



# Odyssey CMS Cheatsheet

**Topic: Events Overview**  
**Updated: 7/8/2014**

**Summary:** This cheatsheet is a summary of how to use events 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.

From the Events tab, the events dialog box is used to add entries onto the official Chronological Case Summary (CCS) of a case. Events are available in Odyssey based on the case category. The Events Tab can be accessed from the case in several ways. The most common ways are by either clicking on the **Events** Events tab, the **Events** Events hyperlink, or by pressing the F12, then the “E” key to activate the **F12** Events tab menu item.



There are three primary methods used to add an event to a single case in Odyssey: (1) Type ahead descriptions, (2) entering codes, and (3) Select Codes keyword search.

Group Add Events and the List Manager functionality can also be used to add the same event to multiple cases at once.

Some Odyssey events are added to the CCS electronically. Some events are action events, and some Protective Order Registry (POR) events are added to the case via the POR interface.

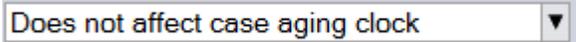
The event fields vary based on the event types. For instance, a “File Stamp” or “Order Signed” field is available on certain events if the dates are applicable. Some events are “non-docketable”, which means the event is visible to Odyssey users but does not appear on the printed CCS.

Once an event is **Saved** onto a case, it is published to the CCS. Except for Administrative Rule 9 data, information is immediately published on publicly accessible cases to the Public Access and Secured Public Access Odyssey sites, as approved by the Court Technology Governing Board.

Event corrections and clerical errors are corrected by adding correcting administrative events. Events are removed from the CCS per a Judge’s order only when the information is found to be such that it could bring harm to a party.



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<b>Type</b>	The Event <i>Heading</i> . This field can be updated using one of the 3 methods of adding the event type: type ahead, event code, or searching the code table using F4.
<b>Date</b>	This is the date field that prepopulates with the current date of the day you are entering the event in Odyssey. This date should not be changed. (BMVOWI suspension events only are backdated in the “due” field, not the date field.)
<b>File Stamp</b>	Date paperwork or filing was file stamped. (There is also an “Order Signed” field.)
<b>Party Picker Icon Fields</b>	Any field that has a picker icon  , (usually filed by, requested by, served to, movant), click the picker icon and choose the party. Cannot type directly into this field.
<b>Due</b>	The Due Date field should be used to “tickle” or mark an event for follow up via a follow up event (ADMFLP) report, BMV events, or the JAD (Taken Under Advisement) event.
<b>Completed</b>	Used with the ADMFLP (Administrative Follow up) or JAD (Taken Under Advisement) event. The Follow up event is for court/clerk use only, it is not docketable and can be reopened and edited...using the due date and the completed date to “tickle” or mark an event for follow up and to record when that action has been completed.
<b>Comment</b>	Box used to add any additional information that may be necessary to describe the entry.  There are generic events such as Motion Filed, Order Issued, Report Filed, etc. that are available when a specific event is not found. When using one of these generic events users must add additional information in this comment field per <a href="#">Trial Rule 77</a> .  There is a writing icon  click to expand the box. You can also conduct a spell check by clicking the  icon.
<b>Docketable</b>	Check box is prepopulated and grayed out, this box is not user editable.
<b>Include on Appeal</b>	Box will be prepopulated with a check box – this feature is not in use at this time.
<b>Time Standards</b>	You will see a drop down box that says.  <b>Does not affect case aging clock</b> This drop down box is currently not in use.
<b>▶ Add Next</b>	You can use this button to add additional separate events in succession on the current case.
<b>▶ Add Related</b>	This feature should not be used.
<b>▶ Add Hearing</b>	This feature should not be used.
<b>▶ Add Service</b>	This button will add service to an event and is typically most useful when there are complex cases. Service is routinely tracked by adding the appropriate events on the Events tab. This feature should not be used unless directed to do so.
<b>▶ Relationships</b>	This feature should not be used.
<b>Save/Print</b>	Saves the event(s) on the case and allows an Event Notice to be generated on the case.
<b>Save</b>	Saves the event onto the case.
<b>Exit</b>	Exits the event without saving it onto the case.



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## Adding Events

There are three common methods used to add events to a case in Odyssey:

1. To use the Type Ahead function, begin typing the exact verbiage of the event description, then click the drop down arrow to make your Event Type selection.

