



## Odyssey CMS Cheatsheet

**Topic: How to Result a Hearing from the Courtroom Minutes Screen**  
**Updated: 9/4/2015**

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**Summary:** Resulting a Hearing is also known as “Entering Minutes” from what transpired during the hearing. This cheatsheet explains how to result a hearing / enter minutes in Odyssey. Resulting a hearing can be done within the case record or from the calendar view.

**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.

### **\*\*\*VERY IMPORTANT\*\*\***

- **Entries on this screen should NEVER be deleted or modified.** Each time you click save on the section of the minute screen (i.e., events) you are saving your entry to the CCS! Do Not go back into your Courtroom Minute screen to make updates. Once you save the overall screen, please make future updates on the actual tab.
- **The order that you make entries** is the order that it will appear on your CCS and also how information will flow to and from interfaces. For example, if you need to add a BMV Suspension event, you must click the yellow “Event” link to add the BMVSUSPOWI, or BMVSUSP event code PRIOR to adding the judgment/sentence section.
- **Adding EVENTS – Date Field:**  
This field defaults to the date the Hearing was scheduled. This is one of the only places that we ask that you change this date to TODAY’s date. You can type over it with a T, enter the date or click the calendar picker to select today’s date. If you leave the date as it is, you are backdating in Odyssey.

### **Hearing Results:**

**Commenced and concluded** is the most commonly used hearing result. You start the hearing and have concluded all issues set for that hearing.

**Commenced and recessed** is used for multi day trials or hearings. If you begin the hearing/trial and recess at the end of day 1 and are going to resume tomorrow (or another day), you would use this result. On the subsequent day(s) you can use the **Recessed** result if it’s going into another day. You will keep using this for each day that the hearing/trial recesses into another day. On the final day, once all of the issues that are set for that hearing/trial are heard, you will use **Concluded**.

**Continued** and/or **Reset** are appropriate if the hearing commenced on the record and for some reason the hearing is continued or reset (depending on whether it’s done on behalf of one of the parties or the court).

**Vacated** is used if the hearing has commenced on the record but the court is notified the hearing is not needed.



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## To Result a Hearing from within a Case:

1. From the **Hearings tab**, click on the hearing that you wish to result to go into the “Modify Hearing” dialog.

In Re the Marriage of Gloria McGowen and L. McGowen  
Type DR - Domestic Relation  
Inactive

Sort: Date Order Show: All Hearings  
 Hearing Comments

Date	Time	Result
<a href="#">03/12/2013</a>	Tue 9:00 AM	Hearing (Judicial Officer: Rader, John A)

2. Click on the clipboard  icon to go to the Courtroom Minutes dialog.

Modify Hearing  
Case # 86C01-0701-DR-00001 In Re the Marriage of Gloria McGowen and L. McGowen Inactive

Add Event Notes Comments Reschedule Print / Send

Type: Hearing  Interpreter Required  
Priority:

Scheduled Settings 1 - 1 of 1

<a href="#">03/12/2013</a>	<a href="#">9:00 AM - 9:30 AM</a>	<input checked="" type="checkbox"/>
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Session Criminal Judicial Officer Rader, John A  
Calendar Warren Circuit Court Location Warren Circuit Court

3. From the dropdown menu next to the “Result” field and select the proper result of the hearing.
4. Click on the yellow “Events” hyperlink to add the Hearing Journal Entry (HJE) event adding parties present at the hearing, along with other applicable events (For example, order events, etc.).

Courtroom Minutes for Case # 86C01-0701-DR-00004  
In Re the Marriage of Jodee Brown and Jeffrey Garland Inactive

Result 02/28/2013 1:15 PM Defendant Info Add Journal

Type: Hearing Result: Commenced and conclus None  
Start: End: Dur: Comment:

Resources: Hearings Warrants

Type	Resource
Judge	Rader, John A
Courtroom	Warren Circuit Court

Events

Save/Copy Save Exit Forms

5. Click on any of the other available links and update the case information as necessary.

**Note:** Forms are not available from the **Courtroom Minutes** screen but can be accessed via the case number link from the calendar.



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- Click **Save** to save this entry OR click **Save/Copy** to save minutes to this case and copy other designated minute items to other cases in that calendar session.

## To Result Hearings from the Calendar:

- Click on the session that contains the hearing(s) that need to be resulted.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>March 11</b> 8:00 Miscellaneous 4 of 20 9:00 Traffic/Initial Hearings 1 of 100 10:00 Miscellaneous 1 of 80 1:15 Small Claims 3 of 3	<b>March 12</b> 8:00 Miscellaneous 1 of 20 9:00 Criminal 0 of 120 1:15 Hearings/Trials 0 of 105	<b>March 13</b> 8:00 Miscellaneous 0 of 20 9:00 Hearings/Trials 0m of 3h 1:15 Hearings/Trials 0 of 105	<b>March 14</b> 8:00 Miscellaneous 0 of 20 9:00 Hearings/Trials 0m of 3h 1:15 Hearings/Trials 0 of 105	<b>March 15</b> 8:00 Miscellaneous 0 of 20 9:00 Hearings/Trials 0m of 3h 1:15 Hearings/Trials 0 of 105

- Click on the **hearing type...NOT THE CASE NUMBER.**

Type / Duration	Case Number / Style or Defendant	Lead Attys	Rescheduled	Actions	Mark
Proceedings Supplemental 15m	86C01-0111-DR-00157 In Re the Marriaae of Phyllis Smith and Jerald Smith				x
Proceedings Supplemental 15m	86C01-1101-CC-000003 Wells Farqo Bank, N.A. Successor by Merger to Wells Farqo	P Burns	Cancelled		

- Follow steps 2 – 6 above.

## Additional References for Resulting Hearings:

Please click this [ALT F1](#) link to see additional topics on the Odyssey Cheatsheet “Table of Contents” web page.

Here is a sampling of the topics that may be of interest:

[Events Overview](#)

[How to Add a Hearing](#)

[Creating a Warrant](#)

Topics listed under the section: [Charges](#)

Topics listed under the section: [Dispositions/Judgments and Sentencing](#)

[Criminal Dispositions Interface](#)

[BMV Events](#)

[Abstract of Judgment Interface](#)

[Guardianship Registry Interface](#)

[Mental Health Adjudication Interface](#)

[Adding Interim Conditions](#)