



# Odyssey CMS Cheatsheet

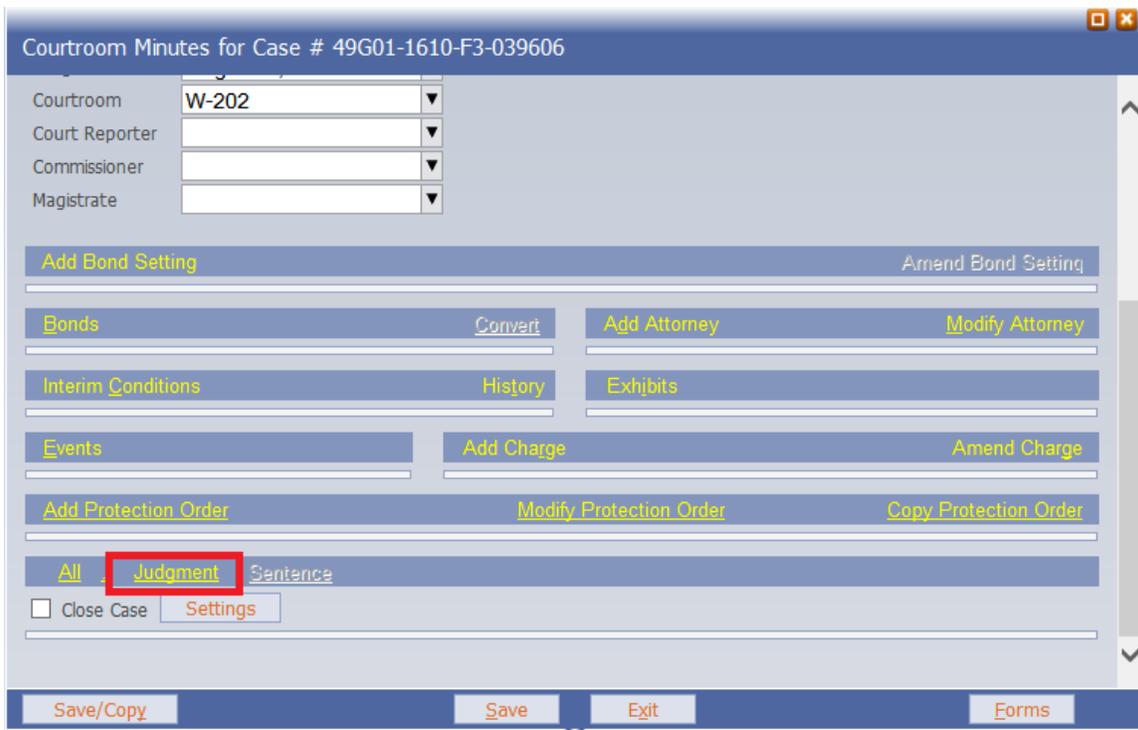
**Topic:** Guilty of a Lesser  
**Date:** 12/8/2016

**Summary:** This cheatsheet describes how to enter judgment of conviction when the judgment is guilty of a lesser.

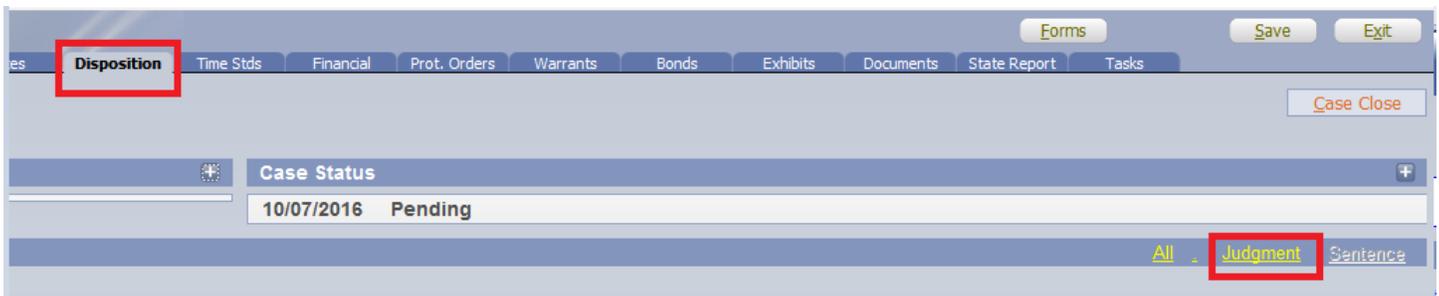
**Important:** Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

