Since 1958

LEGAL AID CENTER

of Southern Nevada

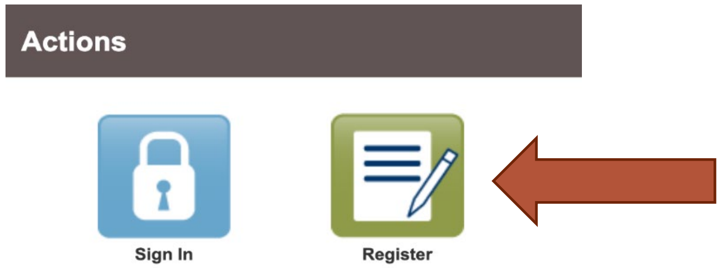
How to eFile Documents in Odyssey File & Serve

ODYSSEY eFileNV

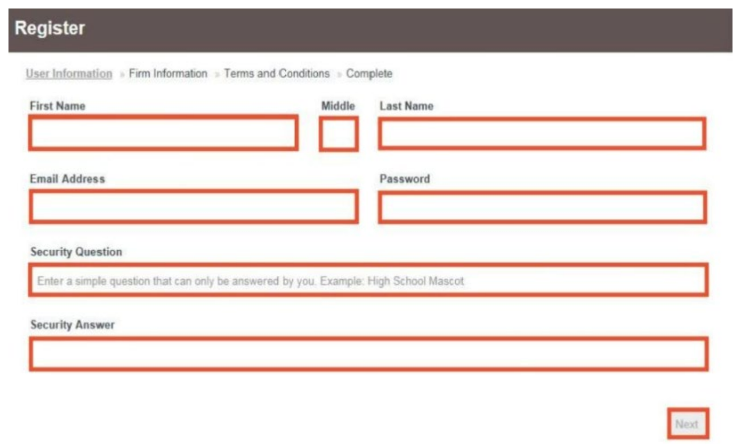
eFiling Steps

Step 1: Register and Sign In

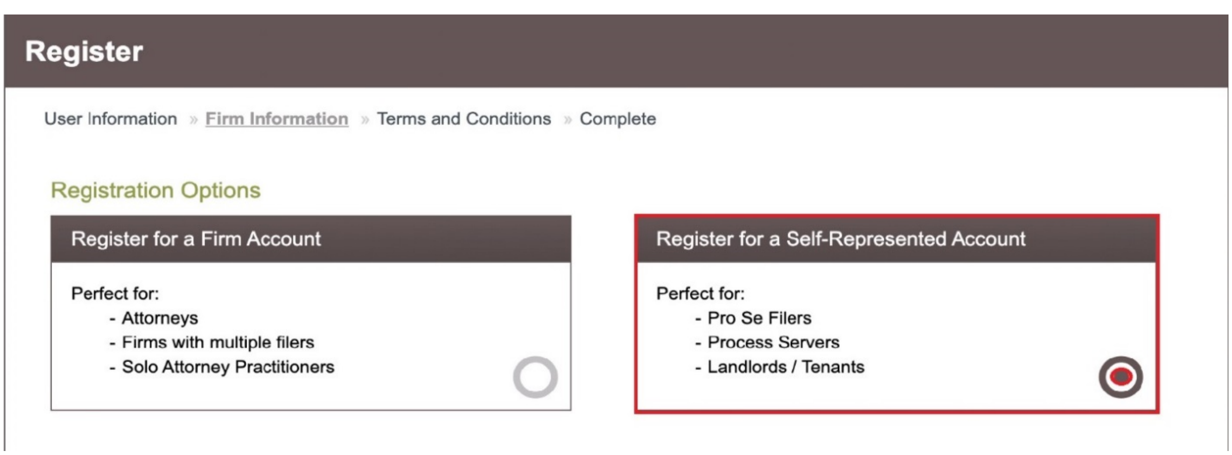
- To e-file documents with Odyssey, you must register and create an account. Click here to get started.
- To register as a new user, go to the actions panel and click "Register."



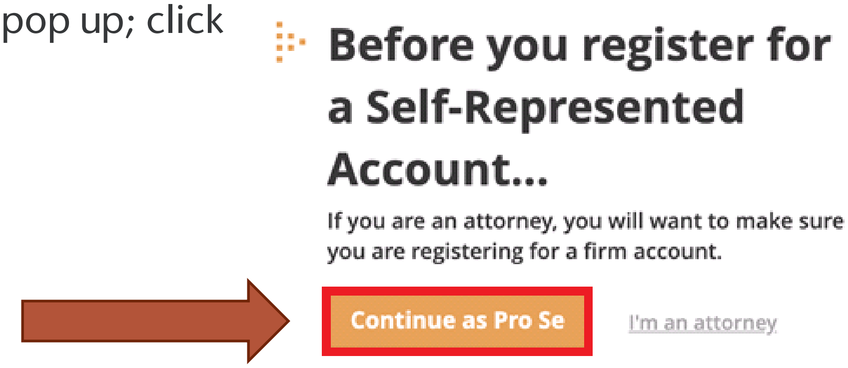
- The "Register" button will direct you to the user information. Fill out all fields—name, email address, password, and security question. Once you have filled out the information, click "Next."



