



Odyssey CMS Cheatsheet

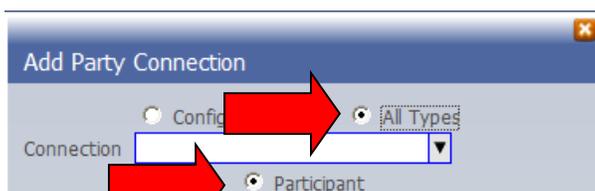
Topic: Setting Up Judgments and Restitutions

Date: 11/8/2012

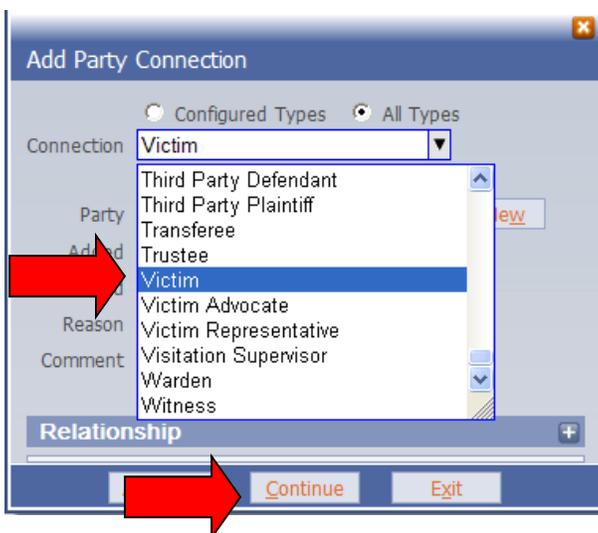
Summary: This cheatsheet explains user of how to set up judgments and restitutions. You must first determine if the recipient of the restitution is a party to the case. Most of the time, this participant will be listed as a victim on the judgment order.

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 **Parties** tab of your case, click the yellow **Add Party** hyperlink.
2. Click on the "All Types" radio button. Make sure the "Participant" radio button is also selected.



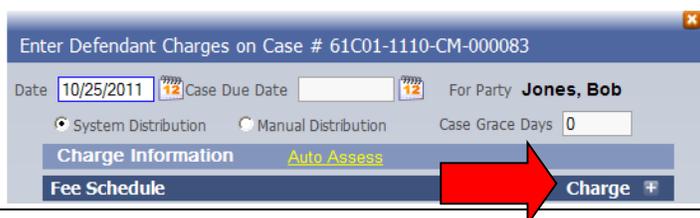
3. In the Connection dropdown, choose **VICTIM**. Click **Continue** (CTRL+C).



4. Search to see if the person is already in the system by clicking on the magnifying glass icon and see if the person is already in the system. Otherwise, click **NEW** to add the party as a participant. This will add the victim to the case but the name will not show on the public website.
5. On the **Financial** tab, click into the hyperlink **Case Fees - Other** under the party paying restitution.

Defendant		
Jones, Bob		
Case Fees - Other	0.00	0.00

6. Click on the RED dollar sign. This will open a charge box.
7. Click on the plus sign (+) to the right of the word charge.





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8. Choose **Judgment** or **Judgment/Restitution**. This might require clicking the **NEXT** button to go through all of the choices. They are in alphabetical order.

Select Fee Schedules

Description Code

Show Selected Codes Only Sort: Description

Description	Code
1. <input checked="" type="checkbox"/> Judgment/Restitution	JDG
2. <input type="checkbox"/> Juvenile Probation Administrative Fee	JDP
3. <input type="checkbox"/> Late Surrender Fees	LATESU

Get All Codes Select All

38 Results - Page 3 of 4

<<Back Next>> Search Continue Exit

9. Click Continue and fill in the judgment/restitution amounts.

Calculate Judgment/Restitution

Enter the amount for "Non-Interest Bearing Principal - CR"

Enter the amount for "Interest Bearing Principal - CR"

Cancel Finish

10. Click **Finish**.

11. Click on the yellow **Edit Detail** hyperlink.

Enter Defendant Charges on Case # 61C01-1110-CM-000083

Date: 10/25/2011 Case Due Date: For Party: Jones, Bob

System Distribution Manual Distribution Case Grace Days: 0

Charge Information Auto Assign Edit Detail

Fee Schedule	Charge
<input checked="" type="checkbox"/> Judgment/Restitution	2,500.00

12. Click the picker box and choose the victim. This determines who receives the restitution money.

Edit Fee Detail on Case # 61C01-1110-CM-000083

Due Date: Case Grace Days:

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)
10/25/2011	Judgment/Restitution				
Interest Bearing Principal - C	70	<input type="checkbox"/>	<input type="checkbox"/>	Smith, Samantha	<input type="text"/>
Non-Interest Bearing Principi	90	<input type="checkbox"/>	<input type="checkbox"/>	Smith, Samantha	<input type="text"/>

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

Continue Exit

13. Click **CONTINUE**.

14. Click **SAVE**.

You can now take restitution payments on this case as you would normally process any other payment.