Odyssey CMS Cheatsheet

Topic: **Small Claims – Overpaid Judgments**
Date: **6/5/2015**

Summary: This cheatsheet is used for Small Claims cases that have received the last payment or the balance in Odyssey is paid in full. The Clerk's office is still receiving payments and NO release or satisfaction has been filed.

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.

*****PLEASE CONTACT THE COURT TECHNOLOGY HELP DESK IF YOUR COUNTY HAS NOT USED THIS PROCESS BEFORE, AS ADDITIONAL SETUP IS REQUIRED.*****

Actions taken:

- **Add an Event (which adds the time standard) "Notice of Judgment Paid In Full: Clerk Requests Release of Judgment or Amended Order" (NJPIF)**
- **Print Notice to mail out to party.**

After 30 days pass from the Date of Notice…… (SMALL CLAIM cases ONLY!):

- **Overdue Time Standards Report is scheduled.**
- **List Manager Job can process events to release judgment.**
- **Payments being held on the case can be released and refunded to the Defendant.**

1. Find The Case.
2. Take your payment.
   a. If part of your payment applies to the actual judgment balance, make sure to click on Edit Detail and click the box next to *HOLD. This places the money on hold until a release is filed.
   b. If the amount of the check is **more** than the judgment balance, add a registry account. *Only add a registry account if the payor doesn't already have one.* Receipt in the remaining payment.
3. Go to the Events Tab.
4. Add the Event NJPIF, "Notice of Judgment Paid in Full: Clerk Requests Release of Judgment or Amended Order".
   a. This event adds a case flag, "Judgment Payment on Hold, Awaiting Filing of Release or Satisfaction."
   b. Collection Status is added. (The case has to have a balance in order for this to display).
5. Click the Forms button and Print the appropriate form.

RESPONSE RECEIVED:

**** Additional Interest Owed:

- Go to the Time Standards tab and enter "T" in the completed date field.
- Go to the financial tab and release the hold.
- Assess the new interest amount as Manual Judgment Interest.
- The fees held in Registry and Trust will need to be "converted" from Trust to Manual Judgment Interest. You may need to take this to your bookkeeper for assistance.

****If a Satisfaction/Release is filed:

- Please use one of the appropriate events to turn off the time standard. (See below.)
- Go to the case and release the hold on the judgment to pay the remaining balance to the "awarded to" party.
- If there is money in Trust, select the individual check to disburse the remaining amount to defendant.

RF	Release Filed
ADMRFCPF	Release Filed for Claim Paid in Full
RFPF	Release Filed for Judgment Paid in Full
RFGARN	Release Filed for Judgment Paid in Full Cease Garnishment
RFWRIT	Release Filed for Judgment Paid in Full Writ Vacated
NOSJ	Notice of Satisfied Judgment

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The codes below are used when the Clerk releases the Judgment on SC cases ONLY. These are used when no response is given for additional interest owed or a satisfaction is submitted within the 30 day time period.

ADMCRCPF	Clerk Releases Claim Paid in Full
CRJ	Clerk Releases Judgment
RGARN	Clerk Releases Judgment Paid in Full Cease Garnishment
RWRIT	Clerk Releases Judgment Paid in Full Writ Vacated

