



Odyssey CMS Cheatsheet

Topic: Creating and Adding Service Information to a Warrant
Updated: 5/30/2014

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 JTAC 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.)

Code	Off Date	Offense	Deg	Fine	Bond
49G05-1405-CM-002234					
354342aFD	05/20/2014	1. 35-43-4-2(a)/FD: Theft	FD		



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- At the bottom right (you may need to scroll down), fill in the **Bond Type** (e.g. cash or surety) and the **Bond Amount**. Check the box for “Hold without bail or bond” if there is no bond.

Add A New Warrant

Wayne, Bruce Issued
 White Male DOB:08/20/1939 DL:IN-456123789 SSN:222-70-3333 Clerk's Office
 22 Alfred WAY ,Indianapolis, IN 46227

Warrant # 49G05-1405-CM-002234 - 2 Issued 05/29/2014
 Type Bench Warrant Served Unserved
 Administrative Owner Marion Superior Court, Criminal Expires 12/12/12
 Issuing Judge Hawkins, Grant W Cases 49G05-1405-CM-002234
 Affiant View History
 Vol Page # Pages

Conditions

Charges on this Warrant

Code	Off Date	Offense	Deg	Fine	Bond
Current Balance on Case(s) \$0.00					Bond Total 2,000.00
Bond Type Marion Cas					Bond Amount 2,000.00
And/Or					
Split Bond Type					Split Bond Amount
<input type="checkbox"/> Hold without bail or bond					

Save Exit Warrant Printed

Split Bond Type Split Bond Amount

Hold without bail or bond

Save Exit Warrant Printed

- If necessary, click on the Notes tab to add information such as “10% Cash Bond Accepted.” When added, this information will appear on both the CCS and the printed warrant form.

The Notes tab can also be used to distinguish when a warrant has been served if the warrant was served on a day different than when the Clerk is marking it as served.

Warrant # 49G05-1405-CM-002234 - 2

Wayne, Bruce Issued
 White Male DOB:08/20/1939 DL:IN-456123789 SSN:222-70-3333 Clerk's Office
 22 Alfred WAY ,Indianapolis, IN 46227

Notes

Date	Note	User
05/29/2014	10% Cash Bond Accepted	Hillier, Dawn

Note Detail

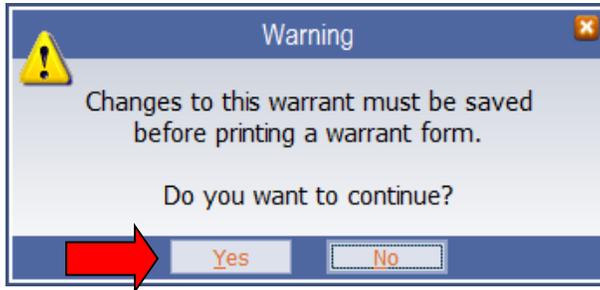
Date 05/29/2014
 Note 10% Cash Bond Accepted

