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| Completed by: | |  |  | Title/Position: | |  |  | Date: |  |
| County: |  | | | |  | |  | | |
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**Instructions:**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Civil Judgments:**

1. How and by which staff are judgments issued, entered and filed?

1. Are judgments generated by the court or filed by the parties?

1. What procedures follow the filing of a Satisfaction of Judgment?

1. What procedures follow the receipt of an Order to Vacate or Set Aside the Judgment?

**Criminal Judgments:**

**1.** Please describe your process to create a monetary judgment on the criminal case when the defendant is found guilty.

**2.** When sentencing conditions are imposed, please describe the process, if any, done by the Clerk.

**List Existing Forms and Reports**

1. Please provide any forms/notices (in Word format, if possible) the court originates regarding Civil or Criminal Judgments.

1. Please list any reports necessary in regard to your Civil and Criminal Judgment processes.

Please submit the completed worksheet and supporting documentation, if any, to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).