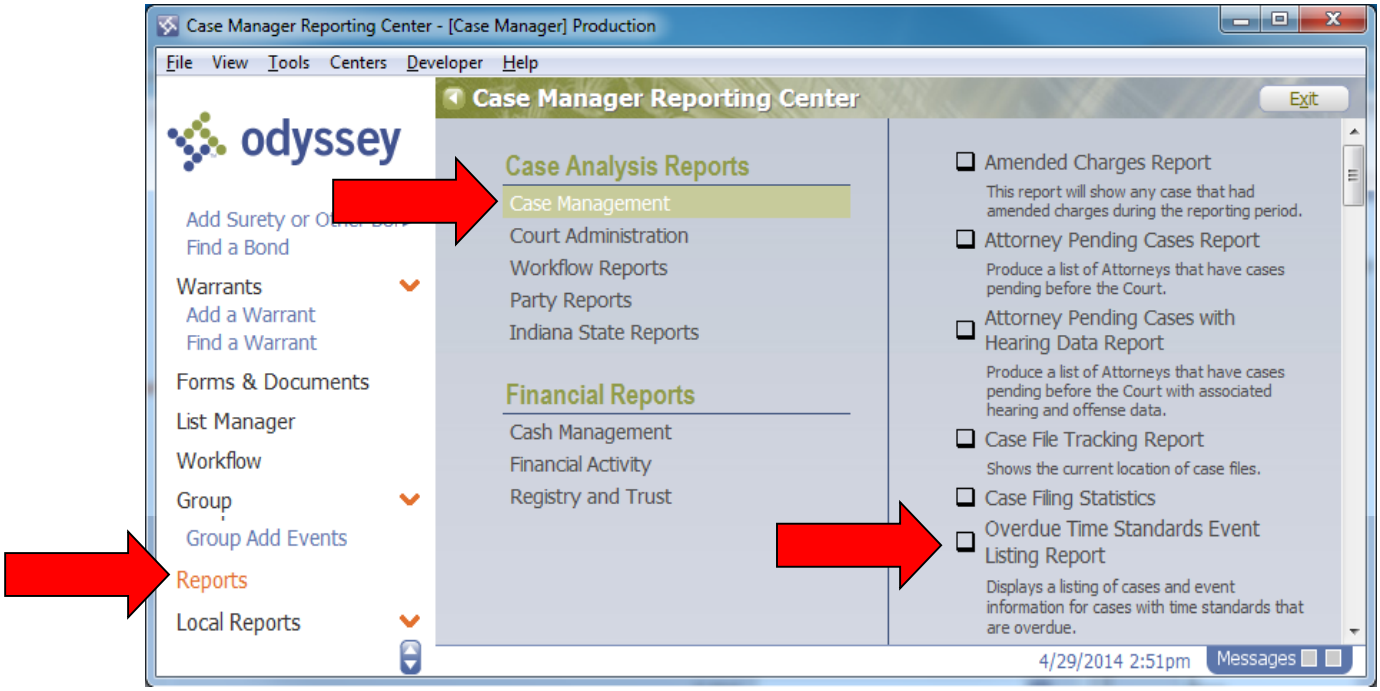
The following process allows the clerk to add these events in batch through list manager.

After 30 days pass from the Date of Notice and NO RESPONSE RECEIVED:

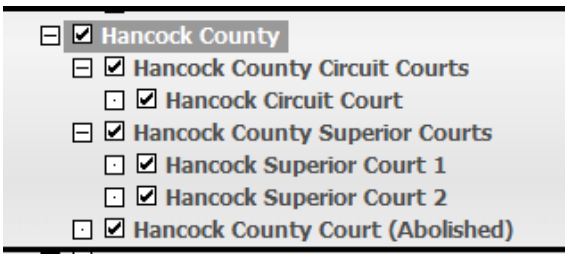
- **Overdue Time Standards Report is scheduled.**
- **List Manager Job can process events to Release Judgment.**
- **Payments being held on the case can be released and refunded to the Defendant.**

The Overdue Time Standards Report can be scheduled or manually run at any given time. To manually run the report:

