

MASSACHUSETTS APPEALS COURT GUIDE TO ELECTRONIC FILING PROCEDURE

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FIRM SET UP & ADMINISTRATION

REGISTERING A FIRM WITH MASSACHUSETTS ODYSSEY FILE & SERVE SITE

Before being able to file using the system, a firm account must be created for your law firm. Each lawyer in the firm may then be invited to join the firm account. Before you register for a Firm Account, check with your firm to ensure an account has not already been created for your firm and ensure you have permission to create such an account for the firm. If your firm has already created an account, ask your firm administrator to invite you to join the firm. Solo practitioners also still need to set up firm accounts. There is no ability to register an account simply as a lawyer; lawyers need to be associated with firm accounts.

There is no fee to register with Tyler. Fees for the use of the Tyler system are assessed on a per envelope basis.

1. To begin setting up your firm's account, go to the Massachusetts Odyssey File & Serve Site at: <https://efilema.tylerhost.net/ofswweb>
2. Click the "Register" button



Court Information

Massachusetts Odyssey File & Serve Site

Attention:

Representative Capacity: If your case initiation involves one or more litigants filing in a **Representative Capacity**, please download filing instructions from the [Massachusetts Court System](#) to ensure a timely acceptance for your filing. Failure to do so could result in critical delays to your case timeline.

Interim E-Filing Rules and Standing Orders Filers are urged to review and become familiar with the **Interim E-Filing Rules**, and the **Standing Order** relative to the court to which the filing is directed. Here are links to the **Rules and Standing Orders**:

Actions

 Sign In

 Register

Self Help

[Need Help?](#)

[Web Training Sessions](#)

[Be sure to whitelist no-reply@tylerhost.net in order to receive our email notifications](#)

[Filing for the first time? Get started by watching these videos](#)

[Find out how to add your eService contact information here](#)

[Quick Reference and User Guides can be found here](#)

3. Fill in the information on the Register page. Those fields outlined in red are required to be filled.

When you have entered all the required information, click the "next" button on the bottom right side of the screen

Register

User Information » Firm Information » Terms and Conditions » Complete

First Name Joe **Middle** B **Last Name** Attorney

A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

Email Address joe.attorney.firm@gmail.com **Password**

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question What is my favorite color?

Security Answer Blue



4. On the next page, click the check box contained in the section "Register for a Firm Account"

Register

User Information » Firm Information » Terms and Conditions » Complete

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

5. Fill in the information for your firm. Fields outlined in red are required.

The check box to require administrator approval of new user registration is defaulted to checked.

This means that *even if you invite a user to join your firm*, you will have to manually approve them before they are able to file on behalf of your firm.

Users are able to join your firm if provided a link to do so (firm administrators are given the ability to share this link either via email or copying and pasting the link to share). There is no way to join a firm without this link; however, it is possible for this link to be shared outside of the firm (e.g., an email containing the link is forwarded).

If you want anyone to be able to automatically join your firm, uncheck this box. Otherwise, leave the box checked to require approval of users.

When finished, click the "Next" button.

Firm Information

Firm Name

Joe Attorney's Law Firm

Country

United States of America

Address Line 1

123 Boston Lane

City

Boston

State

Massachusetts

Zip Code

02108

Phone Number

9781234560

Require administrator approval of new user registration



Previous



Next

6. Read the Terms and Conditions for the system. If you agree to those conditions, click the "I Agree - Create My Account" button

Register

User Information » Firm Information » [Terms and Conditions](#) » Complete

Welcome to the online services of Tyler Technologies for the State of Massachusetts. 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. Representations and Warranties
6. Fee Schedule Section
7. Proprietary Rights Section
8. Disclaimers and Limitations Section
9. Your Warranties and Indemnification Section
10. Limitations of Liability Section
11. Arbitration Section

[Previous](#)  [I Agree - Create My Account](#)

7. As instructed by the system, check the email you registered your firm under for a link to complete the verification process. **This email could be in your Spam folder. If you do not see the email within 5 minutes, check this folder.**

Register

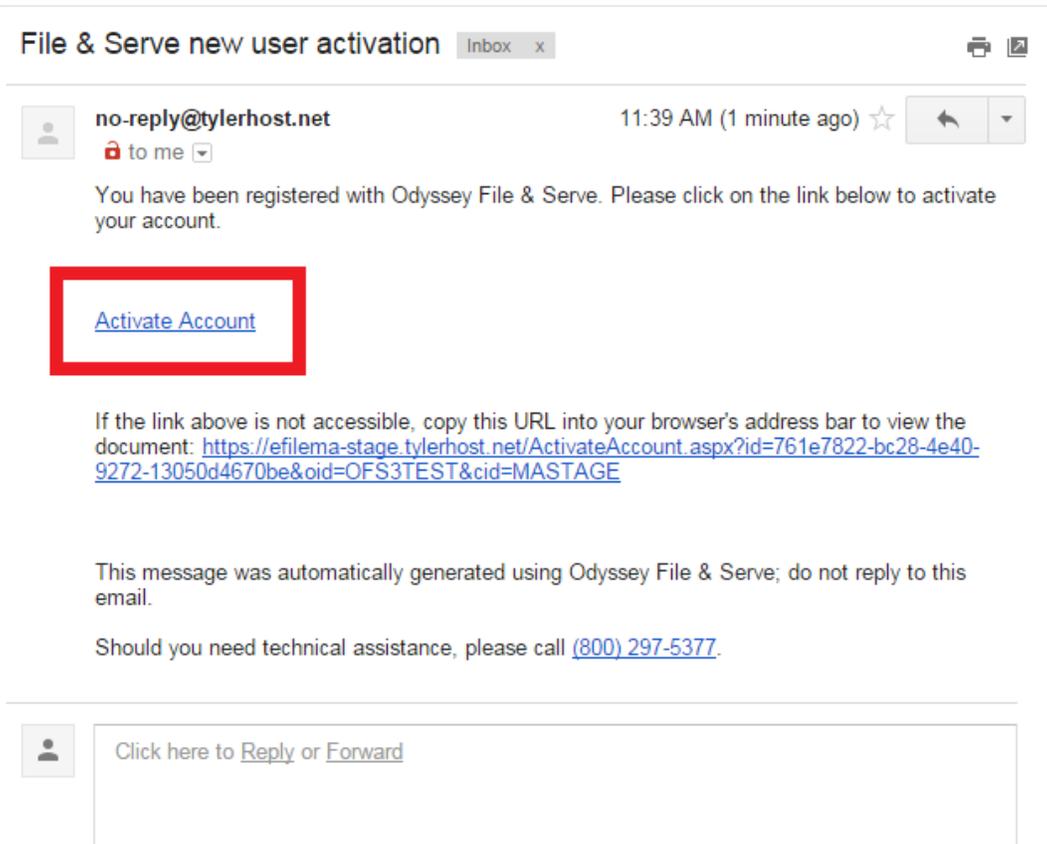
User Information » Firm Information » Terms and Conditions » [Complete](#)

Congratulations, you have successfully registered your firm!

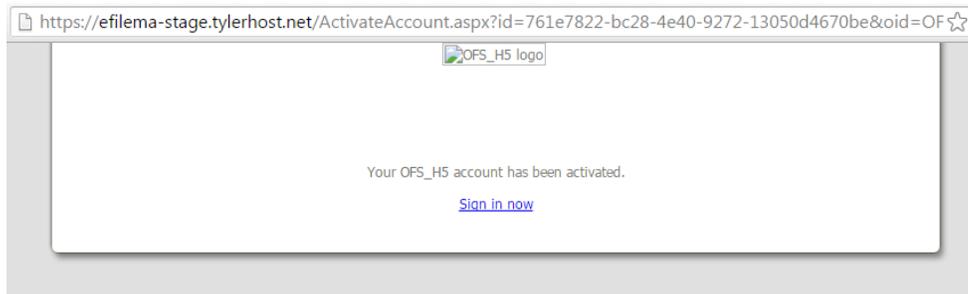
Firm Name: Joe Attorney's Law Firm
Email Address: joe.attorney.firm@gmail.com

A verification email has been sent to you. Click on the link inside your email to complete the verification process.

8. Click the link in the email from no-reply@tylerhost.net to activate your account



9. You should be brought to a screen that looks like this; Click the "Sign in now" link.



10. Enter the email and password you just used to set up your new account and click "Sign In":

Please sign in to continue

Email

joe.attorney.firm@gmail.com

Password

••••••••

Sign In

[Forgot Password?](#)

11. Before you can proceed with filing, you must add an attorney *to your firm* and add a Payment Account to your firm. You can also invite users to join your firm (inviting lawyers within your firm to join as users *is not the same thing as adding lawyers to your firm account*). Please see separate user guides for step-by-step instructions on these steps.

The screenshot shows the 'Filer Dashboard' interface. At the top, a dark header contains the title 'Filer Dashboard'. Below this, a light blue box contains instructions: 'Users registered with your firm will be able to submit filings after you complete the following:' followed by a bulleted list: '• Add a Payment Account' and '• Add an Attorney'. Below the list, it says 'Click on the Actions Menu above to add a Payment Account and an Attorney.' To the right of this text is a navigation menu with 'New Cases' and 'File Into Cases' buttons, and an 'Actions' dropdown menu with options: 'New Case', 'File Into Case', 'My Filings', 'Firm Admin', 'Firm User', 'Firm Attorney', 'Edit Contact Info', 'Payment Accounts', and 'Help'. Below the instructions, the dashboard is split into two columns. The left column is titled 'My Filing Activity' and contains a vertical list of buttons: 'Pending', 'Accepted', 'Returned', 'Drafts', and 'Served', with a 'View All' link at the bottom. The right column is titled 'New Filing' and contains two buttons: 'Start a New Case' and 'File into Existing Case', with a 'Use a Template' link next to the first button and a 'Need help getting started?' link at the bottom.

Should you encounter any problems creating a firm account and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

ADDING FIRM ADMINISTRATORS TO YOUR FIRM

To give another user within your firm administrative privileges (which allows them to approve or deny new users, add firm attorneys, edit firm information (name, address, phone number, whether administrator approval is required for new user registration), and edit payment account information), make them a firm administrator.

1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click on "Firm Users"

The screenshot shows the efile Filer Dashboard for the Massachusetts Court System. The dashboard includes sections for 'My Filing Activity' and 'New Filing'. The 'Actions' dropdown menu is open, showing options like 'Dashboard', 'Start a New Case', 'File Into Existing Case', 'Filing History', 'Templates', 'Firm Service Contacts', 'Reports', 'Firm Admin', 'Firm Users', 'Firm Attorneys', 'Firm Information', 'Payment Accounts', and 'Help'. The 'Firm Users' option is highlighted with a red box.

2. Click the firm user you want to give administrative privileges to:

The screenshot shows the 'Firm Users' table with the following data:

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer

The row for Jane Attorney is highlighted with a red box, and the 'Actions' dropdown menu is visible for that row. Below the table, there is a pagination bar showing '1 - 2 of 2 items' and a 'Join My Firm' section with a URL: <https://massachusetts-stage.tylerhost.net/OfsWeb/UserModule/Registration?firm=bc5055>.

3. A box will appear at the bottom of the list of firm users containing information about the selected user:

The screenshot shows the 'Firm Users' interface. At the top, there is a table with columns: First Name, Last Name, Email, Firm Status, Email Status, and Roles. The table contains two rows: Joe Attorney (joe.attorney.fir..., Approved, Active, Filer, Firm Admin) and Jane Attorney (jane.p.attorney..., Approved, Active, Filer). The Jane Attorney row is selected and highlighted in blue. Below the table, there is a pagination control showing '1' of 2 items per page. Below that, there is a detailed view of the selected user, Jane Attorney. This view includes fields for First Name (Jane), Middle Name, Last Name (Attorney), and Email (jane.p.attorney@gmail.com). Under the 'Roles' section, there are two checkboxes: 'Firm Admin' (unchecked) and 'Filer' (checked). At the bottom right of the detailed view, there are 'Undo' and 'Save Changes' buttons. Below the detailed view, there is a 'Join My Firm:' section with a text input field containing a URL and a blue envelope icon.

4. Check the "Firm Admin" checkbox under the "Roles" section of the user information:

This screenshot is identical to the previous one, but with the 'Firm Admin' checkbox under the 'Roles' section of the user information now checked. The 'Filer' checkbox remains checked. The 'Join My Firm:' section at the bottom is also visible.

