

A Mediator's Guide on how to Register for an Individual Account with File & Serve

Dispute Resolution Commission

2026

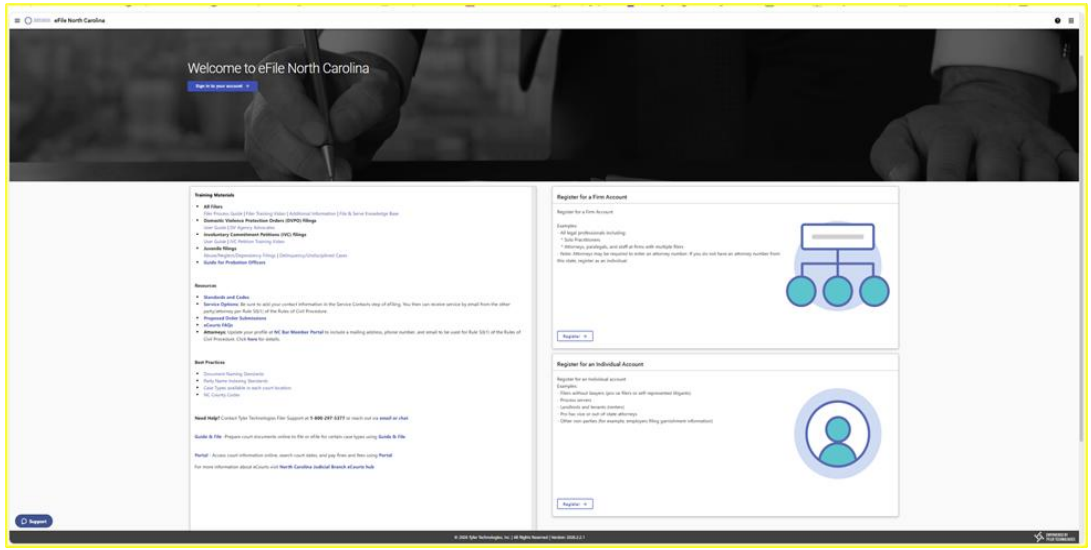
You must have a File & Serve Account to file your DRC Annual Renewal Certifications and the Report of Mediator forms.

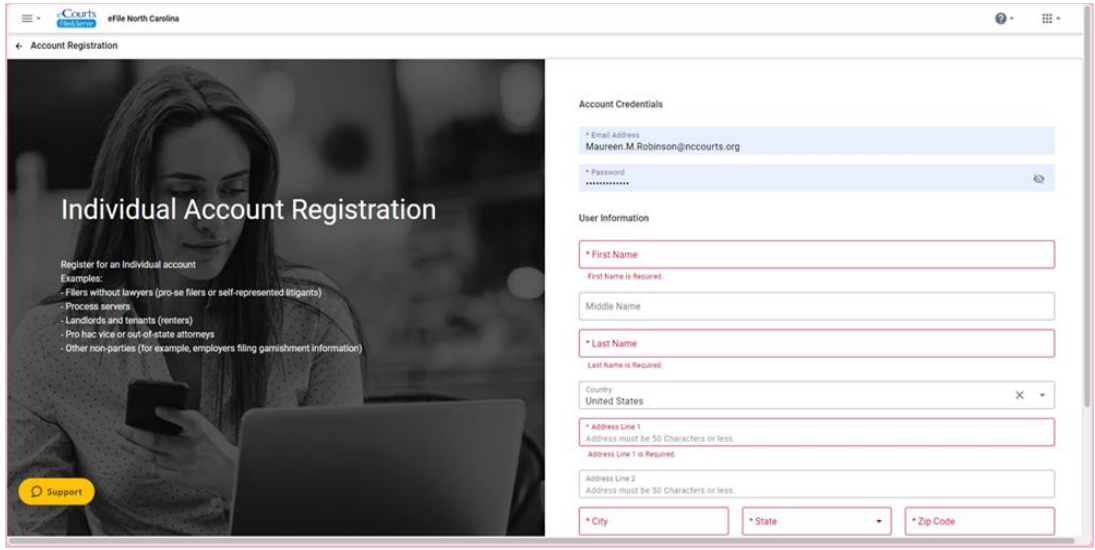
- Judicial Standards provides that North Carolina Judges (active, emergency status, and retired) must register for an individual account to avoid confusion on who is filing documents in File & Serve.

- This Guide will walk you through How to Register for an Individual Account with File & Serve. Please click on the File & Serve website to get started!

On the File & Serve website, click on the "Register" button under the "Register for an Individual Account" box.

