

LEGAL AID CENTER ^{Since 1958}
■ ■ ■ ■ *of Southern Nevada*

How to eFile Documents in Odyssey File & Serve

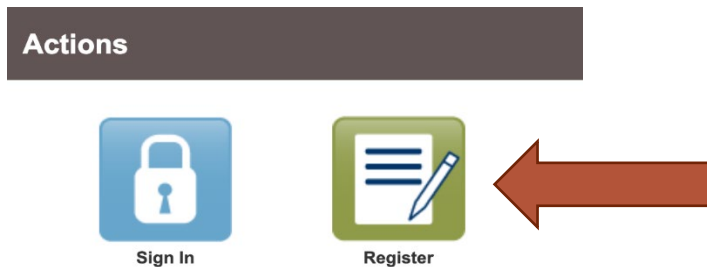


eFiling Steps

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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.”

The image shows a "Register" form with a dark grey header. Below the header is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form contains several input fields: "First Name", "Middle", "Last Name", "Email Address", "Password", "Security Question" (with a placeholder text: "Enter a simple question that can only be answered by you. Example: High School Mascot"), and "Security Answer". A small "Next" button is located at the bottom right of the form.

- 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 image shows a "Register" form with a dark grey header. Below the header is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form is titled "Registration Options" and contains two main sections. The first section is "Register for a Firm Account" with a list of "Perfect for:" options: "Attorneys", "Firms with multiple filers", and "Solo Attorney Practitioners". The second section is "Register for a Self-Represented Account" with a list of "Perfect for:" options: "Pro Se Filers", "Process Servers", and "Landlords / Tenants". A red circle is visible on the bottom-right of the "Self-Represented Account" section, indicating it is selected.

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

Before you register for a Self-Represented Account...

If you are an attorney, you will want to make sure you are registering for a firm account.



Continue as Pro Se

I'm an attorney

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

Contact Information

Country

United States of America

Address Line 1

City

State

Click to select State

Zip Code

Phone Number

Previous

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.

Register

User Information - Fee Information - Terms and Conditions - Complete

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the State of Illinois. Please read this Agreement carefully. It governs your access to and use of the Odyssey File & Serve application through the Tyler Technologies internet site. Your use of the Tyler Technologies site and/or other Tyler products is conditioned upon your acceptance of this Agreement. By clicking on the “I Accept” button, you are agreeing to be legally bound by all of the terms and conditions of this Agreement. If you are acting as an employee, you agree that this Agreement will bind your employer and that you are authorized to do so. As used in this Agreement, “you” or “your” includes you and your employer.

Section 1. Definitions
 Section 2. License Restrictions on Use
 Section 3. Access to the Tyler Internet Site
 Section 4. Limitations on Use
 Section 5. Fee Schedule
 Section 6. Proprietary Rights
 Section 7. Disclaimers and Limitations
 Section 8. Your Warranties and Indemnification
 Section 9. Limitations of Liability
 Section 10. Arbitration
 Section 11. Miscellaneous

Section 1. Definitions

The following terms have the following meanings in this Agreement. “Authorized User” means any of your employees, agents, independent contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by you to access and use the Tyler Services pursuant to the License. “Document” refers to any document or discrete compilation of text and/or graphical information in electronic form suitable for submission into the Odyssey File & Serve program. “Enhancement” means any correction, modification, customization, revision, enhancement, improvement, update, upgrade, new release or other change that is released generally by Tyler Technologies for the Tyler Services. “Fee Schedule” means Tyler’s current Fee Schedule for use of the Tyler Services, as may be altered or amended from time to time by Tyler. “Information” means the records, data, databases, documents, materials, and other information accessible through the Tyler Services. “License” means the limited license granted to you under this Agreement. “Proprietary Rights” means any patent, copyright, trademark, service mark, trade secret or other intellectual property right. “Third Party Content” means any content, records, data, documents, materials, or other information applied to Tyler pursuant to an

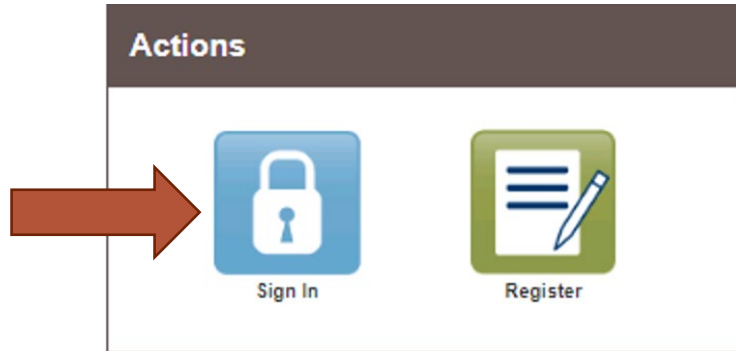
Previous

I Agree - Create My Account

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."

