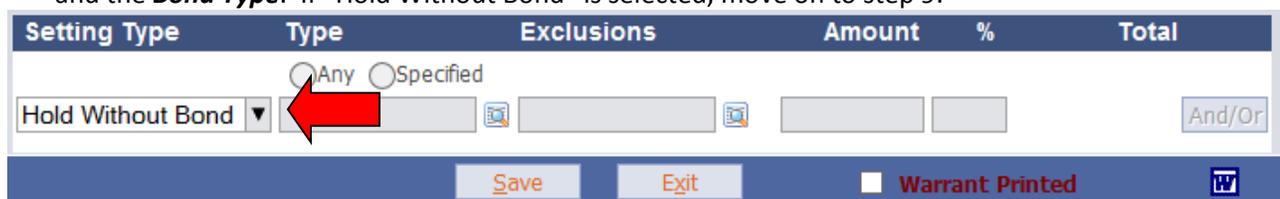
1. From the case where the warrant or writ is ordered, click on the **Warrants** tab.
2. Confirm that the Party name displayed is the correct subject of the warrant or writ. If not, please select the correct party from the drop down list.
3. Click on the + sign on the right to add the warrant or writ information.



4. On the **Detail** tab, fill in the kind of warrant at the "type" field on the left. (Select "Writ of Attachment for the Body of a Person" for Body Attachments.)



5. At the bottom (you may need to scroll down), fill in the **Setting Type** (e.g. Bond Amount or Hold Without Bond) and the **Bond Type**. If "Hold Without Bond" is selected, move on to step 9.





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Add A New Warrant

Detail | Status | Service | Narrative | Notes | Witness

Luthor, Lex **Issued**

Male DOB:08/20/1939 DL:IN-789456123 SSN:555-12-3456 Clerk's Office
 234 S Kryptonite LN ,Smallville, IN 46204

Warrant # Issued **03/31/2015**
 Type **Felony Arrest Warrant** Served **Unservd**
 Administrative Owner **Carroll Superior Court** Expires
 Issuing Judge **Fouts, Kurtis** Cases
[View History](#)

Affiant
 Vol Page # Pages

Cross Reference Numbers **Conditions**

Charges on this Warrant

Code	Off Date	Offense	Deg	Fine	Bond
<input checked="" type="checkbox"/> 08D01-1503-F6-000010					
354342a1A	03/01/2015	1. 35-43-4-2(a)(1)(A)/F6: Theft	F6		

Current Balance on Case(s) **\$0.00**

Setting

Setting Type	Type	Exclusions	Amount	%	Total
<input type="text" value="Bond Amount"/>	<input checked="" type="radio"/> Any <input type="radio"/> Specified	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Warrant Printed

6. Select the "Specified" Radio button and enter the type of Bond required and the amount.

Setting

Setting Type	Type	Exclusions	Amount	%	Total
<input type="text" value="Bond Amount"/>	<input type="radio"/> Any <input checked="" type="radio"/> Specified	<input type="text"/>	<input type="text" value="5,000.00"/>	<input type="text"/>	<input type="text" value="5,000.00"/>

Warrant Printed



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- If the bond is a percentage bond, where a portion of the bond is acceptable, enter the percentage in the % field. When added, this information will appear on both the CCS and the printed warrant form.

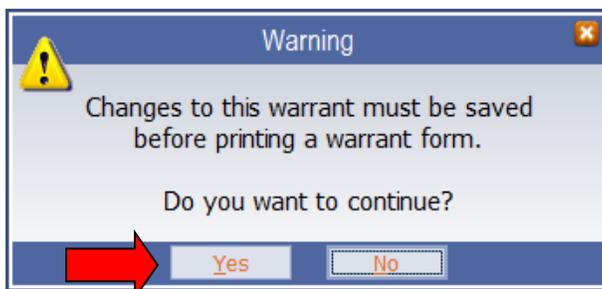
Setting Type	Type	Exclusions	Amount	%	Total
	<input type="radio"/> Any <input checked="" type="radio"/> Specified				
Bond Amount	Carroll Cash Bond		<input type="text" value="10.00"/>	10.00	500.00
					And/Or
			Save	Exit	<input type="checkbox"/> Warrant Printed

- If the bond is a Split Bond, click the “And/Or” button to the right and add the additional bond type.

Setting Type	Type	Exclusions	Amount	%	Total
	<input type="radio"/> Any <input checked="" type="radio"/> Specified				
Bond Amount	Carroll Cash Bond		<input type="text" value="5,000.00"/>	10.00	500.00
					And/Or
	<input type="radio"/> Any <input checked="" type="radio"/> Specified				
AND	Carroll Corporate		<input type="text" value="50,000.00"/>		50,000.00
					And/Or

- Click on the  “W” to print the warrant.