5. Click "Save Changes"

Firm Users

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer

10 items per page 1 - 2 of 2 items

First Name: Jane Middle Name: Last Name: Attorney

Email: jane.p.attorney@gmail.com

Roles: Firm Admin Filer

Undo Save Changes

Join My Firm: 1erhost.net/OfsWeb/UserModule/Registration?firm=bc505560-45cc-49b6-80c1-44630ab766d7

6. The user will now appear as a firm administrator:

Firm Users

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer, Firm Admin

10 items per page 1 - 2 of 2 items

Join My Firm: 1erhost.net/OfsWeb/UserModule/Registration?firm=bc505560-45cc-49b6-80c1-44630ab766d7

Should you encounter any problems giving a user firm administrator privileges and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

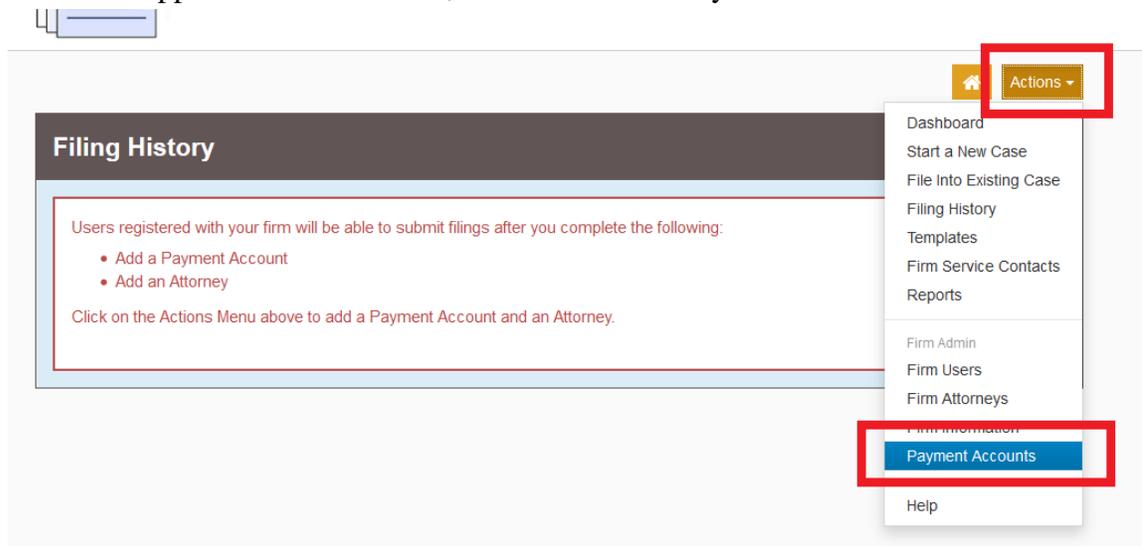
ADDING A PAYMENT ACCOUNT TO YOUR FIRM

Before you can file, there must be at least one payment account set up for your firm in your firm account. These enable the firm to pay related filing fees. There is an additional fee to use the system that is usually around \$7. These fees are not processed unless the submitted document is accepted by the Clerk's Office.

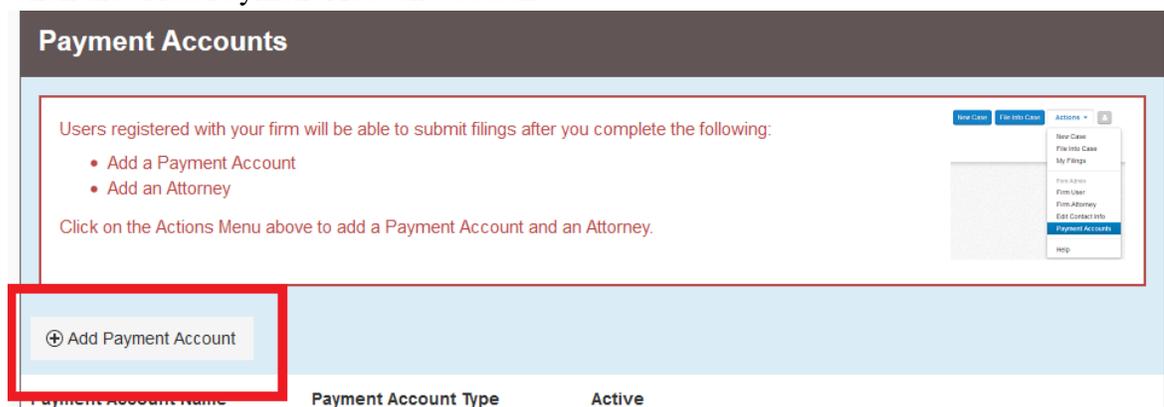
There are three accounts options:

- Waiver accounts
 - For court fees that have been approved to be waived (e.g., when there has been a finding of indigency)
- Credit Cards
- eChecks
 - This allows drawing from a bank account much like a traditional check

1. To begin setting up a payment account, click the orange "Actions" button. A drop down menu will appear. From this menu, select and click "Payment Accounts."



2. Click the "Add Payment Account" button



3. Below the list of present payment accounts, a text box and drop down will appear

The screenshot shows the 'Add Payment Account' form. At the top, there is a button labeled 'Add Payment Account'. Below it is a table with three columns: 'Payment Account Name', 'Payment Account Type', and 'Active'. The table is currently empty. Below the table, there is a navigation bar with a '0' in a blue box and 'No items to display'. The form fields are: 'Payment Account Name' (a text box with a red border), 'Payment Account Type' (a dropdown menu with the text 'Click to select Payment Account Type' and a red border), and a 'Save Changes' button.

Enter the name of the account , which is a name for internal use/identifying purposes within your firm.

Select the type of payment account you wish to create (see a description of the options on the first page of this guide).

Once this information is input, an option to enter the account information appears. Click this button.

The screenshot shows the 'Add Payment Account' form with the 'Payment Account Name' field filled with 'Firm Credit Card' and the 'Payment Account Type' dropdown menu set to 'Credit Card'. A red box highlights the 'Enter Account Information' button. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

Note: This option *does not appear* when entering a waiver account. This is because there is no associated *payment* with waiver accounts, and therefore you do not need to enter any account information. Simply click "Save Changes" and your waiver account will be saved to your firm's list of available accounts.

The screenshot shows the 'Add Payment Account' form with the 'Payment Account Name' field filled with 'Waiver Account' and the 'Payment Account Type' dropdown menu set to 'Waiver'. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

4. For credit cards and eChecks: in the Account Information popup, select the appropriate payment method for the card you're setting up
5. Fill in the information required once you've made your selection.

For Credit Cards:

- 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	<input type="text"/> *
Card Number	<input type="text"/> *
Exp Month	<input type="text"/> * Exp Year <input type="text"/> *
CVV Code	<input type="text"/> * CVV Help
Name on Card	<input type="text"/> *
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	<input type="text"/> * <small>Street address, P.O. box, company name, c/o</small>
Address Line 2	<input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>
City	<input type="text"/> *
State	<input type="text"/> *
Zip Code	<input type="text"/> *

For e-Checks:

- Credit Card
- e-Check

Account Holder Information

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

Account Type	<input type="text"/> *
Account Number	<input type="text"/> *
Routing Number	<input type="text"/> * Routing Number Help
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	<input type="text"/> * <small>Street address, P.O. box, company name, c/o</small>
Address Line 2	<input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>
City	<input type="text"/> *
State	<input type="text"/> *
Zip Code	<input type="text"/> *

6. Click the blue "Continue" Button on the bottom right of the screen.

City *

State *

Zip Code *

7. Click the blue "Save Information" button on the next screen if all of the information in the summary is correct. If it is not, press the grey "Back" button and correct the information

Billing Detail

Card Type	MASTERCARD
Card Number	*****5454
Exp Date	03/21
CVV Code	***
Name on Card	Joe A. Schmoe
Address Type	US
Address Line 1	123 Boston Lane
Address Line 2	
City	Boston
State	MA
Zip Code	02108

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 is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

8. If the payment account is processed correctly, your Payment Accounts page will have a message in the top right indicating such and the card will appear listed:

The screenshot shows the top of the efile interface. On the left is the logo for the Massachusetts Court System, featuring a scale of justice and the text "Massachusetts Court System Odyssey File & Serve" and "efile". On the right, a green success message reads: "Success Payment Account added successfully". Below this is a navigation bar with a home icon and an "Actions" dropdown menu. The main content area is titled "Payment Accounts" and contains a message: "Users registered with your firm will be able to submit filings after you complete the following: • Add an Attorney. Click on the Actions Menu above to add an Attorney." Below the message is a button labeled "Add Payment Account". A table lists the payment accounts:

Payment Account Name	Payment Account Type	Active	Actions
Firm Credit Card (MASTERCAR...	Credit Card	Yes	

At the bottom of the table, it indicates "1 - 1 of 1 items".

9. If the Payment account is not processed correctly, the Enter Account Information screen will prompt you with the issue:

The screenshot shows the "Enter Account Information" form. The "Method of Payment" section has "Credit Card" selected. Below this, a red error message states: "There was an error submitting your form. Please check the following: Invalid Card Number." The "Cardholder Information" section includes a "Card Type" dropdown menu set to "Discover" and a "Card Number" field containing "2248624156521122". Both fields have a red asterisk next to them, indicating they are required.

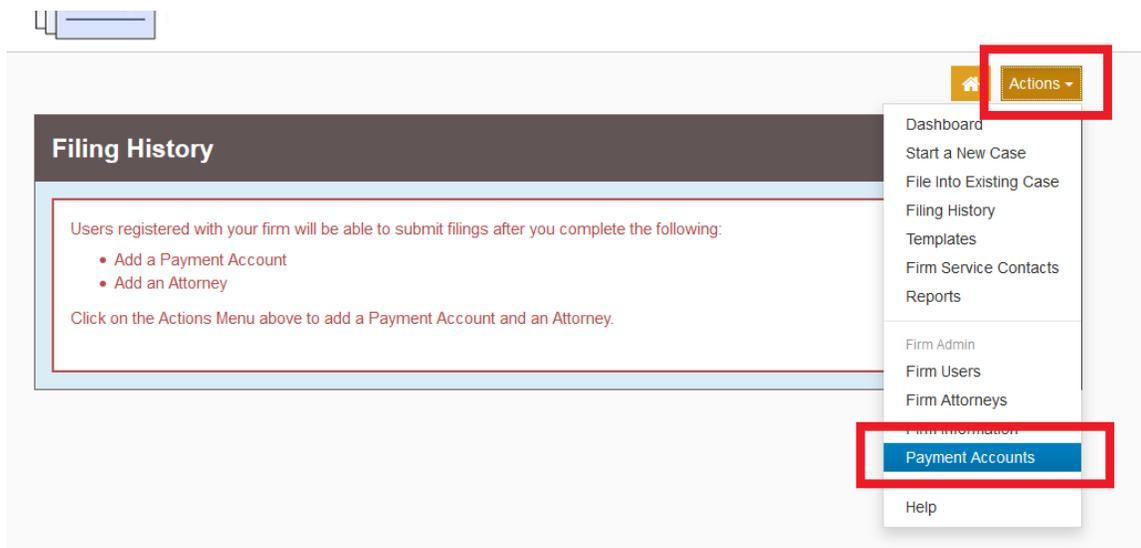
Should you encounter any problems submitting a card and you are sure you have entered the card information correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

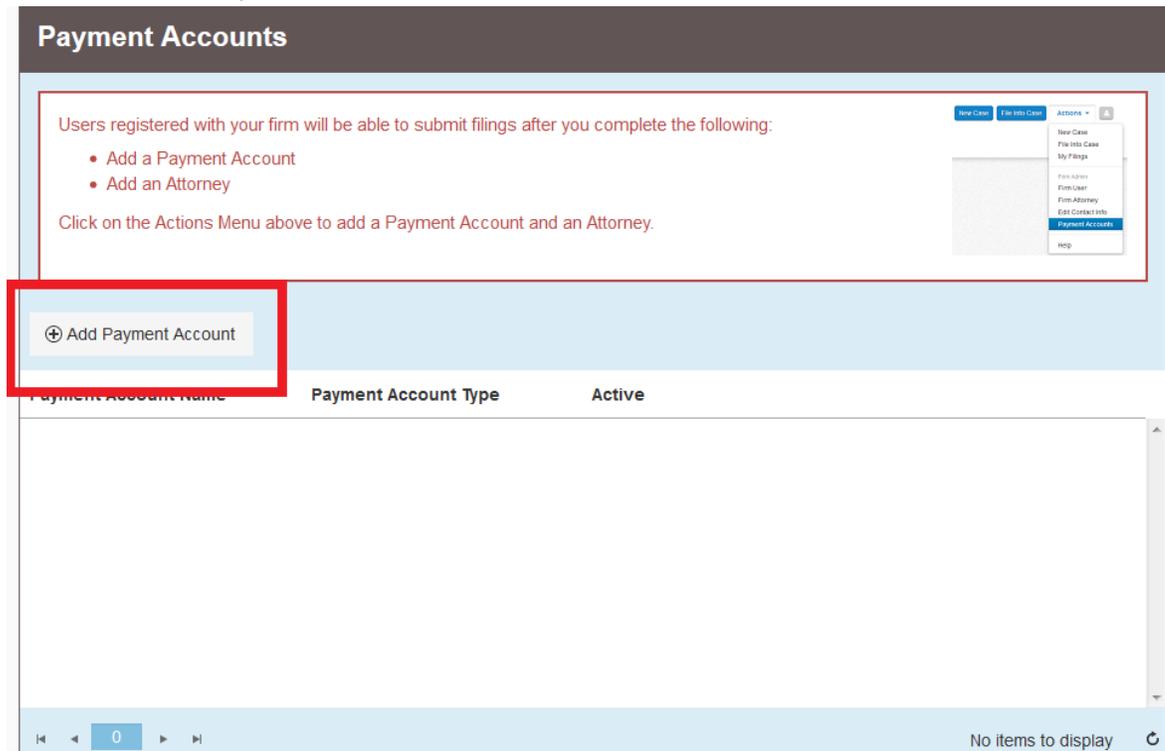
ADDING A WAIVER ACCOUNT TO YOUR FIRM

Waiver accounts are used to waive court fees as well as the fee charged to use the e-filing system. These accounts are only to be used when approved, i.e., when the Court has already approved that the filing fee be waived or it is a filing type where the fee is automatically waived. If a waiver account is used for a fee in which the filing fee is not deemed waived, the Clerk's Office will reject the filing and require submission with a valid payment account.

