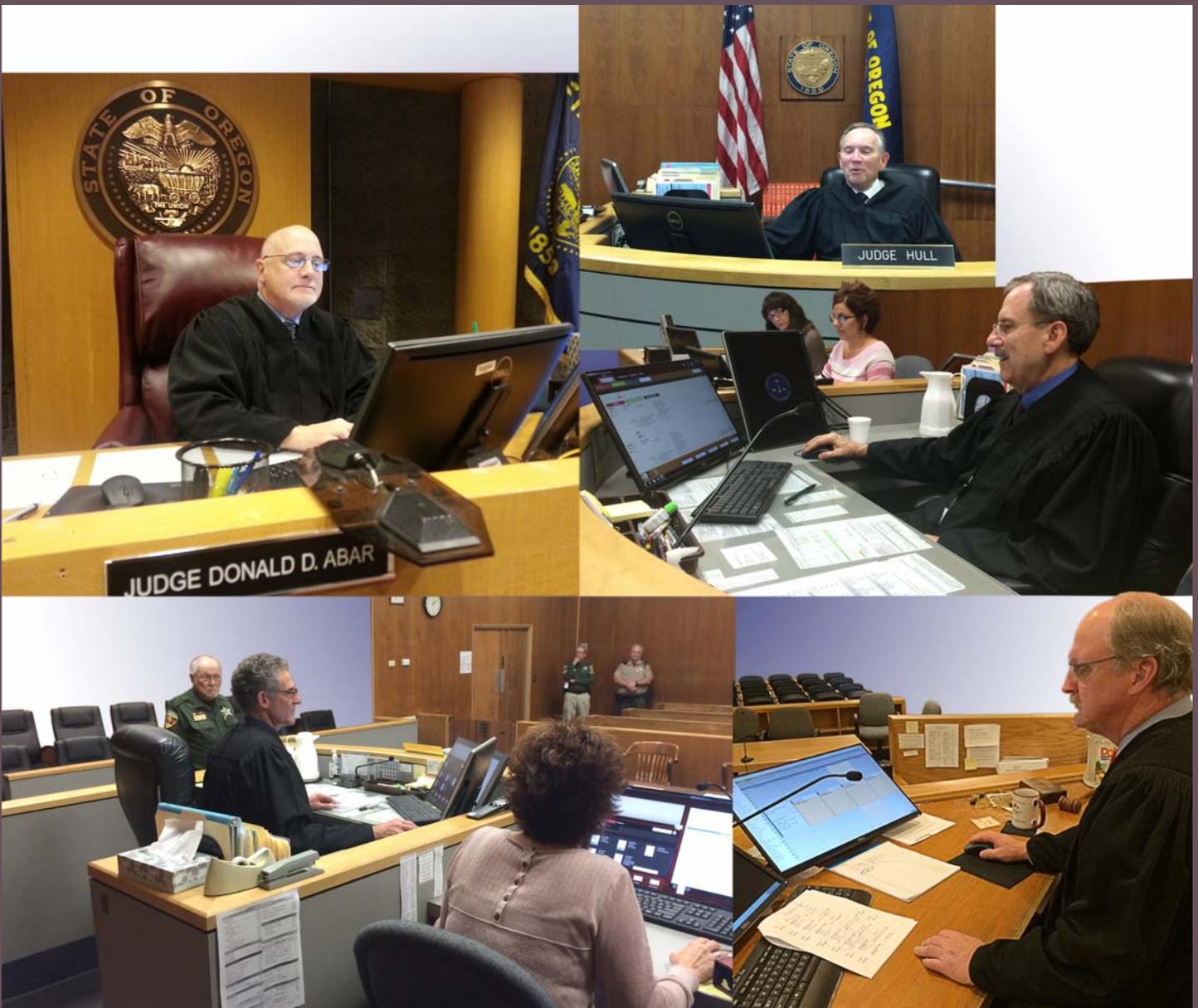


# Oregon eCourt The QUARTERLY



*Five of 24 judges in Douglas, Josephine, and Marion, in the courtroom on December 8, 2014 - the first business day of Go-Live. Clockwise from top left: Judge Donald Abar, Marion; Judge Thomas Hull, Josephine; Judge Pat Wolke, Josephine; Judge William Marshall, Douglas; and Judge Michael Newman, Josephine.*

## Oregon eCourt Past Halfway Mark as Douglas, Josephine, & Marion Circuit Courts Go Live

*Introduction by Eve Dedek, Quarterly Staff Writer:*

Statewide completion of Oregon eCourt implementation has now passed the halfway mark. On December 8, 2014, OJD completed its seventh Oregon eCourt Go-Live with implementations in Douglas, Josephine, and Marion circuit courts. Continuing forward in “velocity mode,” the Oregon eCourt Program will bring 23 remaining courts live in six implementation events scheduled between 2015 and 2016. Currently, 63 percent of the cases that were in OJIN are now in the Oregon eCourt Case Information system (OECI). In addition, over five million documents have been migrated from Laserfiche to OECI.

