



Odyssey CMS Cheatsheet

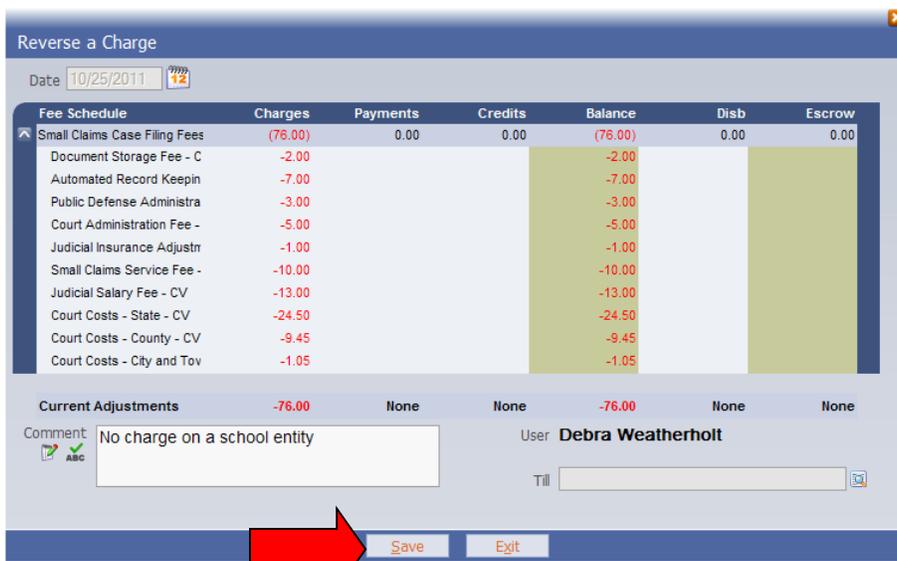
Topic: Setting up Judgments on Government and School Entities

Date: 11/8/2012

Summary: Below is an explanation of how to set up Judgments on Government and School Entities. When filing a Small Claims or a Civil case, a government entity such as a school does not have to pay filing fees. When the case goes to hearing, the court usually orders the judgment plus court costs. Due to the county not receiving their money at the time of filing, the judgment needs to be assessed differently than a regular judgment.

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.

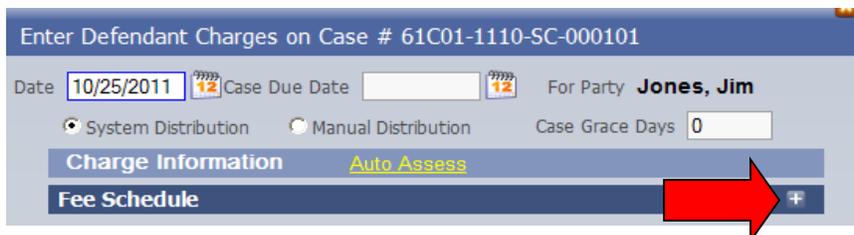
1. Go into the case and go to the Financial tab.
2. Go into the Plaintiff case fees to check to see if the filing fees have been REVERSED. Hopefully these were reversed at the time of filing. If not, you will click into the charges and reverse.



3. Go into View Summary and into the case fees of the defendant.
4. Click the red Dollar Sign to assess the fees.



5. Click the plus sign (+) to choose the fees.





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6. Check the Judgment and the Small Claims Case Filing Fees (if it is a civil case, you will select the civil case filing fees option).

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 checked="" type="checkbox"/> Judgment	JDG
4. <input type="checkbox"/> Judgment Interest	JINT

Description	Code
1. <input checked="" type="checkbox"/> Small Claims Case Filing Fees	SCCFF
2. <input type="checkbox"/> Small Claims Court Garnishee Service Fee	SCGSF
3. <input type="checkbox"/> Small Claims Court Service Fee	SCSF
4. <input type="checkbox"/> Supplemental Public Defender Fee	SPD

7. Click **Continue**.
8. At the Calculate Judgment pop-up, you will be required to fill in the amounts of the court ordered judgment. **DO NOT** add the court costs with the judgment. Example: *The Judge orders the defendant to pay 500.00 plus 89.00 court costs. You only put in the amount of 500.00 for the judgment.*

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"

9. Click Next.
10. At the How Many Defendants pop-up, put the correct number of defendants and click Finish. This determines the amount of the court costs.

Calculate Small Claims Case Filing Fees

Number of Defendants



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- 11. You will see the amount of judgment and the amount of the court costs.
- 12. Click into the **Edit Detail** yellow hyperlink.

Enter Defendant Charges on Case # 61C01-1110-SC-000101

Date: 10/25/2011 Case Due Date: [] For Party: Jones, Jim

System Distribution Manual Distribution Case Grace Days: 0

Charge Information: Auto A **Edit Detail**

Fee Schedule	Charge
Judgment	500.00
Small Claims Case Filing Fees	76.00
Totals	576.00

Comment: []

User: Weatherholt, Debra

Buttons: Save, Exit, Save/Payment

- 13. Go into the picker of the judgment and select the recipient of the check. You will notice that the court costs are defaulted to the correct recipients such as your County Treasurer and State Treasurer.

Edit Fee Detail on Case # 61C01-1110-SC-000101

Due Date: [] Case Grace Days: 0

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)
10/25/2011 Judgment					
Attorney's Fee - CV	70	<input type="checkbox"/>	<input type="checkbox"/>	Lincoln Elementary Sc	[] [] [] []
Interest Bearing Principal - C	70	<input type="checkbox"/>	<input type="checkbox"/>	Lincoln Elementary Sc	[] [] [] []
Prejudgment Interest - CV	70	<input type="checkbox"/>	<input type="checkbox"/>	Lincoln Elementary Sc	[] [] [] []
Judgment - Non-Interest Bea	90	<input type="checkbox"/>	<input type="checkbox"/>	Lincoln Elementary Sc	[] [] [] []
10/25/2011 Small Claims Case Filing Fees					
Court Costs - City and Town	10	<input type="checkbox"/>	<input type="checkbox"/>	Parke County Treasur	[] [] [] []
Court Costs - County - CV	10	<input type="checkbox"/>	<input type="checkbox"/>	Parke County Treasur	[] [] [] []
Court Costs - State - CV	10	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	[] [] [] []
Automated Record Keeping	30	<input type="checkbox"/>	<input type="checkbox"/>	Indiana Treasurer of S	[] [] [] []

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

Buttons: Save, Exit

- 14. Click **Save**.

Your case is now set up correctly. When you click the green Dollar Sign to take a payment, the payment screen will show both categories. If it is a partial payment, the system will decide how to pay. If the user needs to put a partial payment into one category, she can do a manual distribution by unchecking the fee that does not get paid.