1. To set up a waiver account, click the orange "Actions" button on the user dashboard page. A drop down menu will appear. From this menu, select and click "Payment Accounts."



2. Click the "Add Payment Account" button



3. Below the list of present payment accounts, a text box and drop down will appear

⊕ Add Payment Account

Payment Account Name	Payment Account Type	Active
----------------------	----------------------	--------

Payment Account Name

Payment Account Type

Undo Save Changes

Enter the name you would like to give the Waiver account. This name is for internal use and reference.

Select "Waiver" in the Payment Account Type dropdown list:

⊕ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Firm Credit Card (MASTERCAR...	Credit Card	Yes	

Payment Account Name

Payment Account Type

Undo Save Changes

4. Press the blue "Save Changes" button. Your waiver account will appear in the list of Payment Accounts for your firm.

The screenshot shows the efile interface for the Massachusetts Court System. At the top left is the logo with the text "Massachusetts Court System Odyssey File & Serve" and "efile". At the top right is a green success message: "Success Payment Account information saved successfully." Below this is a navigation bar with a home icon and an "Actions" dropdown menu. The main content area is titled "Payment Accounts" and contains a red-bordered box with instructions: "Users registered with your firm will be able to submit filings after you complete the following: • Add an Attorney. Click on the Actions Menu above to add an Attorney." Below the instructions is a table with the following data:

Payment Account Name	Payment Account Type	Active	
Firm Credit Card (MASTERCAR...	Credit Card	Yes	Actions ▾
Firm Waiver Account	Waiver	Yes	Actions ▾

At the bottom of the table, there is a pagination control showing "1" and "1 - 2 of 2 items".

Should you encounter any problems submitting a waiver account and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

ADDING AN ATTORNEY TO YOUR FIRM

All firms must add attorneys *to their firm account*. This means that the *firm account* must add attorneys. This is *not* the same as inviting users who are attorneys at your firm to join the firm. Adding attorneys to the firm account allows users to select these attorneys as the filing attorney when submitted papers to the court; these attorneys are not given access to create cases or submit filings without also being individual users with their own accounts. Inviting an attorney to join the firm as a user allows them to start cases and file into existing cases.

For information on how to invite users to join your firm, see the user guide on this topic.

NOTE: ***ALL*** attorneys added to a firm ***must*** also be added to the Firm's Service Contacts. By enrolling in the e-filing system as a filing attorney, attorney's at your firm are automatically consenting to be served electronically by other parties in all cases in which they appear.

See separate instruction document for adding service contacts to your firm.

1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Attorneys"

The screenshot displays the user interface for the Massachusetts Court System's efile system. At the top left, the logo features a scale of justice and the text "Massachusetts Court System" and "Odyssey File & Serve". The "efile" logo is prominently displayed. In the top right corner, there is a user profile icon. Below the header, a "Filing History" section contains instructions for users registered with a firm, listing "Add a Payment Account" and "Add an Attorney" as required steps. A red box highlights the "Actions" button in the top right corner. A dropdown menu is open from this button, listing various options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Reports, Firm Admin, Firm Users, Firm Attorneys (highlighted with a red box), Firm Information, Payment Accounts, and Help.

2. Click the "Add New Attorney" button

The screenshot shows the 'Firm Attorneys' interface. At the top right, there is a home icon and an 'Actions' dropdown menu. Below this, a dark header bar contains the text 'Firm Attorneys'. A red-bordered box highlights a message: 'Users registered with your firm will be able to submit filings after you complete the following: • Add an Attorney. Click on the Actions Menu above to add an Attorney.' To the right of this message is a preview of the 'Actions' menu, which includes options like 'New Case', 'File into Case by Filings', 'Firm Admin', 'Firm User', 'Track History', 'Edit Contact Info', 'Payment Accounts', and 'Help'. Below the message, a button with a plus icon and the text 'Add New Attorney' is highlighted with a red box. Underneath is a table with columns for 'First Name', 'Last Name', and 'Attorney Number'. The table is currently empty, and the footer shows '0' items per page and 'No items to display'.

3. In the Attorney Number field that appears, enter the BBO number of the attorney you wish to add to your firm.

This screenshot shows the 'Add New Attorney' form. The 'Attorney Number' field is highlighted with a red box and contains the value '694071'. To the right of the field is an information icon and a blue 'Verify' button. Below the form, there are 'Undo' and 'Save Changes' buttons. The table above the form is still empty, and the footer shows '0' items per page and 'No items to display'.

4. Click the blue "Verify" button. The name of the attorney will automatically appear. Should you need to make corrections to the name, do so in the text fields. Then click the blue "Save Changes" button.

This screenshot shows the 'Add New Attorney' form after the 'Verify' button was clicked. The 'Attorney Number' field still contains '694071'. The 'First Name' field is now populated with 'Tiffany' and the 'Last Name' field is populated with 'Knapp'. The 'Middle Name' field is empty. The 'Verify' button is no longer visible. The 'Save Changes' button is highlighted with a red box. The 'Undo' button is also visible. The footer still shows '0' items per page and 'No items to display'.

5. The attorney will then appear in your Firm Attorney's list.

Firm Attorneys			
+ Add New Attorney			
First Name	Last Name	Attorney Number	Actions
Tiffany	Knapp	694071	Actions

1 10 items per page 1 - 1 of 1 items

Should you encounter any problems adding an attorney and you are sure you have entered the information correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

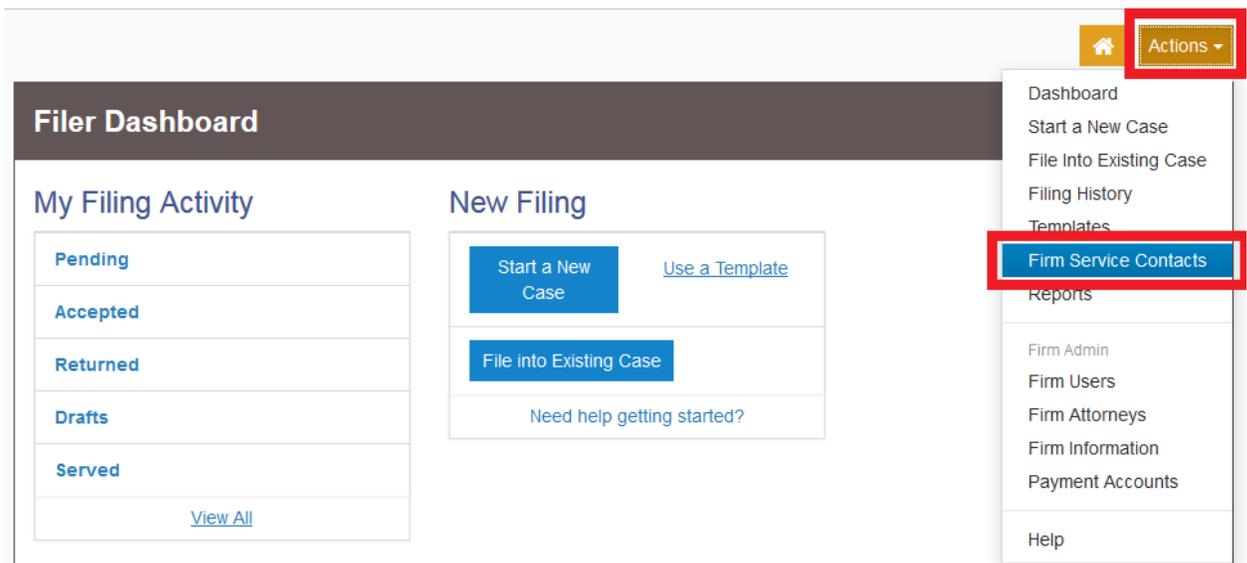
ADDING SERVICE CONTACTS TO YOUR FIRM

Adding service contacts to your *firm* account allows other parties to electronically serve filings on those who are listed as service contacts.

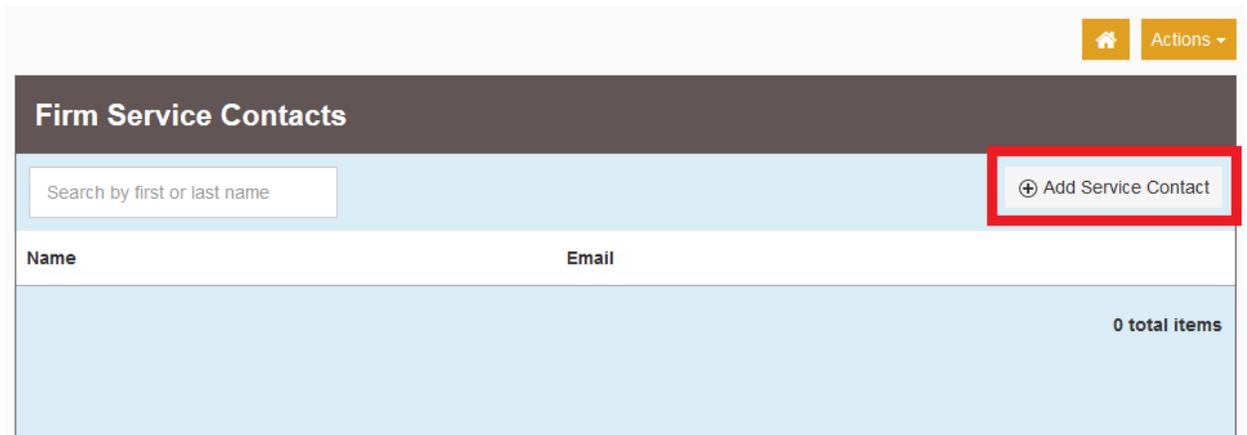
By enrolling in the e-filing system, users are automatically consenting to be electronically served in all cases in which they appear. This includes receiving electronic notices from the Appeals Court.

NOTE: ALL persons who are registered as Firm Attorneys *must* be added to the firm Contacts list. They can either do this themselves if they are added as a firm user, or the firm administrator can do this.

1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Service Contacts"



2. Click the "Add Service Contact" button:



3. Fill in the information for the contact . Fields outlined in red on the screen are required.

The "Administrative Copy" field allows a duplicate email to be sent to the email address entered here. For example, an attorney may wish electronic service and/or notices be sent both to his or her personal email as well as the email of his or her assistant or secretary.

Note: It is mandatory that you leave the "Make This Contact Public" box checked. By enrolling in the e-filing system, attorneys are consenting to receive electronic service of documents in cases in which they have appeared in the Appeals Court as well as electronic notice from the Appeals Court. Leaving this box checked allows opposing parties to serve you.

When all of the information has been filled out completely, click the blue "Save Changes" button.

The screenshot shows a web form titled "Firm Service Contacts". At the top, there is a search bar with the placeholder text "Search by first or last name" and an "Add Service Contact" button. Below this is a table header with "Name" and "Email" columns. A single contact is listed with the email "joe.attorney.firm@gmail.com" and an "Actions" dropdown menu. The form contains several input fields, some of which are highlighted with red boxes to indicate they are required: "First Name" (containing "Joe"), "Last Name" (containing "Attorney"), "Email" (containing "joe.attorney.firm@gmail.com"), "Administrative Copy" (containing "joes.secretary@gmail.com"), and the "Make This Contact Public" checkbox (which is checked). Other fields include "Middle Name", "Country" (set to "United States of America"), "Address Line 1" (containing "123 Boston Lane"), "Address Line 2", "City" (containing "Boston"), "State" (set to "Massachusetts"), "Zip Code" (containing "02108"), and "Phone Number". At the bottom right, there are "Undo" and "Save Changes" buttons, with a large red arrow pointing down towards the "Save Changes" button.

