



Odyssey CMS Cheatsheet

Topic: E-Notification Process
Date: 11/28/2016

Summary: The e-notification process runs in INcite in the Odyssey Reporting application. However, this cheatsheet also explains how e-notices are generated from 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.

How E-Notices and Notices are Generated

Certain events can be configured to automatically trigger a notice. This can be customized per county. (i.e. Many counties only want to send notice on the Order entries). At the end of the day, the process will run and look for any events that are set to trigger a notice.

- If there is more than one event (that's set to trigger a notice) on a case that was entered that day, it will combine them as one notice. If multiple documents are attached to an event that's set to notice, a link will be created for each document.
- A notice will be sent on any judgment, disposition or sentence added to the Disposition tab as long as a document is attached to it.

Charge Disposition			
	1. 35-42-4-3(a)(1)/FA: Child Molesting		
	01/01/2001 - 02/28/2007 (FA) 35-42-4-3(a)(1) (354243a1FA)		
	Judgment	10/03/2013	Plea by Agreement
	Sentence	10/03/2013	Sentenced
			Comment ()
			Confinement to Commence 10/03/2013
			Indiana Department of Correction
			Term: 25 Yr

- For Events designated to be noticed with a document, a notice will be sent regardless of the document type attached.
- By default, the notice will go to the attorney. If a party does not have an attorney, the notice will go to the party.
- If the attorney or party has an email address, the notices will be sent through email. After the process has run, an event called '**Automated ENotice Issued to Parties**' is added to the case.



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Modify Case Attorney Details

Attorney

[Murphey, William Garland](#)
Bar # 2726664
Work : 219-864-5051
Fax : 219-864-5052
bmurphey@hinshawlaw.com

Address

Party Correspondence Address
Kopka Pinkus Dolin & Eads, PC
9801 Connecticut Drive
Crown Point, IN 46307

★ Case Correspondence Address
Same As Party Correspondence Address

Connection

Australian Gold LLC
★ Attorney
Added 04/22/2016

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- If the attorney or party does not have an email address, the notices will 'kick out' to a batch pdf file of paper notices. This batch file is emailed to the county-designated individual(s) in the Clerk's or Court office, and it can then be printed and mailed. After the process has run, an event called '**Automated Paper Notice Issued to Parties**' is added to the case.
- A comment will be added to the automated notice events which will include the event names(s), the event dates(s), and the notice recipient(s). An example is below:

Edit Event Comment

Order Issued ---- 11/10/2016 : Darren G Wilder
Dismissed with Prejudice ---- 11/11/2016 : Darren G Wilder
Plea by Agreement ---- 11/11/2016 : Darren G Wilder
Sentenced ---- 11/11/2016 : Darren G Wilder

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- Notices will go to party records that are active and marked as a 'Party'. If a party is marked as a 'Participant', a notice will not be sent to that party unless they are selected in the Served box.
- If a Participant or Inactive Party is selected in the Served box, notice will be sent to the specified parties. *SEE HOW TO OVERRIDE THE DEFAULT PARTIES SET TO RECEIVE NOTICES below.*
- If an attorney is connected to multiple parties on the case, they won't receive a notice per party. They'll only receive one notice for all parties they're connected to.
- For all events designated to be noticed, a link to the document(s) will be included on the notices (*see example below*). However, notices will not generate for these events until the document(s) is/are scanned. (For instance, if the order is added today, but no document(s) is/are attached or scanned until tomorrow, the notice will not generate until tomorrow, when it sees the document(s) that has/have been scanned). *Note: There is a 7 day window between the date the order event is added and the date the document(s) is/are scanned. If the document(s) is/are scanned more than 7 days after the event has been added, a notice will not be generated.*

NOTICE

Henry Circuit Court 1
1215 Race Street #340
New Castle Indiana 47362

Dawn Crouch V Donald Williams 33C01-0906-DR-000081

To: Donald K Williams
274 S 14th St
Apt 304
New Castle, IN 47362

EVENTS

Entry Date	Order Signed	Event and Comments
04/14/2016		Hearing Scheduling Activity Hearing on Motion for Rule to Show Cause scheduled for 07/27/2016 at 1:00 PM.
04/14/2016	04/04/2016	Order Issued

To view the document, click the link below
<https://publicaccess.courts.in.gov/TrialCourt/Document?id=0cd0ae42-6eaa-40cb-a648-3d145335ac63>

OTHER PARTY - NOTICED	OTHER PARTY - ENOTICED
N/A	Arthur Charles Brown (Attorney)



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How to Stop a Notice from being Sent

There are a few ways to stop a notice.