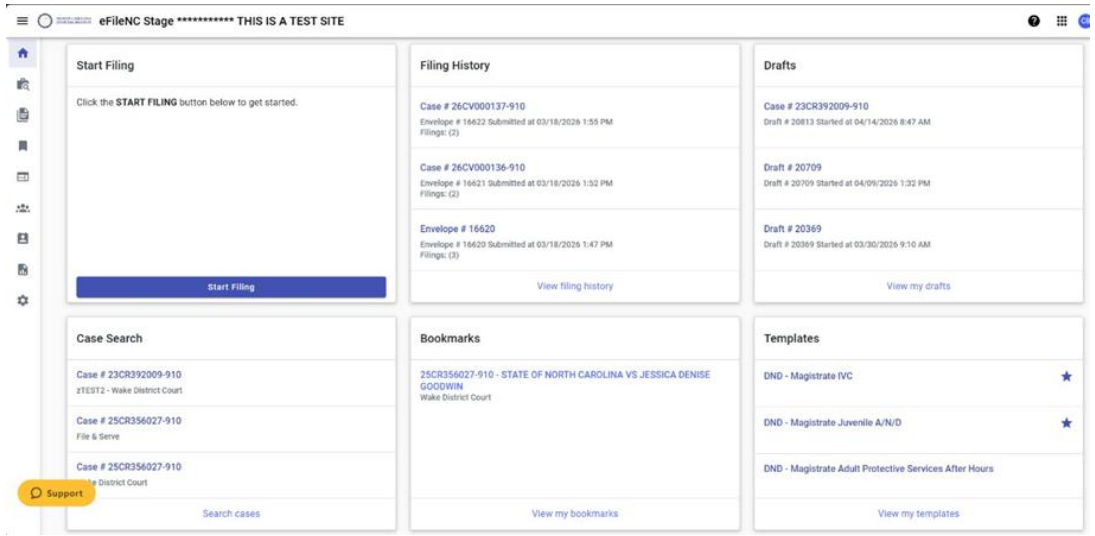
Complete the required fields, agree to the Terms and Conditions, then click on "Register". You will receive an email with a link to activate your account.





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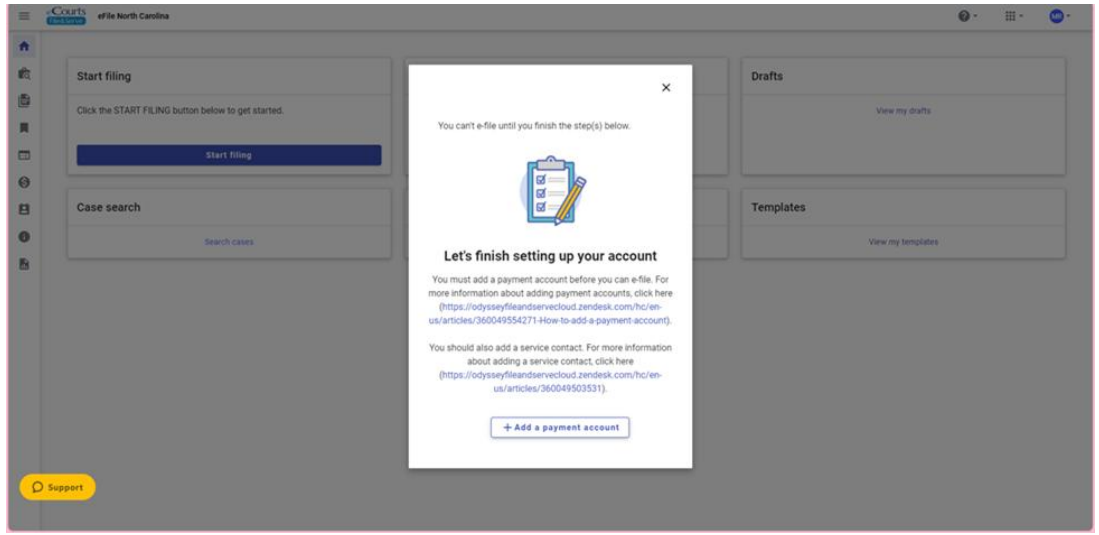
Sign-in from the landing page or the link in your email using the username and password you established during registration. After sign-in, you will be viewing the dashboard.



You do NOT need to add a credit card, debit card, or bank account to complete mediator renewals, or file the Report of Mediator. Select the Hamburger menu, under "Firm Management", select "Payment Accounts" to establish a Waiver Account.

YOU MUST HAVE A WAIVER ACCOUNT!

Select the "Add Account" button and add a "Waiver" type account. Name it "Waiver".



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Viola!

You have now established an Individual Account with File & Serve.

Please visit the DRC's Mediator Certification Renewal page for a Guide to Mediator Certification Renewal.

Please visit the DRC's File & Serve page under the Mediator Toolbox for a Guide on How to File a Report of Mediator.

Please contact the DRC if you have any questions!

919-890-1415

OR

email at: DRCMediators@nccourts.org

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