



E-Filing Guide for Self-Represented Litigants

How to E-File in Odyssey Step 7: Enter the Party Information



E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information**
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



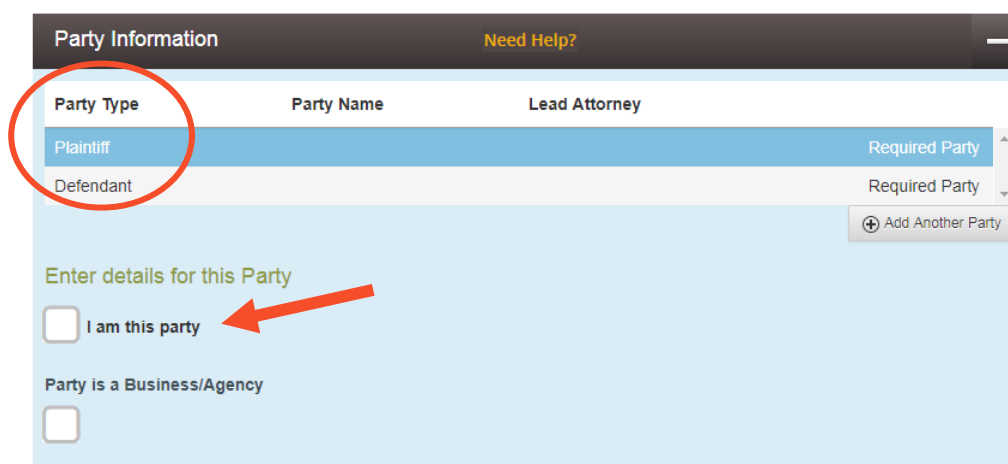
Enter Party Information

You need to enter information about yourself and the other party before e-filing.

➔ Enter Your Information

1. The Party Type that you are entering information for will be highlighted. It will always start with the Plaintiff or Petitioner.

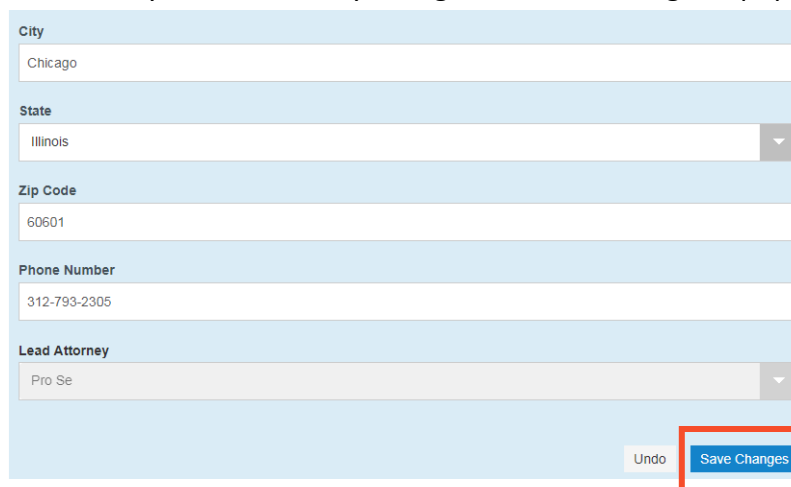
If you are filing or starting the case, you are the Plaintiff or Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant or Respondent.

2. If you are the highlighted party, click the box that says "I am this party."

3. The name, address, and phone number you used when you registered for e-filing will pop up in the boxes.

4. Click **Save Changes**.



➔ Enter the Details of the Other Party or Parties

Once you have saved your information, the other Party Type will be highlighted.

Party Information

Party Type

Plaintiff

Defendant

➔ Other Party is a Person

1. You must fill in their **First Name** and **Last Name**.
2. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.
3. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.

First Name <input style="width: 90%;" type="text"/>	Middle Name <input style="width: 90%;" type="text"/>	Last Name <input style="width: 90%;" type="text"/>
Country <input style="width: 95%;" type="text" value="United States of America"/>		
Address Line 1 <input style="width: 95%;" type="text"/>	Address Line 2 <input style="width: 95%;" type="text"/>	
City <input style="width: 95%;" type="text"/>	State <input style="width: 95%;" type="text" value="Click to select State"/>	
Postal Code <input style="width: 95%;" type="text"/>	Phone Number <input style="width: 95%;" type="text"/>	
Lead Attorney <input style="width: 95%;" type="text" value="Click to select Lead Attorney"/>		
<div style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text" value="Click to select Lead Attorney"/> </div> <div style="border: 1px solid #ccc; padding: 2px; background-color: #0070C0; color: white;"> <input style="width: 95%;" type="text" value="Pro Se"/> </div>		

➔ Other Party is a Business or Agency

1. Click the box that says "**Party is a Business/Agency.**"
2. You must fill in the **Business Name**.
3. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.
4. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.

