



EFILING PROCESS IN FILE & SERVE - FILER

PREPARED BY
BAPM

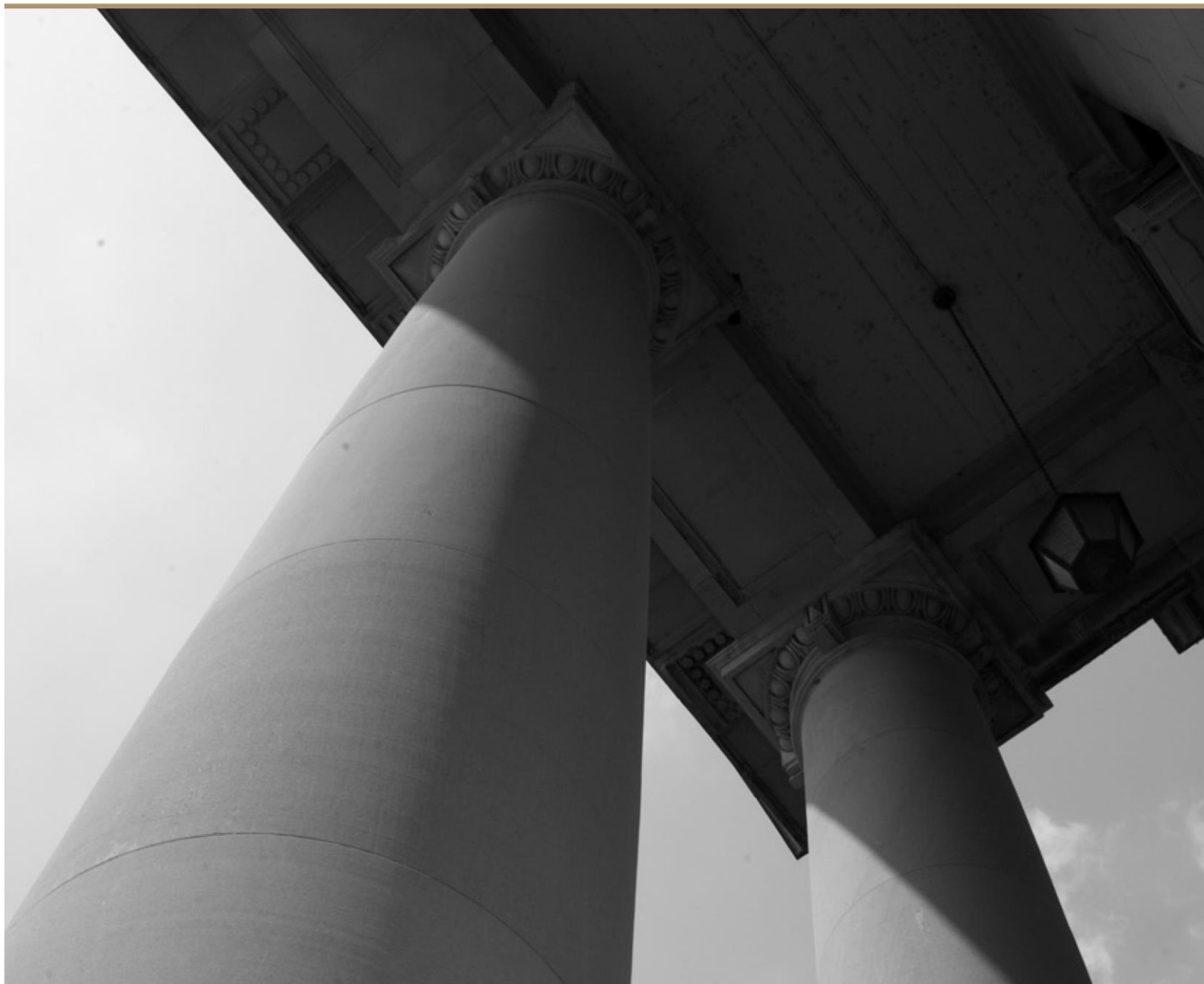


TABLE OF CONTENTS

	PAGE
EFILING PROCESS IN FILE & SERVE.....	3
Overview	3
High Level Processes.....	3
1. Integration Between OGF and OFS	3
2. Filer Process	3
3. Reviewer Process and integration with Case Manager and Portal	14

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.



