Odyssey CMS Cheatsheet

Topic: **Manually Converting Cases to Odyssey (adding old cases)**
Date: **12/11/2014**

Summary: Manually converted cases are cases that have been filed prior to the date your court began using Odyssey but the case was not electronically converted to Odyssey.

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. Before you manually convert a case in Odyssey, you should search for the case first to confirm it has not previously been added. If your case is not found, select **ADD A CASE** from the case manager home screen.

   Note: **Add a Case** (in lieu of Add a Citation) is used for old cases so that you can type in the existing case number. Add a Citation would assign a new case number.

2. Select the appropriate **Case Category** and **Case Type**.

   Note: See JTAC Staff or contact the JTAC Help Desk to add **obsolete** case types (CF or CP).

3. On the **Detail Tab** select the **manual checkbox** for the case number and enter the case number as it should appear formally, **including the dashes, and leading zeroes in the sequence number. The sequence number is 6 digits.**

   For example, if your case number was previously 41C03-8501-DR-25 you will need to enter that case number with the correct number of leading zeroes depending on your county, for example in Monroe County their sequence number was 5 digits: 41C01-8501-DR-00025, prior to January 1, 2011. Cases entered beginning January 1, 2011 shall contain 6 sequence numbers.

   Note: Please use the number zero "0" and not the letter "O". If the letter "O" is entered where you should enter a zero "0" that case will not be found when searching by case number and a duplicate case could be added as a result.

4. Select the **manual checkbox** for judicial officer. Select the appropriate judge for the court you are filing the case into. (The court will be selected electronically based on the judicial officer selection.) ***Please note: if the case you are manually converting has a Special Judge you MUST select the *current sitting judge for the court* on this screen first.** (After you've added the case you can then reassign the Special Judge on the Detail tab of the case. Instructions to follow.)

5. Enter the original **File Date** of the case. Updating the File Date will automatically update the **Date Assigned** date. (Note: Changing the **Date Assigned** date will not update the **File Date**.) If the case is "confidential", "sealed", or "Restricted Access" please select the appropriate case security. Once a case is "sealed" the case may not be visible to you depending upon your userid roles and rights. Please contact your supervisor if you are not sure whether you have access to sealed cases.

6. From the **Parties** tab, add the parties, participants, and attorneys:

   a) Navigate to the **Parties** Tab to add the parties and/or attorney information. You will notice the State Plaintiff is defaulted to the State of Indiana in all criminal cases. Right click on the party connection to add the party.

   b) Use the configured party type or enter the **connection** from the drop down list.

Note: Choose the All Types radio button to add other Participants for the case. (For example, Victims or Children)

c) Click on the **eyeglasses** icon to the right of the Party Field. The **Find a Party** dialog box will come up. At the top of the screen use the defaulted person radio button or select the Nickname or Business radio button. Using proper case, enter the name you are searching for and click Search.

d) If a match to your party is available, click on the matching party to add per the **Statewide Party Matching Policy.**

Note: Party matching is available only for criminal defendants (including Juvenile case types) and business or government entities only.

e) If the Statewide Party Matching Policy criterion is not met, click the Add Party button to enter the new party information.

7. For Criminal (or juvenile) cases, go to the **Charges** tab to add any charges using the original offense date.

a) Once you have entered your parties, click on the Charges tab. Click on the plus sign (+) to add a charge.

b) At the Add Charge Detail screen type in or search for the IC Code from the list. Once you select the code the information in the other required fields will automatically populate. Enter the offense date in the "Off. Date" field.

c) Add the law enforcement agency information to the right side of the **Charges/Arrest Tab**. Note: This needs to be done on the first charge only.

d) After all applicable fields for Count #1 are entered click Continue.

e) If there are additional charges to add click on the "+" plus sign to add each charge.

f) Once all charges have been added they will appear on the Charges Tab.

g) Click **Save** at the top of the screen.

8. The Case number dialog box will appear with your case number. From this box, select **Edit Case**. If the case number is not correct, please make the correction from the Detail Tab.

