

# Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar, Room 25  
Santa Fe, NM 87501  
(505) 827-4800  
(505) 827-4824 (fax)

## Judicial Information Division (JID)

---

### **Odyssey / TraCS Electronic Citation Process – Magistrate Court Standard Operating Procedure Version 1.1**

*Updated: 4/19*

**COURT / DEPARTMENT / DIVISION**

This procedure is to be used by Magistrate Court staff.

**USER**

This procedure is to be used by Magistrate Court staff.

**PURPOSE**

This procedure is specifically designed for Magistrate Court staff, utilizing established Google Team Drives to receive NMSP (and eventually other LEA's) electronic citations from TraCS and electronically process and create cases and parties in Odyssey.

## INTRODUCTION

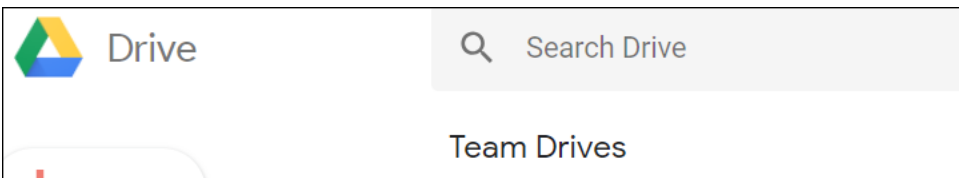
This process will explain how NMSP/TraCS citations are received by Magistrate Courts, how Odyssey creates electronic cases or in the alternative, populates a Workflow Queue for 'party matching' and how to confirm citations are received and cases are properly created.

Team Drives have been created for each Magistrate Court location. Currently, these drives will be utilized daily by NMSP Admin personnel to upload the citation images. A cover sheet will also be included in the drive to serve as a summary for the uploaded citations. Court staff will utilize the Team Drive to receive and print the citations. At some point in the future, the electronic citation process will include automatically attaching the image of the citation to the electronic case that was created. This will be Phase II of the NMSP Electronic Citation Project.

### Court staff review of Team Drive; Daily Folders

Best practices recommendation is to process citations and/or Workflow Queues on a **daily basis**. **Note:** It will be important for Court Managers to ensure the proper court staff have the 'rights' to view, download, and print information from the Team Drives. As court users leave employment and new staff are hired, the Court Manager will submit a help desk ticket to update users ability to utilize the Team Drive for their specific court.

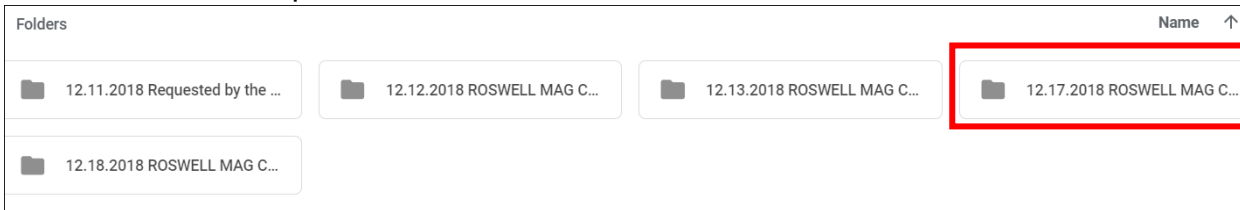
Using Google options OPEN Team Drive for specific court's NMSP– citation Team Drive.



(Find the Team Drive for Your Court)

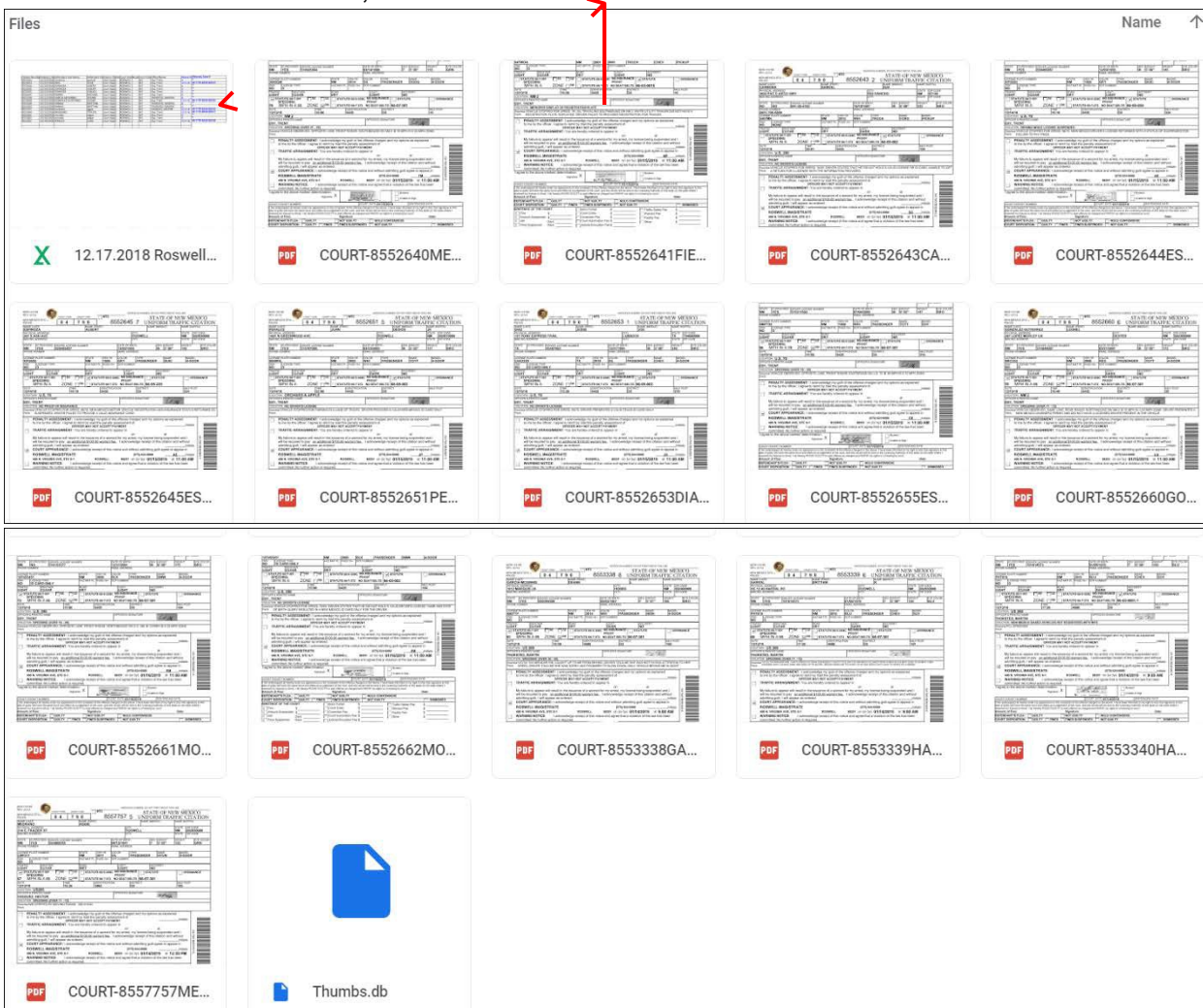


- \* Daily folders will display
  - \* Each daily folder will contain citations uploaded since the last reporting period
  - \* Citations in the Team Drive folder will arrive **prior** to the TraCS cover sheet & Odyssey case creation
  - \* TraCS cover sheet is received by email at the court the following day & the Odyssey process is initiated
  - \* Follow the process below to verify receipt of citations.
- \* Click on the specific date of the file folder located in the Team Drive:



**EXAMPLE:**

Share Folder for 12-17-18; Includes NMSP Cover sheet and 15 Citations:



## **NMSP DAILY COVER SHEET - INCLUDED IN THE TEAM DRIVE**

- \* The NMSP Daily Cover Sheet is a summary of all citation images uploaded to the daily folder
- \* From this example, 15 Citations are included in this Folder; 12 individual cases will be created (Three defendants have multiple citations);
- \* Some of these cases will be electronically created via the Odyssey overnight electronic processing method, and the remaining cases will be created via the Odyssey Workflow Queue
- \* Staff will no longer use citation entry to enter citations into Odyssey\*
- \* **Both processes are explained in the process below**

Sample: NMSP Daily Cover Sheet (12-17-17) (*this cover sheet will also be updated to include a column for Summons and NTC – to alert the court users that a criminal summons should be issued or a case may need to be manually created*)

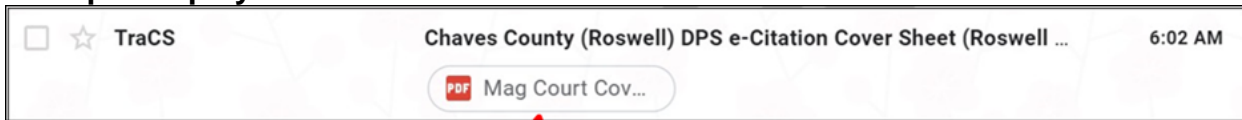
12.17.2018 Roswell__Mag_Court_Excel_Export_List.xlsx										
File Edit Insert Format Help										
Calibri 14 B I U A										
fx Defendant Last Name										
	A	B	C	D	E	F	G	H	I	J
1	Citation Num	Violation C	Defendant Last Name	Defendant	Citation	Sta	Court Na	Boo	Court Cc	OfficerName
2	8552643	2/13/2018	carmona	samuel	Court Ap	1	ROSWEL		M7	Eby, Trent
3	8552653	2/15/2018	DIAZ	JESSE	Court Ap	1	ROSWEL		M7	Eby, Trent
4	8552644	2/14/2018	ESPINOZA	ALBERT	Court Ap	1	ROSWEL		M7	Eby, Trent
5	8552645	2/14/2018	ESPINOZA	ALBERT	Court Ap	1	ROSWEL		M7	Eby, Trent
6	8552655	2/15/2018	ESPINOZA	CARLOS	Court Ap	1	ROSWEL		M7	Eby, Trent
7	8552641	2/13/2018	FIERRO	MICHAEL	Court Ap	1	ROSWEL		M7	Eby, Trent
8	8553338	2/13/2018	GARCIA-MCGINNIS	DEANN	Court Ap	1	ROSWEL		M7	THORSTED, MARTIN
9	8552660	2/15/2018	GONZALEZ-GUTIERREZ	LEONEL	Court Ap	1	ROSWEL		M7	Eby, Trent
10	8553340	2/13/2018	HARRAL	BRITTANI	Court Ap	1	ROSWEL		M7	THORSTED, MARTIN
11	8553339	2/13/2018	HARRAL	BRITTANI	Court Ap	1	ROSWEL		M7	THORSTED, MARTIN
12	8557757	2/13/2018	medrano	aggie	Court Ap	1	ROSWEL		M7	VASQUEZ, HECTOR
13	8552640	2/13/2018	MEDRANO	TAYLOR	Court Ap	1	ROSWEL		M7	Eby, Trent
14	8552661	2/16/2018	morales	edgar	Court Ap	1	ROSWEL		M7	Eby, Trent
15	8552662	2/16/2018	morales	edgar	Court Ap	1	ROSWEL		M7	Eby, Trent
16	8552651	2/14/2018	PERALES	JUAN	Court Ap	1	ROSWEL		M7	Eby, Trent
17										
18										

- \* There are some citations that will require **manual entry** at this time.
  - The NMSP cover sheet will also include columns for Summons and NTC (non-traffic citations) citations. **These citations do not YET meet the criteria for electronic case entry and will require manual case entry by court staff.** These citations are electronically uploaded to the Court Specific Team Drives to expedite the delivery of validated citations to the court.
  - The end goal is to electronically submit as many validated citations to the court as possible, using the Team Drives. Citations for DWI cases or any citations attached to a Criminal Complaint will NOT be uploaded / received via the Team Drive, nor flow electronically through Odyssey at this time.
  - Citations received from other Law Enforcement Agencies will continue to be manually entered by court staff.


## TraCS Cover Sheet

- \* The TraCS Daily cover sheet is a summary of all citations uploaded from the NMSP TraCS software for each court location
- \* The TraCS cover sheet is normally received by email, early the following morning (approx. 6:00 AM) for this example; it was received on 12-18-18
- \* The citations listed on the TraCS cover sheet should be the same citations that were received in the NMSP Team Drive the previous day
- \* For this example, the TraCS cover sheet - indicates **17** Citations; compare to NMSP cover sheet received in the Team Drive. (**NOTE:** the NMSP Admin cover sheet does not indicate any citations for 'Herrera' as the TraCS cover sheet does. This indicates the 'Herrera' citations were NOT electronically uploaded to the Team Drive – they were delivered manually to the court – hand delivering citations to the court will become increasingly less frequent)
- \* **Verify the receipt of each citation listed on the TraCS cover sheet.** Any inconsistencies should be reported to the NMSP District Admin
- \* **Update (3/19/19)** the newest version of the TraCS cover sheet will include columns for 'Manual Upload'; 'NTC'; 'Booked'; and 'Unable to Sign'
- \* (In this example, the two highlighted citations for Herrera, were NOT received in the Team Drive. This is a **RED FLAG** for the court staff to research what may have happened with these citations. (In this example, it was discovered these two Citations were hand delivered to the court because they were not signed by the defendant (as indicated in the 'Unable to Sign'. A case was then manually created. These types of NTC citations will generally be **included** in the Team Drive for manual processing.)

### Sample display of the TraCS E-Mail:



### Attachment:

 <b>TraCS Citation Cover Sheet</b>												
Agency Name:			Court:				Date:					
NEW MEXICO STATE POLICE			ROSWELL MAGISTRATE				12/18/2018					
Citation Issue Date	Full Citation Number	Offender Last Name	Offender First Name	Officer	Officer ID	Appear by Date	County Code	District	Manual Upload	NTC	Booked	Unable to Sign
12/13/2018	0479085526432	CARMONA	SAMUEL	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/15/2018	0479085526531	DIAZ	JESSE	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/14/2018	0479085526440	ESPINOZA	ALBERT	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/14/2018	0479085526457	ESPINOZA	ALBERT	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/15/2018	0479085526556	ESPINOZA	CARLOS	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/13/2018	0479085526416	FIERRO	MICHAEL	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/13/2018	0479085533388	GARCIA-MCGINNIS	DEANN	THORSTED, MARTIN	4686	1/14/2019	04	D3	-	-	-	-
12/15/2018	0479085526606	GONZALEZ-GUTIER	LEONEL	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/13/2018	0479085533396	HARRAL	BRITTANI	THORSTED, MARTIN	4686	1/14/2019	04	D3	-	-	-	-
12/13/2018	0479085533404	HARRAL	BRITTANI	THORSTED, MARTIN	4686	1/14/2019	04	D3	-	-	-	-
12/14/2018	0479085541241	HERRERA	JOSEPHINA (JOSIE)	GLOSSOP, JACOB	6413		04	D3	-	-	-	Y
12/14/2018	0479085541258	HERRERA	JOSEPHINA (JOSIE)	GLOSSOP, JACOB	6413		04	D3	-	-	-	Y
12/13/2018	0479085577575	MEDRANO	AGGIE	VASQUEZ, HECTOR	3862	1/14/2019	04	D3	-	-	-	-
12/13/2018	0479085526408	MEDRANO	TAYLOR	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
12/16/2018	0479085526622	MORALES	EDGAR	EBY, TRENT	6435	1/16/2019	04	D3	-	-	-	-
12/16/2018	0479085526614	MORALES	EDGAR	EBY, TRENT	6435	1/16/2019	04	D3	-	-	-	-
12/14/2018	0479085526515	PERALES	JUAN	EBY, TRENT	6435	1/15/2019	04	D3	-	-	-	-
<b>Total Number of Citations in Batch</b>				<b>17</b>								

