



Odyssey File & Serve™

User Guide – Release 3.7

Copyright and Confidentiality

Copyright © 2014 Tyler Technologies, Inc. All rights reserved.

All documentation, source programs, object programs, procedures, and any other materials supplied in connection with this document remain the exclusive property of Tyler Technologies, Inc., or in certain cases its licensees. Any use or reproduction (physical or electronic) of such materials, not specifically authorized by the Tyler Technologies license agreement, shall be deemed an agreement violation. Such a violation will terminate the licensee's right to use such material and can render the licensee liable for actual and punitive damages.

This notification constitutes part of the documentation and must not be removed.

All other brands and product names are trademarks or registered trademarks of their respective owners.

Contents

Copyright and Confidentiality	ii
1 System Overview	1
Release 3.7 New Features.....	1
Before You Begin	2
System Requirements	2
Page Navigation.....	2
Error Messages.....	4
2 File & Serve Home Page	6
3 File & Serve Registration.....	8
Registering as a User with an Existing Firm.....	8
Registering as an Independent User.....	9
Resetting your Password.....	10
4 Login and Logout.....	13
Logging in	13
Logging Out.....	14
5 Workspace	15
6 Templates	17
7 Case Initiation	19
Filing a New Case	19
Entering Party Details.....	21
Entering Filing Details.....	22
Viewing the Case Summary	24
8 Case Search.....	25
Searching for a Case.....	25
Advanced Search	26
Performing an Advanced Search by Person	26
Performing an Advanced Search by Business	27
9 Subsequent Filing.....	28
Filing into an Existing Case	28
File Into Case Not Listed	29
Viewing the Envelope Details	29
10 My Account.....	32
Changing the User Password.....	32
Changing the Security Question	33
11 Bookmarks.....	35
12 Filings.....	36
Filtering the Filings Queue	36
Exporting E-filing Transactions.....	38
Viewing the Export File	38
Copying the Envelope	39
Adding Service Contacts to the Firm.....	39
Resuming the Filing Process.....	41
Canceling a Filing	42
13 Service Contacts	43
Adding Service Contacts to a Case.....	43
Adding Service Contacts from Master List	45
Adding Service Contacts from Public List	47
Viewing Service Contacts History	49
Viewing the Attached Cases List	52
Replacing Service Contacts on the Case	53
Deactivating a Service Contact on the Case	54



1 System Overview

Topics Covered in this Chapter

- ◆ Release 3.7 New Features
- ◆ Before You Begin

This system enables registered users to file documents with the court anytime, anywhere, 24 hours a day, seven days a week. This highly automated, scalable system provides customers the opportunity to transition from an inefficient paper-based process to a streamlined technology-based electronic filing (e-filing) system.

Release 3.7 New Features

This section lists the new features for Release 3.7.

Note: Features vary based on your system configuration.

Forgot Password Reset Option

The Forgot Password features now displays a confirmation or an error message to the user when a password is successfully reset, or an invalid or incorrect answer was given.

Subsequent Filing – Non-Integrated

Filers can now to submit subsequent filings for cases that are not yet indexed in locations that use a non-bidirectional CMS integration. This feature allow users who cannot locate a case because it is not part of the case index to file into the case as if it were found using the **Case Search** option.

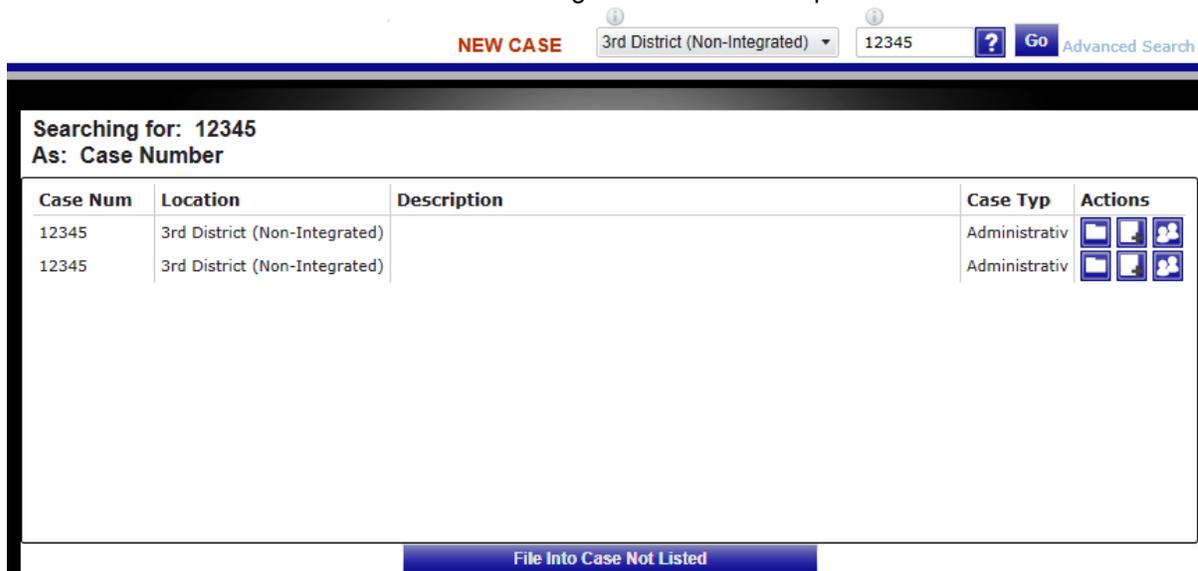


Figure 1.1 – Case Search Results

Confidential Parties

The system is enhanced to hide party and contact information of protected parties of a case.

This enhancement allows the following areas of Case Party data records to be hidden:

- **Party Name:** This includes the party's first, middle, and last name, the party's prefix or suffix, and the party's business name (as applicable for a given party).
- **Party Contact Information:** This includes the party's phone number, address, address ID, and any address information.
- **Hide All:** This hides all party records mentioned, including party name and contact information sections.
- **Hide Party:** This hides the party's entire case record information as a whole and masks the information an end user sees.

Maximum Envelope/Filing Size

Previously, the filing size was 25 MB per document, but nothing validated this on the envelope level, and the system would normally time out.

Uploaded documents or envelopes that exceed the site's configured document size are now rejected with an error message that notifies the filer of the maximum envelope size.

Before You Begin

Before you begin, there are several items you should be aware of to assist you with the successful operation of your software.

Note: Depending on your setup, all features may not be available. As a result, your screen may vary from what is shown in the document.

System Requirements

This section describes the recommended system requirements to successfully use the system.

- **Browser Requirements** – The system supports current versions of the Windows operating system using Internet Explorer 7 or above or Firefox. If your browser does not meet these minimum requirements, please contact your network administrator.
- **Connection Requirements** – A high-speed Internet connection is recommended.
- **Minimum Screen Resolution** – For best results, a setting of 1024x768 or better is highly recommended. If necessary, users can set their monitors to 800x600 pixels, but doing so may compromise the graphic display.
- **Document Format** – PDF is the only format allowed for attaching documents when using the system.

Page Navigation

The following sections describe how to navigate the system and populate data fields throughout the filing process.

Navigate with Breadcrumbs

Breadcrumbs are a visual representation of the page you are currently on in the filing process. As you complete a page and move to the next page, the next page title illuminates to show you where you are in the process.

Note: Breadcrumb navigation requires information to be entered in a sequential order. You cannot move to the next breadcrumb until all of the required information on the current or previous page is completed.



Figure 1.2 – Breadcrumb Navigation

Populate the Data Table

The Data Title is populated using information entered or selected when completing the forms throughout the filing process.

Party Type	Name	Attorney
Plaintiff	Jamie Gillespie	
Defendant	Bob Jones	
Trustee	April Smith	
Petitioner	Jackson Williams	

Figure 1.3 – Data Table

Enter User Information

The user information you enter or select populates the Data Table.

First Name* Amanda	Middle T.	Last Name* Watson
Email* awatson@ops.gov	Administrative Copy ⓘ info@yourfirm.com	Firm Name Madison-Green Law Firm
Country* United States of America		
Address Line 1* 998877 Legal Way		
City* Montgomery		
State* Vermont	Zip Code* 54433	
Phone 876-555-1212		
<input checked="" type="checkbox"/> Make this contact Public		

Figure 1.4 – Data Fields

Resume Filing

At any point in the filing process, the system automatically saves a draft of the page on which you have completed all required fields. This feature allows you to stop work on a filing and resume the filing at a later time. To resume filing of a saved draft, click the [WORKSPACE](#) link at the top of the page, find your case on the *FILINGS* screen, and click the  icon to resume your filing.

The screenshot displays the 'Work Space' interface with the following elements:

- Navigation Bar:** FILINGS, BOOKMARKS, TEMPLATES, SERVICE CONTACTS
- Filters:** My Firm, All Statuses, All Locations, From Date (15), To Date (15), Case or Envelope, Filter, Export
- Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)**
 - Envelope # 4645 filed March 21, 2012 at 3:48 PM by Devon Estes on behalf of Beth Lewandowski
 - Status:** Accepted
 - Filing Code:** Judgment
 - Filing Type:** EFileAndServe
 - Filing Description:** Judg
 - Reference Number:** EFS
- Case # 27-ET-CV-12-12 - ()**
 - Envelope # 4645 filed March 21, 2012 at 2:39 PM by Devon Estes on behalf of Mark Schwartz
 - Status:** Accepted
 - Filing Code:** Affidavit and Order for Dismissal
 - Filing Type:** EFile
 - Filing Description:** Power of Atty
 - Reference Number:** DJE 1/1
- Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)**
 - Envelope # 4595 filed March 15, 2012 at 11:43 AM by Devon Estes on behalf of Mark Schwartz
 - Status:** Rejected
 - Filing Code:** Amended Petition
 - Filing Type:** EFileAndServe
 - Filing Description:** amended pet
 - Reference Number:** 1/3 EFS
 - Status:** Rejected
 - Filing Code:** Notice of Withdrawal of Counsel
 - Filing Type:** EFile
 - Filing Description:** notice of withdrawal of counsel
 - Reference Number:** 2/3 EFO

At the bottom, there is a pagination control: << 1 of 5 >>

Figure 1.5 – Work Space

Error Messages

The system displays several error messages to alert users when required information is not entered or invalid information is provided.

Enter Data in Required Fields

Required fields are those that contain an asterisk (*) next to the field name. If the information is not entered in the required fields, you will receive error messages when you try to advance to the next page.

Note: Required fields may vary in different sections.

Look for a field outlined in red in your form. When you place the cursor on the outline of the field, a required field message is displayed.

The screenshot shows a web form with a navigation bar at the top containing four tabs: 'Case Information' (selected), 'Parties', 'Filings', and 'Summary'. Below the navigation bar is the title 'Enter the Details for the New Case' and a help icon. A note states: 'Required fields are bold and have an asterisk (*).' The form contains several fields: 'Select Location*' (dropdown), 'Select Category*' (dropdown with a red 'Required Field' error message), 'Select Case Type*' (dropdown), 'Short Title' (text input with a help icon), 'Filing Attorney*' (dropdown), and 'Payment Account*' (dropdown). At the bottom left is an 'Exit' button and at the bottom right is a 'Parties' button.

Figure 1.6 – Required Field Error Message

Receive Error Messages

When the system displays an invalid error message, this means a required field must be populated to continue.

If the screen does not change when a navigation button is selected, look for a field outlined in red in your form. Place the cursor on the outline of the field, and an error message displays.

The screenshot shows a text input field labeled 'Zip*' containing the value '654656'. The field is outlined in red. To the right of the field is a red button with the text 'Invalid Zip Code'.

Figure 1.7 – Invalid Entry Error Message

2 File & Serve Home Page

The home page serves as the gateway to the system. From this screen, you can register, log in, read your court's **Message of the Day**, access the user guides, view training sessions, and get contact information for Technical Support.

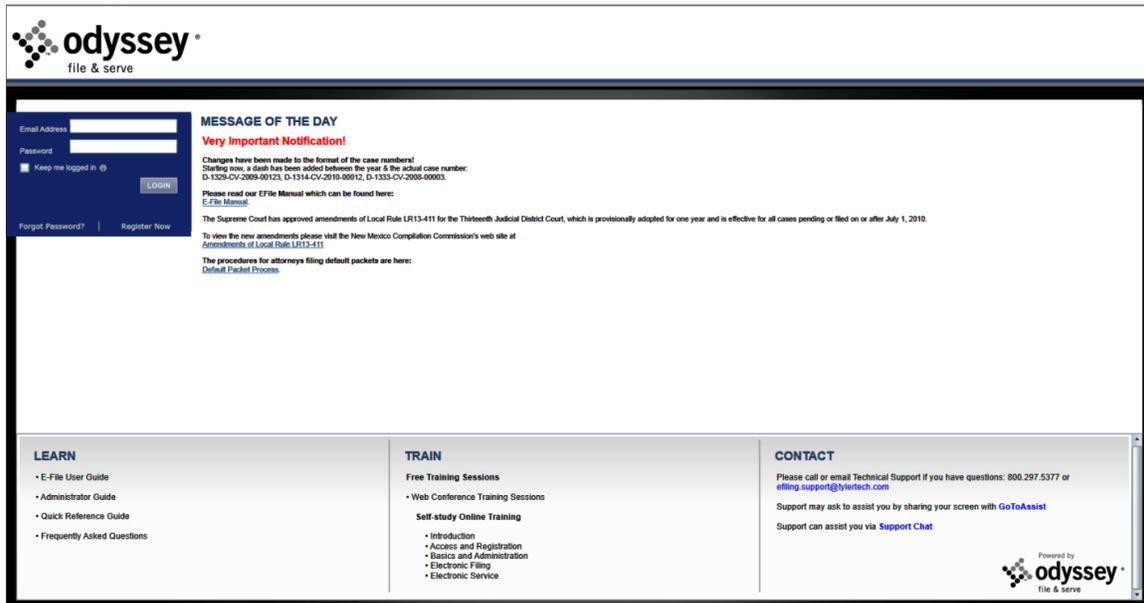


Figure 2.1 – File & Serve Home Page

Message of the Day

The **Message of the Day** provides important messages from the court. Check this section daily for important messages from the court.