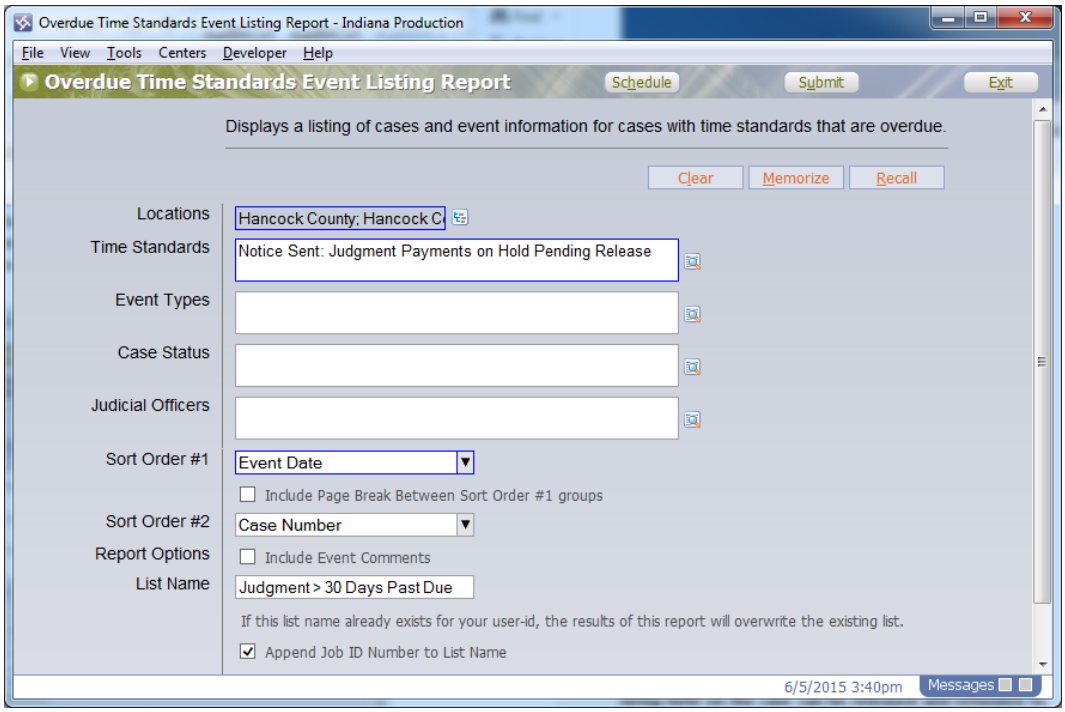
1. In Case Manager, go to **Reports**.
2. Select **Case Management** and a list of reports will display to the right.
3. Scroll down to locate the **Overdue Time Standards Event Listing Report.**



4. Select your Location in the Org Chart. This is the "Hancock County" and All Courts Nodes. If your county has city and town courts, deselect those nodes so that they are not included on your report.

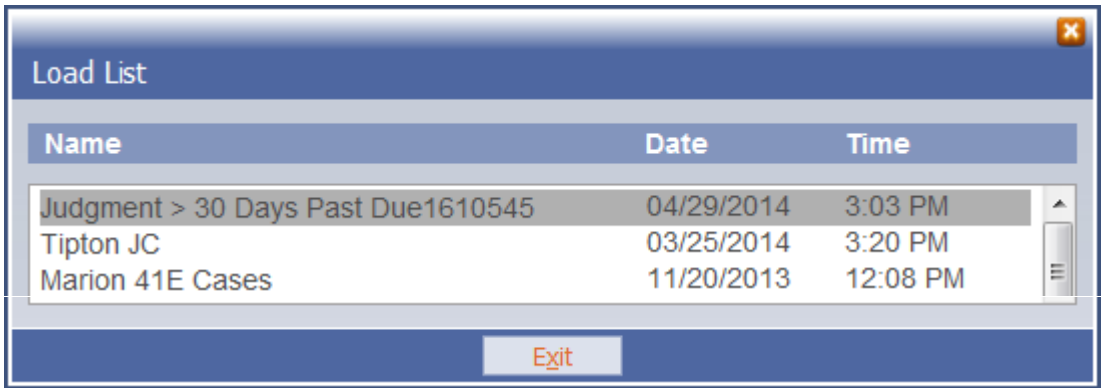


5. Select the Time Standard: NJPIF "Notice Sent: Judgment Payments on Hold Pending Release".
6. Enter the Sort Order #1 as the "Event Date".
7. Enter Sort Order #2 as the "Case Number".
8. Name your list. This name will allow you to identify the list in List Manager.
9. **Submit** and Print Your Report.



