

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.

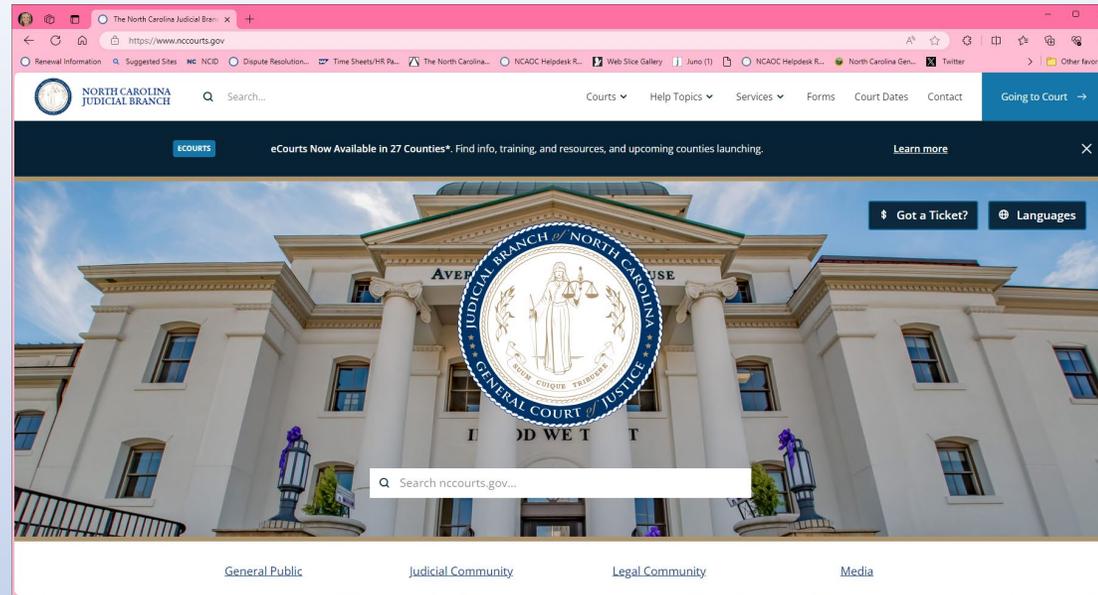
Emergency Judges and non-attorney certified mediators, must create/register for an “Individual Account” in eCourts.

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

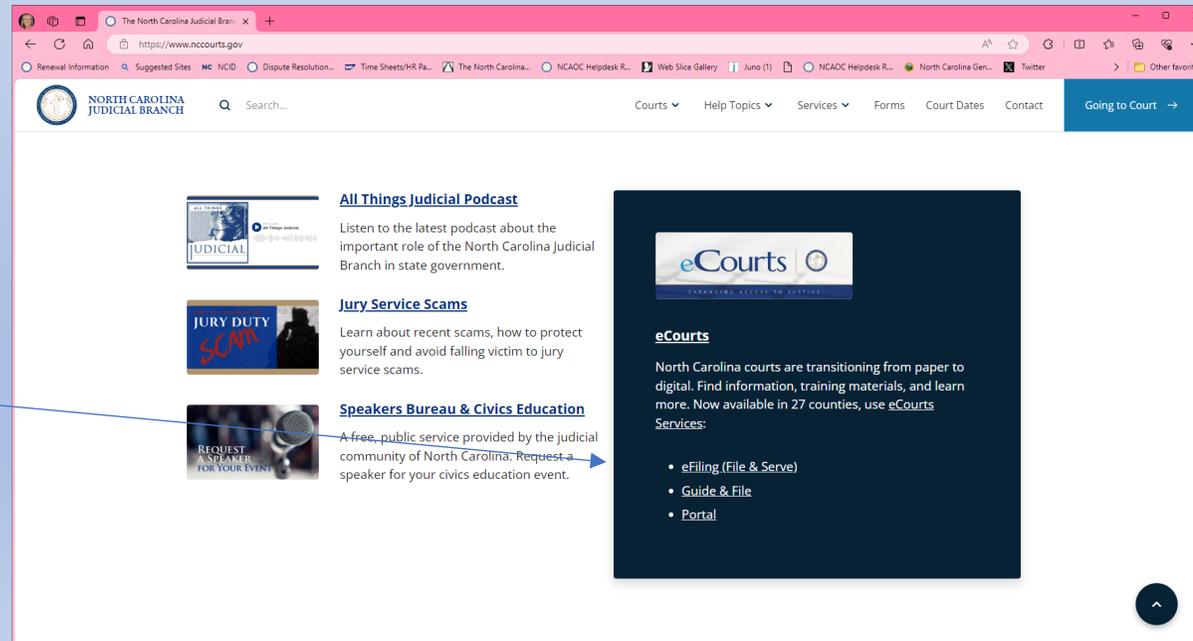
A special thank you to Salim Uqdah who assisted NCDRC staff with creating this guide.

Amended 2.21.25

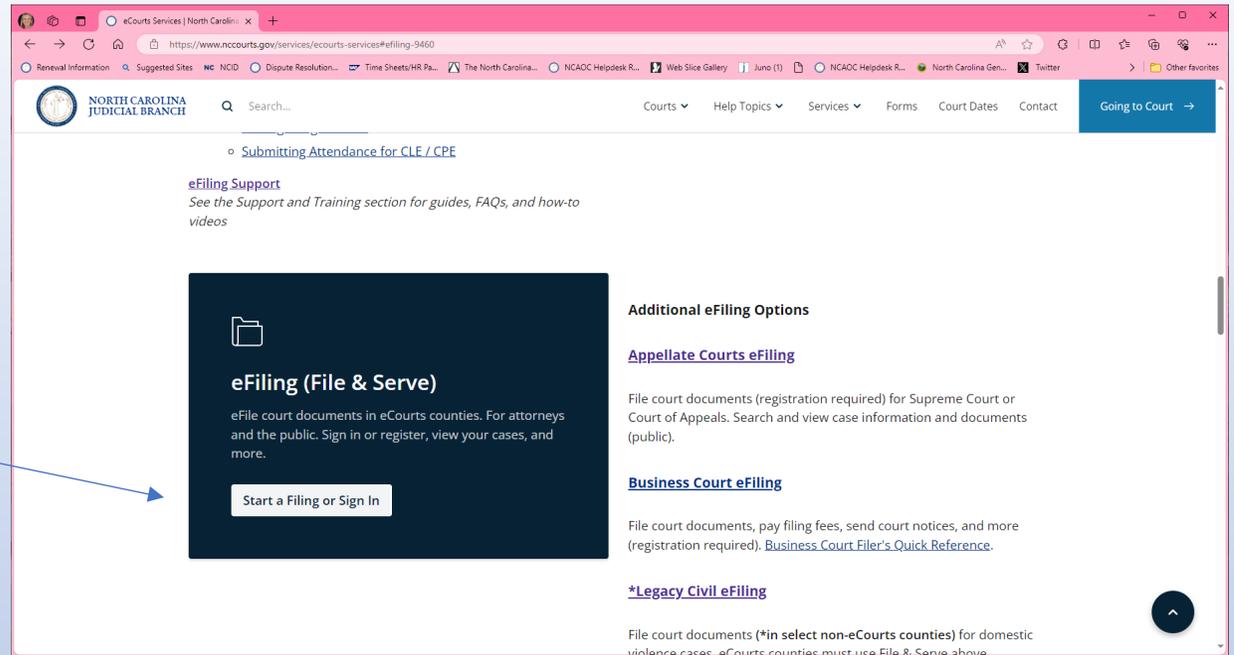
Visit the NC Judicial Branch's Website
www.nccourts.gov