- \* In this continuing scenario, 12 cases should be created from the 15 citations originally received via the Drive
- \* Five cases, including 5 citations were electronically created in the Odyssey overnight process
- \* Seven items should display in the Workflow Queue for party matching; creating 7 cases for the remaining 10 citations
- \* **Also note**; one case was created manually by the court for the 2 'Herrera' citations that were hand delivered to the court
- \* **All citations from the Team Drive and the TraCS cover sheet are accounted for**

### **Print Citations from folder in Team Drive:**

- \* Citations can be printed individually from the **Team Drive**:
  - o (Double click on the citation and select print) or the folder can be downloaded to the user's hard drive and printed (by right clicking on the daily folder and selecting the download option'). If downloaded, the file will be downloaded as a zip file. Once downloaded, right click on the file and select Extract All. A prompt will display to Select a Destination and Extract File. Select the Browse option to save the file either on the Desktop or in a specific file created for citations; select Extract. The NMSP cover sheet and citations are displayed. Hold down the Shift key and continuously click on each citation; when all are selected, click on Print. (or Click on Edit>Select All>Print)
- \* **File stamp** each citation, with the date you are processing them. Sort citations into alpha order for easier processing

## Create ECR Report:

### Create, Memorize and Schedule NEW ECR Report 'AOC – Electronic Citation Project'

MAG - Electronic Cases Created from LEA Upload MAG - Electronic Cases Created from LEA Upload

#### Electronic Citation Report

Court: ROSWELL Magistrate Court

Date: 12/16/2018 - 12/17/2018

Defendant	Date Birth	Case Number	CitationNumber	Offense Description	Officer	Agency
DIAZ, JESSE	12/31/1984	M-7-TR-2018-02140	0479085526531	No Driver's license	Eby, Trent, Ofc. NMSP	New Mexico State Police
GONZALEZ-GUTIERREZ, LEONEL	03/21/2001	M-7-TR-2018-02139	0479085526606	Speeding (Over 11 - 15)	Eby, Trent, Ofc. NMSP	New Mexico State Police
MEDRANO, AGGIE	04/15/1947	M-7-TR-2018-02143	0479085577575	Speeding (Over 11 - 15)	Vasquez, Hector, Ofc. NMSP	New Mexico State Police
MEDRANO, TAYLOR	03/14/1996	M-7-TR-2018-02142	0479085526408	Speeding (Over 21 - 25)	Eby, Trent, Ofc. NMSP	New Mexico State Police
PERALES, JUAN	03/23/2003	M-7-TR-2018-02141	0479085526515	No Driver's license	Eby, Trent, Ofc. NMSP	New Mexico State Police

- \* The 'Electronic Citation Report' generates a list of cases that were created in the Odyssey *overnight* process, by agency
- \* This report can be scheduled to send a report in PDF format to the user's email and/or create a list for use in Odyssey List Manager
- \* The Odyssey electronic case processing is currently scheduled to run every morning at 6:00 AM
- \* This report can be scheduled any time after 6:00 AM, set up to email the user so it will be available first thing in the morning
- \* The report will provide the user with all of the cases created in the overnight process that was just completed
- \* Any cases created from the Odyssey workflow queue will not be included in this report

**Job Processing Note:**

When cases are created early in the day – from the electronic process and from the E-Citation workflow queue; another automatic ‘behind the scenes’ job is scheduled to run every day at 11:00 AM. This job will ensure automatic docketing of the Opening Events (1000) and the Count (1-7) Citation Events and/or Additional Citation (5890-5897) to each case.

The job will first check to determine IF the events have been docketed to the case. If they have not been docketed, the job WILL automatically docket the events to the case. If the events have already been docketed to the case, the job WILL NOT docket any events to the case. This process should eliminate the possibility of any double docketing, while providing the option for an electronic process.

Below are the parameters to generate the PDF version of the ‘Mag – Electronic Cases Created from LEA Update’

MAG - Electronic Cases Created from LEA Uploa    MAG - Electronic Cases Created from LEA Upload

(Note: Use ‘Y’ & ‘T’ in the Start and End Date fields for this report – *this is a ‘Sample setup’*)

The screenshot shows a software window titled "MAG - Electronic Cases Created from LEA Uploa". Inside the window, there is a header "MAG - Electronic Cases Created from LEA Upload" and three buttons: "Clear", "Memorize", and "Recall". Below these are several input fields:

- Court:** Chaves County Magistrate Court
- Start Date:** y (calendar icon) Wednesday, February 6, 2019
- End Date:** t (calendar icon) Thursday, February 7, 2019
- Agency:** New Mexico State Police
- Output Format:** PDF Format

At the bottom of the window, there are three buttons: "Submit", "Schedule" (highlighted with a red box), and "Exit".

### Select Schedule:

- \* Start Date = t
- \* Time = select any time after 6:00 AM and before 8:00 AM (if you want the report waiting in your In Box)
- \* Comment = Description of Report
- \* Select the Job Recurrence Arrows

**Add Job Schedule Entry**

**Job Definition**

Job Definition: **Enterprise Custom Reporting Job**

Description: **Custom Report: MAG - Electronic Cases**

Start Date: t Start Time: 7:14 AM

Comment: Roswell - NMSP Electronic Cases Created in Overnight Odyssey Process

Save Exit

### From Add Job Recurrence

- \* Start Time should display
- \* Select Daily - Radio Button
- \* Every 1 Day - Radio Button
- \* Start date should be filled
- \* No End date - Radio Button should be selected
- \* Run recurring job as configured - Radio Button should be selected
- \* Select SAVE

**Add Job Recurrence**

Job Definition: **Enterprise Custom Reporting Job**

Description: **Custom Report: MAG - Electronic Cases Created from**

Comment: Roswell - NMSP Electronic Cases Created in Overnight Odyssey Process

**Recurrence**

Start Time: 7:14 AM

**How often does this job recur?**

Hourly  Every 1 day(s)

Daily  Every weekday

Weekly

Monthly

Yearly

**When does this recurrence start and end?**

Start Date: 02/07/2019

No end date

End after: 10 occurrences

End by: 04/18/2019

**What is the approach for job sequencing on this recurrence?**

Run recurring job as configured

Do not start next recurrence of job until the current job in this job definition has completed processing

Do not start next recurrence of job until the following jobs have completed processing

Job Definitions: [ ]

Save Exit

## E-mail options Display

- Email report to yourself
- CC copy to appropriate staff, if applicable
- Add Comment: (same as earlier) 'Roswell (*Use your location*) NMSP Electronic Cases Created in Overnight Odyssey Process'
- Check mark the 'Attach Any Files Generated by Job' option
- Select Finish

The screenshot shows a dialog box titled "Add Email Notification Recipients". It has fields for "To" (filled with "tfouratt@nmcourts.gov"), "Cc", and "Bcc". There is a "Comment" field with a small icon and "ASC" text. Below are three checkboxes: "Attach Any Files Generated by Job" (checked), "Attach Any Files Generated by Job and Keep Files in Job History" (checked), and "Copy Job Files to Directory" (unchecked). A "Directory" field is present below the checkboxes. At the bottom are "Cancel" and "Finish" buttons, with the "Finish" button highlighted by a red rectangle.

