

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Removing Citations in Odyssey Standard Odyssey Procedure

Updated: 10/2016

Removing Citations in Odyssey

COURT / DEPARTMENT / DIVISION

For Magistrate Courts

USER

JID and Court personnel depending on the situation

PURPOSE

There are situations in Odyssey when a charge that has been entered on a case must be deleted. If there is a citation attached to the charge the citation must be removed first before the charge can be deleted. The Odyssey system does not allow a citation to be deleted completely. It must be unlinked from the original charge and then linked to another charge for the same defendant.

This document explains when the court can correct the error, how the court can correct the error, and when the error must be reported to the JID Help Desk for correction. It also addresses when a solution different from deleting a citation is appropriate.

STEPS

1. WHEN THE COURT CAN PERFORM UNLINKING AND LINKING CITATIONS

Note: The key point to remember is that citations can be linked and unlinked as long as the case and/or charges belong to the same party.

- A. If a Defendant had two cases created when there should only be one case the error can be corrected by the court.

Examples:

- 1) The same Defendant's citations get separated in the court and two cases are opened;
- 2) A case gets opened on a copy of a complaint and then later the original complaint with accompanying citations is filed and another case is opened in error.
- 3) A case is created through citation entry and there is a second citation to enter on the same case, but the clerk forgets to click **Add a Citation to the Same Case** and instead creates an entirely new case.

- B. A case is opened as a TR and then the clerk realizes that it should be an MR (or vice versa).

A case of the correct case type should be opened through **Add a Case Classic**, not through citation entry. After the case is saved the citation can be unlinked from the original case and linked to the charge on the newly created case.

2. WHEN JID MUST FIX THE CITATIONS

JID must fix the cases whenever there is not or should not be a second case for the same defendant.

- A. A case gets opened with a couple of citations, one of which never should have been filed in the court such as a penalty assessment or a warning.
- B. A citation gets erroneously attached to a case for a different defendant. An example is when a case is opened with 3 citations and then it is later determined that Citation #3 belongs to a completely different person.

3. WHEN THE CORRECTION DOES NOT INVOLVE REMOVING THE CITATION FROM THE CASE

- A. If a case is opened with a single citation and that citation is a penalty assessment or warning that should not have been filed in the court, the entire case should be deleted by a supervisor with appropriate rights. The citation would not be unlinked first.
- B. In counties with more than one magistrate court the citations are sometimes filed in the wrong court. In this situation, the entire case in the incorrect court is deleted or transferred. No unlinking of citation needs to occur.
- C. Sometimes during case initiation the citation was entered but the wrong charge was entered in Odyssey. When this happens the offense is simply changed to the correct offense. There is no reason to delete the citation first.

4. UNLINKING A CITATION FROM ONE CASE AND LINKING IT TO THE CORRECT CASE

For this process to work, the defendant on both cases must be the same person.

In this scenario, the same defendant was given two citations at a traffic stop but two cases were created.



Search Results Print Back Next Refine Exit

Cruces, Lamento DOB 09/13/1965
Party ID 9340073

M-14-TR-2016-02975 **State of New Mexico v. Lamento Cruces**
Speeding (Over by 1 - 10)
Offense Date: 06/23/2016 Degree: PM
TR
Filed On 06/24/2016 Status Pending Judicial Officer Jacquez, Richard M.
Court Dona Ana County Connection D
Attorney Filed As Cruces, Lamento

M-14-TR-2016-02976 **State of New Mexico v. Lamento Cruces**
No Driver's License
Offense Date: 06/23/2016 Degree: PM
TR
Filed On 06/24/2016 Status Pending Judicial Officer Singleman, Beverly
Court Dona Ana County Connection D
Attorney Filed As Cruces, Lamento

The No Driver's License citation will need to be unlinked from 2016-02976 and attached to 2016-02975.

Note: All steps in this process must be completed in the same session of Odyssey. It will not work if you have two sessions opened and try to switch between the sessions.



M-14-TR-2016-02976 Forms Save/Copy Save Exit

Summary Detail Parties **Charges** Events Service Hearings Conditions

State of New Mexico v. Lamento Cruces
Type Traffic

Charges Amend Transfer Renumber Citation

Cruces, Lamento

1. **No Driver's License**
06/23/2016 (PM) 66-5-2 (1333)
★ Citation 06/23/2016 321
★ Case Filing 06/24/2016