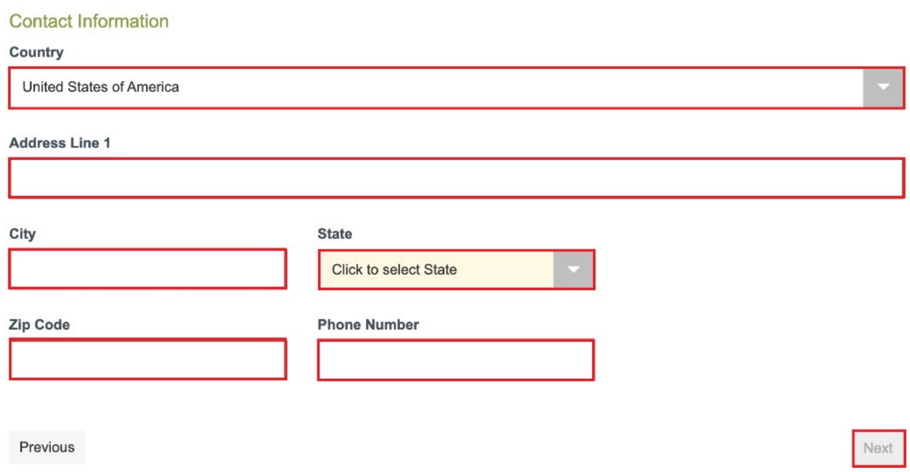
- If you do not have an attorney, register for a self-represented account. Click the circle on the bottom-right to register for a self-represented account and click "Next."



- The following alert will pop up; click "Continue as Pro Se."

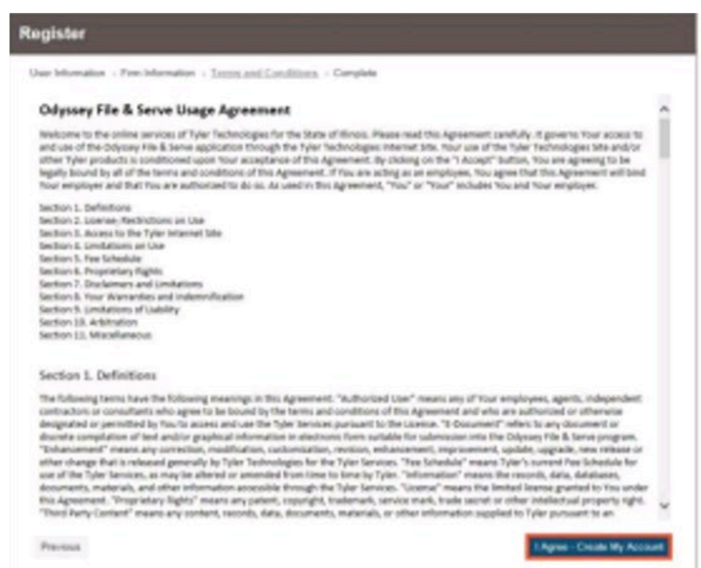


- Enter your contact information. Fill out all fields—country, address, and phone number, and click "Next."



- Read all terms and conditions and click "I Agree - Create My Account."

- After agreeing to the terms and conditions, you will be sent a confirmation email. Log in to your email account and follow the instructions detailed in the email.

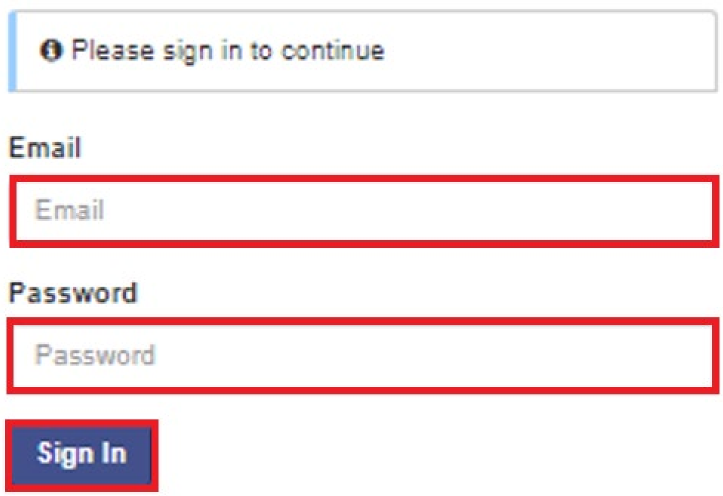


Sign In

If you have already created an account, sign in to it.

- Click "Sign In."

- Enter your email address and password.
- Click "Sign In."

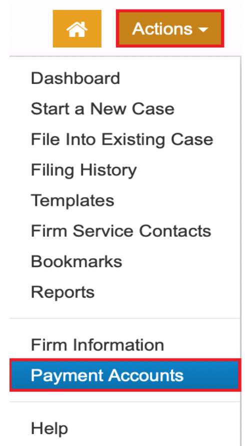


You Are Now Registered with Odyssey eFile & Serve

Step 2: Add Payment Account

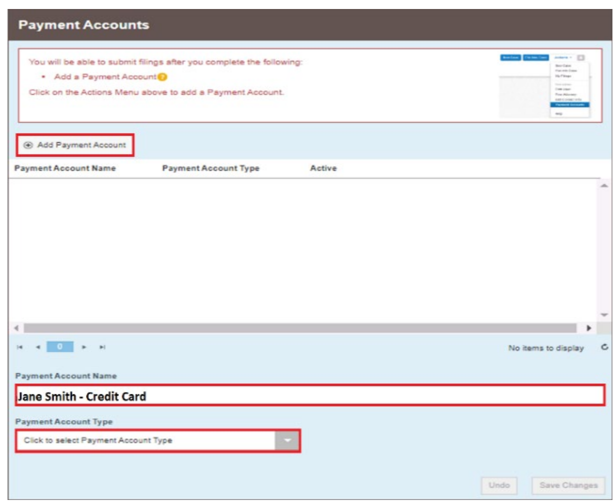
Before you can file a document, you need to set up a payment account via debit/credit card or eCheck (checking account routing information). **If you cannot afford the filing fee, you may apply for a fee waiver and will need to select "waiver" as your account type. If your waiver application is denied, you may need to set up a new payment account.**

- To set up an account, click the "Actions" button at the top-right of the page, then click "Payment Accounts."

