



Odyssey CMS Cheatsheet

Topic: Reassigning a Case to a Special Judge
Updated: 4/24/2013

Summary: This cheatsheet will explain how to reassign a case to a Special Judge. **You may first need to “unhide” the Special Judge’s name in order to choose it. If so, refer to the cheatsheet on Adding Senior and Special Judges.**

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. Find your case. Click on the **Detail** tab. Then, click on the yellow **Reassign** link.

In Re the Marriage of Michelle Simpson and Jordan Reynolds
Type DR - Domestic Relation
Style In Re the Marriage of Michelle Simpson and Jordan Reynolds
Type DR - Domestic Relation
Subtype
File Date 02/28/2013
Security
Print Label
Case Assignment Reassign

2. At the **Reassign Case** screen, **uncheck** the box that says **System**.

Reassign Case
Case Assignment
Case Number 29D06-1302-DR-002019
New Court Hamilton Superior Court 6
New Configuration System Assigned System

3. This will open up the '**New Judge**' field. Click the drop down and select the Special Judge's name. You will see "SJ" next to the name. **If the SJ name does not appear in the list, you need to unhide the name from the Judicial Officer's code table. See the Adding Senior and Special Judges Cheatsheet to unhide.**
4. **Date Transferred** date stays defaulted to today's day; click on the drop down beside **Reason** and select **Change of Judge**. Add a comment if necessary. Click **Continue**.

Reassign Case
Case Assignment
Case Number 29D06-1302-DR-002019
New Court Hamilton Superior Court 6
New Judge Carroll, Dennis D - SJ System
 Create Notice for Judicial Officer
Date Transferred 04/25/2013
Reason Change of Judge
Comment
Continue Exit



Odyssey CMS Cheatsheet

5. This will create a history under the Case Assignment.

Case Assignment Reassign

Case Number	29D06-1302-DR-002019
Court	Hamilton Superior Court 6
Date Assigned	04/24/2013
Judicial Officer	Carroll, Dennis D - SJ
Reassigned	04/24/2013 - Change of Judge
Case Number	29D06-1302-DR-002019
Court	Hamilton Superior Court 6
Date Assigned	02/28/2013
Judicial Officer	Bardach, Gail Z.

6. Next, go to the **Events** tab. Click on the “+” to add an event.

Events | Service | Hearings | Conditions | Causes | Disposition | Time Stds | Financial | Warrants | Bonds | Prot. Orders

In Re the Marriage of Michelle Simpson and Jordan Reynolds
Type DR - Domestic Relation

Event Selection Previous Next

Date	Type and Comment
02/28/2013	Case Opened as a New Filing
03/01/2013	Petition for Dissolution of Marriage Filed Verified petition for dissolution of marriage filed

8. Add the “QCSSPJ” (Special Judge Assigned) event in order to count on your QCSR. Click **Save**.

Add Event

Type: **Special Judge Assigned**

Date: 05/16/2013

Order Signed: []

Judicial Officer: []

Due: [] Completed: []

Comment: []

Volume: [] Page: [] # Pages: []

Docketable Include on Appeal

Does not affect case aging clock

quick links

- Add Next
- Add Related
- Add Hearing
- Add Service
- Relationships

Save **Exit**

9. Add any other events/hearings if necessary. This case has now been reassigned to the Special Judge. Click **Save** at the top right when finished.

29D06-1302-DR-002019 For [] Save Exit

Summary | Detail | Parties | Events | Service | Hearings | Conditions | Causes | Disposition | Time Stds | Financial | Warrants | Bonds | Prot. Orders

In Re the Marriage of Michelle Simpson and Jordan Reynolds

Status: **Pending** 56

Filed: 02/28/2013

Type: DR - Domestic Relation

Court: Hamilton Superior Court 6

Judicial Officer: Carroll, Dennis D - SJ

Financial Balance: 0.00