- Click YES to save changes to the warrant before printing the warrant form when the popup box appears.



Once saved, an event is generated and summary Warrant information is added to the Chronological Case Summary (CCS).



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View Case Summary

CHRONOLOGICAL CASE SUMMARY
CASE SUMMARY
CASE NO. 08D01-1503-F6-000010

State of Indiana § Location: **Carroll Superior Court**
 vs. § Judicial Officer: **Fouts, Kurtis**
 Lex Luthor § Filed on: **03/31/2015**

CASE INFORMATION

Offense	Deg	Date	Case Type
1. 35-43-4-2(a)(1)(A)/F6: Theft	F6	03/01/2015	F6 - Felony 6

Warrants Case Status: **03/31/2015 Pending**

Felony Arrest Warrant - Luthor, Lex (Judicial Officer: Fouts, Kurtis)
 03/31/2015 1:08 PM Issued
 Fine: \$0
 Bond: \$5,000.00 (@10%, \$500 Carroll Cash Bond
 and \$50,000.00 Carroll Corporate Surety Bond

DATE	EVENTS & ORDERS OF THE COURT	INDEX
03/31/2015	Bond Setting Bond Amount \$5,000.00 (@10% \$500.00) and \$50,000.00 Carroll Cash B Carroll Corpor	
03/31/2015	Case Opened as a New Filing	
03/31/2015	Warrant or Writ of Attmnt for the Body of a Person Issued	

Preview Print Exit

11. Select the warrant form to be printed. (Ensure that the "Print Preview" box is checked on the Form list before printing.) Click the Quick Print icon or Press Ctrl key and "P".

Select Document

Name Type All

Show Document Versions Sort Name

Print Print Preview Printer Prompt

Info	Name	Type	Owner
	1. STATE - Arrest Warrant (Felony) - Judge 11/12/2009	Warrant No Picker	Dawn Hillier
	2. STATE - Arrest Warrant (Misdemeanor Reissue) - Judge 11/12/2009 Misdemeanor Warrant - No Expiration	Warrant No Picker	Dawn Hillier
	3. STATE - Arrest Warrant (Misdemeanor) - Judge 05/04/2009	Warrant No Picker	Dawn Hillier
	4. STATE - Bench Warrant - Judge 07/08/2010	Warrant No Picker	Dawn Hillier
	5. STATE - Failure to Appear Warrant - Judge	Warrant No Picker	Dawn Hillier

Get All Documents 10 Results - Page 1 of 2

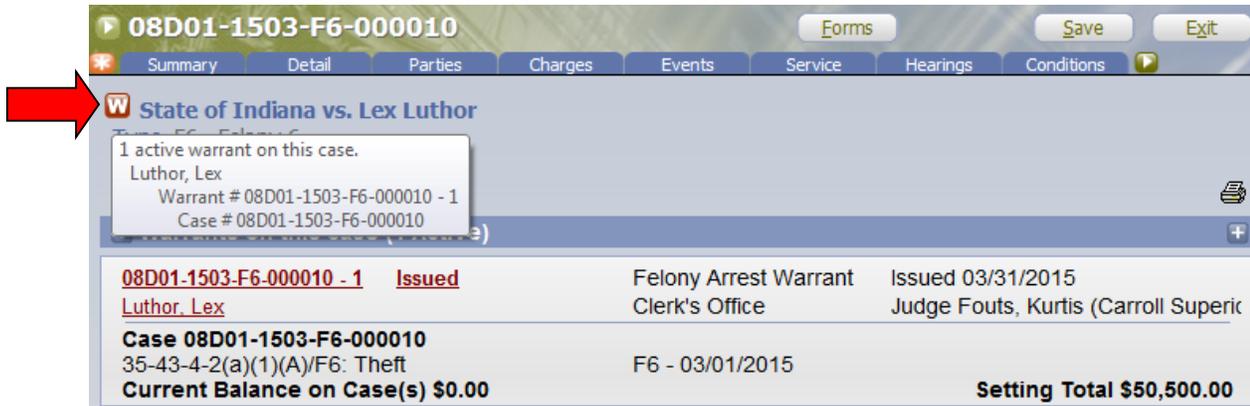
<< Back Next >> Search Exit



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12. Once you have printed your warrant, click the “X” in top right corner to close out of the form. Printing the forms does not generate events to the Chronological Case Summary (CCS) and are not saved in Odyssey but can be reprinted as needed.

