



ECOURTS

EFILING PROCESS IN ODYSSEY FILE & SERVE – FILER FOR PROBATION OFFICERS

PREPARED BY

BAPM

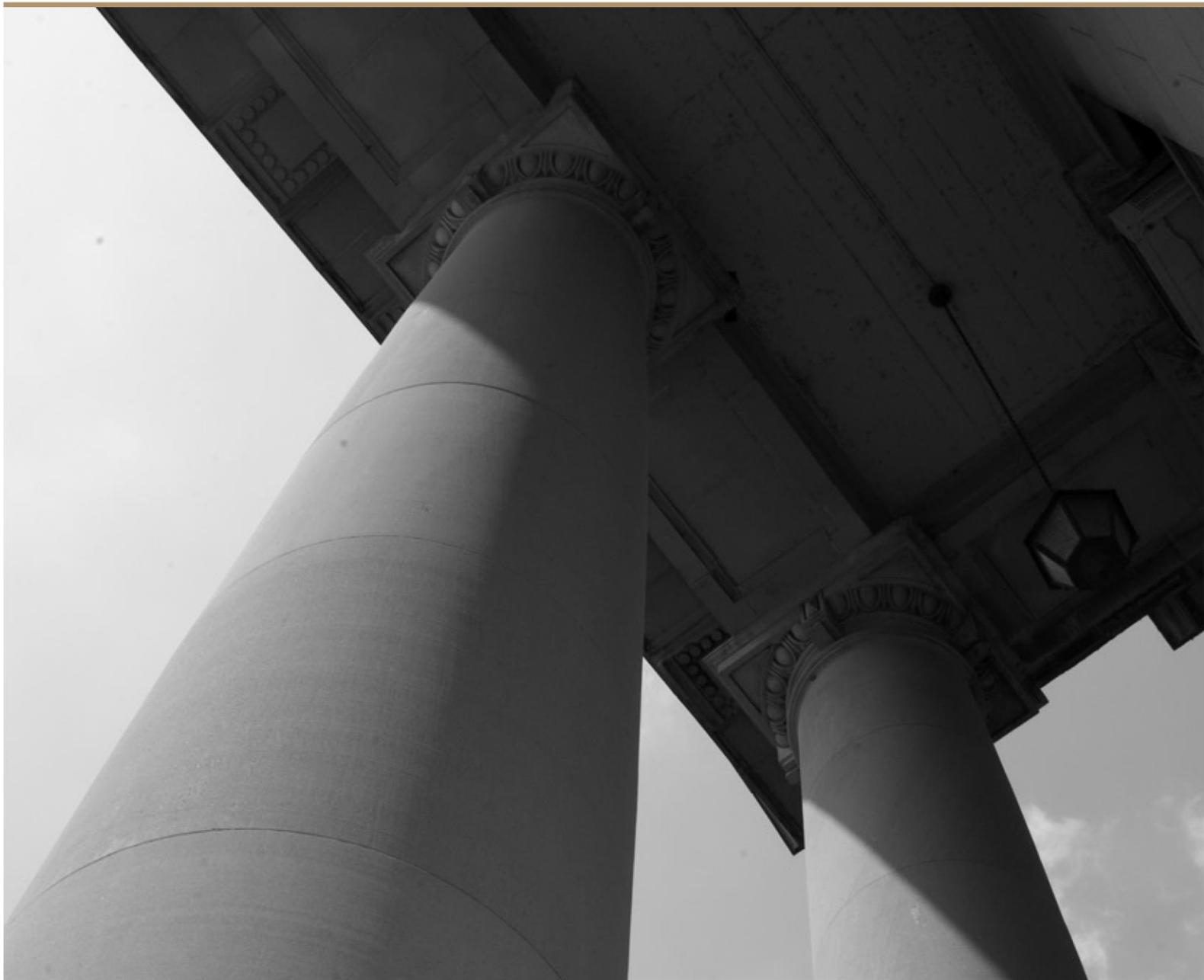


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About the North Carolina Judicial Branch

The mission of the North Carolina Judicial Branch is to protect and preserve the rights and liberties of all the people as guaranteed by the Constitutions and laws of the United States and North Carolina by providing a fair, independent and accessible forum for the just, timely and economical resolution of their legal affairs.

