



# Odyssey CMS Cheatsheet

**Topic: How to Vacate a Hearing**  
**Updated: 6/6/2014**

**Summary:** Vacating (cancelling) a hearing can be done from within the case or from the calendar.

**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.

## Vacating a Hearing from the Case:

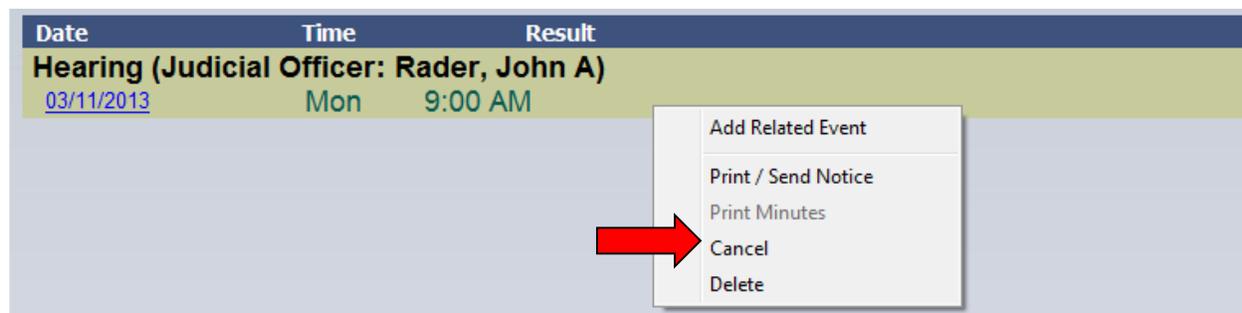
1. Navigate to the Hearings Tab of the case.



2. Hover over the Hearing which you wish to vacate (cancel).



3. Right click the mouse and select **Cancel** from the menu.



NOTE: If there are multiple settings scheduled within a single session and you only want to cancel one of them, such as Jury Trials, click into the white space of the hearing.





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Click the  next to the hearing you want to cancel.

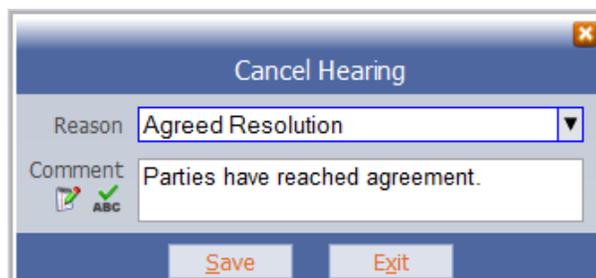


Scheduled Settings 1 - 2 of 3		Previous	Next	+
<b>06/04/2014</b>	<b>7:00 AM - 5:00 PM</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Session <b>AM Hearings</b>	Judicial Officer			
Calendar <b>APC Initial Hearings</b>	Location <b>No Location</b>			
<b>06/09/2014</b>	<b>9:00 AM</b>		<input checked="" type="checkbox"/>	
Session <b>A.M. Session</b>	Judicial Officer <b>Hawkins, Grant W</b>			
Calendar <b>Marion County Superior</b>	Location <b>W-305</b>			

4. Select the proper **cancellation reason** from the drop down menu.



5. Enter any necessary comments into the comments field.



6. Click  to save changes to vacate the hearing.



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7. The hearing has now been vacated and will appear in a grayed font. An entry is made the Chronological Case Summary (CCS) and the hearing has been removed from the calendar.

86C01-0701-DR-00001

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

Sort: Date Order  Show Deleted Items Show: All Hearings  Hearing Comments

Date	Time	Result
03/11/2013	Mon 9:00 AM	Cancel Reason: Agreed Resolution

Comment: Parties have reached agreement.

## Vacating a Hearing from the Calendar:

1. Click on the session which contains the hearing you wish to vacate.

Calendar

Warren Circuit Court's Calendar for the Week of March 11, 2013  
Owned By Location Warren Circuit Court

	March 11, 2013	March 12, 2013	March 13, 2013	March 14, 2013	March 15, 2013
8:00	Miscellaneous 4 of 20	Miscellaneous 1 of 20	Miscellaneous 0 of 20	Miscellaneous 0 of 20	Miscellaneous 0 of 20
9:00	Traffic/Initial Hearings 0 of 100	Criminal 0 of 120	Hearings/Trials 0m of 3h	Hearings/Trials 0m of 3h	Hearings/Trials 0m of 3h
10:00	Miscellaneous 1 of 80				
11:00					

2. Right click on the Hearing Type and select **Cancel Hearing** from the menu.

2	Initial Hearing 15m	86C01-0807-FD-00048	S Larson		
3	Status Conferen 15m		D Christoff		
8:45 AM			S Larson	Continued [1] From 02/11/2013	

3. Repeat Steps 4 – 7 above.