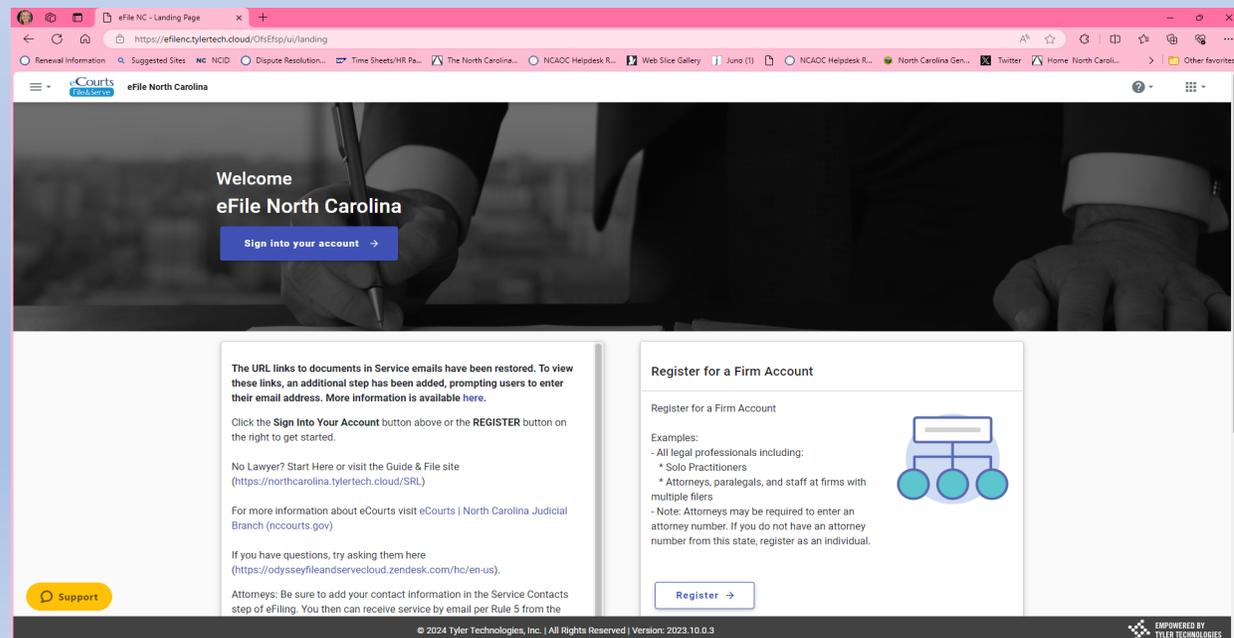
Scroll down to the eCourts Section and click on the eFiling (File & Serve) link.



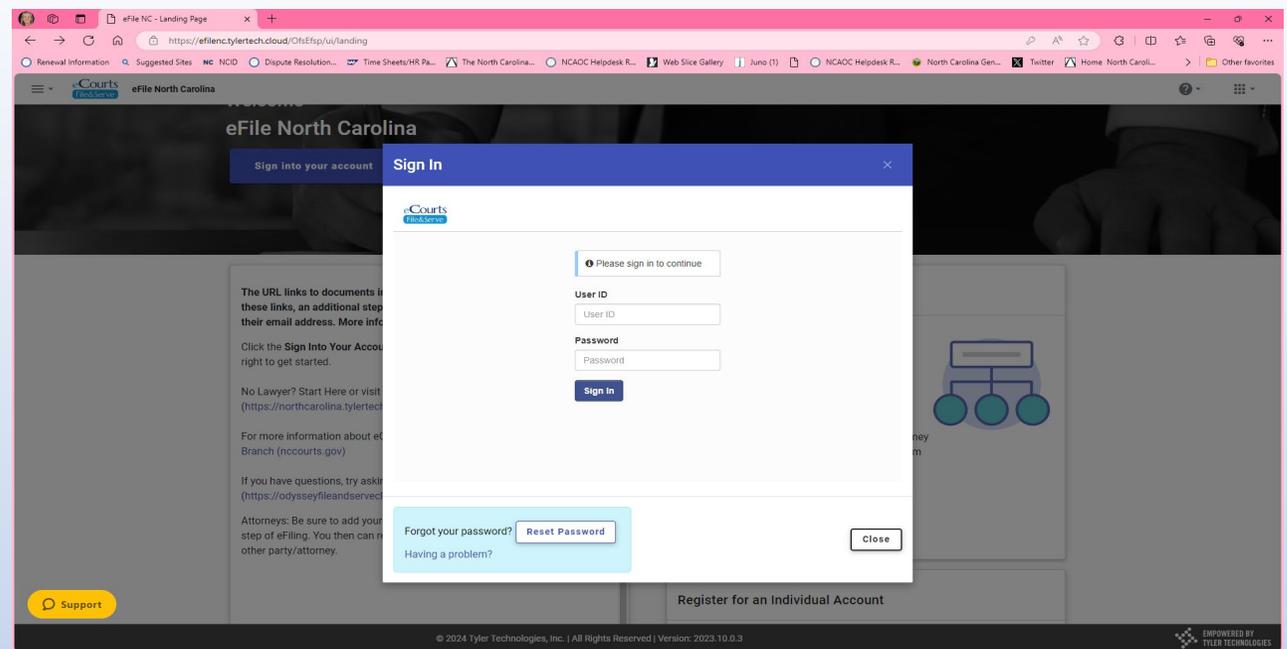
On the next screen, look for the eFiling (File & Serve) black box, and click on “Start a Filing or Sign In”.