Comprehensive technology overhaul programs like Oregon eCourt typically function in “learn-as-you-go” status – not only in configuring a new technology system to business requirements, but also as

*Continued Page 2~*



## Oregon eCourt The QUARTERLY

adjustments become necessary to any associated business processes and functions. This is true of OJD's Oregon eCourt technology, which is creating statewide change on multiple levels - in technology, court business processes, court culture, services to the public, and in collaborative integrations with our public safety partners.

With Go-Lives over halfway complete, the overall life cycle of Oregon eCourt implementation has also reached a milestone. In the early stages of the implementation life cycle, Go-Live courts and implementation teams faced the initial unknowns of a completely new (and foreign) system. As each successive Go-Live was completed, judges and staff in the courts and Oregon eCourt teams from ETSD, OETO, and BFSB increased their knowledge of the system, developed solutions to "bugs," and studied lessons learned to improve go live preparation processes - all resulting in fewer unknowns for remaining courts. While we will continue to learn-as-we-go throughout the implementation of Oregon eCourt, courts currently preparing for implementation are now more informed and confident than ever before. Our technical, program, implementation, business processes, financial, and training teams have the specialized skills to quickly respond to new challenges that may occur as we deploy additional components of Oregon eCourt in the circuit courts. As positive reports continue to emerge from courts that have been using the new system for the past two years, court staff and judges experience less apprehension of Oregon eCourt when it arrives in their courts. Instead, they are determined to catch up to the courts who are already working with the more efficient system - tackling go-live activities with anticipation and even celebration of the new Oregon eCourt technology.

Months of Go-Live preparations, the final coming together of all the hard work by courts and teams on Go-Live week, and celebratory, morale-boosting events in Douglas, Josephine, and Marion circuit courts are shared by Josephine Presiding Judge Lindi Baker, Josephine TCA Kirk Brust, Plan B Judge Michael Sullivan assigned to Douglas, and Marion TCA Diane Morse:

### Josephine County Circuit Court Announces the Birth of "Odd A.C."

*by Presiding Judge Lindi Baker, Josephine County Circuit Court*

The proud family of Josephine County Circuit Court is pleased to announce the birth of young "Odd A. C." on this date [December 8, 2014]. After a gestation period of approximately ten years and a labor of about three months, baby Odd A. C. sprung to life at the crack of dawn to the delight of, not only the proud Josephine County Circuit Court family, but also the extended OJD family throughout the State of Oregon. Baby Odd A. C. weighed in at 494,643 cases, is growing by the minute and joins identical twins born today in Douglas and Marion Circuit Courts. The triplets were greeted from afar by their older, identical cousins in Yamhill, Crook, Jefferson, Linn, Jackson, Clatsop, Columbia, Tillamook, Benton, Polk and Multnomah Circuit Courts. The birth was preceded by a delightful baby shower on Sunday, December 7, hosted by the wonderful folks in Josephine



*Continued Page 3~*



## Oregon eCourt The QUARTERLY

County, where a good time was had by all who were there to prepare for this glorious event. The birth was attended by, not only the Josephine County Circuit Court family, but also by extended family and well-wishers from OSCA, OETO, BFSD, ETSD, neighboring courts and representatives from the surrogate provider, Tyler Technologies. Those extended family members have provided extensive “coaching” and training prior to the birth and continue to assist with on-site parenting classes and advanced training on the care and maintenance of our new little joy. The family extends its deep gratitude to all for this fabulous support.

The birth was without major incident and, in fact, was considered by many to be somewhat easy - but the proud family knows that things are likely to get more challenging as baby Odd A. C. progresses and the daily court routine returns to its normal, lightning speed. Nonetheless, we all share in the joy but alas, agree that this will most probably be a single child for the proud family as siblings are not anticipated. It is generally agreed that one is enough. ■



### “Can Do Spirit” at Josephine County Circuit Court

*by Kirk Brust, Josephine County Circuit Court TCA*

One of the greatest challenges of our implementation was keeping track of all the amazing people who managed to lead us through what seemed like an insurmountable task. All of the team members from OETO, ETSD, BFSD, Tyler Technologies, and court staff from current Odyssey [Oregon eCourt] courts, who ultimately became part of our extended court family, always maintained a positive attitude and are experts at assisting staff in reaching their full potential.

Our experience started with the SME training in Salem being curtailed due to a heavy winter snow storm; at that point some of us wondered if this was a sign of what was to come.