Name	Email
	joe.attorney.firm@gmail.com

0 total items

First Name (Required): Joe

Middle Name

Last Name (Required): Attorney

Firm Name: Joe Attorney's Law Firm

Email (Required): joe.attorney.firm@gmail.com

Administrative Copy (Required): joes.secretary@gmail.com

Country: United States of America

Address Line 1: 123 Boston Lane

Address Line 2

City: Boston

State: Massachusetts

Zip Code: 02108

Phone Number

Make This Contact Public (Required):

Undo Save Changes

4. The contact will be added to your Firm Service Contacts:

Firm Service Contacts

⊕ Add Service Contact

Name	Email	Actions
Joe Attorney	joe.attorney.firm@gmail.com	

Items per page: 10 ▾

1 total items

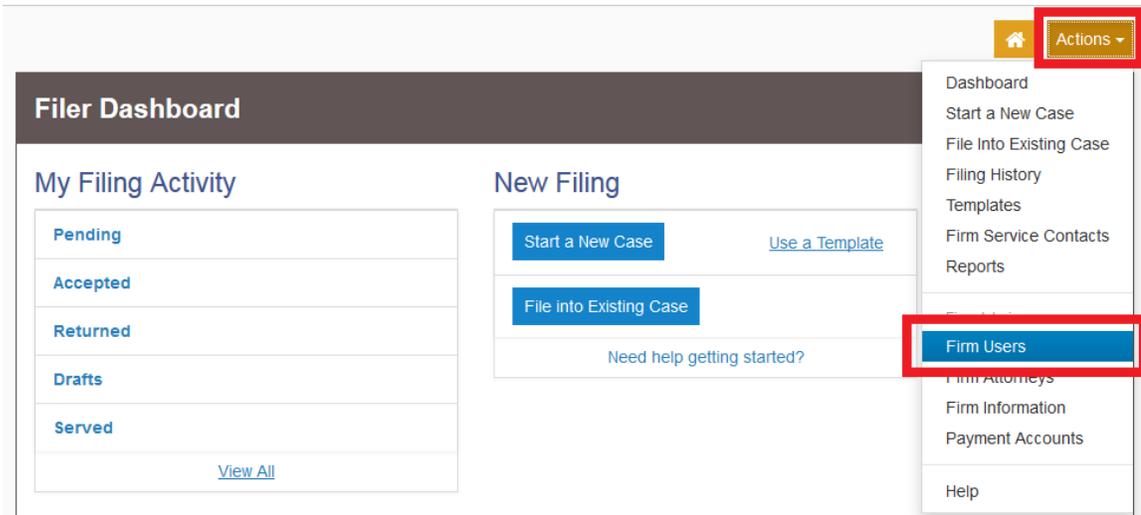
Should you encounter any problems adding a service contact and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

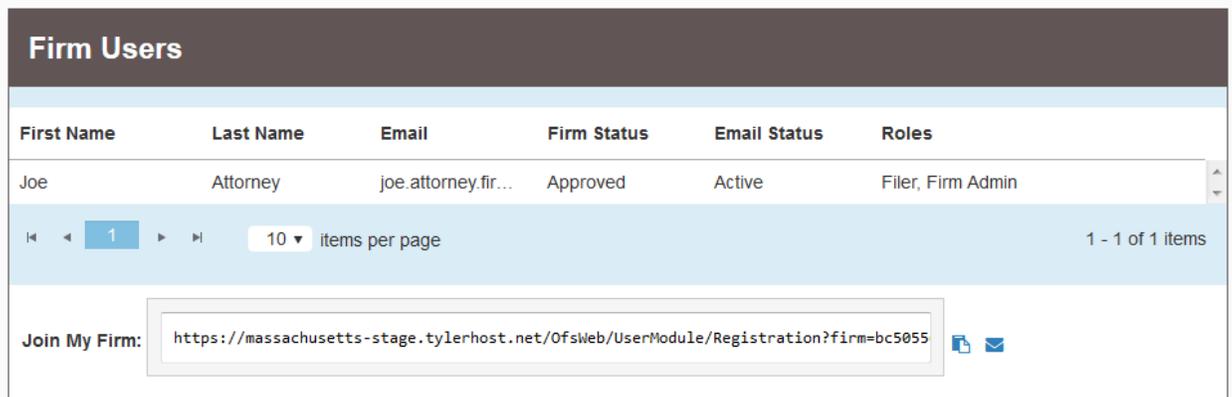
INVITING USERS TO JOIN YOUR FIRM

Firm users are able to start new electronically filed cases and file into existing cases. They cannot, however, add other firm users, add firm attorneys, edit firm information, or add/change payment account information. Firm users can, however, add to the firm service contact list.

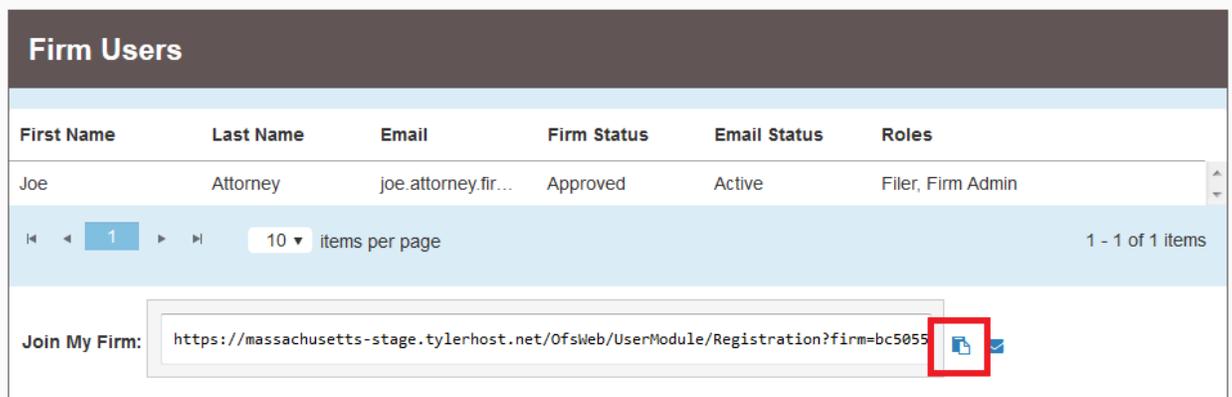
1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Users"



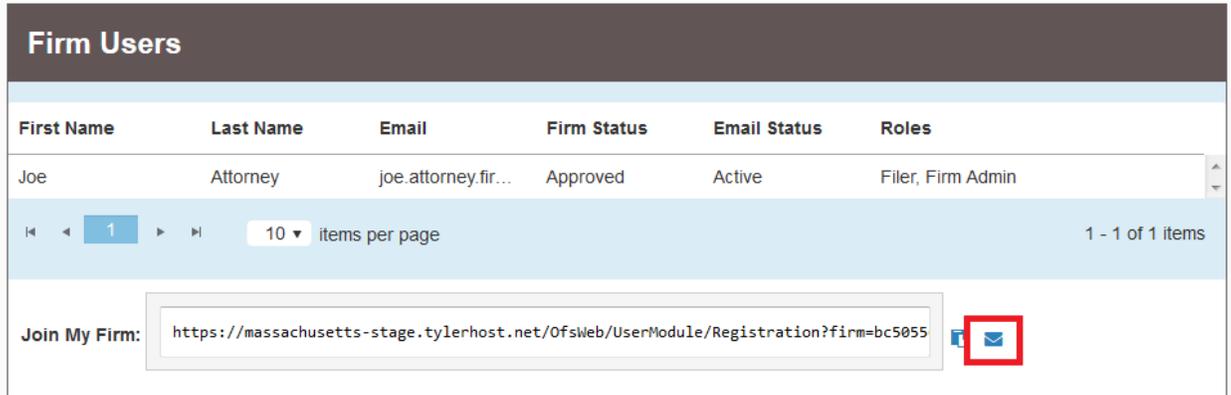
2. There is a link with two buttons beside it:



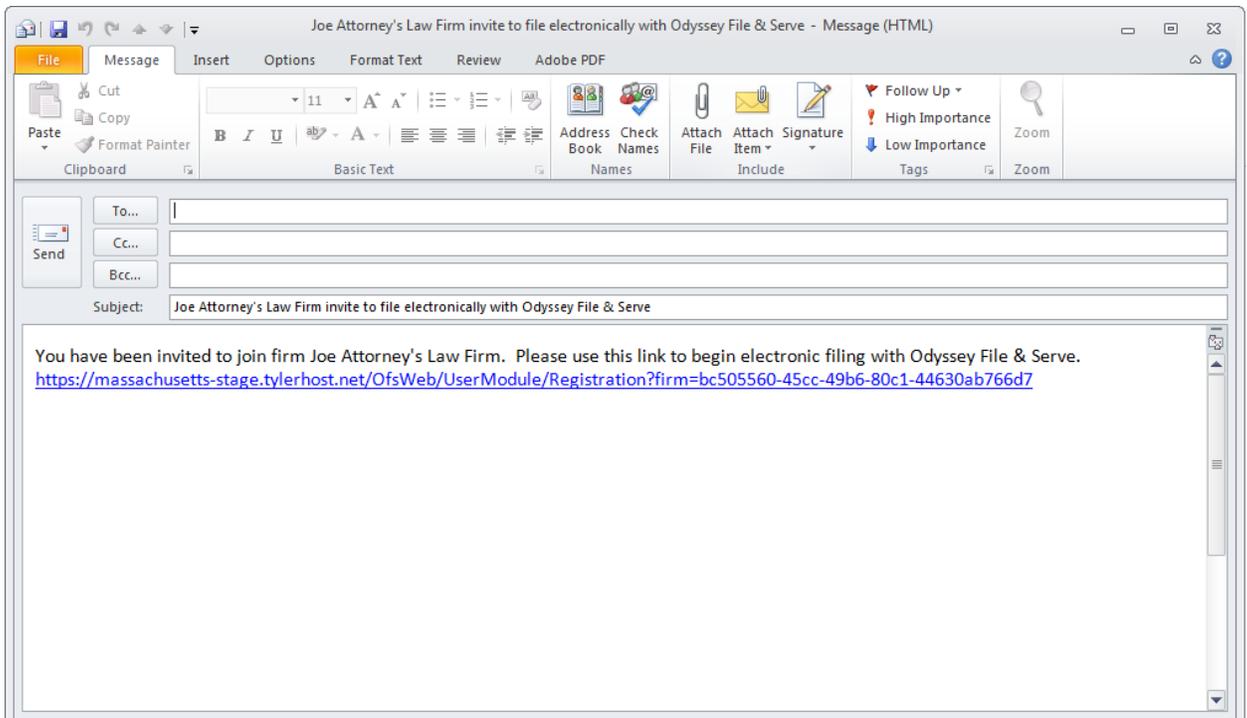
3. To copy the link and share on your own, click the first button:



4. To email the link directly from the Tyler system, click the second button, shaped like an envelope:



Edit the email that is created as desired and click "Send"



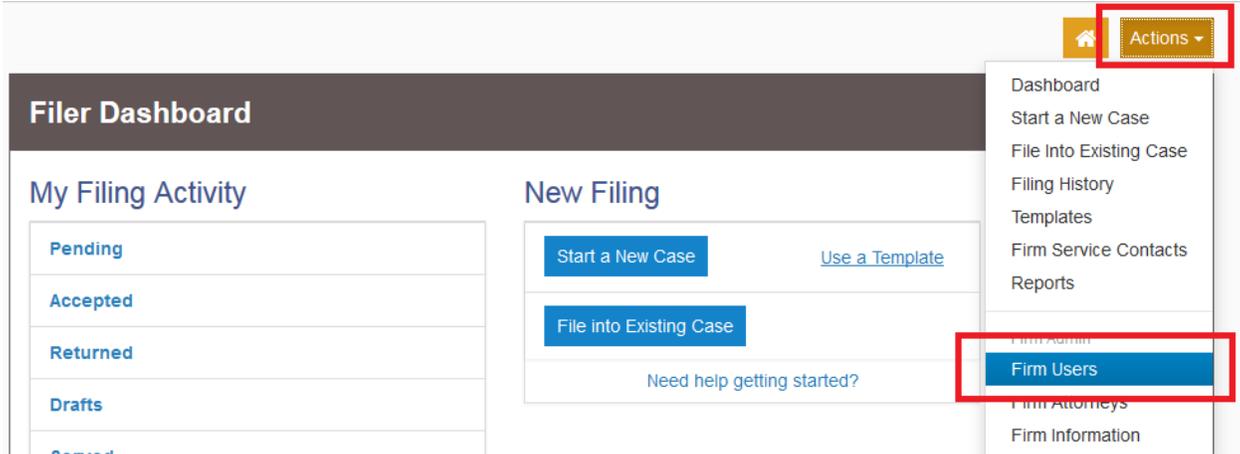
Should you encounter any problems inviting users to join your firm and you are sure you have followed these instructions correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

APPROVING NEW USERS AS A FIRM ADMINISTRATOR

If, when creating your firm administrator account (see separate user guide for step-by-step instructions for creating this account) you leave box beside the "Require administrator approval of new user registration" text checked, you will have to manually approve users when they join your firm before they can access their accounts and submit filings under the firm name.

1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Users"



2. Check the "Firm Status" column under the list of Firm Users.

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Not Approved	Active	Filer

1 - 2 of 2 items

Should a user need to be approved, the entry under their name will be "Not Approved" under the "Firm Status" Column

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Not Approved	Active	Filer

1 - 2 of 2 items

3. Click the "Actions" drop down next to a user that needs to be approved:

The screenshot shows a table titled "Firm Users" with columns: First Name, Last Name, Email, Firm Status, Email Status, and Roles. The table contains two rows: Joe (Attorney, joe.attorney.fir..., Approved, Active, Filer, Firm Admin) and Jane (Attorney, jane.p.attorney..., Not Approved, Active, Filer). The "Actions" dropdown menu is open for Jane, showing options: "Remove Firm User", "Approve User", and "Reset Password".