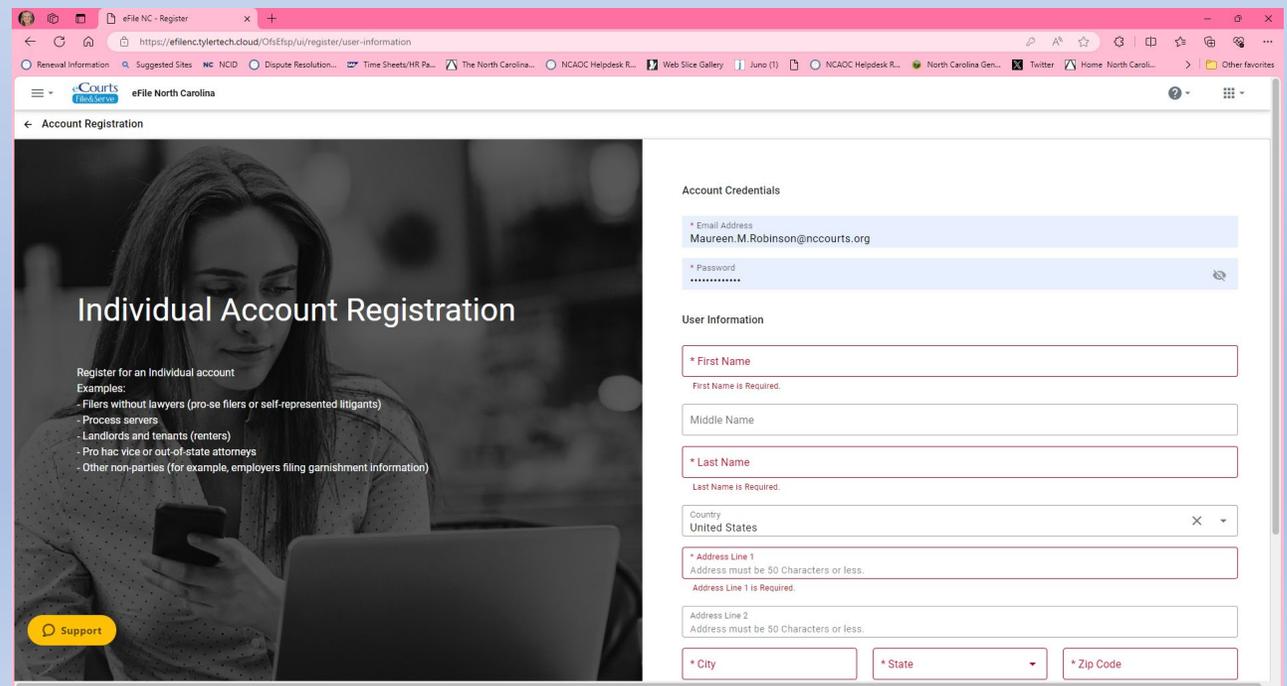
You will be taken to the Welcome page, from here you can sign in, or register an account. If you have already established an account, click on the “Sign into your account” link. If you have not registered, scroll down to “Register.”



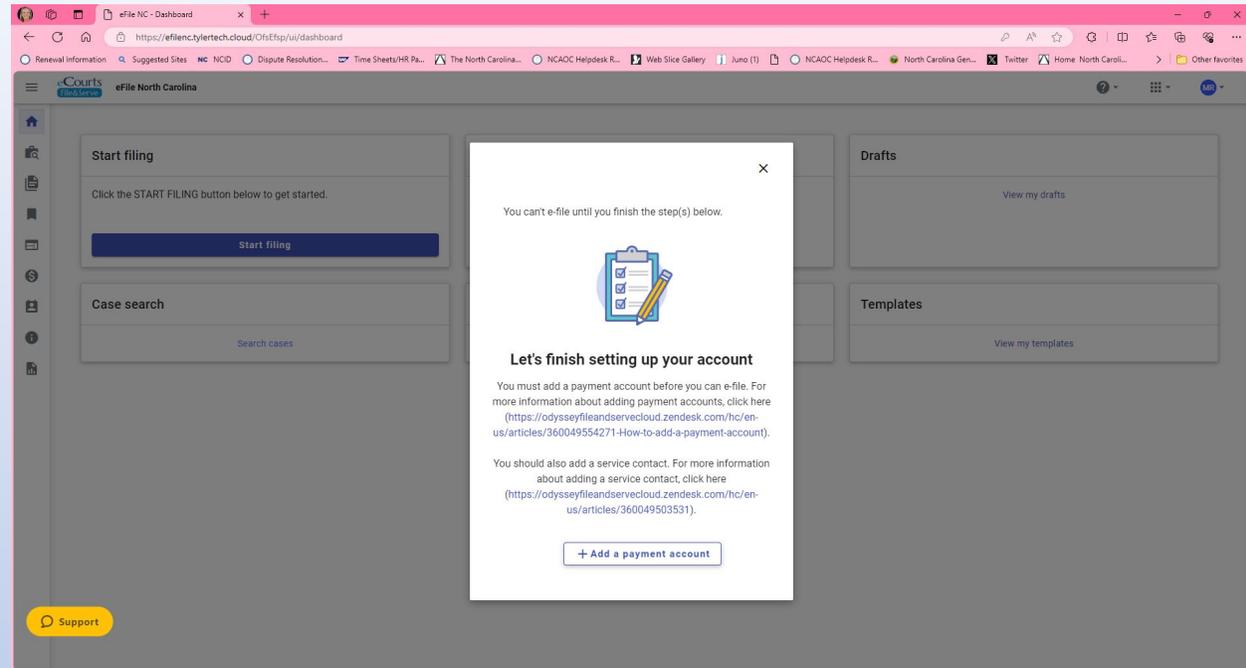
If you have established an account, go ahead and sign in.



