



Odyssey CMS Cheatsheet • Small Claims

Topic: Filing and Taking Payments in Bulk on New Cases

Date: 10/9/2013

Description: The purpose of this cheatsheet is to instruct the user how to File new cases and take payments in bulk.

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. Navigate to the **Add a New Case** screen.

2. Select the **Parties** Tab.

3. **Add** the Plaintiff to the case (the business or law firm filing multiple cases).
4. **Add** the Attorney to the case (the attorney representing the cases).
*****DO NOT add any Defendants to the case at this time. You should only add the Plaintiff and Attorney that will display on each case being filed in bulk.**
5. Click **Save**.



Odyssey CMS Cheatsheet • Small Claims

- If your county auto-assesses fees on its small claims cases, you will see the Calculate Small Claims Case Filing Fees screen below. Enter the number of defendants on the case and click Finish. If your county does not auto-assess fees, skip to step #7.

Calculate Small Claims Case Filing Fees

For **02D01-1310-SC-000004**

Number of Defendants

[Cancel](#) [Finish](#)

- On the “Case Filed” screen, click **Same Party** under *Add Another Case*.

Case Filed

02D01-1310-SC-000003

civil

SC - Small Claims
Filed On 10/09/2013

quick links

- ▶ [Edit Case](#)
- ▶ [Add Fees](#)
- ▶ [Print Label](#)

add another case

- ▶ [Same Type](#)
- ▶ [Same Party](#)
- ▶ [New Type](#)

assignment

Allen Superior Court 1
Boyer, Nancy

[Done](#)

- Click **Save**.

Repeat steps 5 – 8 until the desired number of new cases have been created. For example, if a customer “drops” 100 new cases with the same Plaintiff, you should create 100 new case numbers with the same Plaintiff and Attorney.



Odyssey CMS Cheatsheet • Small Claims

9. When you are finished creating cases, click **Done**.



***Please note that if the Sheriff Service Fee is needed on any of the cases being filed in bulk, assess the fees **before** proceeding to Find an Account. If all of the cases need the Sheriff Service Fee assessed, this can be done through a process in List Manager. If you need further assistance, please contact the Help Desk.

10. Navigate to the **Find an Account** screen.



11. Click **Use Advanced Search**.





Odyssey CMS Cheatsheet • Small Claims

12. Enter the **Filed Between** dates and Search by **Attorney Information**. Also, be sure to select **Include all Cases with Balance** under Search Options.

13. Click **Search**.

Find An Account

Search by Identifier Information

Case Number

Citation Number

Cross Ref

Filed Between And

Search by Party Information Use Soundex

Person Nickname Business

Last Name

First & Middle

Date of Birth

Driver's License

Social Security

Search by Attorney Information Use Soundex

Last Name

First & Middle

Bar Number

Search Clear Exit

quick links

- Save My Settings
- Use Simple Search

search options

- Include Inactive Cases
- Include Accounts without Cases
- Include Zero Dollar Balances
- Include all Cases with Balance

Show 10 Matches Per Page

crim-juv-traffic Clear All

- CF - Criminal Felony
- CM - Criminal Misdemeanor
- DF - CL D Felony or lesser charg
- DP - Juvenile Deferred Prosecut
- FA - Class A Felony

civil Clear All

- CB - Court Business
- CB - Department of Labor
- CB - Foreign Judgment

14. Click **Mark All on This Page** on the Search Results screen. Note that you will need to click Next to mark any cases contained on additional pages if there is more than one page of results.

Search Results

Print Back Next Refine Exit

Expand All On **Mark All on This Page**

Bishop, MaryEllen K Bar Number 408049

Bishop, MaryEllen K

Account	Total Balance	Current Due	Past Due	Last Pmt / Deposit	Last Pmt / Deposit Date
02D01-1310-SC-000003	81.00	81.00			

Bishop, MaryEllen K

Account	Total Balance	Current Due	Past Due	Last Pmt / Deposit	Last Pmt / Deposit Date
02D03-1310-SC-000004	81.00	81.00			



Odyssey CMS Cheatsheet • Small Claims

15. Click the **Green \$** (Add a Payment) icon on any of the marked cases.

Search Results - QA

File View Tools Centers Developer Help

Search Results Print Back Next Refine Exit Expand All On Page Clear All On This Page

Bishop, MaryEllen K Bar Number 408049

Bishop, MaryEllen K

Account	Total Balance	Current Due	Past Due	Last Pmt / Deposit	Last Pmt / Deposit Date
02D01-1310-SC-000003	81.00	81.00			

Bishop, MaryEllen K

16. Complete the required fields to take a payment.

17. Click **Save** to take the payment, or click **Save/Print** to take the payment and print a receipt listing all marked cases and the amount applied to each case (i.e. \$81.00 filing fee). Note that the Amount equals the total fees for all cases marked/selected.

Add a Payment

Transaction Detail Manual

Receipt # **System Assigned**

Date **10/10/2013** Type **Counter Paym**

Amount to be Applied **405.00**

Case Party Non Case Party

Payor **Indiana University** Address

Till **SueEllen's Civil Till (Allen County)**

Comment **IU Filings** ABC

Tender Detail

Method **Check**

Amount **405.00**

Add Additional Tender

Balance	Tender
Balance 405.00	Tendered 405.00
Amt Applied 405.00	Applied 405.00
New Balance 0.00	Change 0.00

Use Manual Distribution Show Distribution

For Party / Fee	Balance
Bishop, MaryEllen K	405.00
02D01-1310-SC-000003	81.00
<input checked="" type="checkbox"/> 10/10/2013 Small Claims Case Filing Fees	81.00
02D03-1310-SC-000004	81.00
<input checked="" type="checkbox"/> 10/10/2013 Small Claims Case Filing Fees	81.00
02D02-1310-SC-000005	81.00
Totals for this Transaction	405.00

Save Exit Save/Print