EFILEING PROCESS IN FILE & SERVE

Overview

The North Carolina Administrative Office of the Courts (NCAOC) currently provides some eFiling capabilities in limited counties. All initial and subsequent filings 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 using Odyssey's File & Serve product.

High Level Processes

1. Integration Between OGF and OFS

Filing attorneys and Self Represented Litigants can avail Odyssey's Guide & File (OGF) or Odyssey's File & Serve (OFS) products to e-file. For some filings, the Odyssey Guide & File product present the filer with a series of questions and based on the responses provided, forms are automatically generated and can be e-filed seamlessly since OGF is integrated with OFS. Filers have the option to use OGF as an anonymous user or a registered user.

However certain filings may require wet signatures (such as from a Notary) or the filing attorney may use forms that are not standard to NC AOC. In such instances, filings are directly done using OFS's Filer website. Filers must register to e-file when using Odyssey File & Serve.

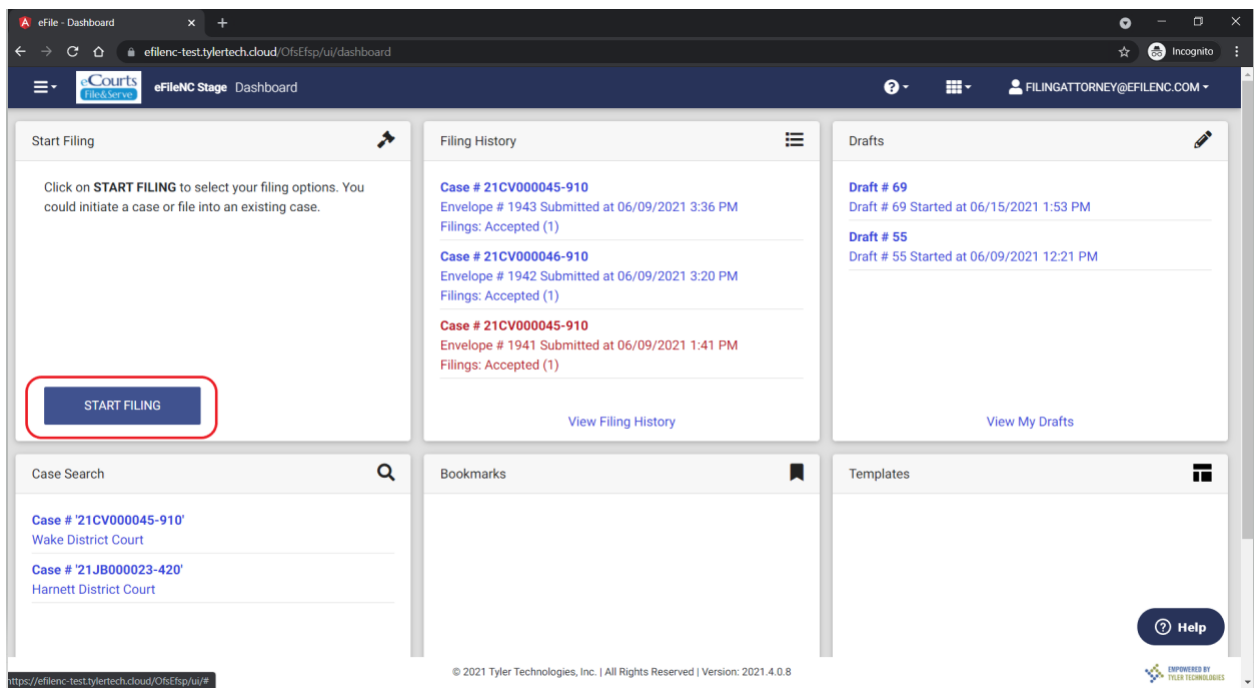
2. Filer Process

Filers begin e-filing by initially registering in the OFS Filer site which will be made available through the main Judicial website. As part of the initial set up, filers will have to add the filing attorney and the payment account details. After the initial set up filer can begin filing.

