



Odyssey CMS Cheatsheet

Topic: Setting Up Joint and Several Accounts

Date: 11/8/2012

Summary: When a judgment is ordered on multiple parties (for example, a husband and wife), the judgment can be set up using a joint and several process. When a payment is made by one party, the balance will reduce down the amount of the payment on all parties. This process can be set up within a case or across several cases.

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1. **Find a Case** and enter the cause number.
2. Click on the blue hyperlink Financial Balance in the *Summary* Tab or click on the *Financial* tab.
3. Click into *Case Fees* under one of the defendants' names.

Defendant		
Backer, Bill		
Case Fees - Other	0.00	0.00
Cash Bonds	0.00	0.00
Registry and Trust	0.00	0.00
Backer, Bonnie		
Case Fees - Other	0.00	0.00

4. Click on Red Dollar Sign button to assess the judgment.

Backer, Bill Show Indirect Fees No Collection Status [Print Detail](#)

Balances Add Print Plan [Edit Detail](#) [View Tra](#)

5. Select the Add "+" sign to choose the fee schedule.

Enter Defendant Charges on Case # 61C01-1110-SC-000100

Date: 10/25/2011 Case Due Date: [] For Party: Backer, Bill

System Distribution Manual Distribution Case Grace Days: 0

Charge Information [Auto Assess](#)

Fee Schedule Charge

6. Select *Judgment* and click **Continue**.

Select Fee Schedules

Description: [] Code: []

Show Selected Codes Only Sort: Description

Description	Code
1. <input type="checkbox"/> Change of Venue Fee - Civil	CVCV
2. <input type="checkbox"/> Copy Fees	CF
3. <input type="checkbox"/> Judgment	JDG

[Get All Codes](#) [Select All](#) 17 Results - Page 1 of 2

<<Back [Next>>](#) [Search](#) [Exit](#)



Odyssey CMS Cheatsheet

- Fill in the amounts of the judgment and click **Finish**.

Calculate Judgment

Enter the amount for "Judgment - Non-Interest Bearing Principal - CV"

Enter the amount for "Interest Bearing Principal - CV"

Enter the amount for "Attorney's Fee - CV"

Enter the amount for "Prejudgment Interest - CV"

- Click the yellow **Edit Detail** hyperlink.

Enter Defendant Charges on Case # 61C01-1110-SC-000100

Date Case Due Date For Party **Backer, Bill**

System Distribution Manual Distribution Case Grace Days

Charge Information [Auto Ass](#) [Edit Detail](#)

Fee Schedule	Charge
Judgment	2,839.00
Totals	2,839.00

Comment

User **Weatherholt, Debra**

- Fill in the recipients (click the picker icon to select a party on the case or the magnifying glass icon to select another type of recipient such as a law firm) and click **Continue**.

Edt Fee Detail on Case # 61C01-1110-SC-000100

Due Date Case Grace Days

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)
10/25/2011	Judgment				
Attorney's Fee - CV	70	<input type="checkbox"/>	<input type="checkbox"/>	Hess Rentals	
Interest Bearing Principal - C	70	<input type="checkbox"/>	<input type="checkbox"/>	Hess Rentals	
Prejudgment Interest - CV	70	<input type="checkbox"/>	<input type="checkbox"/>	Hess Rentals	
Judgment - Non-Interest Bea	90	<input type="checkbox"/>	<input type="checkbox"/>	Hess Rentals	

*Hold Indefinitely: Checkbox must be manually unchecked to release
**Hold Until Fully Paid: computer will automatically release



Odyssey CMS Cheatsheet

10. Click **SAVE**.

Enter Defendant Charges on Case # 61C01-1110-SC-000100

Date Case Due Date For Party **Backer, Bill**

System Distribution Manual Distribution Case Grace Days

Charge Information [Auto Assess](#) [Edit Detail](#)

Fee Schedule	Charge
<input checked="" type="checkbox"/> Judgment	2,839.00
Totals	2,839.00

Comment

User **Weatherholt, Debra**

11. Click on yellow **VIEW TRANS** hyperlink.

Backer, Bill Show Indirect Fees **No Collection Status** [Print Detail](#)

Balances [Add Pmt Plan](#) [View Trans](#)

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Judgment/Restitution	2,750.00	0.00	0.00	2,750.00	0.00	0.00
Non-Interest Judgment/Restitu	89.00	0.00	0.00	89.00	0.00	0.00
Totals	2,839.00	0.00	0.00	2,839.00	0.00	0.00

12. On the center of the Trans line click into the small **CLIPBOARD** icon.

Backer, Bill Show Indirect Fees **No Collection Status** [Print Detail](#)

Trans [Add Pmt Plan](#) [Edit Detail](#) [View Balances](#)

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
21183988 10/25/2011	Charge	2,839.00			2,839.00		0.00
Totals		2,839.00	0.00	0.00	2,839.00	0.00	0.00

13. Click the check box to the left of the Judgment.

14. Click **COPY**.

Select Fee Schedule from Case # 61C01-1110-SC-000100

Charged	Schedule	Recipient	Amount
<input checked="" type="checkbox"/>	10/25/2011	Judgment	
	Attorney's Fee - CV	Hess Rentals	0.00
	Interest Bearing Principal - CV	Hess Rentals	2,500.00
	Judgment - Non-Interest Bearing P...	Hess Rentals	89.00
	Prejudgment Interest - CV	Hess Rentals	250.00



Odyssey CMS Cheatsheet

15. Click on **View Summary** button in top right.

Sort By Transaction Date

Backer, Bill Show Indirect Fees No Collection Status

Trans [Add Pmt Plan](#) [Edit Detail](#) [View Balances](#)

Judgments
View Summary
Print Detail

16. Click in Case Fees of the **other** defendant.

Backer, Bonnie			
Case Fees - Other	0.00	0.00	
Cash Bonds	0.00	0.00	
Registry and Trust	0.00	0.00	

17. On the Clipboard icon, you will see a piece of paper that is attached. Click on CLIPBOARD.

Backer, Bonnie Show Indirect Fees No Collection Status

Balances [Add Pmt Plan](#) [Edit Detail](#) [View Trans](#)

Judgments
View Summary
Print Detail

18. Click the check box to the left of the *Judgment*. Then, click **PASTE**. ****If you will also apply these fees to other defendants, uncheck "Clear clipboard after paste" to reuse the fee schedule.*

Select Fee Schedule from Case # 61C01-1110-SC-000100

Clear clipboard after Paste

Charged	Schedule	Recipient	Amount
<input checked="" type="checkbox"/> 10/25/2011	Judgment		
Attorney's Fee - CV		Hess Rentals	0.00
Interest Bearing Principal - CV		Hess Rentals	2,500.00
Judgment - Non-Interest Bearing P...		Hess Rentals	89.00
Prejudgment Interest - CV		Hess Rentals	250.00

Clear Clipboard **Paste** Exit

19. Click on **VIEW SUMMARY**. You will see that the judgment has been assessed to both parties.

Defendant				
Backer, Bill				
Case Fees - Other	2,839.00	2,839.00	0.00	10/25/2011 Charge
Cash Bonds		0.00	0.00	
Registry and Trust		0.00	0.00	
Backer, Bonnie				
Case Fees - Other	2,839.00	2,839.00	0.00	10/25/2011 Charge
Cash Bonds		0.00	0.00	
Registry and Trust		0.00	0.00	