Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode)
Step 8: Add Service Contacts

E-filing Steps

1. Prepare Documents
2. Register
3. Sign In
4. Create new Password
5. Add Payment Account
6. Case Information
7. Upload Filings
8. **Add Service Contacts**
9. Pay Fees
10. Review Summary / Submit

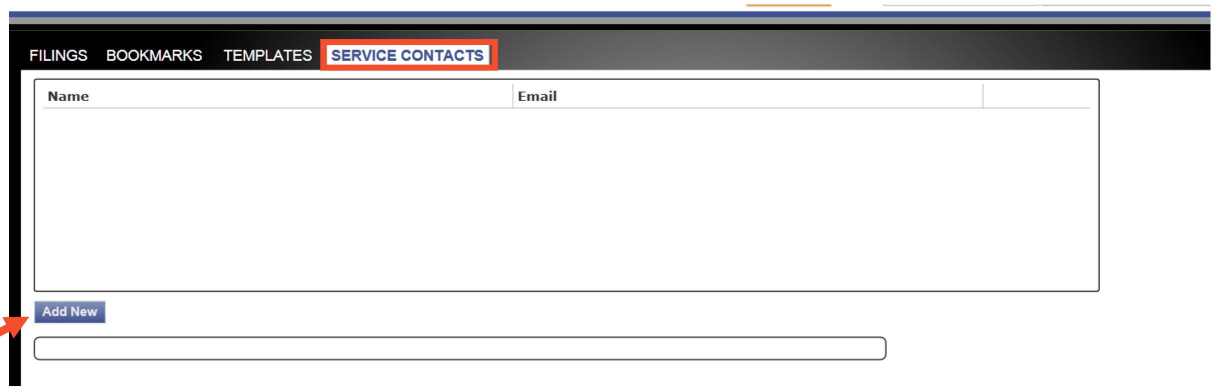
Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377

Add Service Contacts to Send and Receive Records Electronically

To send and receive records in Odyssey, you must add names and contact information for all parties in your case. If you want to electronically receive records relating to your case in Odyssey, you must add yourself as a service contact. Add all individuals, businesses, and other entities in the **Service Contacts** tab.

