



Odyssey CMS Cheatsheet

Topic: Criminal eFiling

Updated: 11/3/2016

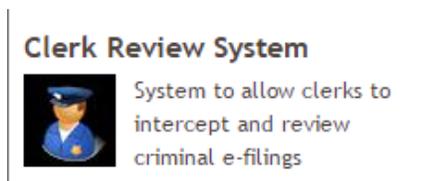
Summary: This cheatsheet explains how to add a criminal case to Odyssey through criminal eFiling and INcite's Clerk's Review Queue.

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. Log into INcite (mycourts.in.gov).

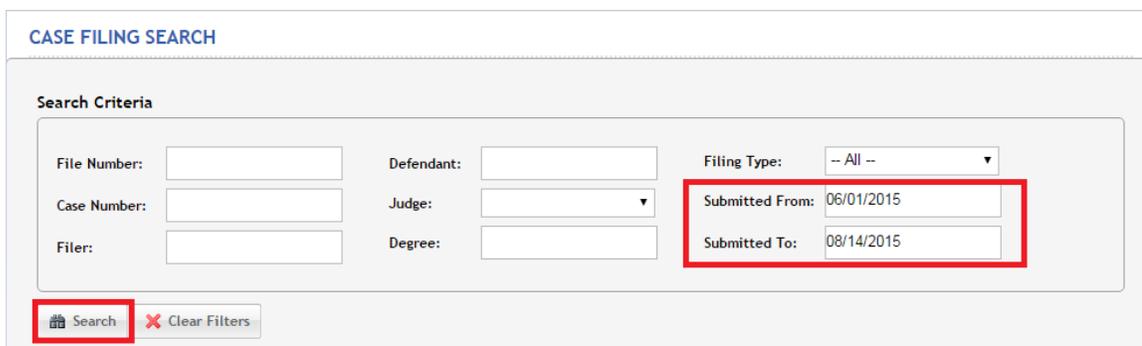


2. Click on the Clerk Review System application.



3. Notice the Search Criteria fields at the top of the screen. A pre-defined date range will populate in the **Submitted From** and **Submitted To** fields. Click **Search** to bring up list of cases for your court(s).

NOTE: You can also limit the filings you are looking for by file number, filer, defendant, degree, and filing type.



4. The search results can also be limited by "File Status". For example, if you only want to view new filings that have not been filed or rejected, select "New" from the drop down.

NOTE: The "File Number" that you see on this screen is from the Prosecutor's Case Management system and does NOT play any role in the creation of the case number in Odyssey. This is added as a cross reference number that can be used for searching in Odyssey and on Secure Public Access.



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CASE FILING SEARCH

Search Criteria

File Number: Defendant: Filing Type: -- All --
Case Number: Judge: Submitted From: 06/01/2015
Filer: Degree: Submitted To: 08/14/2015

File Status: -- All -- Include Case Updates

File Number	Filer	Judge	Degree	Defendant	Case Number	Status	Type
26C01-DM113226	pros26qa	Unknown	MA	WILL E HERDER	26-1506-CM-000001	Filed	Criminal Edit
26C01-DM113226	pros26qa	Unknown	MA	BETTY WILL		Rejected	Criminal Edit
26C01-DM113226	pros26qa	Earl G. Penrod	MA	WILL E HERDER		Rejected	Criminal Edit

Showing records 1 to 3 of 3

- Once you find the line for the filing you would like to review, click **Edit**.

CASE FILING SEARCH

Search Criteria

File Number: Defendant: Filing Type: -- All --
Case Number: Judge: Submitted From: 06/08/2015
Filer: pros26qa Degree: Submitted To: 06/13/2015

File Status: -- All -- Include Case Updates

File Number	Submit Date	Filer	Judge	Degree	Defendant	Case Number	Status	Type
26C01-DM1132260	06/08/2015	pros26qa	Unknown	MA	WILL E HERDER	26-1506-CM-000001	Filed	Criminal Edit
26C01-DM1132261	06/08/2015	pros26qa	Unknown	MA	BETTY WILL		New	Criminal Edit
26C01-DM1132297	06/13/2015	pros26qa	Unknown	MA	WILL E HERDER		New	Criminal Edit

Showing records 1 to 3 of 3

- Review the filing information on your screen as compared to the paperwork that was filed making sure you are accepting the proper case. **If your county requires that the appropriate judge is selected before the filing is approved, please make sure that you select the proper judge from the dropdown at the top of your screen. If your county lets Odyssey auto-assign the judge/court you do not need to fill this field out.**



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FILING VIEWER

Case

Status: Case Court: Case Category:

Status Date: Judge: File Number:

CMS Confirmed: Case Title: CMS Case Number:

Court Path:

Case Lineage:

TrackingID	Category
GVMIIQZDRSEBYSIABFNFBKFXOIVHJQQ	PCM

Defendant

Name: Tax ID: Address:

Eye: Sex Offender: Fort Branch IN 47648-4321

Hair: Sex:

Race: DOB:

Officer(s)

First	Middle	Last
Robert		Krieg

- After reviewing the information select **“Approve Filing.”** If you choose to reject a case, you must pick an acceptable rejection reason; if you do not you will see a pop-up error.
- Once the filing has been approved in INCite, the case will file in Odyssey. You will see the case number return in INCite as soon as the case has been filed in Odyssey. The status will also change to **“Filed”**.

49-DM1181927	08/09/2015	pros49	David Certo	MB	Pablo Mata-hernandez	49G12-1508-CM-028071	Filed	Citation	Edit
49-DM1181928	08/09/2015	pros49	Amy M. Jones	MA	Cotey Atterson	49G08-1508-CM-028073	Filed	Criminal	Edit
49-DM1181929	08/09/2015	pros49	Linda E. Brown	MA	Nathanel Bennett	49G10-1508-CM-028074	Filed	Criminal	Edit

- After the case has been filed you will need to find the case in Odyssey and:
 - Add the Prosecuting Attorney’s information to the Parties tab;
 - Link the Citation if the charge is a BMVable offense;
 - Add proper events and scan necessary documentation.

Accepting Documents through the Criminal Review Queue

- If your County **IS NOT** accepting documents through the Criminal Review System, please skip to this section.
- If your County **IS** accepting documents through the Criminal Review System, follow the steps below.
 - Go to the Documents section.



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- Click on the first document submitted.
 - o The document will open in the viewing pane below this information.
- Click **Edit** to enter the appropriate Odyssey event code for the document you are working with in the Filing Code column.
 - o **You will only have to click edit and find the Odyssey event codes for those that do not already have Odyssey event codes filled in the Filing Code column.** The system will prepopulate many of the Odyssey event codes, these just need to be confirmed.
 - o TIP: this field will accept the Odyssey event short code or you can type part of the event that you are looking for in this field and it will return search results.

Document(s)

	Filing Type	Select Filing Code	Filing Description	Type	Status	
Edit	Viewing	Probable Cause Affidavit	ADMPCAFF - Probable Cause Affidavit	Probable Cause Affidavit	Lead	New
Edit	View	Appearance	APP - Appearance	Appearance	Lead	New
	View	Appearance	APP - Appearance	Appearance	Attachment	New
Edit	View	Information	PCRINF - Information	Information	Lead	New
Edit	View	Petition	ADMPCAFF - Probable Cause Affidavit	Petition	Lead	New

State Form 44213 (R6 / 10-10)

STATE OF INDIANA IN THE _____ COURT COUNTY OF _____ SS

State of Indiana)
 vs.) COURT CAUSE NUMBER _____ AGENCY CASE NUMBER _____
 BROWN, JAMES) **AFFIDAVIT FOR PROBABLE CAUSE**

I, JED ADAMS, a law enforcement officer with the (agency) MARION COUNTY SHERIFF DEPARTMENT, affirms that on (date) _____, at approximately _____ am _____ pm the accused, (first name) JAMES (middle initial) _____ (last name) BROWN, a _____ Male _____ Female, (d/o/b) 02/03/1988 (DL number or last four digits of SSN) _____ -0000 (license type) _____, was observed in (location) _____, Indiana operating a (vehicle description, include CMV and Hazmat indicator): _____ under the following circumstances:

I. PRELIMINARY OBSERVATION/REASON FOR STOP (check all that apply)

I observed the accused operate a vehicle in my presence and view.

_____ observed the accused operate a vehicle.

I had reason to believe the accused operated the vehicle because: _____

The accused committed the following violation(s): _____

Passenger under age 18 pursuant to IC 9-30-5-3(2)

Other: _____

Crash Involved: Yes No Crash involved Local Crash Number: _____ Time of Crash: _____ am _____ pm

The accused admitted to being the driver involved in the crash.

