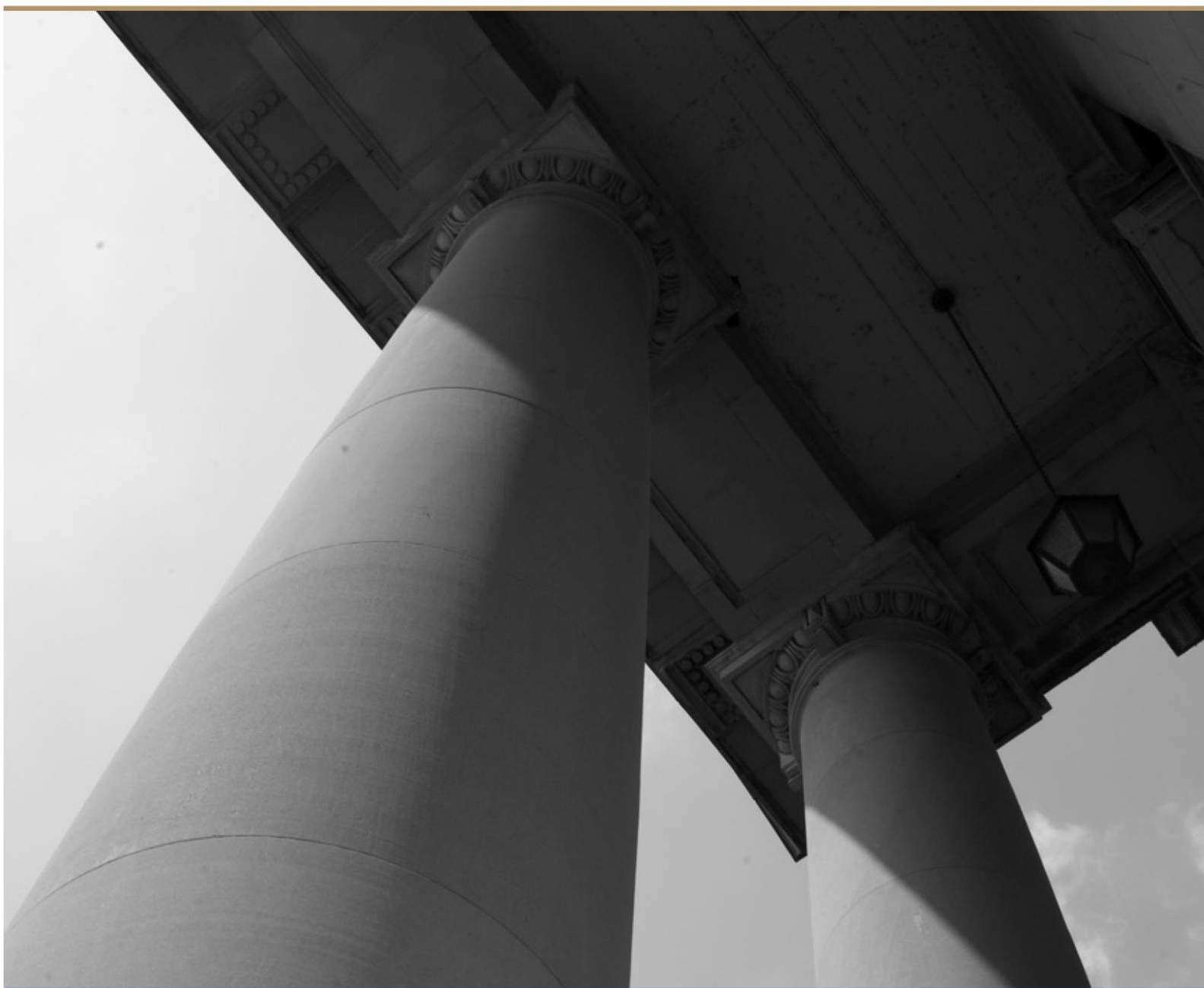




# ECOURTS

## EFILING PROCESS IN FILE & SERVE – JUVENILE DELINQUENCY/UNDISCIPLINED CASES

PREPARED BY  
BAPM



# TABLE OF CONTENTS

	Page
EFILING PROCESS IN FILE & SERVE	3
FILING INTO A JUVENILE DELINQUENCY/UNDISCIPLINED CASE	4
COMMON FILING CODES FOR JB CASES	12