However, it didn’t take long before we realized that our guardian angels (OETO) were working overtime to keep us on track for success. Months of weekly and bi-weekly meetings were instrumental in assisting us to convert the OJIN data into Odyssey [Oregon eCourt’s court software], and to re-engineer our local business processes to more closely match the statewide business processes. While it was a lot of work, the general feeling and attitude remained positive with a “can do” spirit.

The end user training and open labs provided all staff and judges with an opportunity to get the “hands-on” experience they wanted and needed. It was truly energizing to watch staff learn so much in such a short period of time, and to listen to the excitement in their voices as they discovered Odyssey was a tool that could improve their work lives.

On Sunday, December 7, all staff and judges assembled for a kick-off celebration. The theme was “all hands on deck” and after words of gratitude and encouragement by Presiding Judge Baker, staff began in earnest entering the

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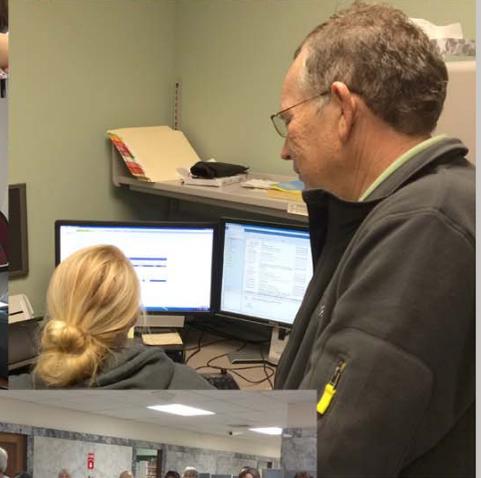
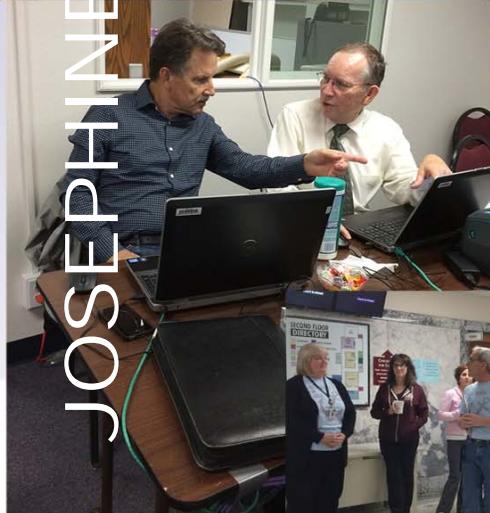
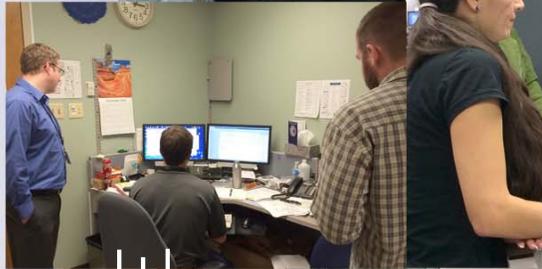
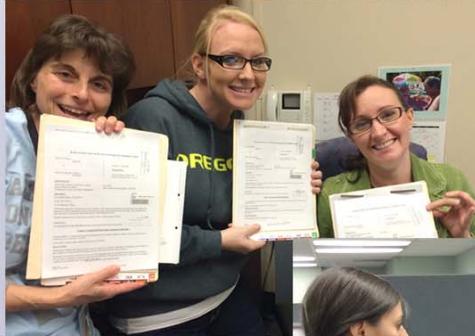
# Oregon eCourt The QUARTERLY

backlog of cases from the previous week. By the end of the day, the overall feeling was a sense of great relief; the system was working as designed. The court staff and judges are truly the heroes in our implementation and ongoing progress. It is an honor to work with people who care deeply about providing fair and accessible justice services that protect the rights of individuals, preserve community welfare, and inspire public confidence.

Now that we are 30 days into implementation, we are continuing to learn the full capacity of Odyssey and are refining some of our business processes.

Like most things in life, reaching full capacity is a work-in-progress. With File and Serve going live on January 20, we are anxious to get this tool in our toolbox.