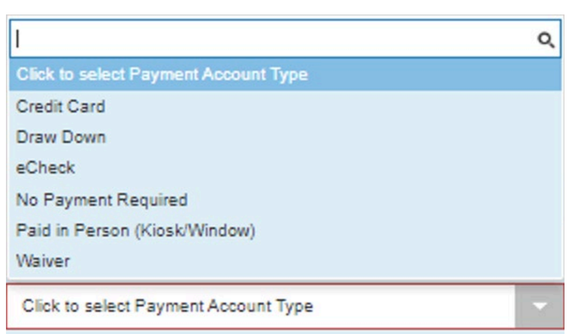


- Click "Add Payment Account," then enter your account name.

Your account name should include your name and the payment account type you select.

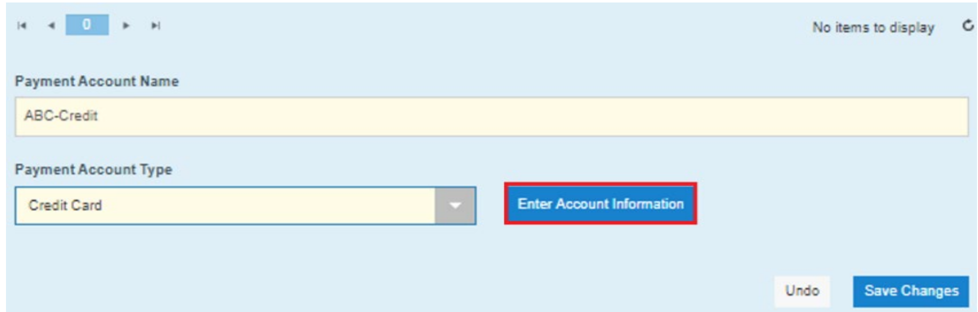


- Select your payment account type. See detailed instructions for each applicable type on the next pages.

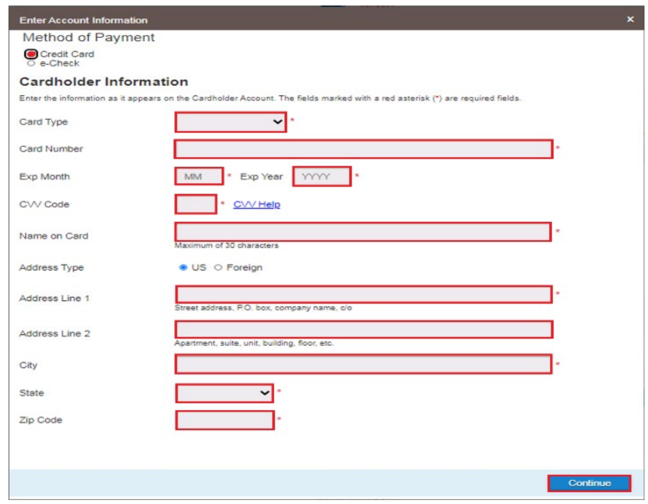


Credit Card

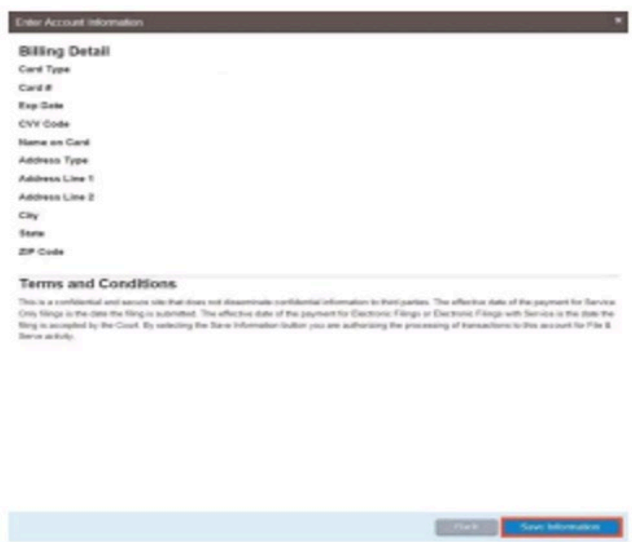
- After choosing credit card as your payment account type, click "Enter Account Information."



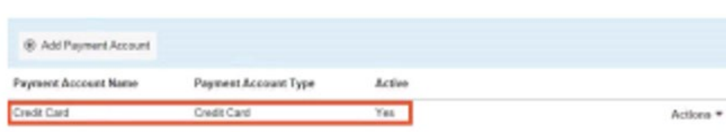
- A pop up window will appear. Select credit card, enter all the information required, and click "Continue."



- Review your card information and terms and conditions. If all information is right, click "Save Information."

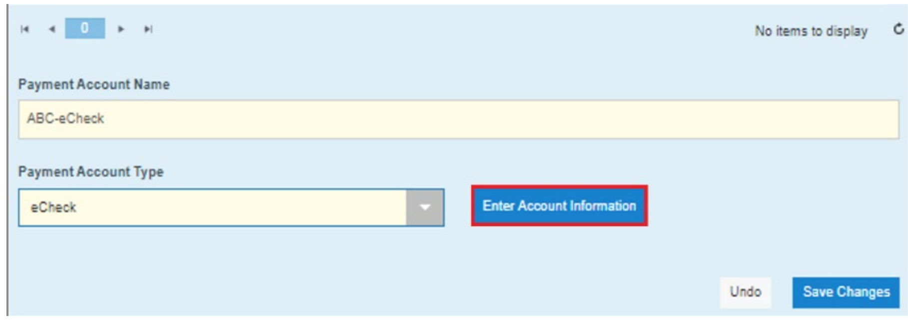


- Your account should now be approved and active.