Login

The **Login** area allows the user to log in and use the system. Users can log in to by entering their e-mail address and password.

Register Now

The *Register Now* link allows is a user to register in the system using their name, contact, and payment information. The system requires all users – whether Firm Administrators, attorneys, or individuals representing themselves – to be registered in the system.

Forgot Password

The *Forgot Password* link allows a user to request their password information be re-sent to them in cases where they have forgotten their password.

Keep Me Logged In

The *Keep me logged in* checkbox allows a user to remain logged into the system for future access.

Learn

The **Learn** section has links to the user documentation. The following types of documents are available to help you answer many of your day-to-day operation questions:

- The **User Guide** provides step-by-step instructions on using the system. The user guide covers activities such as logging in to the system, searching for existing cases, selecting the e-file and serve options, performing an e-file and serve, and changing user settings and password.
- The **Firm Administrator Guide** is specifically for the Firm Administrator. This guide covers administrative functions such as registering the firm; managing user, payment, and attorney accounts; and creating and editing the firm's contact lists.
- The **Quick Reference Guide (QRG)** provides only the steps needed to complete common tasks such as logging in to the system, searching for a case, initiating a new case, filing into an existing case, and reviewing the filing status.
- The **Frequently Asked Questions (FAQ)** guide lists the most frequently asked questions from the users. The FAQ covers questions pertaining to functionality.

Train

Free regularly scheduled online training is available. You can register for training online and download user manuals.

- The **Web Conference Training Sessions** are scheduled according to the needs of the courts. Locate your specific court by scrolling through the list of training sessions for your court.
- **Self-study Online Training** is available by clicking on the link and choosing the topic of your choice.

Contact

The File & Serve Technical Support Team is available to assist all users by calling 800-297-5377 Monday through Friday between the hours of 7 a.m. to 9 p.m. Central Time. You can also contact a Technical Support Representative with your questions by sending an email to efiling.support@tylertech.com or by using the [File & Serve Chat](#) option.

3 File & Serve Registration

Topics Covered in this Chapter

- ◆ Registering as a User with an Existing Firm
- ◆ Registering as an Independent User
- ◆ Resetting your Password

Registering as a User with an Existing Firm

You can register as a user if your Firm Administrator has already registered with the system and approved users to self-register.

i Note: You must know your firm's name to set up your account. The Firm Administrator may not allow users to self register. If this is the case, the firm's name is not available when searching, and you must contact the Firm Administrator to be registered.

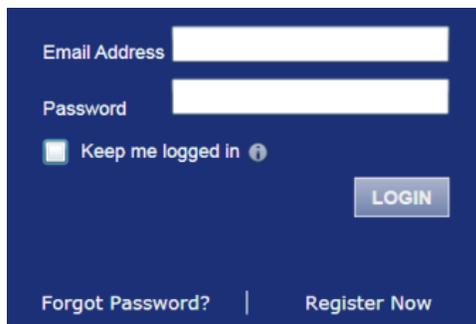


Figure 3.1 – Login Window

Perform the following steps to register as a user in the firm:

1. Click the **Register Now** link on the login screen.
The **Registration Wizard** opens.
i Note: There is no fee to sign up for the product.
i Note: Registration options vary by site.
2. Select the **User with an Existing Firm** option.
3. Click the **Next** button to select your firm, or click the **Cancel** button to cancel the registration process.
4. Type your **Firm Name**, or click the **Search** button to view a list of all available firms.
5. Select your firm's name from the list.
6. Click the **Next** button to enter your account information; click the **Previous** button to return to the previous screen; or click the **Cancel** button to cancel the registration process.
i Note: An asterisk (*) indicates required information.
7. Complete the **User Information** form.
8. Enter a simple **Security Question** in the field provided. (Example: What was your high school mascot?)

Security Question*

Figure 3.2 – Security Question Field

9. Enter a **Security Answer** in the field provided.

Security Answer*

Figure 3.3 – Security Answer Field

Note: Select I am also an Attorney if you are an attorney, and then enter your attorney number in the field. Attorney number formats vary by site; refer to your court's website for information on how to enter your attorney number.

Attorney Number*

Figure 3.4 – Attorney Number Field

Note: Click the **Verify** button if prompted. This verifies your attorney number is in the system.

10. Click the **Register** button. The system displays the **Your Registration is Complete.** message on the screen.
11. Record the login details displayed for your records.
12. Click the **Finish** button.
13. Go to your e-mail inbox to access your registration confirmation e-mail.

Note: You must verify your e-mail address to complete the registration process. A verification e-mail (from no-reply@tylerhost.net) will be sent to you. Open the e-mail and click the link to confirm your e-mail address. If you don't see the e-mail in your inbox, check your junk mail folder for the e-mail.

Your registration is now complete. Once you have received your e-mail confirmation, return to the login screen to log in.

Registering as an Independent User

You can register as an "independent user" if you are a single user of the system, meaning a user not associated with any firm or being represented by any firm.

Note: Refer to your local court's website before registering as an independent user, as registration options may vary.

Perform the following steps to register as an independent user:

1. Click the **Register Now** link.

Note: There is no fee to sign up for e-filing.

2. Select the An Independent User option.

3. Click the **Next** button to continue; click the **Previous** button to go back; or click the **Cancel** button to cancel the registration process.
4. Read the **Usage Agreement** before proceeding.
5. Select the **I Agree** check box to accept and agree to the terms listed on your screen.
6. Click the **Next** button to continue; click the **Previous** button to go back; or click the **Cancel** button to cancel the registration process.
7. Complete the **Contact Information** form.
8. Click the **Next** button to continue; click the **Previous** button to go back; or click the **Cancel** button to cancel the registration process.
9. Complete the **User Information** form.
10. Enter a question in the **Security Question** field.

i Note: Your security question is required to restore your password in case you forget your password.

11. Enter a response in the **Security Answer** field.
12. Click the **Register** button.

The message **Your Registration is Complete** displays on the screen.

13. Click the **Finish** button.

i Note: You must verify your e-mail address to complete the registration process. A verification e-mail (from no-reply@tylerhost.net) will be sent to you; open the e-mail and click the link to confirm your e-mail address. If you don't see the e-mail in your inbox, check your junk mail folder for the e-mail.

Your registration is complete, go to your home page to log in.

Resetting your Password

If you have forgotten your password, you can reset your password by entering the e-mail address provided during registration and clicking the **Forgot Password?** link.

i Note: Your password is case-sensitive. Make sure your caps lock is not on.

i Note: You can unlock your account by using the **Forgot Password? option and reset your password without having to contact the Firm Administrator if a security question is associated with the account.**

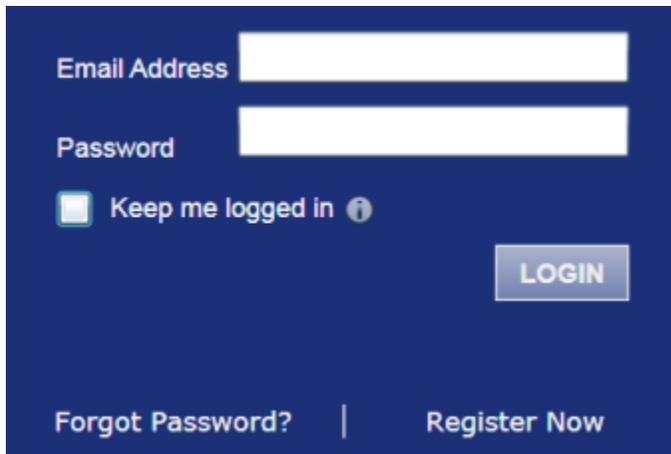
A dark blue login window with two white input fields for 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Keep me logged in' with an information icon. A 'LOGIN' button is positioned to the right. At the bottom, there are links for 'Forgot Password?' and 'Register Now' separated by a vertical line.

Figure 3.5 – Login Window

1. Click the **Forgot Password?** link on the **Login** window.

The **Reset Password** window opens.

A light gray 'Reset Password' dialog box. The title is 'Reset Password'. Below the title is the instruction: 'Enter your email address and answer your security question to reset your password.' There is an 'Email Address' label followed by a white input field and a 'Next' button. At the bottom left is a 'Cancel' button and at the bottom right is an 'Ok' button.

Figure 3.6 – Reset Password – E-mail Address

2. Type the e-mail address you provided during the registration process in the **E-mail Address** field.

Note: An error message stating **No user is registered with that email address** displays if the system cannot find your email address.

3. Click the **Next** button to continue.



Reset Password

Reset Password

Enter your email address and answer your security question to reset your password.

Email Address planofeedback@tylertech.com
Security Question Who is Dept. Manager
Security Answer

Cancel Ok

Figure 3.7 – Reset Password – Security Answer

4. Type your answer in the **Security Answer** field.
5. Click the **Ok** button, or click the **Cancel** button to cancel the reset password process.

The system displays this message: **A password reset link has been sent to the email address associated with your account. If you do not see the password reset email in your Inbox, please check to see if it was delivered to your spam folder.**

6. Go to your email inbox.
7. Locate the email from no-reply@tylerhost.net.
8. Click the link labeled **Click here** to reset your password.

You will be prompted to choose a new password.

9. Enter a new password in the *New Password* field.
10. Re-enter your new password in the *Repeat New Password* field.
11. Click the *Change Password* button.

A confirmation screen displays: **Your password has been changed successfully.**

4 Login and Logout

Topics Covered in this Chapter

- ◆ Logging in
- ◆ Logging Out

All users are required to log in to e-file and serve a document or to check the status of an existing filing. It is also a best practice for users to log out after they have completed their transactions.

Logging in

You can log in by using your e-mail address and password provided during the registration process. You must log in to be able to e-file or e-serve.

Note: Click [Register Now](#) to register if you have not registered before.

Perform the following steps to log in:

1. Go to your home page.
2. Enter your e-mail address and password (case-sensitive) in the fields provided.

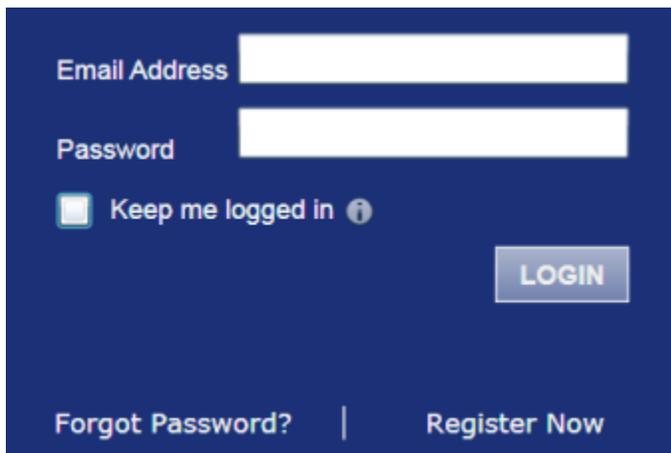
The image shows a login form on a dark blue background. It features two white input fields: the top one is labeled 'Email Address' and the bottom one is labeled 'Password'. Below the password field is a checkbox labeled 'Keep me logged in' with an information icon to its right. To the right of the input fields is a white button with the text 'LOGIN'. At the bottom of the form, there are two links: 'Forgot Password?' on the left and 'Register Now' on the right, separated by a vertical line.

Figure 4.1 – Login Area

3. Select the [Keep me logged in](#) check box to stay logged in. This keeps you logged in until you click the logout link to logout.
4. Click the [LOGIN](#) button.

Note: After several failed attempts to log in to the system, your account is locked. You can unlock your account by using the [Forgot Password?](#) option and reset your password without having to contact the Firm Administrator if a security question is associated with the account.

Once you have successfully logged in, you can begin to e-file and e-serve.

Logging Out

This section describes how to properly log out.

Perform the following steps to log out:

1. Click the **LOGOUT** link at the top right corner of the page to automatically log out.



Figure 4.2 – Logout Link

2. Return to the home page to log in to the system.

5 Workspace

The **Workspace** page displays the links to access the **Filings**, **Bookmarks**, **Templates**, and **Service Contacts** pages.

