

Using the Courts Electronic Filing System – After case is opened.

Access: [Odyssey File & Serve \(tylerhost.net\)](http://Odyssey File & Serve (tylerhost.net))

Register: Fill out spaces

Return: [Odyssey File & Serve \(tylerhost.net\)](http://Odyssey File & Serve (tylerhost.net))

Sign in

Email

Password

Fees (if you do not need to pay a filing fee)

- Click above **Actions** (YELLOW TOP RIGHT)
  - Select payment Account
    - Payment Account Name: self (or any name you choose)
      - Payment Account Type: Waiver
        - Save changes

**\*\*IF YOU NEED PAY FILING FEE YOU WILL NEED TO ENTER A PAYMENT SOURCE**

(click) File into Existing Case

- Enter: Case Number
  - Example 27PAPR23185
    - Search
      - Click on case/far right actions
        - File into Case
- Filings
  - Filing code (drop down and select)
    - Filing Description (type in description)
      - Client Reference Number (enter anything; 1)
        - Comments to court (public)
          - DOCUMENT (file system upload)
            - Select document from your computer
              - Save changes
- Fees
  - Select payment Account: self (or name you chose)
    - Save changes
- Submission Agreements
  - Mark both
- Summary
- Submit