



Odyssey CMS Cheatsheet

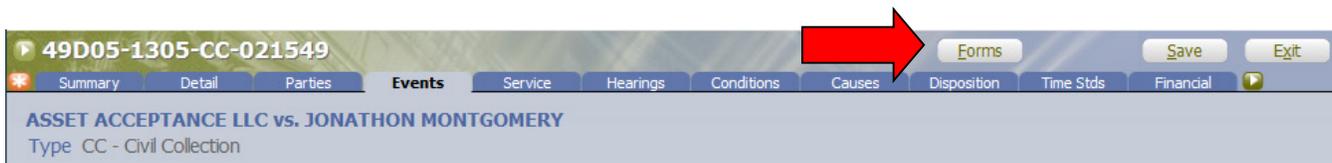
Topic: Printing Event Notices

Date: 5/23/2013

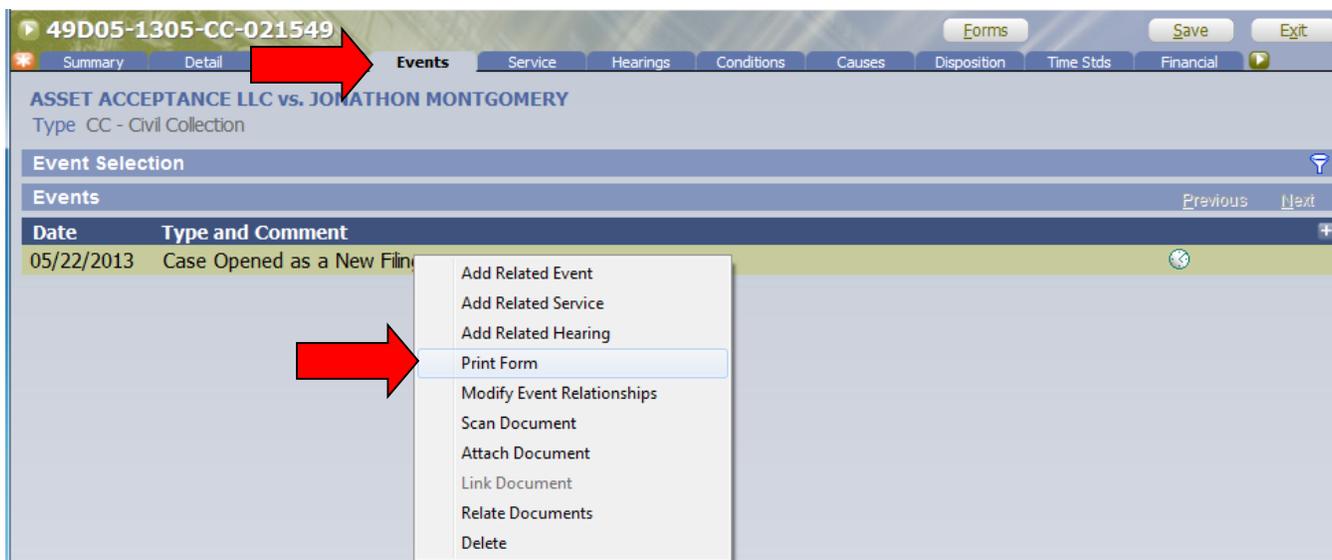
Summary: This cheatsheet describes how to print an event notice for a case or hearing.

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.

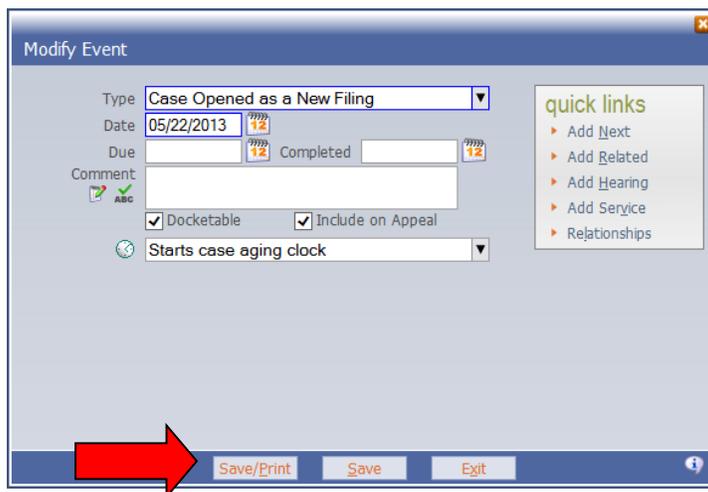
1. Navigate to your case.
2. You can start this process in one of three ways:
 - a. Click the **Forms** button.



- b. Click the Events tab, right-click on the appropriate event and select **Print Form**.



- c. After adding an event, you can click **Save/Print**.





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3. After selecting one of these three options, the *Select Document* screen appears. Select **Event Notice**. ****Note** – If you do not see the Form you are looking for on this screen, click on the *Next* button at the bottom of the screen to move to the next page of options. Also, make sure the Print Preview box in the top right hand corner is checked as well as the Print File Copy box if you wish to print a file copy.

Select Document

Name Type All

Show Document Versions Sort Name

Print File Copy Print Preview Printer Prompt

Info	Name	Type	Owner
	1. AA - Event Notice 04/21/2009	Civil Addressee And	Dawn Hillier
	2. AA - Event Notice (No Distribution) 12/03/2010	Civil Addressee And	Donna Edgar
	3. AA - Event Notice for Special Judge 08/05/2009	Civil Event Picker	Dawn Hillier
	4. AA - Event Notice for Special Judge (No Distribution) 08/10/2011	Civil Event Picker	Dawn Hillier
	5. AA - Event Notice No Addressee Picker 12/19/2012	Civil Event Picker	Dawn Hillier

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<< **Next >>** Search Exit

4. The *Select Parties to Receive This Form* prompt appears. Select the parties you wish to receive this Event Notice including the attorneys by clicking the checkboxes beside their names. Click the **Select All** button at the bottom of the screen if all parties should receive notice. When finished, click Continue.

Select Parties to Receive This Form

Connection Type All Show Selected Parties Only

Show All Attorneys Show Inactive Parties

Description	Connection	Attorney(s)
<input type="checkbox"/> ASSET ACCEPTANCE LLC Plaintiff		<input type="checkbox"/> Bundy, John M ★
<input type="checkbox"/> MONTGOMERY, JONATHC Defendant		

2 Parties

Party Party or Case Affiliates +