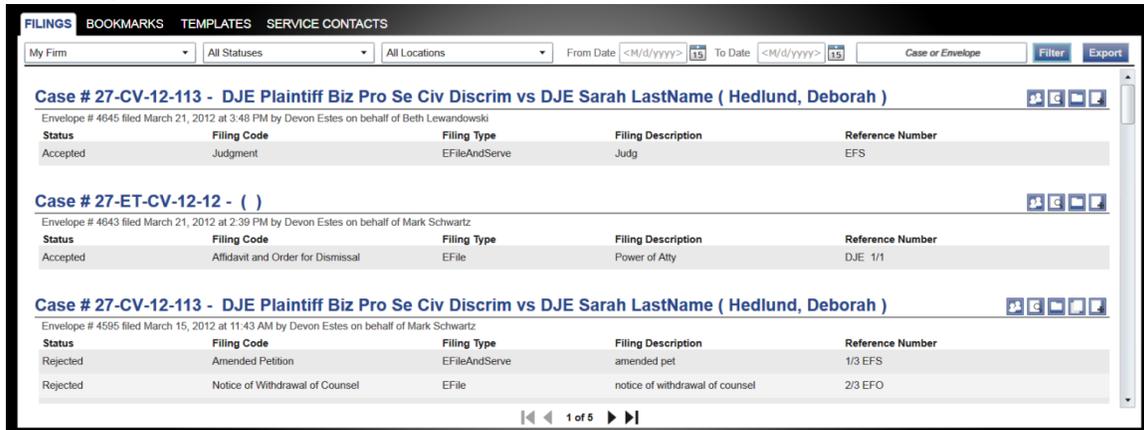


Figure 5.1 – The Workspace

Workspace

You can access the **Workspace** after you have successfully logged in. Click the **WORKSPACE** link at the top right corner of the page. This will take you to the **Workspace** page.

The **Workspace** pages are used to view recent filings, manage templates, file into existing cases, manage case service contacts, bookmark cases, view the details of the case, copy the envelope to use in another filing, or cancel a filing (prior to court approval).

From the **Workspace** screen, you can perform the following tasks.

New Case

Use the **New Case** link located at the top of your screen for [filing a new case, page 19](#).

Case Search

You can search for a case by selecting a location using the drop-down menu and entering a case number in the **Case Number** field, then click the **Go** button. You can also search for a case by using the *Advanced Search* option.



Figure 5.2 – Case Search Options

Filings

From the **Filings** screen, you can perform the following tasks:

- View the status of your filing
- Check the filing type
- Get a document description
- See the number assigned to your case

- [View case details](#)
- [Filter the Filing Queue, page 36](#)
- [Add service contacts to a case, page 43](#)
- [View envelope details, page 29](#)
- [Copy the envelope, page 39](#)
- [Resume the filing process, page 41](#)

Bookmarks

The **Bookmarks** screen displays a list of case numbers and descriptions for the cases you have bookmarked. Only you and your firm (depending on the firm setup) may see this information. Neither the public nor any other firm will be able to see your case list.

From the **Bookmarks** screen, you can perform the following tasks:

- View a list of bookmarked cases
- Refresh the cases list
- Filter the cases list
- [File into an existing case, page 28](#)
- Remove a case from the bookmark list
- Add service contacts to the bookmarked case

Service Contacts

From the **Service Contacts** screen, you can perform the following tasks:

- [Add service contacts to a case, page 43](#)
- [View service contact details, page 49](#)
- [View the attached cases list, page 52](#)
- [Replace service contacts on the case, page 53](#)
- [Deactivate a service contact, page 54](#)

6 Templates

Users can establish and manage filing templates that simplify the filings for common parties, events, and documents when filing a new case.

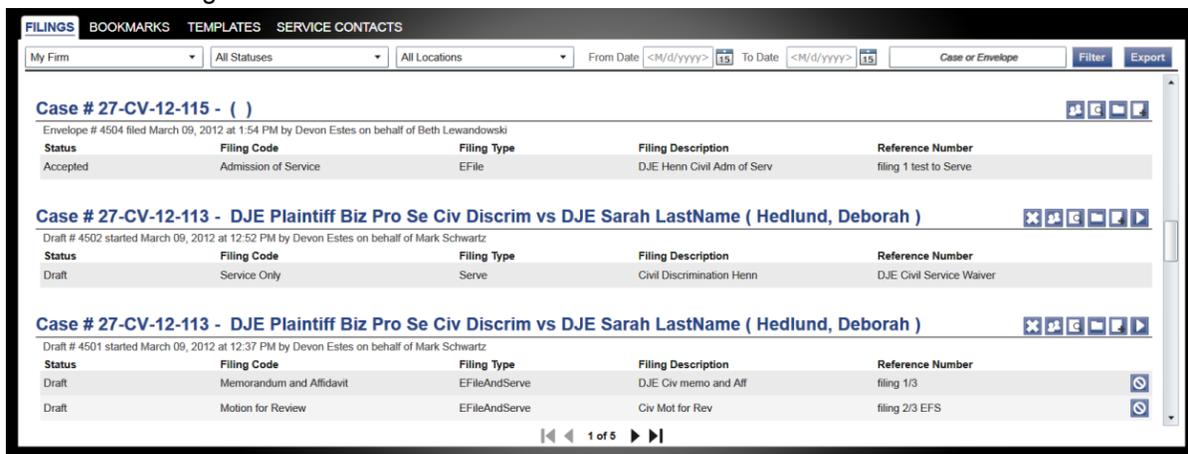


Figure 6.1 – Templates Screen

Using the **Templates** screen, filers are able to create, manage, and use a filing template recently created.

When creating a new filing using a template, the information can be modified as needed for the particular filing. The modification will not affect the original template. Templates created by an individual filer are accessible by all users within the firm.

From the **Templates** screen, you can perform the following tasks:

- Save commonly used templates to the **My Favorites** folder for easier access to the template. **Note: When searching for a saved template, the *Template Name* field is the only required field.**
- To view the templates saved in **My Favorites**, select **My Favorites** from the drop-down list, and then click the **Filter** button.
- To view the templates saved by your firm, select **My Firm** from the drop-down list, and then click the **Filter** button.
- To select a location, use the drop-down list to filter by location, and then click the **Filter** button.
- To select a case type, use the drop-down list to filter by case types, and then click the **Filter** button.
- To select a filing code, use the drop-down list to filter by filing codes, and then click the **Filter** button.

- Click the  icon to add the template to your favorites.
- Click the  icon to view the template details.
- Click the  icon to file using an existing template.
- Click the  icon to edit the template.
- Click the  icon to delete the template.

7 Case Initiation

Topics Covered in this Chapter

- ◆ Filing a New Case
- ◆ Entering Party Details
- ◆ Entering Filing Details
- ◆ Viewing the Case Summary

Initiate a case using the **NEW CASE** link located at the top of your screen.



Figure 7.1 – New Case Link

Click the **New Case** link at the top of the page to open the **Case Information** page and to begin the case initiation process for e-filing.

Note: A payment account must exist before you can submit a filing.

Filing a New Case

File a new case using the **Case Information** screen.

A payment account and a filing attorney must be set up prior to filing a new case. Contact your Firm Administrator to set up the accounts prior to starting the filing process.

Perform the following steps to file a new case:

1. Click the **NEW CASE** link.



Figure 7.2 – New Case Link

The **Case Information** page opens.

Enter the Details for the New Case ?

Required fields are bold and have an asterisk (*).

Select Location*

Montgomery County - District Clerk

Select Category*

Civil

Select Case Type*

Contract Consumer/Commercial/Debt >\$200,000 (\$272.00)

Filing Attorney

Joe Abbot

Filer Type*

Not Applicable

Payment Account* ⓘ

Chris Test ?

Exit

Parties

Figure 7.3 – Case Information Page

2. Complete the details for the new case form using the drop-down list.

i Note: An asterisk indicates required fields.

3. Click the **Parties** button to save the case information and continue.

i Note: Once you click the **Parties** button, a draft of the pages where all of the required fields have been completed is automatically saved. This feature allows you to stop work on a filing and resume the filing at a later time. To resume filing a saved draft, click the **WORKSPACE** link at the top of the page, find your case on the Filings screen, and click the **▶** icon.

Entering Party Details

Each case requires a party type.

The screenshot shows the 'Parties' page for case 'Envelope 1160' in the '1st District' under 'Miscellaneous Civil'. The navigation tabs are: 1 Case Information, 2 Parties (active), 3 Filings, 4 Service Contacts, 5 Summary.

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Defendant	Dee Ex6 Smith	
Petitioner	Paul Ex6 Johnson	
Plaintiff	Pete Ex6 Jones	
Respondent	Ray Ex6 Brown	

ADD PARTY

Party Type*
 Defendant Person Business Attorney ?

First Name* Dee Middle Ex6 Last Name* Smith

Country* Address Line 1

City

State Zip Code

Phone (555) 555-5555 x555 Filer ID ?

Case Information Filings

Figure 7.4 – Parties Page

Note: An asterisk (*) indicates a required field. You must complete all required information for the party types in the fields provided.

Perform the following steps to enter the details for the parties involved in the case:

1. Click the **Parties** button from the **Case Information** page to enter the party details for the case.
2. Choose the party type by selecting either **Plaintiff** or **Defendant** under the **Party Type** column. You can also select the party type using the drop-down list in the **Party Type** field.
3. Select the country using the **Country** drop-down list.

Note: Foreign address fields are now added to the current data requirements of the address block in system to allow for non-U.S. addresses.

- The following will apply when the country listed is Canada:
 - The **State** field will display as **Province**.
 - If **Provinces** are configured, then the **Province** field will consist of a drop-down list of Canadian codes; otherwise, the **Province** field will consist of a free-form text box.
 - The **City** field will display as **Municipality**.
 - The **Zip Code** field will display as **Postal Code**.
- The following will apply when other foreign countries are selected:
 - The **State** field will display as **Region**.
 - If **Regions** are configured, then the **Region** field will consist of a drop-down list with these codes; otherwise, the **Region** field will consist of a free-form text box.
 - The **City** field will display as **Municipality**.
 - The **Zip Code** field will display as **Postal Code**.

- Enter the party information in the fields provided.

If you want to add another party to the filing, click the **ADD PARTY** button, and enter the party information in the required fields.

- Click the **Filings** button to save the party details, or click the **Case Information** button to return to the previous screen.

Entering Filing Details

The **Filing Details** screen allows you to enter the filing details and calculate the fees associated with the filing.

Figure 7.5 – Entering Filing Details Screen

Perform the following steps to enter the filing details for the case:

- Click the **Filings** button from the **Parties** screen to enter the filing details.
- Select the filing code using the **Select Filing Code** drop-down menu.
- Select the **EFile** check box to select the e-file option.
- Enter a brief description of the filing associated with the filing code previously selected in the **Filing Description** field.
- Type a reference number of your choice that you can refer back to for this filing in the **Reference Number** field.

Note: A reference number is a customer created number and is for internal purposes only. Most courts do not see or refer to the reference number field for the filing. This is an optional field.

- Select the **Lead Document** for this filing.
 - Click *Click to Browse or Drag Files Here* to select a **Lead Document**.
This opens Windows Explorer on your computer.
 - Select a document to upload from the files on your computer.

Note: Only one document can be uploaded as a lead document.

- Click **Open** to attach the file.

- d. Wait as the attachment uploads.
 - e. Type a description of the uploaded attachment.
 - f. Select a security option for the attachment.
 - g. To delete the uploaded attachment, click the  icon.
7. Select the **Attachments** to upload for this filing.
- a. Click *Click to Browse or Drag Files Here* to select an attachment.
This opens Windows Explorer on your computer.
 - b. Select the attachments to upload from the files on your computer.

Note: Multiple documents can be uploaded as attachments simultaneously.

The system provides a way to upload a file type that is not converted into PDF format. Users can download and view the files externally using the RTF document format.

The Auxiliary Filing feature enables filers to upload an editable RTF version of a document to the court. For example, many courts require documents to be in PDF format; however, a judicial officer may want an editable version of the document sent to the court to be able to modify the document in the Proposed Orders. As a result, the filer would submit both the PDF and the RTF versions of the same document. The RTF version is used only if the judge is making changes to the filing.

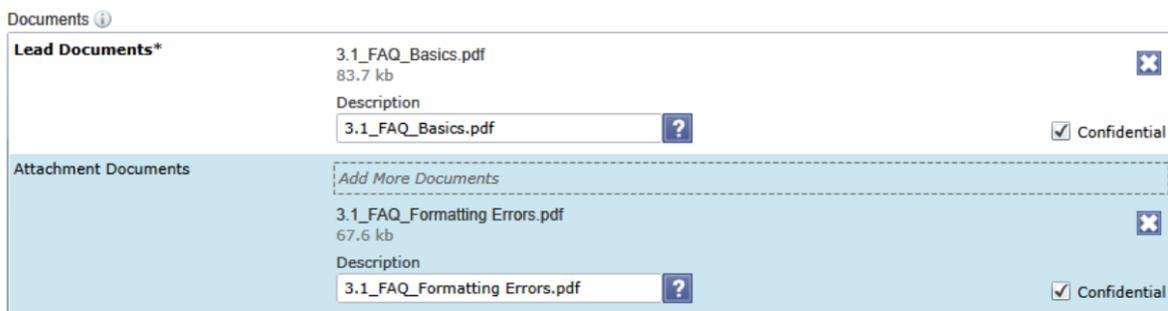
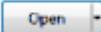


Figure 7.6 – Uploading an Attachment

- c. Click  to attach the file.
 - d. Wait as the attachment uploads.
 - e. Type a description of the uploaded attachment.
 - f. Select a security option for the attachment.
 - g. To delete the uploaded attachment, click  located under **Confidential**.
8. Enter the **Filing Comments** for the court reviewer to read.
9. Click the  button to add more documents to this envelope.
10. Review the filing **Fees** located on the right side of the screen.

Note: Your credit card is authorized when submitted; however, the transaction fees will not post to the credit card account until the court accepts the filing. Once the filing is accepted, the total filing fee to be submitted for the filing is displayed.

