

Guide to Assist
NCDRC Certified
Mediators with
Filing Their
Reports of
Mediator in
Odyssey.



Before logging into eCourts/eFiling, mediators should first complete their Report of Mediator. It is recommended that you complete the form online, print the form, sign it, and then scan and save it to your computer.

MSC Report of Mediator: [Report Of Mediator In Superior Court Civil Action | North Carolina Judicial Branch \(nccourts.gov\)](#)

FFS Report of Mediator: [Report Of Mediator In Family Financial Case | North Carolina Judicial Branch \(nccourts.gov\)](#)

Clerk Report of Mediator: [Report of Mediator in Clerk Program Mediation](#)
When Filing the ROM in the Clerk Program, the mediator is to select the “Miscellaneous Filing” option.

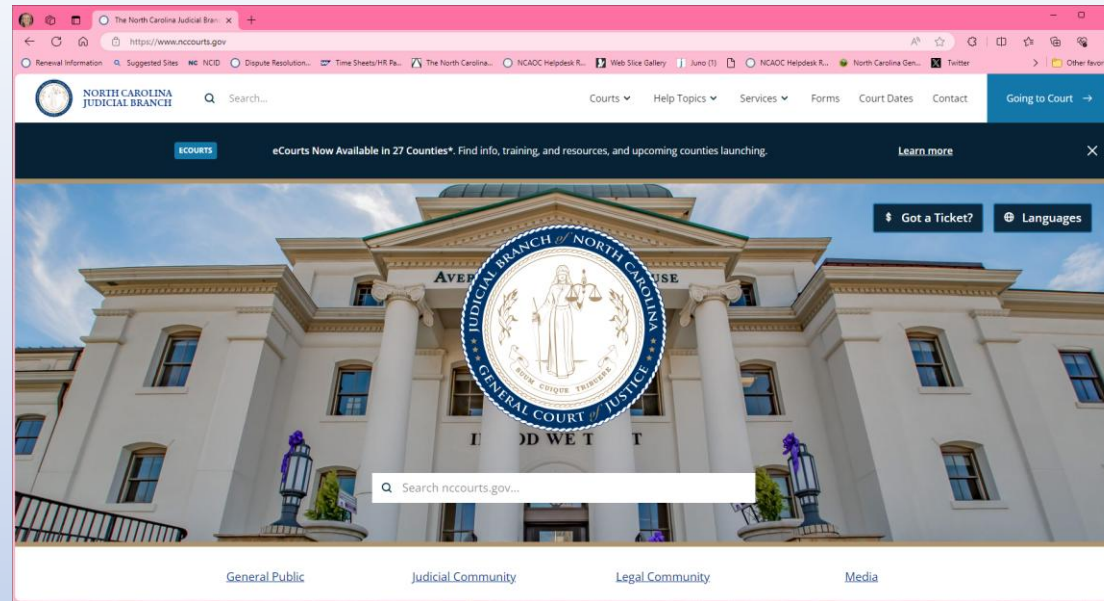
Emergency Judges and non-attorney certified mediators, must create/register for an “Individual Account” in eCourts.

For assistance, or questions about efilings, visit the NCAOC [“How Can We Help?”](#) Page.

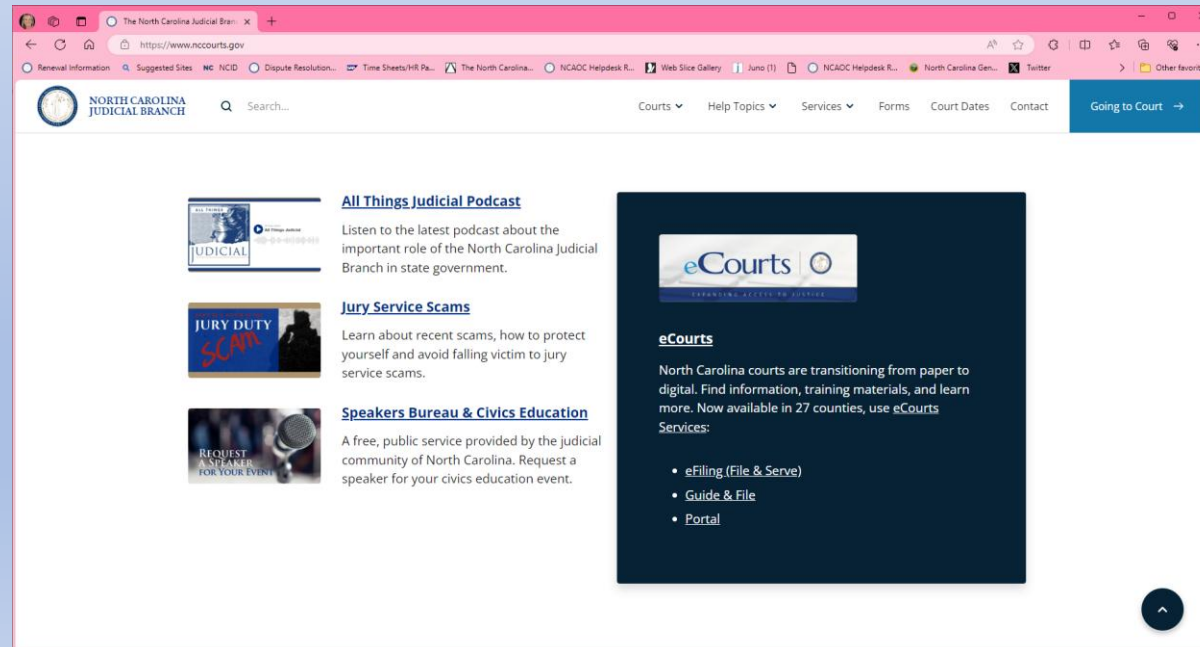
*A special thank you to Salim
Uqdah who assisted NCDRC staff
with creating this guide.*