## **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 IN FILE & SERVE

## Overview

The North Carolina Administrative Office of the Courts (NCAOC) is transitioning all counties to a new online eFiling system known as File & Serve (OFS), which integrates with the Enterprise Justice (Odyssey) case management system that will be used by judicial staff. Division of Juvenile Justice and Delinquency Prevention Court Counselors and Supervisors must be registered to a Firm Account at <https://efilenc.tylertech.cloud/OfsEfsp/ui/landing> in order to begin filing into cases once their specific county is live with Enterprise Justice. This document details the process of submitting a filing into a Juvenile Delinquency/Undisciplined case using the File & Serve system.

## Business Process Changes

As NCAOC transitions to eCourts, all initial Juvenile Delinquency/Undisciplined filings (new petitions) will continue to be filed over the counter with the clerk. Each individual petition will initiate a new case file and will be assigned a unique case number. All subsequent filings into JB cases will be submitted via File & Serve, including proposed Secure Custody Orders, Predisposition Reports, Motions, etc. The clerk will review all submitted filings and, once accepted, the uploaded documents will be added to the established case file. Upon submission of the filing, the filer will receive an Envelope Number that can be used for tracking purposes along with an email with important information about the filing. Once the filing is reviewed and accepted by the clerk, the filer will receive an acceptance email that includes a link to a file-stamped version of the filing, if the filing requires a file-stamp.

Users will access the case file through the eCourts Portal: <https://portal-nc.tylertech.cloud/Portal/>. Due to the confidentiality of juvenile cases, users must be granted “Elevated Access” to view juvenile case files to which they are a party. For more information on Portal and “Elevated Access” visit [www.nccourts.gov/ecourts](http://www.nccourts.gov/ecourts).



# FILING INTO A JUVENILE DELINQUENCY/UNDISCIPLINED CASE

## Filing into a Juvenile Delinquency/Undisciplined Case

- a. To begin filing, click on the **Start Filing** button on the OFS Dashboard.

The screenshot shows the OFS Dashboard with a sidebar on the left containing icons for Home, Dashboard, Cases, Filings, Drafts, Bookmarks, and Templates. The main content area is divided into six panels:

- Start filing:** Contains the text "Click the **START FILING** button below to get started." and a prominent blue "Start filing" button at the bottom.
- Filing history:** Lists three cases with their respective envelope numbers, submission dates, and filing counts (Submitted, Accepted, Submitted).
- Drafts:** Lists three drafts with their case numbers, draft numbers, and start dates.
- Case search:** Lists three cases with their case numbers and court names, with a "Search cases" link at the bottom.
- Bookmarks:** Contains a "View my bookmarks" link.
- Templates:** Contains a "View my templates" link.

A yellow "Support" button is located at the bottom left of the dashboard.

- b. Click the **File into Existing Case** button. All JB cases will be initiated over the counter with the clerk, therefore all JB filings will use this button.

The screenshot shows the "Start Filing" screen with a back arrow and the text "Start Filing". The main content area is divided into two panels:

- File New Case:** Features an icon of an envelope with a plus sign. The text reads: "If you do not have a case number and you want to start a new case for the first time." Below this is a blue "Start new case" button.
- File Into Existing Case:** Features an icon of a magnifying glass over a document. The text reads: "If the case was started by you or someone else and you have the case number or names of the parties to find the case." Below this is a blue "File into existing case" button.



- c. On the case search screen, click the **Location** dropdown and select the appropriate option (<Desired County> District Court). Scroll down to enter the **Case Number** in the following format YYJBXXXXX-County Code (ex. 24JB010001-590) in the search box. Click **Search** to find the case.



#### 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

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.

Click here for the county identifier.

Click here for more case search tips.