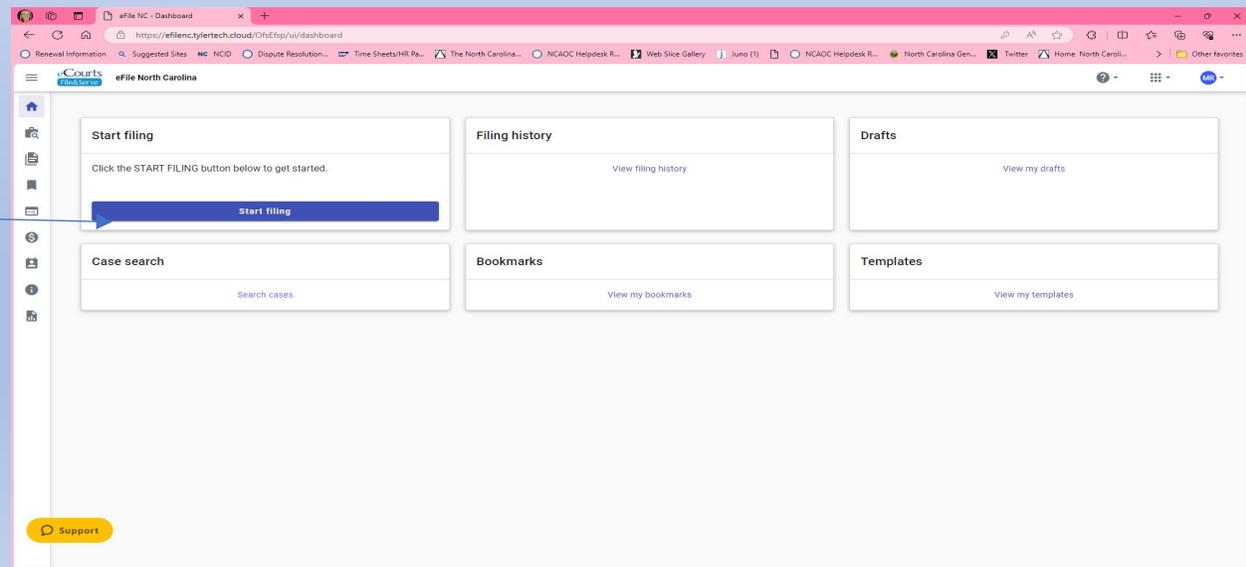
To establish an account, be sure to complete the required sections, and click on the box "I agree to the Terms and Conditions" at the bottom, then click on the "Register."



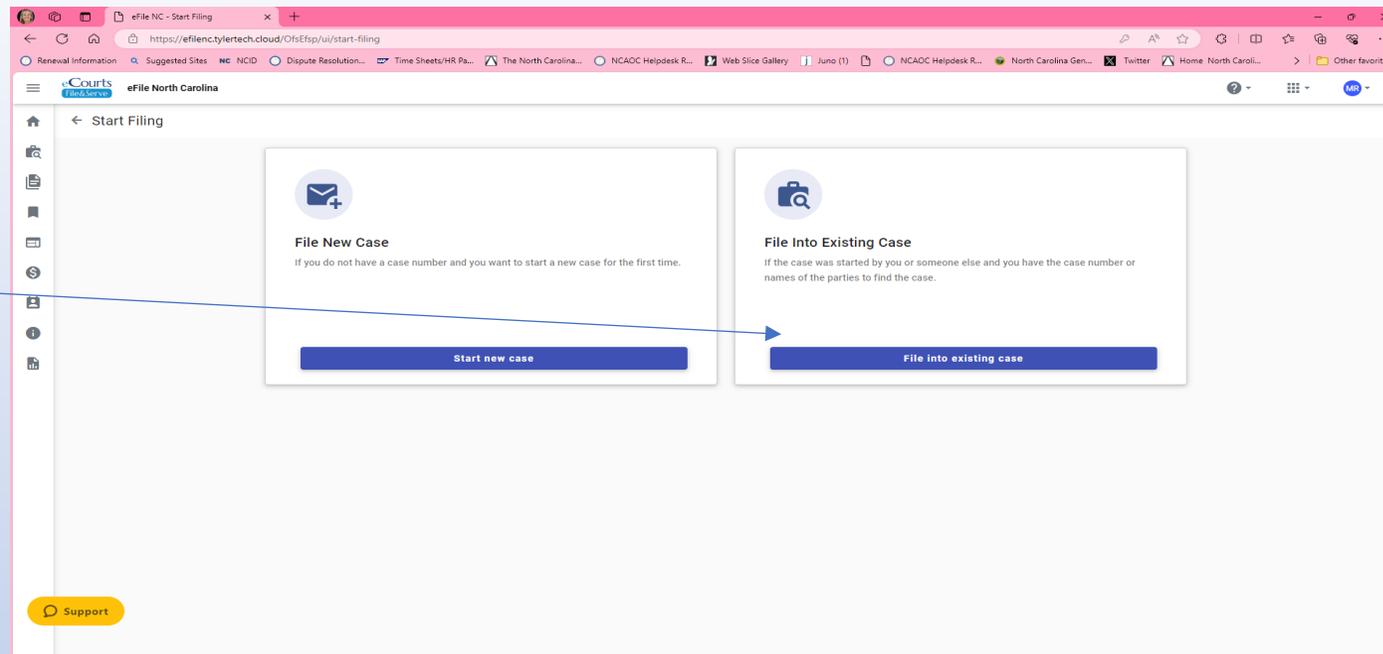
For you to file your Report of Mediator (ROM), you must enter a credit card number – you will not be charged for filing the ROM.