In closing, I am so grateful for all the assistance we received from the implementation team members; it is heartwarming to know so many individuals are truly dedicated to excellence and customer service. The depth and breadth



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of knowledge of the implementation team members is impressive and OJD is blessed. Thank you to the pilot courts that blazed the trail for us, your efforts and struggles did make a difference. I encourage the courts that will follow us to trust the process - you're in good hands. ■



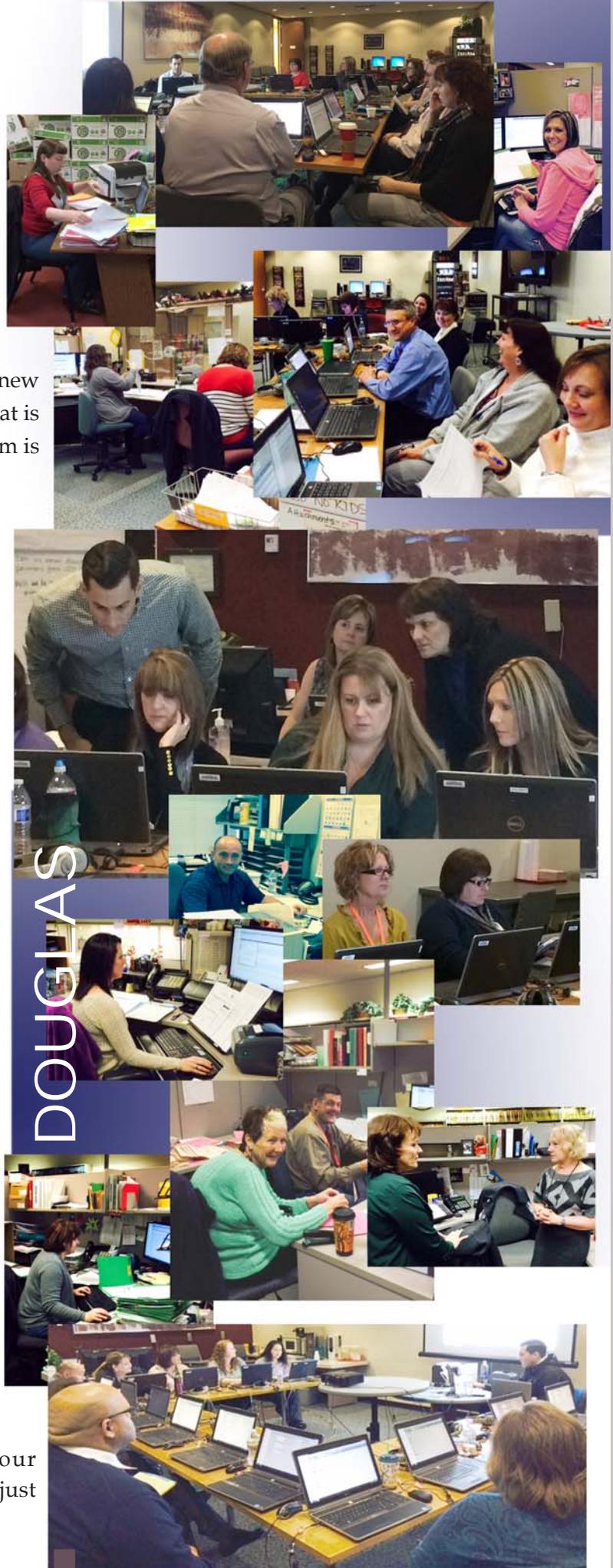
## Oregon eCourt The QUARTERLY

### List of Tips for Courts Preparing to Go Live

by Plan B Judge Michael C. Sullivan, at Douglas County Circuit Court

I was assigned to Douglas County this week [week of December 8, 2014] as a Plan B Judge. Yesterday was their first day with the Odyssey computer system. The staff is doing well with the new system. There have been issues but that is to be expected. The support from Salem is good. I offer these observations:

1. It is necessary for the staff to come in the weekend before going live.
2. Everyone needs to remember to have a sense of humor and be supportive of others.
3. Set the docket light for the first two weeks of going live with the new system (very important). No jury trials the first week unless in custody.
4. If possible avoid early settings as it will take staff more time initially to get set up in the morning.
5. Coordinate with other agencies to minimize citations into court the first two weeks of going live with the new system (very important).
6. Going live with the new system is much more difficult for the staff than the judges (this excludes the Presiding Judge who will get gray hair).
7. Have snacks and beverages for the staff during the first two weeks.
8. Set light during training and make sure that staff attend. Don't let other tasks take precedence over training.
9. I suggest you speak with your counterpart in a county that has just gone live for lessons learned. ■





# Oregon eCourt The QUARTERLY

## Months of Preparation Pays Off During Go-Live Week

by Diane Morse, Marion County Circuit Court TCA

Marion County Circuit Court went live on the Oregon eCourt system on December 8, 2014. Second only to Multnomah, we were the largest Oregon court to Go Live to date.

Our Go-Live plan started 18 months prior to December 8, 2014. During those 18 months, we selected 22 Subject Matter Experts (SME's) from our court to guide our implementation process. Our SME's attended 166 hours of training (away from their work stations). With our [Oregon] eCourt analyst, Andrea Nofziger, our SME's developed and documented twelve detailed business process plans. Andrea then created 170 work queues, 106 work flows, and 27 calendars for Odyssey [Oregon eCourt]. She attended every training, including 200 hours of end user training to help answer questions for our employees.