In this example, type: "Court Requests" then click on the drop down arrow to select the type from the list.

Type  ▼

2. The event code can also be entered. (For example: **SI** for Service Issued, **APP** for Appearance filed, **BMVSUSP** for **Court Requests Suspension of Driver**) Type the code in the **Type** field and press the tab key to load the event description into the event **Type** field.
3. With the cursor in an empty **Type** field, press the F4 key to bring up the **Select Codes** dialog box and search for keyword or portion of a keyword for an applicable event. In this example, type "suspension", then click "Search". Click on the event to select it. (Or, type "BMV" or "QCSR" to search for BMV or QCSR events in the Code field.)

Select Codes

Description  Code

Sort  ▼

Description	Code
1. Court Requests Suspension of Driver	BMVSUSP
2. Court Requests Suspension of Driver for OWI	BMVSUSPOWI
3. Court Requests Suspension Stay of Driver	BMVSUSPSTA
4. Order for Expungement of FTA Suspension from Driving Record	ARJBMVEXFT
5. Order for Expungement of FTP Suspension from Driving Record	ARJBMVFTP
6. Probable Cause: Failed with Immediate Suspension	BMVPCFSUSP
7. Probable Cause: Refused with Immediate Suspension	BMVPCRSUSP
8. Watercraft/Failed with Immediate Suspension	BMVWPCFSUS
9. Watercraft/Refused with Immediate Suspension	BMVWPCRSUS

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<<Back Next  Exit



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### Electronic Events, Action Events and POR Events

Some events are added electronically to the CCS, which does not require adding an event from the **Events Tab**.

#### Electronic Events:

##### **Bonds:**

Q: What is **automatically** entered on the CCS?

A: Bond posting and release information is automatically updated on the CCS when information is entered on the **Bonds Tab** of a case.

Q: What must be **manually** entered on the CCS?

A: Orders setting bond  
Orders modifying bond  
Orders for bond forfeiture  
Orders for bond release and distribution

##### **Warrants and Writs of Body Attachment:**

Q: What is **automatically** entered on the CCS?

A: Each time a warrant or writ of body attachment is entered or updated on the **Warrants Tab** of a case, a CCS entry is automatically made if the warrant/writ is issued, served, cancelled, or recalled.

Q: What must be **manually** entered on the CCS?

A: No information must be entered; however, if the basic automated entries are not detailed enough, they can be manually updated to include additional information in the comments field.

##### **Judgment, Decrees, and Sentences:**

Q: What is **automatically** entered on the CCS?

A: The details of every sentence, judgment, and decree are automatically entered on the CCS by completing the information on the **Disposition Tab** of a case.

Q: What must be **manually** entered on the CCS?

A: When a sentence, judgment, or decree is amended, a manual CCS entry must be made noting that an amendment was ordered or a clerical correction is made; however, the details of the amendment are automatically recorded to the CCS when the **Disposition Tab** is completed.

##### **Hearing/Trial Scheduling and Calendaring Changes:**

Q: What is **automatically** entered on the CCS?

A: Every time a hearing is scheduled, rescheduled, reset, or cancelled/vacated, an automatic CCS entry is made on the case and updated to the calendar as well.

