


Registering for Odyssey File & Serve



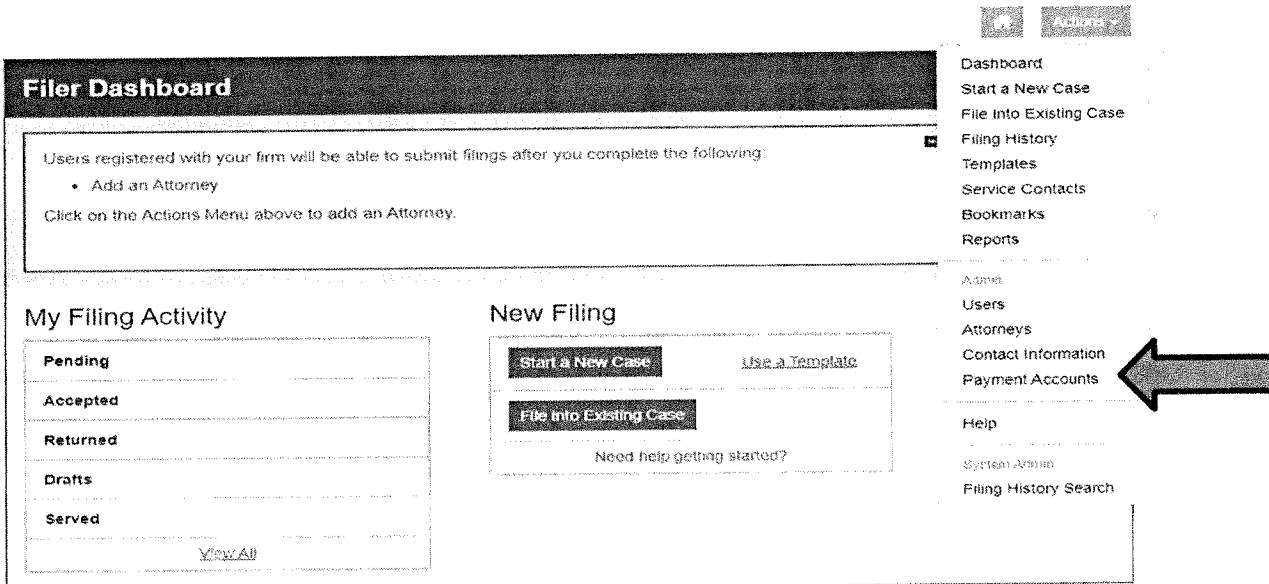
1. From the *Home* page click
2. Complete the required fields, which are outlined in red: **First Name, Last Name, Email Address, Password, Security Question, and Security Answer.**

A screenshot of a web application's registration page. At the top is a dark grey header with the word "Register" in white. Below the header is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". Underneath is the heading "Registration Options". There are two main options presented as boxes. The left box is titled "Register for a Firm Account" and lists "Perfect for:" followed by three bullet points: "- Attorneys", "- Firms with multiple filers", and "- Solo Attorney Practitioners". The right box is titled "Register for a Self-Represented Account" and lists "Perfect for:" followed by three bullet points: "- Pro Se Filers", "- Process Servers", and "- Landlords / Tenants". A large, grey, outlined arrow points from the right box towards the right side of the page.


3. Click **NEXT** at the bottom of the screen.
4. Select **Register for a self-Represented Account**
5. Complete the required fields, which are outlined in red: **Address Line 1, City, State, Zip Code, and Phone Number.**
6. Click **NEXT** at the bottom of the screen.
7. Review *Terms and Conditions* page then click 
8. Go into the email used to set up the account and click on the verification link in the email.

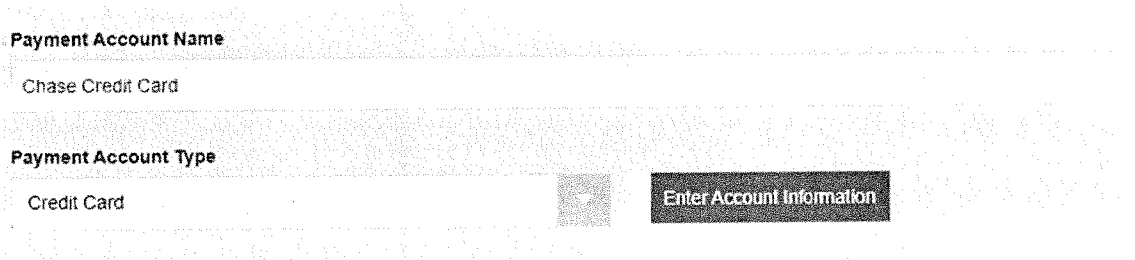
Setting up a Payment Account

1. Once you are logged in and on your Filer Dashboard click the Actions drop down and choose **Payment Accounts**.



The screenshot shows the 'Filer Dashboard' interface. On the right side, there is a vertical 'Actions' menu. The menu items are: Dashboard, Start a New Case, File into Existing Case, Filing History, Templates, Service Contacts, Bookmarks, Reports, Admin, Users, Attorneys, Contact Information, Payment Accounts, Help, System Admin, and Filing History Search. A large black arrow points to the 'Payment Accounts' option. The main content area of the dashboard includes a 'My Filing Activity' section with a table of filing statuses (Pending, Accepted, Returned, Drafts, Served) and a 'New Filing' section with buttons for 'Start a New Case', 'Use a Template', and 'File into Existing Case'.

