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INTRODUCTION

For the fourth edition of our monthly newsletter, delivered to your email every month, we wanted to keep things brief. You can also find our newsletters on our website [here](#). Stay tuned for December's edition. Happy holidays!

PROJECT MANAGER UPDATE

The project's technical specialists have recently been hard at work ensuring that the various systems used by AOC, other agencies, and Odyssey are linked and working together by the time that our Pilot courts are slated to be implemented in 2022.

As a part of that process, Tyler Technologies and the project's testing team are working together to make sure that Odyssey is ready. We are also moving ahead on one of the new development projects to ensure it meets both court business needs and technical standards.

As we enter this holiday season, I give thanks for the continued support we have received from our community partners. I wish you all a safe and happy thanksgiving holiday!

Cat Robinson
Project Manager

DOCUMENTING YOUR COURT'S CALENDARING PROCESS

Most courts already have their actual court hearing dates, types, and times documented in some format whether that is a Word document or Excel spreadsheet. The end of the year is always a good time to review your documented calendars to make sure they are current or to see if there are any changes you want to make for the next year.

But how does this help you in the future? Unlike JIS, Odyssey Navigator allows you to actually set up a true calendar with calendar sessions to indicate what types of hearings are scheduled for an hour or two block and in which court room or with which judge. As you add hearings to those calendar sessions, it tracks how many you have scheduled. It will help you replace the need for the Word or Excel document to visualize your calendars or to track how many cases are scheduled each week.

In order to build your court's calendar and calendar sessions in Odyssey, though, we need to make sure you have your calendars well documented. Whether you have specific hearing types per hour or everything gets scheduled together in either the morning or afternoon, please make sure you have the types of hearings that can be scheduled in each calendar block as well as how many cases can be heard in each calendar block.

Other things to document that will help with setting up your calendars in the future include identifying things like what kind of equipment is available in each courtroom (video conference, telephone, hearing assist equipment, etc.), listing specific staff positions that work a calendar session or a court room, and indicating if one specific position among your staff do all of the scheduling for your court's hearings or whether all staff can schedule hearings as needed. We strongly suggest that when you identify staff resources to use the position titles and not list the current individuals; in the event of staffing changes (promotions, departures, new hires), positions tend to remain consistent in their functions. If you have any questions about how to document your calendaring process, please let us know at cljcsmproject@courts.wa.gov.

Angie Autry
Court Business Supervisor

DO YOU HAVE QUESTIONS TO ASK OR FEEDBACK TO PROVIDE?

Questions, comments, and feedback related to this newsletter and the CLJ-CMS Project are welcomed at CLJCMSProject@courts.wa.gov.