



# Odyssey CMS Cheatsheet

**Topic:** Direct Filing Cases into a Specific Court

**Date:** 3/11/2013

**Summary:** This process is used only if a case should be filed into a specific court. In most instances, Odyssey will automatically assign the case number and the judge based on your court's case allocation rules.

**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.

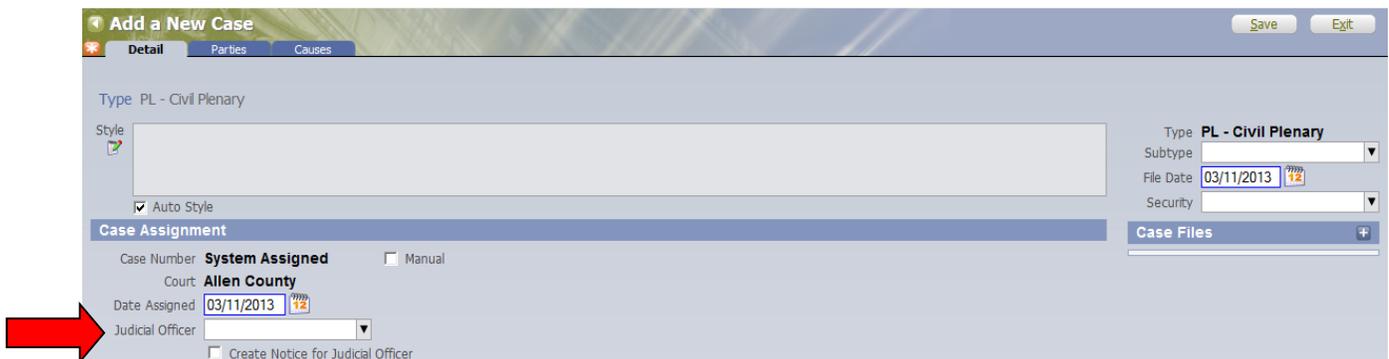
1. Click on **Add a Case** from the *left navigation menu bar* or from the *Case quick links menu*.



2. Select the appropriate **case category** and **case type** for the case you are filing.



3. From the **Detail** tab of the "Add A New Case" screen, select the judicial officer from the Judicial Officer dropdown field. Complete any remaining steps as you normally would to finish adding the case.



**Note:** If you are direct filing a case that was filed prior to Odyssey and already has a case number assigned, please see the separate Cheatsheet for **Manually Converting Cases**.