



# Self-Represented Litigants

How to E-File in Odyssey File & Serve  
Step 7: Enter the Party Information



## E-filing Steps

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## Enter Party Information

You need to enter information about yourself and the other party before e-filing.

### ➔ Enter Your Information

1. The Party Information tab will activate once you Click on Save Changes in Case Information.
2. The Party Type that you are entering information for will be highlighted. It will always start with the Plaintiff or Petitioner.

 If you are filing or starting the case, you are the Plaintiff or Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant or Respondent.

3. If you are the highlighted party, click the box that says "I am this party."

4. The name, address, and phone number you used when you registered for e-filing will pop up in the boxes.

5. Click **Save Changes**.

## ➔ Enter the Details of the Other Party or Parties

Once you have saved your information, the other Party Type will be highlighted.

### ➔ Other Party is a Person

1. You must fill in their **First Name** and **Last Name**.
2. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.
3. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.

The screenshot shows a form titled "Party Information". Under "Party Type", "Plaintiff" is selected and highlighted in blue, while "Defendant" is in a grey box. Below this is a form with fields for "First Name", "Middle Name", and "Last Name" (all highlighted in yellow). The "Country" dropdown is set to "United States of America". There are fields for "Address Line 1", "Address Line 2", "City", "State" (with a "Click to select State" button), "Postal Code", and "Phone Number". A "Lead Attorney" dropdown is set to "Click to select Lead Attorney", with a search box below it showing "Click to select Lead Attorney" and "Pro Se" as options. An "Undo" button is in the bottom right corner.

### ➔ Other Party is a Business or Agency

1. Click the box that says "**Party is a Business/Agency.**"
2. You must fill in the **Business Name**.
3. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.
4. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.

The screenshot shows the top part of the form with the heading "Enter details for this Party". There are two checkboxes: "I am this party" (unchecked) and "Party is a Business/Agency" (unchecked). A red arrow points to the "Party is a Business/Agency" checkbox.

The screenshot shows the form with "Party is a Business/Agency" checked. The "Business Name" field is highlighted in yellow. The "Country" dropdown is set to "United States of America". There are fields for "Address Line 1", "Address Line 2", "City", "State" (with a "Click to select State" button), "Postal Code", and "Phone Number". A "Lead Attorney" dropdown is set to "Click to select Lead Attorney".

- Once you have entered the Other Party's information, click **Save Changes**.

Lead Attorney  
Pro Se

Undo Save Changes

## Enter Additional Party's Information

If there are more than two parties in your case, you can add another party to your e-filing by clicking on **Add Another Party**.

Party Type	Party Name	Lead Attorney	
Plaintiff	Plaintiff Petitioner	Pro Se	Required Party
Defendant	ABC Business		Required Party

+ Add Another Party

- Select the Party Type from a drop down menu.

Enter details for this Party

Party Type  
Click to select Party Type

Party is a Business/Agency

First Name Middle Name Last Name

Country  
United States of America

Address Line 1 Address Line 2



The Party Type drop down menu will have every type of Party there is from Adoptive Child to Ward or additional Plaintiffs or Defendants. If you don't know the party type, ask court staff.

- If it is a person, you must fill in their **First Name** and **Last Name**. If it is a Business, you need to select that box and enter the **Business Name**.
- You may fill in the remaining information, but it is not required.
- Click **Save Changes**.
- Repeat as needed until you have entered the Party Information for all Parties in the case.



**You have successfully entered the Party Information.**