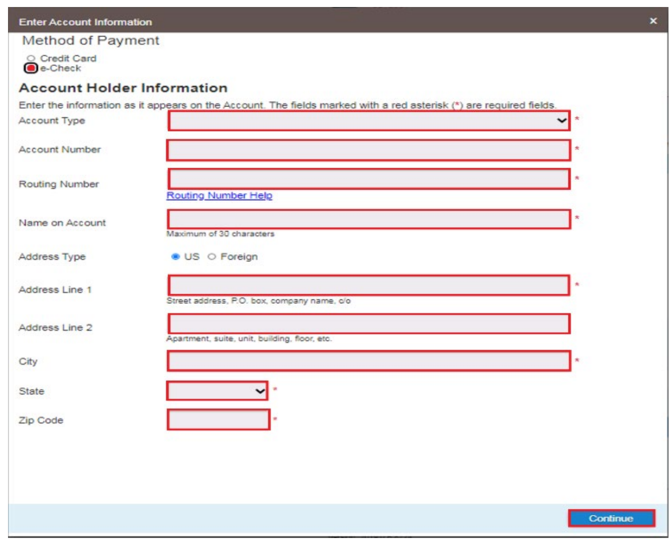


eCheck

- After choosing eCheck as your payment account type, click “Enter Account Information.”

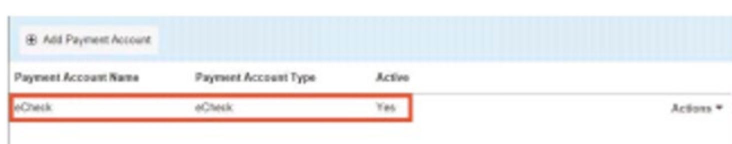


- A pop up window will appear. Select eCheck, enter all the information required, and click “Continue.”



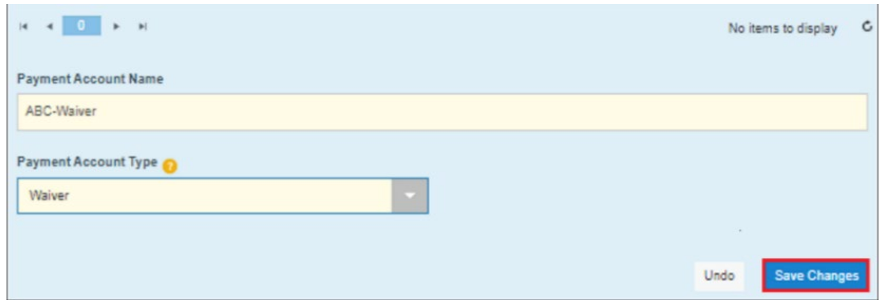
- Review your routing information and terms and conditions. If all information is right, click on “Save Information.”

- Your account should now be approved and active.

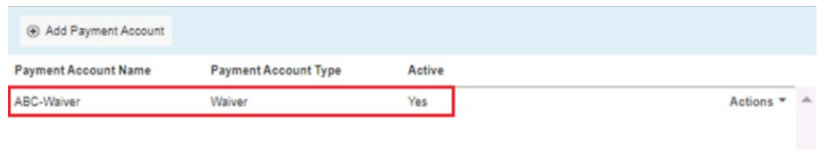


Waiver

- After selecting waiver as your payment account type, click "Save Changes."



- Your account should now be listed as active.



Note: While your account will appear active, this does *not* mean your fees will be waived automatically.

If you are filing with the District Court/Family Court:

- If you have never been approved for a Fee Waiver Order, or if your Fee Waiver Order has expired, you *must* submit a **fee waiver application** and a **proposed order** for the judge to review. Fee waiver orders are valid for one year if approved.
- For the fee waiver application, click here.
    - E-File this application with your other documents.
- For the proposed order, click here.
    - Email the order to the judge using this format: dept_inbox@clarkcountycourts.us
    - Insert the department letter where the "_" appears in the email format above.
- If your application is denied, you will need to set up a new payment account.

If you are filing with the Justice Court:

- If you have never been approved for a Fee Waiver Order, or if your Fee Waiver Order has expired, you *must* submit a fee waiver application. Fee waiver orders are valid for one year if approved.
- For the fee waiver application, click here.
    - E-File this application with your other documents.
- If your application is denied, you will need to set up a new payment account.

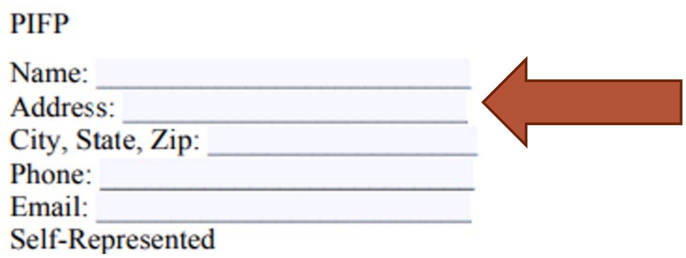
You Have Successfully Set Up Your Account

Step 3: Prepare Documents

You can only eFile PDF forms. If your forms are already in PDF format, skip to Step 4. If your forms are not in a PDF format, convert your documents.

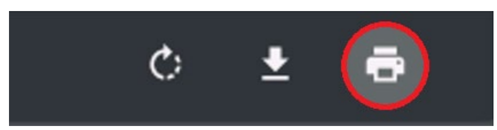
Convert Fillable PDF Forms

- A fillable PDF form is one that allows you to type information in shaded areas.

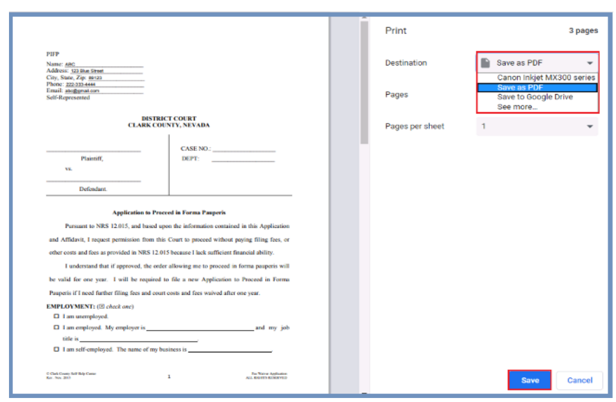


Fillable PDFs should not be eFiled because anyone can change the content, even after you eFile. After you complete a fillable PDF form, you can save the document to a regular PDF by using the print feature and printing as a PDF.

