



Odyssey CMS Cheatsheet

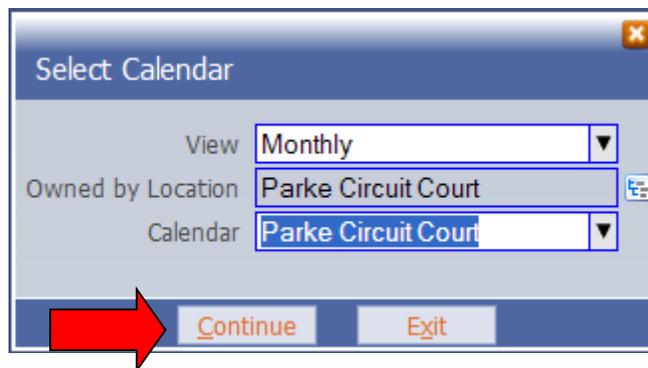
Topic: Creating and Rescheduling Court Sessions on your Calendar
Updated: 3/21/2013

Summary: Court sessions provide the framework for adding hearings/trials to the calendar. For example, "Small Claims Hearings", "Initial Hearings", "Pre-Trial Hearings", "Drug Court Hearings", "Jury Trials", etc.

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 Court Sessions:

1. Under Court Administration on the left navigation bar, choose **View Calendar**.
2. If necessary, select options for the *View*, *Location*, and *Calendar* fields. Click **Continue**.



3. Click **Add +** to create a hearing session.



4. In the **Add Court Session** screen, fill out the **Session Details** and **Capacity Details** based on the desired session setup.

Session Details:

- Session Name – Enter a name for the session.
- Case Category – Type "All".
- Hearing Group – Type "All".
- Hearing Type – Type "All".
- Resources – Specifies location and judicial officer(s) for this hearing session.

Capacity Details:

- Hearing Start At – This field specifies the type of session in terms of when/how hearings are scheduled:
 - Different Times = Choose all or any block of the established session time.



Odyssey CMS Cheatsheet

- **Regular Intervals** = Hearings within a session will be set in increments of time.
- **Same Time** = All hearings scheduled within an established timeframe are scheduled to begin at the start time of the session.

Note: Always checkmark “Allow Close Prior to Capacity”.

- To set up a recurring session (e.g. a session that will occur every Thursday morning), select the Recurrence  symbol next to the Session Name field.

- Fill out the appropriate fields and click **Continue** when finished.

- Click **SAVE** in the *Add Court Session* screen to save the session to the calendar.



Odyssey CMS Cheatsheet

Rescheduling Court Sessions:

1. Under Court Administration, on the left navigation bar, click on **View Calendar**.
2. Select options for the *View*, *Location*, and *Calendar* fields. Click **Continue**.

Select Calendar

View: Monthly

Owned by Location: Parke Circuit Court

Calendar: Parke Circuit Court

Continue Exit

3. Click into the session of hearings to be rescheduled.

Parke Circuit Court's Calendar for October, November 2011

Owned By Location: Parke Circuit Court

Monday	Tuesday	Wednesday	Thursday	Friday
October 24 9:00 Drug Court 0 of 50 10:00 Criminal 0 of 50 11:00 Juvenile 0 of 50 1:00 Jail - Initial Hearings 0 of 50	October 25 9:00 Criminal - Miscellaneous 0 of 150 11:00 Conditional Discharge 3 of 50 1:30 Small Claims 0 of 50 2:00 Civil Cases 0m of 2h	October 26 9:00 Civil Hearings 0m of 3h 1:30 Civil - Longer Hearings 0m of 2h, 30m	October 27 8:30 IV-D Hearings 0 of 50 10:00 Hearings 0m of 2h 1:00 Jail Arraignments 0 of 50 1:30 Pre-Trial Conferences 1 of 50	October 28 9:00 Civil Hearings 0m of 3h 1:30 Civil - Longer Hearings 0m of 2h, 30m

4. In the *Court Session* screen, click **Mark** to the left of the *Add* symbol to place these hearings on the clipboard.

Court Session: [Conditional Discharge Review Hearings](#)

Date: Tuesday, October 25, 2011

Resources: Swaim, Samuel A
Parke County Circuit Courtroom

Calendar: Parke Circuit Court

Time: 11:00 AM - 12:00 PM

Show Rescheduled Hearings

Show Resulted Hearings

Capacity: 3 of 50

11:00 AM	Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Mark
1	Review Hearing	61C01-1008-CM-00390 Barclay, Luther J	S Cvenqros D Thomas	Reset [1] From 10/25/2010	✓
2	Review Hearing	61C01-1008-CM-00389 Balaz, Tamara S	S Cvenqros D Thomas	Reset [1] From 10/25/2010	✓

5. Exit the Court Session screen to go back to the Calendar. Select the session in which you would like to place the hearings. Select **Paste** .

Filter Clear Filter Create List Close Session Print Notices

9:00 AM	Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark
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Odyssey CMS Cheatsheet

6. **NOTE:** If the new session times are different than the originally scheduled session times, Reschedule “As Is” **MUST BE CHECKED** before clicking Reschedule. Select the hearing(s) to be rescheduled by clicking on the box(s) in the **Reset** column, select rescheduling reason(s) from the **Reason** dropdown menu.

Resel	Current Setting Information	Reason
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1103-CM-000075 State of Indiana vs. Elizabeth	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1210-CM-000298 State of Indiana vs. Dakota C	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Initial Hearing 08D01-1302-CM-000055 State of Indiana vs. Patricia F	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1207-CM-000214 State of Indiana vs. Sarah Sc	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1206-FD-000039 State of Indiana vs. Kimberly	Court's Own Motion
<input checked="" type="checkbox"/>	03/25/2013 1:00 PM Status Conference 08D01-1105-CM-000130 State of Indiana v. Brett Din	Court's Own Motion
<input type="checkbox"/>	03/25/2013 Hearing on Motion to 08D01-1302-CM-000043	Court's Own Motion

Buttons: Clear All, Reschedule, Exit

If the sessions times are the same, select the hearing(s) to be rescheduled by clicking on the box(s) in the Reset column, select rescheduling reason(s) from the dropdown menu.

7. Click **Reschedule**.

Resel	Current Setting Information	Reason
<input checked="" type="checkbox"/>	10/25/2011 11:00 AM Review Hearing 61C01-1008-CM-00390 State of Indiana v. Luther Barck	Court's Own Motion
<input checked="" type="checkbox"/>	10/25/2011 11:00 AM Review Hearing 61C01-1008-CM-00389 State of Indiana v. Tamara Balaz	Court's Own Motion
<input checked="" type="checkbox"/>	10/25/2011 11:00 AM Review Hearing 61C01-1009-CM-00476 State of Indiana v. Jacob Under	Court's Own Motion

Buttons: Select All, Reschedule, Exit

The hearings have now been rescheduled to the new session.