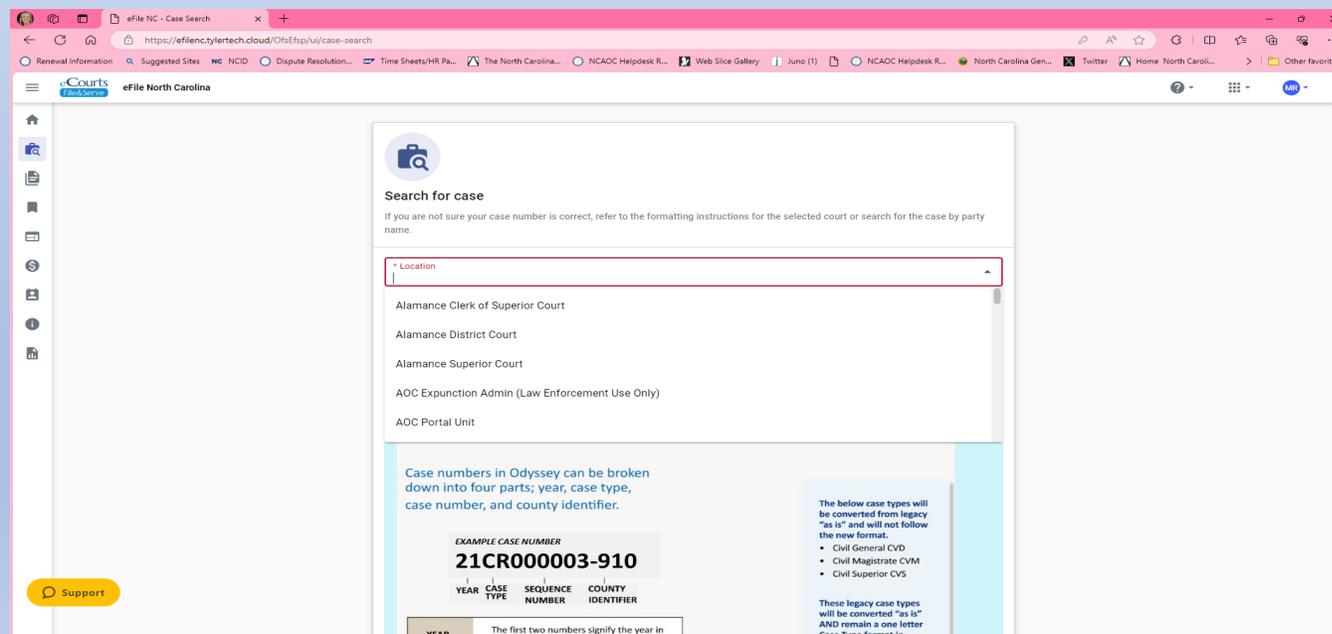
From this page, click on "Start filing."



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)

Case numbers in Odyssey can be broken down into four parts; year, case type, case number, and county identifier.

EXAMPLE CASE NUMBER
21CR000003-910

YEAR	CASE TYPE	SEQUENCE NUMBER	COUNTY IDENTIFIER
YEAR	The first two numbers signify the year in which the case was established.		
CASE TYPE	The two letters signify the case type.		
SEQUENCE NUMBER	The set of numbers signifies the sequential order or numbering.		
COUNTY IDENTIFIER	The hyphen plus the last three numbers is the county identifier.		

The below case types will be converted from legacy "as is" and will not follow the new format.

- Civil General CVD
- Civil Magistrate CVM
- Civil Superior CVS

These legacy case types will be converted from legacy "as is" AND remain a one letter Case Type format in Odyssey.

- Civil Transcript "T"
- Miscellaneous Civil Judgments "M"
- Registration "R"
- Estates, etc. "E"

Click here for the county identifier.

Click here for more case search tips.

* Case Number

Case Number is Required.

Sort Results By
Newest to Oldest

Cancel Search

The Case should be listed.

Case search results

Location: Mecklenburg Superior Court Case Number: 23cv003577-590 1 Results

OWNERS INS CO VS CHARLOTTE CITY OF
Case # 23CVS003577-590

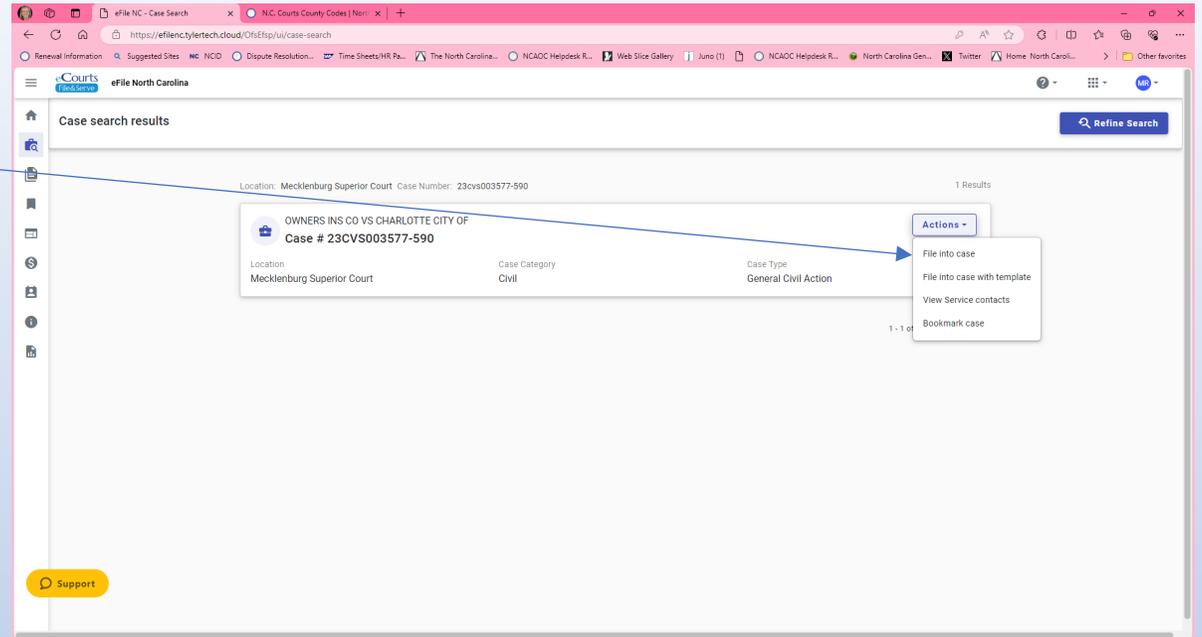
Location: Mecklenburg Superior Court Case Category: Civil Case Type: General Civil Action