Save Exit Warrant Printed

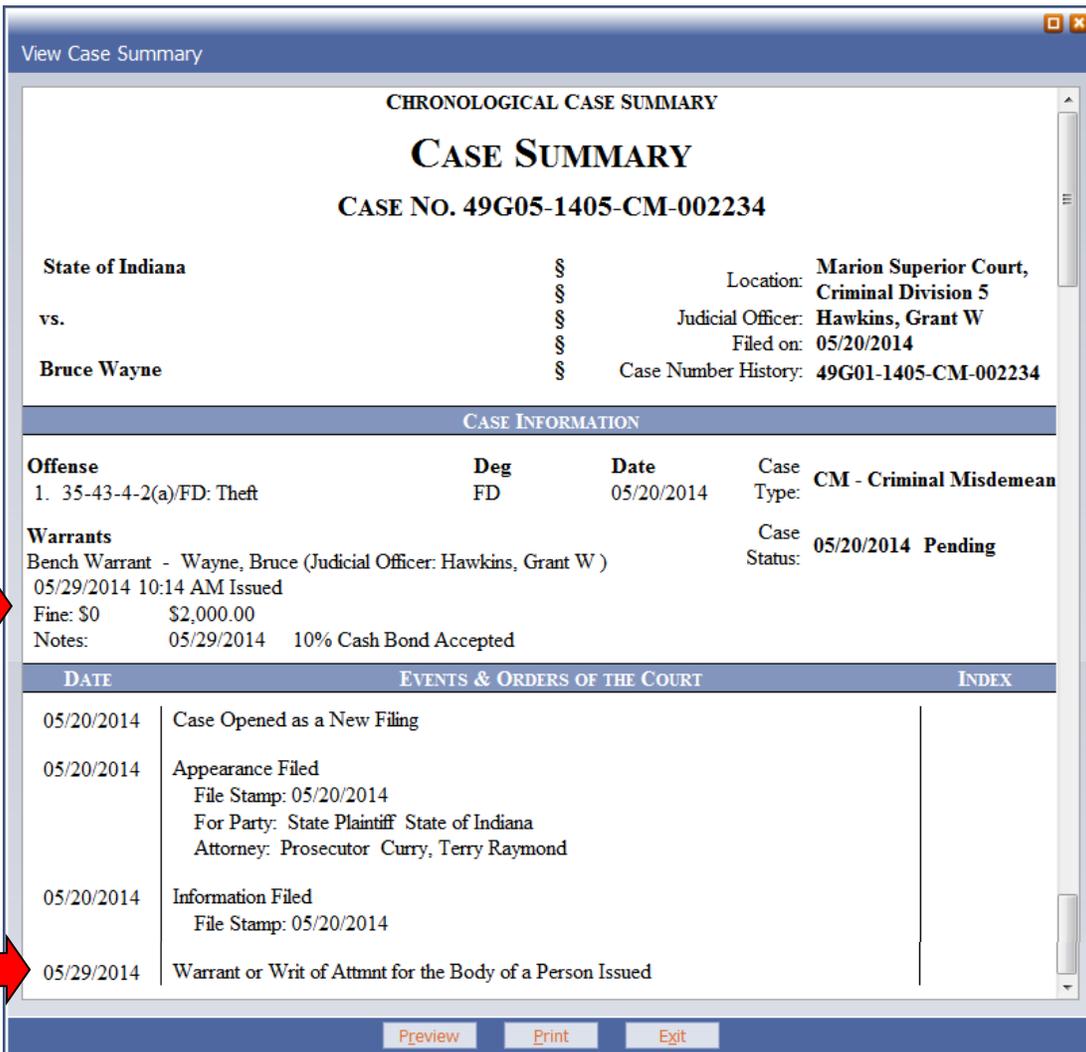


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- Click on the  "W" to print the warrant.
- Click YES to save changes to the warrant before printing the warrant form when the popup box appears.



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



View Case Summary

CHRONOLOGICAL CASE SUMMARY
CASE SUMMARY
CASE NO. 49G05-1405-CM-002234

State of Indiana	§	Location:	Marion Superior Court, Criminal Division 5
vs.	§	Judicial Officer:	Hawkins, Grant W
	§	Filed on:	05/20/2014
Bruce Wayne	§	Case Number History:	49G01-1405-CM-002234

CASE INFORMATION

Offense	Deg	Date	Case Type
1. 35-43-4-2(a)/FD: Theft	FD	05/20/2014	CM - Criminal Misdemeanor

Warrants

Bench Warrant - Wayne, Bruce (Judicial Officer: Hawkins, Grant W)
05/29/2014 10:14 AM Issued
Case Status: **05/20/2014 Pending**

Fine: \$0 \$2,000.00
Notes: 05/29/2014 10% Cash Bond Accepted

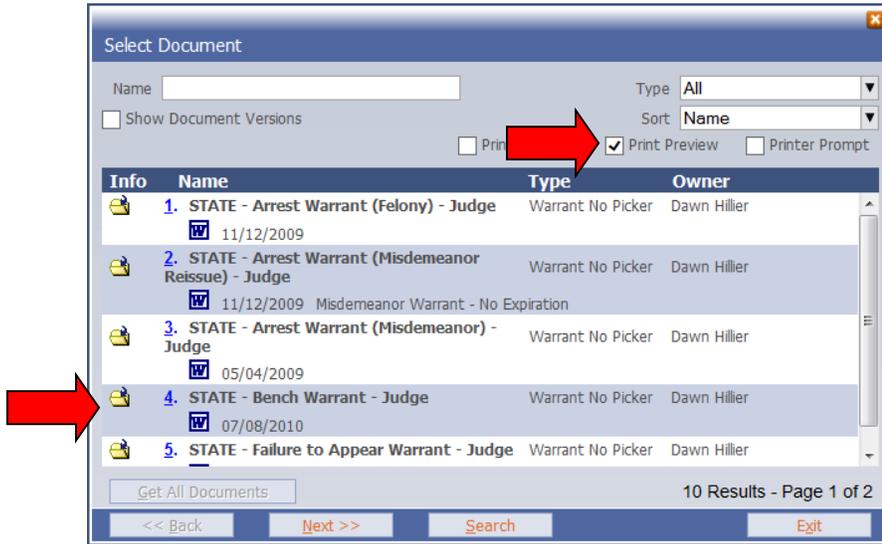
DATE	EVENTS & ORDERS OF THE COURT	INDEX
05/20/2014	Case Opened as a New Filing	
05/20/2014	Appearance Filed File Stamp: 05/20/2014 For Party: State Plaintiff State of Indiana Attorney: Prosecutor Curry, Terry Raymond	
05/20/2014	Information Filed File Stamp: 05/20/2014	
05/29/2014	Warrant or Writ of Attmnt for the Body of a Person Issued	