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Not Approved	Active	Filer

To approve the user, click "Approve User."

To reject the user, click "Remove Firm User."

4. When approved, the user will then appear as "Approved" in the "Firm Status" column:

The screenshot shows the same "Firm Users" table. The "Firm Status" for Jane is now "Approved", which is circled in purple. The "Actions" dropdown menu is still visible next to her name.

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer

Should you encounter any problems approving a firm user and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

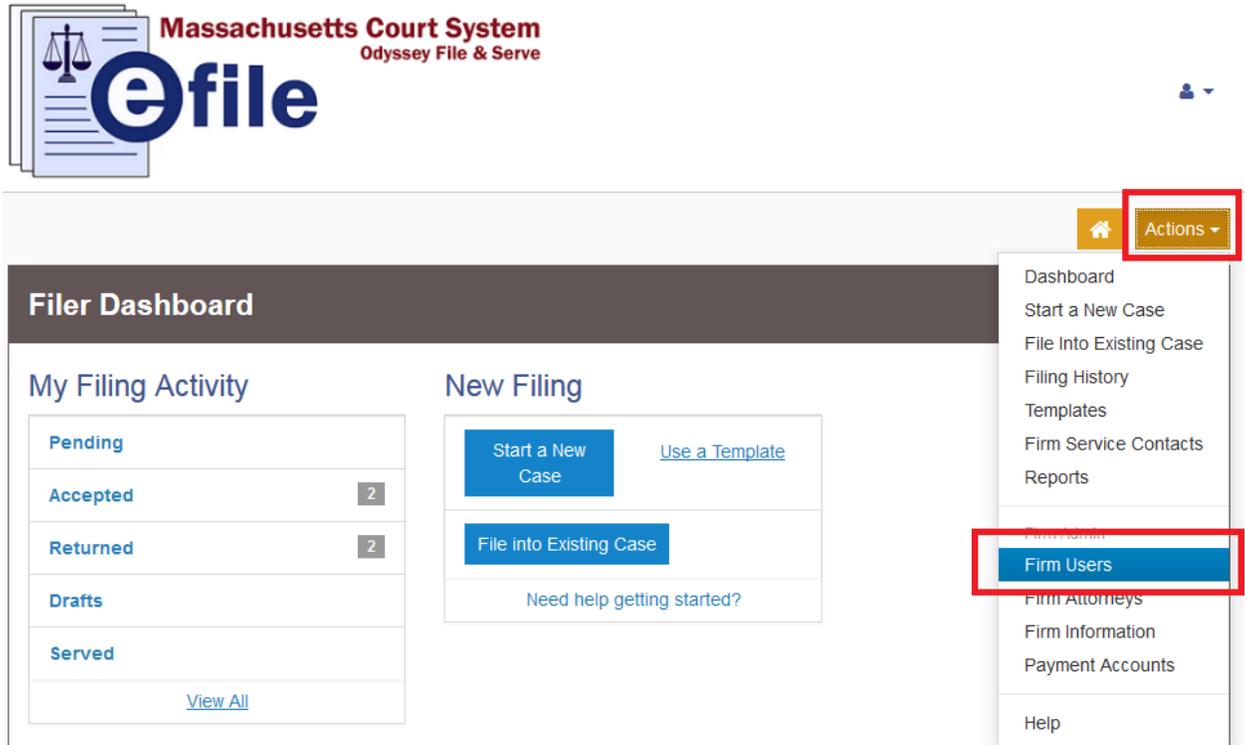
Please do not call the Clerk's Office with technical support related questions.

RESETTING A FIRM USER'S PASSWORD

Should a firm user forget their password, a firm administrator needs to reset it for them in order for them to be able to access their account.

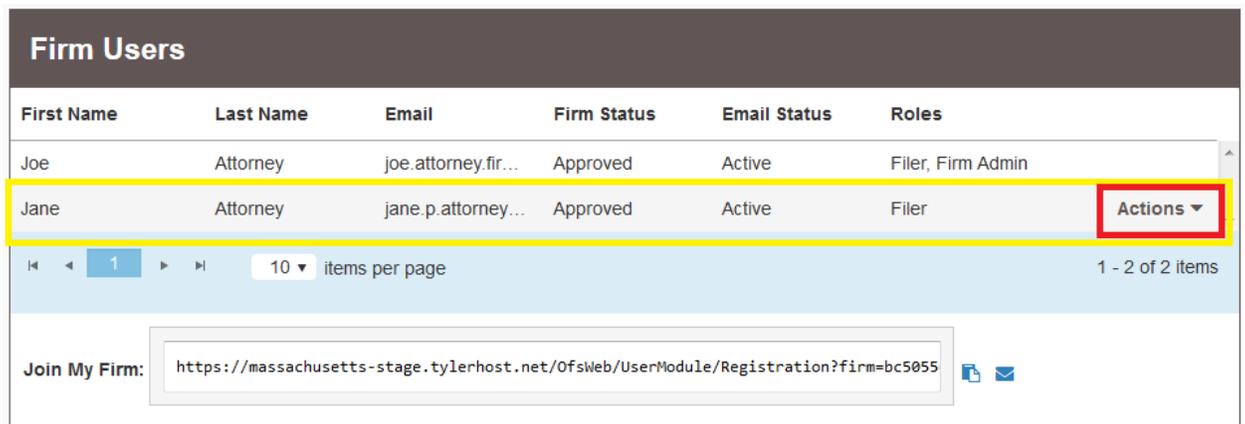
Communicate the new password you chose to the user who needs account access after following the steps below.

1. Click the Actions drop down menu on the right of the home screen. Select "Firm Users" from the dropdown menu:



The screenshot shows the efile dashboard for the Massachusetts Court System. The dashboard includes sections for 'My Filing Activity' and 'New Filing'. A dropdown menu is open on the right side, with 'Firm Users' highlighted. The 'Actions' dropdown menu contains the following items: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Reports, Firm Admin, Firm Users, Firm Attorneys, Firm Information, Payment Accounts, and Help.

2. Click the "Actions" dropdown menu that appears next to the user whose password needs to be reset:



The screenshot shows the 'Firm Users' table with the following data:

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer

The 'Actions' dropdown menu for the user 'Jane' is highlighted. The table also includes a pagination bar showing '10 items per page' and '1 - 2 of 2 items'. Below the table, there is a 'Join My Firm' section with a URL: <https://massachusetts-stage.tylerhost.net/OfsWeb/UserModule/Registration?firm=bc5055>.

3. From the dropdown, click "Reset Password"

The screenshot shows a table titled "Firm Users" with the following data:

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer

Below the table is a pagination control showing "1" items per page. To the right, an "Actions" dropdown menu is open, with "Reset Password" highlighted in a red box. Below the table, there is a "Join My Firm" link with a URL: <https://massachusetts-stage.tylerhost.net/OfsWeb/UserModule/Registration?firm=bc5055>.

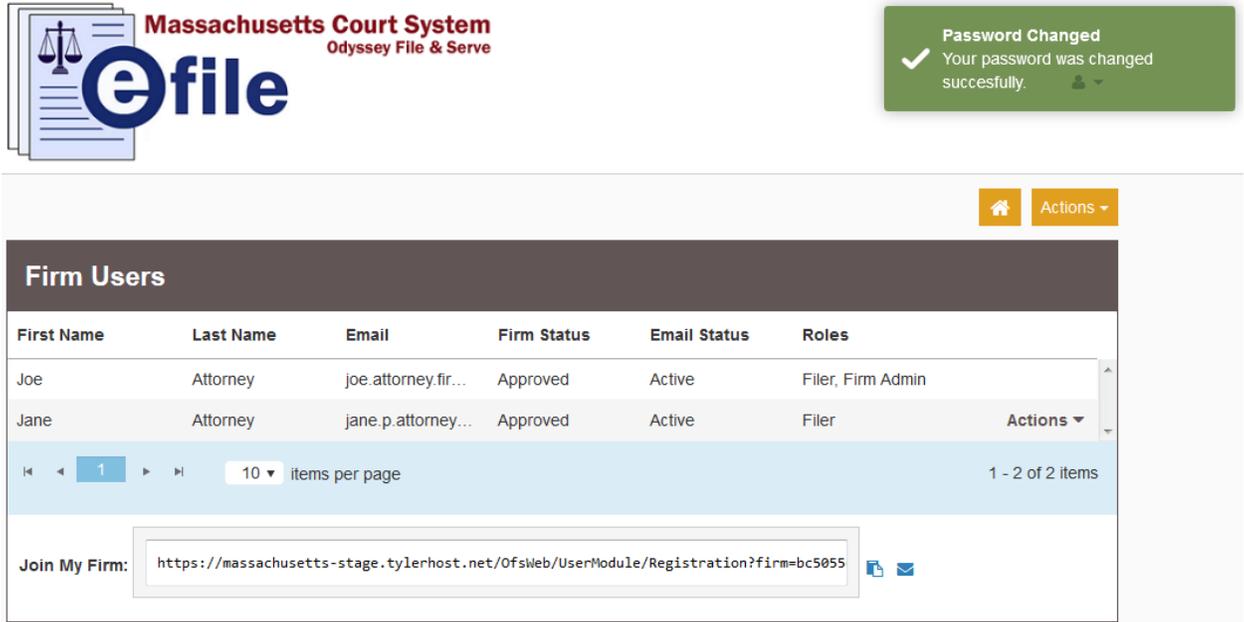
4. In the popup screen, enter the user's new password in both boxes and click "Save":

The screenshot shows a "Reset Password" popup window overlaid on the "Firm Users" table. The popup contains two password input fields:

- New Password:** A text box with a masked password of seven dots.
- Re-enter New Password:** A text box with a masked password of seven dots.

At the bottom right of the popup, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red box. The background shows the "Firm Users" table and the "Join My Firm" link from the previous screenshot.

5. When the change is made successfully, a green notification will appear in the top right of your screen:



The screenshot displays the efile interface for the Massachusetts Court System. In the top right corner, a green notification box states: "Password Changed" with a checkmark icon, followed by "Your password was changed successfully." and a user profile icon. The main content area features a "Firm Users" table with the following data:

First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Approved	Active	Filer

Below the table, there is a pagination control showing "1" of 2 items, "10" items per page, and "1 - 2 of 2 items". At the bottom, there is a "Join My Firm:" section with a text input field containing the URL: <https://massachusetts-stage.tylerhost.net/OfsWeb/UserModule/Registration?firm=bc5055> and icons for a document and an email.

6. Be sure to communicate the new password to the affected user.

Should you encounter any problems resetting a user's password and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

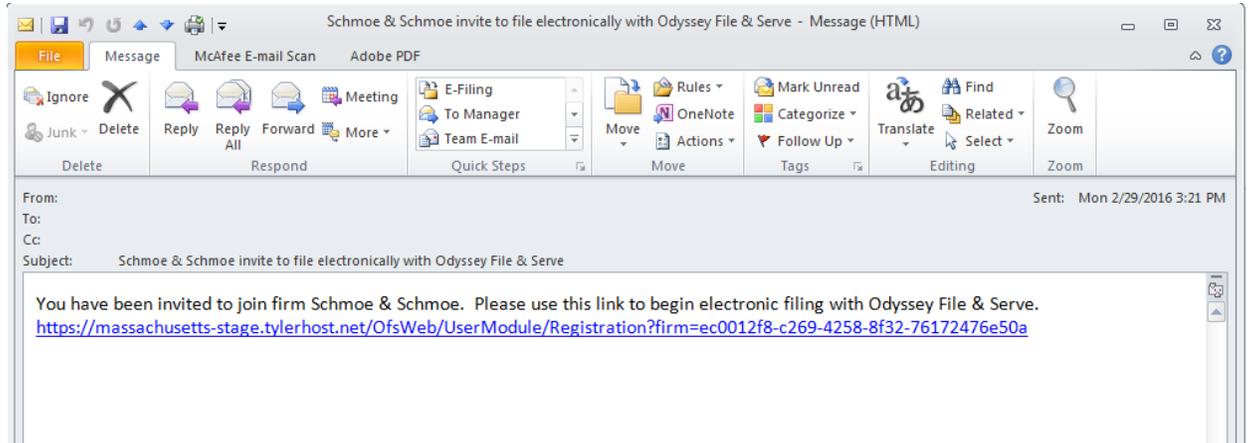
FIRM USER GUIDES

JOINING A FIRM AS AN INVITED USER

If your firm administrator invites you to join a law firm in the e-filing system, follow these steps to become a user associated with your firm. This will allow you to create cases and submit filings to the court.

Firm users do not have to be attorneys.