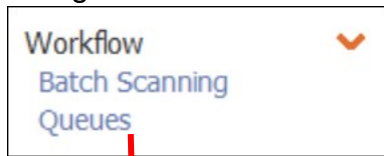
## Sample copy of Generated Report 'Mag-Electronic Cases Created from LEA Upload'

Electronic Citation Report						
Court: ROSWELL Magistrate Court						
Date: 12/16/2018 - 12/17/2018						
Defendant	Date Birth	Case Number	CitationNumber	Offense Description	Officer	Agency
DIAZ, JESSE	12/31/1984	M-7-TR-2018-02140	0479085526531	No Driver's license	Eby, Trent, Ofc. NMSP	New Mexico State Police
GONZALEZ-GUTIERREZ, LEONEL	03/21/2001	M-7-TR-2018-02139	0479085526606	Speeding (Over 11 - 15)	Eby, Trent, Ofc. NMSP	New Mexico State Police
MEDRANO, AGGIE	04/15/1947	M-7-TR-2018-02143	0479085577575	Speeding (Over 11 - 15)	Vasquez, Hector, Ofc. NMSP	New Mexico State Police
MEDRANO, TAYLOR	03/14/1996	M-7-TR-2018-02142	0479085526408	Speeding (Over 21 - 25)	Eby, Trent, Ofc. NMSP	New Mexico State Police
PERALES, JUAN	03/23/2003	M-7-TR-2018-02141	0479085526515	No Driver's license	Eby, Trent, Ofc. NMSP	New Mexico State Police

- **Verify** this information against the TraCS cover sheet
- Manually write the Odyssey case number on the related, printed citations
- Cases created by the electronic process, are configured to **automatically** docket the Opening Event and Citation Event(s):
  - TR Cases – 1000 OPN: Citation Filed
  - MR Cases – 1000 OPN: Citation Filed
  - 5890-5896 Count (1-7) Citation and (5897) Additional Citation (if applicable)
- All citation information has been electronically entered into the cases created by the Odyssey overnight process

## Proceed to the E-Citation Workflow Queue

Navigate to the E-Citation Workflow Queue:



- The remaining 7 cases are in the E-Citation Workflow Queue ready for specific partymatching
  - The electronic process in Odyssey was unsure of a party match and created entries in the Workflow Queue to be manually matched by court staff. By accepting or rejecting these entries, **parties will be manually matched and new cases created or rejected**
- **Select Start** to 'work' cases in the queue (these entries will NOT appear in alpha order).



**ODYSSEY WORKFLOW QUEUE:**

- Select START, the first entry displays
- Click on the first entry
- Confirm receipt of this citation using the citations printed from the Team Drive. (In this example, the defendant has two citations)
- Use the scroll bar at the right to scroll down for more information on the citations issued.

Accept/Reject Electronic Filing

Electronic File Information Original Print

Source	Reference Number	EFile Type	Location
CR	mthorsted7901213020180 -MT168-D0	NMCitation	Chaves County Magistrate Court in Roswell

---

**Citation Data**

Citation Number	0479085533396
Offense Date	12/13/2018
Offense Time	05:29:00 PM
Ticket Date	12/13/2018
Party	HARRAL, BRITTANI R
Party Address	HC 12 49 HARRAL RD ROSWELL, NM 88203-0000

Reason Sent to Queue: Possible party matches

**Case Information**

Decision  Accept  Reject

Next Skip Skip/Send Exit

(Copy of first citation for defendant (Harral) - received in the Team Drive)

MVD-11015E REV. 07/13

STATE OF NEW MEXICO UNIFORM TRAFFIC CITATION

COUNTY CODE: 04 AGENCY CODE: 790 NTC CITATION NUMBER: 8553339 6

NAME (LAST): HARRAL NAME (FIRST): BRITTANI NAME (MIDDLE): R

PHYSICAL ADDRESS: HC 12 49 HARRAL RD CITY: ROSWELL STATE: NM ZIP CODE: 882030000

MAILING ADDRESS: HC 12 49 HARRAL RD CITY: ROSWELL STATE: NM ZIP CODE: 882030000

STATE: NM ID PROVIDED: YES DRIVER LICENSE NUMBER: 101614573 DATE OF BIRTH: 01/06/1978 SEX: F HEIGHT: 5' 08" WEIGHT: 150 EYE COLOR: BLU

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LICENSE PLATE NUMBER: PHT819 STATE: NM VEH YR: 2016 COLOR: BLU TYPE: PASSENGER MAKE: CHEV MODEL: SUV

CMV: NO LICENSE TYPE: D HAZ MAT PL: \_\_\_\_\_ PASS 16+: \_\_\_\_\_ DOT NUMBER: \_\_\_\_\_

TRAFFIC LIGHT: YES WEATHER: CLEAR ROAD: DRY LIGHT: DARK ACCIDENT: NO

STATUTE 66-7-301 SPEEDING 68 MPH IN A 55 ZONE  RH  STATUTE 66-5-229C NO INSURANCE PROOF  STATUTE  ORDINANCE

DATE: 12/13/18 TIME: 17:29 IDENTIFICATION: 4686 DISTRICT: D3 MILE POST: 161

LOCATION: US 380 OFFICER'S PRINTED NAME: THORSTED, MARTIN OFFICER'S SIGNATURE: *[Signature]*

VIOLATION: SPEEDING (OVER 11 - 15)

Essential VIO/SIL R/A M/RADAR W/B. I HAD FLASHED MY REAR EMERGENCY LIGHTS TO SLOW THE W/B WHICH SLOWED FROM 75 MPH IN A 65 MPH ZONE TO 63 MPH. THEN Fact: CROSSED INTO A 55 MPH ZONE AND SPED UP TO 68 MPH. DRIVER ASKED ME TO HURRY UP SO SHE WOULD NOT HAVE TO SPEED TO A DINNER

PENALTY ASSESSMENT: I acknowledge my guilt of the offense charged and my options as explained to me by the officer. I agree to remit by mail the penalty assessment of \_\_\_\_\_ initials

TRAFFIC ARRAIGNMENT: You are hereby ordered to appear in \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ My failure to appear will result in the issuance of a warrant for my arrest, my license being suspended and I will be required to pay an additional \$100.00 warrant fee. I acknowledge receipt of this citation and without admitting guilt, I will appear as ordered. \_\_\_\_\_ initials

COURT APPEARANCE: I acknowledge receipt of this notice and without admitting guilt agree to appear in ROSWELL MAGISTRATE (575) 624-6088 \_\_\_\_\_ initials

400 N. VIRGINIA AVE, STE G-1 ROSWELL 88201 on (or by) 01/14/2019 at 9:00 AM

WARNING NOTICE: I acknowledge receipt of this notice and agree that a violation of the law has been committed. No further action is required.

04790 8553339 6

Scrolling down through the 'Electronic File Information', the second citation is displayed and matched to the copy of the citation received from the Team Drive.

Accept/Reject Electronic Filing

**Electronic File Information** Original Print

Filed Date: 12/17/2018  
 Appear By Location: Chaves County Magistrate Court in Roswell  
 Appear By Date: 01/14/2019

**Citation Number: 0479085533404**

Offense Date: 12/13/2018  
 Offense Time: 05:29:00 PM  
 Ticket Date: 12/13/2018  
 Party: HARRAL, BRITTANI R  
 Party Address: HC 12 49 HARRAL RD  
 ROSWELL, NM 88203-0000  
 Date of Birth: 01/05/1978  
 Eyes: Blue

Reason Sent to Queue: Possible party matches

**Case Information**

Decision:  Accept  
 Reject

(Copy of second citation for defendant (Harral) - received from the Team Drive)

MVD-11015E  
 REV. 07/13

COUNTY CODE: 04 AGENCY CODE: 790 NTC  
 MICROFILM NUMBER, DO NOT PRINT ABOVE THIS LINE: 8553340 4

NEW MEXICO STATE POLICE

**STATE OF NEW MEXICO  
 UNIFORM TRAFFIC CITATION**

NAME (LAST): HARRAL NAME (FIRST): BRITTANI NAME (MIDDLE): R NAME (SUFFIX):  
 PHYSICAL ADDRESS: HC 12 49 HARRAL RD CITY: ROSWELL STATE: NM ZIP CODE: 882030000  
 MAILING ADDRESS: CITY: STATE: ZIP CODE:

STATE: NM ID PROVIDED: YES DRIVER LICENSE NUMBER: 101614573 DATE OF BIRTH: 01/05/1978 SEX: F HEIGHT: 5' 08" WEIGHT: 150 EYE COLOR: BLU  
 PHONE NUMBER: EMAIL ADDRESS:

LICENSE PLATE NUMBER: PHT819 STATE: NM VEH YR: 2016 COLOR: BLU TYPE: PASSENGER MAKE: CHEV MODEL: SUV  
 CMV: NO LICENSE TYPE: D HAZ MAT PL: PASS 16+ DOT NUMBER:

TRAFFIC LIGHT: WEATHER: CLEAR ROAD: DRY LIGHT: DARK ACCIDENT: NO  
 STATUTE 66-7-301 SPEEDING MPH IN A ZONE: RH  STATUTE 66-5-229C NO INSURANCE PROOF  STATUTE  ORDINANCE  
 STATUTE 66-7-372 NO SEAT BELTS 66-03-0001.1

DATE: 12/13/18 TIME: 17:29 IDENTIFICATION: 4686 DISTRICT: D3 MILE POST: 161  
 LOCATION: US 380

OFFICER'S PRINTED NAME: THORSTED, MARTIN OFFICER'S SIGNATURE:

VIOLATION: NEW MEXICO BASED VEHICLES NOT REGISTERED WITH MTD  
 Essential PC= SPEEDING  
 Facts:

**PENALTY ASSESSMENT:** I acknowledge my guilt of the offense charged and my options as explained to me by the officer. I agree to remit by mail the penalty assessment of \_\_\_\_\_ initials  
**OFFICER MAY NOT ACCEPT PAYMENT**

**TRAFFIC ARRAIGNMENT:** You are hereby ordered to appear in \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
 My failure to appear will result in the issuance of a warrant for my arrest, my license being suspended and I will be required to pay an additional \$100.00 warrant fee. I acknowledge receipt of this citation and without admitting guilt, I will appear as ordered. \_\_\_\_\_ initials

**COURT APPEARANCE:** I acknowledge receipt of this notice and without admitting guilt agree to appear in  
**ROSWELL MAGISTRATE** (575) 624-6088 \_\_\_\_\_ initials  
 400 N. VIRGINIA AVE, STE G-1 ROSWELL 88201 on (or by) **01/14/2019** at **9:00 AM**

**WARNING NOTICE:** I acknowledge receipt of this notice and agree that a violation of the law has been committed. No further action is required.

04 790 8553340 4

When citations are confirmed, ensure the **Accept** radio button is selected  
 Select Next

**Accept/Reject Electronic Filing**

**Electronic File Information** Original Print

Filed Date: 12/11/2018  
 Appear By Location: Chaves County Magistrate Court in Roswell  
 Appear By Date: 01/14/2019  
 Citation Number: 0479085533404  
 Offense Date: 12/13/2018  
 Offense Time: 05:29:00 PM  
 Ticket Date: 12/13/2018  
 Party: HARRAL, BRITTANI R  
 Party Address: HC 12 49 HARRAL RD  
 ROSWELL, NM 88203-0000  
 Date of Birth: 01/05/1978  
 Eyes: Blue

Reason Sent to Queue: Possible party matches

**Case Information**

Decision:  Accept  Reject

Next Skip Skip/Send Exit

**NOTE:**  
 Selecting the 'SKIP' option, changes the status of the filing to Pending

Possible party matches are displayed:

**Match to Existing Records**

**You Entered** Add as a new party

HARRAL, BRITTANI R	F	508 150	NM-101614573	HC 12 49 HARRAL RD ROSWELL, NM 88203-0000
01/05/1978				

⚠ 1 possible match Page 1 of 1

	Name / Alias	R/S/DOB	H/W	Identifiers	Address
1	HARRAL, BRITTANI R Harral, Brittani	F 01/05/1978	508 150	NM-101614573 SSN: 525-47-3149 LegacyID: 50981_rosm	HC 12 49 Harral Rd Roswell, NM 88203

Save Exit

When the Party is matched – confirm the current known address is the same address as listed on the citation(s). If the address has changed it can be updated using List Manager at the end of this process.

- Using the same process of currently matching parties, select the one (1) possible match or select the yellow hyperlink to 'Add as a new party'
  - 'Party Mismatches' are the same types of party matching errors encountered in the manual process. Odyssey displays a list of possible party matches, based on the information received from the citation. The possible match party can be selected by the user, if the personal identifying information matches, or a new party can be created. *In this example, the possible match displayed was selected.*
- Once the party is matched, or a new party created, **a new case is created and displayed:**



When the party is matched, and upon Save; NEW case is created and displayed:



- Manually write the Odyssey case number on the printed copies of the citations
- Select DONE; Next Citation automatically displays for verification

Continue matching and/or creating new parties to create new cases in Odyssey by clicking on the **next entry**

The screenshot displays the E-Citation Chaves County Magistrate Court in Roswell interface. The main table lists entries with columns: Type/Source, Status/Reason, Data, Date/Time In, and Age. The first entry is 'EFile CR' with status 'Pending Possible party matches'. A red arrow points to the 'next entry' button in the top right of the table. A modal window titled 'Accept/Reject Electronic Filing' is open, showing 'Electronic File Information' and 'Citation Data'. The 'Party' field in the citation data is highlighted with a red box and contains the text 'FIERRO, MICHAEL S'. Below the citation data, there are radio buttons for 'Accept' and 'Reject'.

- When all parties in the E-Citation Workflow Queue have been matched, proceed to List Manager to create a List of ALL cases created for the specific date.

HELPFUL HINTS when working Cases in the E-Citation Workflow Queue:

**Rejecting Entries:**

The following are the current '**Electronic File REJECT Reasons**':

- DEFAPP – Defendant appeared/manually entered/ electronic duplicate
- DEFBOOK – Defendant arrested / manually entered / booked not checked
- EXIST – Known to belong to existing case
- LEADUP – LEA duplicate(s); new citations(s) issued

**Entries in the Workflow Queue can be 'Rejected'** for the following reasons.  
Electronic File Reject Reason - definitions

**1. Defendant Appeared / Manually entered / electronic duplicate**

This should be avoided if possible. If a citation received from the Team Drive is manually entered, it is also likely to have a case that was electronically created, resulting in two cases created for the same defendant/charge/citation. If this happens, one case would need to be manually deleted.

**2. Defendant Arrested / Manually Entered / Booked not Checked**

Used when a citation was uploaded to the Team Drive and received on the TraCS cover sheet; but does not currently meet the requirements to electronically create a case in Odyssey. For example, a citation that is associated with a DWI citation / case.

**3. Known to Belong to Existing Case**

May be the most utilized reject reason.

It is possible, additional citation(s) could display in the Workflow Queue for cases that were electronically created in the Odyssey overnight process.

If this occurs, confirm the citations for the Defendant against the TraCS cover sheet, if the Defendant has additional or multiple charges that are included in the Workflow Queue, the item in the queue would be '**Rejected**' *as to not create an additional case*.

The 'Reason' code 'Known to belong to existing case' would be entered; as the additional citation should be attached to the **existing** case and **NOT create a new case**.

Enter the existing case number in the mandatory Comment field for cross reference.

**4. LEA duplicate(s): New Citations(s) Issued**

Used when NMSP issued citations to replace previously issued citations.