About the North Carolina Administrative Office of the Courts

The mission of the North Carolina Administrative Office of the Courts is to provide services to help North Carolina’s unified court system operate more efficiently and effectively, taking into account each courthouse’s diverse needs, caseloads, and available resources.



EFILING PROCESS FOR PROBATION OFFICERS IN ODYSSEY FILE & SERVE

Overview

The North Carolina Administrative Office of the Courts (NCAOC) currently provides some eFiling capabilities in limited counties. As NCAOC prepares to transition to eCourts, all initial and subsequent filings will either utilize Odyssey's Guide & File (OGF) or Odyssey's File & Serve (OFS) products depending on the filing. This document details the process of e-file for Probation Officers using Odyssey's File & Serve product.

High Level Processes

1. Firm Account Registration

For registering to the File & Serve Filer website, the Chief of Support Services has indicated each unit will have a separate firm account that will be set up by the CPPO. Additionally they may provide a supplemental guide to assist with the initial setup of the firm account.

A Firm Administrator will be identified for each firm account, and they will use a different email for each unit when registering. Once registered, the Firm Administrator will need to setup the firm account by adding Probation Officers as users. Additionally, they must add a dummy filing attorney and create a 'Waiver' payment account detail.

The details of the dummy filing attorney for initial setup of firm account are as follows

First Name = N/A – COURT PARTNER

Last Name = EFILER

Bar Number = 999981

After the initial set up Probation Officers can begin filing.

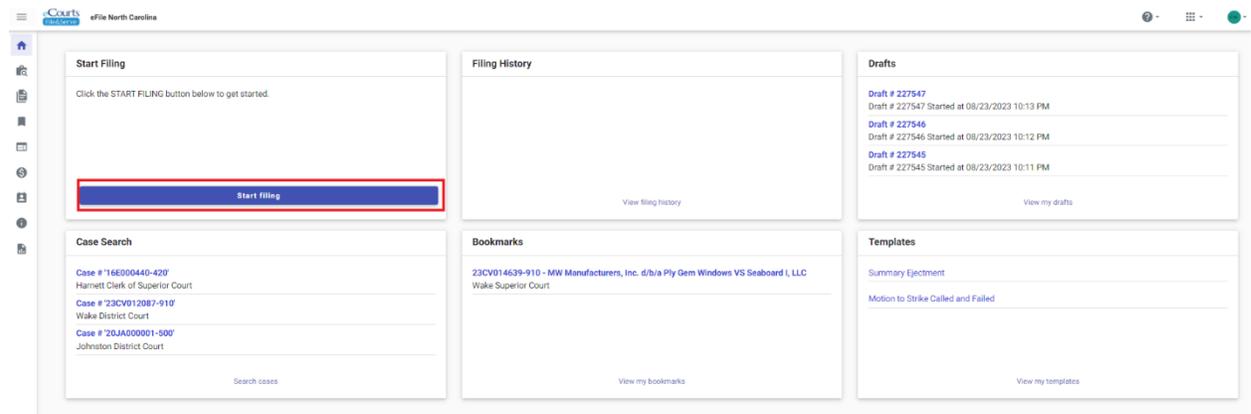
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2. Filer Process

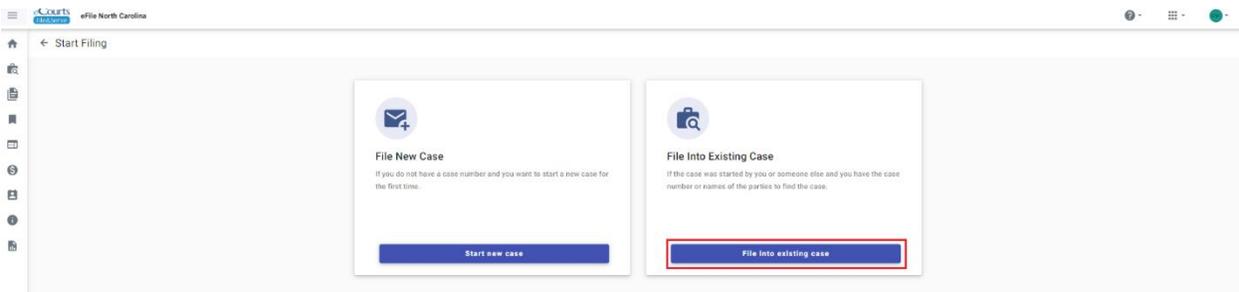
Probation Officers begin e-filing by initially registering in the OFS Filer site which will be made available through the main Judicial website.