Note: Hovering over the  icon will display how many warrants/writs exist for the party record and to which case(s).



08D01-1503-F6-000010

Forms Save Exit

Summary Detail Parties Charges Events Service Hearings Conditions

W State of Indiana vs. Lex Luthor
Type F6 - Felony 6

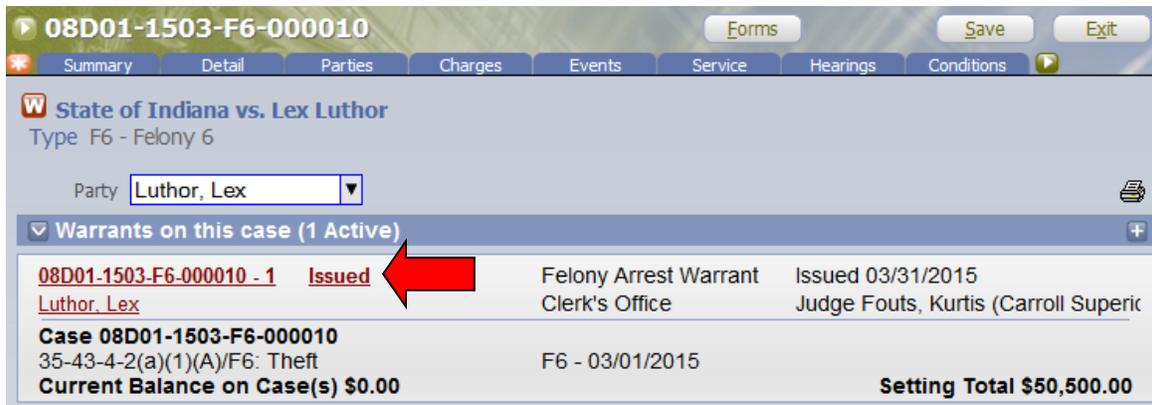
1 active warrant on this case.
Luthor, Lex
Warrant # 08D01-1503-F6-000010 - 1
Case # 08D01-1503-F6-000010

08D01-1503-F6-000010 - 1 Issued	Felony Arrest Warrant Clerk's Office	Issued 03/31/2015 Judge Fouts, Kurtis (Carroll Superic
Case 08D01-1503-F6-000010 35-43-4-2(a)(1)(A)/F6: Theft Current Balance on Case(s) \$0.00	F6 - 03/01/2015	Setting Total \$50,500.00

Adding Service Information to a Warrant

When a warrant/writ is returned from the Sheriff's Office, the return must be recorded on the **Warrants** tab.

1. From the case, click on the **Warrants** tab.
2. Click into the red “**Issued**” status hyperlink on the warrants information box.



08D01-1503-F6-000010

Forms Save Exit

Summary Detail Parties Charges Events Service Hearings Conditions

W State of Indiana vs. Lex Luthor
Type F6 - Felony 6

Party

Warrants on this case (1 Active)

08D01-1503-F6-000010 - 1 Issued	Felony Arrest Warrant Clerk's Office	Issued 03/31/2015 Judge Fouts, Kurtis (Carroll Superic
Case 08D01-1503-F6-000010 35-43-4-2(a)(1)(A)/F6: Theft Current Balance on Case(s) \$0.00	F6 - 03/01/2015	Setting Total \$50,500.00



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- Click on the “+” sign to create a new information line. Under **Status Detail**, choose the correct status (e.g. “Served”) under the Status dropdown.

Note: The actual service time and date can be added to the **Notes** tab of the Warrant. Click on **Notes** tab within the warrant, Click on **plus sign**, add info in Notes field, and click **Save**.

- Click **Save**. The warrant displays as “Served” and the Warrant Icon no longer displays on the party record; the is removed and an event is added to the CCS.



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Adding Warrant Service if not on Warrants Tab

1. Click on the EVENTS tab.
2. Click plus (+) sign (on right side).
3. In TYPE dropdown field, select the correct event.
4. These are the events available:

WARSRV – Warrant Served

WARREC – Warrant Recalled

WARE – Warrant Expired

WRS – Writ Served

WRNS – Writ Returned Not Served

ADM – Administrative Event (If you choose the Admin Event, you will need to enter a comment stating that the warrant was not served/returned.)

5. If needed, enter any applicable information in the Comment field.
6. Click SAVE.

Add Event

Type: **Warrant or Writ of Attmnt for the Body of a** ▼

Date: 05/29/2014 12

Due: [] 12 Completed: [] 12

Comment: []

Docketable Include on Appeal

Does not affect case aging clock ▼

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Exit Save Exit