



Odyssey CMS Cheatsheet

Topic: Duplicate Cases – Closing
Date: 3/11/2013

Summary: This cheatsheet describes the process of closing a duplicate case in Odyssey.

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. When a duplicate case may have been discovered you should first confirm whether the case is, in fact, a duplicate case, by comparing the case number, party names, and other party information, such as: file date, citation numbers, charges/offenses, petition filing dates, events, etc.

The case below is determined to be a duplicate case because the party information on the party records is the same, the case types are the same, the charge is the same, the court is the same, and the file dates are similar.

Search Results

Case Number	Case Name	Charge	Filed On	Attorney	Judicial Officer	Status	Court
08D01-1003-IF-00326	State of Indiana vs. Mallory Foerg	9-21-5-2(2)/IFC: Speeding - Exceeding Maximum 55 mph	03/02/2010	Hand, Joel Dee	Smith, Jeffrey R - SR	Decided	Carroll Superior Court
08D01-1003-IF-00326	State of Indiana vs. Mallory Foerg	9-21-5-2/IFC: Speeding	03/01/2010	Hand, Joel Dee	Smith, Jeffrey R - SR	Decided	Carroll Superior Court

2. Review the Financial Tab of each case to determine whether financial transactions transpired on either case so that you can make a decision regarding which of the duplicates cases to close out.

In this instance, one case has a monetary charge applied to the case and the other doesn't. The case with no financial transactions will be closed.

This case has no financial activity.

08D01-1003-IF-00326

State of Indiana vs. Mallory Foerg
Type: IF - Infraction

Group By: Party Type Show Categories with no Activity

Party/Financial Category	Current Due	Total Balance	Escrow Balance	Last Activity
State Plaintiff				
Defendant				
Foerg, Mallory J				
Case Fees - Other	0.00	0.00	0.00	
Cash Bonds	0.00	0.00	0.00	
Registry and Trust	0.00	0.00	0.00	
Prosecutor				

This case has financial activity.

08D01-1003-IF-00326

State of Indiana vs. Mallory Foerg
Type: IF - Infraction

Group By: Party Type Show Categories with no Activity

Party/Financial Category	Current Due	Total Balance	Escrow Balance	Last Activity
State Plaintiff				
Defendant				
Foerg, Mallory J				
Case Fees - Other	0.00	0.00	0.00	06/01/2010 Disbursement
Prosecutor				



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3. If neither case has any financial transactions, review the Events Tab to consider any event entries that may have been made.
4. Duplicate cases should be closed by doing the following:
 - a. Credit off any financial balances noting that the case was created in error.
 - b. Add the Case Closed/Created in Error Event (CCIE) from the Events tab. (This event will allow the case to be excluded from the QCSR totals.)
 - c. From the Detail Tab, "relate" the cases.
 - d. Cancel (vacate) any hearings from the Hearings Tab.
 - e. Update the status of any warrants to "Issued in Error".
 - f. Add the "Charge Added in Error" disposition onto any charges/offenses.