For implementation, our tech department configured, upgraded, and deployed 74 computers, 90 bar code printers, 20 printers, and 18 scanners. In the end, they visited 150 work stations as part of our implementation.



MARION

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## Oregon eCourt The QUARTERLY

Change management and employee morale was also an important part of our implementation plan. Our Employee Enrichment Committee (EEC - in-house volunteer employee morale booster group) sponsored several events to commemorate our transition to Odyssey, including a "Death to OJIN" Halloween party. This was vital to keeping our employees excited and informed about Oregon eCourt.

In October and November, we hosted 10 Oregon eCourt demonstration sessions by Ed Jones [Liaison from OETO] that were attended by over 500 local attorneys and community partners.

In November 2014, 118 judges and staff attended Odyssey training, which lasted four weeks while our court remained open full time. We also worked diligently to "cleanse" our OJIN data for the electronic migration to Odyssey so that over 900,000 OJIN files successfully migrated to Odyssey.

We were given only one day to prepare for Go-Live Monday (only the Sunday prior). On Sunday, December 7, 2014, judges and staff reported to work promptly at 7:45 am to barcode, scan, and calendar cases in Odyssey for business the next day and beyond.

During the first week of go live, Marion County court staff bar coded and scanned 58,575 documents! Not pages, documents. From 8:00 am on our Go-Live date of December 8 to today, files for cases set for court have been entirely in electronic format due to the efforts of our staff.

By December 26, three weeks into our Go-Live, we had bar coded and scanned 141,048 documents. To give you some idea about how many pieces of paper this is, we had 119 boxes full of documents that had been scanned and ready for shredding.

We give great credit to our SMEs, techs, and Andrea Nofziger. We also are very grateful for the tremendous support we got from OETO, ETSD, and Tyler along the way. ■

**Your normally agile legal assistant sprained his ankle at lunch and your afternoon is booked with client appointments.**



**An important document needs to be filed with the court before midnight...**

**LUCKILY** your court has deployed **OJD eFILING** and you've taken the training...

Currently available in 14 circuit courts.

## Mandatory eFiling Update

Mandatory eFiling began taking effect on December 1, 2014 - starting in the eleven courts that had implemented Oregon eCourt and OJD File & Serve (Yamhill, Crook, Jefferson, Linn, Jackson, Clatsop, Columbia, Tillamook, Benton, Polk, and Multnomah). Filings came in from private attorneys, the Oregon Department of Justice, as well as each of the District Attorney offices in all eleven counties live with Oregon eCourt.

Total filings on December 1 amounted to 832 envelopes and 1370 document filings, continuing to rise by the end of the month to 20,394 envelopes filed and 40,089 documents.

Douglas, Josephine, and Marion circuit courts implemented Oregon eCourt on December 8, 2014, and deployed File & Serve (permissive eFiling) on January 20, 2015 - Mandatory

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## Oregon eCourt The QUARTERLY

eFiling takes effect on March 2, 2015 – 30 business days after permissive eFiling.

In order to eFile cases in the courts that currently offer either permissive or mandatory eFiling, attorneys must register online for access to the OJD File and Serve portal by going to the OJD eFiling homepage. Before registering for File and Serve, users are responsible for completing the free online training (short, self-study online classes or live webinars) accessed under the “TRAIN” section of the OJD File and Serve portal page. User and quick reference guides are provided in the “LEARN” section.

For additional information on preparing for Permissive eFiling and Mandatory eFiling in your county, check out the Mandatory eFiling Brochure under “Notices” on the Oregon eCourt homepage. ■

### Mandatory eFiling Resources

#### [OJD eFiling Homepage](#)

- Provides information on [Permissive] eFiling and Mandatory eFiling
- Starting point (Click the Start button) to get to the OJD File & Serve portal/ login page

#### [OJD File & Serve portal](#)

- “Message of the Day” section: Provides most recent and critical information for eFiling users
- Links to UTCRs governing electronic filing in Oregon State Courts
- LEARN section: FAQs; User Guides; System Requirements; Multnomah Only Initiating Documents Guide
- TRAIN section: Access to Free Online Training Sessions: Self-study and Webinar Training
- SUPPORT section: Online Support and Self Help

#### **Mandatory eFiling Brochure**

Located in the Notices Box of the [Oregon eCourt Homepage](#)

#### [Oregon State Bar Mandatory eFiling Page:](#)

<http://www.osbar.org/courts/efiling.html>

[OSB Professional Liability Fund Oregon eCourt Update:](#) [https://www.osbplf.org/cle\\_classes/oregon-ecourt-update/view/](https://www.osbplf.org/cle_classes/oregon-ecourt-update/view/)

## Looking Back, Moving Forward, Getting it Right

*By Cheryl Fowler, OETO Deputy Division Director*

As the Oregon Judicial Department (OJD) looks back on where we were seven years ago, where we are now, and how we are working to get it right, it is important to remember our core reasons for undertaking such a monumental business transformation.

