



Odyssey QCSR Reporting "Post-It" Reference Sheet

(This sheet is to be utilized in accordance with the cheatsheet – "QCSR Capturing Reporting Data in 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.

- When a case is received by your court
 - New Filing (Electronically added when the case is initiated in Odyssey)
 - Transferred In (QCSTRAN) *(Can use event but Reassign link captures this data for QCSR.)*
 - Venued In (QCSVEN)
- When a specialty court case is initiated
 - Drug Court (QCSDC)
 - Reentry Court (QCSRE)
 - Mental Health Court (QCSMH)
- When a case is disposed by your court (Statistical Closure)
 - Add only once per case, per court, after all legal issues and all charges have been disposed of as to each party on the case and should reflect the manner of disposition that used the most judicial time. (The Statistical Closure is not the same as the Odyssey "Case Status".)
- When a case has a Pro Se litigant (check box on Parties Tab Mark Pro Se)
- When indigent counsel is appointed
 - In the original case (QCSIC)
 - For appeal (QCSICA) ****You will need to run the Event Listing Report for this event.**
- When the judge in your court is a Special Judge in another Court (QCSSJXX)
 - Add a CB-SJ case and add an event to that case when your Judge is a Special Judge
- When your court has a case using a Special Judge (QCSSPJ)
- When a case is taken under advisement
 - Add the JAD (Taken Under Advisement) event and Due date (Completed Date)
- When interpreter Service is needed Interpreter Required  , if used, add (QCSINT)
- When a case is referred to ADR (QCSADR)
- When a GAL or CASA is appointed (QCSGAL)
- When the prosecutor requests:
 - death penalty (QCSDP)
 - life without parole (QCSLWOP)
- When you need to make a QCSR error correction add the QCSERR event and add the appropriate comment(s). ****you will need to run the Event Listing Report for this event.**
- Add the CCIE event when a case was created in error. Adding this event will remove/prevent the case from QCSR data capturing.

NOTE: Please consult your supervisor or the most current **QCSR Application Guide**, published by State Court Administration, Trial Court Management and Statistics, for QCSR reporting standards and guidelines. The most recent publication can be found here: <http://www.in.gov/judiciary/admin/2882.htm>

QCSR data should be recorded on the case at the time of the occurrence and prior to the end of the quarter in which the activity occurred. Please contact the Court Technology Help Desk if you have questions regarding this document. 1-888-275-5822 or via helpdesk@courts.in.gov.