Email

Password

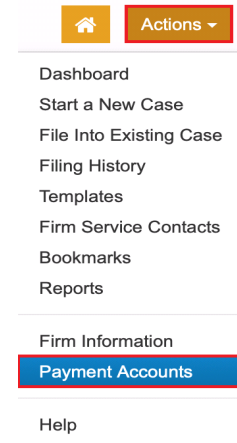
You Are Now Registered with Odyssey eFile & Serve

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.

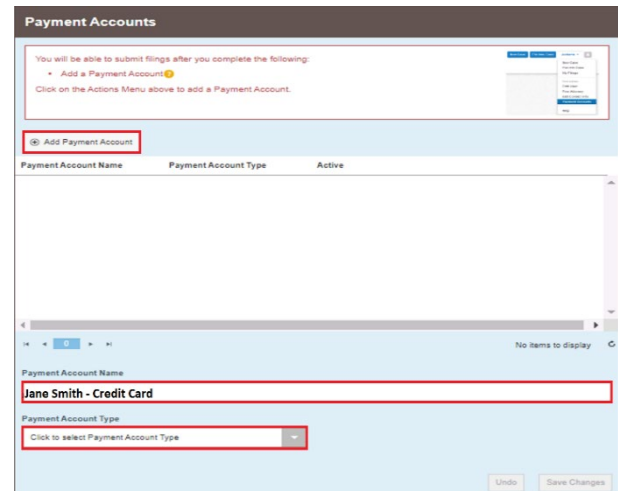
- To set up an account, click the “Actions” button at the top-right of the page, then click “Payment Accounts.”



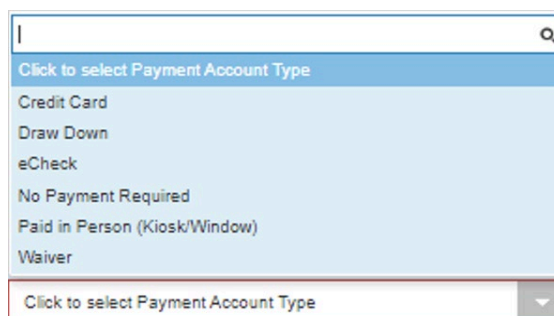
- Click “Add Payment Account,” then enter your account name.



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.”

Payment Account Name
ABC-Credit

Payment Account Type
Credit Card

Enter Account Information

Undo Save Changes

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

Enter Account Information

Method of Payment
Credit Card
e-Check

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type *

Card Number *

Exp Month * Exp Year *

CVV Code * [CVV Help](#)

Name on Card *

Address Type
 US Foreign

Address Line 1 *
Street address, P.O. box, company name, etc.

Address Line 2 *
Apartment, suite, unit, building, floor, etc.

City *

State *

Zip Code *

Continue

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

Enter Account Information

Billing Detail

Card Type
Card #
Exp Date
CVV Code
Name on Card
Address Type
Address Line 1
Address Line 2
City
State
ZIP Code

Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment for Service Only Filings is the date the filing is submitted. The effective date of the payment for Electronic Filings or Electronic Filings with Service is the date the filing is accepted by the Court. By selecting the Save Information button you are authorizing the processing of transactions to this account for Pile & Service activity.

Cancel Save Information

- Your account should now be approved and active.

Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Credit Card	Credit Card	Yes	

eCheck

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

Payment Account Name: ABC-eCheck

Payment Account Type: eCheck

Enter Account Information

Undo Save Changes

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

Method of Payment: e-Check

Account Holder Information

Account Type: [dropdown]

Account Number: [text field]

Routing Number: [text field]

Name on Account: [text field]

Address Type: US (selected)

Address Line 1: [text field]

Address Line 2: [text field]

City: [text field]

State: [dropdown]

Zip Code: [text field]

Continue

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

Billing Detail

Account Type
Account Number
Routing Number
Name on Account
Address Type
Address Line 1
Address Line 2
City
State
ZIP Code

Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment for Service Only Billing is the date the Billing is submitted. The effective date of the payment for Electronic Billing or Electronic Billing with Service is the date the Billing is accepted by the Court. By entering the Save Information button you are authorizing the processing of transactions to this account for File & Serve activity.

- Your account should now be approved and active.