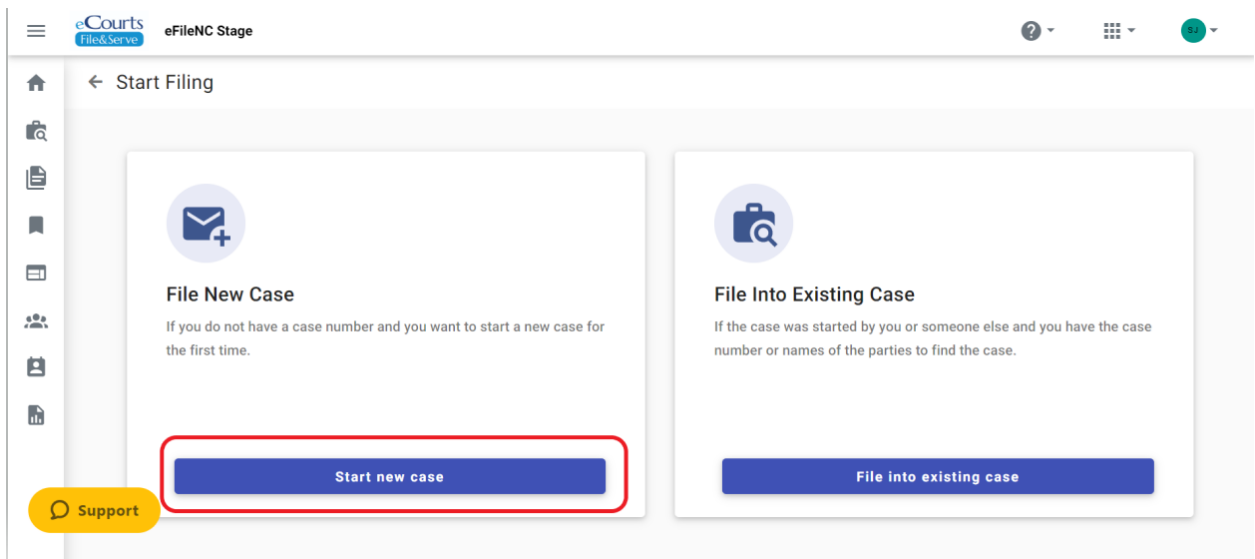
.....Continued in next page



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



b. **Initial Filing** – Click on **Start a New Case**.



c. Select the filing location, case category and case type in the Case Information tab.

The screenshot shows the 'New Case Filing' interface in the eFileNC Stage system. The top navigation bar includes the eCourts File & Serve logo, 'eFileNC Stage', and user icons. The main header shows 'Draft # 2142'. Below the header is a progress bar with six steps: 1 Case Information (active), 2 Parties, 3 Filings, 4 Service, 5 Fees, and 6 Summary. The 'Case Information' tab is selected, displaying a form with three dropdown menus: 'Court location *', 'Case category *', and 'Case type *'. Each dropdown has a 'Select...' option. Below the 'Case type' dropdown is a note: 'If you can't find your case type, change the case category to see other case types.' At the bottom of the form are buttons for 'Support', 'Save Draft and Exit', and 'Parties →'.

d. In the Party tab, add Party Details by clicking on '+' icon.

The screenshot shows the 'New Case Filing' interface in the eFileNC Stage system, now on the 'Parties' tab. The progress bar shows 'Case Information' as completed and 'Parties' as the current step. The 'Parties' tab displays a table with columns: 'Party Type', 'Party Name', 'Lead Attorney', and 'Actions'. There are two rows: 'Plaintiff *' and 'Defendant *'. Each row has a red square button with a white '+' icon and the text '+ Add party details'. A red rectangle highlights these two buttons. Below the table is a button labeled '+ Add More'. At the bottom of the screen are buttons for 'Support', 'Save Draft and Exit', and navigation buttons for '← Case Information' and 'Filings →'.



e. Enter the party information and click Save. Repeat this step for all Parties.

Party Information

Enter the name(s) of the party or parties involved in the case.

First Name* Middle Name* Last Name* Date of Birth* Gender*

Party Case ID

Street Address Type* Street Address* Street Address Number*

Social Security Number

Contact Information

Enter the contact information for the party or parties involved in the case. If you do not know the party's full address, you can enter the address as follows.

Country* United States

Address Line 1

Address Line 2

City* State* Zip Code*

Phone Number

Attorney Information

Law Office*

Save Save

f. In the Filings tab, add a filing by clicking on '+ Add Filing' button.

Filings

Max Envelope Size: 36.70 MB
Remaining: 36.70 MB

Filing Code	Filing Type	Description	Actions
 No Filings Added Yet At least one filing is required to complete the filing process.			

+ Add filing

← Parties Service →



- g. Enter Filing details such as Filing Code and Filing Description in the Filing Requirements secondary tab. You can also select any Additional Service or add send the filing by clicking on the Communications secondary tab.

