

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Odyssey – Save Settings
Case Search, Party Search and Events Filter
Standard Operating Procedure
Version 1.0
Updated: 8/2016

Odyssey – Save Search Settings and Event Filter Settings

COURT / DEPARTMENT / DIVISION

All Odyssey Users

USER

Any Odyssey User

PURPOSE

To save custom Settings for Basic/Expanded Case Search and Party Search, and to adjust Events filter to view Related Events, such as Hearing and Sentencing information

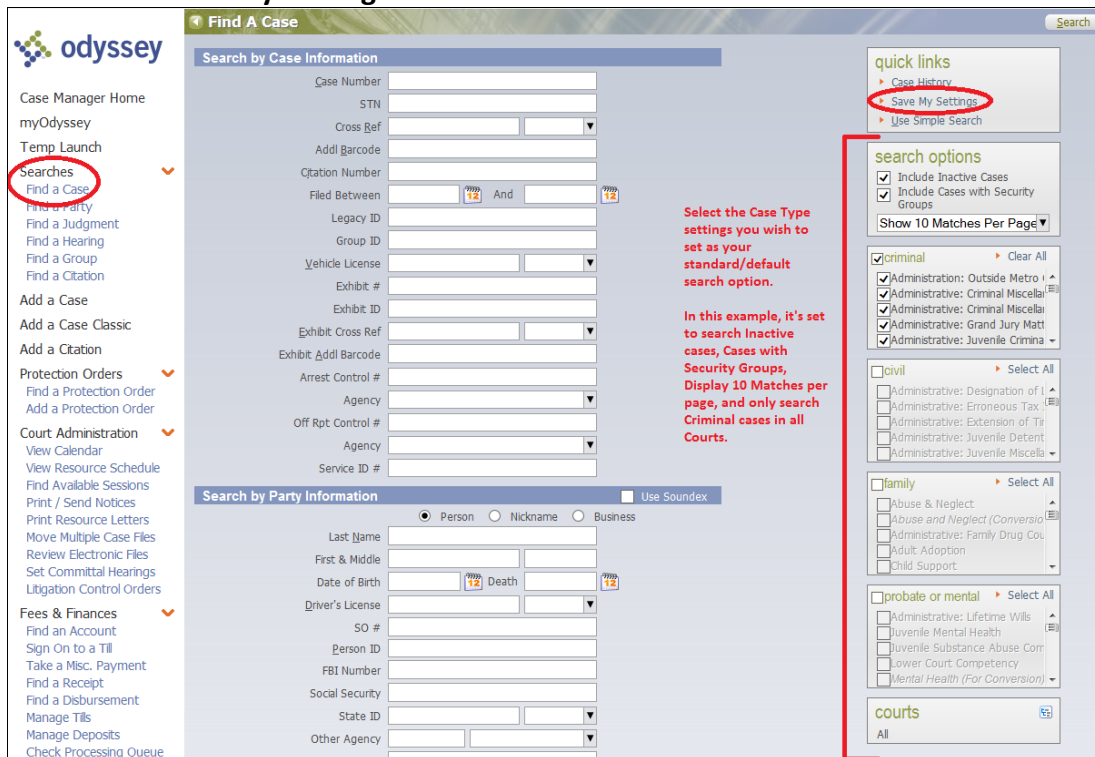
NAVIGATION

Odyssey/Find a Case/Save My Settings

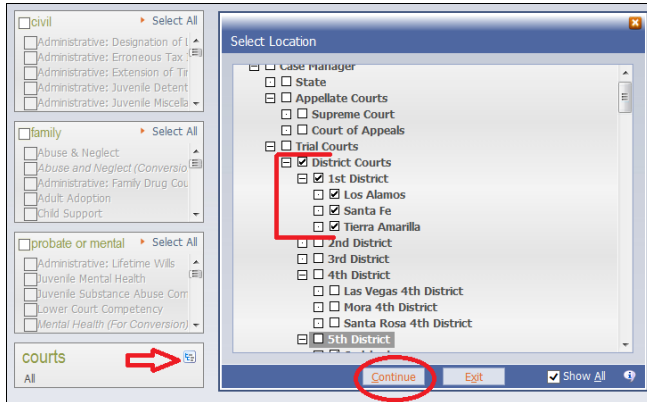
STEPS

For Case Search Settings:

1. Click on **Find a Case** in the left navigation panel
2. In the **Search Options** on the right panel, click or unclick choices based on how you want to set your standard/ default search. Options include: Simple or Advanced Search; Inactive cases; Cases with Security Groups; Criminal, Civil, Family, Probate/Mental cases; and Court Location
3. Click on **Save My Settings**

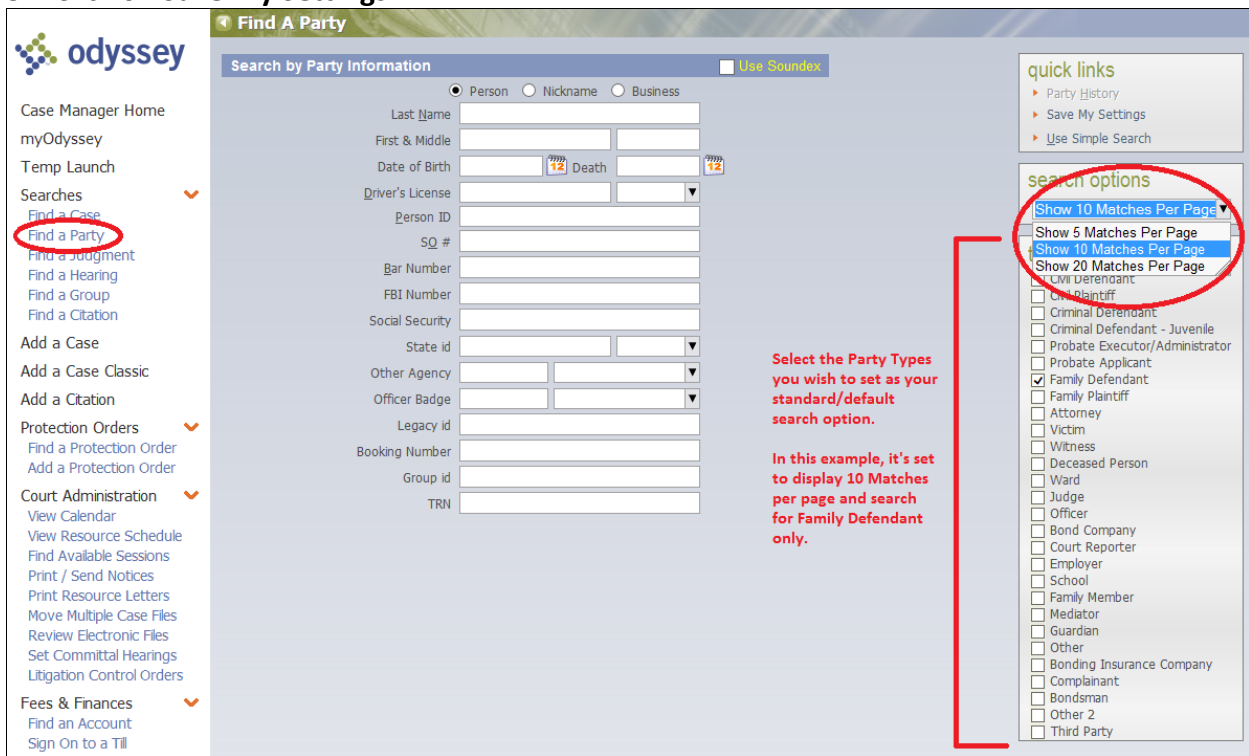


NOTE: The search is automatically set to search All courts. If searching for a specific court or a select number of courts, click on the icon in the Courts section. Click on the checkmark next to the court name to remove it from the search. In this example, it is now set to just search 1st District cases. Click **Continue**



For Party Search Settings:

1. Click on **Find a Party** in the left navigation panel
2. In the **Search Options** on the right panel, click or unclick choices based on how standard/default search needs to be setup. Options include: Simple or Advanced Search; Inactive cases; Cases with Security Groups; Criminal, Civil, Family, Probate/Mental cases; and Court Location
3. Click on **Save My Settings**



For Event Filter Settings:

1. Click on **Find a Case**, go to any Criminal or Civil case
2. Click on the **Events** tab, then click on the **Filter** icon on the upper right



3. Set the View to **Related Events** and the Sort to **Reverse Date Order**
4. Select the **Find** button to display all Related Events
5. **Save Filters**, then click **Filter** icon to collapse the filter view
6. Complete steps 1 through 5 for each case type