- 11. Select a payment account to use to pay the filing fees.

12. Select the party responsible for the filing fees.

13. Select a filing attorney.

14. Click the **Summary** button to save the filing details when you are done, or click the **Parties** button to return to the previous screen.

Viewing the Case Summary

The **Summary** page displays the case information, parties involved in the case, filing details, fees, payments, and filing attorney for the case.

The **Parties** and **Filings** pages must be complete before you can view the case summary. A payment account must be assigned to the case to complete the filing process.

Perform the following steps to view the case summary:

1. Click the **Summary** button from the **Filings** screen to view the case summary.

Figure 7.7 – Envelope and Filing Summary Page

The **Envelope and Filings Summary** window opens. Here, you can view the **Case Information**, the **Parties** involved in the case, **Filing** codes, the filing **Fees**, the **Payment** accounts, and the **Filing Attorney** for the case.

2. Click the **Submit** button to submit your filing, or click the **Filings** button to take you back to the **Filings** screen.

8 Case Search

Topics Covered in this Chapter

- ◆ Searching for a Case
- ◆ Advanced Search
- ◆ Performing an Advanced Search by Person
- ◆ Performing an Advanced Search by Business

Search for a case by selecting a location, entering a case number or a party name.

Searching for a Case

You can search for by selecting a location and then entering the case number or the party name in the search field.



Perform the following steps to search for a case:

1. Click the drop-down arrow to select a location.
2. Type the exact case number assigned by the court, or type the party's name in the search field.

No wildcards can be used in the search field.

3. Click the **Go** button.

The result screen displays the case meeting the criteria entered in the search field.

The screenshot shows a search results window titled 'Searching for: 11-000131-CK' and 'As: Case Number'. It contains a table with the following data:

Case Number	Description	Actions
11-000131-CK	Brown, Jane v Black, Jane	  

A 'Close' button is located at the bottom right of the results window.

Figure 8.2 – Case Search Results

4. Select an icon under the **Actions** column and perform actions as necessary, or click the **Close** button if you choose not to perform any further actions.

Advanced Search

The **Advanced Search** feature provides the ability to search by party name using a person or a business name. The **Advanced Search** feature includes the ability to filter a search by party name based on the location or the case type.

Performing an Advanced Search by Person

An asterisk (*) indicates a required field. **Note:** Color themes may vary by site.

Complete the following steps to perform an **Advanced Search** using the **Person** option:

1. Click the **Advanced Search** link in the **New Case** section at the top of the screen to open the *Advanced Search* dialog box.

The *Advanced Search* dialog box opens.

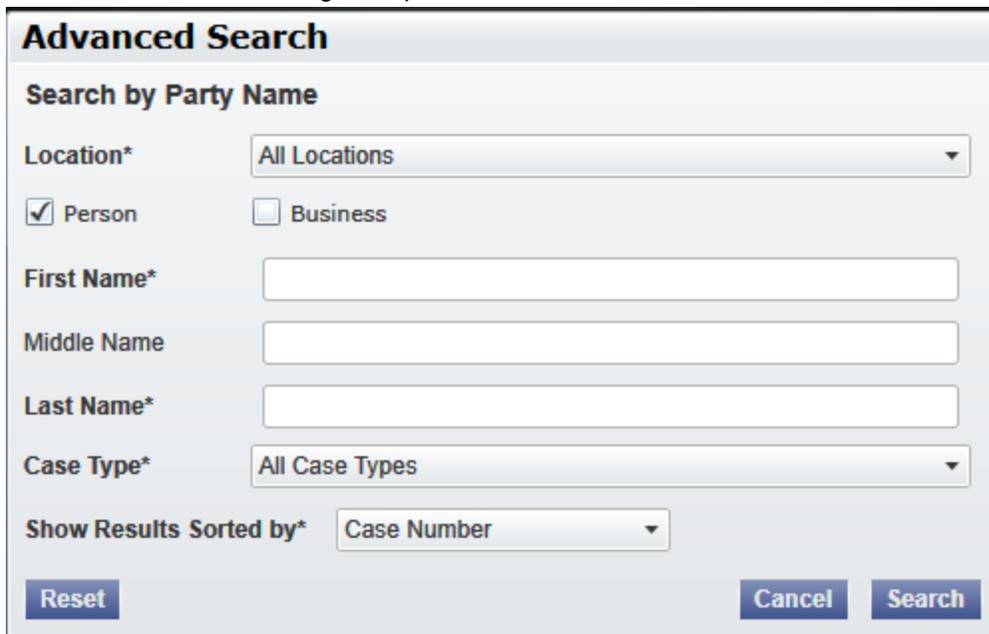


Figure 8.3 – Advanced Search Dialog Box

2. Select the **Person** check box.

Note: Check boxes are configurable. This option may vary by site. For example, some clients may only have businesses in CMS, so a check box is not required.

3. Complete the fields in the *Advanced Search* dialog box.
4. Click the **Search** button to continue or the **Cancel** button to cancel. Click the **Reset** button to reset the form.

The search results are displayed.

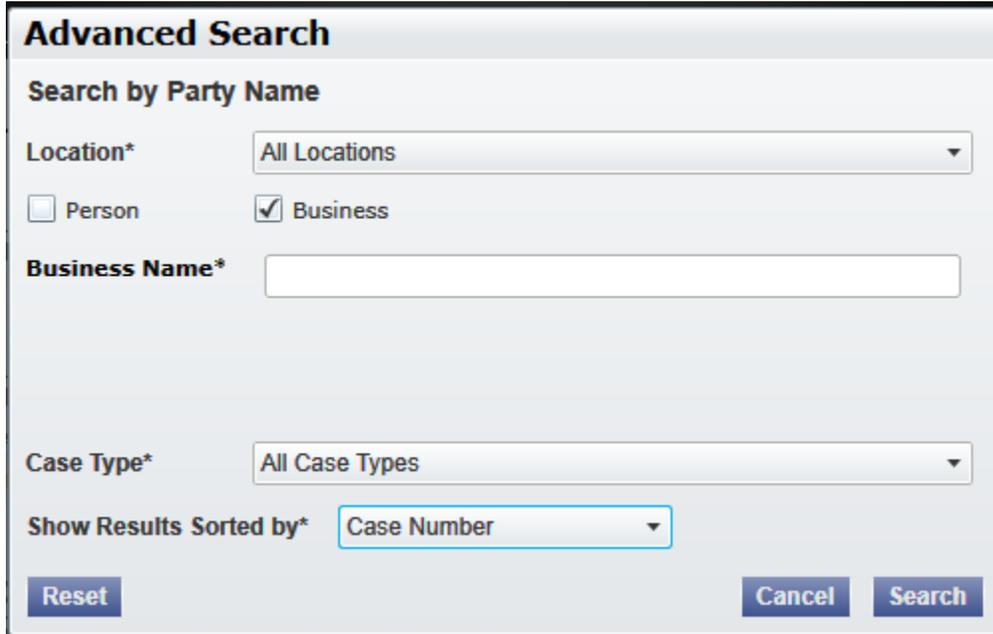
Performing an Advanced Search by Business

An asterisk (*) indicates a required field. **Note:** Color themes may vary by site.

Complete the following steps to perform an *Advanced Search* using the **Business** option:

1. Click the **Advanced Search** link in the **New Case** section at the top of the screen to open the *Advanced Search* dialog box.

The *Advanced Search* dialog box opens.



Advanced Search

Search by Party Name

Location* All Locations

Person Business

Business Name*

Case Type* All Case Types

Show Results Sorted by* Case Number

Reset Cancel Search

Figure 8.4 – Advanced Search Dialog Box

2. Select the **Business** check box.

Note: Check boxes are configurable. This option may vary by site. For example, some clients may only have businesses in CMS, so a check box is not required.

3. Complete the fields in the *Advanced Search* dialog box.
4. Click the **Search** button to continue, or the **Cancel** button to cancel. Click the **Reset** button to reset the form.

The search results are displayed.

9 Subsequent Filing

Topics Covered in this Chapter

◆ Filing into an Existing Case

Once a new case has been created by the courts, you can file into the existing case. Filing into an existing case is also called subsequent filing.

Filing into an Existing Case

You can file into an existing case once you have initiated a case.

The procedures that follow describe the three different ways to access a case to file into the case.

Perform the following steps to access your case to begin a subsequent filing.

1. Click the **WORKSPACE** link at the top of the page.

Note: This will take you to the Filings screen.

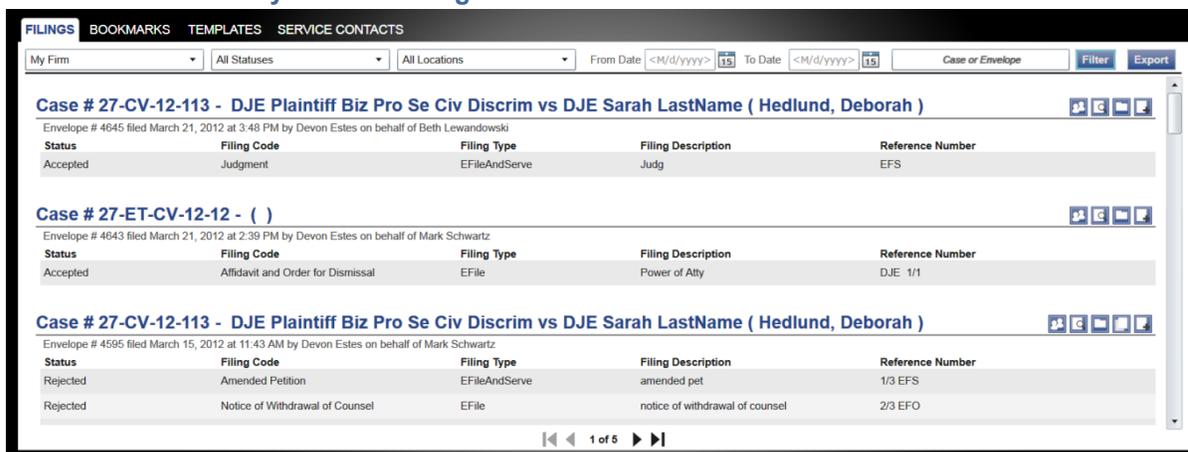


Figure 9.1 – Filings Screen

- a. Locate your case on the **Filings** screen.
- b. Click the  icon to file into the case.
- c. Complete the filing details.

File Into Case Not Listed

Filers can submit subsequent filings for cases that are not yet indexed in locations that use a non-bidirectional CMS integration. This feature allows users who cannot locate a case because it is not part of the case index to file into the case as if it were found using the **Case Search** option.

NEW CASE 3rd District (Non-Integrated) 12345 ? Go Advanced Search

Searching for: 12345
As: Case Number

Case Num	Location	Description	Case Typ	Actions
12345	3rd District (Non-Integrated)		Administrativ	
12345	3rd District (Non-Integrated)		Administrativ	

File Into Case Not Listed

Figure 9.2 – Case Search Results

Perform the following steps to file into a case not listed in the search results:

1. Select a location using the drop-down list.
2. Type a case number in the case number search field.
3. Click the *Go* button.

The system displays an error message stating case not found.

4. Click the *File Into Case Not Listed* button.

Viewing the Envelope Details

From the **Filings** screen, you can see the information entered for the envelope, the filing details, and the documents submitted.

Perform the following steps to view the envelope details:

1. Click the **WORKSPACE** link at the top of the page.

Note: This will take you to the **Filings** screen.

The screenshot shows the 'FILINGS' section of the Odyssey File & Serve interface. At the top, there are navigation tabs for 'FILINGS', 'BOOKMARKS', 'TEMPLATES', and 'SERVICE CONTACTS'. Below these are search filters for 'My Firm', 'All Statuses', 'All Locations', 'From Date', and 'To Date'. The main content area displays three case entries, each with a table of filing details and a set of action icons.

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)
Envelope # 4645 filed March 21, 2012 at 3:48 PM by Devon Estes on behalf of Beth Lewandowski

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Judgment	EFileAndServe	Judg	EFS

Case # 27-ET-CV-12-12 - ()
Envelope # 4645 filed March 21, 2012 at 2:39 PM by Devon Estes on behalf of Mark Schwartz

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Affidavit and Order for Dismissal	EFile	Power of Atty	DJE 1/1

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)
Envelope # 4595 filed March 15, 2012 at 11:43 AM by Devon Estes on behalf of Mark Schwartz

Status	Filing Code	Filing Type	Filing Description	Reference Number
Rejected	Amended Petition	EFileAndServe	amended pet	1/3 EFS
Rejected	Notice of Withdrawal of Counsel	EFile	notice of withdrawal of counsel	2/3 EFO

Navigation: 1 of 5

Figure 9.3 – Filing Screen

2. Locate your case on the **Filings** screen.
3. Click the  icon for the details of the envelope you want to view.

This action opens the **Envelope Details** window. Here, you can view the **Case Information**, the **Fees**, the **Payment** information, the **Service** type, the case type, and the documents attached to the case. 

Note: If the **Service** check box was selected during the filing process, the type of service is displayed.

