



Odyssey CMS Cheatsheet

Topic: Hearing Journal Entry (HJE)

Date: 3/11/2013

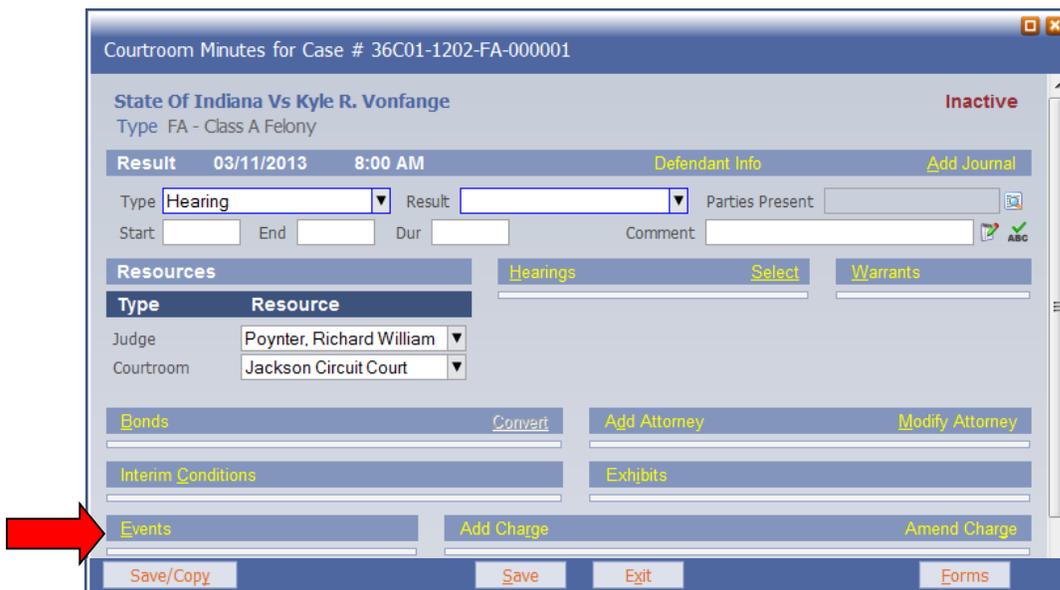
Summary: The Hearing Journal Entry (HJE Event Code) is available to allow the user to record hearing information onto the CCS from the Courtroom Minutes dialog. The Courtroom Minutes dialog facilitates the user’s ability to update case information from one central screen or location as opposed to requiring the user to navigate tab to tab within a case.

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.

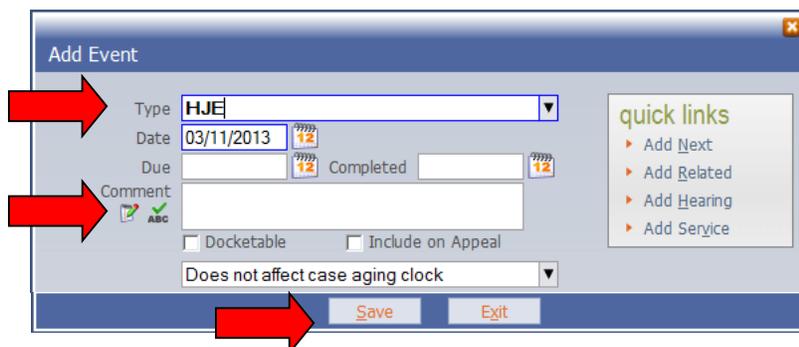
**** Please refer to the “How to Result a Hearing” cheatsheet and follow the steps listed in that document in order to correctly result a hearing. ****

From the Courtroom Minutes dialog, you can enter event information just as you would from the Events tab within a case. Any events added from the Courtroom Minutes dialog will be added as related events to the hearing. To add a new event from the Courtroom Minutes dialog box:

1. Click on the yellow **Events** hyperlink (ALT+E).



2. In the Add Event dialogue box, enter the **HJE** event code into the “Type” field.



3. Input the desired hearing entry into the “Comment” field. This information will appear on the CCS.
4. Input additional information if desired.
5. When finished, click **Save**.

The Hearing Journal Entry is complete.