Payment Account Name	Payment Account Type	Active	Actions
eCheck	eCheck	Yes	

Waiver

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

The screenshot shows a form titled "Add Payment Account". It has two main input fields: "Payment Account Name" with the value "ABC-Waiver" and "Payment Account Type" with a dropdown menu showing "Waiver". At the bottom right, there are two buttons: "Undo" and "Save Changes", with "Save Changes" highlighted in red.

- Your account should now be listed as active.

The screenshot shows a table with the following data:

Payment Account Name	Payment Account Type	Active	Actions
ABC-Waiver	Waiver	Yes	

! **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.

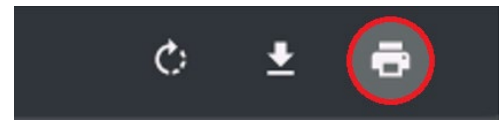
PIFP

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____
Self-Represented

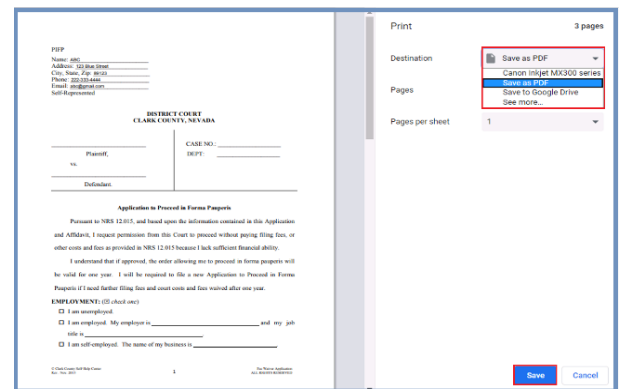


Fillable PDFs should not be eFiled because anyone can change the content, even after you eFile. After you complete a fillable PDF form, you can save the document to a regular PDF by using the print feature and printing as a PDF.

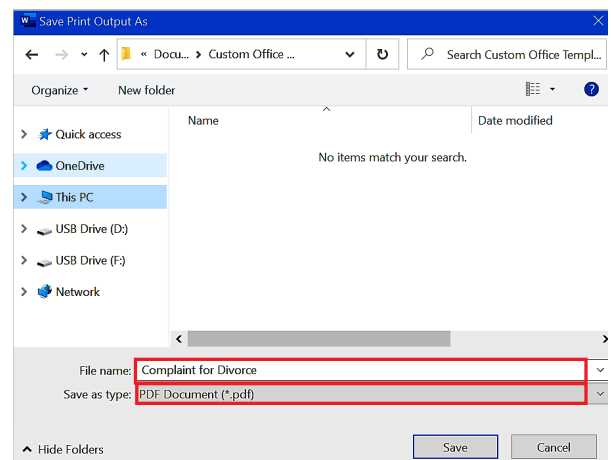
- To convert your form, click “Print” from your system.



- 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.

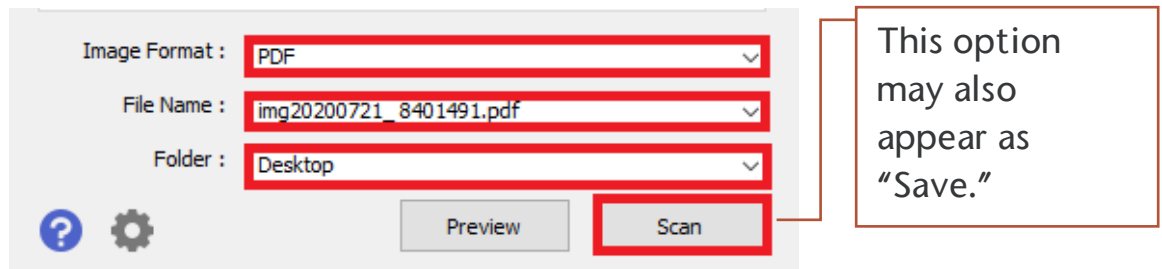


Scan Handwritten Forms

- 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.



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."



New Filing

Start a New Case ? Use a Template ?

File into Existing Case ?

Need help getting started?

- 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).

Case Information Need Help?

Location
Clark District Family Domestic

Category ? Case Type
Family Civil Commitment

Undo Save Changes

"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.