Amended 3.27.26

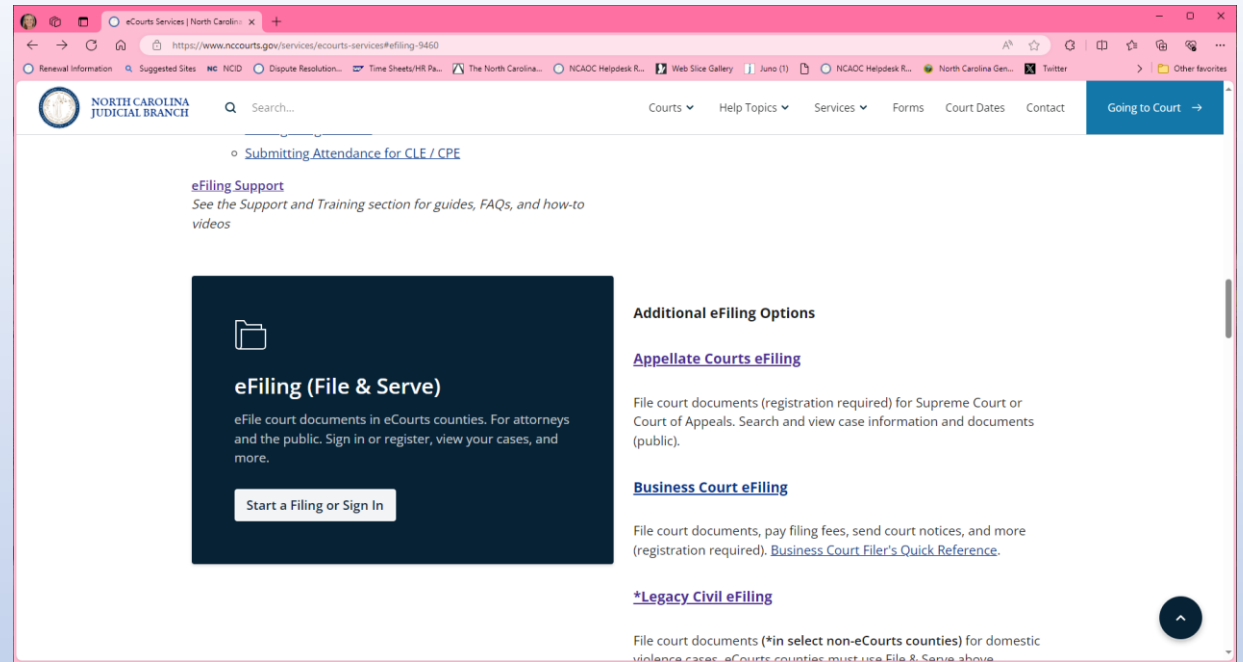
Visit the NC Judicial Branch's Website
www.nccourts.gov



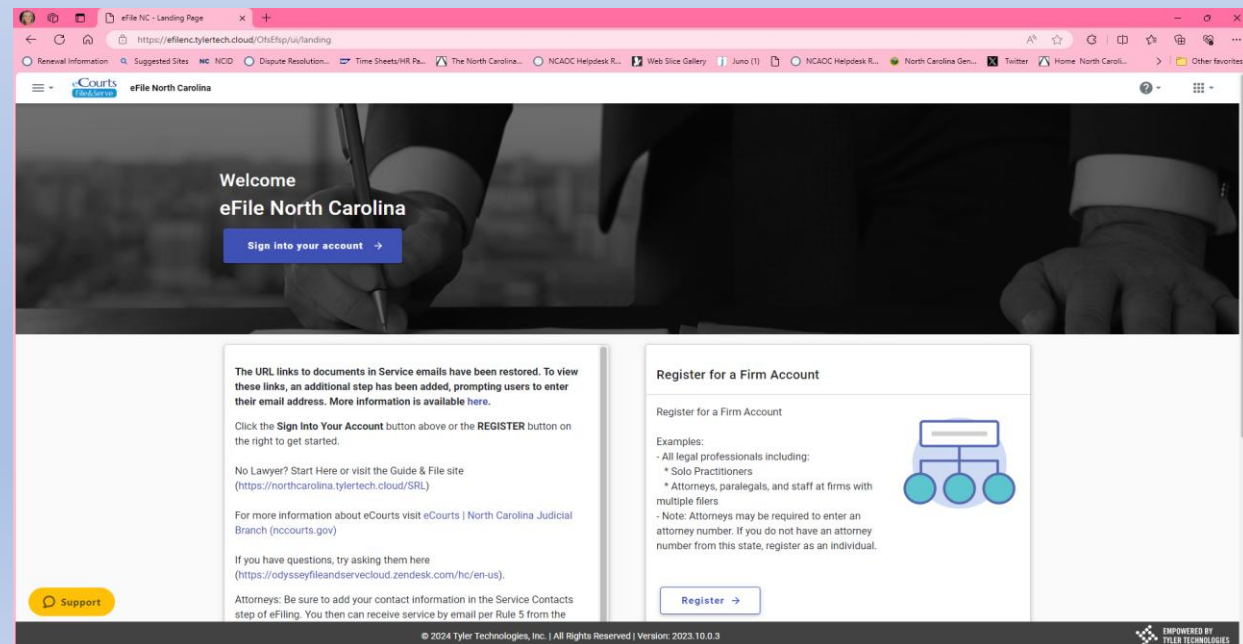
Scroll down to the eCourts Section and click on the eFiling (File & Serve) link.



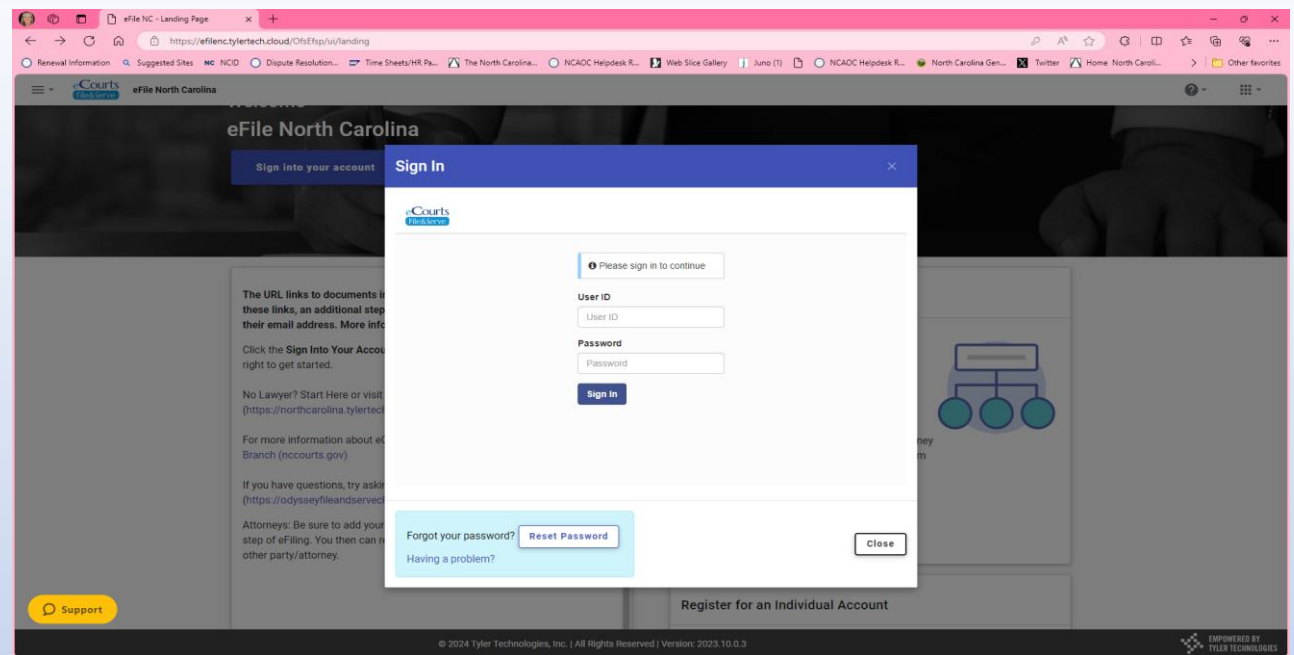
On the next screen, look for the eFiling (File & Serve) black box, and click on “Start a Filing or Sign In”.