In 2008 OJD realized there was a need to replace OJIN – an aged and inflexible information management system. We had depended on OJIN for more than 25 years, but it was technologically out-of-date and hindered rather than advanced OJD’s and stakeholder’s access to and utilization of court information. This information is relied upon by OJD “...to provide fair and accessible justice services that protect the rights of individuals, preserve community welfare, and inspire public confidence” (Judicial Branch Mission). The Oregon courts were in need of a technologically advanced system to help them continue to provide justice, uphold the rule of law, and as a separate and independent branch of government support our Statement of Values:\*

- **Fairness, equality, and integrity**
- **Openness and timeliness**
- **Independence, impartiality, consistency**
- **Excellence, innovation, and accountability**
- **Respect, dignity, public service, and community well-being**

With the OJD Mission and Statement of Values in support of our efforts, OJD concluded that it needed to transform business operations through the creation of a statewide electronic court, “Oregon eCourt.” This would allow the information management system we have relied on for so many years to be upgraded into

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\* Oregon Judicial Department – 2014-2019 Strategic Plan

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## Oregon eCourt The QUARTERLY

a more efficient and up-to-date technological environment for courts and for the citizens of Oregon. OJD could then move forward in realizing the Oregon eCourt Program's vision: *To give courts and judges the tools they need to provide just, prompt, and safe resolution of civil disputes; improve public safety and the quality of life in our communities; and improve lives of children and families in crisis. Simply stated, Better Access, Better Information, and Better Outcomes.*

OJD analyzed business needs, costs for a new system, and a variety of software solutions and in 2011 a valid, thorough, fair, and equitable procurement process was launched and Tyler Technologies, Inc. (Tyler) was the successful single-solution vendor. OJD and Tyler finalized a detailed contract and activities began toward implementation of Tyler's Odyssey software, an integrated case, financial, document, ePayment, and eFiling management system specifically designed for courts. June 2012 brought with it the successful implementation of Oregon eCourt in the first court, Yamhill County. Now in just two and a half years, we see how far OJD has come with the implementation of Oregon eCourt in thirteen (13) more courts: Yamhill, Crook, Jefferson, Linn, Jackson, Clatsop, Columbia, Tillamook, Benton, Polk, Multnomah (the largest court in the state), and just last month Douglas, Josephine, and Marion.

Throughout our work on this large business transformation project, we kept the Oregon eCourt key principles and concepts in mind. Below lists these key principles\* and how we have adhered to them by producing our current products and services used every day by judges, staff, and stakeholders:

### **Focus on customer service delivery and core decision making**

- Oregon eCourt Case Information (OECI) system available online 24/7

\* Oregon eCourt Business Case, v3.0

- Complete case records for judges to review all information online
- Hearings notification delivered through email to attorneys

### **Define end-to-end and stakeholder-inclusive automated business processes**

- eCitation
- ePayment
- eFiling

### **Develop key web spaces (Internet, intranet)**

- ePayment, eFiling, public access (OECI), and court calendars available through specific Internet pages

### **Maximize use of integrated single solution products, tools, and services**

- SessionWorks Judge Edition – judges on the bench can view case information including documents through a single program
- File and Serve for the electronic filing of documents

### **Acquire the best integrated solution based on research and a quality procurement process**

- Request for procurement (RFP) through a nationwide search, review, and joint leadership decision

### **Pilot [Oregon] eCourt concepts in the appellate courts and implement lessons learned in the trial courts and OSCA**

- Case management system and eFiling implemented throughout appellate courts; continued review and use of lessons learned

### **Develop management and technical proficiency for the new environment over time**

- Courts and OSCA work collaboratively to further refine the system to make improvements and increase efficiencies

### **Build the new court applications around industry-leading products that provide standard access to court documents and content**

- Selected Tyler Technologies Inc. Odyssey software for courts

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## Oregon eCourt The QUARTERLY

- OECI (register of actions) available through an internet-based subscription; includes case documents for authorized users

### Development of interview-based online forms for self-represented litigants and others

- Focus on paperless workflow and a “paper on demand” work environment
- Electronic filing mandatory in all courts who have implemented OECI
- Odyssey courts scan case documents into the system; online viewing by courts and authorized viewers

### Person identifiers will be linked in a person-based database to allow retrieval of all cases and judgments for an individual regardless of where or when filed

- Case management system (Odyssey) is person-based
- Public facing system (OEI) is easy to use and available 24/7 to authorized users

These are just a few of the products and services available and being used today by courts and stakeholders. As part of Oregon eCourt there are other products and services in-process and diligently being worked on as we strive to meet the OJD and stakeholders needs, moving forward to fully realizing our core reasons for this business transformation.