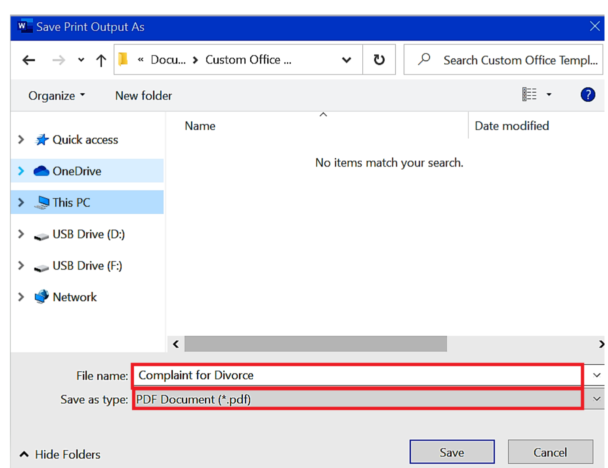
- To convert your form, click "Print" from your system.



- Select your printer/destination as "Save as PDF" or "Print as PDF," then save.



- Give your file a file name. Select "PDF Document," "Adobe PDF Files," or "Adobe Acrobat Document" for file type. Click "Save." Your form is now saved as a PDF.

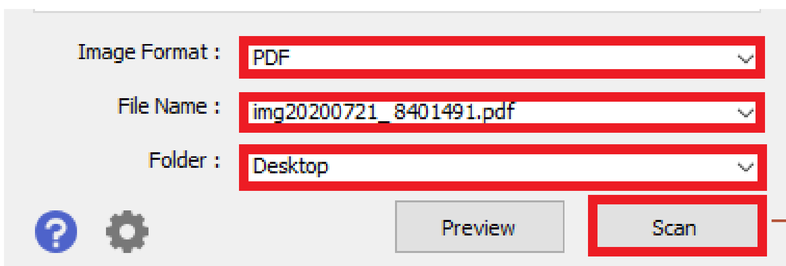


Scan Handwritten Forms

- Handwritten forms need to be scanned to PDF format so you can eFile them.
- Place your documents on the scanner and press "Scan." Follow the instructions on your scanner to save the documents.
- If you do not have a scanner, you can download the Adobe Scan app (or any other mobile scanning app) for free. It allows you to take pictures of your forms and save them as PDFs. You can also do this with the Notes app if you have an iPhone or iPad.

When scanning:

- Select the folder where you would like your document to be saved.
- Name your document.
- Select "PDF" as your document's format.
- Click "Scan."
- The document should now be saved as a PDF.



This option may also appear as "Save."

If the scanned form was saved but is not in PDF format:

- Open the document.
- Convert the document in the same way you would convert a fillable PDF form (see instructions in the section above).

Your Documents Are Now Ready to eFile

Step 4: File a New Case or File into an Existing Case

You may file your documents as a new case or as an existing case.

If you are filing a new case:

Click "Start a New Case."

- You will be directed to case information. You will need to fill out all fields. Once you have entered all information, click "Save Changes."

"Location" refers to the court where your case will be heard (see details below).

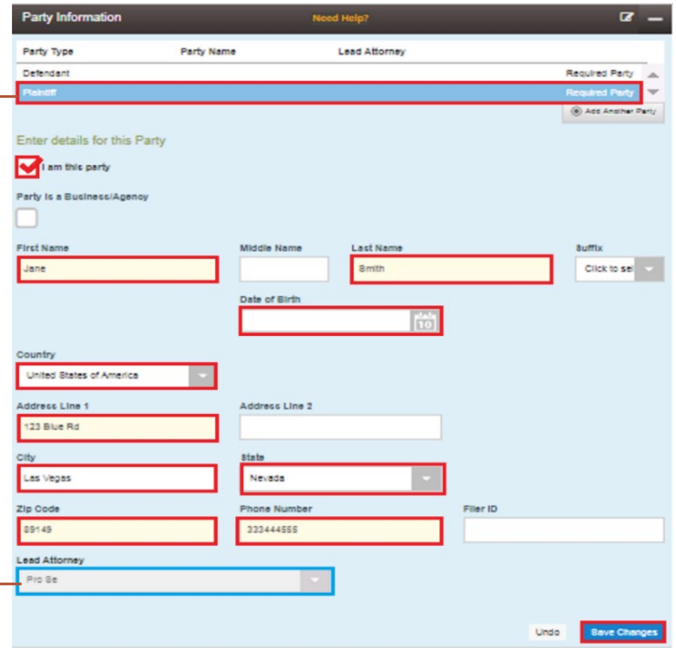
"Category" is the general type of case you are filing.

"Case Type" is the specific kind of case you are filing.

Location	Cases Heard
Family Domestic	Use for divorce, custody, annulment, separation, name change, adoptions, terminating parental rights, and other miscellaneous family cases.
Family Juvenile	Do not use this location.
Justice Court	Use for evictions, small claims, and justice court protection orders.
Probate/ Guardianship	Use for adult and child guardianship and for probate.
Criminal/Civil	Use for miscellaneous civil cases.

You will need to enter this party information before you can eFile:

- Select your party type from the highlighted area.
- Click "I am this party."
- Fill out the required fields.
- Click "Save Changes."



