



## Odyssey CMS Cheatsheet

**Topic:** Protective Order Registry (POR) Interface

**Date:** 2/16/2016

**Summary:** This cheatsheet discusses how to utilize the Protective Order Registry (POR) Interface to generate an Odyssey CMS case. Cases are initiated via the POR and will be electronically generated, and is available real-time in the Odyssey Case Management System ("Odyssey CMS") for Odyssey users.

The POR Project Overview is available at:

<http://www.in.gov/judiciary/admin/2654.htm>

1. "Initiate" the case via the POR entering the required information and as much additional information as is available that can be entered via the POR. (See: POR User's Guide and instructions.)



- a. For *No Contact* protective orders enter the existing Odyssey case number.
- b. If the case needs to be assigned to a specific court, use the Manual Assignment checkbox to the right of the Court. This will override the automatic case assignment through Odyssey and assign the case to that judge's court.

Sections	Case Information
<input checked="" type="radio"/> Case Information	Court <input checked="" type="checkbox"/> Allen Circuit Court <input type="checkbox"/>
<input type="radio"/> Protected Party Search	<input checked="" type="checkbox"/> Manual Assignment

- c. An Odyssey CMS case number will be system assigned upon the completion of the POR case initiation.

Note: All POR case sequence numbers contain 6 digits. Odyssey will assign the sequence number based on your county's case pool. (To search for your case in Odyssey, you may need to remove a leading zero from the filing sequence number.)

2. After the POR case has been initiated or imported, the case is available in the Odyssey CMS and can be accessed via Search by Name or Case Number. Perform a search using the case number or the party names.



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**Note:** The case creation is “real time” but other activities are batched and there may be some time lapse before the POR generated event and service information displays in Odyssey. Likewise, case transferring between courts in your county, hearing information, case status information, dispositions, and QCSR data (except new filing data) flowing from Odyssey to POR uses a separate process and there may be some lapse in time before the information displays in the POR.

3. All party information entered into the POR case will migrate to the Odyssey CMS Party Tab. However, some participant (For example: “Probation”, etc.) and the attorney information will need to be entered from the Odyssey CMS Parties Tab.
4. Case fees can be automatically or manually assessed via the Odyssey CMS Financial Tab depending on your county’s policy and Odyssey configuration.
5. QCSR events and data, except new filing data, must be added in Odyssey. Most case events are added to Odyssey electronically via entry from the POR. For example:
  - Case opened as a New Filing
  - Petition for Protection Order Filed
  - Ex Parte Order for Protection Issued
  - Service Issued
  - **Service Returned Served (Do not use this event when serving Order of Protection)**
  - \*Service Returned Served: Order of Protection
  - **Service Returned Not Served (Do not use this event in reference to the Order of Protection)**
  - \*Service Returned Not Served: Order of Protection
  - Order After a Hearing Issued
  - Order for Protection: Extension, Modification, or Termination
  - Dismissal information
  - Administrative Event
6. Hearing data is added from Odyssey and will flow from Odyssey to the POR. This data includes all modifications to the calendar such as rescheduling or continuing hearings, vacated (cancelled) hearings, etc.
7. Service tracking is added from the POR and flows to Odyssey.
8. Venuing (between counties) cases begins in the POR.
9. Printing forms and notices is customarily completed in the POR.
10. Case closure information and case transferring will be updated in Odyssey:
  - a. Dispositions/Judgments;
  - b. QCSR Events and other statistical data, including statistical closures;
  - c. Case Status (only Pending or Decided); and,
  - d. Transferring Cases (Always use the Reassign link (Never click directly in the box to make the change) select any of the 3 reasons: Change of Court, Change of Judge, or Change of Number



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### General Information and Responses to FAQ's

1. All "active" POR cases will be available in Odyssey for your court unless your court is notified otherwise. Active is defined as orders that exist in the POR that have not been expired or dismissed. In some instances, cases may need to be updated in POR and/or manually input into Odyssey if your county was not able to convert all of the active cases into Odyssey.
2. Case numbers will be assigned electronically based on your court's case pool assignments unless a No Contact protective order is entered, requiring that you input the existing case number.
3. All POR case sequence numbers contain 6 digits. Odyssey will assign or convert the appropriate amount of digits in the sequence number based on your county's case pool. Most county case numbers had previously utilized a 5 digit sequence number; however, county case numbers should be moving to a 6 digit sequence number as of 1/1/11 (per IN Admin. Rule 8).
4. Case security, for juvenile matters or other confidential, sealed, or restricted access cases, will operate customarily in the POR and in the Odyssey CMS.
5. The case events will designate the PO type (No Contact, Workplace Violence Restraining Order, etc.) as part of the case event verbiage.
6. Digitally signed orders will be attached to all order issued events in Odyssey.

**Note for Scanning purposes:** A document type of **No Contact Order** will NOT display on public access. Although we are not displaying Orders on public access today, there are on-going discussions to make all Court Orders available on public access. When scanning a no contact order or a protective order, it's very important to scan it to one of the 7 events below. Be sure to leave the document type as **No Contact Order**. The No Contact Order is defaulted as the document type for the following events:

- **ARJEXPRO** – Ex Parte Order for Protection Issued
- **ADMFPOR** – Foreign Protection Order Registered
- **ARJNCO** – No Contact Order Issued
- **OPO** – Permanent Order for Protection Issued
- **ARJWVO** – Workplace Violence Order Issued
- **OTCP** – Temporary Child Protection Order Issued
- **OPCP** – Permanent Child Protection Order Issued

The screenshot shows a dialog box titled "Add New Image" with a close button in the top right corner. It contains three input fields: "Type" with a dropdown menu showing "No Contact Order", "Security Group" with a dropdown menu showing "Public", and "Description" with an empty text box. At the bottom of the dialog are three buttons: "Scan", "Config", and "Exit".



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7. Odyssey case flags, bonds, warrants, relating cases, etc. will operate customarily via the Odyssey CMS.
8. When the POR Advocate Access site is utilized the case is created in Odyssey once the case information is “imported” via the POR application.
9. These functions are performed **from the POR** application:
  - a. Initiating the case and assigning the case number
  - b. Most Event information (Except QCSR events and data)
  - c. **Service tracking**
  - d. Venuing cases (between counties)
  - e. POR Forms and Notices:
    - Print Order for Signature (Order with blank line for Judge’s signature)
    - Print this Order (Copy of Order: Judge’s signature not on this form)
    - Notice to Appear
    - Order to Dismiss
    - Termination Order
    - Order to Extend or Modify
    - Order to Deny
    - Respondent’s Verified Request
    - Petitioner’s Request for Dismissal
    - Order of Transfer to Court
    - Confidential Form
    - Return of Service Info
    - Request for No Contact Order
10. These functions are performed **from Odyssey**:
  - a. Adding some participants and the attorney information to the Parties Tab
  - b. Assessing case fees and financial maintenance, if applicable
  - c. Scheduling hearings and maintaining calendar info
  - d. Case Flags, Bonds, Warrants, Relating Cases
  - e. Transferring cases to another court in your county (Always select reason as “Change of Court”)
  - f. Case closing info:
    - i. Disposition/Judgment information
    - ii. Case Status (Pending/Decided)
    - iii. QCSR events and statistical data, including statistical closures.

**\*Note:** Please use the **SRSPO** and the **SRNSPO** events when recording return of service (SRSPO = service and SRNSPO = no service) for Protection and No Contact Orders ONLY. The SRS and SRNS events should be used when recording return of service for all other documents that required service. The SRS/SRNS events will update the CCS only and the **SRSPO/SRNSPO** events will update the CCS and the Protection Order Registry (POR).