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: <u>Report Of Mediator In Superior Court Civil Action</u> | <u>North Carolina</u> <u>Judicial Branch (nccourts.gov)</u>

FFS Report of Mediator: <u>Report Of Mediator In Family Financial Case</u> | North Carolina Judicial Branch (nccourts.gov)

Clerk Report of Mediator: <u>Report of Mediator in Clerk Program Mediation</u> 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 "<u>How Can We Help</u>?" 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 <u>www.nccourts.gov</u>

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.







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

<u>Carolina Judicial Branch</u> (nccourts.gov)

The Case should be listed.

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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.

File Into Case			Draft # 936863 - Case # 23CVS003577-590 - OWNERS INS CO VS C
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District Court/Family Financial, the appropriate filing code is "Family Financial Filings".

Filing Information	
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Filing Description	
Client Reference Number	
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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.

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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.



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.

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Cancel	Save

3. Click Save

Click on the two boxes under Submission Agreements and scroll down

File I Case	Draft # 930163 - Case # 23CVS014437-590 - CAROL
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	* 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
	ident(fying 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.
	/32-1.10(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.

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.

Filings			ſ	/ Edit
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Defendant	JAMES I	FILL		
Defendant	JESSICA	FILL	••	
Other Service Cor	ntacts			

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.



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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/VewDocuments.aspx?FID=9babdb16-1135-4c53-90ad-be840f84fbfp This link is active for 90 days. To access this document, you will be required to enter your email address. Click <u>here</u> for more information.

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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.