1 - 1 of 1 < 1 >

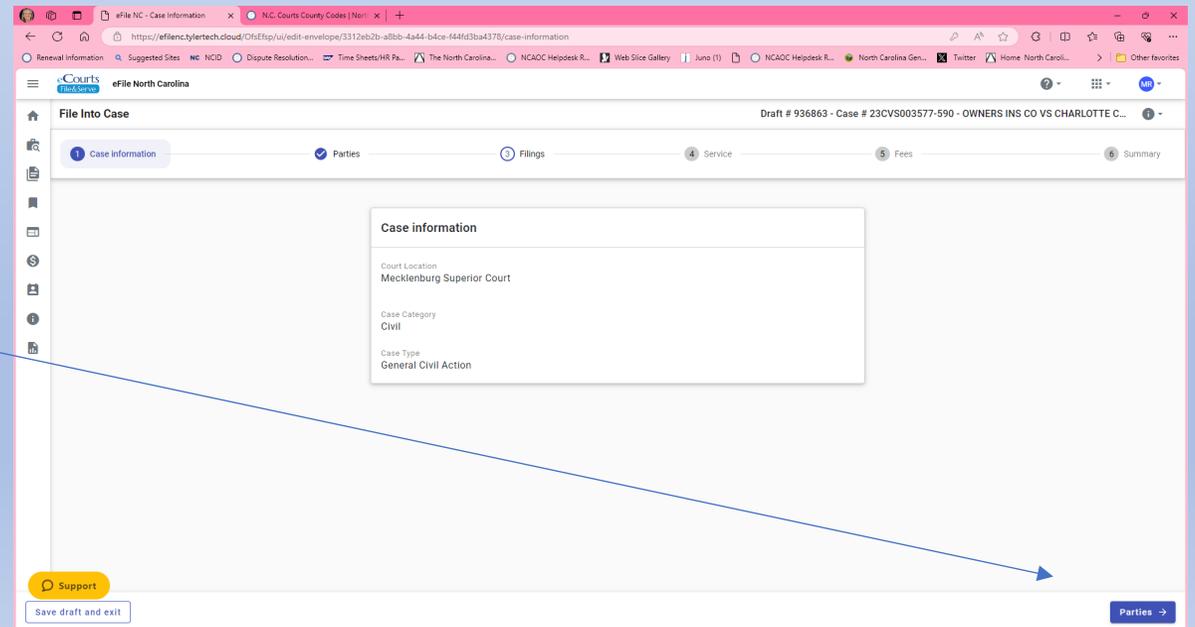
Refine Search

Support

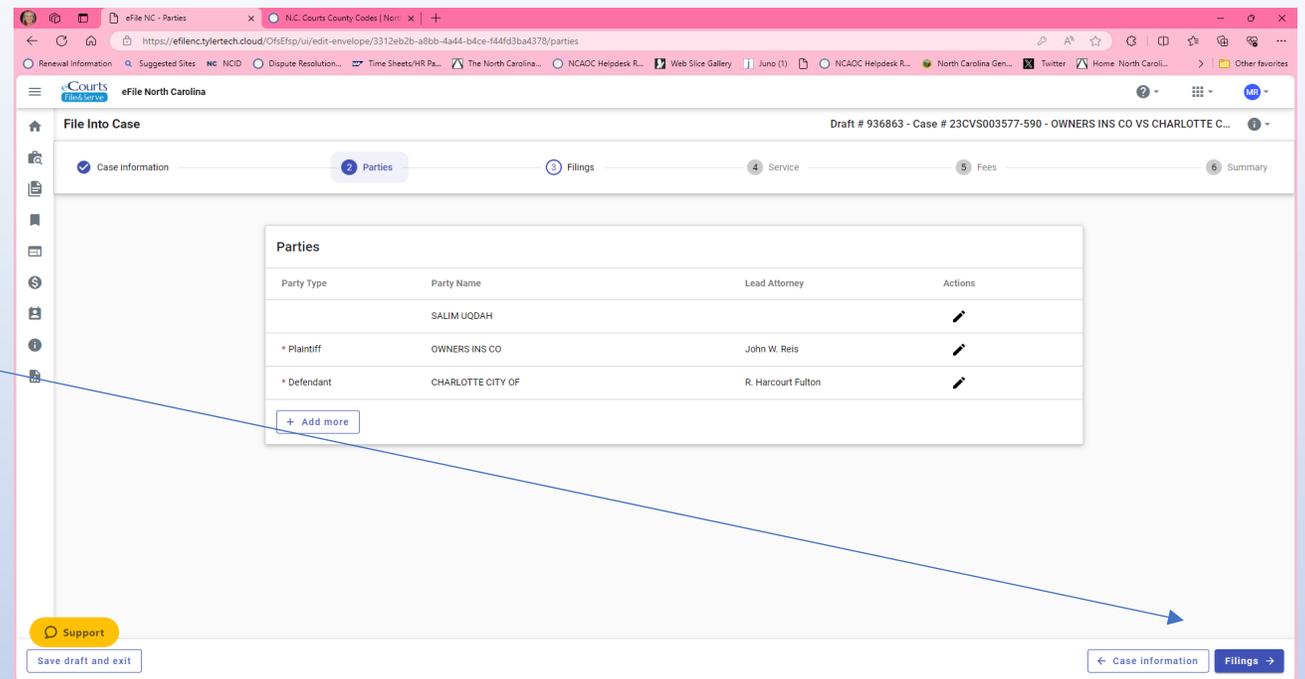
From the “Actions” drop down box, click on “File into case.”