9. **If** the case you are direct filing has a **Special Judge** appointed, you MAY need to go to the **Detail tab**, click the **"Reassign"** link, select the name of the Special Judge and the reason of Change of Judge/Court. The case will be assigned to the Special Judge. (The special judge info may have been previously recorded for QCSR tracking.)

10. **If** the case requires **SR16/BMV** activity you will need to **link a citation** to the charge(s). To do this go to the **Charges tab** and click on the yellow **"Citation"** hyperlink located in the upper right side of the screen. Complete the required citation tabs with as much information as is available. **(Only 1 charge on the case needs to be linked.)**

11. Go to the **Disposition** tab, click on the **Case Close** button to add the Reference CCS event, created for your specific county. For example, **41ADM** (41 = the County Number); the event description will be "For CCS entries prior to 12/08/14, see Court file." (Please check with your supervisior if you're unsure of the code.)

12. Add the **QCSERR** (QCSR Error) event and **Comment:**

    a) **IF** the case has been disposed and the case **has** been statistically closed prior to the go-live date, add the **comment** "SNFO" (Subtract from New Filing and Other").

    b) **IF** the case is pending and the case **has not** been statistically closed prior to the go-live date, add the **comment** SNF (Subtract from New Filing).

    You may have additional events to add if there have been filings or case activity between the date your court began using Odyssey and the date you're inputting the case.

    Note: Adding the QCSERR event will allow you to track these items via the Event Listing Report so that you can make the necessary adjustments when compiling the Odyssey QCSR report before you input the data into INCITE.

13. Click **Save** from the event dialog box.

14. **If** the old case being filing has been statistically closed and counted for QCSR or the criminal (juvenile) charges have been disposed prior to the go live date, add a statistical closure of "**Other**", using today's date. (The original statistical closure date can be added in the Comment field, if necessary.)

    Note: Adding this statistical closure, as of the current date, will also update the case status from Pending to Decided. If the case has been reopened/redocketed and is currently pending, add a new Case Status of Pending.

15. **If** the case is statistically closed or criminal (juvenile) charges were disposed on or after the go-live date, enter the charge disposition(s) from the **Disposition** Tab by clicking on the yellow **Judgment** link. (See: Please Note)

    PLEASE NOTE: The original charge disposition date must be entered, if your court is utilizing the "Criminal Conviction Interface" to transmit disposition information to the Indiana State Police via the TCN "Transaction Control Number" events.

16. When applicable, add **Hearings** from the Hearings Tab or from the Calendar.

17. Clerks: When applicable, reverse or add any case filing fees, costs, or fines. Contact JTAC staff or HelpDesk to confirm this case information.

18. Clerks: When applicable, add bonds, convert bonds, and/or add warrant info.

19. If applicable for your court, mark the outside of the case file with an "O" or the agreed upon case file designation as a visible indicator that the case has been added to Odyssey.