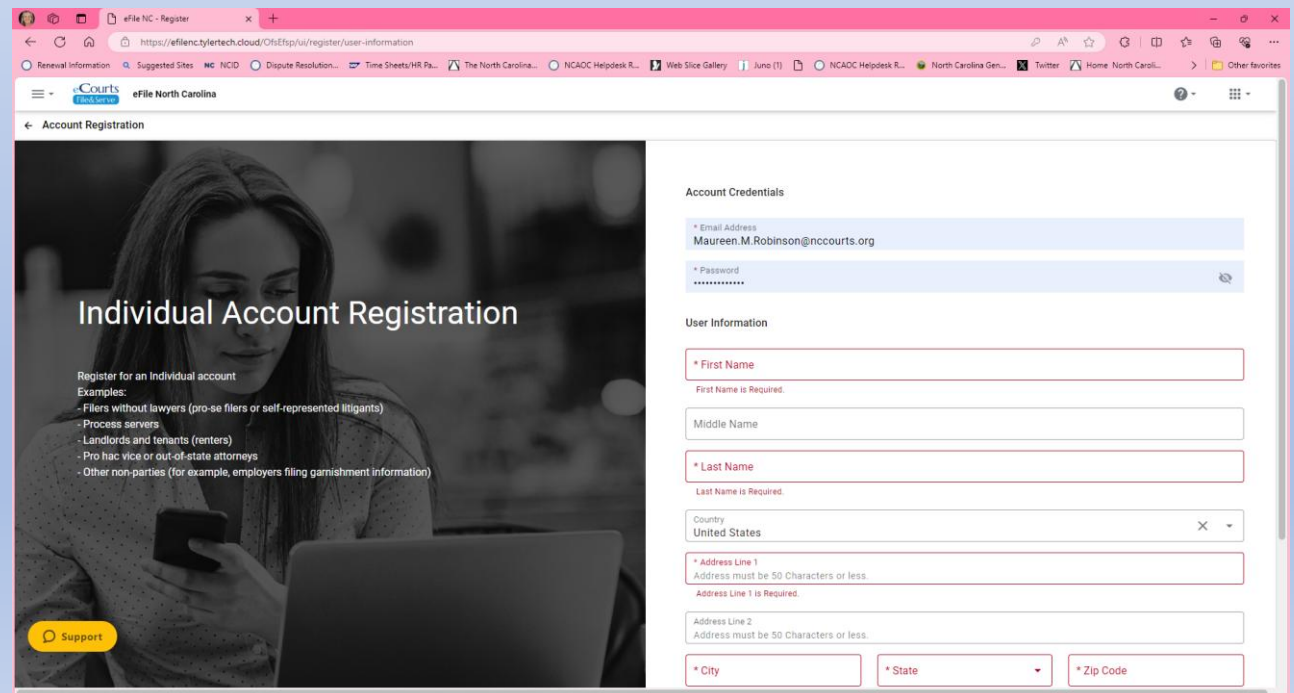
You will be taken to the Welcome page, from here you can sign in, or register an account. If you have already established an account, click on the “Sign into your account” link. If you have not registered, scroll down to “Register.”



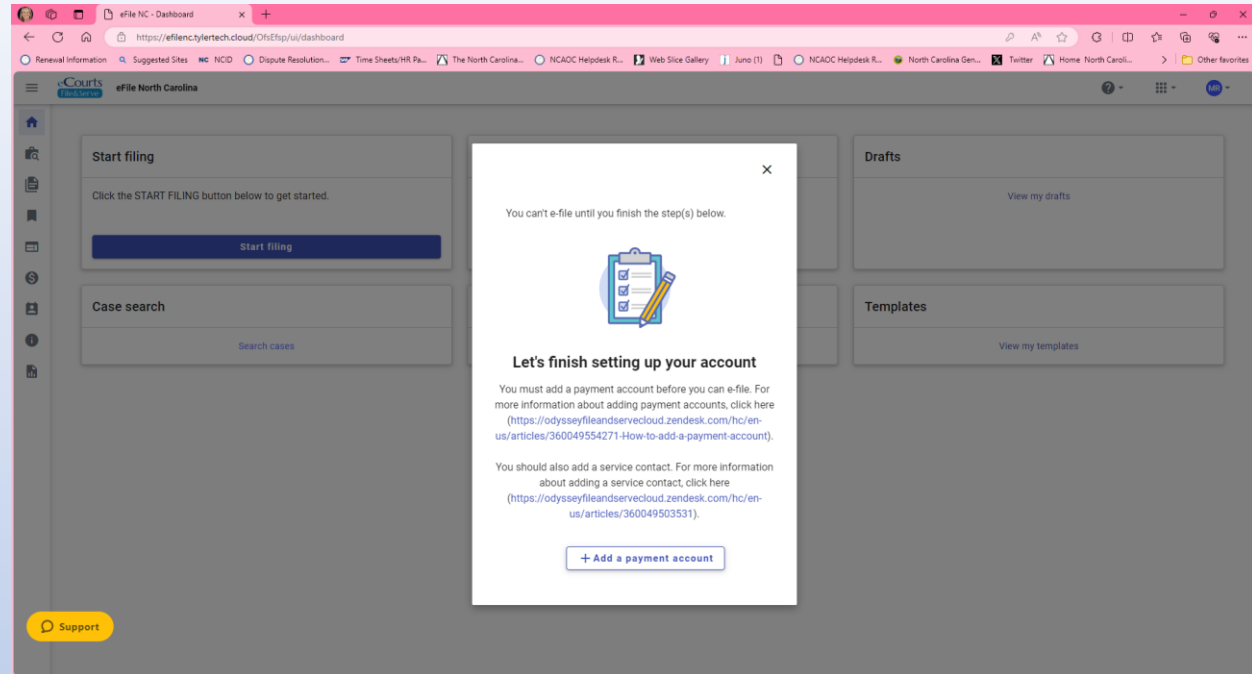
If you have established an account, go ahead and sign in.