**LIST MANAGER: CREATE LIST IN LIST MANAGER FOR ALL CASES CREATED FOR SPECIFIC DATE:**

- Create a new list using List Manager for ALL cases created for specific date.
  - Select Perform Query
  - Select Cases
  - Select Location = local court
  - Case Category = Criminal
  - Case Types = Misdemeanor (Mag); Traffic
  - Users: IntegrationAdmin and select court user(s) that worked the Workflow Queue to create new cases
  - Date: Enter specific date
- **MEMORIZE** report: for example: ALL TR-MR Cases Created by IntegrationAdmin AND Users
- **RECALL** – report for next use

Select Cases

Cases Included Clear Recall Memorize

Location Chaves County Magistrate Court

From Case #

To Case #

Judicial Officer

Case Category Criminal

Case Type Misdemeanor (Mag); Traffic

Case Subtype

Case Security Group

Offense Codes

Cause of Action

Case Status

Case Flag

Event Type

Created by User IntegrationAdmin, IntegrationAdmin; Fouratt, Tobie

Filed Between Start Date 12-17-18 12/17/2018

End Date 12-17-18 12/17/2018

Appear By Between Start Date

End Date

Create Exit

Sample of generated list for User: IntegrationAdmin AND Users:

Case #	Style	Case Type	Judicial Officer	Status
M-7-TR-2018-02225	State of New Mexico v. SAMUEL ISIA CARMONA	Traffic 12/17/2018	Rogers, K. C. Chaves County Magistr...	Pending Crimin 01/16/2019
M-7-TR-2018-02219	State of New Mexico v. JESSE JOE DIAZ	Traffic 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Pending Crimin 01/24/2019
M-7-MR-2018-00879	State of New Mexico v. ALBERT ESPINOZA	Misdemeanor (Mag) 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Pending Crimin 01/16/2019
M-7-TR-2018-02226	State of New Mexico v. Carlos Andres Espinoza	Traffic 12/17/2018	Rogers, K. C. Chaves County Magistr...	Pending Crimin 01/16/2019
M-7-TR-2018-02224	State of New Mexico v. MICHAEL S FIERRO	Traffic 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02221	State of New Mexico v. DEANN L GARCIA-MCGINNIS	Traffic 12/17/2018	Rogers, K. C. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02220	State of New Mexico v. LEONEL GONZALEZ-GUTIERREZ	Traffic 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02222	State of New Mexico v. BRITTANI R HARRAL	Traffic 12/17/2018	Rogers, K. C. Chaves County Magistr...	Final Closed 12/18/2018
M-7-MR-2018-00871	State of New Mexico v. Josephina Sanchez Herrera	Misdemeanor (Mag) 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Inactive 01/29/2019
M-7-TR-2018-02216	State of New Mexico v. AGGIE MEDRANO	Traffic 12/17/2018	Rogers, K. C. Chaves County Magistr...	Final Closed 12/19/2018
M-7-TR-2018-02217	State of New Mexico v. TAYLOR SALLEE MEDRANO	Traffic 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02227	State of New Mexico v. EDGAR DANIEL MORALES	Traffic 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Dispositioned I. 12/20/2018
M-7-TR-2018-02218	State of New Mexico v. JUAN DEDIOS PERALES	Traffic 12/17/2018	Fouratt, E. J. Chaves County Magistr...	Final Closed 01/03/2019

13 New Cases Created

- Review the generated list from List Manager. Compare list against the TraCS and NMSP cover sheets to confirm receipt and entry of **ALL** cases/citations
- In this example, the case for ‘Herrera’ that was created manually by the court is included.
- The List Manager list may contain *other* cases that were created in the normal court process. If so, delete those cases from the List Manager list (right click on that row and delete). Review Total Results on List Manager compare totals to cover sheets.
- Make note of any exceptions that need further review.
- Use the confirmed list in List Manager to review cases and docket/scan/print shown below.

A	B	C	D	E	F	G	H	I	J
Citation Num	Violation C	Defendant Last Name	Defendant	Citation	Sta	Court Ns	Boo	Court Co	OfficerName
8552643	2/13/2018	carmona	samuel	Court Af	1	ROSWEL		M7	Eby, Trent
8552653	2/15/2018	DIAZ	JESSE	Court Af	1	ROSWEL		M7	Eby, Trent
8552644	2/14/2018	ESPINOZA	ALBERT	Court Af	1	ROSWEL		M7	Eby, Trent
8552645	2/14/2018	ESPINOZA	ALBERT	Court Af	1	ROSWEL		M7	Eby, Trent
8552655	2/15/2018	ESPINOZA	CARLOS	Court Af	1	ROSWEL		M7	Eby, Trent
8552641	2/13/2018	FIERRO	MICHAEL	Court Af	1	ROSWEL		M7	Eby, Trent
8553338	2/13/2018	GARCIA-MCGINNIS	DEANN	Court Af	1	ROSWEL		M7	THORSTED, MARTIN
8552660	2/15/2018	GONZALEZ-GUTIERREZ	LEONEL	Court Af	1	ROSWEL		M7	Eby, Trent
8553340	2/13/2018	HARRAL	BRITTANI	Court Af	1	ROSWEL		M7	THORSTED, MARTIN
8553339	2/13/2018	HARRAL	BRITTANI	Court Af	1	ROSWEL		M7	THORSTED, MARTIN
8557757	2/13/2018	medrano	aggie	Court Af	1	ROSWEL		M7	VASQUEZ, HECTOR
8552640	2/13/2018	MEDRANO	TAYLOR	Court Af	1	ROSWEL		M7	Eby, Trent
8552661	2/16/2018	morales	edgar	Court Af	1	ROSWEL		M7	Eby, Trent
8552662	2/16/2018	morales	edgar	Court Af	1	ROSWEL		M7	Eby, Trent
8552651	2/14/2018	PERALES	JUAN	Court Af	1	ROSWEL		M7	Eby, Trent

 TraCS Citation Cover Sheet

<b>Agency Name:</b> NEW MEXICO STATE POLICE		<b>Court:</b> ROSWELL MAGISTRATE				<b>Date:</b> 12/18/2018			
Citation Issue Date	Full Citation Number	Offender Last Name	Offender First Name	Officer	Officer ID	Appear by Date	Court Location Name	County Code	District
12/13/2018	0479085526432	CARMONA	SAMUEL	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/15/2018	0479085526531	DIAZ	JESSE	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/14/2018	0479085526440	ESPINOZA	ALBERT	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/14/2018	0479085526457	ESPINOZA	ALBERT	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/15/2018	0479085526556	ESPINOZA	CARLOS	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/13/2018	0479085526416	FIERRO	MICHAEL	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/13/2018	0479085533388	GARCIA-MCGINNIS	DEANN	THORSTED, MARTIN	4686	1/14/2019	ROSWELL MAGISTRATE	04	D3
12/15/2018	0479085526606	GONZALEZ-GUTIER	LEONEL	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/13/2018	0479085533396	HARRAL	BRITTANI	THORSTED, MARTIN	4686	1/14/2019	ROSWELL MAGISTRATE	04	D3
12/13/2018	0479085533404	HARRAL	BRITTANI	THORSTED, MARTIN	4686	1/14/2019	ROSWELL MAGISTRATE	04	D3
12/14/2018	0479085541241	HERRERA	JOSEPHINA (JOSIE)	GLOSSOP, JACOB	6413		ROSWELL MAGISTRATE	04	D3
12/14/2018	0479085541258	HERRERA	JOSEPHINA (JOSIE)	GLOSSOP, JACOB	6413		ROSWELL MAGISTRATE	04	D3
12/13/2018	0479085577575	MEDRANO	AGGIE	VASQUEZ, HECTOR	3862	1/14/2019	ROSWELL MAGISTRATE	04	D3
12/13/2018	0479085526408	MEDRANO	TAYLOR	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
12/16/2018	0479085526622	MORALES	EDGAR	EBY, TRENT	6435	1/16/2019	ROSWELL MAGISTRATE	04	D3
12/16/2018	0479085526614	MORALES	EDGAR	EBY, TRENT	6435	1/16/2019	ROSWELL MAGISTRATE	04	D3
12/14/2018	0479085526515	PERALES	JUAN	EBY, TRENT	6435	1/15/2019	ROSWELL MAGISTRATE	04	D3
<b>Total Number of Citations in Batch</b>		<b>17</b>							

