



Odyssey CMS Cheatsheet

Topic: Modifying Party Names

Date: 3/7/2013

Summary: This Cheatsheet demonstrates how a party's case name may be modified to make it the active party name within a case from the Parties tab. Odyssey users should not modify the State level party name without the approval of Court Technology.

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.

NOTE: If a name needs to be changed in Odyssey statewide, please contact the Court Technology Help Desk at helpdesk@courts.in.gov or 1-888-275-5822.

1. Open the case containing the name that needs to be modified.

02D05-1303-IF-000988

Summary Detail Parties Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

STATE OF (unknown) vs. Mickey Mouse

Status Pending
Filed 03/07/2013
Type IF - Infraction

2. Click on the Parties tab of the case. Click on the name of the party to be modified.

Summary Parties Charges Events Service Hearings Conditions Notes Disposition Time Stds Financial Prot. Orders Warrants

STATE OF (unknown) vs. Mickey Mouse
Type IF - Infraction

Group By Connection Type Show Active Parties/Participants

Party & Attorney Information

State Plaintiff	STATE OF (unknown)
Defendant	Mouse, Mickey

3. From the Modify Case Party Details box, click on the  icon on the Name header bar.

Modify Case Party Details

Name 

Mouse, Mickey

Address

Party Correspondence Address
30 S Meridian ST
Indianapolis, IN 46204

Case Correspondence Address
Same As Party Correspondence Address

Attorney 

Connection 

Type Defendant
Added 03/07/2013

Continue Exit



Odyssey CMS Cheatsheet

- From the Select Names window, click the **New Name** button.

Primary	Name on Case	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mouse, Mickey	

- From the **Add Name** window, select the Standard radio button. Complete the remaining fields properly. Check the Current Known Name checkbox. Click **Save** when finished.

Standard Nickname Business

Title

First

Middle

Last

Suffix

Current Known Name

- Again, from the **Select Names** window; place a checkmark in the **Primary** column to select the name to appear on the case. Select the appropriate option, if necessary, from the **Type** dropdown menu.
- Uncheck the box next to the former name if the former name should not print on the CCS.
- Click **Continue**.

Primary	Name on Case	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mouse, Mickey	<input type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mouse, Minnie, Jr.	



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9. Click Continue from the Modify Case Party Details box.

10. The case is returned to the Parties tab; click **SAVE** before exiting the case.

The case-level party name is updated to reflect the new name, as shown above on the Parties tab. If applicable, the former name can be referenced or not on the CCS and displays the new name in the case caption (case style) information as shown in the two examples below:

State Plaintiff **State of Indiana**

Defendant **Mouse, Minnie, Jr.**
 Mouse, Mickey
 30 S Meridian ST
 Indianapolis, IN 46204
 DOB: 05/25/1960 Age: 52

State Plaintiff **State of Indiana**

Defendant **Mouse, Minnie, Jr.**
 30 S Meridian ST
 Indianapolis, IN 46204
 DOB: 05/25/1960 Age: 52