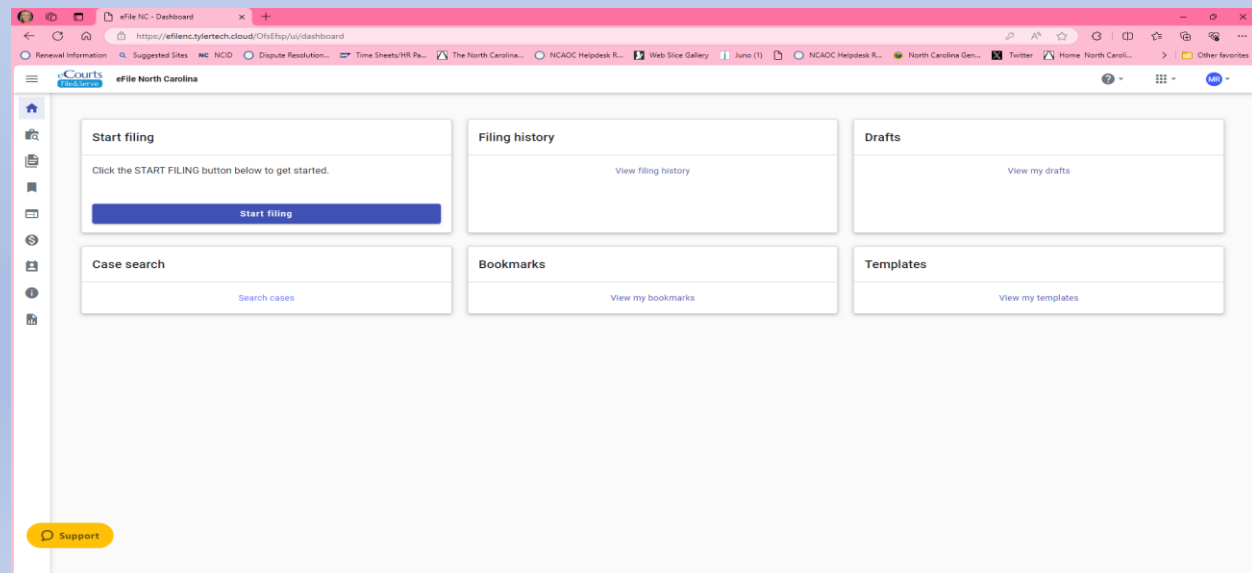
To establish an account, be sure to complete the required sections, and click on the box "I agree to the Terms and Conditions" at the bottom, then click on the "Register."



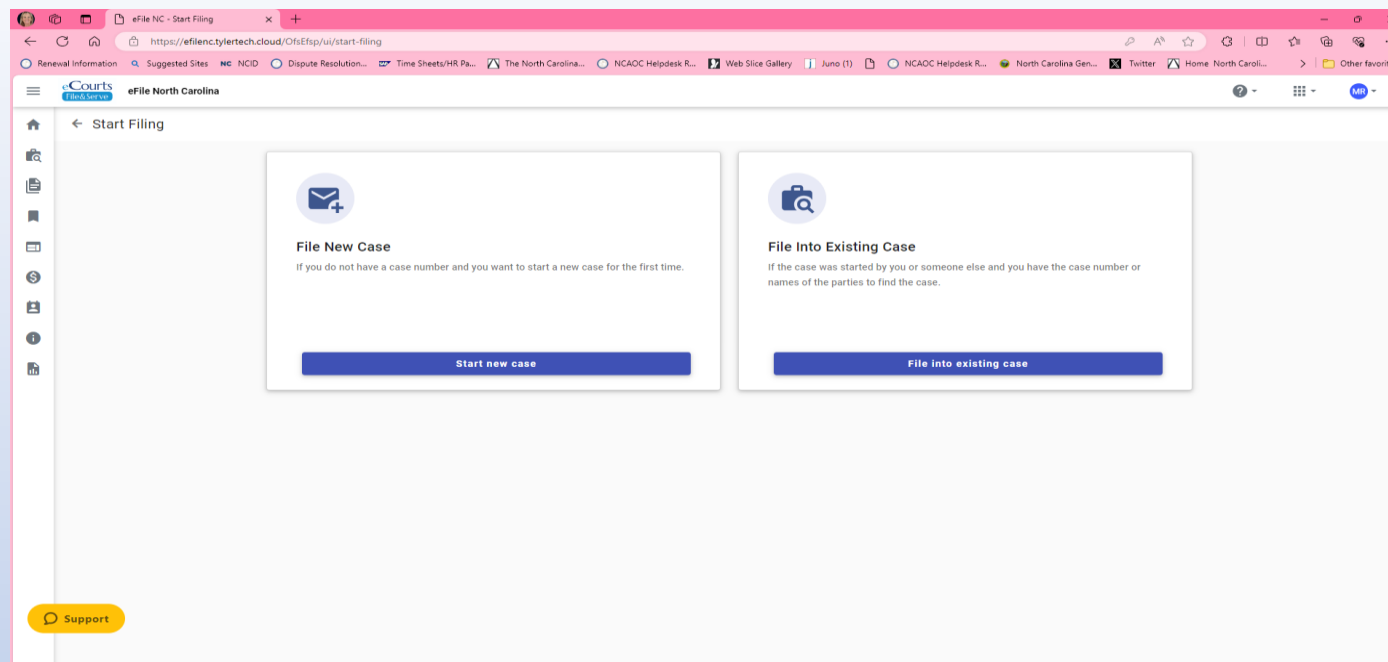
For you to file your Report of Mediator (ROM), you must enter a credit card number – you will not be charged for filing the ROM.



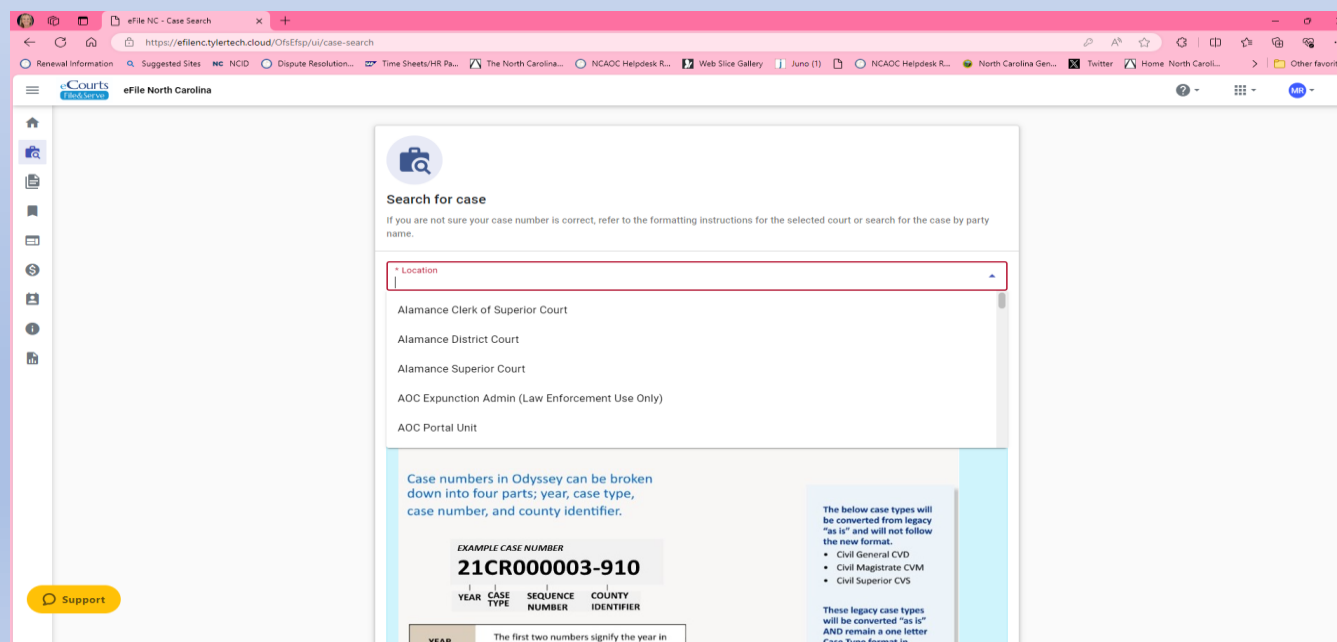
From this page, click on "Start filing."