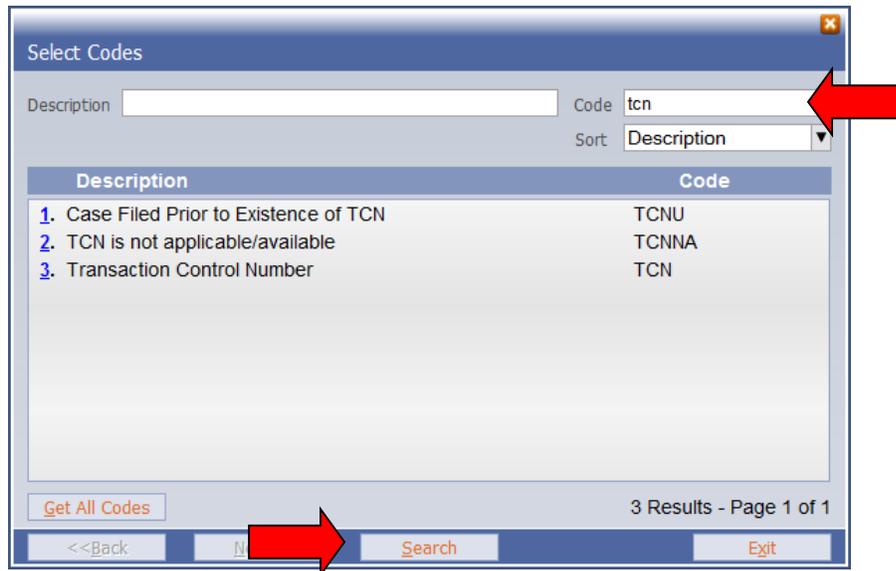


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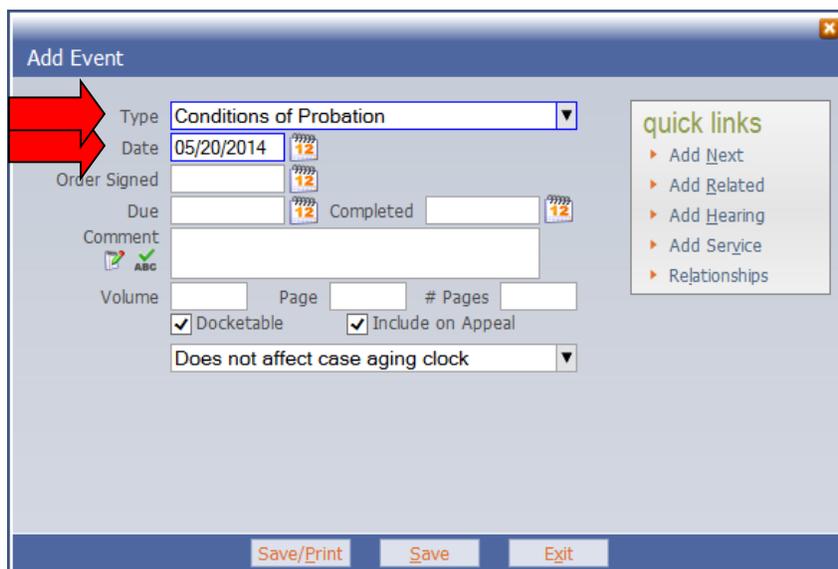
## Action Events

Some events in Odyssey will produce actions (outside of entering information on the CCS) such as events that trigger the transmission of **SR16's to the BMV**, and events that track and count items for the **Quarterly Case Status Report (QCSR)**, etc.

- A. The Transaction Control Number (TCN) events contain information required by (Criminal Rule) CR 2.1. This information will be used in the transmission of disposition information to the Indiana State Police Criminal History Repository. Search for TCN in the Code field to find these events easily.



- B. The **Conditions of Probation (CP)** event is used to record the conditions of probation and will be used for interface purposes.





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- C. The **Follow-up event** is used as a tickler to notify the court or clerk user to follow up on some item related to a case; for example, when a report or a submission is due on a case, it can be tracked by setting up a Follow-Up Event report to notify the court or clerk user. A date must be added in the **Due** date field to use this function. A **Comment** must be added describing the action to be completed. A **completed** date must be added when the action has been completed.

- D. The following events add the “Restricted/Sealed Access” security when added to the case.

OGPE	Order Granting Petition to Expunge Records Per IC 35-38-9
OGPS	Order Granting Petition to Seal Records per IC 35-38-9
ORIF	Order Restricting Access of Infraction ( IC 34-28-5-15)

- E. The **BMV Events** are outlined on the **BMV events** hand-out.
- F. The **QCSR Events** are outlined on the **QCSR Post-It Sheet**.

### Protective Order Registry (POR) Events

Some POR events are electronically generated. This information is available on the POR Cheatsheet.

### Non-Docketable and Docketable Events

Non-docketable events are not visible on the CCS but are visible to the Odyssey user. Docketable events are added to and are visible on the CCS.

Examples of some Non-Docketable Events are:

- JAD (Taken Under Advisement)
- ADMFLP (Follow-up)
- QCSERR (QCSR Error)

Examples of some Docketable events are:

- CLK (Clerk Administrative Event)
- NOTR (Notice of Transcript Filed)