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"

Case Number

23JB010001-590

Sort Results By

Newest to Oldest

Cancel

Search



- d. On the Case search results screen, verify the case information and click the **Actions** dropdown to select the desired option. If a template has been previously saved, select **File into case with template**, otherwise, click **File into case**.

Location: Mecklenburg District Court Case Number: 23JB010001-590 1 Results

**\*\*Confidential\*\***

**Case # 23JB010001-590**

Location  
Mecklenburg District Court

Case Category  
Juvenile - Criminal

Case Type  
Juvenile-Delinquency/Undisciplined

**Actions**

- File into case
- File into case with template
- View Service contacts
- Bookmark case

1 - 1 of 1

- e. The **Case Information** tab will display and contain the basic information about the case. Click the **Parties** button at the bottom of the screen.

File Info Case Draft # 5922 - Case # 23JB010001-590 - \*\*Confidential\*\*

Case Information Parties Filings Service Fees Summary

**Case Information**

Court Location  
Mecklenburg District Court

Case Category  
Juvenile - Criminal

Case Type  
Juvenile-Delinquency/Undisciplined

2 Comments

no search results found

Parties

- f. On the **Parties** tab, party information will remain hidden due to the confidentiality of juvenile cases.

Parties			
Party Type	Party Name	Lead Attorney	Actions
* Juvenile Defendant	Hidden Party	(+3)	
State	Hidden Party		
Court Counselor	Hidden Party		
Mother	Hidden Party		
Victim	Hidden Party		
+ Add more			



- g. Click **+ Add More** to add any additional parties. If parties do not need to be added, proceed to step (h). **Do not add any attorneys as parties, the clerk will complete this task in Enterprise Justice (Odyssey).**

New Case Filing Draft # 5292

Case information **Parties** Filings Service Fees Summary

Parties

Party Type	Party Name	Lead Attorney	Actions
* Juvenile DSS	Test Juvenile		

**+ Add more**

- h. Click **Filings** once all needed parties have been added.

New Case Filing Draft # 5292

Case information **Parties** Filings Service Fees Summary

Parties

Party Type	Party Name	Lead Attorney	Actions
* Juvenile DSS	Test Juvenile		

+ Add more

Support


[e draft and exit](#) [← Case information](#) **Filings →**



- i. From the **Filings** tab, click **+ Add Filing** to begin uploading documents.

Filings

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

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

- j. Options for Filing Type include: **eFile only** for simply submitting the filing to the clerk, **eFile and Serve** for filing with the clerk and serving parties via email addresses entered by the filer, and **Service Only** for serving the parties, but not submitting the filing to the clerk. Click the radio button beside the desired option. More information about electronic service can be located at [www.nccourts.gov/ecourts](http://www.nccourts.gov/ecourts).

\* 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 Filing Code is Required.

Filing Description

Client Reference Number

Comments to Court

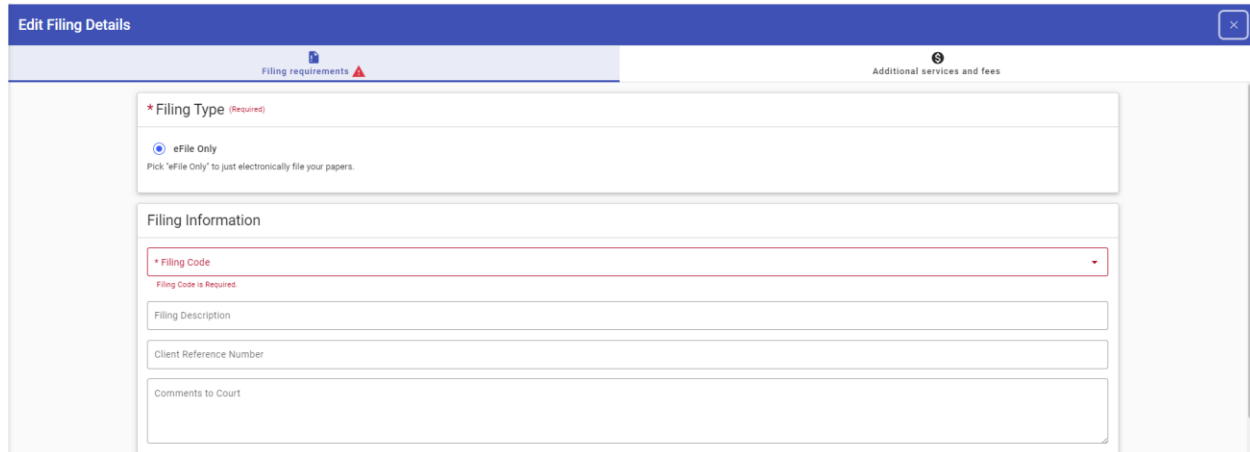
Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