Click on “File into existing case.”



Enter the location (District name and court) from the drop-down box.



Then enter the case number, you MUST include the county Identifier number in the case number. Then click on "Search." County Identifier numbers can be found here:

[N.C. Courts County Codes | North Carolina Judicial Branch \(nccourts.gov\)](https://nccourts.gov)

The screenshot shows the eFile North Carolina search page. At the top, there is a search tip: "Case numbers in Odyssey can be broken down into four parts; year, case type, case number, and county identifier." Below this is an example case number: **21CR000003-910**. A table breaks down the components of this number:

YEAR	CASE TYPE	SEQUENCE NUMBER	COUNTY IDENTIFIER
21	CR	000003	910

Below the table, there are two columns of text explaining each part. To the right, a box lists legacy case types that will be converted to the new format: Civil General CVD, Civil Magistrate CVM, and Civil Superior CVS. Another box lists legacy case types that will remain in the old format: Civil Transcript "T", Miscellaneous Civil Judgments "M", Registration "R", and Estates, etc. "E".

At the bottom, there is a search form with a text input field labeled "* Case Number" and a "Search" button. A "Sort Results By" dropdown menu is set to "Newest to Oldest".

The Case should be listed.

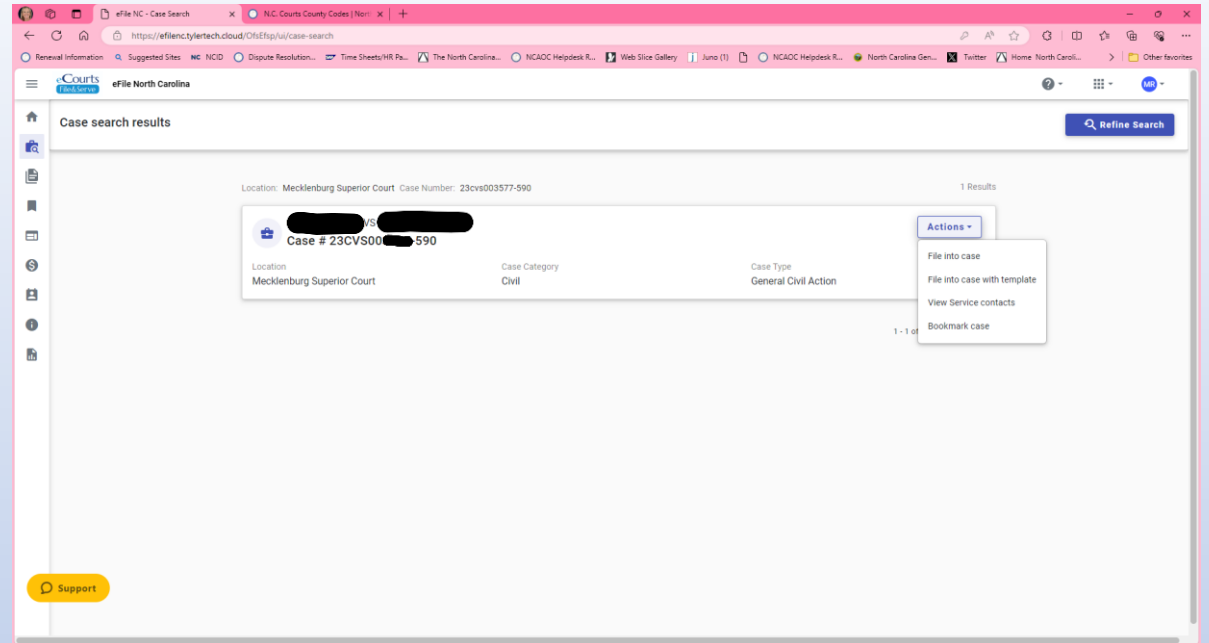
The screenshot shows the search results page for the eFile North Carolina system. The page title is "Case search results". The search criteria are: Location: Mecklenburg Superior Court, Case Number: 23cvs003577-590. There is 1 result listed.

The result is a case entry for "Case # 23CVS [REDACTED]-590". The case details are:

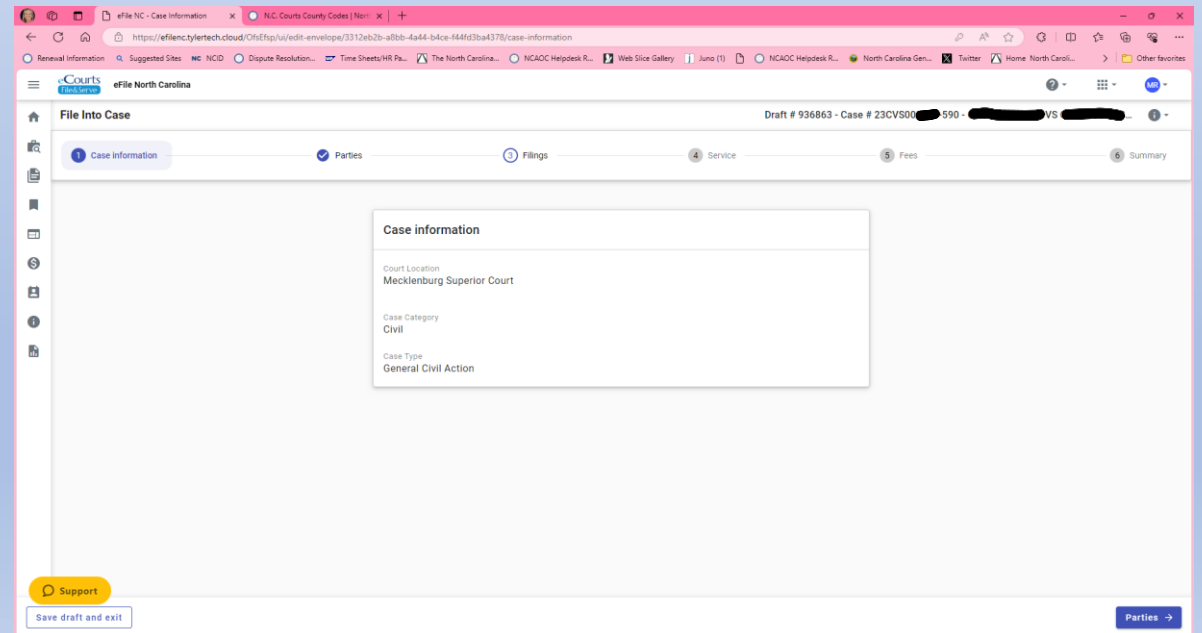
Location	Case Category	Case Type
Mecklenburg Superior Court	Civil	General Civil Action

At the bottom right, there is a pagination indicator showing "1 - 1 of 1" and a "1" in a box, indicating the current page.