- a. Filers initiate filing by clicking on **Start Filing** button on the Dashboard.



- b. Users will always submit a **Subsequent Filing** - Click on **File into Existing Case**

***For Out-of-County filings that require a new case number, please reach out to your local clerk's office for guidance. ***



.....Continued in next page



- c. Select the **Court Location** from the drop-down, ex: Mecklenburg District or Mecklenburg Superior Court



Search for Case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

Location *

Location is Required.

.....Continued in next page



- d. Search for the case by **Case Number** or **Party Name**. Be sure to enter the case number as directed.

* Location Mecklenburg District Court ✕ ▾

Search for Case by
 Case Number Party Name

Type your case number exactly as you see it on your case documents.

Case Numbers in Odyssey

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 "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
 23CR000006-590

Sort Results By
 Newest to Oldest

Cancel

🔍 Search

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- e. Verify the Case Number and Party information and select the case you want to file into by clicking on the **Actions** button and selecting **File into case**.

Location: Mecklenburg District Court Case Number: 23CR000006-590 1 Results

STATE OF NORTH CAROLINA VS CLARK KENT
Case # 23CR000006-590

Actions -

File into case

File into case with template

View Service contacts

Bookmark case

Location
Mecklenburg District Court

Case Category
Criminal

Case Type
Criminal

1 - 1 of

- f. The **Case Information** will appear. Verify this information is correct and proceed to the **Parties** tab using the blue error on the bottom right.

Case information

Court Location
Mecklenburg District Court

Case Category
Criminal

Case Type
Criminal

- g. Review this information for accuracy and proceed to the **Filings** tab.

Parties

Party Type	Party Name	Lead Attorney	Actions
State	STATE OF NORTH CAROLINA		✎
Defendant	CLARK KENT		✎
Victim	Ian Trouble		✎

+ Add More



h. Add a filing by clicking on the '+ Add Filing' button.

Filing Code	Filing Type	Description	Actions
 <p>No Filings Added Yet</p> <p>At least one filing is required to complete the filing process.</p> <p>+ Add filing</p>			

Max Envelope Size: **36.70 MB**
Remaining: **36.70 MB**

i. Choose whether the document should be “eFile Only, eFile and Serve, or Service Only”. Select PROBATION as the filing code and enter a Filing Description, if applicable.

*** Filing Type (Required)**

eFile Only
Pick "eFile Only" to just electronically file your papers.

eFile and Serve
Electronically file your papers with the court and have your documents sent to the selected service contacts.

Service Only
Your filing will only be sent to the selected service contacts and will not be filed with the court.

Filing Information

* Filing Code
PROBATION

Filing Description

Client Reference Number

Comments to Court

.....Continued in next page



- j. Upload the document to be e-filed by either dragging and dropping the file or clicking the Select File button. Select the PDF document from your local folder.

The screenshot shows the 'Upload Documents' section of the e-filing interface. The 'Lead Document' field is empty. An 'Open' file dialog box is overlaid on the interface, showing the contents of the 'Redaction Test Forms' folder. The dialog box lists several PDF files with their names, statuses, dates modified, types, and sizes. The 'Filing Information' section on the left shows the filing code 'PROBATION'.

- k. Select the applicable **Document Security** and click on **Auto-redact** to redact any Personal Identifying Information (PII). Click **Save**. Repeat this step to add additional filings and documents. **Note:** Only AOC forms with tokenized fields for auto-redaction will be redacted automatically. Review the redactions to ensure it was redacted properly and apply manual redaction if necessary.

The screenshot shows the 'Upload Documents' section of the e-filing interface. The 'Lead Document' field contains the file 'AOC-CR-312.pdf'. The 'Auto-Redact' button is highlighted with a red box. A 'Document Security' dropdown menu is open, showing options like 'Public', 'Confidential', and 'Supporting Documentation for Audit Process'. The 'Save' button is also highlighted with a red box.



