



# Odyssey CMS Cheatsheet

**Topic:** Redocketing a Case

**Date:** 4/25/2013

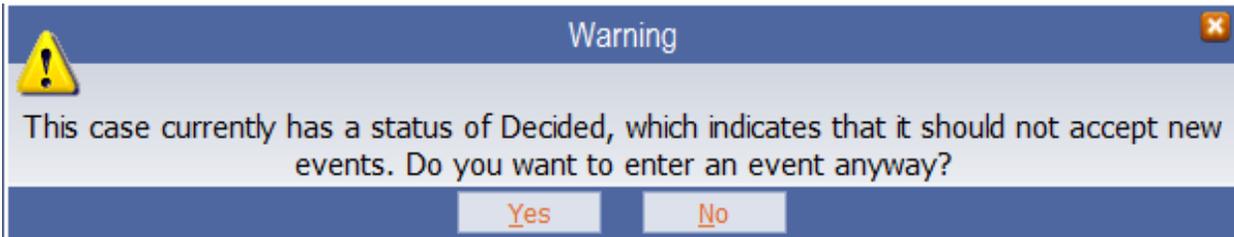
**Summary:** This Cheatsheet will explain how to redocket (reopen) a case.

**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.

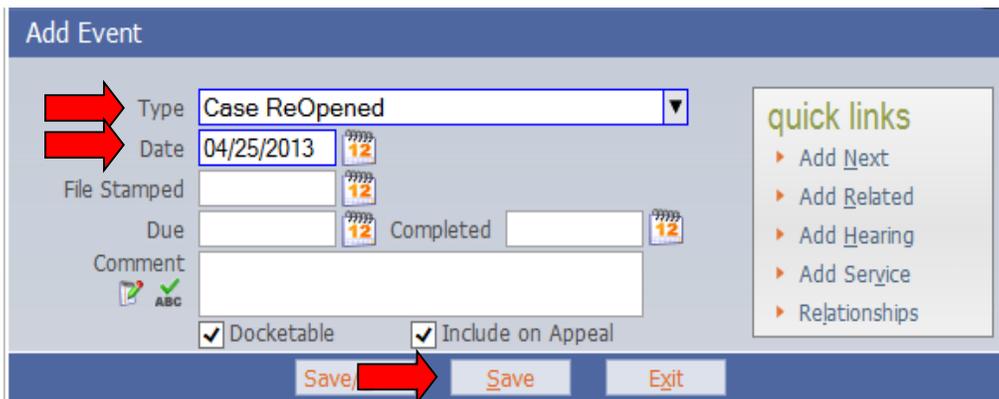
1. On the events tab, click on the **add (plus)** icon.



2. A warning message will appear, click **Yes** to proceed.



3. Add the **Case ReOpened event (CRO)** as well as the event that caused the case to be reopened, e.g. Petition to Modify Custody (MMODC). Click **Save** when finished.



4. This will automatically change the **Case Status** to **Pending** and will add a **Case Flag** indicating this case has been **ReOpened**.



5. **SAVE** the case.