



Odyssey CMS Cheatsheet

Topic: QCSR Reporting – Special Judges

Date: 5/26/2015

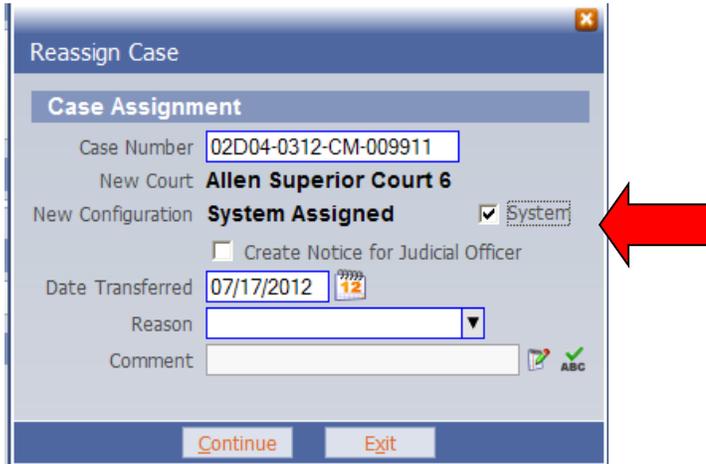
Summary: Below are two sets of instructions regarding QCSR reporting for Special Judge cases – one for the reporting court, one for the Special Judge’s court. Following these steps will ensure that cases and events are counted properly for QCSR purposes.

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.

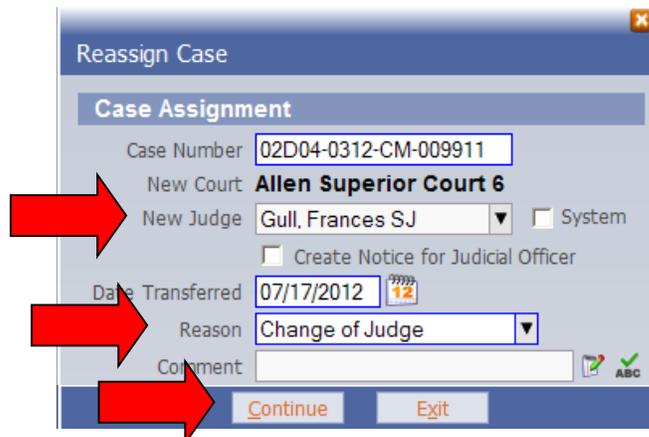
Special Judge used in Reporting Court (QCSR Part IV)

When a special judge is assigned to a case in your court, follow this process:

1. Use “**Find a Case**” to find the case which has been assigned a special judge.
2. Go to the **Detail** tab and click **Reassign**.
3. Click on the box next to System and REMOVE the check mark. This changes the New Configuration from “System Assigned” to a drop down box.



4. Select the Special Judge from the drop down box. NOTE: Their name should have an SJ behind it.



5. Select the Special Judge from the drop down menu. Make sure that you have a Special Judge selected. You can verify this by hitting your left arrow when the judge’s name is highlighted. If the code starts with an SJ, the judge will be assigned as a special judge on your case.
6. Select the Reason you are Reassigning. NOTE: The case number should remain the same.



Odyssey CMS Cheatsheet

- Click Continue.
- Go to the **Events** tab and click on the **plus sign (+)**.
- Add an event to the case with the code **"QCSSPJ."** Tab to the comment field to add any pertinent information, such as the special judge assigned to the case.

The screenshot shows the 'Add Event' form with the following fields and options:

- Type: QCSSPJ
- Date: 07/17/2012
- Due: [blank]
- Completed: [blank]
- Comment: [text area]
- Docketable:
- Include on Appeal:
- Does not affect case aging clock: [dropdown menu]
- Buttons: Save/Print, Save, Exit
- Quick links: Add Next, Add Related, Add Hearing, Add Service, Relationships

- Click **Save**. The special judge record is now available for QCSR reporting and will be counted on the next report.
- If your court is going to maintain the case and add all of its events, disposition, etc., you may want to add a hearing for this case on your calendar. This will allow you to result your hearing through your minute screen.

Judge is a Special Judge in another Court (QCSR Part IV)

When the Judge in your court is assigned as a Special Judge in another court, follow this process:

- Navigate to **Add a Case → Civil → CB – Special Judge (QCSR Use Only)** to initiate the case.

The screenshot shows the 'Add a New Case' form with the following options:

- Categories: Jasper County, Crim-Juv-Traffic, Civil, Family
- Checkboxes:
 - CB - Court Business
 - CB - Department of Labor
 - CB - Foreign Judgment
 - CB - Special Judge (QCSR Use Only)

- On the **Detail** Tab: Select the Judge to hear the case. You must select the **Judge without the SJ** at the end of the name. If you select the Judge's name with the SJ, the case will not be filed in the proper court and your case number will be C00 instead of C01, D01, etc.
- While still on the **Detail** tab, add the original case number under Case Cross Reference Numbers and select "Original County Cause Number" as the Type. Click Continue. (This allows you to view the original cause number on the court calendar.)

The screenshot shows the 'Case Cross Reference Numbers' section with the following details:

- Section: Case Cross Reference Numbers
- Form: Add Case Cross Reference Number
- Number: 37c010909cm000324
- Type: Original County Cause Number
- Buttons: Continue, Exit



Odyssey CMS Cheatsheet

- IF** the case is from a county on Odyssey or a case from another court within your county: select the "+" next to "Related Cases" at the bottom of your screen on the **Detail** Tab and enter the case number from the originating court.

- Click the **Save** button at the top right to receive your case number.
- When your case number appears, click the **EDIT CASE** button at the top left and go to the **Events** tab; click the "+" icon.
- Add an event to the case in the format "**QCSSJxx**" where xx is the case type for which the judge is a special judge. For example, if the judge is a special judge on an FA case, the code is **QCSSJFA**. For a DR case, the code is **QCSSJDR**.

- Tab to the comment field and add the original case number that the judge is handling to the event comment. Click **Save** when finished.
- Click **Save**. The special judge record is now available for QCSR reporting and will be counted on the next report.