Now with only one year and six months left we are on an accelerated implementation schedule and every three months we will take courts live with the new technology. That means implementations in 23 courts over 18 months. OJD is committed to getting it right and keeping it right – through continued efforts in support of the Oregon eCourt key principles and concepts. Now that the pace has accelerated it is even more important to look back at where we have been, retain what has worked well, and move forward with continued improvements. OJD remains committed to the strength of its Mission and Statement of Values, focused on the key principles of the Oregon eCourt Program, and to the success of the Program’s vision for Better

Access, Better Information, and Better Outcomes. ■

### Arrange to have a Presentation on OREGON eCOURT for your group or agency!

- How will the implementation of Oregon eCourt in your county affect your group, agency, or community?
- How will you access case data and documents?
- Will case categories change?
- Will case numbers change?
- What will happen to OJIN and your OJCIN account?
- When will it come to your county?
- What do you need to do to prepare?

**CALL: 503-986-5925**  
OJD - Office of Education, Training, & Outreach





# Oregon eCourt The QUARTERLY

## Oregon eCourt Tech Tips



### GENERAL USER Q & A:

#### How long should it take to open a case hyperlink when I click on it in OECI?

Depending upon your computer settings and OJD network traffic at any particular time of day, wait time to open a case hyperlink can fluctuate between almost no delay to about 15 seconds.

#### I am a first time user of OECI, OJIN, and ACMS – How do I change my temporary password?

When you register to use OJCIN OnLine (OJD's information network providing access to OECI, OJIN, and ACMS), the system assigns you a temporary password. Users are REQUIRED to change their temporary password the first time they log in to OECI and OJIN – ACMS automatically synchronizes with the OJIN password change. OJD encourages users to use the same password for all three systems.

From the OJCIN homepage, select OECI, OJIN or ACMS from the destination drop down list and hit the Sign In button.

#### Changing the temporary password in OECI:

[Oregon eCourt Case Information](#)



1. Using your temporary password, log in to Oregon eCourt Case Information.
2. Click on the "My Account" link at the left top of the page.
3. Select the option "Password Change" and follow screen instructions.

#### Changing the temporary password in OJIN:

1. Once at the OJIN homepage screen:

[Oregon Judicial Information Network \(OJIN\)](#)



2. Click on "Change Password" in the blue bar at the bottom of the page:



3. The Change Your Password window opens. Fill in the boxes and click on the "Submit Changes" button:



Note: Once you have changed your password, if the OJIN login window does not appear:

#### There could be a problem with:

- a. **Firewall.** A firewall or proxy server on the computer could be preventing access to the site. To allow OJIN Online access, the firewall must be set up for the following specific ports and TCP/IP address: Ports **8000** and **43856** are both source and destination ports for TCP for the following address: **159.121.96.233**.

#### Or:

- b. **JAVA.** Java may not be working correctly. In order to use OJIN Online, Java must be installed, preferably the most current version. This is available as a free download from the Oracle Java web site (<http://www.java.com>).

#### Changing the temporary password in ACMS:

1. Once you have changed your temporary password in OJIN and OECI, it will automatically synchronize with the ACMS system.

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# Oregon eCourt The QUARTERLY

## TIPS FOR ATTORNEYS:

### Having Your Name Added as a New Attorney On an Open Criminal Case

Say you are a new attorney on a previously filed case and you want to eFile a document. You see that the former counsel's name is still listed as the attorney on the case. Here's what you do:

1. **DO NOT** add a new defendant record to the case to update yourself as the attorney. This will cause problems with the case record.

#### Enter the Details for the Parties Involved in this Case

Required fields are bold and have an asterisk (\*).

Party Type	Name	Attorney
Plaintiff	State of Oregon	RYAN JOSLIN
Defendant	John Smith	DAVID CORDEN

Previous Attorney

ADD PARTY

Party Type: Defendant  
 Party Name: John Smith  
 Address: NW 8888 Country Club DR  
 Attorney: DAVID CORDEN

2. **DO eFile a "Notice of Representation."** The court will make the change to the case record, listing you as the defendant's attorney.

- Click on the "Filings" button to get to the "Enter Filing Details" screen.
- Select the Filing Code for: Notice – Representation - NORP and upload your Notice of Representation pdf from your computer to the Documents box.