Envelope Details

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedl

Case Information

Location	Hennepin Civil
Date Filed	
Case Number	27-CV-12-113
Case Description	DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName
Assigned to Judge	Hedlund, Deborah
Attorney	Mark Schwartz
Firm Name	Tyler
Filed By	Tyler TechTest

Fees

Convenience Fee	\$0.00
Total Court Case Fees	\$0.00
Total Court Filing Fees	\$0.00
Total Filing & Service Fee	\$0.00
Grand Total	\$0.00

Payment

Account Name	Waive Account
Transaction Amount	\$0.00
Transaction Response	
Transaction ID	
Order ID	

Service Only

Filing Type	Serve
Filing Code	Service Only
Filing Description	Civil Discrimination Henn
Reference Number	DJE Civil Service Waiver
Comments	no fees
Courtesy Copies	
Status	Draft

Fees

Court Fee	\$0.00
-----------	--------

Print Preview Close

Figure 9.4 – Envelope Details Screen

- Click the **Print Preview** button to open a printable version of the envelope details, or click the **Close** button when you are done to take you back to the **Filings** screen.

10 My Account

Topics Covered in this Chapter

- ◆ Changing the User Password
- ◆ Changing the Security Question

The **My Account** page displays the **Change Password** and the **Manage Notifications** tabs.

You can change your password and your security question using the **Login – Change Password** form.

You can manage the e-mail notifications that you wish to receive using the **Manage Notifications** tab.

Changing the User Password

You can change your password using the **Login – Change Password** screen.

Change Password | Manage Notifications | Preferences

Login - Change Password

Your password is case sensitive, must be at least 6 characters, and should not contain spaces or special characters.

Old Password*

New Password*

Re-enter New Password*

Security Question*
sky color?

Security Answer

Cancel Save

Figure 10.1 – Login – Change Password Screen

Note: Your password is case sensitive and must be at least six characters in length.

Perform the following steps to change the user password:

1. Click the [MY ACCOUNT](#) link at the top of the page.

The **Change Password** tab opens the **Login – Change Password** screen.

2. Complete the **Login – Change Password** form by entering your account information.

Note: You can unlock your account by using the **Forgot Password?** option, resetting your password without having to contact the Firm Administrator if a security question is associated with the account.

3. Click **Save** to change your password, or click **Cancel** to exit without changing your password.

Changing the Security Question

You can change your security question.

The screenshot shows a web interface with three tabs: 'Change Password', 'Manage Notifications', and 'Preferences'. The 'Change Password' tab is active. Below the tabs is a form titled 'Login - Change Password'. A note states: 'Your password is case sensitive, must be at least 6 characters, and should not contain spaces or special characters.' The form contains five input fields: 'Old Password*', 'New Password*', 'Re-enter New Password*', 'Security Question*' (with the example text 'sky color?'), and 'Security Answer'. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

Figure 10.2 – Change the Security Question

Perform the following steps to change the security question:

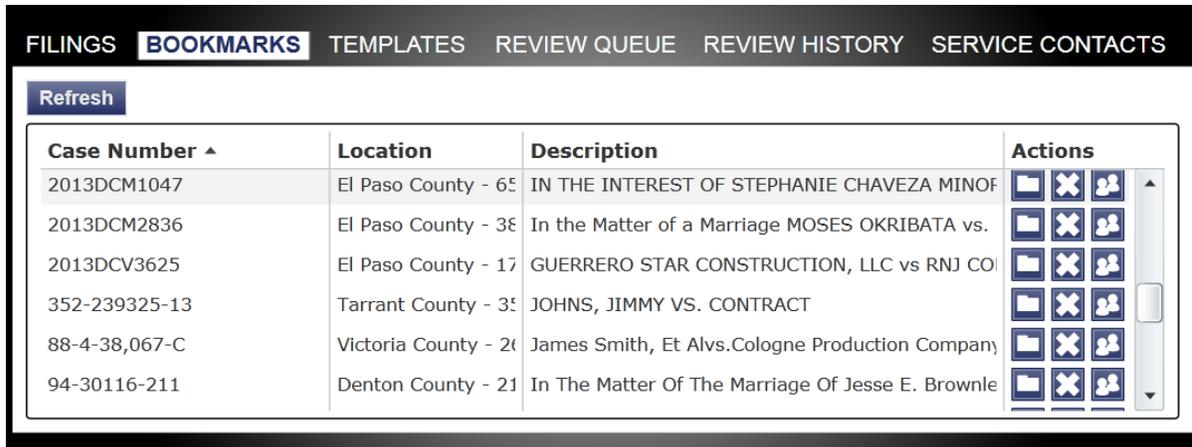
1. Click the [MY ACCOUNT](#) link at the top of the page.

The **Change Password** tab opens the **Login – Change Password** screen.

2. Change your security question and answer by entering your new information in the **Security Question** and **Security Answer** fields.
3. Click **Save** to change your password, or click **Cancel** to exit without changing your password.

11 Bookmarks

The **Bookmark** screen displays a list of case numbers and descriptions for the cases you have bookmarked. Only you and your firm (depending on the firm setup) may see this information. Neither the public nor any other firm will be able to see your case list.



Case Number ^	Location	Description	Actions
2013DCM1047	El Paso County - 65	IN THE INTEREST OF STEPHANIE CHAVEZA MINOR	  
2013DCM2836	El Paso County - 3E	In the Matter of a Marriage MOSES OKRIBATA vs.	  
2013DCV3625	El Paso County - 17	GUERRERO STAR CONSTRUCTION, LLC vs RNJ CO	  
352-239325-13	Tarrant County - 3E	JOHNS, JIMMY VS. CONTRACT	  
88-4-38,067-C	Victoria County - 2E	James Smith, Et Alvs.Cologne Production Compan	  
94-30116-211	Denton County - 21	In The Matter Of The Marriage Of Jesse E. Brownle	  

Figure 11.1 – Bookmark Cases

View Bookmarked Cases

You can view a list of your bookmarked cases, filter the bookmarked cases list, file into an existing case, remove the bookmarked case from the case list, and add service contacts to the case using the **Bookmarks** screen.

Refreshing the Bookmarked Cases List

You can manually refresh the **Bookmarks** screen as changes are made to the system. Click the **Refresh** button to refresh the **Bookmarks** page.

Filtering the Bookmarked Cases List

You can filter the bookmarked cases list by clicking on the arrows in the *Case Number*, *Location* and the *Description* columns.

Filing into an Existing Case

Click the  icon under the **Actions** column on the **Bookmarks** screen when [filing into an existing case](#), [page 28](#).

Removing a Case from the Bookmark List

You can remove a case from the bookmarked case list by clicking the  icon under the **Actions** column on the **Bookmarks** screen.

Add Service Contact to the Case

You can add service contacts to the case selected by clicking the  icon under the **Actions** column on the **Bookmarks** screen.

12 Filings

Topics Covered in this Chapter

- ◆ Filtering the Filings Queue
- ◆ Exporting E-filing Transactions
- ◆ Copying the Envelope
- ◆ Adding Service Contacts to the Firm
- ◆ Resuming the Filing Process
- ◆ Canceling a Filing

After you have uploaded and submitted your filing, the filing is displayed in the **Filings** queue. From here, you can view the status of your filing, check the filing type, get a document description, see your number assigned to the case, review the details of the case, and cancel a filing.

View Filings

You can access the **Filings** screen after initiating a case, filing into a subsequent case, or by going to the **Filing** screen directly.

Click the **WORKSPACE** link at the top of the page. This will take you to the **Filings** screen.

Use the **Filings** screen to perform many of the tasks associated with e-filing. From the **Filing** screen, you can manage your firm's service contacts on a case, view the details of the case, add subsequent filings to a case, bookmark the case as a frequently accessed case, resume (continue) the filing process of a case saved as a draft, and cancel a filing.

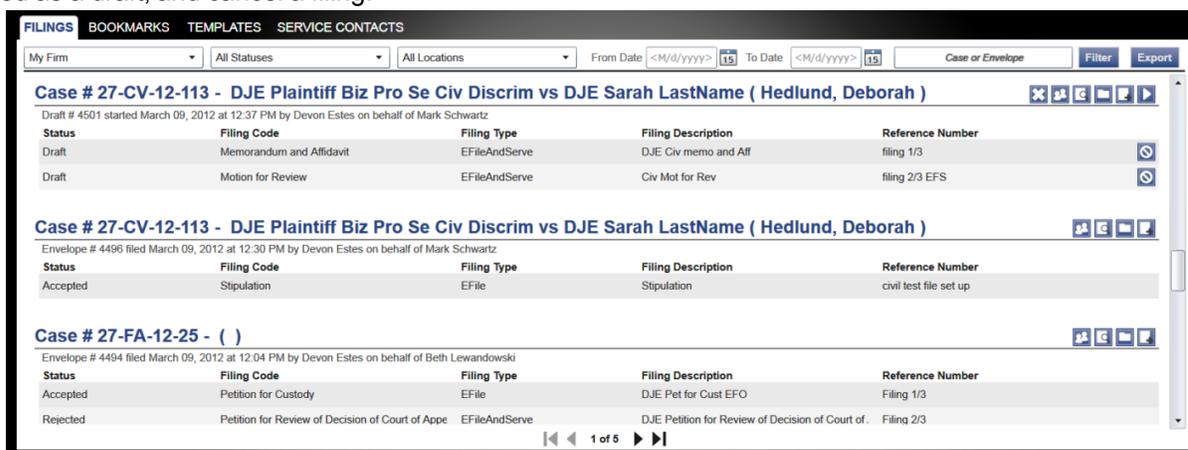


Figure 12.1 – Filings Screen

Filtering the Filings Queue

The **Filings** queue screen displays the status of each filing. The status information is located in the status column on the **Filings** screen. You will only see the status for the filings that you or your firm have submitted when logged on to the system, not all filings related to a case.

Note: Only you and your firm may see this information.

1. Select **Filings** on the toolbar.

All relevant information is displayed concerning your filings.

2. Select the filter parameters using the drop-down lists, or enter specific information in the search fields.

Note: For the From Date or the To Date, click the  icon to select dates from a calendar, or you can type the dates manually (for example, 9/9/2010).

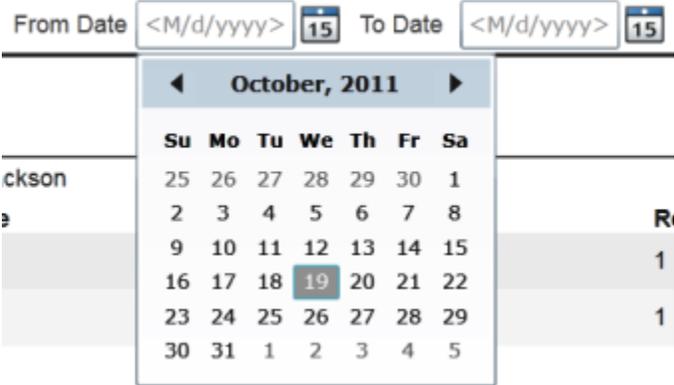


Figure 12.2 – Select the Dates Using the Calendar

3. Click  to filter the search.

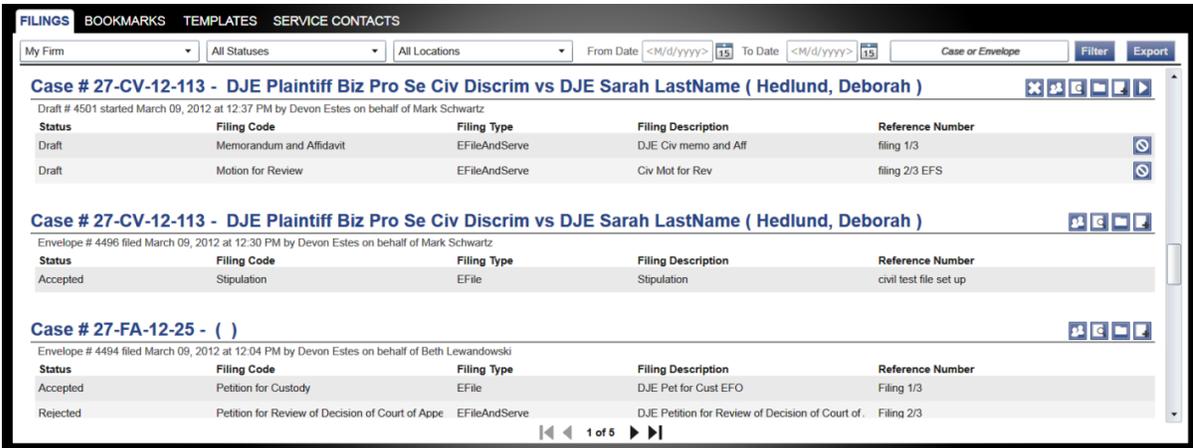


Figure 12.3 – Filings Screen

Note: To clear the filter, select Filings on the toolbar.

A list of cases meeting your search criteria is displayed.

Exporting E-filing Transactions

You can export a copy of the filings in the **Filings** queue to your computer using the **Export** option.