The screenshot shows the 'Edit Filing Details' form in the eFileNC Stage application. The 'Filing Requirements' tab is selected. The 'Filing Type' is set to 'eFile Only'. Under 'Filing Information', the 'Filing Code' is 'AFFIDAVIT'. There are fields for 'Client Reference Number', 'Filing Description', and 'Comments to Court'. The 'Upload Documents' section has a 'Lead Document' field with a 'Select File' button. A 'Support' button is at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.

- h. 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 'Edit Filing Details' form with a file selection dialog open. The 'Select File' button in the 'Upload Documents' section is circled in red. The file selection dialog shows a list of files, with 'AOC-CB-337.pdf' highlighted by a red arrow. The dialog also shows the file name field and file type options.



- i. Select the applicable Document Security and click on Auto-redact to redact any Personally Identifying Information (PII). Click Save. Repeat steps 2 (f) through 2 (i) to add more filings and documents.

The screenshot shows the 'Filing Requirements' tab in the eFileNC Stage interface. The 'Filing Type' is set to 'eFile Only'. Under 'Filing Information', the 'Filing Code' is 'AFFIDAVIT'. The 'Upload Documents' section shows a document 'AOC-CR-337.pdf' with an 'Auto-Redact' button highlighted by a red box. A dropdown menu for 'Document Security' is also highlighted by a red box, showing options: 'Select...', 'Public', 'Confidential', and 'Public and Confidential'.

- j. Electronic Service is not available for initial filings so in the Service tab proceed to the next tab by clicking Fees.

The screenshot shows the 'Service' tab in the eFileNC Stage interface. The 'Service Contacts' section shows 'Plaintiff Jane Doe' and 'Defendant John Doe'. The 'Fees' tab is highlighted by a red box in the bottom navigation bar.



- k. Select Payment Account, Filing Attorney and Party Responsible for Fees and click on **Calculate Fees**. If Fees are not applicable, the fee amounts will show \$0.00, otherwise the system calculates the fees based on Case Type, Filing Codes, etc. Click **Summary** to proceed.

New Case Filing Draft # 2142

Case Information Parties Filings Service **Fees** Summary

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

Payment Account *
Select...

+ Add payment account

Party Responsible for Fees
Select...

Filing Attorney *
Select...

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

Calculate Fees

Support Save Draft and Exit Service Summary

- l. 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.

New Case Filing Draft # 2142

Case Information Parties Filings Service Fees **Summary**

Submission Agreements *

☒ If I check this box, I agree that the information in this filing is true to the best of his or her 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_132/GS_132-1.10.pdf

CHECK BOX HERE: 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

Court Location: Wake District Court Case Type: Civil General Case Category: Civil