The screenshot shows the 'Party Information' form. At the top, there are three tabs: 'Party Type', 'Party Name', and 'Lead Attorney'. The 'Party Type' tab is active, and 'Plaintiff' is selected in the dropdown menu. Below the tabs, there are two 'Required Party' buttons. The 'Enter details for this Party' section has a checked box for 'I am this party'. The 'Party is a Business/Agency' checkbox is unchecked. The form contains several input fields: First Name (Jane), Middle Name (blank), Last Name (Smith), Date of Birth (with a 'pick' button), Country (United States of America), Address Line 1 (123 Blue Rd), Address Line 2 (blank), City (Las Vegas), State (Nevada), Zip Code (89149), Phone Number (33244655), and Filer ID (blank). The Lead Attorney dropdown is set to 'Pro Se'. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

- 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.”

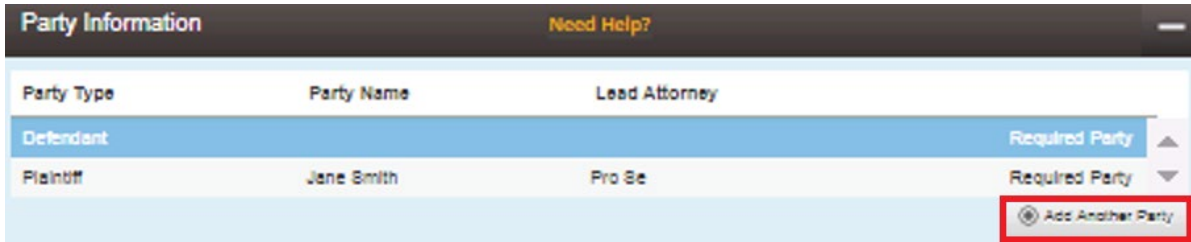
This is not a required field!
You may leave it blank.

The screenshot shows the 'Party Information' form with the 'Party Type' dropdown set to 'Defendant'. The 'Party Name' tab is active, showing 'Jane Smith' and 'Pro Se' in the 'Party Name' and 'Lead Attorney' fields respectively. The 'Enter details for this Party' section has an unchecked box for 'I am this party'. The 'Party is a Business/Agency' checkbox is unchecked. The form contains several input fields: First Name (J), Middle Name (blank), Last Name (Smith), Date of Birth (with a 'pick' button), Country (United States of America), Address Line 1 (blank), Address Line 2 (blank), City (blank), State (blank), Zip Code (blank), Phone Number (blank), and Filer ID (blank). The Lead Attorney dropdown is set to 'Click to select Lead Attorney'. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

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."

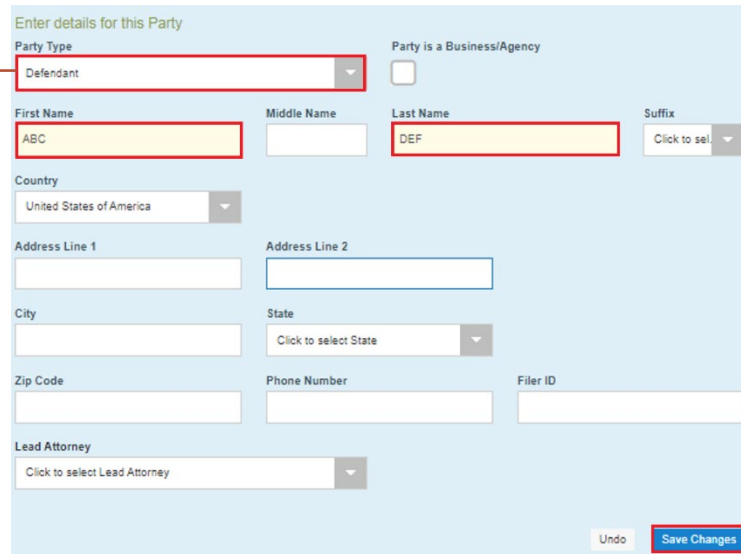


Party Type	Party Name	Lead Attorney	
Defendant			Required Party ▲
Plaintiff	Jane Smith	Pro Se	Required Party ▼

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.



Enter details for this Party

Party Type: **Defendant** (dropdown menu)

Party is a Business/Agency:

First Name: **ABC** (text field)

Middle Name: (text field)

Last Name: **DEF** (text field)

Suffix: (dropdown menu)

Country: **United States of America** (dropdown menu)

Address Line 1: (text field)

Address Line 2: (text field)

City: (text field)

State: (dropdown menu)

Zip Code: (text field)

Phone Number: (text field)

Filer ID: (text field)

Lead Attorney: (dropdown menu)

Save Changes

⚠ Repeat the process until all parties involved have been added.

If you are filing into an existing case:

New Filing

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.