- After an event has been added that is set to a trigger a notice, it can be blocked so it doesn't send a notice. To do this, right click on the event and select **Add Related Event**. Use the '**Stop Batch Notice**' (SBN) event to block that event from being sent to all parties.
- A specific party can also be blocked from receiving a notice. Click on the party from the Parties tab of the case. In the Modify Case Party Details screen, select the '**Do Not Send Notice**' checkbox. This will prevent this party from receiving any notices from this case only.

Modify Case Party Details

Name +

Trimble, John

Style

Do Not Send Notice

Always Send Notice

Display as Restricted Party in Public

Address

Party Correspondence Address
Lewis & Wagner LLP
501 Indiana Ave. St. 200
Indianapolis, IN 46202-3196

Case Correspondence Address
Same As Party Correspondence Address

Attorney +

Connection +

Type Mediator
Added 07/16/2014

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How to Override the Default Parties set to Receive Notices

By default, the notice will go to the attorney. If a party does not have an attorney, the notice will go to the party. However, this can be changed for certain events (mostly order events)

- When an Order event has been added, an option is available to select which parties to send it to. Click on the **'Served'** party picker, and select the parties that should receive the notice. This will override the default parties who are supposed to receive the notices.

The screenshot shows the 'Modify Event' form with the following details:

- Type: Order Granting Motion for Enlargement of
- Date: 06/28/2013
- Order Signed: 06/26/2013
- Movant: [Empty]
- Served: Multiple Parties** (highlighted with a red box)
- Judicial Officer: Proffitt, Judith S - SR
- Due: [Empty] Completed [Empty]
- Comment: The Plaintiff is given up to and including July 24, 2013 to file a response. sz
- Volume: [Empty] Page: [Empty] # Pages: [Empty]
- Checkboxes: Docketable, Include on Appeal, Print Event Barcode Upon Save
- Doc Link ID: Does not affect case aging clock

Buttons at the bottom: Save/Print, Save, Exit

quick links sidebar:

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships



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How to Verify if an E-Notice or Paper Notice has been Generated on a Case

There are two ways to verify this.

- In Odyssey, check to see if the 'Automated ENotice Issued to Parties' or the 'Automated Paper Notice Issued to Parties' has been added to the case.
- In INCite, go to **Odyssey Reporting**. Click the **ENotice** menu. Type in a case number or party name, the **Find Now** button. This will show all e-notices sent to each party, along with those kicked out to batch notice.

Name	EmailAddress	Case Number	Event Description	Created On
William Barkimer	wbarkimer@kdlegal.com	29D01-1304-CC-003603	Order Issued	04/27/2016
Phillip Scaletta	phillip.scaletta@icemiller.com	29D01-1304-CC-003603	Order Issued	04/27/2016
Michael Red	michael.red@flemingstage.com	29D01-1304-CC-003603	Order Issued	04/27/2016
Michael Freeborn	mfreeborn@freeborn.com	29D01-1304-CC-003603	Order Issued	04/27/2016
Kevin Tyra	kevin.tyra@tyralaw.net	29D01-1304-CC-003603	Order Issued	04/27/2016
Jennifer Kalas	jkalas@hinshawlaw.com	29D01-1304-CC-003603	Order Issued	04/27/2016
Jerry Padgett	jerry.padgett@tyralaw.net	29D01-1304-CC-003603	Order Issued	04/27/2016
Jill Anderson	janderson@freeborn.com	29D01-1304-CC-003603	Order Issued	04/27/2016
Daniel Trachtman	dtrachtman@woodmclaw.com	29D01-1304-CC-003603	Order Issued	04/27/2016