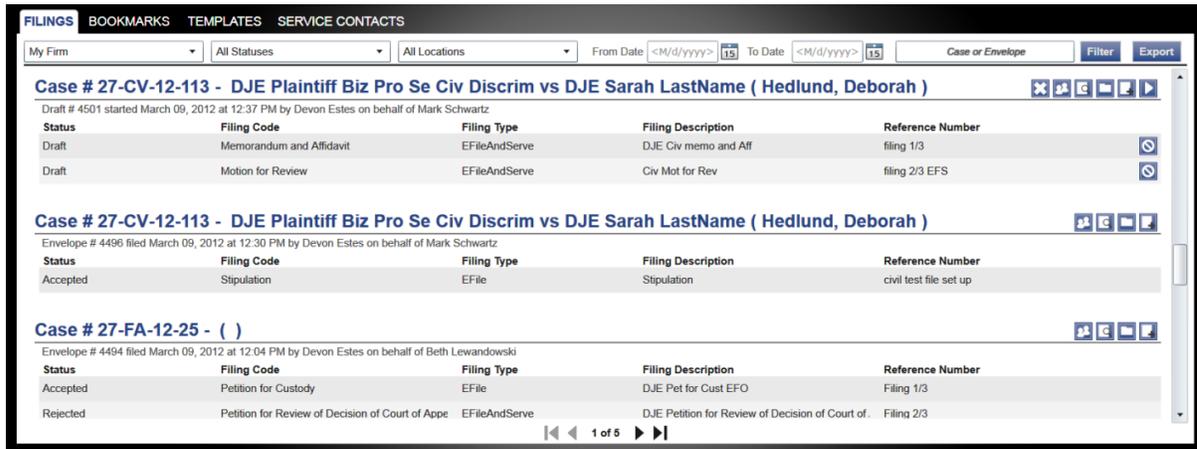


Figure 12.4 – Filings Screen

Perform the following steps to export a copy of your filings to your computer:

1. Select the **Filings** tab on the toolbar.
2. Click the **Export** button.

The Windows Explorer window opens on your screen. This will allow you to export your filings to a Microsoft Office XML file.

3. Type a file name in the **File name** field provided.



Figure 12.5 – File Name Field

4. Click the **Save** button to save the filings to your computer, or click the **Cancel** button to cancel.

The files are saved on your computer.

Viewing the Export File

Once the file has been exported, navigate to the location where the file was saved and open the file. Depending on what operating system (Windows or Mac) and programs installed on your computer, your options here will vary. If Microsoft Excel (or a similar application) is installed on your computer, using it is the simplest way to view the data.

When the XML file is opened, there will be two worksheets – one named Envelopes and one named Filings. Most users find the Envelopes worksheet easier to use for reconciliation of credit card statements, as the Filings worksheet will contain multiple rows of data for envelopes created with multiple filings. Currently, the Export contains the following fields in the Envelopes worksheet: Order ID, Case, Case Description (Case Style), Filed Date, Court Fee, Service Fee, Convenience Fee, Total Fee, Response, Capture Date, Accept Date, Account, Responsible Party, Envelope #, Reference Number.

Using Microsoft Excel (or a similar application) provides the ability to sort, filter, and total data exported. Once the data has been sorted and filtered as appropriate, the 'Total Fee' column can be totaled using a

formula. The Reference Number field is designed to be a way to link the client file in your office back to the filings created and is used for internal purposes only. When e-filing a document and using the Reference Number in this manner, it will assist in assist in reconciliation of charges to client files.

Copying the Envelope

You can copy an envelope to create another envelope using the  icon on the **Filings** screen if cancelled the envelope, or your filing has been rejected by the courts. You can also copy the envelope if there is an error in your filing and you want to create another filing.

Perform the following steps to copy the envelope:

1. Click the **Filings** link on the menu.

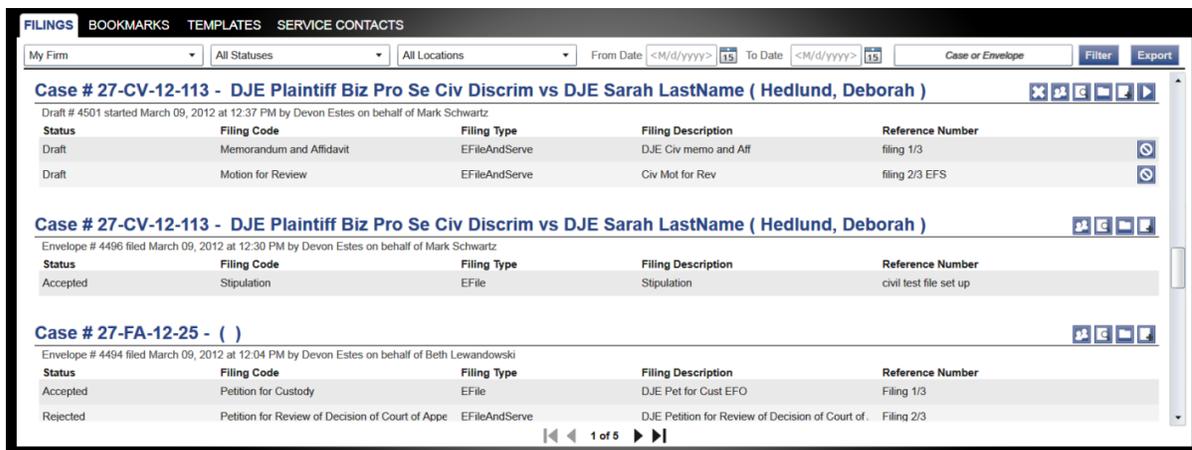


Figure 12.6 – Filings Screen

2. Select a case to copy on the **Filings** screen.
3. Click the  icon on the selected case to copy the envelope.

Adding Service Contacts to the Firm

You can add service contacts to the **Service Contacts** list.

Perform the following steps to add service contacts to the **Service Contacts** list:

1. Click the **SERVICE CONTACTS** link at the top of the window.

This opens the **Service Contacts** page.

Name	Email
Simon C James	sc1@tt.com
Service Contact 3	sc3@tt.com
Service Contact 4	sc4@tt.com
SK Public Contact Test	skpublic@tylertech.com

Add New

First Name* Simon **Middle** C **Last Name*** James

Email* sc1@tt.com **Administrative Copy** john@tt.com **Firm Name** Law Firm and Associates

Country* United States of America

Address Line 1* 68900 Interior Pkwy

City* Catalina

State* Oregon **Zip Code*** 52324

Phone 729-700-2328

Make this contact Public

Save Contact

Figure 12.7 – Adding Service Contacts Form

- Click the **Add New** button in the middle of the window.

The **Add Service Contacts** form opens.

- Complete the **Add Service Contacts** form by providing the applicable information.

Note: An asterisk (*) indicates required information.

- Type an e-mail address in the **Administrative Copy** field.

A courtesy copy of the service notification is sent to the e-mail address entered in this field. The administrative e-mail is an optional e-mail for the delivery of service. Delivery to this address is not considered a determining factor for the completion of e-service.

- Select the **Make this contact Public** check box to make the contact available to any filer.

Note: Selecting this check box is helpful when the contact is the defendant in a court action.

- Click the **Save** button to save the contact to the **Service Contacts** list.

The new contact information displays in the **Service Contact** list.

Resuming the Filing Process

You can resume the filing process after logging out of the system or exiting the filing process by accessing your case using the **Filings** link to access the **Filings** screen.

The screenshot displays the 'FILINGS' screen with a navigation bar at the top containing 'FILINGS', 'BOOKMARKS', 'TEMPLATES', and 'SERVICE CONTACTS'. Below the navigation bar are filters for 'My Firm', 'All Statuses', 'All Locations', 'From Date', and 'To Date'. The main content area shows three case entries:

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)

Draft # 4501 started March 09, 2012 at 12:37 PM by Devon Estes on behalf of Mark Schwartz

Status	Filing Code	Filing Type	Filing Description	Reference Number
Draft	Memorandum and Affidavit	EFileAndServe	DJE Civ memo and Aff	filing 1/3
Draft	Motion for Review	EFileAndServe	Civ Mot for Rev	filing 2/3 EFS

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)

Envelope # 4496 filed March 09, 2012 at 12:30 PM by Devon Estes on behalf of Mark Schwartz

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Stipulation	EFile	Stipulation	civil test file set up

Case # 27-FA-12-25 - ()

Envelope # 4494 filed March 09, 2012 at 12:04 PM by Devon Estes on behalf of Beth Lewandowski

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Petition for Custody	EFile	DJE Pet for Cust EFO	Filing 1/3
Rejected	Petition for Review of Decision of Court of Appe	EFileAndServe	DJE Petition for Review of Decision of Court of .	Filing 2/3

At the bottom of the screen, there is a pagination control showing '1 of 5'.

Figure 12.8 – Filings Screen

Perform the following steps to resume the filing process on the case:

1. Select **Filings** on the toolbar.
2. Select a case or an envelope on the **Filings** screen to resume a filing.
3. Click the  icon for the selected case to resume the filing process. This opens the last saved pages in your envelope or case to continue the filing process.

Canceling a Filing

You can cancel a filing you have submitted before it is accepted by the courts. Once the filing status changes to “Under Review” or “Accepted,” a filing cannot be canceled.

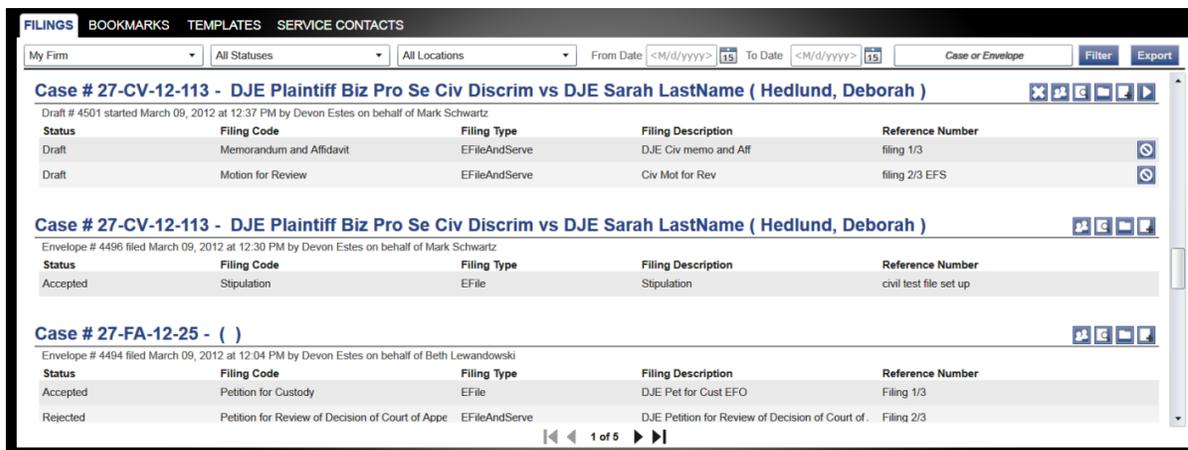


Figure 12.9 – Filings Screen

Perform the following steps to cancel the filing:

1. Click **Filings** on the toolbar.
2. Select a case or an envelope on the **Filings** screen to cancel.
3. Click the  icon for the selected case to cancel the filing.

13 Service Contacts

Topics Covered in this Chapter

- ◆ Adding Service Contacts to a Case
- ◆ Viewing the Attached Cases List
- ◆ Replacing Service Contacts on the Case
- ◆ Deactivating a Service Contact on the Case

You can add service contacts to the case using the **Service Contacts** link.

Adding Service Contacts to a Case

You can add service contacts to a case.

Perform the following steps to add a service contact to a case:

1. Click the **WORKSPACE** link at the top of the screen.

This action opens the **Filings** window.

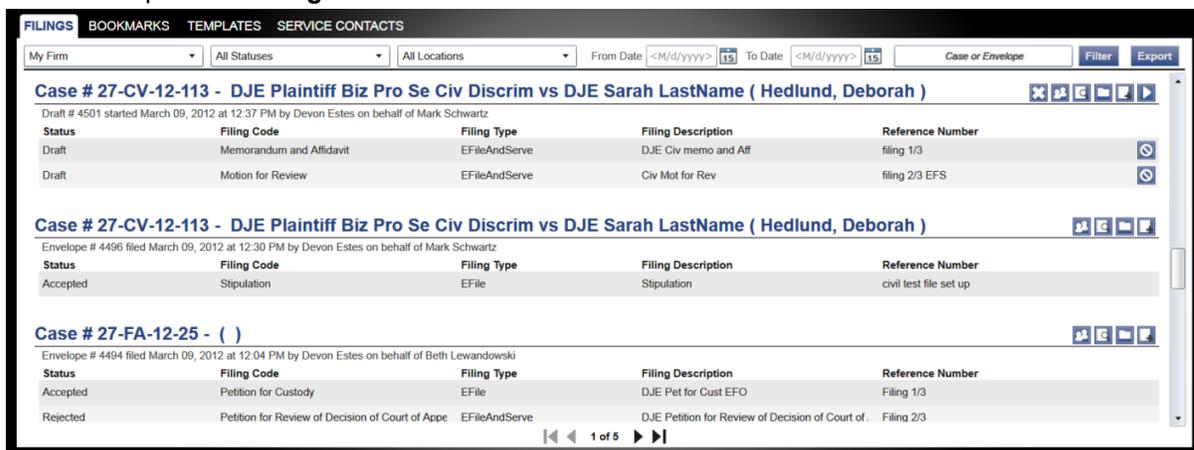


Figure 13.1 – Filings Window

2. Locate the case that you want to add service contacts.
3. Click the  icon to add a service contact to the selected case.

This opens the **Service Contacts** tab.