**LIST MANAGER:**

- Using the same list in List Manager:
  - click into each case; navigate to the Events Tab; select the Count (1-7) Citation or Additional Citation Event; right click on the event
  - select Scan Document; and scan the related citation to the event
  - **Note:** Ensure citation(s) are scanned to the related event(s) in the **same order** as they appear in the Charges Tab.
- While in case, confirm charges, **party address**, events, images, and officer info, etc. Enter updates / changes as necessary. (*Pay special attention to party address information*)
- Continue until all citations are scanned to the related case events
- Sample of Docketed Event with scanned image of citation:

M-7-TR-2018-02222		Forms Save/Copy Save Exit
State of New Mexico v. BRITTANI R HARRAL		
Type Traffic <span style="float: right;">Inactive</span>		
Events <span style="float: right;">Previous Next</span>		
Date	Type and Comment	
12/17/2018	OPN: CITATION FILED	
12/18/2018	Count 2 Citation	
12/18/2018	Count 1 Citation	

12/17/2018	OPN: CITATION FILED	
12/17/2018	Count 2 Citation	
12/17/2018	Count 1 Citation	
		<ul style="list-style-type: none"> <li>Add Related Event</li> <li>Add Related Service</li> <li>Add Related Hearing</li> <li>Print Form</li> <li>Modify Event Relationships</li> <li>View Documents</li> <li><b>Scan Document</b></li> </ul>

## LIST MANAGER:

- Use the same list in List Manager; Perform Action; Print Case Forms
  - **Note:** Adjust list as necessary to print forms for Traffic Packet or Misdemeanor Packet

The screenshot shows the 'List Manager' application interface. At the top, it displays 'Location: Chaves County Magistrate Court in Roswell' and 'List Name: Roswell ALL NMSP Cases 12-17-18'. The table below lists several cases with columns for Case #, Style, Case Type, Judicial Officer, and Status. A 'Select Action' dropdown menu is open over the table, listing various actions such as 'Delete Cases', 'Expunge Cases', 'Generate Criminal Case Warrants', 'Party Address Export', 'Pay/Appear Past Due Batch Notices', 'Print Case Form', 'Print Case Summaries', 'Reassign Judicial Officer and Hearing', 'Schedule Hearings', and 'Update Cases'. The 'Print Case Form' option is highlighted.

Case #	Style	Case Type	Judicial Officer	Status
M-7-TR-2018-02225	State of New Mexico v. SAMUEL ISIA CARMONA	Traffic 12/17/2018	Rogers, K. C. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02219	State of New Mexico v.		Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-MR-2018-00879	State of New Mexico v.		Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02226	State of New Mexico v. ESPINOZA		Rogers, K. C. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02224	State of New Mexico v.		Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02221	State of New Mexico v. MCGINNIS		Rogers, K. C. Chaves County Magistr...	Pending 12/17/2018
M-7-TR-2018-02220	State of New Mexico v. GUTIERREZ		Fouratt, E. J. Chaves County Magistr...	Pending 12/17/2018
M-7-MR-2018-00871	State of New Mexico v. Jacobina Sanchez Barrera	Misdemeanor (Misd)	Fouratt, E. J.	Pending Crimi

The screenshot shows the 'Print Case Form' dialog box. It has checkboxes for 'Print Preview' (checked), 'Printer Prompt', and 'Print File Copy'. Under 'Print Case Form', there are dropdown menus for 'Appellate', 'Civil', and 'Criminal'. The 'Select Codes' section has a text input field containing 'Traffic Packet' and a list below it with one item: '1. M-CR-TRAFFIC PACKET'.

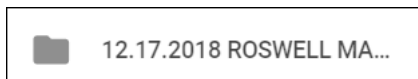
The screenshot shows the 'Print Case Form' dialog box. It has checkboxes for 'Print Preview' (checked), 'Printer Prompt', and 'Print File Copy'. Under 'Print Case Form', there are dropdown menus for 'Appellate', 'Civil', and 'Criminal'. The 'Select Codes' section has a text input field containing 'Misdemeanor Packet' and a list below it with two items: '1. M-CR-MISDEMEANOR PACKET' and '2. M-CR-MISDEMEANOR PACKET w/CONTRACT DEF COUNSEL C'.

**REMINDER:** In the following instances Odyssey will NOT create an electronic case:

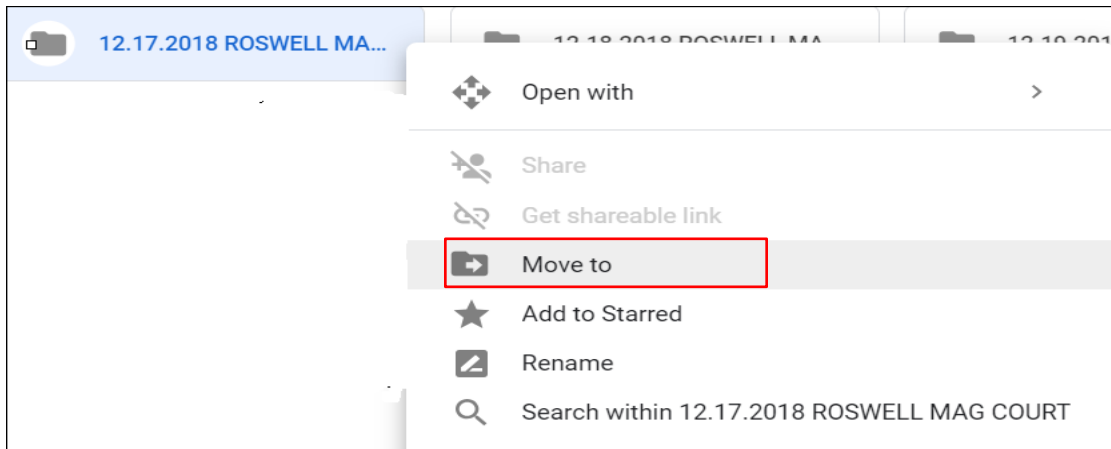
1. Any citations in a Traffic stop in which the citee is booked
  2. Any citations in a Traffic stop in which one or more citations, for the same citee is marked as **NTC (Non-Traffic Citation)**
- These types of citations WILL be uploaded to the Court Team Drive, and they may also appear on the TraCS cover sheet with an indication of NTC and/or Manual Upload
  - Cases for these types of citations will require manual entry (case initiation, docketing, scanning) in Odyssey
- 

### Team Drive Organization:

1. At this time, it has been determined not to delete any folders from the Team Drive
2. When the processing for the DAILY folder is complete, simply move the DAILY folder to the appropriate PROCESSED, MONTHLY file folder. The PROCESSED file folder in each drive, contains the **completed** monthly file folders.
3.
  - Right click on the DAILY folder



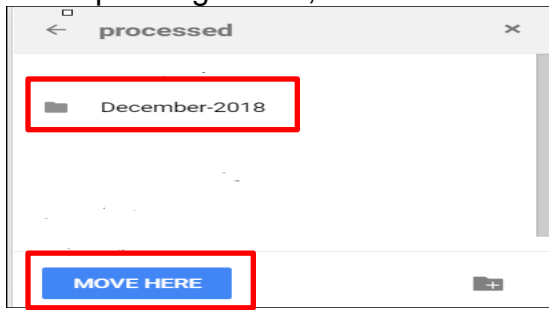
- Select 'Move To'