M-14-TR-2016-02975 Forms Save/Copy Save Exit

Summary Detail Parties **Charges** Events Service Hearings Conditions

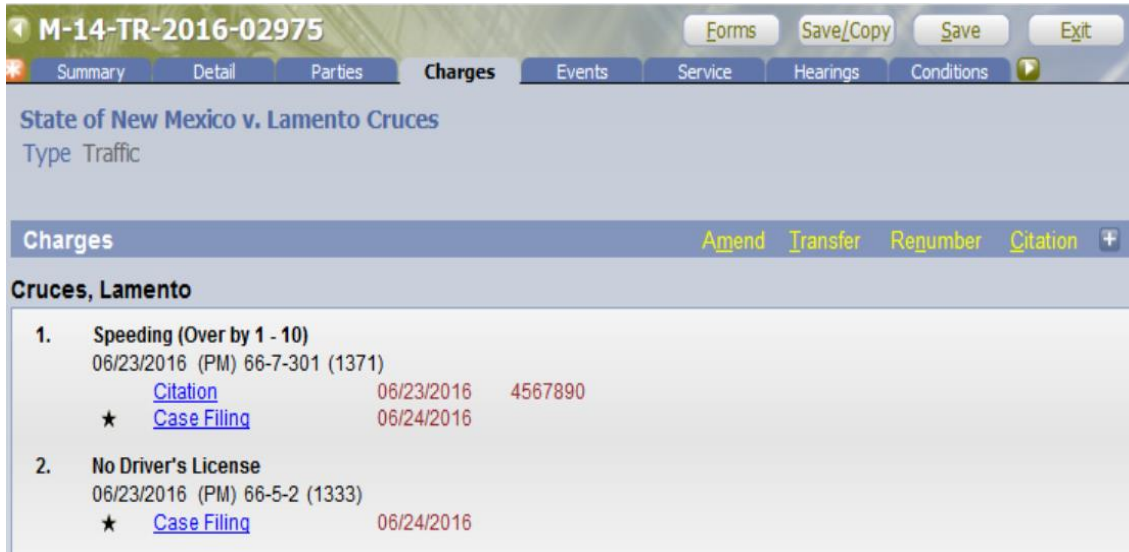
State of New Mexico v. Lamento Cruces
Type Traffic

Charges Amend Transfer Renumber Citation

Cruces, Lamento

1. **Speeding (Over by 1 - 10)**
06/23/2016 (PM) 66-7-301 (1371)
★ Citation 06/23/2016 4567890
★ Case Filing 06/24/2016

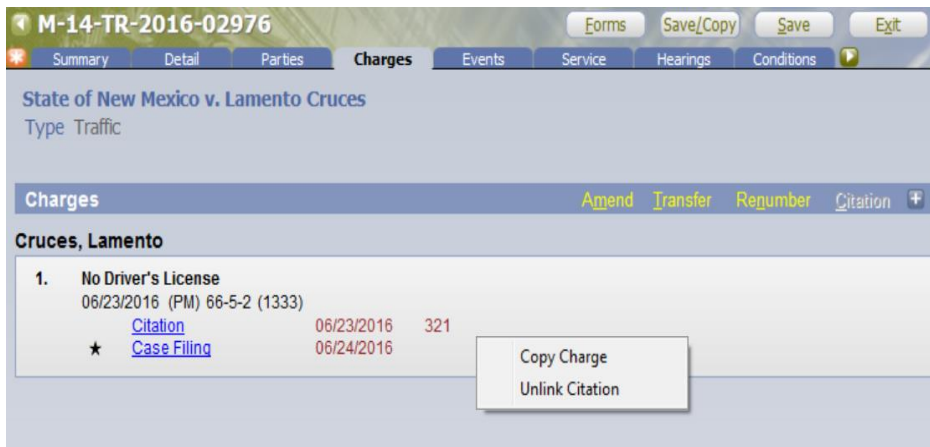
- A. Go into the Charge Screen on the correct case and enter the new charge. Save the case.



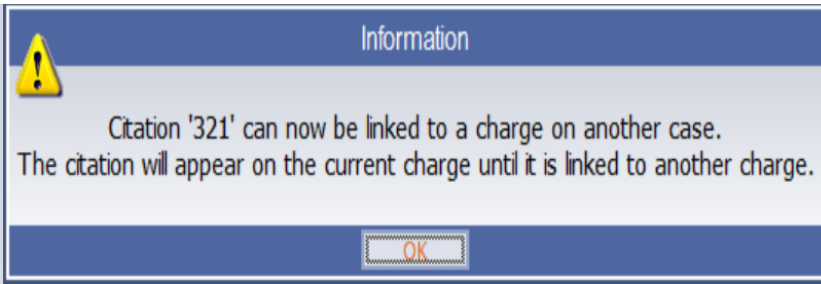
- B. Go to the charges tab of the case that the citation needs to be removed from.



