



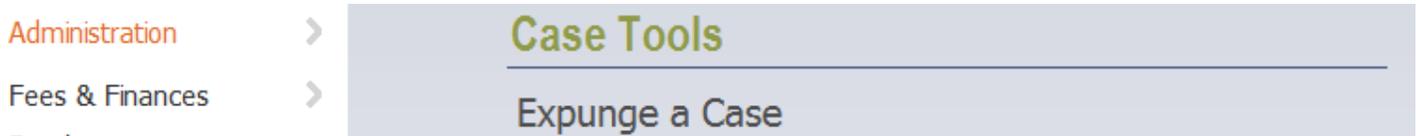
Odyssey CMS Cheatsheet

Topic: Juvenile Expungements
Date: 1/5/2016

Summary: This is for juvenile expungements **ONLY** – not XP cases.

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.

1. Navigate to Administration → Case Tools → Expunge a Case.



2. Enter the case number of the case and choose the hyperlink of the case.
3. A note will come up telling you this case is about to be expunged. Click **Expunge**.

84C01-0104-JM-000223
JM

Starlit D. Eaton
Reference CCS Entry
Offense Date: 04/02/2001 Degree: CNV

Filed On 04/02/2001

Judicial Officer Kelly, Daniel W - MAG
Status Decided
Court Vigo Circuit Court

Confirm Expunge Case
Case Number **84C01-0104-JM-000223**
Case Style **Starlit D. Eaton**

This Case is about to be expunged.
Click the Expunge button to expunge
or the Exit button to exit.

Expunge Exit

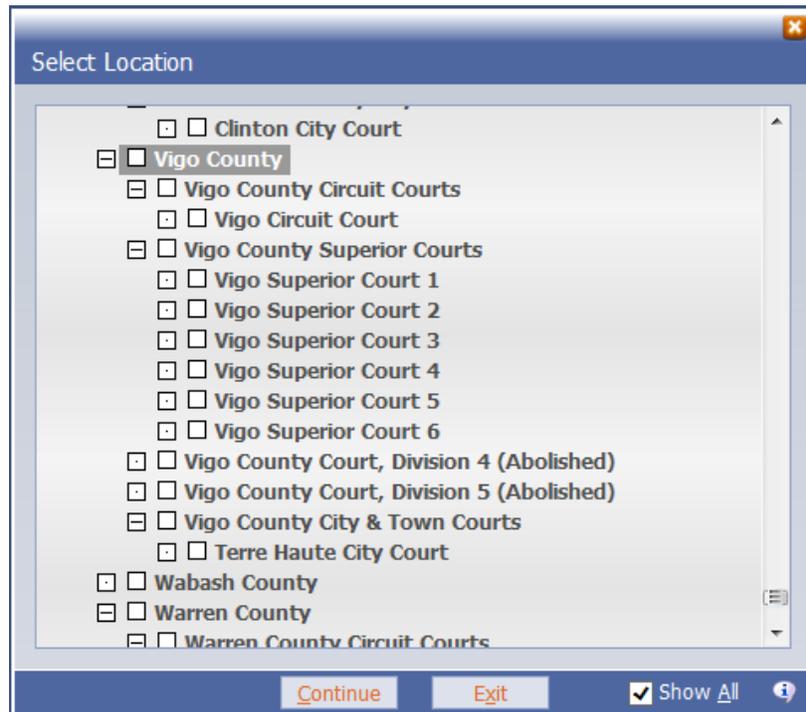


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- Then, choose to “add a case” from the Case Manager Home menu or from the left navigation menu.