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Defendant: adding test party party
Plaintiff: testing adding addtl party

Other Service Contacts

Jameson Aurther Westinghouse (jaw@rawitserlaw.com)				
Adam Record (aefstest6@gmail.com)				
Adam Smith (aefstest2@gmail.com)				
New Service contact contact Testing (TestingContact1@tylertech.com)				
s p (steven.pham@tylertech.com)				
tamasha Anderson (Anderson@testingt.com)				
Tamasha motor (tamashatest@gmail.com)				
Tim Thompson (werwer@test.com)				

Add New **Add From Master List** **Add From Public List** **Show History**

First Name* Jameson **Middle** Aurther **Last Name*** Westinghouse
Email* jaw@rawitserlaw.com **Administrative Copy** kathy@rawitserlaw.com **Firm Name** Rawitser Law Firm
Address 7977 E. Frankford Way **City** Mountain City
State Alaska **Zip Code** 112123
Phone (xxx)xxx-xxxx
 Make this contact Public
 Save Contact in My Firm Master Service List **Save** **Cancel**

Figure 13.2 – Service Contacts Tab

- Select the name of the service contact to add to the case, or click the **Add New** button in the middle of the window to add a new service contact.

Note: If there is no email address next to the name of the service contact, the contact cannot be served. You will need to add an email address or add a new service contact to the case.

The fields required to add a service contact displays.

- Complete the add service contact fields by providing the applicable information.

Note: An asterisk (*) indicates required information.

- Type an e-mail address in the **Administrative Copy** field.

The administrative e-mail is an optional additional e-mail for the delivery of service. Delivery to this address is not considered a determining factor for the completion of e-service.

- Select the **Make this contact Public** check box to make the contact public.
- Select the **Save Contact in My Firm Master Service List** check box to save the contact to the firm's master service list.
- Click the **Save** button to save the contact.

Adding Service Contacts from Master List

You can add service contacts to the **Case Service Contacts** list from the Master List.

Perform the following steps to add service contacts to the **Case Service Contacts** list:

1. Click the **WORKSPACE** link at the top of the screen.

This action opens the **Filings** window.

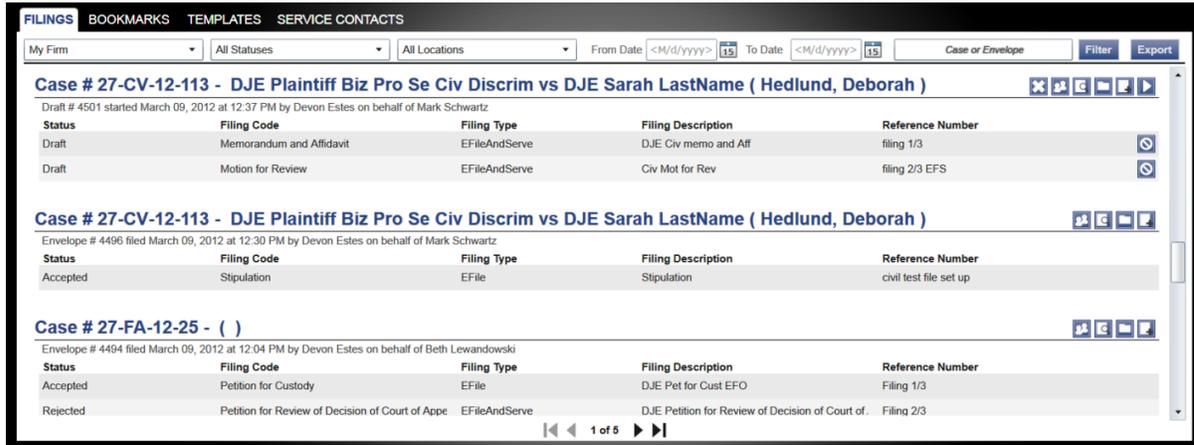


Figure 13.3 – Filings Window

2. Locate the case that you want to add the service contact to.
3. Click the  icon to view the service contact information.

This opens the **Service Contacts** tab.

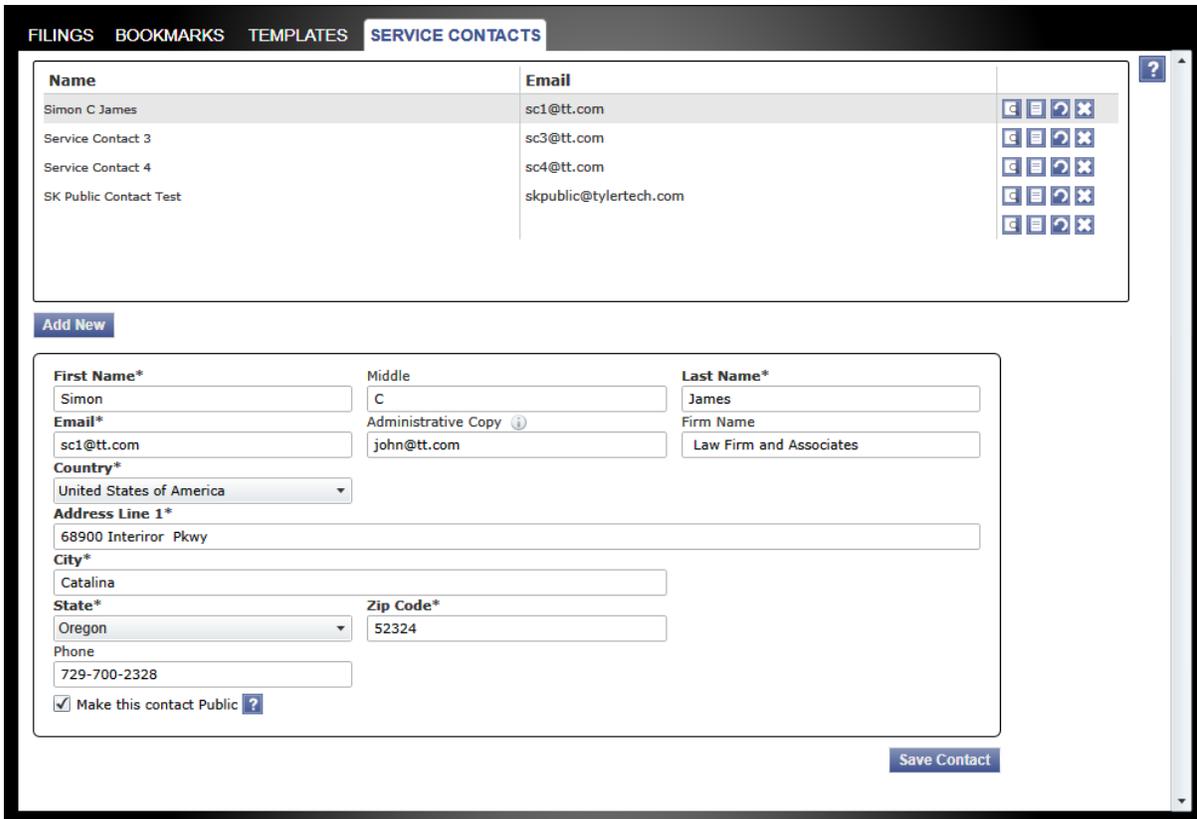


Figure 13.4 – Service Contacts Tab

- Click the **Add From Master List** button.

This action opens the **Add Service Contact from Master List** window.

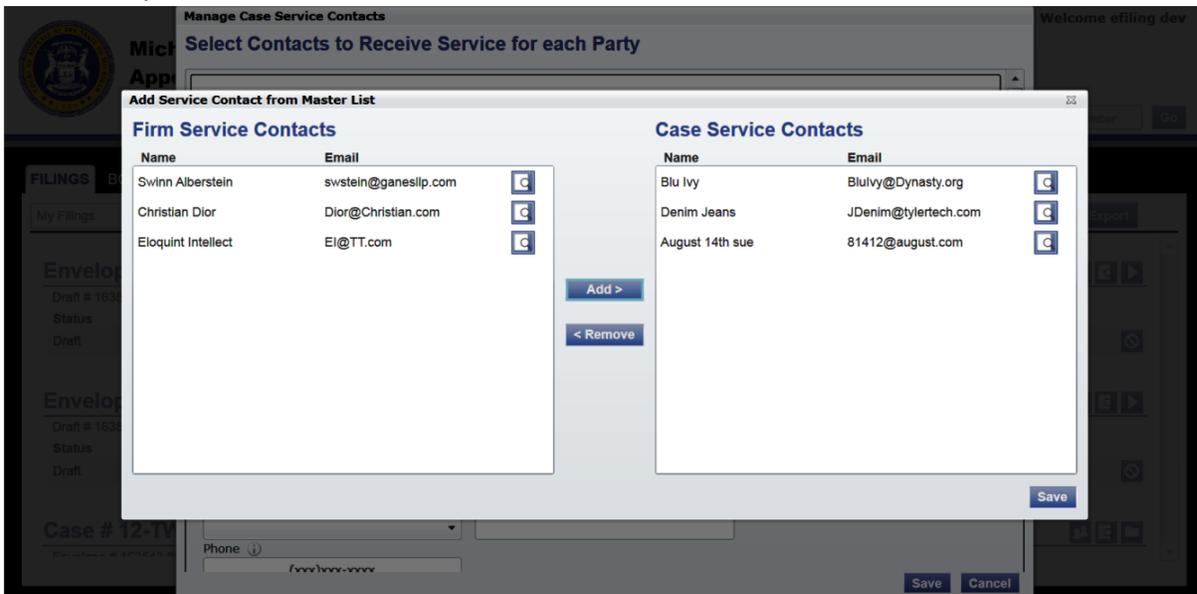


Figure 13.5 – Add Service Contact from Master List Window

- Select the service contact from the **Firm Service Contacts** list.

- Click the **Add >** button to add the service contact to the **Case Service Contacts** list.

The new contact information displays in the **Case Service Contacts** list.

- Select a contact from the **Case Service Contacts** list and click the **< Remove** button to remove the contact from the **Case Service Contacts** list.
- Click the **Save** button to save the **Case Service Contacts** list.

Adding Service Contacts from Public List

You can add service contacts to the **Case Service Contacts** list from the public list of contacts.

Perform the following steps to add service contacts to the **Case Service Contacts** list:

- Click the **WORKSPACE** link at the top of the screen.

This action opens the **Filings** window.

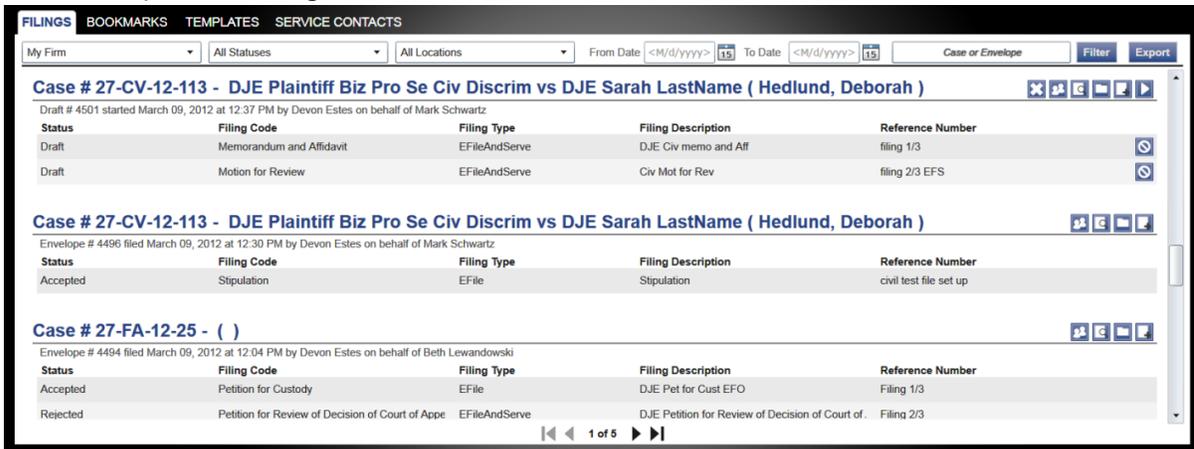


Figure 13.6 – Filings Window

- Locate the case that you want to add the service contact to.
- Click the **Service Contacts** icon to view the service contact information.

This opens the **Service Contacts** tab.

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Defendant: adding test party party
Plaintiff: testing adding addtl party

Other Service Contacts

Jameson Aurther Westinghouse (jaw@rawitserlaw.com)				
Adam Record (aefstest6@gmail.com)				
Adam Smith (aefstest2@gmail.com)				
New Service contact contact Testing (TestingContact1@tylertech.com)				
s p (steven.pham@tylertech.com)				
tamasha Anderson (Anderson@testingt.com)				
Tamasha motor (tamashatest@gmail.com)				
Tim Thompson (werwer@test.com)				

Add New **Add From Master List** **Add From Public List** **Show History**

First Name* Jameson **Middle** Aurther **Last Name*** Westinghouse
Email* jaw@rawitserlaw.com **Administrative Copy** kathy@rawitserlaw.com **Firm Name** Rawitser Law Firm
Address 7977 E. Frankford Way **City** Mountain City
State Alaska **Zip Code** 112123
Phone (xxx)xxx-xxxx
 Make this contact Public

Save Contact in My Firm Master Service List

Save **Cancel**

Figure 13.7 – Service Contacts Tab

- Click the **Add From Public List** button.

This action opens the **Add Service Contact from Public List** window.