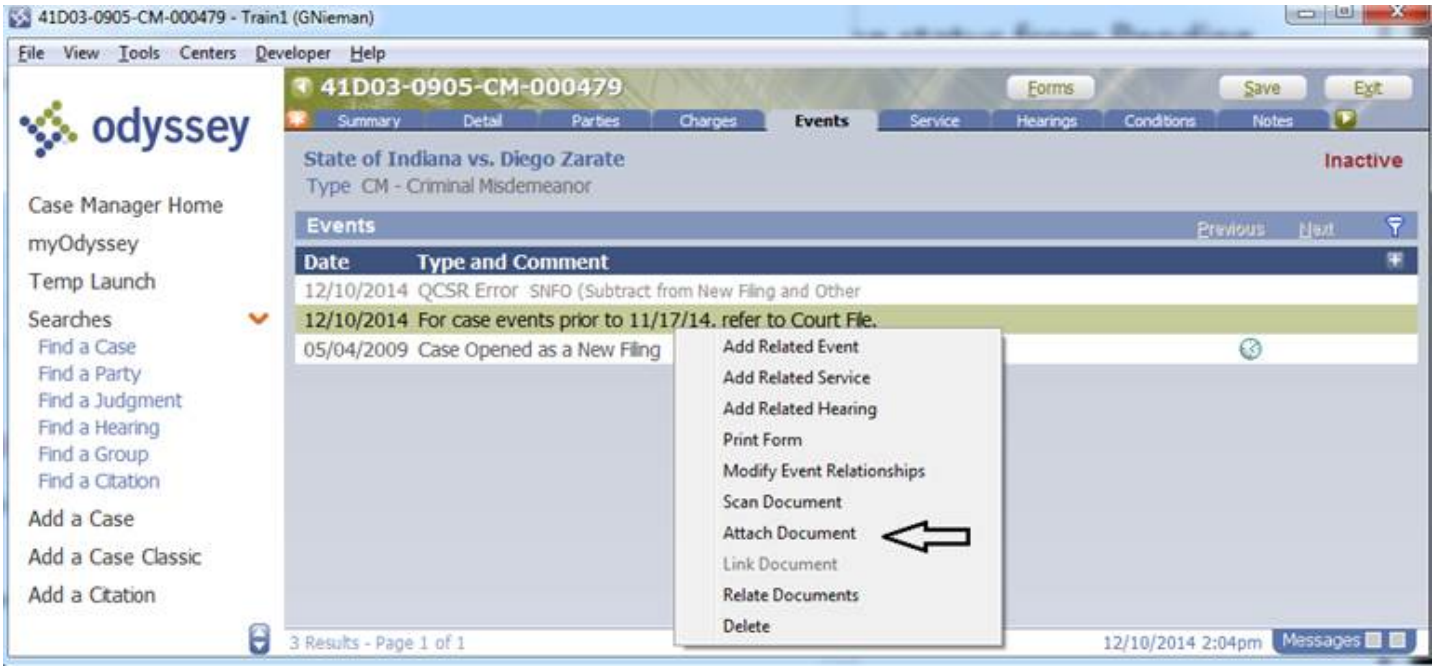
IMPORTANT – If your county is scanning, you may also use the process below to attach the original CCS. If your county has not been configured for scanning, DO NOT FOLLOW THESE REMAINING STEPS.

ATTACHING the original CCS prior to Conversion to your Case:

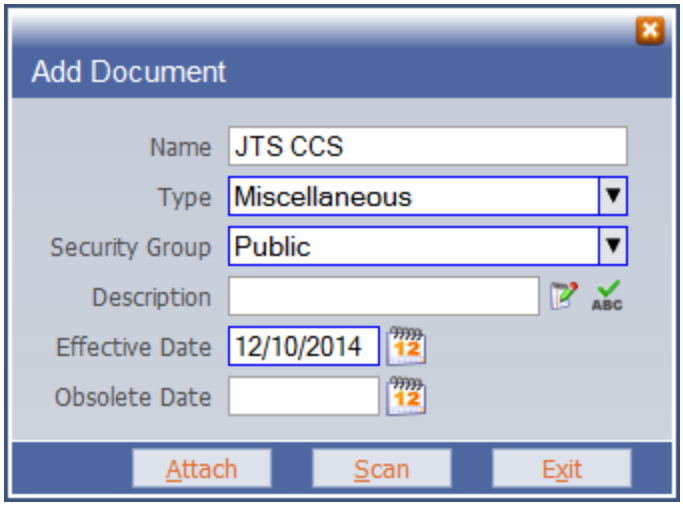
20. Scan your CCS document and save it to your local computer/shared drive (this process is only used for adding these old cases). When scanning is implemented, a different process will be presented.

21. While in your case: Click on the Events Tab

22. Right Click on the event: 41ADM document tab on your case in Odyssey



23. Fill out the screen as you see here: (Type over the name with the JTS CCS)



24. Click Attach.

25. Locate the document you just scanned to your computer/shared drive and click on the document.

26. Click Open

Now, when you go to the Summary Screen you will see an image icon that you can click to view the Attached CCS:

This scanned image will now display on SPA as well.