1. Click the link contained in your invitation email (or otherwise provided to you):



2. Fill out the information on the Registration screen (red fields are required):

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » [Complete](#)

First Name	Middle	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

Email Address	Password
<input type="text"/>	<input type="text"/>

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question
<input type="text"/>
Security Answer
<input type="text"/>

3. Click the "Next" button:

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

First Name **Middle** **Last Name**

A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

Email Address **Password**

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question

Security Answer

 [Next](#)

4. Confirm that the firms you are joining is your firm by clicking the blue "Next" button:

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

You were invited to join the following firm: [Not your firm?](#)

Firm Information

Firm Name
Joe Attorney's Law Firm

Address Line 1
123 Boston Lane

City Boston **State** Massachusetts

Country
United States of America

Zip Code 02108 **Phone Number** 9781234560

[Previous](#)  [Next](#)

5. Read the Terms and Conditions for the system. If you agree to those conditions, click the blue "I Agree - Create My Account" button:

Register

User Information » Firm Information » Terms and Conditions » Complete

Welcome to the online services of Tyler Technologies for the State of Massachusetts. 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. Representations and Warranties
6. Fee Schedule Section
7. Proprietary Rights Section
8. Disclaimers and Limitations Section
9. Your Warranties and Indemnification Section
10. Limitations of Liability Section
11. Arbitration Section
12. Miscellaneous

Previous

I Agree - Create My Account

6. As instructed by the system, check the email you registered your firm under for a link to complete the verification process.

Register

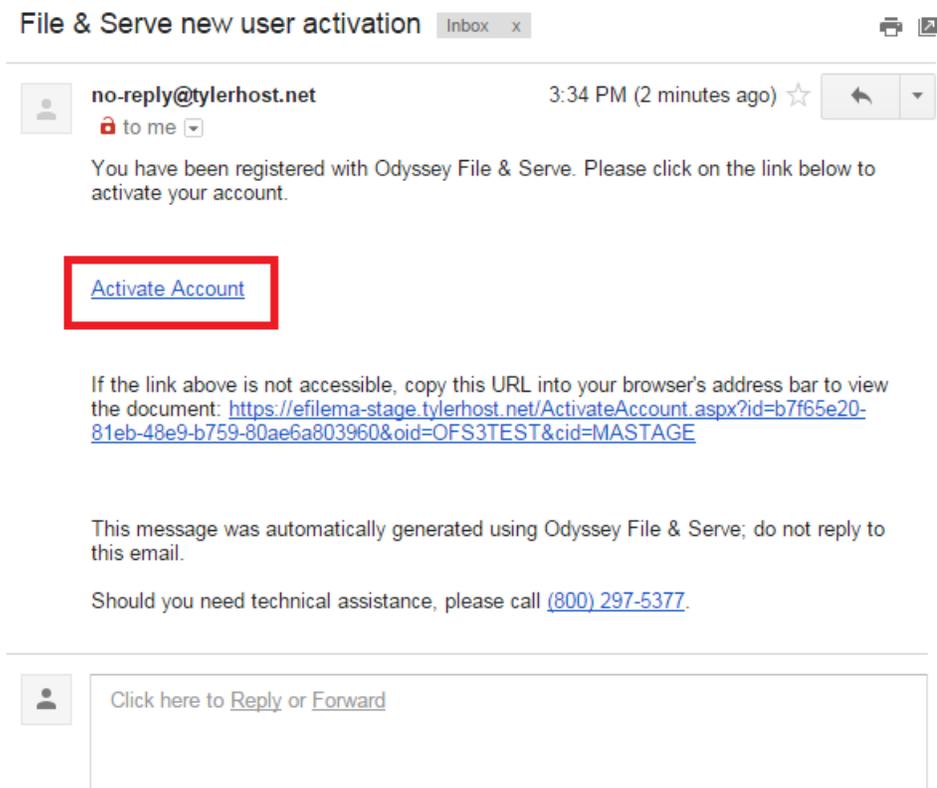
User Information » Firm Information » Terms and Conditions » Complete

Congratulations, you have successfully joined your firm!

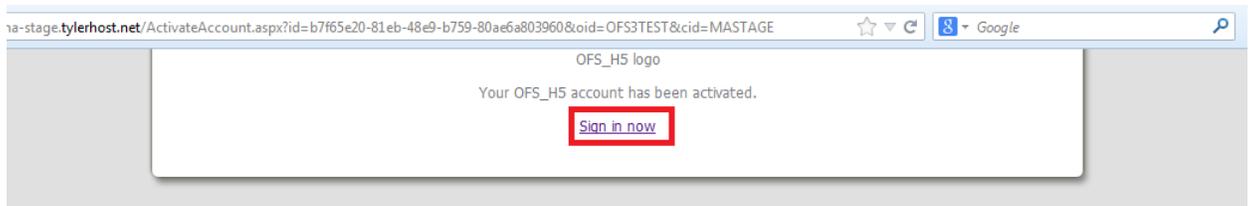
Firm Name: Joe Attorney's Law Firm
Email Address: jane.p.attorney@gmail.com

A verification email has been sent to you. Click on the link inside your email to complete the verification process.

7. Click the link in the email from no-reply@tylerhost.net to activate your account



8. You should be brought to a screen that looks like this; Click the "Sign in now" link.



9. Enter the email and password you just used to set up your new account and click "Sign In":

Please sign in to continue

Email

joe.schmoe.secretary@gmail.com

Password

.....

Sign In

[Forgot Password?](#)

10. Your firm may require approval before your account will be functional. If that is the case, contact the firm administrator indicated on the screen to approve you before you can begin filing:

Firm Administrator Approval Required

Please contact one of your firm administrators (listed below) and ask them to authorize you. Until the firm administrator grants you authorization to join the firm, you will be unable to process any filings or view any existing filings.

Firm Administrators	
Name	Email
Joe Attorney	joe.attorney.firm@gmail.com

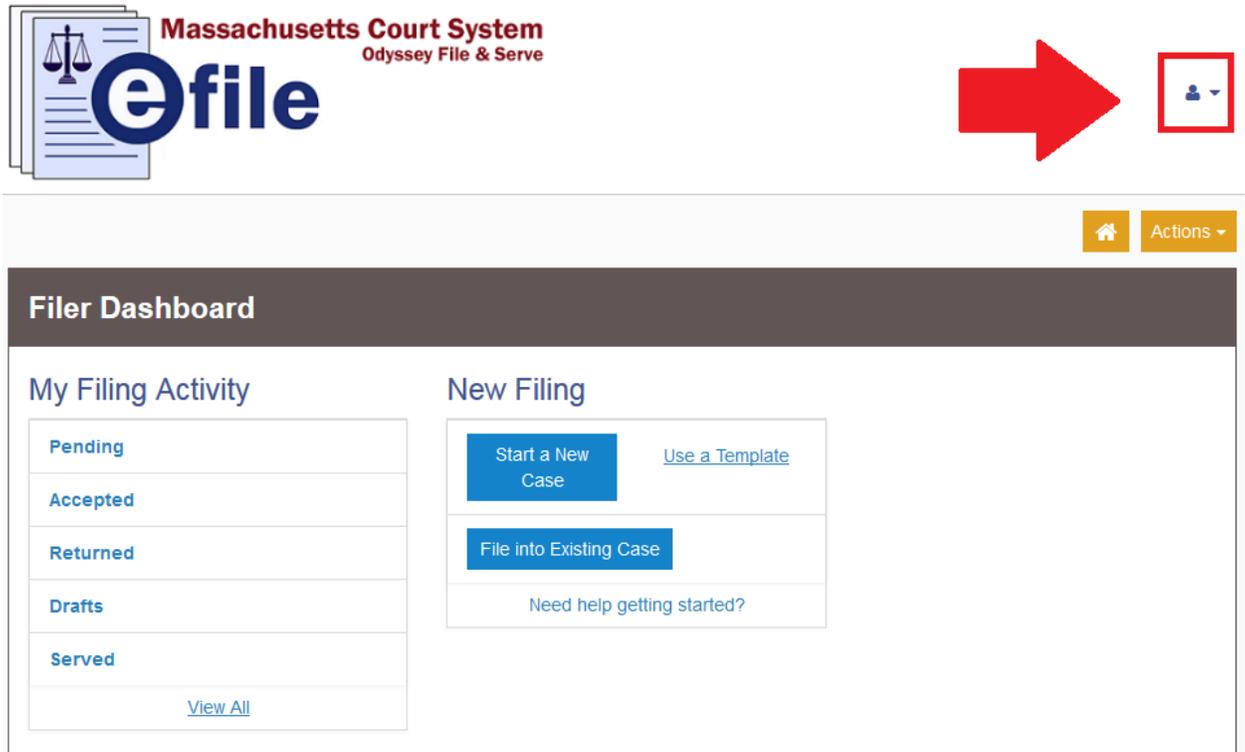
Should you encounter any problems creating your account and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

CHANGING YOUR PASSWORD

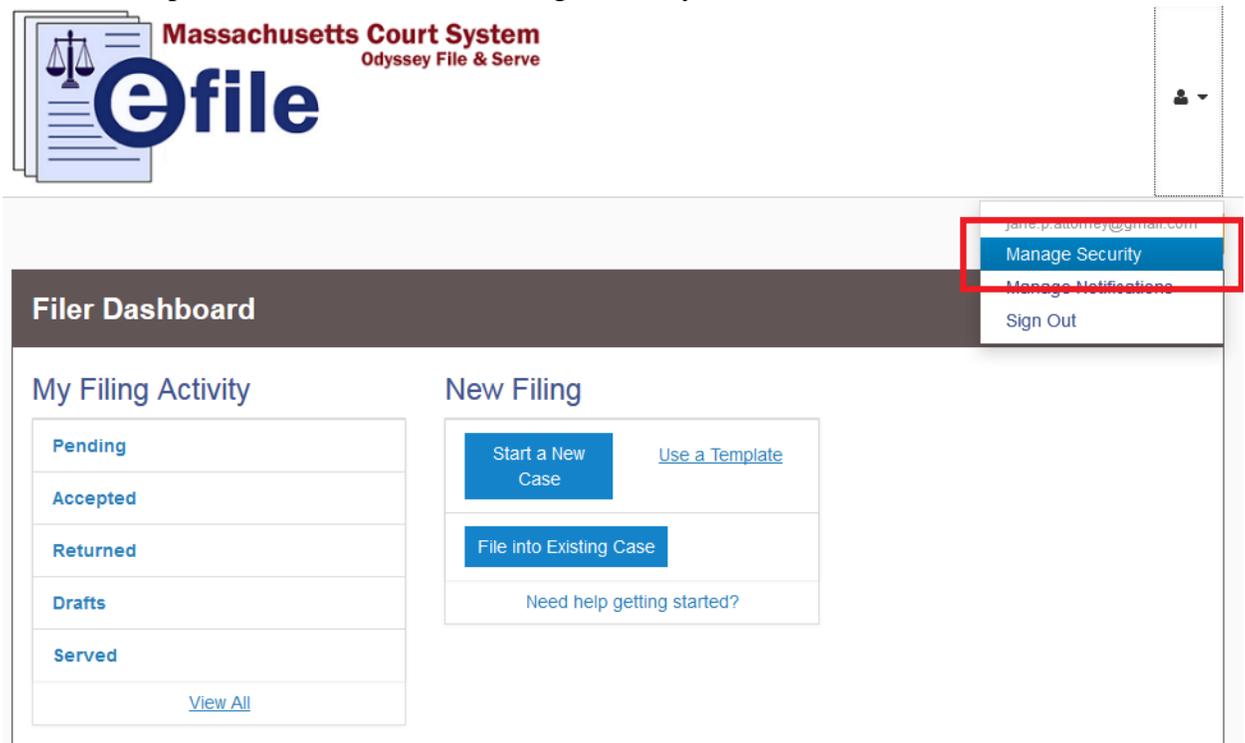
Follow these steps to change the password for your account.

