

LETTER TO JUDGE

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

- Click: Start Filing
- Click: File Into Existing Case
- Go to Case Number-Put in your Case Number
- Click: 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: 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 "Letter to the Judge"
- 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)

LETTER TO JUDGE

- 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)
- Click on “+Add Payment Account” (It’s in blue writing)
- Go to Account Name
- Put in your FIRST and LAST NAME
- Go to Create a New and then use the drop-down arrow and Click on “Waiver”
- Go to Account Type and click on the drop-down arrow and click on “Waiver” again
- Click on Create Waiver
- 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.