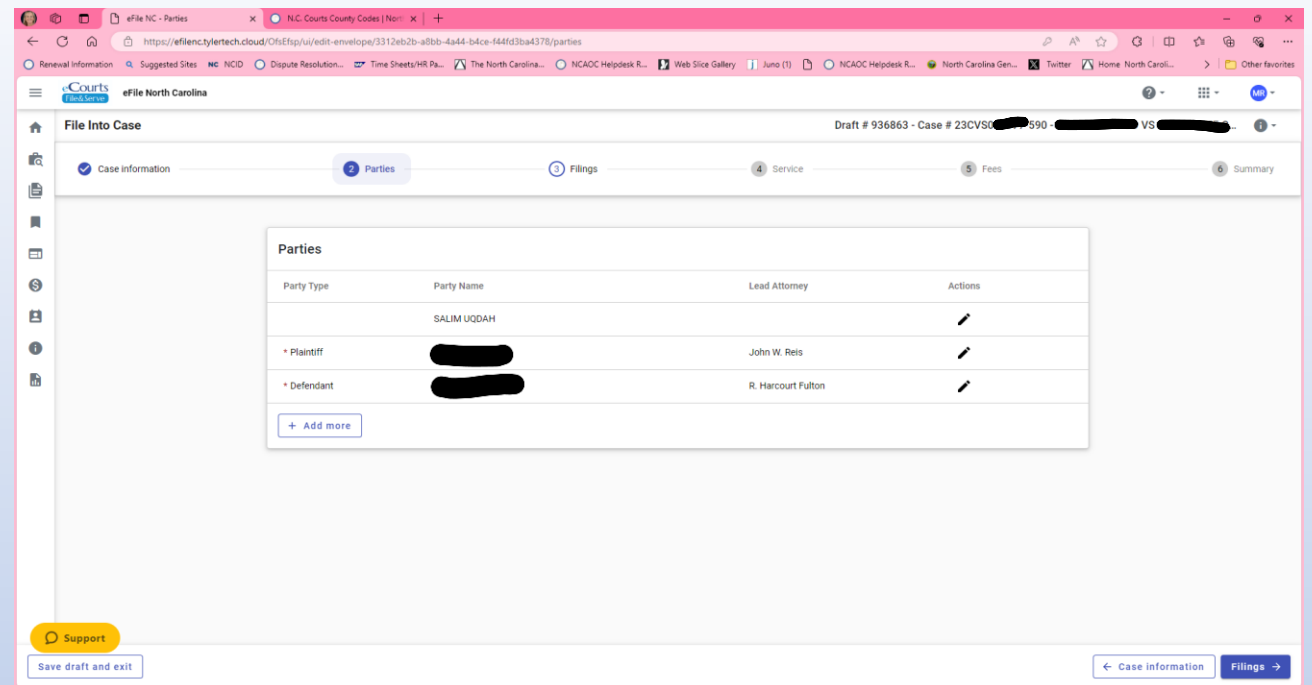
From the “Actions” drop down box, click on “File into case.”



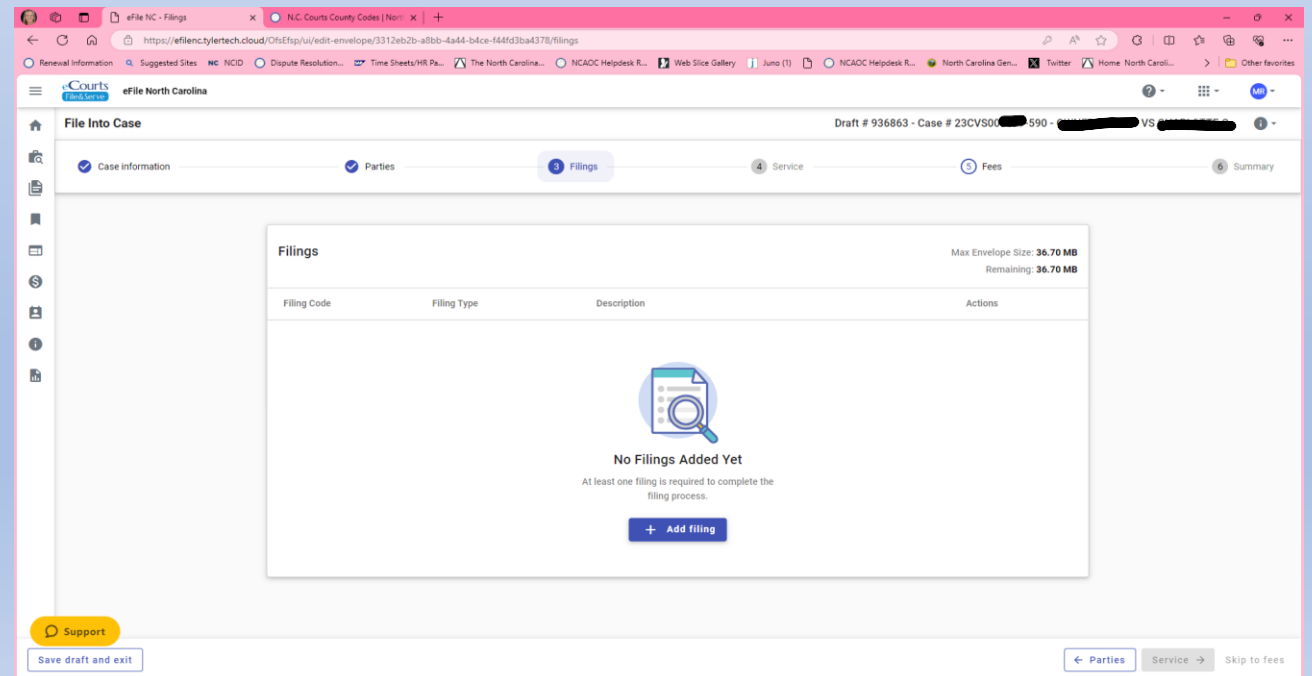
Click on “Parties.”



If all the information listed is correct (names of parties/case number) then click on the “Filings” button.



Click on “Add filing.”



Superior Court: Filing Code Section, select “Mediated Settlement Filings”

Family Financial: “Family Financial Filings”.

Filing Description write in “Report of Mediator”.

Clerk: Report of Mediator, select the “Miscellaneous Filing” option.

Scroll down to Upload your Report of Mediator, Under the Communications section, enter your email address and anyone else you feel should receive a copy of the ROM. When complete, click “Save.”

File your ROM as a “Public” document.

The screenshot shows the 'Edit Filing Details' form in the eCourts system. The 'Filing Type' section has three radio buttons: 'eFile Only' (selected), 'eFile and Serve', and 'Service Only'. The 'Filing Information' section contains a 'Filing Code' dropdown menu, a 'Filing Description' text box, a 'Client Reference Number' text box, and a 'Comments to Court' text box. A 'Support' button is located at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.

