



Odyssey CMS Cheatsheet

Topic: Transferring Cases Between Courts
Date: 8/20/2013

Summary: When a case needs to be reassigned from one court to another, 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. If there are any QCSR events that need to be added to the case before it is transferred out, go to the Events tab and add the event (e.g. Special Judge Assigned; Life without Parole Requested).

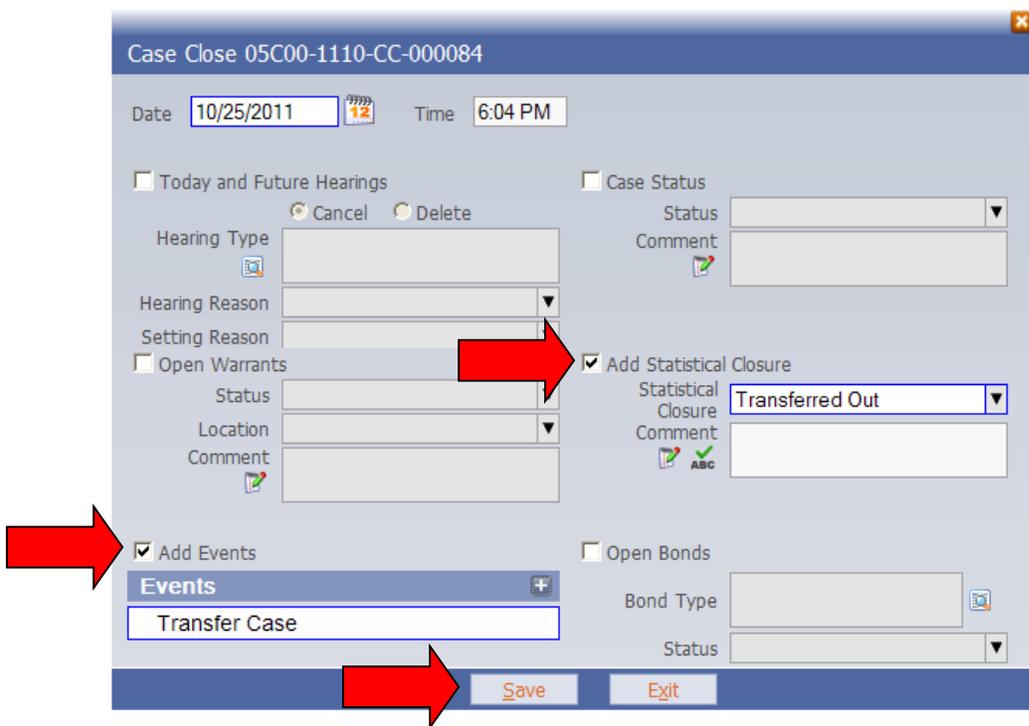
Note: Be sure to enter the QCSR events **before** the case is transferred out. This will ensure all of the events for QCSR reporting purposes will be counted towards the court that is transferring the case.

2. Go to the **Disposition** tab and click the **Case Close** button.



3. In order to have the transfer appear on the CCS, the **Transfer Case (ARJTRC)** event needs to be added. Click the Add Events checkbox and add the Transfer Case event.

4. If the case has **not** been statistically closed, click the **Add Statistical Closure** checkbox and select **Transferred Out** from the list. ****Note: If the case has already been statistically closed, skip this step.**



5. Click **Save**.

The case has now been Transferred Out. The **Case Status** should keep the Pending Status.





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Court Receiving the Case:

1. Go to the **Details** tab of the case. Click the yellow **Reassign** link.

State of Indiana v. CARL JOHNSON
Type CM - Criminal Misdemeanor

Style State of Indiana
v.

Auto Style

Case Assignment [Reassign](#)

Case Number	02D04-1102-CM-001174
Court	Allen Superior Court 4
Date Assigned	02/28/2011
Judicial Officer	Davis, Wendy

2. In the Case Assignment section, **uncheck** the “System” and select the correct judge from the drop down list. **Do NOT select your Judge with the SJ in the name.** Doing this will not transfer the case; it will only mark your judge as a special judge on the case.

Reassign Case

Case Assignment

Case Number 02D04-1102-CM-001174

New Court **Allen Superior Court 6**

New Judge Surbeck, John F., Jr. System

Create Notice for Judicial Officer

Date Transferred 10/25/2011

Reason Change of Court

Comment

[Continue](#) [Exit](#)

3. Select the reason for the change from the drop-down list: Change of Court or Change of Judge. (Typically we use “Change of Court” with a case transfer, “Change of Judge” when a special judge is needed.) The court identifier in the cause number (for example C01, D01 etc) will automatically change once you have saved the case. You do **not** have to manually change the number.

4. Click **Continue**.



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- The receiving court should add the "Transferred In" Event. Find the case and go to the **Events** tab and add the **Case Transferred In** event (**QCSTRAN**).

Add Event

Type: Case Transferred In

Date: 10/25/2011

Due: [] Completed: []

Comment: Case <Old Case Number> transferred in.

Volume: [] Page: [] # Pages: []

Docketable Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save **Exit**

- Click **Save**.

Events can now be entered on the case. The receiving court can statistically close the case once the case has been decided.