The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form contains several fields: "Filing Type" (a dropdown menu with "EFile" selected), "Filing Code" (a text input field), "Filing Description" (a text input field with "Fee Waiver Application" entered), "Client Reference Number" (a text input field), "Comments to Court" (a text input field), "Courtesy Copies" (a dropdown menu with "Do not use on Service Only" selected), and "Filing on Behalf of" (a text input field with the placeholder "Select the parties you are filing on behalf of"). At the bottom right, there are "Undo" and "Save Changes" buttons.

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

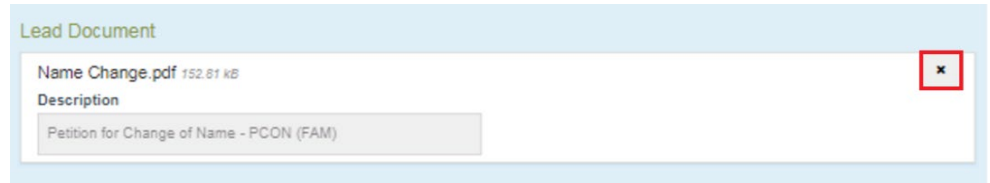
- Click the uploading icon.
- Select the PDF file you would like to upload.
- Click “Save Changes.”

The screenshot shows the "Lead Document" section with a "Computer" label and an upload icon. Below it is a table titled "Optional Services and Fees" with columns for "Optional Services and Fees", "Fee Amount", "Quantity", and "Fee Total". There are two buttons: "Add Another Filing" and "Add Optional Services and Fees". At the bottom, there are "Undo" and "Save Changes" buttons.

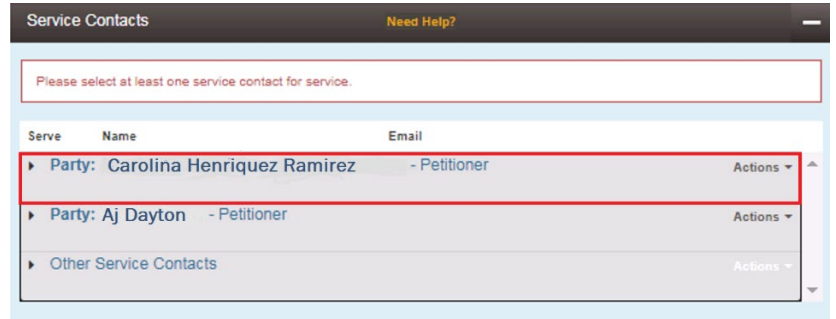
This is not a required field. If you need an optional service such as a certification, click on the button and select your service from the drop-down menu.

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

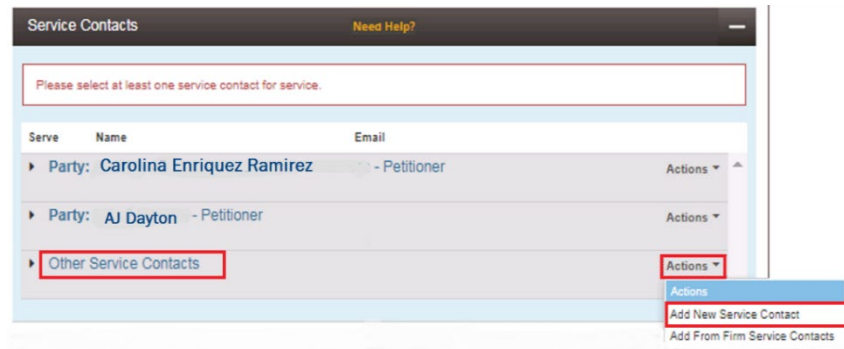
- If you need to delete the document you uploaded, you may do so by clicking on the X button.



- 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.”

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
Total Filing Fee \$0.00	
E-File Fee	\$3.50
Envelope Total: \$3.50	

Payment Account ?
Click to select Payment Account

Party Responsible for Fees ?
Click to select Party Responsible for Fees

Undo 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.”

Save as Draft 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.”

Summary - Draft # 6363772

Review and submit your envelope

Case Information

Location: Clark District Family Domestic | Category: Family | Case Type: Divorce - Complaint

Party Information

Party Type: Plaintiff | Party Name: Jane Smith | Lead Attorney: | Defendant: Carlos Hernandez

Filings

Filing Code: Application - APPL (FAM) | Client Ref #: | Filing Description: Application

Fees

Application - APPL (FAM)

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
Total Filing Fee \$0.00	
Envelope Total: \$0.00	
Waiver selected	

Party Responsible for Fees: Jane Smith | Payment Account: LACSN Waiver Account

Back Submit

You Have Finished eFiling