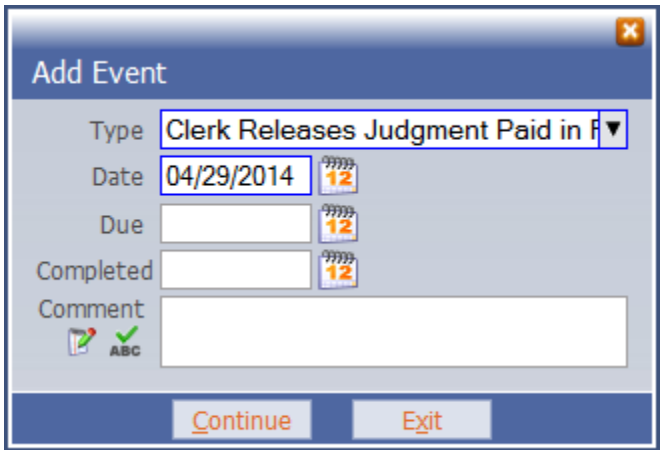
Go To List Manager.

1. Select Your Location as you did above. (Hancock County Node and all Courts below the county node.)
2. Click the Yellow "LOAD" button.
3. Select the List you want to load.

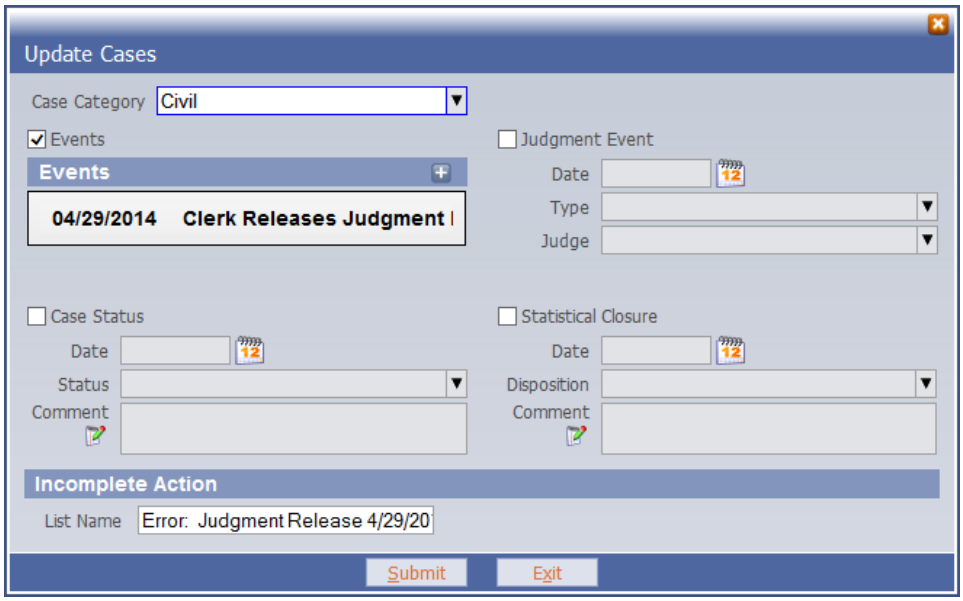


4. When your list appears, you will have to remove any civil case that is NOT a Small Claims case. The regular civil cases will have to be given to the court to schedule a hearing.
5. Select Perform Action.
6. Select "Update Cases".
7. Change the Case Category to "Civil".

8. Click Events to Add a Check Mark/Add the Event. *****If an event exists from the last time you ran List Manager, remove the Check mark next to event and re-select the box to add the event with the current date.**
   a. Select the appropriate Event Type. The date is always the current date.
   b. Add any comment that you want to display on the CCS.



9. Add a List Name under Incomplete Action. Your screen should look like this:



****Make sure your event date is **TODAY'S DATE** before you click Submit!!****

10. Click Submit.

Adding this event accomplishes several things:

1. It removes the time standard, dropping these cases from the List of Cases on which you are holding payments.
2. It allows you go to the financials and refund any money being held, back to the defendant.

If the Overpayment should be Refunded Due to No Response within 30 days of the Notice sent:
From the List Manager Job:

1. Click on the individual case within your list.
2. Go to the Financial Tab.
3. Go to Registry and Trust under the name of the Defendant or person you are holding the overpayments on.
4. Write an Individual Check back to the Defendant.