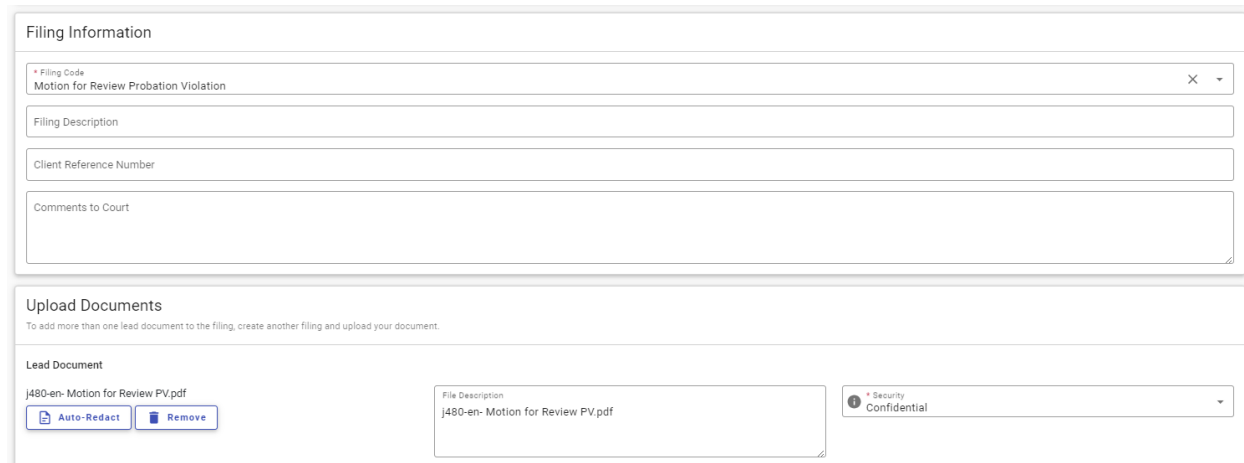




- k. Enter the filing details, including the **Filing Code**, **Filing Description** (if needed), and any **Comments to Court** (if needed). Comments included in the **Comments to Court** field are viewed only by the clerk reviewing the filing and will not be seen by any judicial officers. See **Common Filing Codes in JB Cases on page 12 for more information on filing codes**.



- l. For each **Filing Code**, upload the document to be e-filed by either dragging and dropping the file or clicking the **Select File** button and selecting the appropriate **PDF document** from your local folder.



- m. Click the **Security** dropdown and select **Public** for all documents in the filing, except for reports. Reports will use the **Report – Juvenile** Filing Code that will default to **Clerks Access Only**. This document security will prevent the report from being seen by anyone except the clerk until it is admitted in court. All juvenile case types are confidential within the Enterprise Justice (Odyssey) system which allows only parties to the case, who have been granted elevated access, to view the case file via the eCourts Portal.

Comments to Court

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

Lead Document

test.pdf

Auto-Redact Remove

File Description

test.pdf

Public

Confidential

Public Not Portal

Supporting Documentation for Audit Process

\* Security

Confidential

Cancel Save

- n. Click **Save** when completed. Repeat steps (g) through (j) for additional documents.
- o. Click the **Payment Account** dropdown and select **Waiver**. Then select the **Party Responsible for Fees** (Hidden Party – Court Counselor) and **Filing Attorney** (N/A – COURT PARTNER EFILER) by clicking the respective dropdowns.