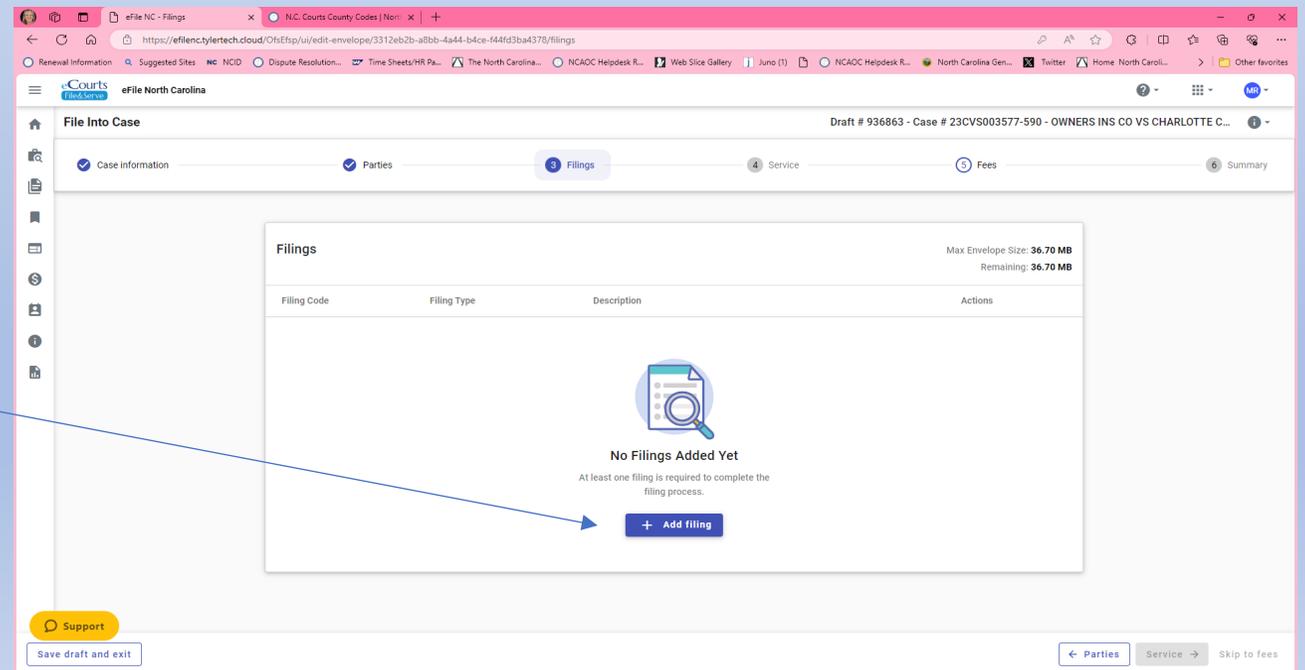
Click on “Parties.”



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' page in the eFile North Carolina system. The 'Filing Type' section has three radio buttons: 'eFile Only' (selected), 'eFile and Serve', and 'Service Only'. The 'Filing Information' section includes a dropdown menu for 'Filing Code', a text field for 'Filing Description', a text field for 'Client Reference Number', and a text area for 'Comments to Court'. A yellow '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' page scrolled down. The 'Comments to Court' field is visible. Below it is the 'Upload Documents' section. The 'Communications' section has a text area for email addresses and two checkboxes: 'Courtesy Copies' and 'Preliminary Copies'. A blue arrow points from the 'Save' button in the previous screenshot to the 'Save' button in this screenshot. A yellow '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.

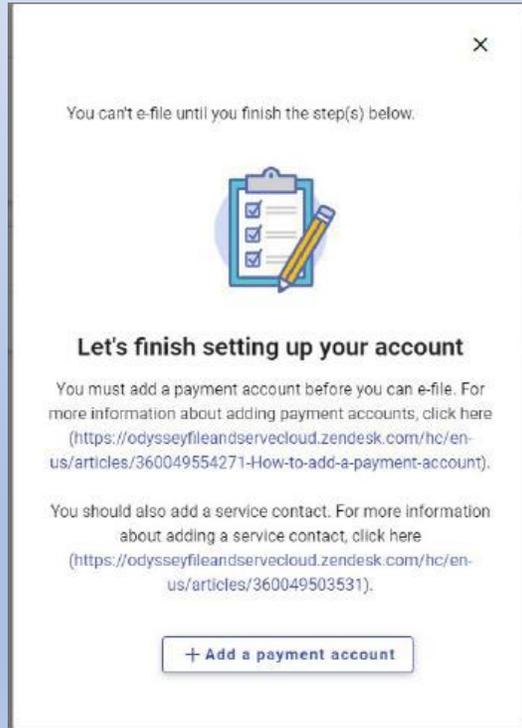
The mediator will not be listed as a party to the case, they may choose the plaintiff or defendant as the “Party Responsible for fees”, if prompted.

*See next slide for Waiver Information.

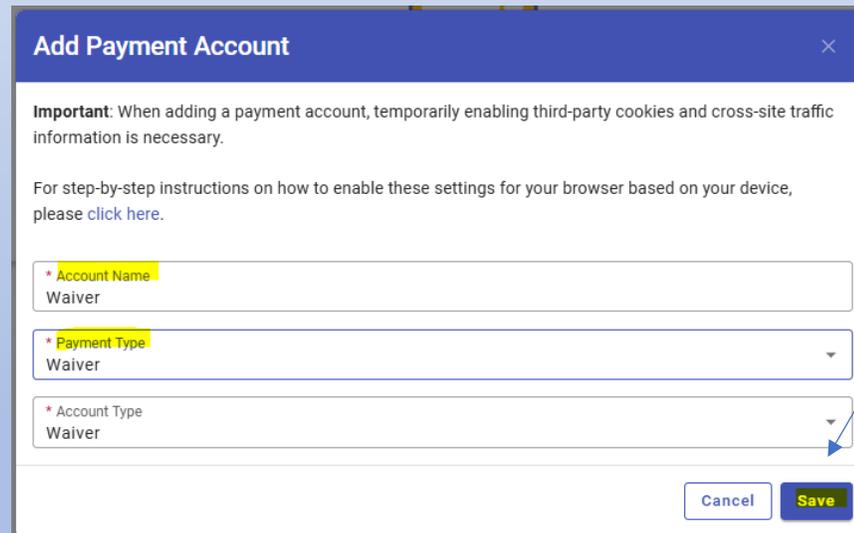
The screenshot shows the eCourts File & Serve eFile North Carolina interface. The top navigation bar includes the eCourts logo, the text "eFile North Carolina", and user information "SU". Below this, the case information is displayed: "File Into Case Draft # 930163 - Case # 23CVS014437-590 - CAROLINAS RESTORATION LLC VS...". A progress bar indicates the current step is "5 Fees", with previous steps "Case information", "Parties", "Filings", and "Service" completed, and the next step "6 Summary" pending. The main content area is divided into two panels. The left panel, titled "Fees", contains the instruction "You must select a payment account even if there are no fees." and a dropdown menu labeled "* Payment Account" with a red border and a red error message "Payment Account is Required." below it. A link "+ Add payment account" is visible. At the bottom of this panel is another dropdown menu labeled "Party Responsible for Fees" with the text "Select...". The right panel, titled "Fee Breakdown", contains the instruction "Once you've picked your payment account, click the button below to see the total fees." and a button labeled "Calculate fees".