Parties

Party Type: Plaintiff Party Name: Jane Doe Lead Attorney: John Doe

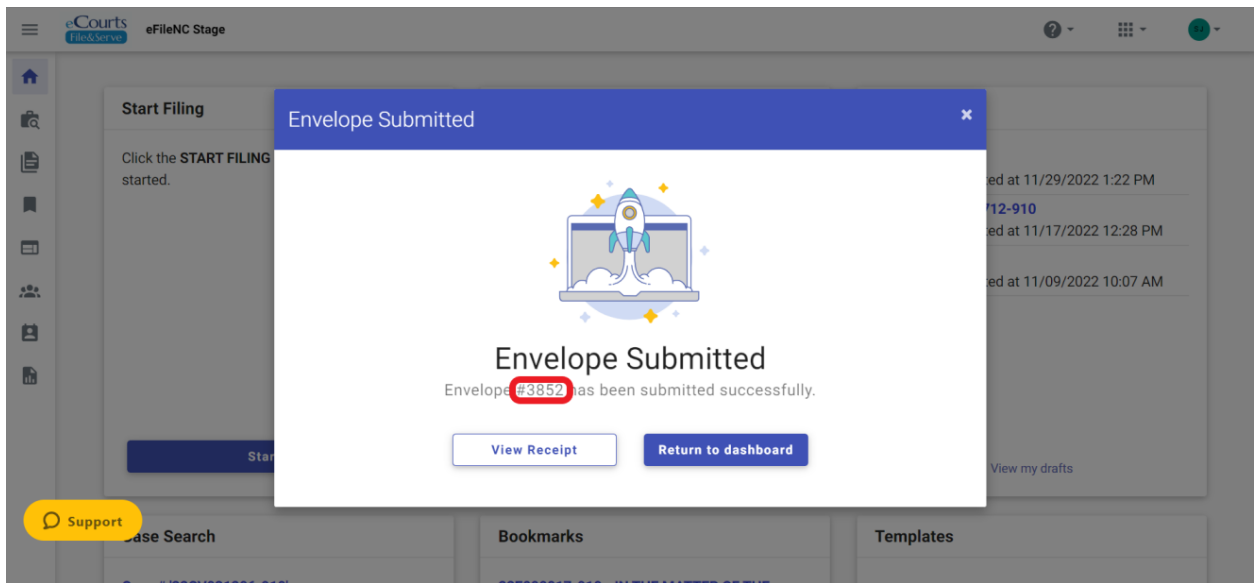
Filings

Filing Code: Filing Type: Filing Description: Clerk Ref #:

Support Save Draft and Exit Fees Submit



- m. 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.



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



o. **Subsequent Filing** - Click on **File into Existing Case**.

← Start Filing

File New Case
If you do not have a case number and you want to start a new case for the first time.

File Into Existing Case
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.

Start new case

File into existing case

Support

p. Search for the case by **Case Number or Party Name**.

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 *
Select...
Location is Required.

Search for Case by

☒ Case Number ☐ Party Name

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

If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click here (<https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360054175872>) for more case search tips.

Case Number *

Sort results by
Newest to Oldest

Cancel Search



- q. 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.

Case Search Results

Location: Wake District Court Case Number: 22IF020396-910 1 Results

STATE OF NORTH CAROLINA VS Defendantfirst Defendantlast
Case # 22IF020396-910

Location: Wake District Court Case Category: Criminal

Actions

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

Support

- r. Follow steps 2(c) through 2(f) to continue to e-file.
- s. Select from eFile Only, eFile and Serve or Service Only depending on the type of filing to be made.

File Into Case

Draft # 2374 - Case # 16MD03062-990 - NC STATE OF DEPT OF REVENUE VS MARK A GRIFFEY

Case Information Parties Filings Service Fees Summary

Edit Filing Details

Filing Requirements Additional Services Communications

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 *
Select...

Client Reference Number

Filing Description

Comments to Court

Upload Documents
To add more than one lead document to the filing, create another filing and upload your document.
Select a Filing code to enable adding documents.

Support

Cancel Save



- t. Continue with steps 2(g) through 2(i) to continue to e-file.
- u. 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 in this tab if eFile and Serve or Service Only was selected in the Filings tab. Click Save. Repeat stepu 2 (u) to add more service contacts.

Service Contacts

+ Add Me + **Firm list** + Public list + **Add New Contact**

Defendant
MARK A GRIFFEY

Service Contact	Email/Mail	Service Method	Actions
No service contacts added. Add a new or existing contact.			

Plaintiff
NC STATE OF DEPT OF REVENUE

Service Contact	Email/Mail	Service Method	Actions
No service contacts added. Add a new or existing contact.			

Other Service Contacts

Service Contacts	Email/Mail	Service Method	Actions
No service contacts added. Add a new or existing contact.			

Support Save Draft and Exit Filings Fees

Add Service Contact

Service Method
Serve parties with an electronic copy of your documents or may also have the choice to serve them by mail.
Service Method * EServe

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

Contact Information
Add your email address below to be eligible to receive electronic service.

First name * Middle name Last name *

First name is Required.

Email * Phone number

Administrative email(s)

Country United States

Address Line 1

Address Line 2

City State Select... Zip Code

☐ Save to my firm contact list ☐ Add to Public List

Cancel Save



- v. Continue with steps 2(k) through 2(l) to continue to e-file.

3. Reviewer Process and integration with Case Manager and Portal

All successful filings queue up in the OFS Reviewer site in the appropriate Review Queue. The Review Queues are determined by the Case Category and Filing Codes. Clerks and any judicial staff who are authorized to review incoming filings will be able to view, annotate, add comments and either accept or return the filing.

