



Odyssey CMS Cheatsheet

Topic: Removing a Party or Attorney from a Case

Date: 11/8/2012

Summary: If a party or attorney name needs to be removed from a case whether the party or attorney name was added in error or whether they are no longer a part of the case due to dismissal of a party or due to the withdrawal of the attorney, etc. please follow the process as outlined below.

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 the **Parties Tab** of the case. Click on the party or attorney name that needs to be removed.



2. Click into the light area under the Connection header bar of the **Modify Case Attorney Details** (or **Modify Case Party Details**) dialog box. *Please do not click on the **+** plus sign.*



3. From the **Modify an Attorney** dialog box enter a **Removed** date and click on the drop down arrow to select a **Reason** for removal. Add a comment if you so desire. Click **Continue**. (Click **Continue** again to return to the Parties Tab.)



4. If necessary, add a new party or attorney with the **Add Party** or **Add Attorney** links on the **Parties** tab.
5. Make any other desired changes to the case or click **Save** to confirm changes and exit the case.