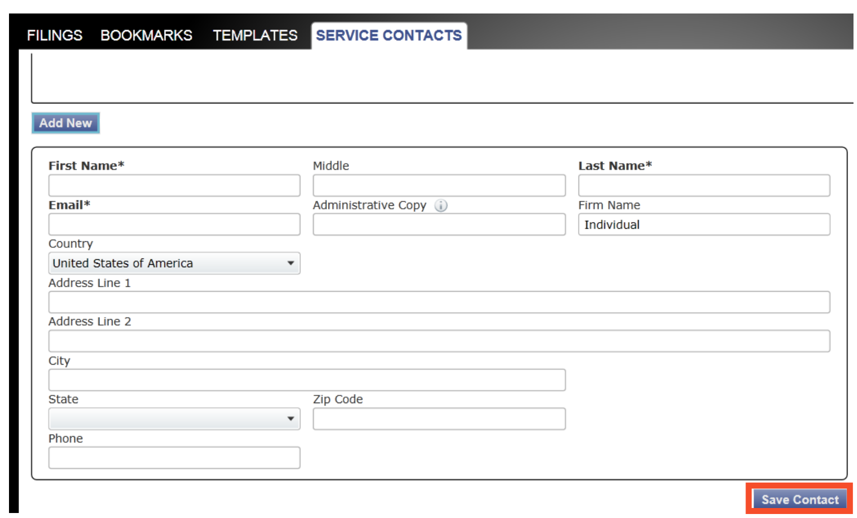
Choose Service Contacts from the tabs

1. Click on **Service Contacts** and click **Add New**.



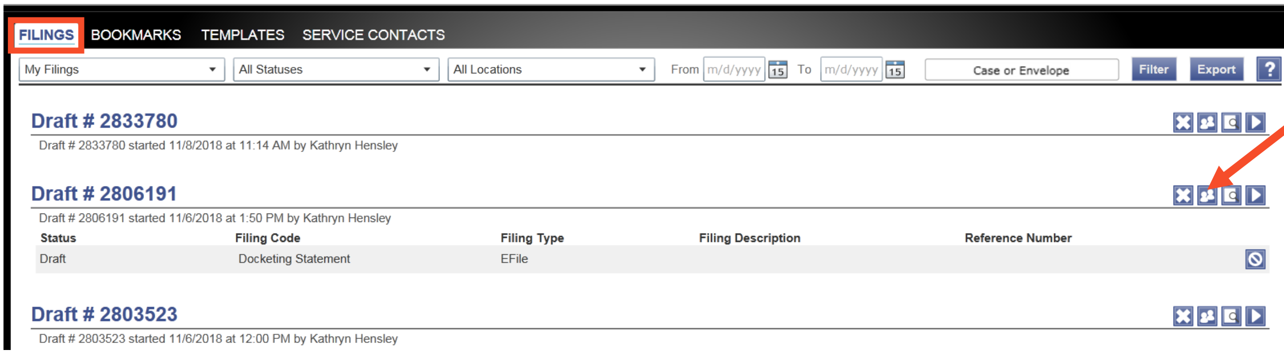
Enter Contact Information

1. After you click **Add New** a box will pop up where you will enter the name, email address, and mailing address for <u>yourself</u> and for <u>every party</u> you wish to send documents to electronically (through Odyssey).
2. Under **Firm Name** it will default to individual (if you or the other party does <u>not</u> have a lawyer, this should remain as individual). If a person or business is represented by a lawyer, you will enter the law firm's name here.
3. Click **Save Contact**.
4. Repeat these steps to add all individuals/firms/businesses that are associated with your case.



Add a Service Contact to a Case

Service contacts are **not** automatically added to your case. You must add each service contact to your case, including yourself, in order for you or another person to receive records from the court through Odyssey.

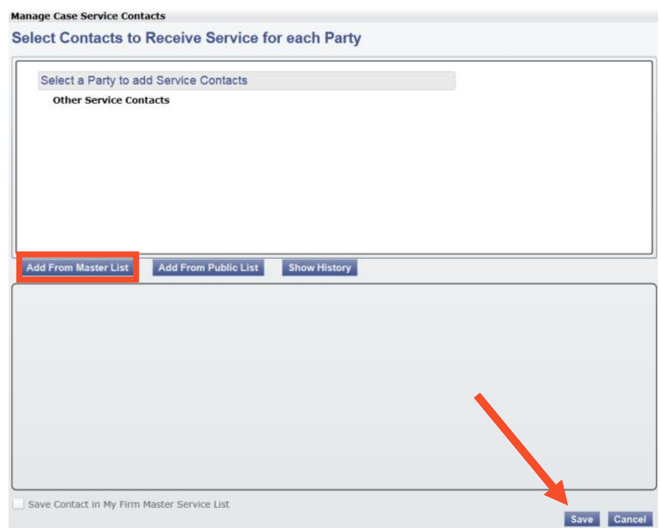


1. Click on the **Filings** tab under the menu bar.

2. All of your cases will appear. Next to the case will be four blue boxes. **Select the 2nd blue box** (with people in the icon) to add a service contact to a specific case.

3. A pop-up box will appear. To add your service contact, click on **Add From Master List** and **Save**.

4. Another pop-up box will appear. **Click** on the party or parties you wish to add to this case. Click **Add**. The party will then appear under the Case Service Contacts box. Click **Save**.



