

FILING A NEW CIVIL SUIT

AT HOME GO TO WEBSITE: ODYSSEYFILEGA.COM USING MAGISTRATE COURT KIOSKS

- Click Start Filing
- Click Start A New Case
- Click on Case Type “Civil Suit”
- Click on Add Party Details. Add Plaintiff’s Details and Save. Add Defendant’s Details and Save. (Make sure you add the addresses on each one)
- Click on Filings
- Click on Add filings
- Go to E-File Only and check it (It’s the first one)
- Go to Filing Code. Use drop down arrow and click on “Statement of Claim”
- Go to Filing Description. Type in “Civil Suit”
- Go to the Communication Tab (It’s on the upper right-hand side)
- Go to Preliminary Copies- “Enter your Email Address”
- Click on the Red Triangle
- Put your paperwork in the scanner face down and the paperwork facing the wall. (If you are e-filing at home or from your business, then upload your picture from your phone) (If you are filing from home or business do not do the next 3 bullets.)
- Go back to the computer. Look on the bottom frame of the computer; there is a black tool bar- (Click on Image Capture) (It looks like a little flower with different colors)
- Tap in the blue box-Wait for it to scan
- Minimize that screen (Tap anywhere outside of that box to minimize)
- Scroll Up till you see “Select File” Click on it
- Click on your Case

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- Click on Open (It's on the Bottom right-hand corner)
- Click on Save (Right lower-hand corner)
- Click on Service (Right lower-hand corner)
- Click on Fees (Right lower-hand corner)
- Click on "+Add Payment Account" (It's in blue writing)
- Go to Account Name
- Put in your FIRST and LAST NAME
- Click on Enter Information. Enter your Credit Card Information.
- Click on Continue
- Click on Save Information
- Click on Party's Responsible For Fees (Click on your name or business name)
- Click on Summary (Bottom right-hand corner)
- Read the 6 Statements and Check off each box. When your done - Hit Submit
- You will receive an Envelope Number. Write that number down or take a picture of it. Save that number
- That is your confirmation number that you filed.