The screenshot shows the 'Edit Filing Details' form in the eCourts system. The 'Comments to Court' text box is visible. Below it is the 'Upload Documents' section with a text box. The 'Communications' section includes a 'Courtesy Copies' text box and a 'Preliminary Copies' text box. A 'Support' button is located at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.

District Court/Family Financial, the appropriate filing code is “Family Financial Filings”.

Filing Information

* Filing Code
FAMILY FINANCIAL FILINGS ✕ ▾

Filing Description

Client Reference Number

Comments to Court

Clerk of Court ROM Filings: From the dropdown box, select “Miscellaneous” from the menu, in the next line add “Report of Mediator” for Filing Description.

Filing Information

* Filing Code
Miscellaneous

Filing Description
Report of Mediator

Client Reference Number

Comments to Court

The program requires that a credit card number or a waiver account be entered*. Please note that you will not be charged for filing your ROM. Once you have entered your credit card number, or have selected your payment method, click on the “Summary” button.

The mediator will not be listed as a party to the case, they may choose the plaintiff or defendant as the “Party Responsible for fees”, if prompted.

*See next slide for Waiver Information.

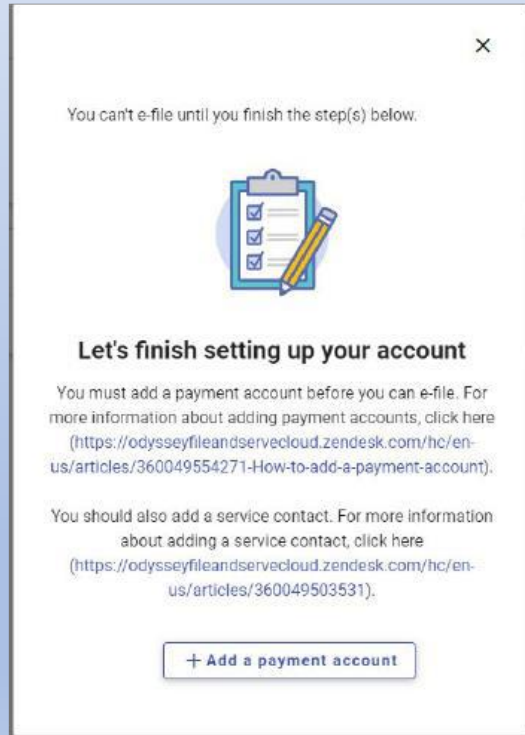
The screenshot displays the eCourts File & Serve eFile North Carolina interface. The top navigation bar includes the eCourts logo, the text "eFile North Carolina", and a user profile icon labeled "SU". Below this, the case information is shown: "File Into Case Draft # 930163 - Case # 23CVS [REDACTED] - [REDACTED] LLC VS...". A progress bar indicates the current step is "5 Fees", with previous steps "Case info:", "Parties", "Filings", and "Service" marked as complete. The "Summary" step is also visible but not yet reached.

The main content area is divided into two panels:

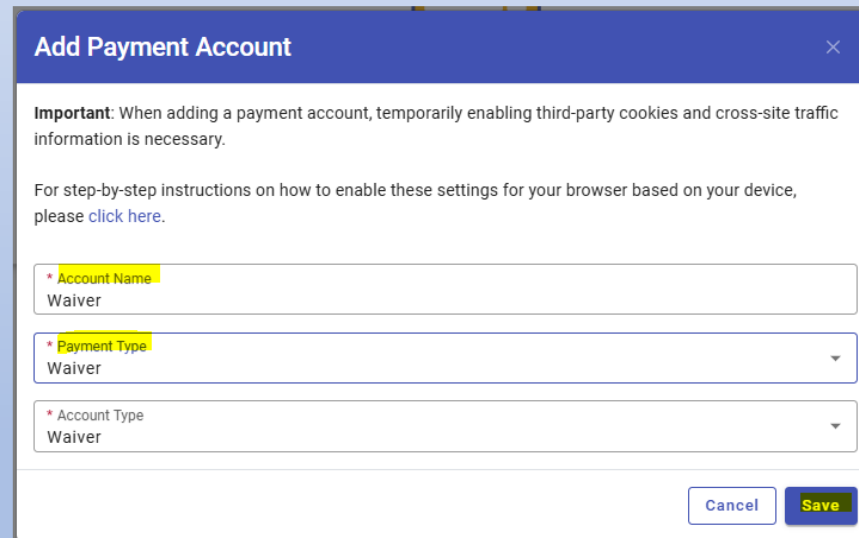
- Fees:** This panel contains a message: "You must select a payment account even if there are no fees." Below this is a dropdown menu labeled "* Payment Account" with a red border and a red error message: "Payment Account is Required." Below the dropdown is a link: "+ Add payment account". At the bottom of this panel is another dropdown menu labeled "Party Responsible for Fees" with the text "Select..." below it.
- Fee Breakdown:** This panel contains a message: "Once you've picked your payment account, click the button below to see the total fees." Below this message is a button labeled "Calculate fees" with a refresh icon.

CREATING A WAIVER ACCOUNT

1. Click “+ Add Payment Account”



2. Enter “Waiver” for the Account Name and select “Waiver” for the Payment Type.

A form titled "Add Payment Account" with a close button (X) in the top right corner. The form contains the following text: "Important: When adding a payment account, temporarily enabling third-party cookies and cross-site traffic information is necessary." Below this is a link: "For step-by-step instructions on how to enable these settings for your browser based on your device, please click here." The form has three input fields: 1. A text field labeled "* Account Name" with the value "Waiver". 2. A dropdown menu labeled "* Payment Type" with the value "Waiver". 3. A dropdown menu labeled "* Account Type" with the value "Waiver". At the bottom right are two buttons: "Cancel" and "Save".

3. Click Save

Click on the two boxes under Submission Agreements and scroll down

Verify the case information is correct, then scroll down. If you need to edit any of the information, click on the appropriate Edit box. If all information is correct, scroll down and click on the "Submit" button.

File Into Case Draft # 930163 - Case # 23CVS0 [REDACTED] 590 - [REDACTED]

Submission Agreements

IMPORTANT NOTICE: It is prohibited for any person preparing or filing a document in the official records of the North Carolina courts to include any of the following personal identifying information (PII) in that document unless expressly required by law or court order or redacted: Social security numbers; employer taxpayer identification numbers; drivers' license numbers; state identification numbers; passport numbers; checking account numbers; savings account numbers; credit card numbers; debit card numbers; personal identification (PIN) codes; and passwords. Violation of this prohibition may be prosecuted as an infraction, punishable by a fine of up to \$500.00 per violation. N.C.G.S. 132-1.10(d).
https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_132/GS_132-1.10.pdf.

I have read this notice. I understand that, if I file, I must comply with the filing and redaction requirements set forth in N.C.G.S. 132-1.10(d).

You must accept the Submission Agreements.