- a. When a Reviewer accepts a filing, the following take place near real-time
 - i. If it is an initial filing, the Case Manager system generates a new case and attaches the filing to this new case.
 - ii. For subsequent filings the filing is attached to the case it was filed into in Odyssey Case Manager.
 - iii. Depending on Case Security, Document Security and users access levels, the case and filings may be viewable in Portal for the public. Restricted cases and documents may not be available in Portal or will be restricted only to certain parties or authorized personnel.
 - iv. Applicable fees if any are deducted from the Payment Account provided by the filer only when the reviewer accepts the filing.
 - v. 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.
 - vi. If an e-service was done in addition to the filing, then the Service Contact would receive a Notice of Service email along with the stamped copy of the document filed.
 - vii. Stamped copies will also be sent to emails indicated in the Courtesy Copies section.

Accepted Filing Notification for Case No. 22CV031231-910 (Jane Doe VS John Doe)

NR no-reply@efilingmail.tylertech.cloud
To Jami, Sarvani

Wed 11/30/2022 11:29 PM

Filing Accepted
Envelope Number: 3852

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

Filing Details	
Court	Wake District Court
Case Number	22CV031231-910
Case Style	Jane Doe VS John Doe
Date/Time Submitted	11/30/2022 10:40 PM EST
Date/Time Accepted	11/30/2022 11:28 PM EST
Accepted Comments	
Filing Type	Affidavit of Indigency
Activity Requested	EFile
Filed By	Sarvani Jami

Fee Details	
Case Fee Information	\$154.34
Case Fees	\$150.00
Payment Service Fee	\$4.34
Affidavit of Indigency	\$0.00
Grand Total	\$154.34
Total	\$154.34

Document Details	
Lead File	JOC-CR-337.pdf
Lead File Page Count	1
File Stamped Copy	https://easemc-test.tylertech.cloud/ViewDocuments.aspx?Cid=7e7e05b274c4d01b4e6a29d3a629d7d This link is active for 60 days.

For Technical Assistance



Notification of Service for Case No. 22CR700448-500 (STATE OF NORTH CAROLINA VS EDUARDO JUN PATRICIO-GALVAN)

no-reply@efilingmail.tylertech.cloud
To: Jami, Sarvani

Mon 12/5/2022 3:04 PM

Notification of Service
Envelope Number: 3804

This email was generated by the electronic filing (eFiling) system of the North Carolina courts and includes a copy of the filing listed below.

Please click the link below to retrieve your copy of the filed document.

(See Rule 5 of North Carolina's Rules of Civil Procedure for specific details on service of pleadings and other papers.)

Filing Details	
Case Number	22CR700448-500
Case Style	STATE OF NORTH CAROLINA VS EDUARDO JUN PATRICIO-GALVAN
Date/Time Submitted	11/17/2022 3:00 PM EST
Filing Type	Motion for Recall
Filed By	Sarvani Jami
Service Contacts	EDUARDO JUN PATRICIO-GALVAN: S.J. (sarvani.jami@nccourts.org)

Document Details	
File Stamped Copy	https://reviewmc-test.tylertech.cloud/ViewServiceDocuments.aspx?ADMIN=0&SID=4cf890cd-154d-4dad-a0bc-66b17c63f359 This link is active for 45 days.

For Technical Assistance

[Contact Tyler Technologies](#)

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

- b. When a Reviewer returns a filing, the following take place near real-time
 - i. There is no record of the filing in the case in Case Manager system and in extension, the returned filing is not seen in Portal.
 - ii. Money is not deducted from the Payment Account.
 - iii. The filer is notified if the filing is returned and there is no stamped copy of the document. The Envelope Number, filing details and any comments are also listed here.
 - iv. Since there is no stamped copies of the document, courtesy copies and Notice of Service emails are also not sent.

Return for Correction Notification for filing on case 22PFG200002-999

no-reply@efilingmail.tylertech.cloud
To: Jami, Sarvani

Wed 11/2/2022 1:55 PM

Filing Returned
Envelope Number: 3634

Your filing to the Clerk's office located in AOC Portal Unit, NC has been been returned on Case: 22PFG200002-999

Return for Correction Reason(s) from Clerk's Office	
Return for Correction Reason	Filer's Request
Return for Correction Comments	No rejection comment was provided. Please contact the court into which you are filing for more information.

Document Details	
Court	AOC Portal Unit
Case Style	
Date/Time Submitted	10/13/2022 5:24 PM EST
Filing Type	Elevated Access Request-IVC
Filing Description	
Activity Requested	EFile
Filed By	Sarvani Jami

For Technical Assistance

[Contact Tyler Technologies](#)

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