There are two ways to access the Judgment to enter the Guilty of a Lesser:

**From the Courtroom Minutes Screen:** When resulting your hearings, after clicking Enter Minutes, result your hearing and enter the events and all information, then click the yellow 'Judgment' hyperlink located on the bottom left of the screen. **GO TO STEP 1 below.**



**From the Case Disposition Tab:** Click on the 'Disposition' tab and click on the yellow judgment link located on the right side of your screen. **GO TO STEP 1 below.**



1. Click the blue hyperlink for the charge that is changing to reflect the Guilty of a Lesser.



## Odyssey CMS Cheatsheet

**Add Judgment**

Date: 12/08/2016  
Judge: Eisgruber, Kurt  
Does not affect aging clock: [Dropdown]  
Comment: [Text Area]

**Charges**

1. 35-42-5-1(1)/F3: Robbery Taking property by force or thre: [Dropdown] Judgment  
10/05/2016 (F3) 35-42-5-1(1) (3542511F3)

- When the Modify Charge Screen appears, change the 'Code' box to reflect the lesser offense. In this example my offense is going from a F3 to a F5. Once the new code is selected, the other fields will update with the new information.

**Modify Charge Detail**

Detail | Arrest / Filing | Additional | History

Charge Detail for Defendant: BROWNLOW, JAMES CLIFTON

Community of Offense: [Dropdown]  
# 1  
Code: 3542511F5 (highlighted)  
Degree: Felony 5  
GOC: [Dropdown]  
Statute: 35-42-5-1(1)  
Description: 35-42-5-1(1)/F5: Robbery Taking property from another by  
Off. Date: 10/05/2016  
Time: [Text]  
Fine: [Text]  
To: [Text]  
Bond: [Text]  
 On or About  
 At or About  
Bond Type: [Dropdown]

**Additional Statutes**

Type	Statute	Description
No Additional Statutes exist.		

Click the add icon to add a new Additional Statute.

Continue Exit Charge ID 17090565

- Click 'Continue'.



## Odyssey CMS Cheatsheet

- In the 'Judgment' box, enter the appropriate finding of either 'FGL' (Finding of Guilty Lesser Included), or 'GPL' (Plea Guilty Lesser Included)

**Add Judgment**

Date: 12/08/2016  
Judge: Eisgruber, Kurt  
Comment: Does not affect aging clock

**Charges**

Charge	Date	Code	Judgment
1. 35-42-5-1(1)F5: Robbery Taking property from another b	10/05/2016	(F5) 35-42-5-1(1) (3542511F5)	Finding of Guilty L
2. 35-42-5-1(1)F3: Robbery Taking property by force or thre	10/05/2016	(F3) 35-42-5-1(1) (3542511F3)	
3. 35-42-3-2(a)F3: Kidnapping while armed with a deadly w	10/05/2016	(F3) 35-42-3-2(a) (354232aF3)	
4. 35-42-5-1(1)F3: Robbery Taking property by force or thre	10/05/2016	(F3) 35-42-5-1(1) (3542511F3)	

Buttons: Save, Exit, Next >>

- After you have entered appropriate judgments for all counts, click 'Next' to proceed to sentencing, or 'Save' if sentencing will occur at a later date.
- Judgment against the count(s) should appear as seen below:

Charge Disposition			
1	35-42-5-1(1)F5: Robbery Taking property from another by use of or threatening use of force		
	10/05/2016 (F5) 35-42-5-1(1) (3542511F5)		
	Judgment	12/08/2016	Finding of Guilty Lesser Included