Preview Print Exit



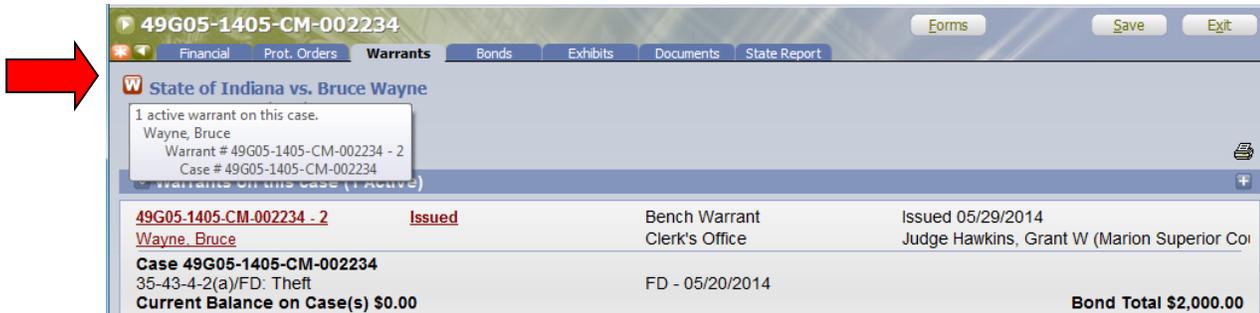
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9. Select the warrant form to be printed. (Ensure that the "Print Preview" box is checked on the Form list before printing.) Click the Quick Print icon or Press Ctrl key and "P".



10. 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).





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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.

49G05-1405-CM-002234

Financial Prot. Orders **Warrants** Bonds Exhibits Documents State Report

State of Indiana vs. Bruce Wayne
Type CM - Criminal Misdemeanor

Party Wayne, Bruce

Warrants on this case (1 Active)

49G05-1405-CM-002234	Issued	Bench Warrant Clerk's Office	Issued 05/29/2014 Judge Hawkins, Grant W (Marion Superior Ct
--------------------------------------	------------------------	---------------------------------	---

Case 49G05-1405-CM-002234
35-43-4-2(a)/FD: Theft
Current Balance on Case(s) \$0.00

FD - 05/20/2014

Bond Total \$2,000.00

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

Warrant # 49G05-1405-CM-002234 - 2

Detail **Status** Service Narrative Notes Witness Documents

Wayne, Bruce **Served**
Sheriff's Office

White Male DOB:08/20/1939 DL:IN-456123789 SSN:222-70-3333
22 Alfred WAY ,Indianapolis, IN 46227

Date	Time	Status	Location	Comments
05/29/2014	10:52 AM	Served	Sheriff's Office	
05/29/2014	10:14 AM	Issued	Clerk's Office	

Status Detail

Date: 05/29/2014 Time: 10:52 AM Comment:

Status: **Served** Inactive

Location: Sheriff's Office

Save Exit Warrant Printed

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**.

4. 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.

49G05-1405-CM-002234

Financial Prot. Orders **Warrants** Bonds Exhibits Documents State Report

State of Indiana vs. Bruce Wayne
Type CM - Criminal Misdemeanor

Party Wayne, Bruce

Warrants on this case

49G05-1405-CM-002234 - 2	Served	Bench Warrant Sheriff's Office	Issued 05/29/2014 Judge Hawkins, Grant W (Marion Superior Ct
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Case 49G05-1405-CM-002234
35-43-4-2(a)/FD: Theft
Current Balance on Case(s) \$0.00

FD - 05/20/2014

Served 05/29/2014



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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