1. Click the grey outline of a person on the top right of the home screen:



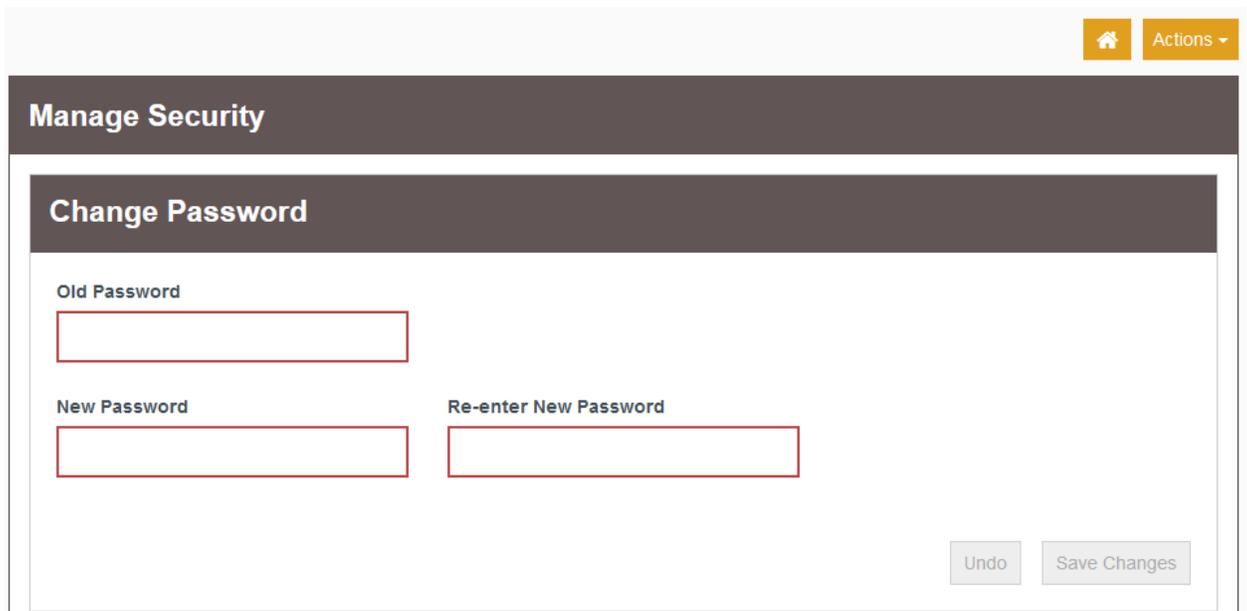
The screenshot shows the top of the efile dashboard. On the left is the logo for the Massachusetts Court System, featuring a scale of justice and the text "efile". To the right of the logo is the text "Massachusetts Court System" and "Odyssey File & Serve". In the top right corner, there is a grey outline of a person icon. A large red arrow points from the left towards this icon. Below the logo and text, there is a navigation bar with a home icon and an "Actions" dropdown menu. The main content area is titled "Filer Dashboard" and contains two sections: "My Filing Activity" with a list of categories (Pending, Accepted, Returned, Drafts, Served) and a "View All" link, and "New Filing" with buttons for "Start a New Case", "Use a Template", and "File into Existing Case", along with a link for "Need help getting started?".

2. From the drop down menu, click on "Manage Security":



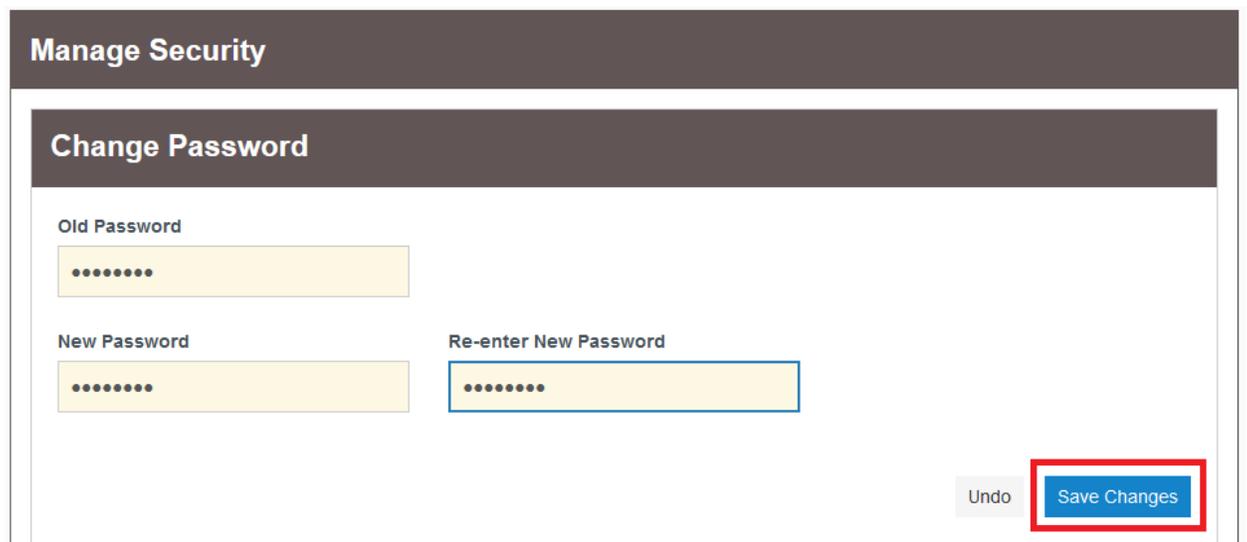
This screenshot is similar to the first one, but the user profile dropdown menu is open. The menu is located in the top right corner and contains the following items: the user's email address "jane.palome@gmail.com", "Manage Security" (highlighted with a red box), "Manage Notifications", and "Sign Out". The rest of the dashboard content, including the "Filer Dashboard" header and the "My Filing Activity" and "New Filing" sections, remains the same as in the first screenshot.

3. The first thing on this screen is a "Change Password" section:



The screenshot shows a web interface for "Manage Security". At the top right, there is a home icon and an "Actions" dropdown menu. Below this is a dark header with the text "Manage Security". Underneath is another dark header with the text "Change Password". The main content area contains three input fields: "Old Password", "New Password", and "Re-enter New Password". The "Old Password" field is a single box. The "New Password" and "Re-enter New Password" fields are side-by-side. At the bottom right, there are two buttons: "Undo" and "Save Changes".

4. Enter your Old Password in the first box. Enter what you wish your password to be updated to in the second two boxes. Click the "Save Changes" button:



The screenshot shows the same "Manage Security" page as above, but now the input fields are filled with dots representing masked text. The "Old Password" field is filled with seven dots. The "New Password" field is filled with seven dots. The "Re-enter New Password" field is filled with seven dots. The "Save Changes" button is now highlighted with a red border, indicating it is the next step in the process.

5. When your password is updated successfully, you will see a notification in the top right of the screen:

The screenshot displays the Massachusetts Court System efile interface. In the top left corner, there is a logo for the efile system, featuring a scale of justice and the text "Massachusetts Court System Odyssey File & Serve" and "efile". In the top right corner, a green notification box with a white checkmark icon contains the text "Success Password information saved successfully". Below the notification, there is a navigation bar with a home icon and the text "Actions". The main content area is titled "Manage Security" and contains a sub-section titled "Change Password". This section includes three password input fields: "Old Password", "New Password", and "Re-enter New Password". Each field contains a series of dots representing masked characters. At the bottom right of the "Change Password" section, there are two buttons: "Undo" and "Save Changes".

Should you encounter any problems changing your password and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

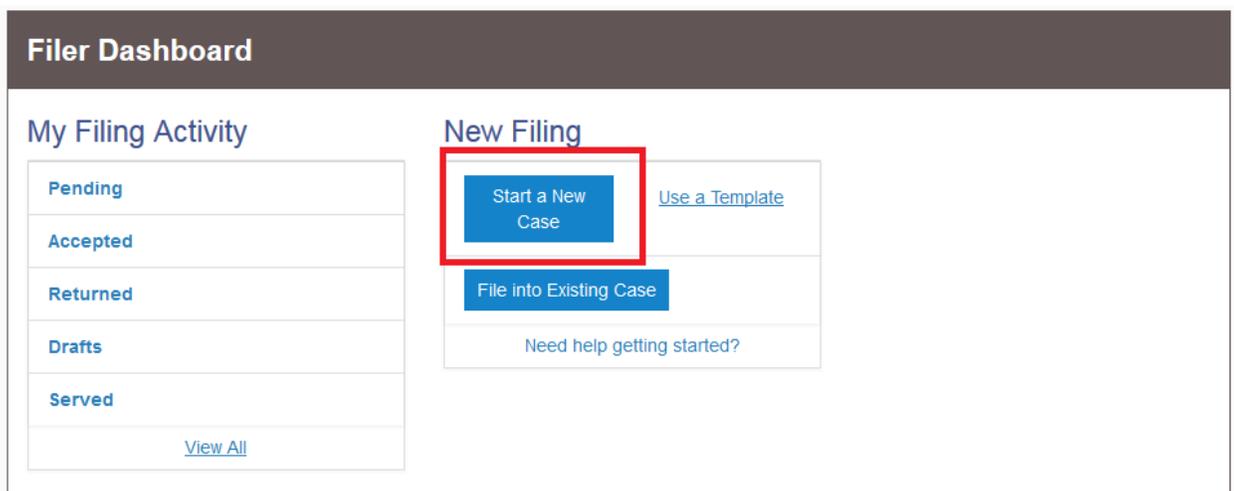
SUBMITTING FILINGS

STARTING A NEW CASE

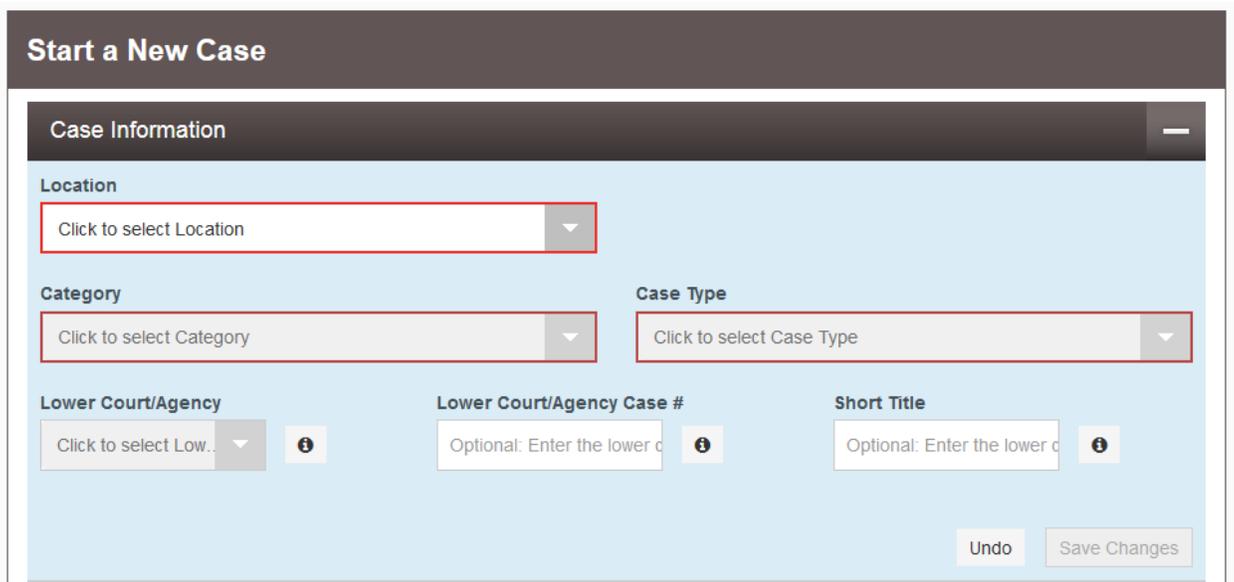
A filing through the Odyssey File & Serve is called an "envelope." An envelope can contain more than one document.

When you enter a new appeal, however, you can *only* file a civil appeal entry form. A separate form must be completed for *each* appellant. If there are multiple forms for multiple appellants, they should be submitted in a single envelope. You can download the form from the Appeals Court website at: [link]

1. On the screen that displays when you first sign in, click the blue "Start a New Case" button:



2. The first section of your filing envelope is the "Case Information" section:



The screenshot shows the 'Start a New Case' form. The 'Case Information' section is highlighted with a dark header. Below this header, there are several input fields: 'Location' (a dropdown menu with 'Click to select Location'), 'Category' (a dropdown menu with 'Click to select Category'), and 'Case Type' (a dropdown menu with 'Click to select Case Type'). Below these are three more fields: 'Lower Court/Agency' (a dropdown menu with 'Click to select Low...' and an information icon), 'Lower Court/Agency Case #' (a text input field with 'Optional: Enter the lower c...' and an information icon), and 'Short Title' (a text input field with 'Optional: Enter the lower c...' and an information icon). At the bottom right of the form, there are two buttons: 'Undo' and 'Save Changes'.

Required Fields:

Location: This is the court you are submitting your filing to. Select "Appeals Court."

Category: This is the type of case (e.g., panel, single justice, civil, criminal). Presently, only civil panel cases are available for e-filing. Select "Appeals Court Panel Cases - Civil" from the dropdown (it is the only option).

Case Type: Select the type that most closely describes the case being appealed from the drop down list.

Optional Fields:

Lower Court/Agency: Select the court or agency the appeal is being taken from.

Lower Court/Agency Case #: Enter the case number assigned by the lower court to the case being appealed.

Short Title: Enter the lower court/agency case title (e.g., Smith v. Jones)

The screenshot shows a web form titled "Start a New Case". It is divided into two main sections: "Case Information" and "Party Information".

Case Information Section:

- Location:** A dropdown menu with "Appeals Court" selected.
- Category:** A dropdown menu with "Appeals Court Panel Cases - Civil" selected.
- Case Type:** A dropdown menu with "Contract dispute" selected.
- Lower Court/Agency:** A dropdown menu with "* Superior Court, M" selected, accompanied by an information icon.
- Lower Court/Agency Case #:** A text input field containing "1422CV02278-C", accompanied by an information icon.
- Short Title:** A text input field containing "Jones v. Smith", accompanied by an information icon.
- At the bottom right of this section are "Undo" and "Save Changes" buttons.

Party Information Section:

- A table with three columns: "Party Type", "Party Name", and "Lead Attorney".
- The table is currently empty, displaying the text "There are no parties".
- At the bottom right of this section is a button labeled "+ Add Another Party".