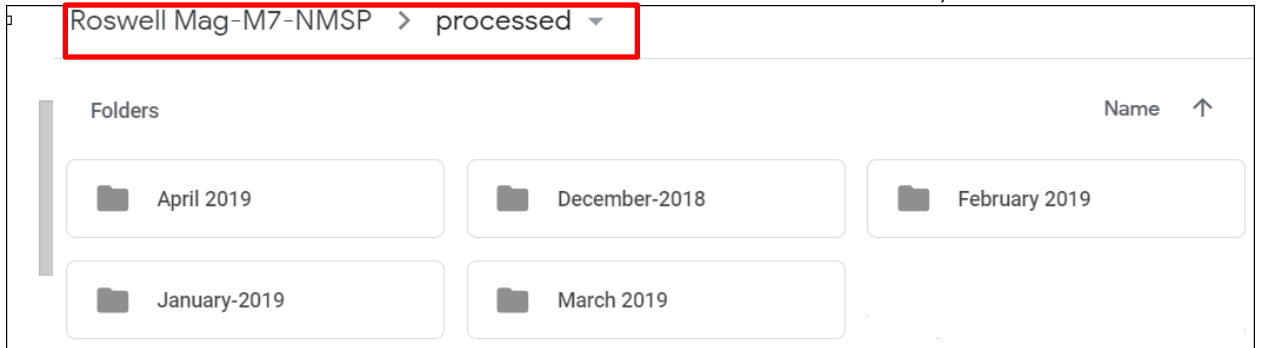
- Find the PROCESSED folder, and click on the right arrow that is displayed



- Select the appropriate month to store the DAILY file; click on the folder for the corresponding month, and select 'Move Here'

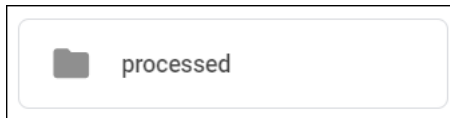


- The PROCESSED folder will contain ALL the MONTHLY file folders, as shown below

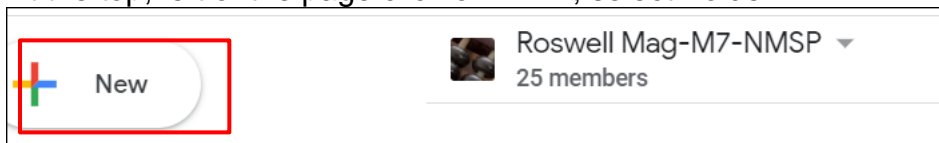


3. To CREATE a NEW MONTHLY folder, **within** the PROCESSED folder:

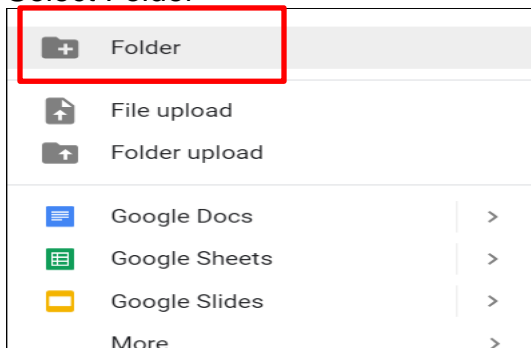
- Click on the PROCESSED folder



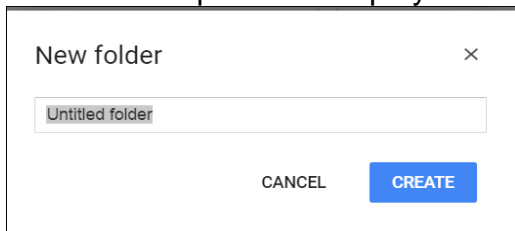
- At the top, left of the page click on NEW; select Folder



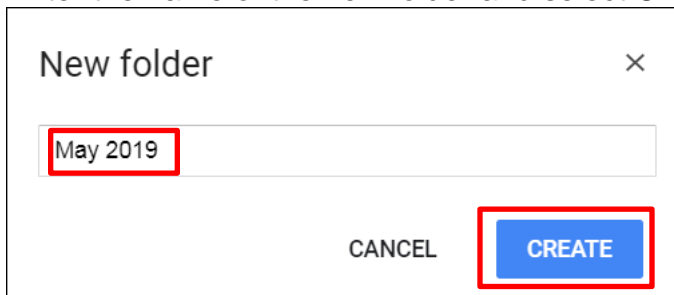
- Select Folder



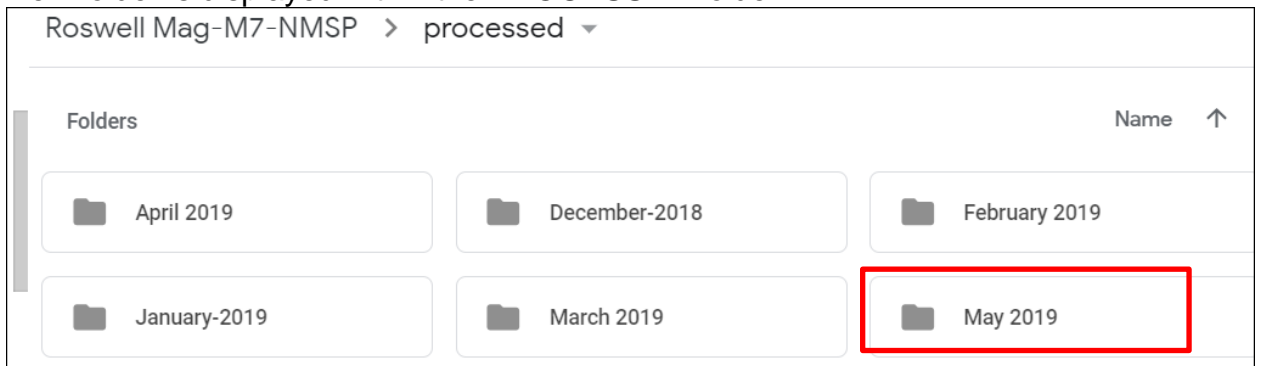
- New Folder option will display



- Enter the name of the new folder and select Create



- New folder is displayed within the PROCESSED folder



## QUICK REFERENCE GUIDE – NMSP ELECTRONIC CITATIONS PROCESS:

1. **TEAM DRIVE:** Citations and NMSP cover sheet received in date specific folder
2. **TRACS COVER SHEET:** The following morning, TraCS cover sheet received by email
3. **CONFIRM:** entries on TraCS cover sheet are same as NMSP cover sheet, and all citations have been received in the Team Drive.
  - a. Any *exceptions* contact NMSP Admin for information
  - b. NTC, Criminal Summons, Unable to Sign citations also included in Drive – User to manually create Odyssey case
4. **PRINT CITATIONS:** from Team Drive or Download
  - a. Print, file stamp, organize by Alpha – Defendant Last Name
5. **ECR REPORT:** Review emailed ECR Report ‘MAG-Electronic Cases Created from LEA Upload’
  - a. List of cases created **electronically** by Odyssey overnight process
  - b. Verify cases against TraCS cover sheet
  - c. Manually enter Odyssey case number on applicable citations
6. **ODYSSEY WORKFLOW QUEUE:** Proceed to E-Citation Workflow Queue for ‘party mismatch’ cases – all remaining cases NOT created in the Odyssey overnight process
  - a. Select Start
  - b. Review entries
  - c. Accept – review citation/charge information, select from options or create new case party; NEW CASE is created in Odyssey and displayed; manually enter case number on citation. If multiple entries for same defendant – reject multiples. Create only one NEW CASE per party. Exceptions of multiple stops on same day may apply
  - d. Reject – reject entries if cases have already been created for charges or are multiple entries; select reject reason and enter mandatory comment or associated case number
7. **LIST MANAGER:** Create List in List Manager (or Recall from Memorized List) for **ALL** cases created for specific date
  - a. User ID = **IntegrationAdmin** and the court user who worked the Workflow Queue
  - b. Enter specific date of cases created
  - c. Sort List by Defendant Name
  - d. Compare to TraCS and NMSP cover sheets and Citations printed from Team Drive to ensure all cases have been successfully created in Odyssey
  - e. Using list created, click into each case and scan and attach citation to the Citation Events – IN ORDER as charges appear on case
  - f. Confirm all cases have correct charges entered, docketed events, attached image of citation(s) and correct party and officer information
  - g. Using List - Print Case Forms
8. **TEAM DRIVE:** Move specific date folder in **Team Drive** to ‘PROCESSED’ file. DO NOT DELETE any files from the Team Drive.