



Odyssey CMS Cheatsheet

Topic: Transferring Cases (City/Town Courts)

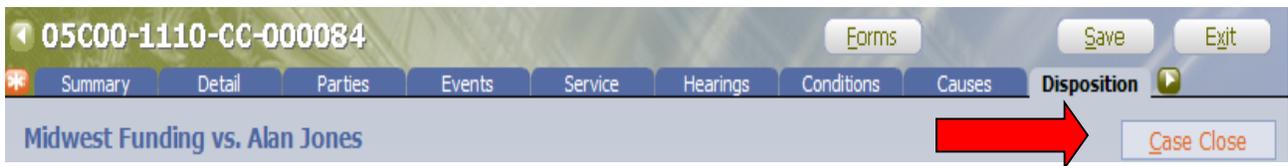
Date: 10/15/2015

Summary: When a case needs to be reassigned (transferred) from the City or Town court to a county court but is not a case of Trial de Novo, follow this process.

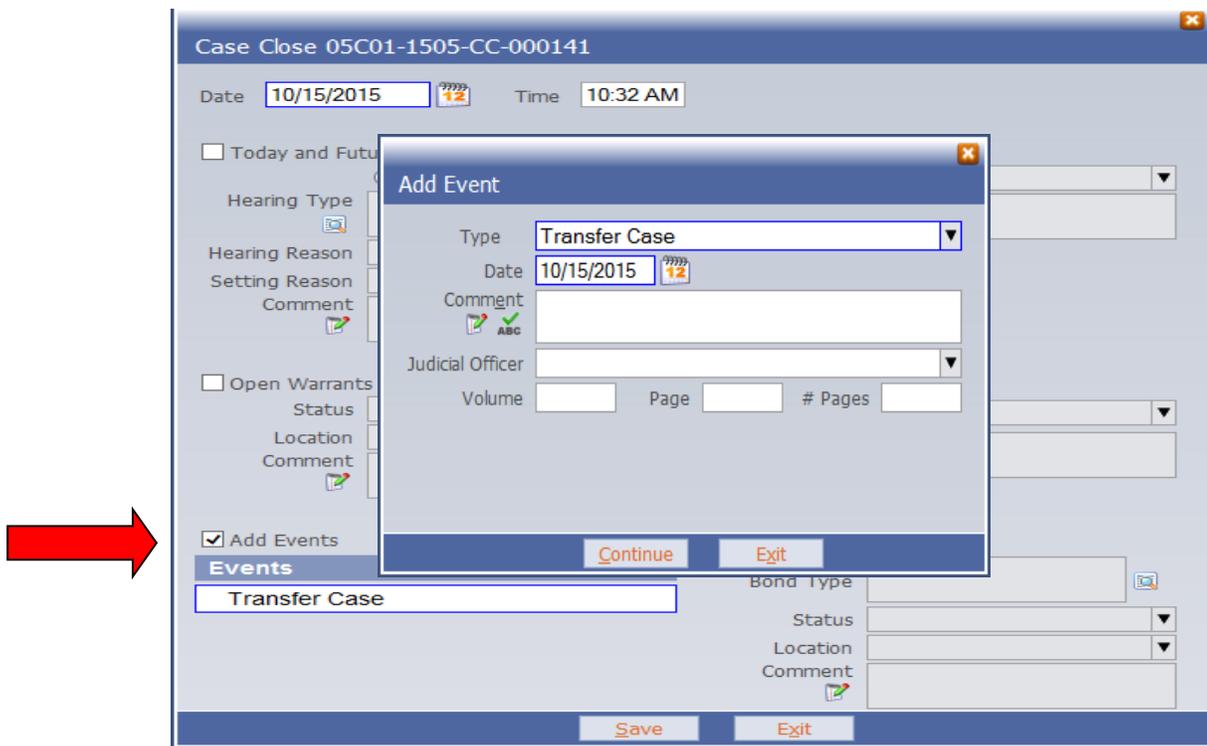
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Court Transferring the Case:

1. Find your case and go to the **Disposition** Tab.
2. Click the **Case Close** button:



3. In order to have the transfer appear on the CCS, click the **Add Events** box next to **Events**.
4. Click the + and enter the **Transfer Case** event code (**ARJTRC**).
5. Click the **Continue** button.



6. Click on the + sign again to add the QCSR event.
7. Enter the (**QCSERR**) event and enter the comment: -1 from "Other" and +1 from "Transferred Out".



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8. Click the **Continue** button.

Case Close 05C01-1505-CC-000141

Date: 10/15/2015 Time: 10:36 AM

Today and Future Hearings Case Status

Hearing Type: []
Hearing Reason: []
Setting Reason: []
Comment: []

Open Warrant Status: []
Location: []
Comment: []

Add Events

Add Event

Type: QCSR Error
Date: 10/15/2015
Comment: -1 from Other +1 from transferred out
Volume: [] Page: [] # Pages: []

Events

Transfer Case

Bond Type: []
Status: []
Location: []
Comment: []

9. Click **Add Statistical Closure** box next to **Statistical Closure**

10. In the drop down menu, choose **Other**.

Case Close 05C01-1505-CC-000141

Date: 10/15/2015 Time: 10:36 AM

Today and Future Hearings Case Status
Status: Decided
Comment: []

Cancel Delete

Hearing Type: []
Hearing Reason: []
Setting Reason: []
Comment: []

Open Warrants Status: []
Location: []
Comment: []

Add Statistical Closure
Statistical Closure: Other
Comment: []

Add Events

Events

Transfer Case
QCSR Error

Open Bonds
Bond Type: []
Status: []
Location: []
Comment: []

11. Click the **Save** option at the bottom of the window.

The case has now been Transferred Out.