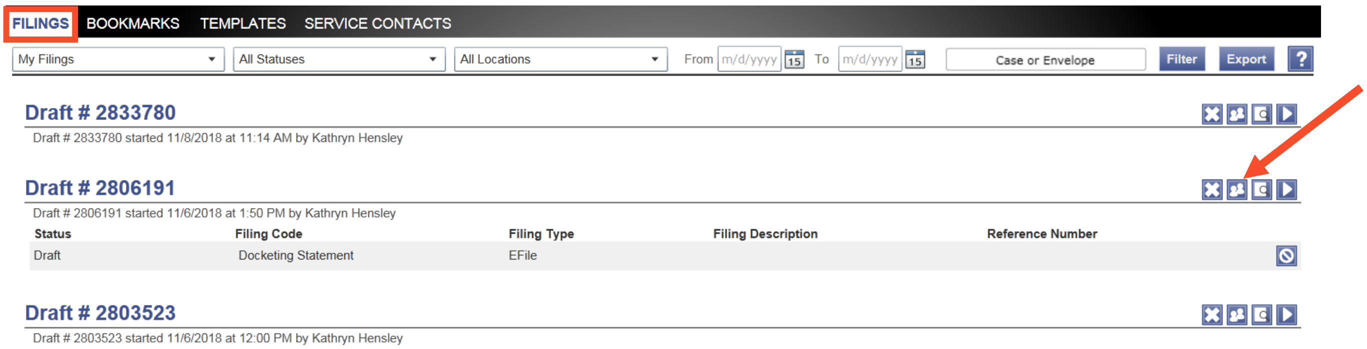
5. If you selected the wrong person, you can remove that person by selecting **Remove**.

6. That person is now added to the service contacts for your case. Repeat these steps to add further names.

Check to see what Service Contacts are associated with your case.

1. Once you have added Service Contacts, you may wish to manage or check that the list of names under the Service Contacts for your case is accurate.

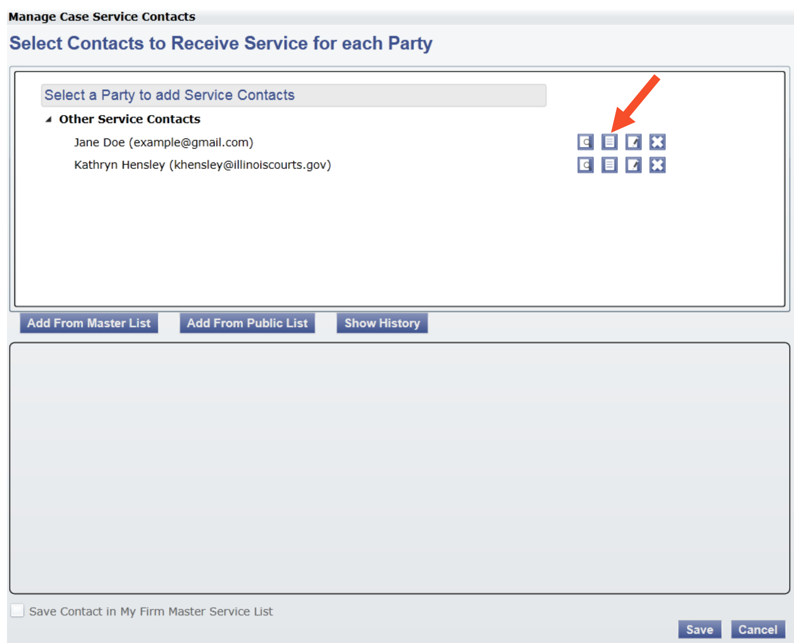
2. Go to the **Filings** tab and **Select the 2nd blue box** (with people in the icon).



3. A pop-up box will appear that shows the names listed as Service Contacts for that case. You do not need to take any further steps.

4. If you want to check what cases the Service Contacts are assigned, **Click** on the 2nd blue button (the list) and a pop-up box will show the assigned cases for that contact.

5. If you want to delete someone, **Click** on 4th blue button (the X). This will instantly delete that service contact from your list.



Remember: You must add yourself as a Service Contact for each case that you want to electronically receive records from the court.

If you do not wish to send and receive filings electronically, but prefer to send and receive records in paper form (via US mail or hand delivery), contact your local appellate clerk's office for instructions.

You have successfully added Service Contacts to your case.

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