2. Click  Add Payment Account
3. Type a name for your account such as your bank name or credit card company name in the *Payment Account Name* box.
4. Choose **Credit Card** from the *Payment Account Type* drop down menu.



The screenshot shows a form for adding a payment account. The 'Payment Account Name' field contains the text 'Chase Credit Card'. The 'Payment Account Type' dropdown menu is set to 'Credit Card'. An 'Enter Account Information' button is visible to the right of the dropdown.

5. Click Enter Account Information.
6. Enter all required information on the pop-up screen and click *Continue* when finished.
7. Click Save Changes.

Filing a New Case



1. From the *Home* page click
2. Sign in using your previously set up email and password. Click Sign In.
3. Click on **Start a New Case**
4. In the *Location* drop down choose Elkhart County
5. In the *Category* drop down choose either Civil or Family
6. In the *Case Type* drop down choose the case type that best matches your filing.

A screenshot of a web form titled "Case Information" in a dark header bar. The form has a light gray background. It contains three dropdown menus: "Location" with "Elkhart County" selected, "Category" with "Family" selected, and "Case Type" with "JP - Juvenile Paternity - \$196.00" selected. At the bottom right, there are two buttons: "Undo" and "Save Changes".

Case Information	
Location	Elkhart County
Category	Family
Case Type	JP - Juvenile Paternity - \$196.00
Undo Save Changes	

7. Click **Save Changes** at the bottom of the screen.
8. Click on each *Required Party* and fill in all information known for that party.
 - a. Click **Save Changes** after filling in the information for each party.
 - b. You are the **Petitioner**.

A screenshot of a web form titled "Party Information" in a dark header bar. The form has a light gray background and contains a table with three columns: "Party Type", "Party Name", and "Lead Attorney". There are three rows of data, each with a "Required Party" label and a dropdown arrow on the right. At the bottom right, there is a button labeled "Add Another Party".

Party Type	Party Name	Lead Attorney
Child		
Petitioner		
Respondent		

Add Another Party

9. Each document will need to be uploaded separately.
10. The first document to file is the *Appearance* form.
 - a. Choose Appearance from the drop-down menu titled Filing Code.

- b. Type *Self-Represented Appearance* in the Filing Description Box.
- c. Choose yourself as the *Filing on Behalf of* in the drop down.

Filings

Enter the details for this filing

Filing Type	Filing Code
EFileAndServe	Appearance

Filing Description

Self-Represented Appearance

Client Reference Number

Courtesy Copies

Filing on Behalf of

Select the parties you are filing on behalf of

- 11. Click on the upload button and choose your *Appearance* document. If you are unable to find your scanned documents please ask an Access Center employee to assist you.

Lead Document (Required)

Computer  

Cloud 

- 12. Next you will have to choose a *Security* type.
 - a. If the document has any Social Security numbers on it then **it has to be a confidential document.**
 - b. If there are no social security numbers on the document, then it can be filed as a public document.

Lead Document (Required)

GAL.pdf 9/1/2010

Description

GAL.pdf

Security

Click to select Security

13. You can choose to have you douments served by Sheriff by clicking on

[+ Add Optional Services and Fees](#)

Optional Services and Fees	Fee Amount	Quantity	Fee Total	
Sheriff Service (7/1/2017)	\$28.00	1	\$28.00	Actions ▾

[+ Add Optional Services and Fees](#)

Optional Services and Fees

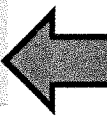
Sheriff Service (7/1/2017) - \$28.00

14. Click **Save Changes**.

15. Repeat steps for each additional document you wish to file choosing the appropriate Filing Code and typing an appropriate description for each filing.

Filing Code	Client Ref #	Filing Description	
APP - Appearance Filed		Self-Represented Appearance	Actions ▾

[+ Add Another Filing](#)



Filing Code	Client Ref #	Filing Description	Actions ▾
Appearance		Self-Represented Appearance	Actions ▾ *
Appearance		Civil Appearance Form	Actions ▾
Proposed Notice		Triage Questionnaire	Actions ▾
Petition		Verified Petition to Establish Pater...	Actions ▾
Petition		Uniform Child Custody Jurisdiction...	Actions ▾
Petition		Compliance Checklist	Actions ▾
Proposed Notice		Summons Paternity	Actions ▾
Proposed Order Filed		Order Setting Hearing	Actions ▾
Proposed Order Filed		Order establishing Paternity, Cust...	Actions ▾

10 items per page 1 - 9 of 9 items

[+ Add Another Filing](#)

16. Once all of your documents are uploaded scroll down to the **FEES** section.

Total Filing Fee \$0.00
Court Case Fee \$196.00
Envelope Total: \$196.00

Payment Account
Click to select Payment Account

Party Responsible for Fees
Click to select Party Responsible for Fees

Filing Attorney
Click to select Filing Attorney

Undo Save & Jump

17. If you are filing for a *Motion for Fee Waiver*, choose **WAIVER** from the Payment Account drop down. If not, choose the payment account previously set up and choose yourself as the Party Responsible for Fees.