Case Information Edit

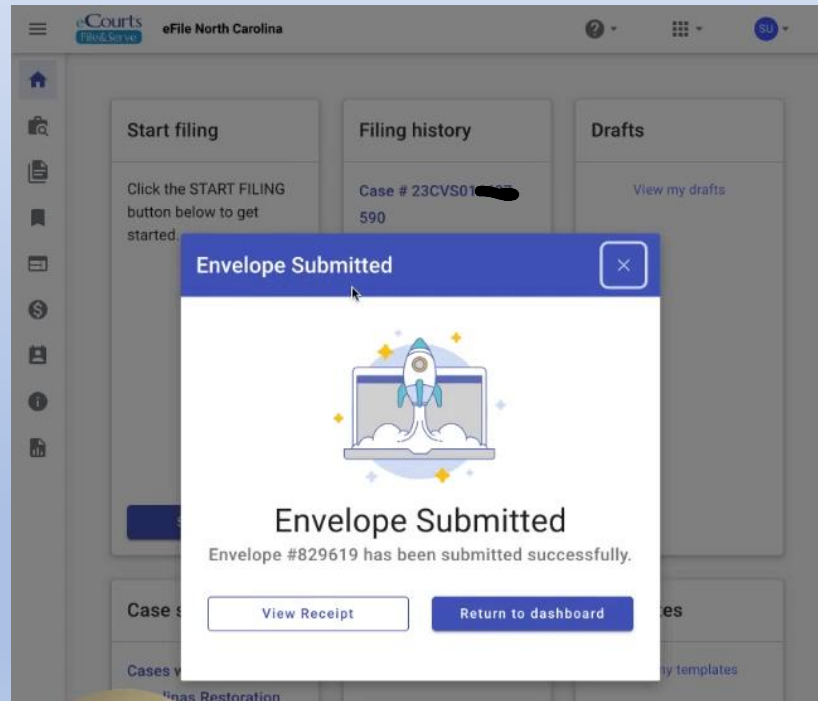
Filings Edit

Filing Code	Filing Type	Filing Description	Client Ref #
MEDIATED SETTLEMENT FILING	eFile Only	Report of Mediator	

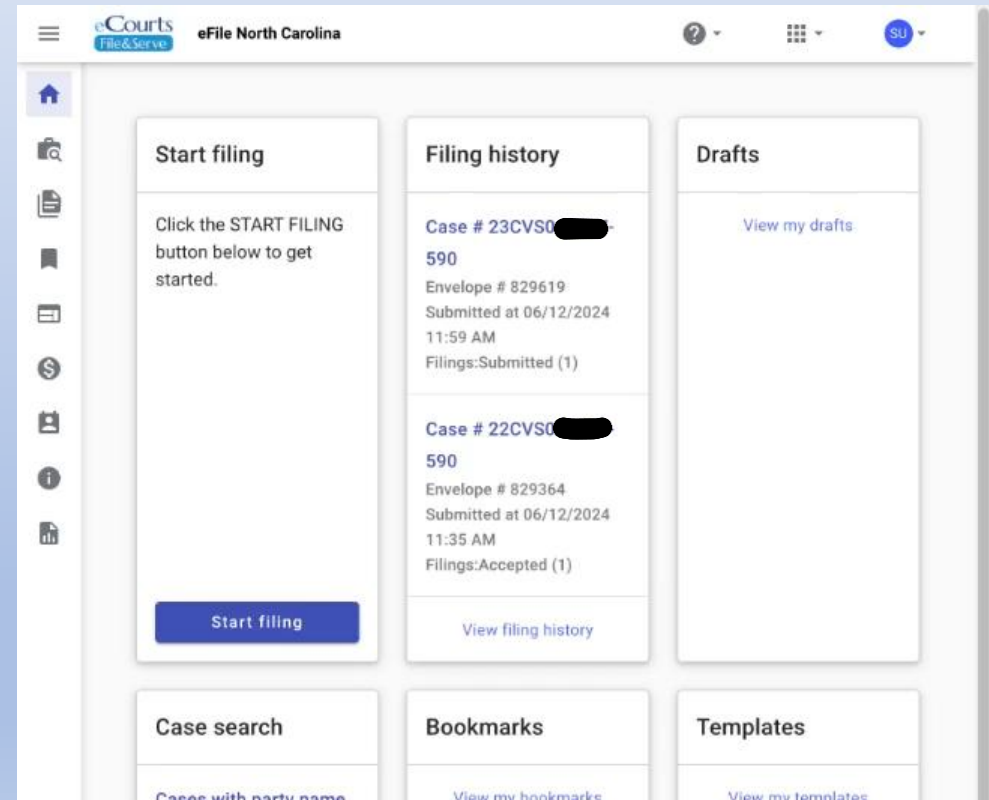
Service Contacts Edit

Party Type	Party Name	Service Contacts
Plaintiff	[REDACTED] LLC	0
Defendant	[REDACTED]	0
Defendant	[REDACTED]	0
Other Service Contacts		0

The next screen will show that your ROM was filed/accepted. Click the “Return to dashboard.”



The Dashboard will display the cases you have filed within.



To verify your ROM has been reviewed and accepted by the Clerk's office, this page will appear in your account.

The Mediator will receive an email once your ROM has been successfully submitted, and an additional email once the ROM has been accepted.

The screenshot shows an email interface with a folder bar at the top containing categories like 'Men of Size Cloth...', 'Cooking', 'Divorce Coaching', 'Education', 'Health', 'Home Furnishings', 'Language', 'Products', 'Personal', and 'Work sites'. The email subject is 'Filing Accepted for Case: 22CV501437-590, [REDACTED] VS [REDACTED], Envelope Number: 829364'. The sender is 'no-reply@efilingmail.tylertech.cloud'. The email body contains a confirmation message and two tables: 'Filing Details' and 'Document Details'. At the bottom, there is a 'For Technical Assistance' section with a link to 'Contact Tyler Technologies' and a note that the email was generated automatically.

Filing Accepted
Envelope Number: 829364

The filing below was reviewed and has been accepted by the Clerk's office located in Mecklenburg Superior Court, NC. Please click the link below to retrieve a filed-stamped copy of your eFiled document

Filing Details	
Court	Superior Court
Case Number	22CV501437-590
Case Style	[REDACTED] VS [REDACTED]
Date/Time Submitted	6/12/2024 11:35 AM EST
Date/Time Accepted	6/12/2024 11:48 AM EST
Accepted Comments	
Filing Type	MSC-Report of Mediator Filed
Activity Requested	EFile
Filed By	Salim Uqdah

Document Details	
Lead File	REPORT OF MEDIATOR - 22CV501437-590.pdf
Lead File Page Count	2
File Stamped Copy	https://northcarolina.tylertech.cloud/ViewDocuments.aspx?FDID=9abdb16-135-6c53-90ad-ba840f64bfc This link is active for 90 days. To access this document, you will be required to enter your email address. Click here for more information.

For Technical Assistance

[Contact Tyler Technologies](#)

Please do not reply to this email. It was generated automatically by no-reply@efilingmail.tylertech.cloud.

Reply Forward