Fees

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

\* Payment Account

Waiver Acct

+ Add payment account

Party Responsible for Fees

Hidden Party - Juvenile Defendant

\* Filing Attorney

Lawyer Lawson

Fee Breakdown

Once you've picked your payment account, click the button below to see the total fees.

Calculate fees

- p. Click **Summary** to review the filing before submitting.



- q. Review all the details entered on the filing and make any corrections needed. Read the Submission Agreements, mark the boxes next to each, and click **Submit** to e-file.

Case information   Parties   Filings   Service   Fees   **Summary**

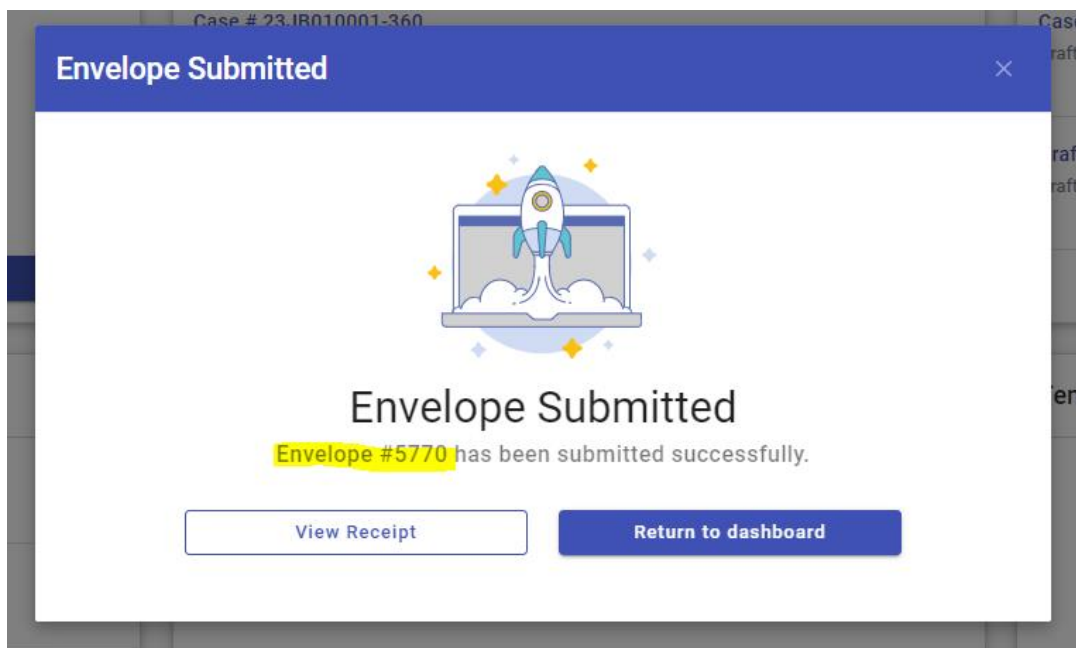
**\* Submission Agreements**

☐ **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](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.

- r. The message below will appear upon successful submission confirming the filing has been delivered to the clerk's Review Queue. Retain the **Envelope Number** for reference and provide it to the clerk if there are any questions/concerns about the filing.



## COMMON FILING CODES FOR JB CASES

**Motion** - Used for general motions filed by DJJDP

**Motion for Review** - Used for general Motions for Review filed by DJJDP

**Motion for Review (PRS, PV, or PS)** - Choose the specific desired Motion for Review

**Notice of Hearing** - Used if Notice of Hearing is filed by DJJDP

**Petition-Amended** - Used if an amended petition is filed for an existing case

**Proposed Order** - Used for any unsigned order (ex. Secure Custody Order, Disposition Order if submitted by DJJDP, etc)

**Proposed Order-Order for Secure Custody-** Used when a draft Order for Secure Custody/Detention is being submitted to the judge for consideration

**Report - Juvenile** - Used for Pre-Disposition Reports, etc

**Summons – Return of Service** – Used when eFiling a summons that has been served

**Summons and Notice of Hearing - Juvenile** - Used if summons is drafted and filed by DJJDP

**Supplemental Documentation** - Used for any supplemental documents needed