The result of the accused driving resulted in: serious bodily injury fatality

Name(s) of person(s) injured: _____

II. OBSERVATIONS

I had reason to believe the accused was INTOXICATED because I observed the following:

<input type="checkbox"/> Odor of alcoholic beverage	<input type="checkbox"/> Left vehicle in gear	Field Test	Passed	Failed
<input type="checkbox"/> Alcoholic beverage containers in view	<input type="checkbox"/> Failed to shut off vehicle	<input type="checkbox"/> HGN	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Speech was: _____	<input type="checkbox"/> Could not open door	<input type="checkbox"/> Walk and Turn	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Eyes were: _____	<input type="checkbox"/> Pulled self from vehicle	<input type="checkbox"/> One Leg Stand	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Manual dexterity: _____	<input type="checkbox"/> Staggered from vehicle	<input type="checkbox"/> Rhombus Balance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Abusive attitude	<input type="checkbox"/> Leaned against vehicle	<input type="checkbox"/> P.B.T. Alco-sensor 0 _____ gram of alcohol per 210 liters of breath		
<input type="checkbox"/> Balance was: _____		DRE Conclusion: _____	Performed by: _____	
<input type="checkbox"/> Soiled/disorderly clothing				
<input type="checkbox"/> Other observations/test: _____				

III. CHEMICAL TEST

I advised the accused of the Implied Consent Law and the accused: submitted to, or refused a chemical test result: are pending

I was unable to offer a chemical test to the accused because such person was: unconscious injured

_____ a certified chemical test operator, determined from a chemical test that the accused had an alcohol concentration equivalent to _____ gram of alcohol per 210 liters of breath. The chemical test was administered at (location) _____ at _____ am _____ pm using certified instrument number _____

I was told by _____ the result of the chemical test was an alcohol concentration equivalent to 0 _____ gram of alcohol per 100 milliliters of blood. Such test was administered by drawing or taking a sample of whole blood at _____ am _____ pm. Drawn by: _____

I was told by (name) _____ the result of the chemical test determined that the accused had in his/her body a controlled substance, a controlled substance metabolite, or a drug, to wit: _____. Such test was administered by drawing or taking a sample of: blood, urine,

- After you have found the proper Odyssey event, click **Update**
 - o This will add the Odyssey event you selected to the Filing Code column



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Document(s)

	Filing Type	Select Filing Code	Filing Description	Type	Status
Update Cancel	Probable Cause Affidavit	»ADMPCAFF - Probable Cause Affidavit	Probable Cause Affidavit	Lead	New
Edit	Appearance	APP - Appearance	Appearance	Lead	New
	Appearance	APP - Appearance	Appearance	Attachment	New
Edit	Information	PCRINF - Information	Information	Lead	New
Edit	Petition	ADMPCAFF - Probable Cause Affidavit	Petition	Lead	New

- After you have completed these steps for all of the documents that were submitted, you can move on to approving the filing.
 - o Once your filing is approved and the case is created in Odyssey, the Odyssey events you selected will appear on the case and the documents will be associated with them.

Building a List in List Manager of all Criminal Cases eFiled that Day

Summary: This section will instruct you how to build a list in List Manager of cases that were efiled in a certain period in order to add the Odyssey information in batch.

1. Click on **List Manager** on the left navigation bar. Select your court or courts you are adding case information for cases that were efiled. Click **Continue**.



2. Click **Perform Query**, then click **Select Cases**.
3. Fill out the following fields in the Select Cases box:
 - Case Category: Select a case category of Crim-Juv-Traffic from the picker box



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- Created by User: Select the user ID "IntegrationAdmin"
- Filed Between: Start Date and End Date should be the date range you want to see efiled cases for.

Then, click **Create**.

Select Cases

Cases Included Clear Recall Memorize

Location Multiple Nodes

From Case #

To Case #

Judicial Officer

Case Category Crim-Juv-Traffic

Case Type CM - Criminal Misdemeanor; F1 - Felony 1; F2 - Felony 2; F3 - Felony

Case Subtype

Case Security Group

Offense Codes

Cause of Action

Case Status

Case Flag

Event Type

Created by User IntegrationAdmin, IntegrationAdmin

Filed Between Start Date t 08/14/2015

End Date t 08/14/2015

Appear By Between Start Date

End Date

Create Exit

NOTE: If you would like to limit your search more, you can fill out more fields in the Select Cases box. For instance, the above fields will bring back all Felony, Misdemeanor as well as all Infraction cases. If you only want to bring back the felony and misdemeanor cases, enter the case types you want to include in your search by selecting the picker next to the "Case Type" field.

4. If your search criteria is filled out like above, you will receive a list of all criminal and infraction cases eFiled today. If you have cases with the same Prosecuting Attorney and the same Events that need to be added you can do these things through **Perform Action**.

NOTE: Please see the "List Manager" cheatsheet for a list of functions that can be performed in list manager and a description on how to add an attorney and add events.