CREATING A WAIVER ACCOUNT

1. Click “+ Add Payment Account”



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



Add Payment Account

Important: When adding a payment account, temporarily enabling third-party cookies and cross-site traffic information is necessary.

For step-by-step instructions on how to enable these settings for your browser based on your device, please [click here](#).

* Account Name
Waiver

* Payment Type
Waiver

* Account Type
Waiver

[Cancel](#) [Save](#)

3. Click Save

Click on the two boxes under Submission Agreements and scroll down

File Into Case Draft # 930163 - Case # 23CVS014437-590 - CAROL

Case inform Parties Filings Service Fees 6 Summary

*** 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

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 # 23CVS014437-590 - CAROL

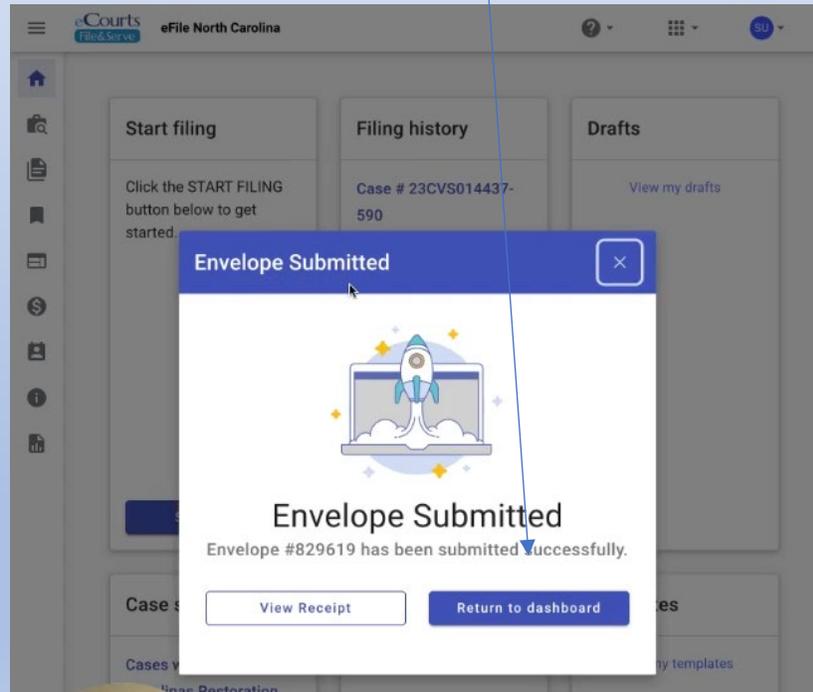
Filings Edit

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

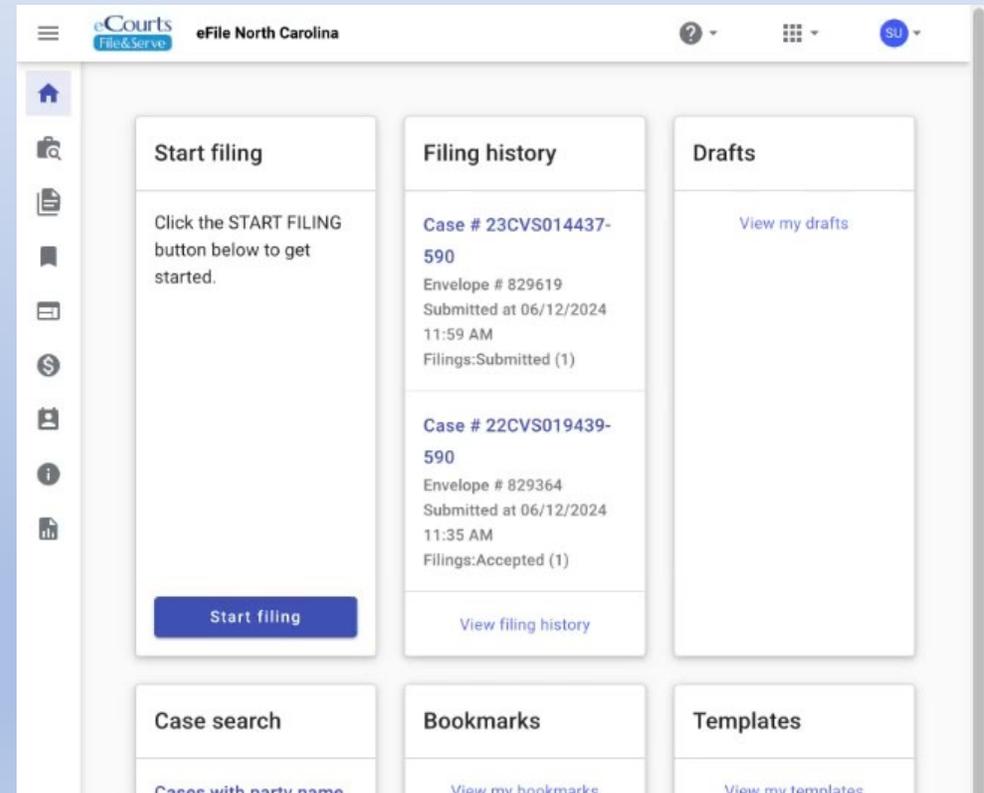
Service Contacts Edit

Party Type	Party Name	Service Contacts
Plaintiff	CAROLINAS RESTORATION LLC	0
Defendant	JAMES F FILL	0
Defendant	JESSICA FILL	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.

Men of Size Cloth... Cooking Divorce Coaching Education Health Home Furnishings Language Products Personal Work sites

Search in mail

Filing Accepted for Case: 22CVS019439-590; CYNTHIA REGINA SPENCER VS FRANCO EFRAIN BERMEO; Envelope Number: 829364 External Inbox x

no-reply@efilingmail.tylertech.cloud to me

11:49 AM (41 minutes ago)

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	22CVS019439-590
Case Style	CYNTHIA REGINA SPENCER VS FRANCO EFRAIN BERMEO
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 - 22CVS019439-590.pdf
Lead File Page Count	2
File Stamped Copy	https://northcarolina.tylertech.cloud/ViewDocuments.aspx?ID=9eabdb16-1f35-4c53-90ad-be840f64bfc 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