- I. In the Service tab select a Service Contact from the Firm List and associate with the relevant party. You can also add a new Service contact if they are not already in the firm list. Click Save. **Note:** Service Contacts will not receive any filings if “eFile and Serve” or “Service Only” are not selected for each filing code. Click **Fees** to proceed.

Service Contacts

[+ Add me](#) [+ Firm list](#) [+ Public list](#) [+ Add new contact](#)

State STATE OF NORTH CAROLINA Email/Mail	Actions	
No service contacts added. Add a new or existing contact.		
Defendant CLARK KENT Email/Mail	Actions	
No service contacts added. Add a new or existing contact.		
Victim Ian Trouble Email/Mail	Actions	
No service contacts added. Add a new or existing contact.		
Other Service Contacts Email/Mail	Actions	
No service contacts added. Add a new or existing contact.		

Associated Parties
Select one or more parties to associate with the service contact.

* Associated Parties

CLARK KENT
STATE OF NORTH CAROLINA
Ian Trouble
Other: No Party Association



- m. Select Payment Account (Waiver Account), Party Responsible for Fees (Defendant), and Filing Attorney (N/A – COURT PARTNER FILER), and click on Calculate Fees. Click **Summary** to proceed.

Fees

You must select a payment account even if there are no fees.

* Payment Account
Waiver

✕ ▾

+ Add payment account

Party Responsible for Fees
CLARK KENT

▾

* Filing Attorney
N/A - COURT PARTNER EFILER

✕ ▾

Fee Breakdown

[Calculate fees](#)

Total	\$0.00
Grand Total	\$0.00

- n. Review all the details entered so far and make corrections if needed. Check the boxes to agree to the terms and click **Submit** to e-file.

File Into Case Draft # 4295 - Case # 23CR00006-590 - STATE OF NORTH CAROLINA VS CLAR...

Case Information
Parties
Filings
Service
Fees
Summary

*** Submission Agreements**

By checking this box, I agree that the information in this filing is true to the best of my knowledge, information, or belief. I also understand that persons who make false filings can be subject to legal penalties or sanctions and, depending on the situation, may be charged with a crime.

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 • Passwords. Violation of this law 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/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).

Case Information ✎ Edit

Court Location	Case Type	Case Category
Mecklenburg District Court	Criminal	Criminal

Parties ✎ Edit

Party Type	Party Name	Lead Attorney
	STATE OF NORTH CAROLINA	
Defendant	CLARK KENT	
Victim	Ian Trouble	

