



ATLANTA JUDICIAL CIRCUIT

FOR SELF-REPRESENTED LITIGANTS WITH EMAIL ADDRESSES
HELPFUL E-FILE INFORMATION

Is Electronic filing (E-Filing) mandatory for me?

Yes, if you have an email address, e-filing is mandatory for all civil cases except for:

- ex parte motions,
- adoptions,
- bond validations,
- domestication of foreign judgments,
- surrogacy declaratory judgment,
- termination of parental rights,
- family violence temporary protective orders, and
- fieri facias (“fi.fa.”) actions.

How do I create an eFileGA account?

- (1) Go to www.odysseyefilega.com and click on “FILE NOW” and the “Register.” Follow the instructions provided. If you need more assistance, the website offers training videos under the Self Help tab or call Tyler Technologies at 1-800-297-5377.

The screenshot displays the eFileGA website interface. At the top, the URL is <https://georgia.tylerhost.net/ofswb/>. The page features the eFileGA logo and a 'Court Information' section with a warning for DeKalb County filers. Below this, the 'Actions' section contains 'Sign' and 'Register' buttons, with the 'Register' button circled in red. The 'Self Help' section is also visible, with a red arrow pointing to it. The footer includes the text 'E-FILEING EMPOWERED BY TYLER TECHNOLOGIES' and '© 2015 Tyler Technologies'. The Windows taskbar at the bottom shows the date and time as 9:03 AM on 9/26/2015.

- (2) Enter your first and last name, your email address and a password. Scroll down and type a security question and answer. Then click “Next.”
- (3) Pick the option “I am not an attorney. I want to register as an individual filer.” Fill in your contact information and click “Next.”
- (4) Review and agree to the Usage Agreement by clicking “I Agree- Create My Account.”
- (5) You will receive an email from eFileGA for new user activation. Click on “Activate Account” in the body of the email to activate your account. You will be directed to the eFileGA website where you will be directed to enter your email address and password.
- (6) Record your user name and password on the provided sheet.
- (7) Make sure you regularly monitor your email account as this will be the only form of notice from the court. If you change your email, you will be responsible for making that change in your account.

Where can I e-file?

Once you register for an account, you can e-file from any computer with internet access and an updated internet browser. If you do not have access to a computer or internet, you may file from a Public Access Terminal (PAT) at the Courthouse.

Is there a charge for e-filing?

Yes. There is a \$7 fee for every electronic envelope you submit. You can include multiple documents in the same electronic envelope. If you choose to link your account to a credit card or bank account to pay your fees, you will also be charged a 2% credit card usage fee. If you do not have a bank account or credit card, you must file at the PAT and pay any court costs at the Superior Court Clerk’s counter in the Courthouse. You can avoid e-filing fees by filing from a PAT at the Courthouse. There is never a charge for e-filing at the PAT, but regular court (filing) fees still apply. You can pay these at the counter in the Clerk of Court’s office.

What if I can’t afford to pay a filing fee?

If you submitted an Affidavit of Indigency when you first filed your Complaint (Petition), and the Court signed an Order Granting In Forma Pauperis, you are exempt from both court fees and filing fees. When you are asked for payment account information you may choose “Waiver”. If you choose the waiver payment method and you do not have an Order Granting In Forma Pauperis on file in your case, your filing will be REJECTED.

If you do not have an Order Granting In Forma Pauperis in your case, but you want to avoid e-filing fees, you can avoid e-filing fees by filing from a PAT at the Courthouse. There is never a charge for e-filing and serving at the PAT, but regular court (filing) fees still apply. You can pay these at the counter in the Clerk of Court’s office.

What if I can afford the fee but I don't have a bank account or credit card?

You will have to file at the PAT and pay at the Superior Court Clerk's counter in the Courthouse.

After I file, how will I know if my document was accepted by the Clerk's office?

If you are filing from your own account, you will get an email when your document is accepted. If you are filing from the PAT, you should stop by the Clerk of Court's counter to confirm that your filing is accepted. Be sure to record the assigned draft # after filing so that it will be easier for the clerk to locate your filing.

Can I use eFileGA to serve documents that I file on other parties?

Not for initial service. Service is the required formal process of notifying the Respondent that the action has been filed. There are basically three ways for service to be completed: (1) the Respondent signs an Acknowledgment of Service, (2) service by the Sheriff's department or other approved process server, or (3) publication. Once the other party has been initially served, you can use eFileGA to serve additional documents on the other party, unless another party has entered a Certificate of No Email.

Is there a charge to serve the parties?

If you require service by the Fulton County Sheriff (for cases where the service address is in Fulton County), you will pay for service at the Clerk's counter and take your receipt along with your service packet to the Sheriff's Office located on the 9th floor of the Justice Center Tower (JCT). If you require service by another county's Sheriff, you will need to contact that Sheriff's office for mailing/service instructions. Once the other party has been initially served, there is no additional service fee if you are filing from a PAT or if you have an Order Granting In Forma Pauperis on file in your case.

How will I know when other parties file into our case?

Because you have registered for an eFileGA account, you will receive an email when other parties file into your case.

OTHER COMMON QUESTIONS

How do I file a handwritten or paper copy of a document through eFileGA?

All documents filed to eFileGA must be converted to PDF format. You will need a scanner to scan your document into a computer that has the capacity to convert documents to PDF.

I don't have a scanner. Where can I find one?

You can scan documents at the Courthouse in the Clerk of Court's office or in the Law Library. If you need to scan your documents after hours, you may be able to do so at certain businesses like Office Max, Office Depot, or Kinko's. Fees may apply. You will need to take a thumb drive or other electronic file storage device with you to save your PDF once created.

I created my document on a word processor on my computer. How do I convert it to PDF so that I can file it?

There are several free converter software tools available on the internet. One such service is CutePDF which is available for download at www.cutepdf.com. You may also be able to save your document as a pdf by clicking on "save as" and choosing the pdf format in the save as type.

I have an email address but I don't have a home computer. Where can I go to create documents to file in my case?

You can log into eFileGA from any computer with internet access and a current browser. If you don't have a computer or internet access at your home, you can log in from a friend or relative's computer or visit a branch of the Fulton County Public Library. Computers are also available at the Law Library.