- C. Right click in the cream colored box that includes the citation that needs to be unlinked. In the dialog box that appears, click "Unlink Citation"



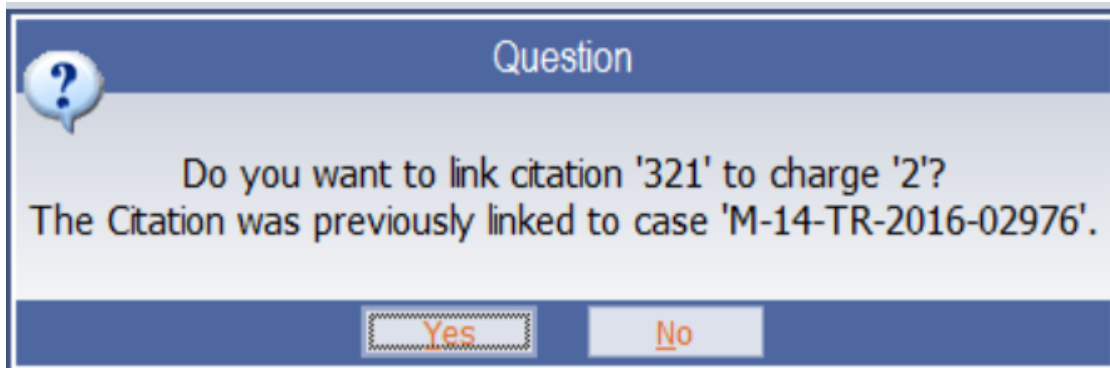
- D. An information box appears stating that this citation can be linked to another charge. Click OK



- E. Open the case that the citation needs to be moved to. Click on the Charges tab.
- F. Right click in the box containing the charge that the citation should be connected to. Click "Link Citation"



- G. A question appears asking if you want to link that citation to this charge. Select Yes



Note: The citation is now attached to the correct charge.



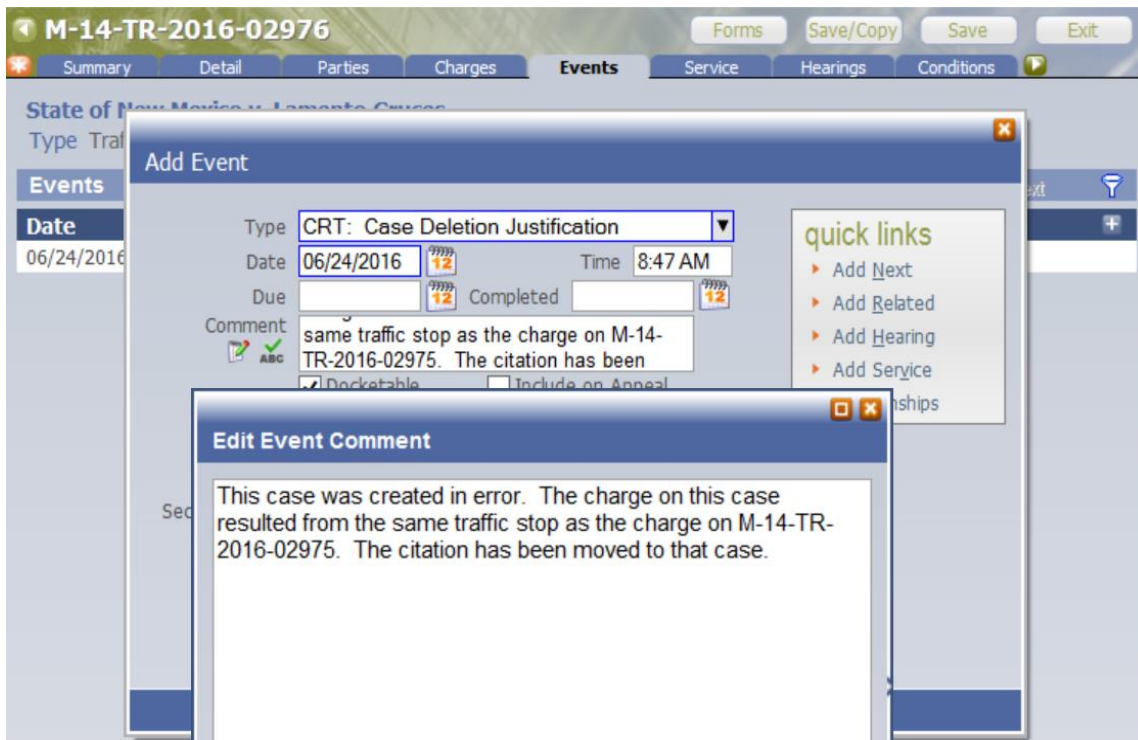
5. DELETING THE INCORRECT CASE

A case that was entered erroneously should be deleted by a supervisor with appropriate rights after the incorrect citation was unlinked and moved to the correct case.

Before deleting the case please create an event of 9542 CRT: Case Deletion Justification indicating why the case is being deleted.

Any such comments should clearly indicate why the case is deleted and refer to the correct case number.

The case docket should be printed and a manual case file including the case history should be made for audit purposes.



6. REPORTING CITATIONS FOR DELETION TO THE HELP DESK

If you have a citation that the Help Desk needs to delete, send an email with the following information.

The full case number that contains the citation that needs to be deleted

The citation number

The name of the charge

A detailed description of why the citation needs to be deleted

(The help desk needs to be sure that the correct action is deleting the citation as opposed to other possible solutions.)