Filings ✎ Edit

Filing Code	Filing Type	Filing Description	Client Ref #
PROBATION	eFile Only		

Service Contacts ✎ Edit

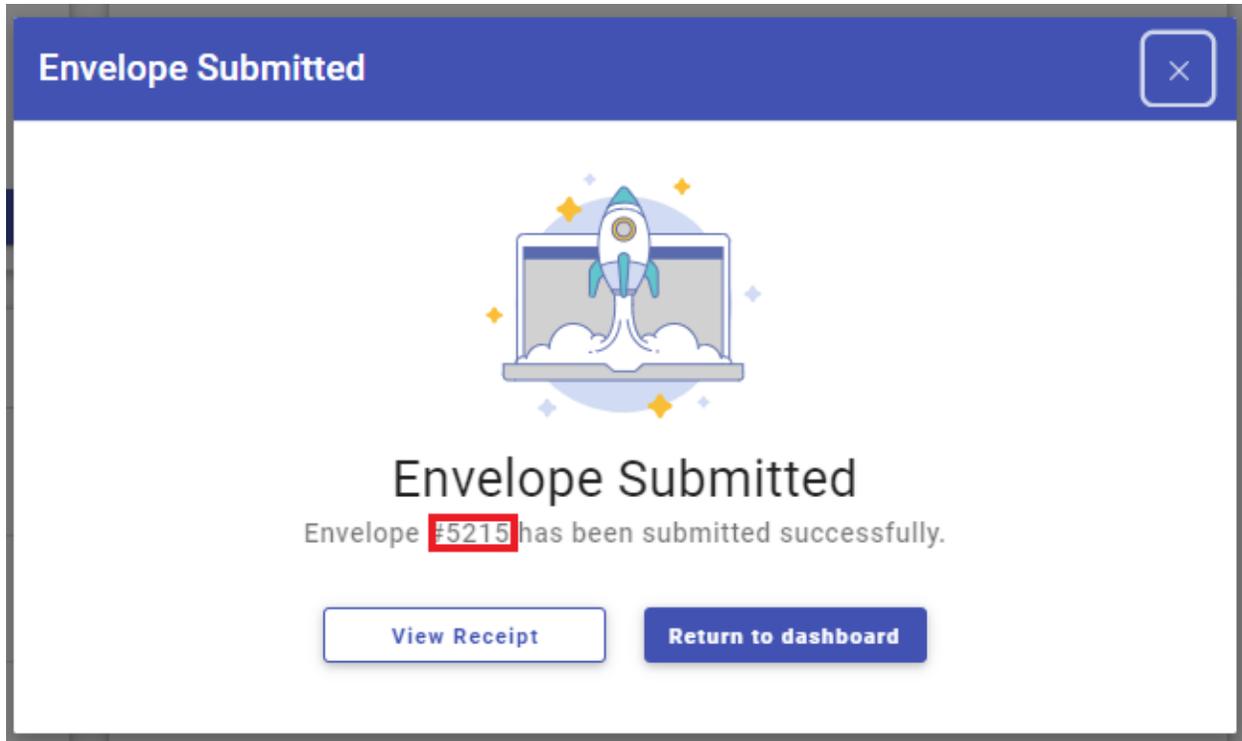
[Support](#)

[Save Draft and Exit](#)

[← Fees](#)
Submit →

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- o. System displays an Envelope Number upon successful filing. The Envelope Number and filing details now appear in **Filing History**. The filing now appears in the OFS Reviewer site.



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- p. Filer also gets a Filing Submitted Notification email upon successful filing. The Envelope Number and filing details are also listed here.

Submitted Filing Notification for Case No. 23CR000006-590 (STATE OF NORTH CAROLINA VS CLARK KENT)

NR no-reply@efilingmail.lylertech.cloud
To Williams, Cori N.

Reply Reply All Forward Tue 8/29/2023 7:59 PM

Filing Submitted
Envelope Number: 5215

Your filing below has been submitted to the Clerk's office located in Mecklenburg District Court, NC for review. Please allow for sufficient processing time based on the following filings:
- To the Clerk's Office - up to one (1) business day;
- For LE to the AOC Expunction Admin (Law Enforcement Use Only) up to ten (10) business days;

Filing Details	
Court	Mecklenburg District Court
Date/Time Submitted:	8/29/2023 7:57 PM EST
Filing Type:	PROBATION
Activity Requested:	EFile
Filed By:	Cori Williams

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- q. Filer gets a Filing Accepted Notification email with a stamped copy of the e-filed document. The Envelope Number, filing details and any comments are also listed here. **Note:** If a service contact was listed and “eFile and Serve” was chosen, the service contact will also receive an email upon acceptance by the court with the document attached.

Accepted Filing Notification for Case No. 23CR000006-590 (STATE OF NORTH CAROLINA VS CLARK KENT)

NR no-reply@efilingmail.tylertech.cloud
To Williams, Cori N.

Reply Reply All Forward Tue 8/29/2023 8:08 PM

Filing Accepted
Envelope Number: 5215

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

Filing Details	
Court	District Court
Case Number	23CR000006-590
Case Style	STATE OF NORTH CAROLINA VS CLARK KENT
Date/Time Submitted	8/29/2023 7:57 PM EST
Date/Time Accepted	8/29/2023 8:07 PM EST
Accepted Comments	
Filing Type	Probation Violation
Activity Requested	EFile
Filed By	Cori Williams

Document Details	
Lead File	AOC-CR-312.pdf
Lead File Page Count	2
File Stamped Copy	https://reviewerc-test.tylertech.cloud/ViewDocuments.aspx?FID=96c939d7-579a-4246-8cf2-b6d88467acd3 This link is active for 60 days.

For Technical Assistance

[Contact Tyler Technologies](#)

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