Add Another Filing

Select Filing Code\*  
 Notice - Representation - NORP

Reference Number

Optional Services

Selected Optional Services

Case Parties

State of Oregon  
 James Smith

Parties Associated

Documents

Lead Document\*  
 Notice of Representation.pdf  
 79.6 kb

Filing Comments

Notice - Representation - NORP  
 Filing Fee \$0.00  
 Total \$0.00

Payment

Payment Account\*  
 Master Card

Party Responsible for Fees\*

Filing Attorney

Filing Attorney

Notice of Representation

- At this point you can also complete the process to upload any new documents you wish to eFile (**you do not have to wait until the court changes the case record showing you as the new attorney on the case**).
- Once you have entered the required information on the screen, Click the "Summary" button.
- Review the Summary page and Click the "Submit" button.

#### Envelope and Filing Summary

Case Information

Location: Benton  
 Case Category: Criminal  
 Case Type: Offense Misdemeanor  
 Date Filed: 1/11/2014  
 Filing Attorney: Master Card

Parties

Party Type	Name	Address	Phone	Attorney
Plaintiff	State of Oregon			RYAN JOSLIN
Defendant	James Smith	NW 8888 Country Club DR Corvallis, OR 97333		DAVID CORDEN

Filings

Filing Code	Filing Description	Reference Number	Filing Type
Notice - Representation - NORP			EFile

Lead Document	File Name	Status	Confidential
		Ok	No

Fees

Notice - Representation - NORP  
 Filing Fee \$0.00  
 Total this Filing \$0.00  
 Envelope Total \$0.00

Payment

Payment Account\*  
 Master Card

Party Responsible for Fees\*  
 James Smith

Filing Attorney

Click Submit

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# Oregon eCourt The QUARTERLY

## TIPS FOR COURT STAFF:

### Disposition Reporting for Odyssey

Criminal dispositions are automatically reported to the Computerized Criminal History unit (CCH) of the Oregon State Police through what is called an "integration." In order for the integration to send the disposition to CCH, the following must be true:

1. All charges on the case have a disposition
2. Each charge on the case has a Fingerprint Control Number (FPN)
3. No Disposition - Reported case event exists on the case
4. Case status is Closed

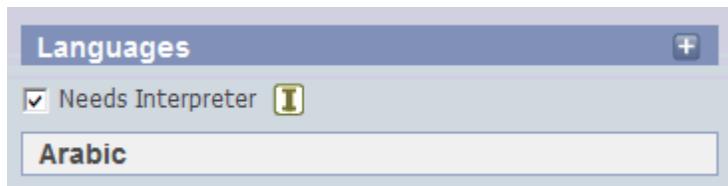
#### Remember:

- The FPN text field in Odyssey should remain blank or clear until you receive an FPN from the district attorney's office.
- If you Amend the sentence and the disposition has already been reported, you must delete the Disposition - Reported case event from the Events tab. (This sends a "Modified Sentence" error report to CCH to notify them that they must review the previous and new sentences to make manual updates in the CCH system regarding any changes to the sentence.)

### Scheduling Interpreters

In Odyssey, you no longer have to manually notify Court Language Access Services (CLAS) – formerly called CIS – Court Interpreter Services – when an interpreter is needed. As long as you follow the correct steps, CLAS Odyssey reports will notify CLAS where an interpreter is needed. You can see all of these processes in the OJD Statewide Business Processes, online help (Alt+F1), but here are a few highlights:

1. For Case Parties, the Global Party Record Must Indicate "Needs Interpreter" and Include a Language Selection:



2. For Non-case Parties, Enter the Party's Details on the Notes tab of the Case Record:

Date	Notes
02/03/2015	Information CLAS: Sonja Whittenmeyer; Witness; needs interpreter for testimony at trial

3. The Hearing Must Indicate "Interpreter Required" along with a Selected Language:

Interpreter Information			
Setting Date	Language	Interpreter	Qualification
02/03/2015	Arabic		

**This Issue's Article Contributors:** Thanks to Josephine Presiding Judge Lindi Baker, Josephine TCA Kirk Brust, Plan B Judge Michael C. Sullivan at Douglas, and Marion TCA Diane Morse; Cheryl Fowler - OETO; Tech Tips: Vickie Kugler - OJD Help Desk, Troy Redmond - ETSD, Stephanie Guarena - BFSD, Karen Card - CLAS, Liza Randol - OETO, Shane Curry - OETO, and Eve Dedek - OETO; Photos: Liza Randol, Kathy Ziegler, Heather Kamin, Tila Maceira-Klever, Shane Curry, Mary Barker, Angelo Jordan, Brandon Riffel, Holly Rudolph - OETO, Quarterly Staff Writer: Eve Dedek; Editors: Eve Dedek, Cheryl Fowler, OJD Management Team; Design/Graphics/Ads: Eve Dedek

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