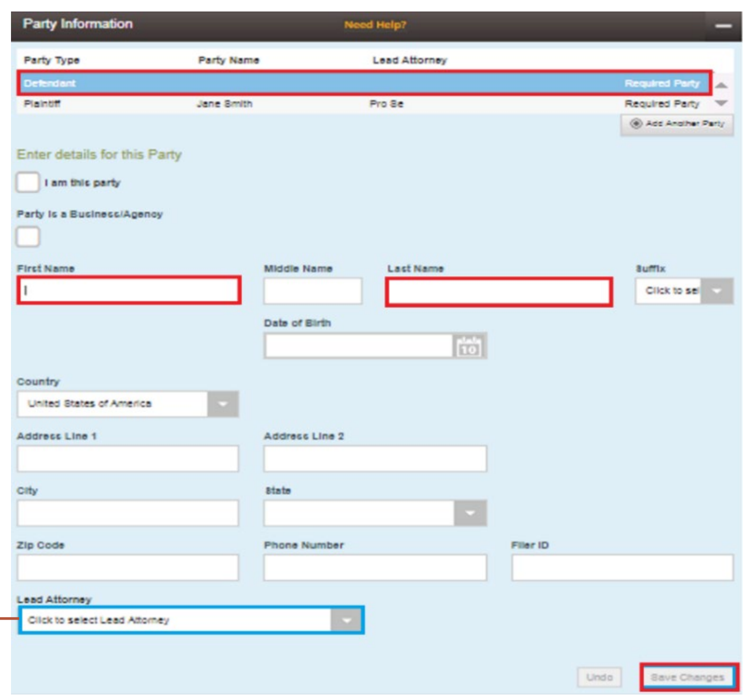
"Plaintiff" or "Petitioner" refers to the individual starting the case.

"Defendant" or "Respondent" refers to the individual responding to the initial action.

This field will populate automatically.

- If you are the plaintiff/petitioner, you will have to enter the defendant/respondent's information. Enter "unknown" if you do not know certain information.

- Select their party type from the highlighted area.
- Enter their information (only first and last name are required fields).
- Click "Save Changes."

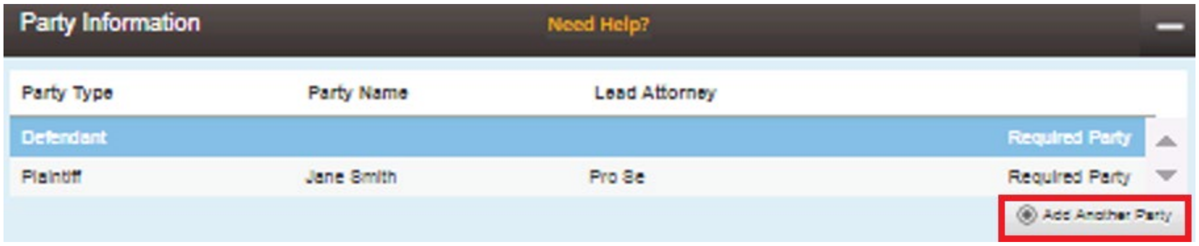


This is not a required field!
You may leave it blank.

Additional Party's Information

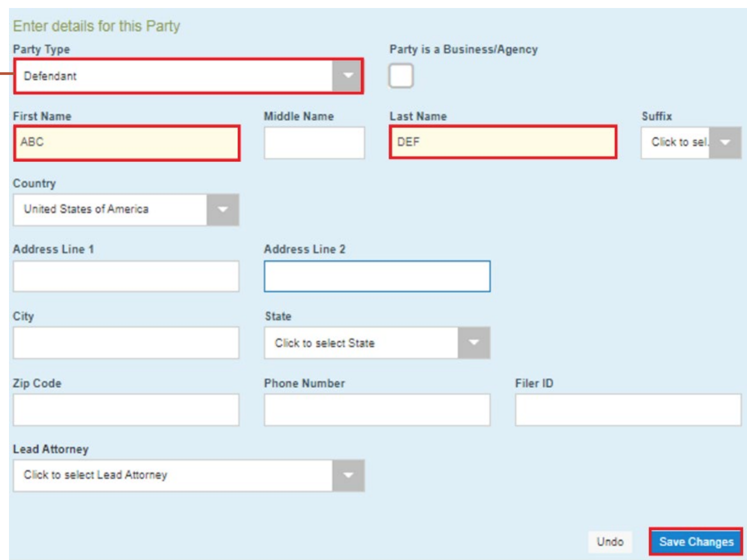
If there are more than two parties involved in your case, you may enter the additional party's information.

- Click "Add Another Party."



- Select party type.
- Enter their information (only first and last name are required fields).
- Click "Save Changes."

This drop-down menu has additional party types. If you are unsure of your party type, consult with staff.



Repeat the process until all parties involved have been added.

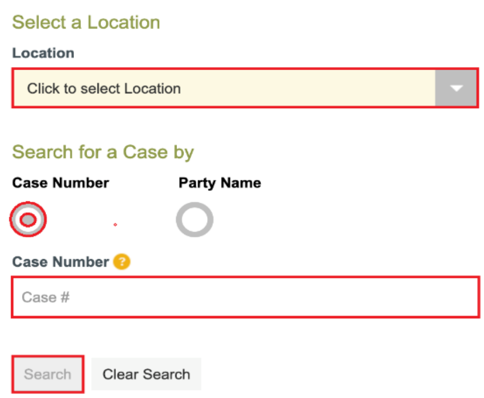
If you are filing into an existing case:

Click "File into Existing Case."

- You will have to search your case by either case number or party name.

