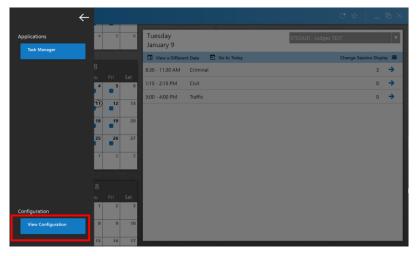


Configure Judge Edition in Chambers

1. From the Home Screen of Judge Edition, click on the Fly-out Menu = in the top left corner and click on **View Configuration** located at the bottom of the menu.



2. The next screen will take you into the **Configuration** View. From the toolbar on the left side, click on the **Resources** Tab. If you are a Judge select **Judges**, if you are a Magistrate select **Magistrates**. A list of Judicial Officer resources displays.

Notes	Judges Locations Magistrates Docket Entry	
Documents	Select the Odyssey Judicial Officer resources that may be used for scheduling court sessions held in this courtroom.	
Views Resources	Selected Judges: 0 Selected Locations: 2 Selected Magistrates: 0	
About	Show Only Selected Items	Search
	111HO Hooper, Judge	1
	A1ABA Baer, A A	•
	A1EME Melbourne, A. E.	
	AIMAH Ahait, Arthur Monty	
	A1MWI Wilner, A M	
	A10HE Hennegan, A O	
	A1PCL Close, A. P. A1TBL Blackwell A T. Jr.	
	AITBL Blackwell, A.T., Jr. AITTR Truitt, A.T., Jr.	
	ALWBR Brizendine, A W	
	AAOCM Office of Case Management, AACC	
	ADCED Clark-Edwards. Ada	
		Save Cancel

3. For a quick search, in the middle of the page on the right side, you will see a search field. Type in the Judge/Magistrates name to narrow the results. Select the appropriate name(s) and click **Save**.

selected Judges. O Selected Locations	is. 2 Selected Magistrates. 0	
Show Only Selected Items	. Search Sarbj	T _x
SPJSA Sarbanes, Spyros James		
	Save	Cancel



Configure Judge Edition in Chambers

4. From the toolbar on the left side, click on **Views**. Next, from the toolbar at the top, click **Case Details**. Use the screenshot below and select the appropriate option for each drop-down.

_				_ & ×
Notes	Case Detail Table of Folder Behavior Contents Names	~	Default	Maryland Non-Criminal
Views	Select the case detail template to be used with specific case categories a base type, the value is inherited from a selection at a broader scope. If pe	~	CR	Maryland Criminal
Resources	CR Maryland Non-Criminal CR Maryland Criminal	~	CV	Maryland Non-Criminal 🔻
	CV Maryland Non-Criminal A FAM Maryland Non-Criminal	~	FAM	Maryland Non-Criminal 🔻
	✓ PR Maryland Non-Criminal ▼	~	PR	Maryland Non-Criminal 🔻
				Save Cancel

5. From the toolbar at the top, click the Table of Contents. Check all boxes and click **Save**.

4A002947	46					_ & ×				
Notes	Case Detail	Table of Contents	Folder Behavior Names							
Documents	Select the information that should be visible in the table of contents view.									
Views										
Resources About	Case Number Event Name Event Comment		1/22/2018 [Event/Hearing Name] [Event/Hearing Comment]	[Document Name] [Document Type] [Document Description]						
	 Document Index Document Nam Document Type Document Desc Number of Page 	Name Type	1/22/2018 This is a standalone document	[Document Name] [Document Type] [Document Description]						
		· · ·	ion 1/22/2018 Trial Index # 1 Appearance is required	Service document Secure Service for the defendant						
			1/22/2018 This is a standalone document	Case document Non-Secure Document is not linked to an event						
		L			Save	Cancel				
					Save	Cancel				