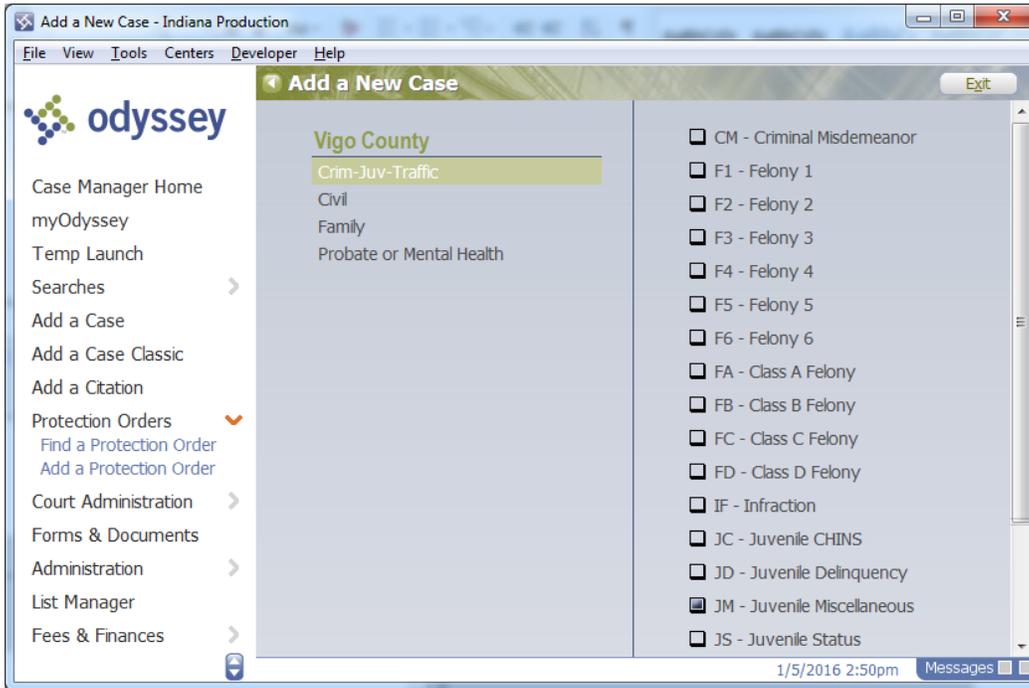
- Select the top node for your county if you see the Select Location screen (in this case, Vigo). Otherwise, skip to #8.





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6. Choose Crim-Juv-Traffic and pick the correct corresponding case type.



7. Go to the Details tab, as shown below:

- You will enter the actual file date on the right side of the screen.
- You will manually assign the "sitting" judge of the court (CHECK MARK MANUAL) then you can reassign to the Magistrate if needed.
- You will manually assign the full case number on the file (CHECK MARK MANUAL) and include all hyphens.





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8. Go to Parties Tab: You will add the Respondent/Child as **Expunged**.
 - a. Right click Respondent/Child and click "Add Respondent/Child."
 - b. Click the Magnifying Glass next to the Party field in the Add Party Connection screen, click the Business radio button, Search for "Expunged," and click on any party found.

In the Matter of Expunged
Type JM - Juvenile Miscellaneous
Group By ▼
 Related Parties View

Party & Attorney Information	
Respondent/Child	Expunged
State Petitioner	State of Indiana

Add Party Connection

Configured Types All Types

Connection ▼

Party Participant

Party [New](#)

Added

Removed

Reason ▼

Comment ABC

Relationship

[Add Next](#) [Continue](#) [Exit](#)

Find A Party

Search by Party Information Use Soundex

Person Nickname Business

Business

Person ID

[Search](#) [Clear](#) [Exit](#) [Use Advanced Search](#) [Add Party](#)



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9. Next, go to the Charges Tab:
 - a. Click + sign to add charge of NCA in the “code” and tab to fill in the information.
 - b. Add original offense date and click continue.
 - c. Click SAVE and then *Edit Case* on the quick links box that appears.

Add Charge Detail

Detail | Arrest / Filing | Additional

Charge Detail for Defendant: Eaton, Starlit

Community of Offense

#

Code Degree GOC

Statute Description

Off. Date Time

To To Fine Bond

10. Go to the Events tab: Click + add QCSERR and comment: **-1 from new filing and -1 from other.**

Add Event

Type

Date Due Completed

Comment

Volume Page # Pages

Docketable Include on Appeal

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

11. Go to the Disposition tab: Add statistical closure of “**Other.**” Click Continue and SAVE.

Add Statistical Closure

Statistical Closure

Date

Comment