

SCANNING EXTRA DOCUMENTS

AT HOME GO TO WEBSITE: ODYSSEYFILEGA.COM

USING MAGISTRATE COURT KIOSKS

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Click: Start filing

Click: File into an existing case

Go to Case Number- Put in your Case Number

Click on Search

Go to Actions- (Toward the upper right-hand corner) Click: file into case

You'll see "Case Information"

Click: Parties- It's on the bottom right-hand corner

(If your name is not listed, then hit "Add More" Hit drop down and hit Defendant and then enter your First and Last name. Then hit "SAVE"

Click 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 "CORRESPONDENCE"

Go to: FILING DESCRIPTION: Type in Whatever you want to name it. Example: EVIDENCE

Go to: Communication Tab-It on the upper right-hand side

Go to: Preliminary Copies: Enter your email

Click on the red triangle

Put your paperwork in the scanner-Face down and Paperwork facing the wall

Go to the computer. Look on the bottom. There is a black tool bar- (Click Image Capture it looks like a little flower with different colors)

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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

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)

Tap on: "+Add Payment Account" (It's in blue)

Go to: Account Name

Put in your first and last name

Go to: "Create a New" use the Drop down arrow and click on Waiver

Go to Account Type and click on drop down arrow and click on waiver again

Click on: Create Waiver

Click on: Summary

Read the 6 Statements and Check off each box. When your done - Hit Submit

You will receive an envelope number. Write it down or take a picture. That is your confirmation number that you filed.