



# Odyssey CMS Cheatsheet

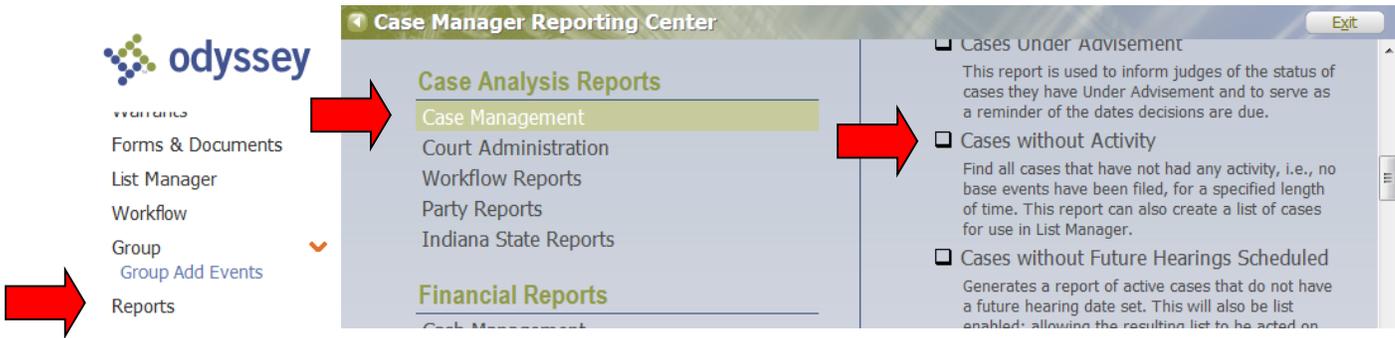
**Title:** Scheduling 41E Hearings

**Date:** 4/19/2013

**Summary:** This cheatsheet explains how to schedule 41E hearings to several cases at once.

**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. In the navigation bar, click on **Reports → Case Management → Cases without Activity**.



2. The parameters below will bring back all cases that have had no activity from the date range entered. **Be sure to give it a list name so it can be brought into List Manager.** Submit the report when finished.



# Odyssey CMS Cheatsheet

3. Go to **List Manager**, and **Load** the list that was created from the report.



4. These cases can be scheduled for a hearing. If there are any you would like to remove from the list, simply right-click on the case and select delete. (This will only delete it from the list.)

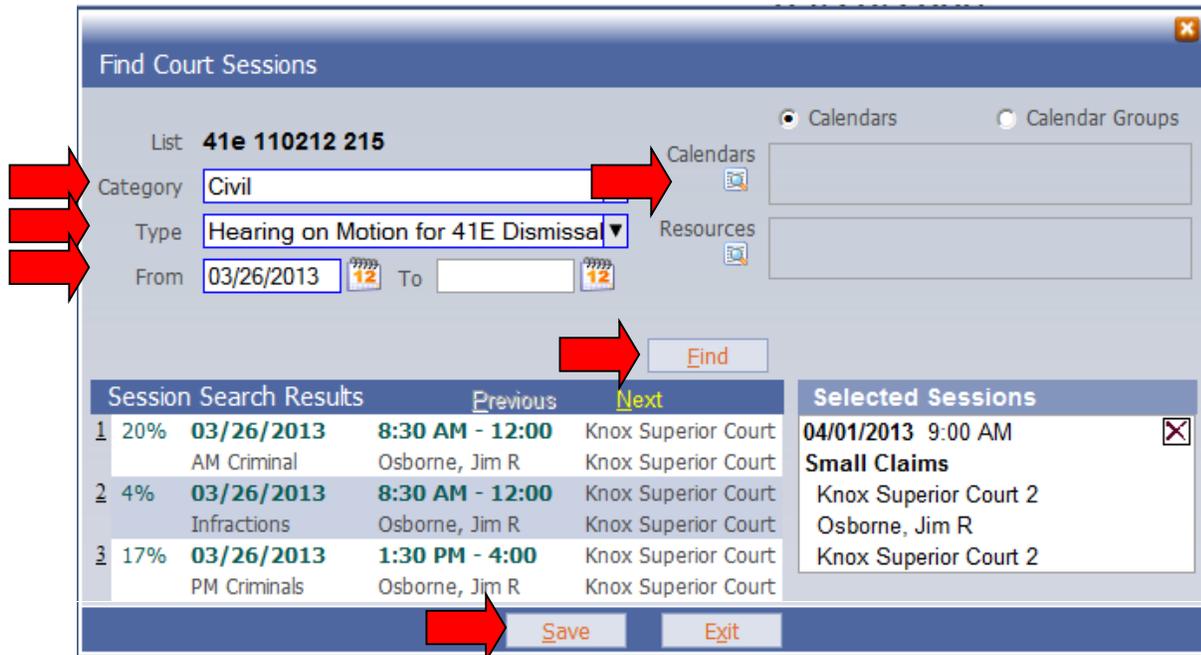
5. Once the list has been finalized, click **Perform Action** and choose the **Schedule Hearings** option.



6. In the Find Court Sessions screen, select **Civil** for the Category, **Hearing on Motion for 41E Dismissal** for the hearing type, the **Date** the hearings should be scheduled, and the **Calendar**.

7. Click **Find** to search for sessions.

8. Select the correct session and click **Save**.





## Odyssey CMS Cheatsheet

9. If you need to send notices for the hearings that have been scheduled, Click Perform Action again.

The screenshot shows a web application interface with a table of cases. At the top, there are controls for sorting and displaying results. A red arrow points to the 'Perform Action' button.

	Judicial Officer	Status
all Claims 006	Osborne, Jim R Knox Superior Court 2	Decided 11/19/2012
all Claims	Osborne, Jim R	Decided

10. Select Print Case Form.

The screenshot shows a 'Select Action' dialog box with a list of actions. A red arrow points to 'Print Case Form'.

- Add Attorney
- Assess Case Fees and Fines
- Batch Notices
- Batch Print Case Labels
- Case Reassign Judge
- Case Reassign Location
- Generate Criminal Case Warrants
- Pay/Appear Past Due Batch Notices
- Print Case Form

11. Click on the Notice of your choice and Print after the form has merged.

The screenshot shows a 'Select Document' dialog box with a list of documents. The first document, 'AA - Event Notice', is selected.

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