



# E-Filing Guide for Self-Represented Litigants

## How to E-File in Odyssey



## Step 10: Review the Summary & Submit Your E-filing

### 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**



## Review E-file Summary & Submit E-file

Once you have completed all the e-filing steps (Case Information, Party Information, Filings, and Fees), you can review a **Summary** of your filing before submitting it. After you review your Summary, you must **Submit** your filing to the court to complete e-filing. The whole packet of what you submit to the court is called an "envelope" in the e-filing system.

### ➔ Click Summary

1. Scroll to the bottom of the webpage after you've completed the Case Information, Party Information, Filings, and Fees sections.

2. Click **Summary**.



If you have not entered all the required information for your e-file, you will not be able to review a Summary of your e-filing envelope.

Case Information

Location  
Christian County

Category  
Dissolution

Case Type  
Dissolution of Marriage or Legal Separation - \$186.00

Undo Save Changes

Party Information

Party Type	Party Name	Lead Attorney	
Plaintiff/Petitioner	Jane Doe	Pro Se	Required Party
Defendant/Respondent	John Doe		Required Party
Add Another Party			

Filings

Filing Code	Client Ref #	Filing Description	Actions
Motion		Motion	Actions
Waiver		Fee Waiver	Actions
Notice		Notice of Motion	Actions

Fees Need Help?

▼ Motion	Description Filing Fee	Amount \$0.00 Filing Total: \$0.00
▼ Waiver	Description Filing Fee	Amount \$0.00 Filing Total: \$0.00
▼ Notice	Description Filing Fee	Amount \$0.00 Filing Total: \$0.00

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Total Filing Fee	\$0.00	
Court Case Fee	\$186.00	
	<b>Envelope Total: \$186.00</b>	
		Waiver selected

Payment Account  
Waiver

Undo Save Changes

Save as Draft Summary

## ➔ Review your e-file Summary

1. After you click Summary, review the Case Information, Party Information, Filings, and Fees.
2. If anything is incorrect, click **Back**. Once on the previous page, you can click into any section that is incorrect and make the changes you want.

Review and submit your envelope

Case Information		
Location Christian County	Category Dissolution	Case Type Dissolution of Marriage or Legal Separation

Party Information		
Party Type	Party Name	Lead Attorney
Plaintiff/Petitioner	Jane Doe	Pro Se
Defendant/Respondent	John Doe	

Filings		
Filing Code	Client Ref #	Filing Description
Motion		Motion
Waiver		Fee Waiver
Notice		Notice of Motion

Fees		
<ul style="list-style-type: none"> <li>▶ Motion</li> <li>▶ Waiver</li> <li>▶ Notice</li> </ul>		
Total Filing Fee		\$0.00
Envelope Total:		\$0.00
		Waiver selected
Payment Account	Waiver	

Back Submit

## ➔ Submit your e-filing

1. Once you review your e-file summary and make sure the information is correct, click **Submit**.

Back Submit



You have successfully reviewed and submitted your e-filing envelope to the court.



Submitting your e-filing envelope in the system is the first step in giving your documents to the courts. Once you submit the e-filing envelope, the Circuit Clerk's office will review the filing. The Clerk will either accept or reject your filing. **Check your email for notification from the court about whether your filing is accepted or rejected.**

Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377