



Self-Represented Litigants

How to E-File in Odyssey File & Serve  **eFileLL**
Step 8: Upload Your Documents in the Filings Section

E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings**
- 9 • Pay Fees
- 10 • Review Summary / Submit



Upload documents and complete the Filings section

The documents you want to file with the court have to be uploaded into the system. This all happens in the **Filings** section after you have completed the Case Information and Party Information. The whole packet of what you upload to file is called an "envelope" in the e-filing system.

➔ Choose the Filing Type

1. Click on **Efile**.

The screenshot shows the 'Filings' section of the e-filing system. The 'Filing Type' dropdown menu is open, showing 'Efile' as the selected option. A red arrow points to the 'Efile' option. The 'Filing Code' dropdown menu is also visible, with the text 'Click to select Filing Code'.



This box should be defaulted to Efile, but some Locations may also have Serve or EfileAndServe as the Filing Type. Make sure you select Efile or talk to your court staff about the other options.

➔ Choose the Filing Code

1. Click on the **Filing Code** box for the drop down menu. Filing Code means the type of document that you are filing with the court (for example: Complaint, Motion, Waiver).
2. **Click** on the type of document you are filing.

The screenshot shows the 'Filings' section of the e-filing system. The 'Filing Code' dropdown menu is open, showing a list of document types: Affidavit, Amended Complaint, Application, Complaint, and Motion. A red box highlights the 'Filing Code' dropdown and a tooltip provides instructions: 'If you don't know the filing code, look for the code that fits closest with the document you are filing; otherwise, contact the court'. The 'Filing Type' dropdown menu is also visible, with the text 'Click to select Filing Code'.




If you don't know your Filing Code ask the court staff so there is no problem with your filing.

3. Once you select the Filing Code, you have the option of filling out four boxes, but they are not required.

- a. Filing Description (optional)
 - i. This is just for you to remember what you are filing.
- b. Client Reference Number (optional)
 - i. This is a tracking number for lawyers to use to know which client's case they are filing in. Since you are representing yourself, you won't use this box.
- c. Comments to Court (optional)
 - i. These comments are for the court reviewer to read when assessing your document.
- d. Courtesy Copies (optional)
 - i. You may enter a list of email addresses (separated by a comma) for where you want the document sent.

The screenshot shows a form with four sections, each with a text input field. The sections are: 'Filing Description', 'Client Reference Number' (with a yellow question mark icon), 'Comments to Court' (with a yellow question mark icon), and 'Courtesy Copies' (with an information icon in the bottom right corner).

 Note: this is a courtesy and does NOT qualify for service of process or proper notice.

Explanation of Lead Documents, Attachments, and Document Size

What is a Lead Document?

- Any document that you need the court to look at to be able to give you what you want.
 - For example, if you want the court to grant your request to move your court date, upload your Motion for a Continuance as a Lead Document.
- All notice documents (such as a Notice for Court Date or Notice of Motion) are Lead Documents.
- You can file more than one Lead Document at a time.
 - For example, you could have Lead Document 1: Notice of Motion; Lead Document 2: Motion for a Continuance; and Lead Document 3: Application for Waiver of Court Fees.
 - An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents. If the court already approved your Application for Waiver of Court Fees, you should file a copy of the approved *Order* with anything you file after that.

What are Attachments?

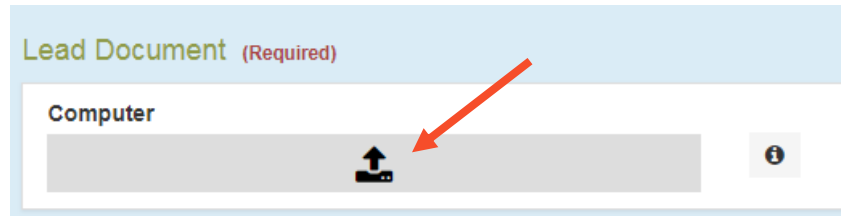
- A category of filing that is only an option in some counties and for some types of Filing Codes. If you don't see Attachments as an option, file everything in the Lead Document section. You can do that by making the Lead Document and any attachments/exhibits one PDF, and upload as a Lead Document.
- Any document that you reference in your Lead Document, but is not technically part of the Lead Document. They are usually called exhibits or attachments.
 - For example, if you write an Answer in an eviction case saying why you shouldn't be evicted, that written explanation is the Lead Document. In the Answer, you reference a receipt for paying rent. The copy of the receipt could be labeled Exhibit or Attachment 1 and would be an Attachment, not a Lead Document.

What are the Document Size Limits?

- For Trial Courts, each document cannot be larger than 25MB and a combined total of 50MB per filing.
- For the Supreme Court and the Appellate Courts the file size limit is to 150MB.

