



Odyssey CMS Cheatsheet

Topic: Adding Hearings through the Calendar

Updated: 3/12/2014

Summary: This cheatsheet will show you how to add individual or multiple hearings from the **Calendar View**. This is beneficial for family court where the court users are attempting to schedule the Father's hearings, the son/daughter's juvenile hearings, etc. on the same day/time. It's also beneficial for habitual offenders that may have multiple cases associated to them, where the court wants to hear all cases on the same day.

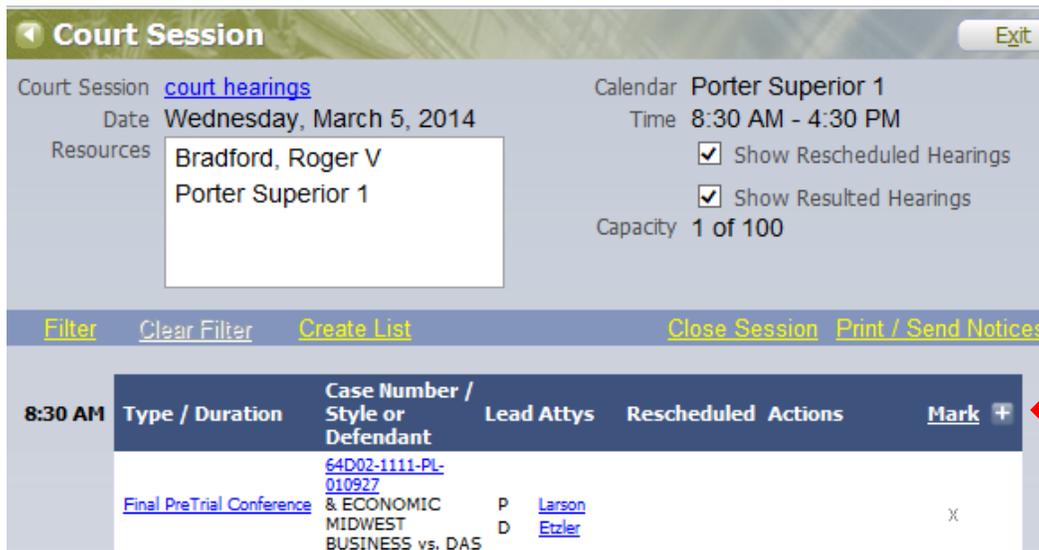
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Navigate to **View Calendar:**

1. Click into the session where you would like to schedule hearings.



2. Click the plus (+) sign to add hearing(s).



3. You will see a dialogue box. The style of the dialogue box will vary depending on the type of session you are scheduling into. i.e., cattle call vs duration.



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- To add an individual hearing to the calendar, type in the Case number, select the Hearing Type and Duration, if applicable.

Add Hearing

State Of Indiana Vs Kavion A. Scott

Case # 71D011111fb000190

Type Bench Trial

Event

Charge

Party

Priority

Comment

Launch Minutes Dialog

Add Next Save Exit

Add Hearing

State Of Indiana Vs Kavion A. Scott

Case # 71D011111fb000190

Type Final PreTrial Conference

Dur 15m Start 9:00 AM End 9:15 AM

Event

Charge

Party

Priority

Comment

Launch Minutes Dialog

Add Next Save Exit

- To add multiple hearings, click the magnifying glass .
 - Enter your search criteria on the **Find a Case** screen.
 - In this example, we are using "Advanced Search" and searching on a specific business, filed between specific date ranges.

Find a Case

Filed Between 07/02/2010 And 07/02/2010

Legacy ID

Group ID

Vehicle License

Exhibit #

Exhibit ID

Exhibit Cross Ref

Exhibit Addl Barcode

Arrest Control #

Agency

Off Rpt Control #

Agency

Service ID #

Search by Party Information Use Soundex

Person Nickname Business

Business Camelot Manor Estates

Person ID

Legacy ID

Search Clear Exit Use Simple Search

- From the results screen, you can select multiple cases by marking the checkboxes next to the case numbers.

Note: You can only use this feature to set cases on a regular interval or same time session. You cannot use this feature for a calendar session with different start times.



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Case Search Results | Records 1 - 8 of 8

CAMELOT MANOR Party ID 21561918

64D03-1007-SC-004277 **TES CAMELOT MANOR ESTA vs. DARRYL BROUDE**
 SC Filed On 07/02/2010 Judicial Officer Jent, Julia M Court Porter Superio Connection PLN
 Status Decided Attorney Halpin, David B Filed As CAMELOT MANOR

CAMELOT MANOR Party ID 21561920

64D03-1007-SC-004278 **TES CAMELOT MANOR ESTA vs. ANNA F HUBLEY**
 SC Filed On 07/02/2010 Judicial Officer Jent, Julia M Court Porter Superio Connection PLN
 Status Decided Attorney Halpin, David B Filed As CAMELOT MANOR

<< Back Next >> Refine New Search **Continue** Exit

d. After making your selections, click **Continue**.

6. Select the **Hearing type** and click **Save**.

Add Hearing

Case #

Type ▼

Priority

Comment

Add Next **Save** Exit

7. Cases are now scheduled on the calendar.

Court Session Exit

Court Session [court hearings](#) Calendar **Porter Superior 1**
 Date **Wednesday, March 5, 2014** Time **8:30 AM - 4:30 PM**
 Resources
 Porter Superior 1 Show Rescheduled Hearings
 Show Resulted Hearings
 Capacity **4 of 100**

[Filter](#) [Clear Filter](#) [Create List](#) [Reorder Hearings](#) [Close Session](#) [Print / Send Notices](#)

8:30 AM	Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark +
1	Final PreTrial Conference	64D02-1111-PL-010927 & ECONOMIC MIDWEST BUSINESS vs. DAS & DAS LLC	P Larson D Etzler			X
2	First Hearing	64D03-1007-SC-004277 TES CAMELOT MANOR ESTA vs. DARRYL BROUDE	P Halpin			X