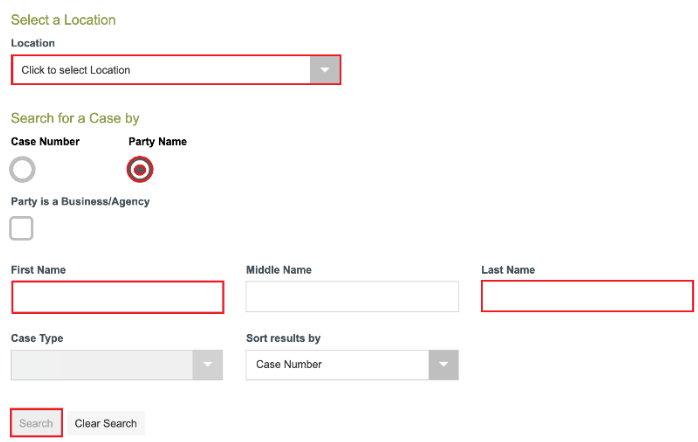
Search by Case Number

- Choose your location.
- Click "Case Number."
- Enter your case number.
- Click "Search."



Search by Party Name

- Choose your location.
- Click "Party Name."
- Enter first and last name.
- Click "Search."



- Once you have completed your search, a list of cases will appear.
- Select your case and click "Actions," then click "File Into Case."

All Case and Party Information is Now Complete

Step 5: Upload Documents

You must upload all documents related to your case via eFile. The bundle of documents you upload into the system is called an "envelope." **If you have multiple documents to file, your first document upload should be the primary "lead" document, which is usually a complaint, answer, motion, or opposition.**

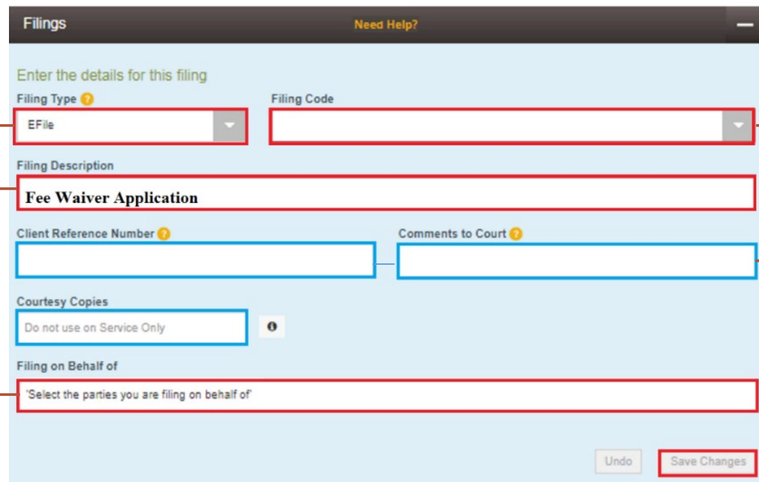
Enter Details for Filing

- Enter information for all required fields (filing type, filing code, filing description, and filing on behalf of).
- Click "Save Changes."

If you are filing into a new case, select "EFile." If you are filing into an existing case, select "EFileAndServe."

Enter the exact name of the form you are filing.

Select yourself.



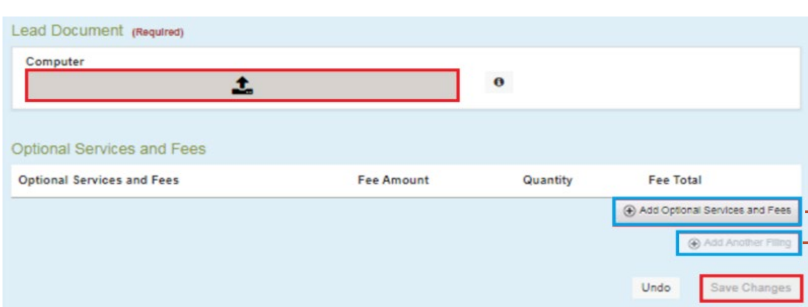
This is the 3 or 4 letter code at the top-left of your form. If you are unsure of your filing code, use the links on the table below.

Optional Fields: "Client Reference Number" is for lawyers only. "Comments to Court" are any comments you need to make to those reviewing your document. "Courtesy Copies" is a list of email addresses (separated by commas) of where you want the document sent. **This is a courtesy and does NOT qualify for service of process or proper notice.**

Filing Codes		
For Family Domestic, click here.	For Justice Court, click here.	For Probate, click here.

Uploading a Document

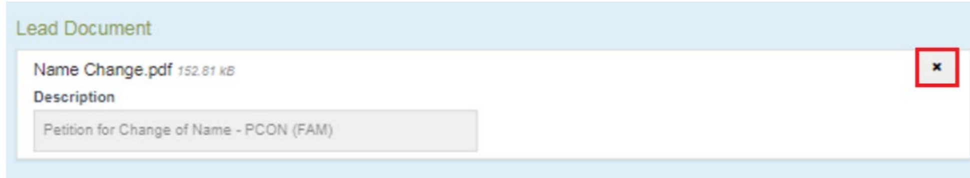
- Click the uploading icon.
- Select the PDF file you would like to upload.
- Click "Save Changes."



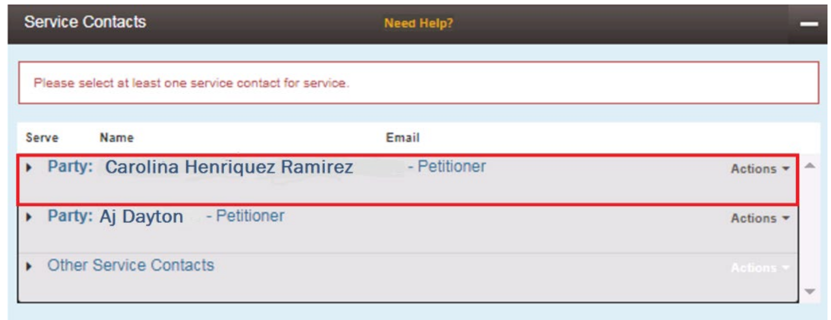
This is not a required field. If you need an optional service such as a certification, click on the button and select your service from the drop-down menu.

If you have more than one document to upload, click "Add Another Filing" and repeat the process.