➔ Upload Lead Document (Required)

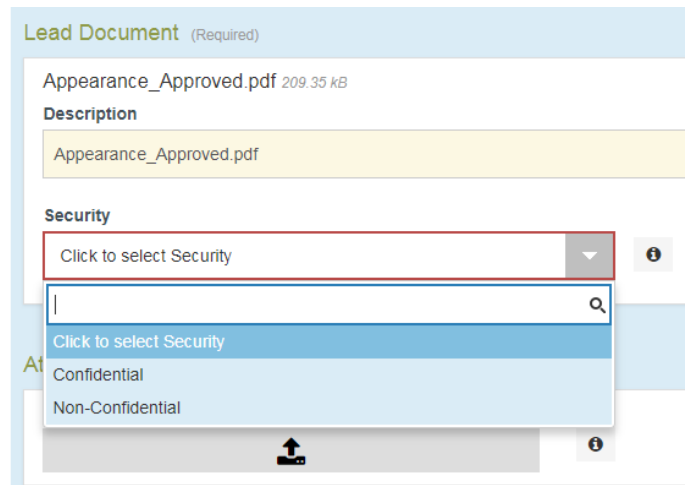
1. Click on the **Upload Icon** under the Lead Document heading.




2. A Window will pop up where you will select your document.
3. Find where the document is saved on the computer (desktop, documents folder, flash drive).
4. Select the document you would like to file and click **Open**. The document will appear in the Description Box.
5. If you selected the wrong document, you can delete it by clicking on the **X** in the right corner.



6. Once you have the correct document, select the drop down menu for the **Security** box. Click whether the document is public (non-confidential) or confidential. For some case filings, the Security options are different. If there is only one option like Case Manager, select that. If you see multiple Security Options, speak to court staff.



 Most court documents are public (non-confidential) even though they contain personal information that you may like to keep confidential. Please speak to court staff before selecting confidential on your document.

7. Click **Save Changes**.

The screenshot shows a 'Lead Document' form with the following sections:

- Lead Document (Required)**: Contains a description field with 'Appearance_Approved.pdf' and a security dropdown menu set to 'Non-Confidential'.
- Attachments**: A section with a 'Computer' label and an upload icon.
- Optional Services and Fees**: A table with columns for 'Optional Services and Fees', 'Fee Amount', 'Quantity', and 'Fee Total'. Below the table is a '+ Add Optional Services and Fees' button.
- Buttons**: 'Undo' and 'Save Changes' buttons are located at the bottom right. The 'Save Changes' button is highlighted with a red box.

➔ Upload Additional Lead Document (Optional)

1. Add additional Lead Documents by clicking the **Add Another Filing**.

The screenshot shows a 'Filings' table with the following structure:

Filing Code	Client Ref #	Filing Description
Amended Complaint		

At the bottom right of the table, there is a '+ Add Another Filing' button, which is highlighted with a red box.

2. Follow the instructions above for Uploading another Lead Document.

➔ Upload Attachments (Optional)

1. Click on the **Upload** Icon under the Attachments heading.

2. A Window will pop up where you will select your document.

The screenshot shows the 'Lead Document' form with the following sections:

- Lead Document (Required)**: Contains a description field with 'Appearance_Approved.pdf' and a security dropdown menu set to 'Non-Confidential'.
- Attachments**: A section with a 'Computer' label and an upload icon. A red arrow points to this icon.

- Find where the document is saved on the computer (desktop, documents folder, flash drive).
- Select the document you would like to file and click **Open**. The document will appear in the Description Box.
- If you selected the wrong document, you can delete it by clicking on the X in the right corner.

6. Once you have the correct document, select the drop down menu for the **Security** box. Select whether the document is public (non-confidential) or confidential. For some case filings, the Security options are different. If there is only one option like Case Manager, select that. If you see multiple Security Options, speak to court staff.

Attachments

LS-N_2601.1_Approved.pdf 241.63 KB

Description

LS-N_2601.1_Approved.pdf

Security

Non-Confidential

Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			

Undo **Save Changes**

7. Click **Save Changes**.

Optional Services and Fees. Unless you need something like certified copies of judgments, a jury demand, or an alias summons, you do not have to do anything in this section. If you need something like that, you can click **Add Optional Services and Fees** and look through the drop down menu to see what is offered. Be sure not to click anything you already selected in the Filing Code, or you will be charged twice.



Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
	\$0.00	1	\$0.00

+ Add Optional Services and Fees

Optional Services and Fees

Click to select Optional Service and Fee

Click to select Optional Service and Fee

(Misc.) - Certified Copy of Judgment - \$6.00 each

(Misc.) - Certified Copy of Judgment page 1 - \$1.00 each

(Misc.) - Certified Copy of Judgment pages 2-19 - \$0.50 each

Undo Save Changes



You have successfully uploaded your documents/completed the Filings section.