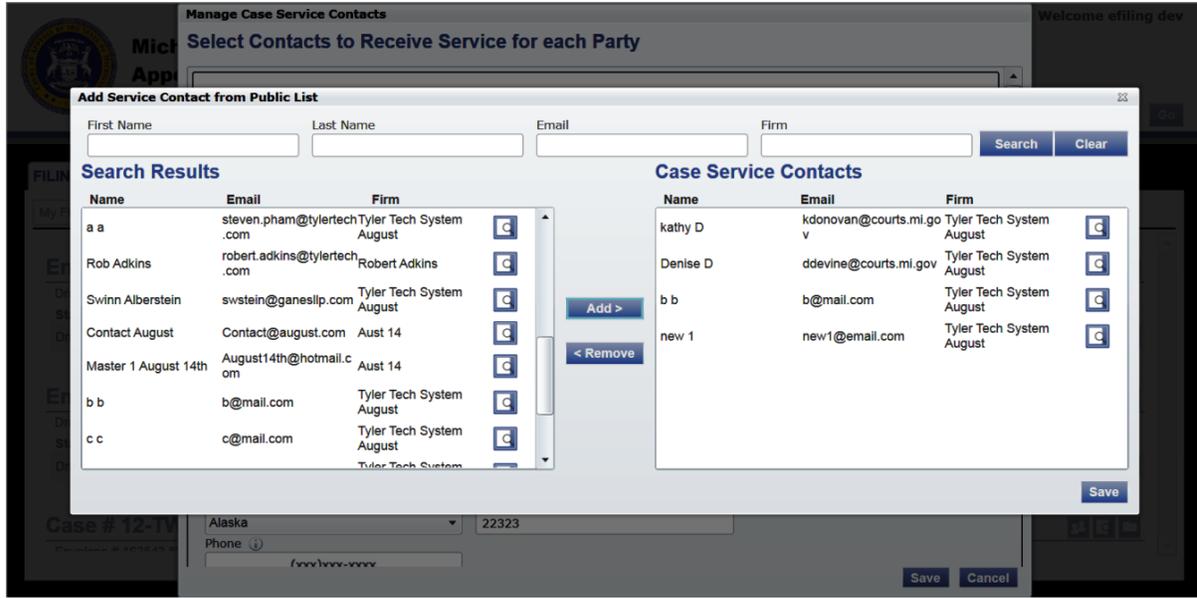


Figure 13.8 – Add Service Contact from Public List Window

5. Enter the name, e-mail address, or firm name in the fields provided, and then click the **Search** button to search for a specific service contact, or click the **Search** button to display all service contacts available.
6. Select the service contact from the **Search Results** list.
7. Click the **Add >** button to add the service contact to the **Case Service Contacts** list.
The new contact information displays in the **Case Service Contacts** list.
8. Select a contact from the **Case Service Contacts** list and click the **< Remove** button to remove the contact from the **Case Service Contacts** list.
9. Click the **Save** button to save the **Case Service Contacts** list.

Viewing Service Contacts History

You can view the history of the service contacts attached to a case.

Perform the following steps to view the service contact's history:

1. Click the **WORKSPACE** link at the top of the screen.

This action opens the **Filings** window.

FILINGS BOOKMARKS TEMPLATES SERVICE CONTACTS

My Firm All Statuses All Locations From Date <M/d/yyyy> 15 To Date <M/d/yyyy> 15 Case or Envelope Filter Export

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)

Draft # 4501 started March 09, 2012 at 12:37 PM by Devon Estes on behalf of Mark Schwartz

Status	Filing Code	Filing Type	Filing Description	Reference Number
Draft	Memorandum and Affidavit	EFileAndServe	DJE Civ memo and Aff	filing 1/3
Draft	Motion for Review	EFileAndServe	Civ Mot for Rev	filing 2/3 EFS

Case # 27-CV-12-113 - DJE Plaintiff Biz Pro Se Civ Discrim vs DJE Sarah LastName (Hedlund, Deborah)

Envelope # 4496 filed March 09, 2012 at 12:30 PM by Devon Estes on behalf of Mark Schwartz

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Stipulation	EFile	Stipulation	civil test file set up

Case # 27-FA-12-25 - ()

Envelope # 4494 filed March 09, 2012 at 12:04 PM by Devon Estes on behalf of Beth Lewandowski

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Petition for Custody	EFile	DJE Pet for Cust EFO	Filing 1/3
Rejected	Petition for Review of Decision of Court of Appe	EFileAndServe	DJE Petition for Review of Decision of Court of .	Filing 2/3

1 of 5

Figure 13.9 – Filings Window

2. Locate the case that you want to view the contact's service history.
3. Click the  icon to view the service contact information.

This opens the **Service Contacts** tab.

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Defendant: adding test party party
Plaintiff: testing adding addtl party

Other Service Contacts

Jameson Aurther Westinghouse (jaw@rawitserlaw.com)				
Adam Record (aefstest6@gmail.com)				
Adam Smith (aefstest2@gmail.com)				
New Service contact contact Testing (TestingContact1@tylertech.com)				
s p (steven.pham@tylertech.com)				
tamasha Anderson (Anderson@testingt.com)				
Tamasha motor (tamashatest@gmail.com)				
Tim Thompson (werwer@test.com)				

Add New **Add From Master List** **Add From Public List** **Show History**

First Name* Jameson **Middle** Aurther **Last Name*** Westinghouse

Email* jaw@rawitserlaw.com **Administrative Copy** kathy@rawitserlaw.com **Firm Name** Rawitser Law Firm

Address 7977 E. Frankford Way **City** Mountain City

State Alaska **Zip Code** 112123

Phone (xxx)xxx-xxxx

Make this contact Public

Save Contact in My Firm Master Service List

Save **Cancel**

Figure 13.10 – Service Contacts Tab

4. Select a service contact from the list.
5. Click the **Show History** button to view the history of the contact selected.

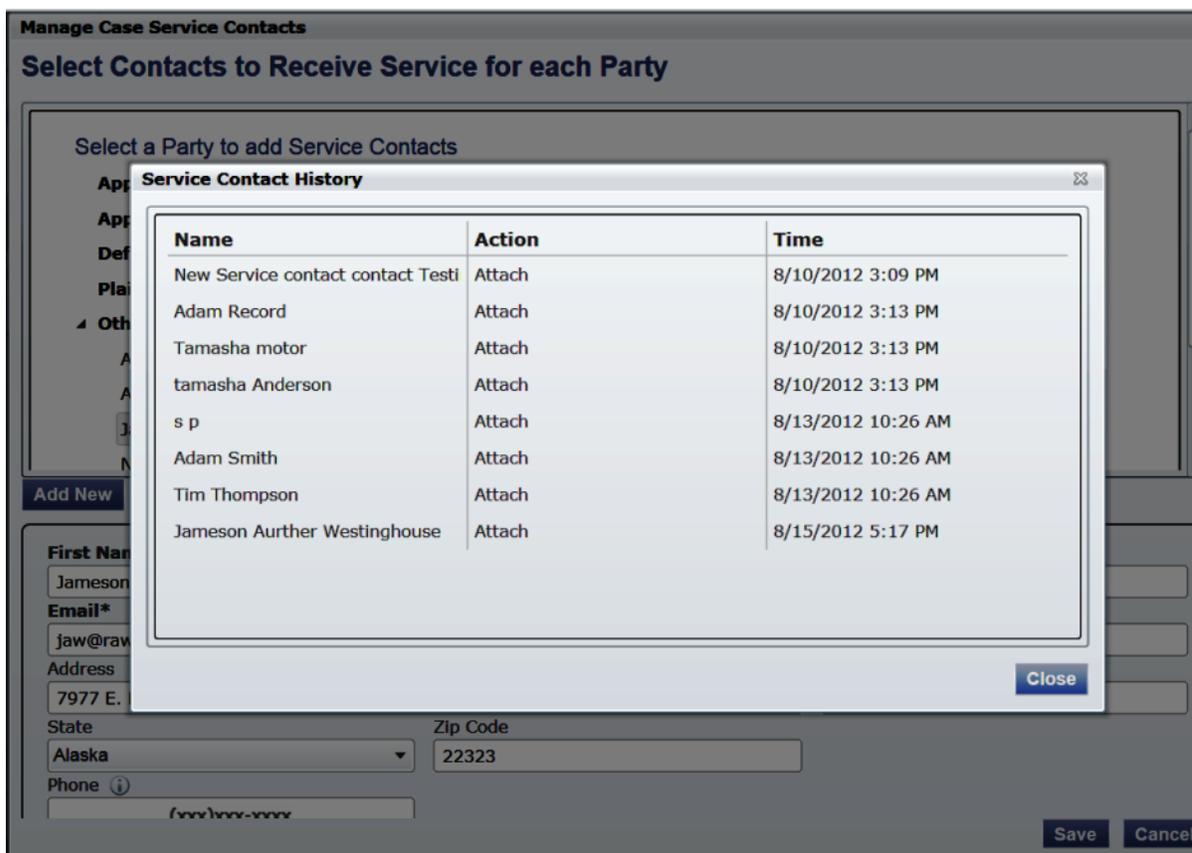


Figure 13.11 – View Service Contact History

6. Click the **Close** to close the window and return to the service contacts page.

Viewing the Attached Cases List

You can view the **Attached Case** list for the service contacts on the **Service Contacts** list.

Perform the following steps to view the **Attached Case** list for the service contacts on the **Service Contact** list:

1. Click the **SERVICE CONTACTS** link at the top of the window. This opens the **Service Contacts** page.

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Defendant: adding test party party
Plaintiff: testing adding addtl party

Other Service Contacts

Jameson Aurther Westinghouse (jaw@rawitserlaw.com)				
Adam Record (aefstest6@gmail.com)				
Adam Smith (aefstest2@gmail.com)				
New Service contact contact Testing (TestingContact1@tylertech.com)				
s p (steven.pham@tylertech.com)				
tamasha Anderson (Anderson@testingt.com)				
Tamasha motor (tamashatest@gmail.com)				
Tim Thompson (werwer@test.com)				

Add New **Add From Master List** **Add From Public List** **Show History**

First Name* Jameson **Middle** Aurther **Last Name*** Westinghouse
Email* jaw@rawitserlaw.com **Administrative Copy** kathy@rawitserlaw.com **Firm Name** Rawitser Law Firm
Address 7977 E. Frankford Way **City** Mountain City
State Alaska **Zip Code** 112123
Phone (xxx)xxx-xxxx
 Make this contact Public

Save Contact in My Firm Master Service List

Save **Cancel**

Figure 13.12 – Add New Firm Service Contact Form

2. Click the icon for that service contact.
3. The **Attached Cases** screen appears.
4. Click the **Close** button to return to the **Service Contacts** list.

Replacing Service Contacts on the Case

You can replace service contacts on case and in the **Service Contacts** list.

Perform the following steps to replace a service contacts on the **Service Contacts** list:

1. Click the **SERVICE CONTACTS** link at the top of the window. This opens the **Service Contacts** page.

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Defendant: adding test party party
Plaintiff: testing adding addtl party

Other Service Contacts

Jameson Aurther Westinghouse (jaw@rawitserlaw.com)				
Adam Record (aefstest6@gmail.com)				
Adam Smith (aefstest2@gmail.com)				
New Service contact contact Testing (TestingContact1@tylertech.com)				
s p (steven.pham@tylertech.com)				
tamasha Anderson (Anderson@testingt.com)				
Tamasha motor (tamashatest@gmail.com)				
Tim Thompson (werwer@test.com)				

Add New **Add From Master List** **Add From Public List** **Show History**

First Name* Jameson **Middle** Aurther **Last Name*** Westinghouse
Email* jaw@rawitserlaw.com **Administrative Copy** kathy@rawitserlaw.com **Firm Name** Rawitser Law Firm
Address 7977 E. Frankford Way **City** Mountain City
State Alaska **Zip Code** 112123
Phone (xxx)xxx-xxxx
 Make this contact Public

Save Contact in My Firm Master Service List

Save **Cancel**

Figure 13.13 – Replacing Service Contacts Form

2. Click the icon for that service contact.
3. The **Replace Service Contact** form screen appears.

Note: A notification is sent to service contacts being removed from a case.

4. Click the **Save Contact** button to save the contact to the **Service Contacts** list.
5. The new contact information is displayed in the **Service Contact** list.

Deactivating a Service Contact on the Case

You can deactivate a service contacts on the case in the **Service Contacts** list.

Perform the following steps to deactivate a service contacts on the **Service Contacts** list:

1. Click the **SERVICE CONTACTS** link at the top of the window. This opens the **Service Contacts** page.

Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Defendant: adding test party party
Plaintiff: testing adding addtl party

Other Service Contacts

Jameson Aurther Westinghouse (jaw@rawitserlaw.com)	  
Adam Record (aefstest6@gmail.com)	  
Adam Smith (aefstest2@gmail.com)	  
New Service contact contact Testing (TestingContact1@tylertech.com)	  
s p (steven.pham@tylertech.com)	  
tamasha Anderson (Anderson@testingt.com)	  
Tamasha motor (tamashatest@gmail.com)	  
Tim Thompson (werwer@test.com)	  

Add New **Add From Master List** **Add From Public List** **Show History**

First Name* Jameson **Middle** Aurther **Last Name*** Westinghouse
Email* jaw@rawitserlaw.com **Administrative Copy** kathy@rawitserlaw.com **Firm Name** Rawitser Law Firm
Address 7977 E. Frankford Way **City** Mountain City
State Alaska **Zip Code** 112123
Phone (xxx)xxx-xxxx
 Make this contact Public

Save Contact in My Firm Master Service List

Save **Cancel**

Figure 13.14 – Deactivating Service Contacts Form

- Click the  icon for that service contact. This removes a service contact from the **Service Contacts** list.

Note: A notification is sent to service contacts being removed from the case. This also removes the administrator's e-mail attached to the contact.