18. Click **Save Changes**.

19. Put a checkmark in each of the *Submission Agreement* boxes.



Submission Agreements

- Each "lead document" I uploaded matches the filing code I selected for it.
- If I filed a proposed order, I submitted it as a "lead document" with the filing code, "Proposed Order Filed."
- If I filed any documents considered confidential under Rules on Access to Court Records, I set the document security to confidential, and, if applicable, submitted a Notice of Exclusion.
- I understand that a document marked as a public document, whether e-filed or conventionally filed, may be posted on the Internet.

20. Click **Summary**.

21. If everything looks correct Click **Submit** at the bottom of the screen.

Filing into an Existing Case

1. From the *Home* page click  Sign In
2. Sign in using your previously set up email and password. Click Sign In.
3. Click on 
4. In the *Location* drop down choose Elkhart County
5. Choose to search for your case either by case number

Select a Location

Location

Elkhart County

Search for a Case by

Case Number Party Name

Case Number

Case #

or by the name of a party involved.

Select a Location

Location

Elkhart County

Search for a Case by

Case Number Party Name


Party is a Business/Agency

First Name Middle Name Last Name

Case Type Sort results by

All Case Types Case Number

6. Click **Search** at the bottom of the screen.
7. Click on the *Actions* drop down on the case you want to file into and choose *File into Case*.

Location	Description	Case Type	Actions
Elkhart Superior Court 6	In Re: the Marriage of C...	DC - Domestic Relations...	

8. Each document will need to be uploaded separately.

9. The first document to file is the *Appearance* form.
 - a. Choose Appearance from the drop-down menu titled Filing Code.
 - b. Type *Self-Represented Appearance* in the Filing Description Box.
 - c. Choose yourself as the *Filing on Behalf of* in the drop down.

Filings

Enter the details for this filing

Filing Type: EFileAndServe

Filing Code: Appearance

Filing Description: Self-Represented Appearance


Client Reference Number


Courtesy Copies

Filing on Behalf of: Select the parties you are filing on behalf of

10. Click on the upload button and choose your *Appearance* document. If you are unable to find your scanned documents, please ask an Access Center employee to assist you.

Lead Document (Required)

Computer 

Cloud 

11. Next you will have to choose a *Security* type.
 - a. If the document has any Social Security numbers on it then **it has to be a confidential document.**

- b. If there are no social security numbers on the document, then it can be filed as a public document.

Lead Document (Required) + Add Optional Services and Fees

GAL.pdf 91.50 KB x

Description	Security
GAL.pdf	Click to select Security ?

12. You can choose to have you douments served by Sheriff by clicking on

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
Sheriff Service (7/1/2017)	\$28.00	1	\$28.00	Actions

+ Add Optional Services and Fees

Optional Services and Fees

Sheriff Service (7/1/2017) - \$28.00

13. Click Save Changes.

14. Repeat steps for each additional document you wish to file choosing the appropriate Filing Code and typing an appropriate description for each filing.

Filings

Filing Code	Client Ref #	Filing Description	Actions
APP - Appearance Filed		Self-Represented Appearance	Actions

+ Add Another Filing



Filings

Filing Code	Client Ref #	Filing Description	Actions
Appearance		Self-Represented Appearance	Actions
Motion		Motion to Continue	Actions
Proposed Order Filed		Order to Continue	Actions

+ Add Another Filing

15. Once all of your documents are uploaded scroll down to the **FEES** section.

Total Filing Fee \$0.00
Court Case Fee \$196.00
Envelope Total: \$196.00

Payment Account
Click to select Payment Account

Party Responsible for Fees
Click to select Party Responsible for Fees

Filing Attorney
Click to select Filing Attorney

Undo Save Changes

16. If you did not choose to use *Sheriff Service*, choose **WAIVER** from the Payment Account drop down. If you did choose to use *Sheriff Service*, choose the payment account previously set up and choose yourself as the Party Responsible for Fees.

17. Click **Save Changes**.

18. Put a checkmark in each of the *Submission Agreement* boxes.

Submission Agreements

- Each "lead document" I uploaded matches the filing code I selected for it.
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19. Click **Summary**.

20. If everything looks correct Click **Submit** at the bottom of the screen.