Enter details for this Party

I am this party

Party is a Business/Agency ←

Party is a Business/Agency

Business Name

Country

Address Line 1

Address Line 2

City

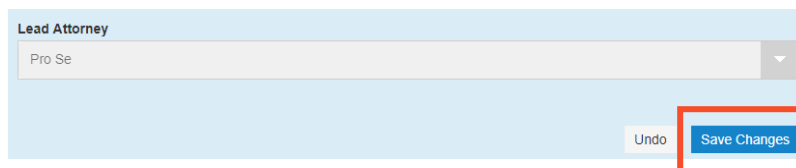
State

Postal Code

Phone Number

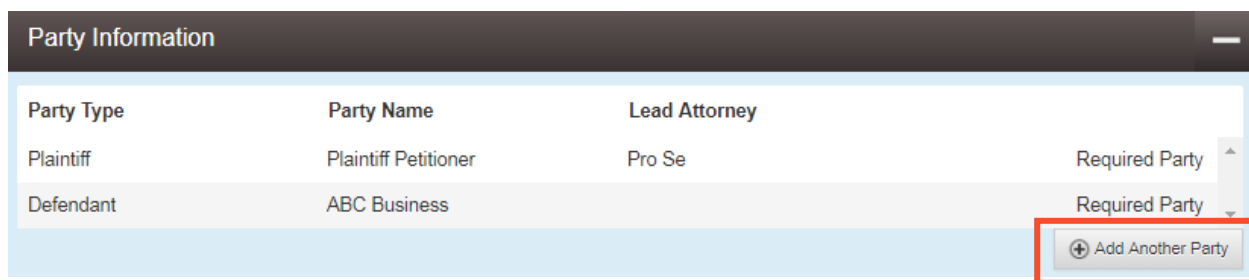
Lead Attorney

- Once you have entered the Other Party's information, click **Save Changes**.



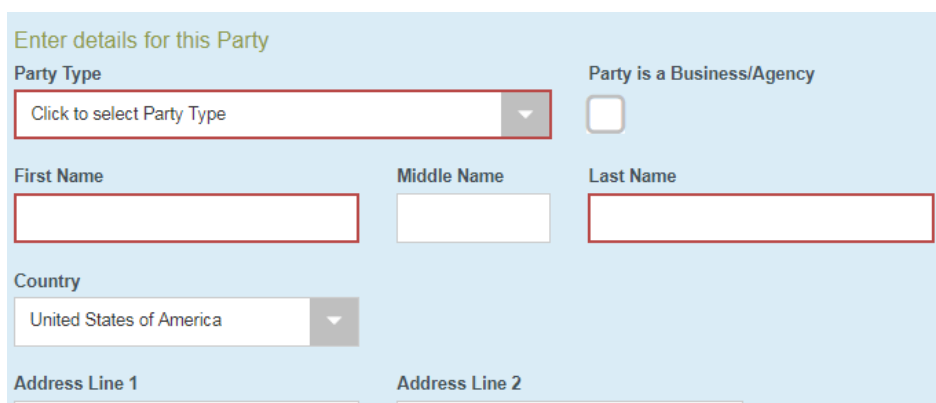
Enter Additional Party's Information

If there are more than two parties in your case, you can add another party to your e-filing by clicking on **Add Another Party**.



Party Type	Party Name	Lead Attorney	
Plaintiff	Plaintiff Petitioner	Pro Se	Required Party
Defendant	ABC Business		Required Party

- Select the Party Type from a drop down menu.




The Party Type drop down menu will have every type of Party there is from Adoptive Child to Ward or additional Plaintiffs or Defendants. If you don't know the party type, ask court staff.

- If it is a person, you must fill in their **First Name** and **Last Name**. If it is a Business, you need to select that box and enter the **Business Name**.
- You may fill in the remaining information, but it is not required.
- Click **Save Changes**.
- Repeat as needed until you have entered the Party Information for all Parties in the case.



You have successfully entered the Party Information.