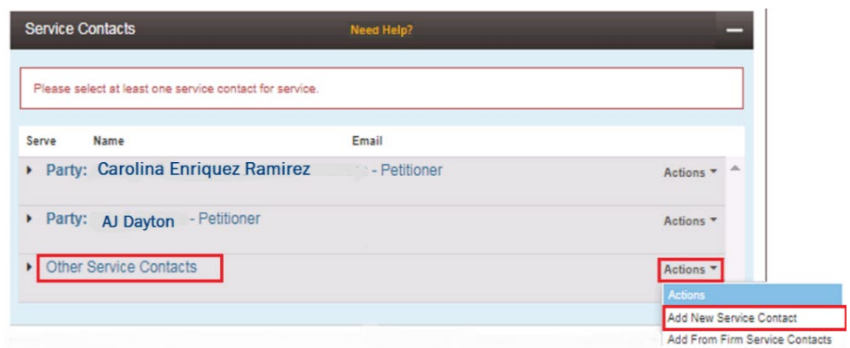
- If you need to delete the document you uploaded, you may do so by clicking on the X button.



- If you selected "EFileAndServe," click the service contact to be served.
- Click "Save Changes."
- Note: If you are e-serving a party, you must still complete and eFile a "Certificate of Service" form indicating who you served, when, and how.



- If the service contact you are serving is not listed, select "Other Service Contacts."
- Click "Actions."
- Select "Add New Service Contact."
- Enter their information.
- Click "Save Changes."



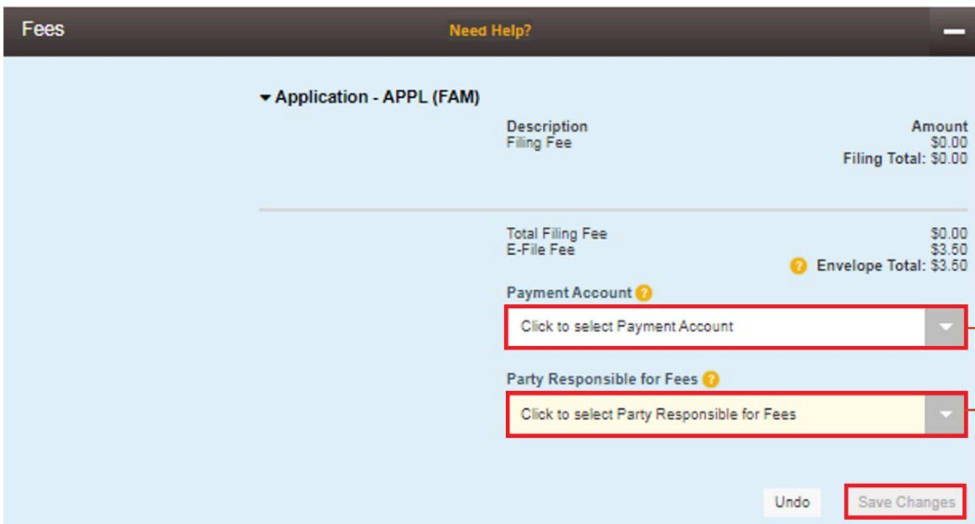
Please note the following:

- If you have multiple documents to file, your first document upload should be the primary "lead" document, which is usually a complaint, answer, motion, or opposition.
- If you are filing one single document, such as a fee waiver application, do not file each page as a document. File the entire application as one document.
- If you are filing several documents, such as a name change application along with a fee waiver application, please upload them separately. Do not upload all of your forms as one bundled PDF file.
- Please verify you are filing the appropriate forms for your case and that you have signed all forms before uploading them.

Your Documents Are Ready to Be Submitted

Step 6: Finalize Payment

- Review your application fees.
- Select your payment account.
- Select party responsible for fees.
- Click "Save Changes."



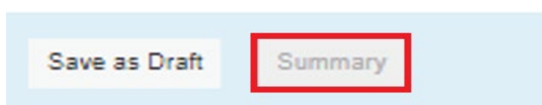
Select the account you set up in step 2.

Fee Waiver Application: If you are requesting a fee waiver, make sure you selected "waiver" as your account type in step 2. **You will only be charged a $3.50 fee. Please do not pay any additional filing fees.**

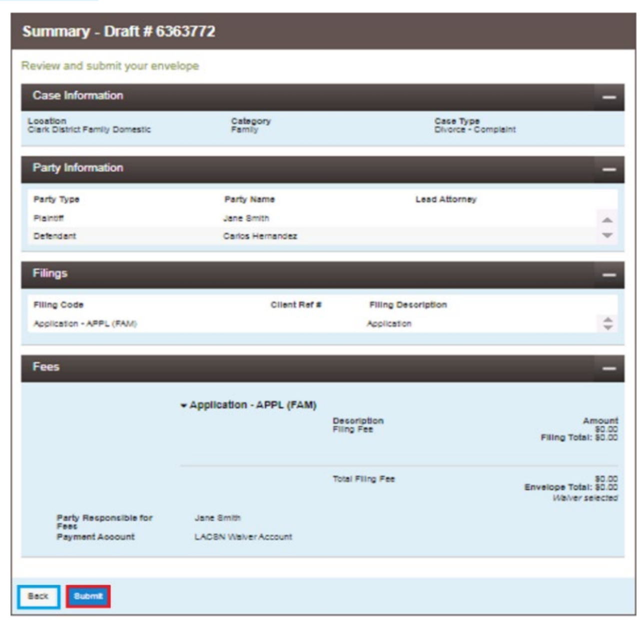
Select your party/name.

Step 7: Review and Submit

- Click "Summary."



- A window will appear with all the details of your envelope.
- Review all the information.
- If there are any errors, click "Back" and select the section you need to correct.
- If all information is correct, click "Submit."



You Have Finished eFiling