Odyssey® File & Serve Release 3.0

Quick Reference Guide

Contact Info

Technical Support: (800) 297-5377

E-mail: efiling.support@tylertech.com

What is Odyssey File & Serve?

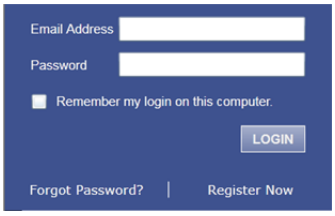
Odyssey File & Serve is an electronic filing and service program where attorneys can electronically file documents with the Court.

Registering as a New User

1. Click the Register Now link.
   There is no fee to sign up for E-File & Serve.
2. Click the I Agree button to accept the Terms and Conditions.
3. Select how you want to register using the radio buttons.
4. Complete the File and Serve Registration Wizard.
5. Click the Register button. A confirmation email will come to the address provided.
6. Click the Finish button.
   Registration is complete.

Logging In

1. Go to your File & Serve homepage.
2. Enter your Email Address and Password. (All are case-sensitive)



3. Click the LOGIN button.

Searching for an Existing Case

1. Enter the Case Number or Party Name in the field to search for a case.

2. Press the Enter key on your keyboard.
   Wait while the system searches for the case.
   A list of cases will appear on the screen.

Filing into an Existing Case

1. Select the Workspace link at the top of the page. This will take you to the My Filings screen.
   a. Find the case on the My Filings screen.
   b. Select the folder icon to file into the case.
2. Go to Entering Party Details.

Initiating a New Case

1. Select the New Case link.
   This opens the Case Information page.

2. Complete the Details for the New Case form using the drop-down menus.

   *Note: * = Required fields*

3. Click the Next button to save the Details for the New Case form and continue.

Entering Party Details

1. Select the Party Type responsible for the filing fees.

   Note: Parties appearing in the table initially are required party types for this filing.

2. Enter the Party information.
   The system requires you to enter at least one party.
   Note: Click the Add button to add another party for the case if needed, this will require entering additional party information.

Entering Filing Details

1. Select the Filing Code*. Select the Filing Code*using the drop-down menu.
2. Enter a Filing Description*.
3. Enter a Reference Number*.
4. Select any desired Optional Services you want, if necessary.
   *Note: * = Optional Services are not available for all filing codes.*
   a. Select a service in the Optional Services field.
   b. Click the Add button, the Optional Service selected will appear in the Selected Optional Services field.
   a. Select a service in the Selected Optional Services field.
   b. Click the Remove button, the optional service selected will no longer appear in the Optional Services box.
6. Enter the Filing Comments for the court reviewer to read.
7. Enter the email addresses (separated by commas) for the parties to receive Courtesy Copies of the filing.
8. Note: Click the Add Another Filing button to add more filings to this envelope.
9. Review the filing Fees located on the right side of the screen.
10. Make a note of the Envelope Total for future reference.
    Note: Each envelope includes a service fee, convenience fee and varies per filing.
11. Select a Payment type.
    a. Select the Payee responsible for the filing fees using the drop-down menu.
    b. Select a payment Account to use to pay the filing fees using the drop-down menu.
12. Click the Next button to save the Filing Details form.

Selecting Documents to Upload

1. Select the Lead Document for this filing.
   Note: Select the box to mark the document Confidential. Click the X to remove the uploaded document.
2. Select the Exhibits to upload for this filing.
3. Click the Next button to save the Documents to Upload form.

Reviewing Case Summary

1. Review the case summary information.
2. Click the Submit button to submit the filing.
   The message "Submitting envelope" displays at the bottom of the screen as the filing submits to the court.

Confirming Filing Submission

1. Review the Confirmation screen.
   The message "Your Filing Has Been Uploaded Successfully" appears.
2. Click the Return to My Filings button to return to the EFILINGS screen.