When you have entered the required information (and optional information if you so choose), click the blue "Save Changes" button.

3. The Party Information section of the envelope, directly below the Case Information section, will then become active. The envelope will be given a draft number, and any short title you have provided will appear at the head of the page.

Draft # 5132 - Jones v. Smith

Case Information +

Party Information -

Party Type	Party Name	Lead Attorney	Actions
			+ Add Another Party

Enter details for this Party

Party Type: Click to select Party Type

Party is a Business/Agency:

Lead Attorney: Click to select Lead Attorney

First Name:

Middle Name:

Last Name:

Suffix:

Country: United States of America

Address Line 1:

Address Line 2:

Fill out the information in this section *for each party in the case.*

Required Fields:

Party Type: From the dropdown, select the party type that best describes the role of the party in the appeal.

Business/Agency Checkbox: If the party is a business or an agency, check this box. If this box is checked, the name fields below change to "Business name":

Party Name/Business Name: Enter the name of the party or the business that you represent

Enter details for this Party

Party Type: Defendant/Appellant

Party is a Business/Agency:

Lead Attorney: Click to select Lead Attorney

Business Name:

Optional Fields:

Lead Attorney: This dropdown contains a list of all attorneys that have been added to your firm (see separate guide for directions on how to add attorneys to your firm account).

For the party you represent, select the attorney who is lead on this case. *Though there is a "Pro Se" option, do not select it. Pro se filings are not accepted via e-filing at this time.*

If more than one attorney will be working on this case, use the "Add Attorney" Button" to add more attorneys to the case:

Enter details for this Party

Party Type
Defendant/Appellant

Party is a Business/Agency

Lead Attorney
Tiffany Knapp

Additional Attorneys

First Name Middle Name Last Name Suffix

Add Attorney

For all other parties (e.g., opposing parties), selecting counsel is not necessary.

Address fields: Fill in the address of *that party*.

Party Type
Defendant/Appellant

Party is a Business/Agency

Lead Attorney
Tiffany Knapp

Additional Attorneys

First Name Middle Name Last Name Suffix

John M Smith

Country
United States of America

Address Line 1
146 Blue Lane

Address Line 2

City
Somerville

State
Massachusetts

Zip Code
02145

Phone Number
Ex: 1234567890

Undo Save Changes

When all required fields are completed, click the blue "Save Changes" button.

To add a second (or third, fourth, etc.) party, click the "Add Another Party" button:

Draft # 5132 - Jones v. Smith

Case Information +

Party Information -

Party Type	Party Name	Lead Attorney	Actions
Defendant/Appellant	John M Smith	Tiffany Knapp	⊕ Add Another Party

Filings -

Enter the details for this filing

Filing Type: EFile

Filing Code: Click to select Filing Code

Fill in the information for all remaining party as you did for the first party. Click "Save Changes" after each party.

Once the first party is entered, the Filings section of the envelope becomes active:

Case Information +

Party Information -

Party Type	Party Name	Lead Attorney	Actions
Defendant/Appellant	John M Smith	Tiffany Knapp	⊕ Add Another Party
Plaintiff/Appellee	Mary L Jones		

Filings -

Enter the details for this filing

Filing Type: EFile

Filing Code: Click to select Filing Code

Filing Description: Optional: Enter the name of the document you are filing.

Move on to this section when you have submitted all party information.

4. The filings section of the envelope is where you upload documents to submit to the court.

The screenshot shows a web interface titled "Filings". Below the title is a section "Enter the details for this filing". It contains several input fields and dropdown menus:

- Filing Type:** A dropdown menu with "EFile" selected.
- Filing Code:** A dropdown menu with the text "Click to select Filing Code".
- Filing Description:** A text input field with the placeholder text "Optional: Enter the name of the document you are filing."
- Reference Number:** A text input field with the placeholder text "Optional: Enter your client billing code or firm tracking number if app".
- Filing Comments:** A text input field with the placeholder text "Optional: Any comments for court clerks".
- Courtesy Copies:** A text input field with the placeholder text "Optional: Enter multiple email addresses to".
- Related Parties:** A dropdown menu with the text "Click to select Related Parties".

At the bottom right of the form are two buttons: "Undo" and "Save Changes".

For case initiation purposes, the document you need to upload is a Civil Appeal Entry Form. One of these forms must be submitted *for each appellant* you represent.

Required Fields:

Filing Code: From this drop down, select the document you wish to submit to the court. For case initiation, the only option is a Civil Appeal Entry Form. It is listed with the \$300.00 civil case entry fee.

Related Parties: The related party is the party the document is being submitted on behalf of (your client).

Lead Document: Upload the document to be submitted to the court (the Civil Appeal Entry Form). Only PDF documents are accepted by the system.

Optional Fields:

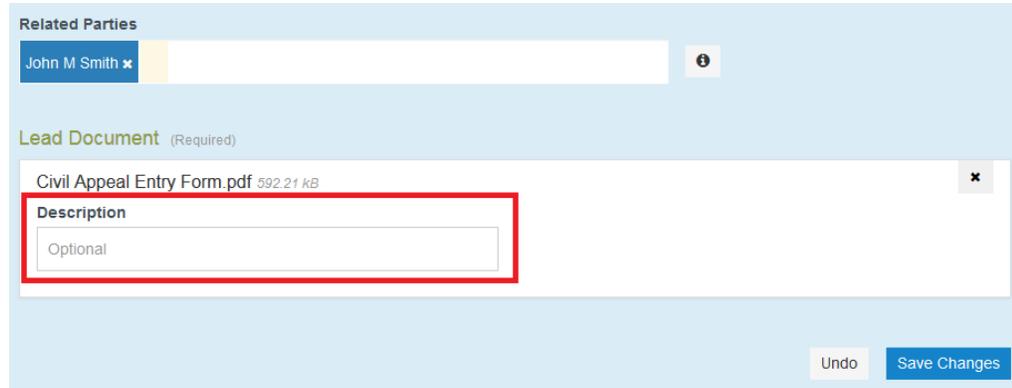
Filing Description: The name of the document being filed.

Reference Number: This is for a client billing code or internal tracking number, if applicable. This is for your internal firm use.

Filing Comments: This field is for any comments you wish for the clerk to see with your filing when it is being reviewed.

Courtesy Copies: Enter the email address of any person you wish to receive a courtesy copy of this filing. They will receive an email notifying them upon court's acceptance and containing a link to download your e-filed document.

Description: When a document is uploaded, a Description field appears below the document. Enter a description of the document here if you would like.



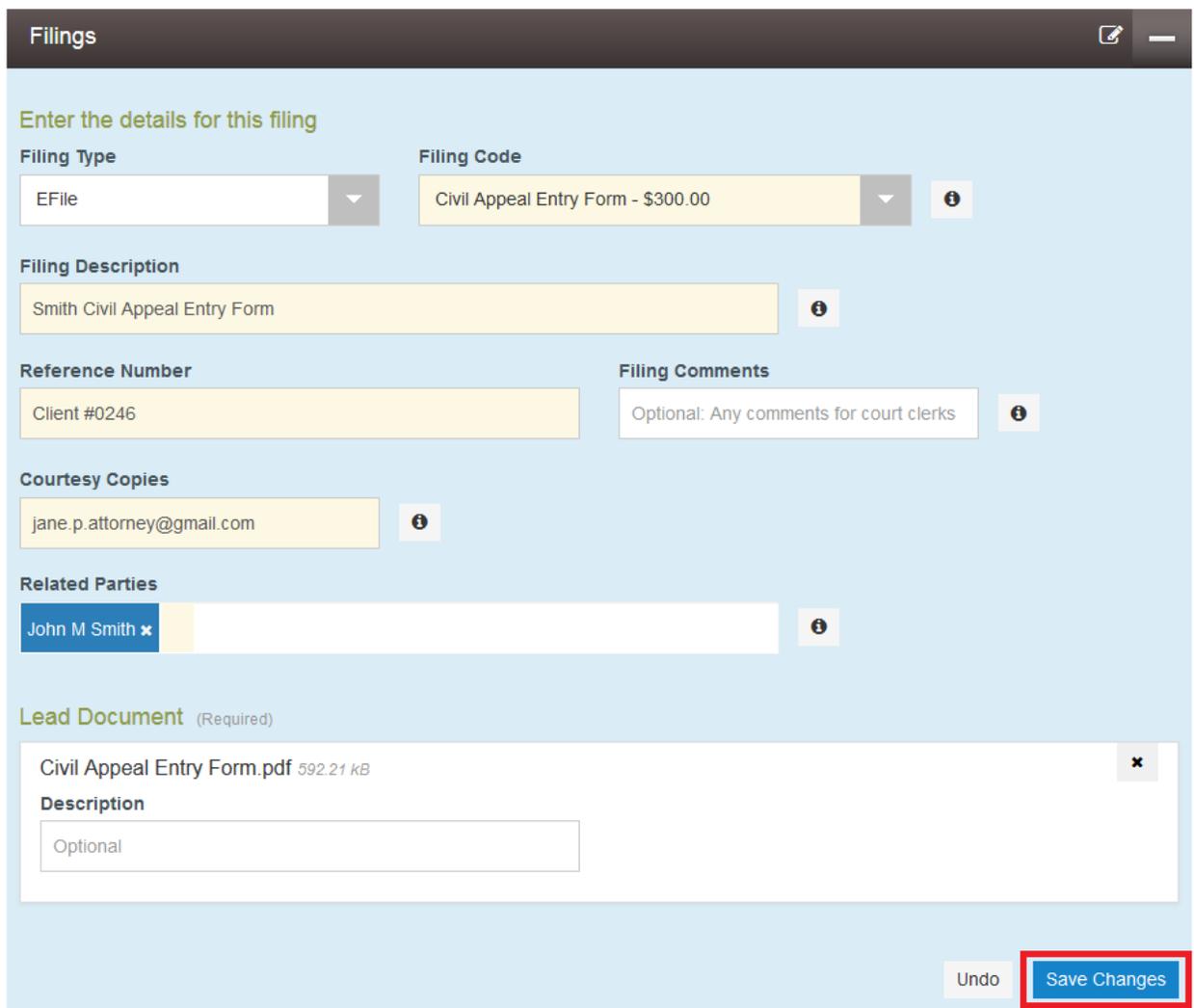
Related Parties
John M Smith ✕

Lead Document (Required)
Civil Appeal Entry Form.pdf 592.21 KB ✕

Description
Optional

Undo Save Changes

When all of the information is properly entered, click the blue "Save Changes" button



Filings

Enter the details for this filing

Filing Type: EFile
Filing Code: Civil Appeal Entry Form - \$300.00

Filing Description: Smith Civil Appeal Entry Form

Reference Number: Client #0246
Filing Comments: Optional: Any comments for court clerks

Courtesy Copies: jane.p.attorney@gmail.com

Related Parties: John M Smith ✕

Lead Document (Required)
Civil Appeal Entry Form.pdf 592.21 KB ✕

Description
Optional

Undo Save Changes

To enter more than one form for multiple appellants, click the "Add Another Filing" button near the top of the Filings section of your envelope:

The screenshot shows the 'Filings' section of a software interface. At the top, there is a table with columns: Filing Code, Reference Number, and Filing Description. The first row contains: Civil Appeal Entry Form, Client #0246, and Smith Civil Appeal Entry Form. To the right of this row is an 'Actions' dropdown menu with a plus icon and the text 'Add Another Filing'. A red arrow points from the table row to this button. Below the table, there is a form titled 'Enter the details for this filing'. It includes fields for 'Filing Type' (set to 'EFile'), 'Filing Code' (set to 'Civil Appeal Entry Form - \$300.00'), 'Filing Description' (set to 'Smith Civil Appeal Entry Form'), 'Reference Number' (set to 'Client #0246'), and 'Filing Comments' (set to 'Optional: Any comments for court clerks').

Fill in all required information for each form, clicking "Save Changes" after each document.

5. When a filing is saved, the Fees section of the envelope becomes active:

The screenshot shows the 'Fees' section of a software interface. The 'Fees' tab is highlighted with a red box. Below it, there is a table titled 'Civil Appeal Entry Form' showing the breakdown of fees. The table has columns for 'Description' and 'Amount'. The first row is 'Filing Fee' with an amount of '\$300.00'. The second row is 'Total Filing Fee' with an amount of '\$300.00'. The third row is 'E-File Fee' with an amount of '\$6.00'. The total amount is '\$306.00'.

Description	Amount
Filing Fee	\$300.00
Filing Total:	\$300.00
<hr/>	
Total Filing Fee	\$300.00
E-File Fee	\$6.00
Envelope Total:	\$306.00

Once you have added all of the documents you wish to submit to the court, continue to the fees section and fill in the fields.

Description	Amount
Filing Fee	\$300.00
Filing Total: \$300.00	
<hr/>	
Total Filing Fee	\$300.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total: \$307.00	

Party Responsible for Fees

Click to select Party Responsible for Fees

Payment Account

Click to select Payment Account

Filing Attorney

Click to select Filing Attorney

Undo Save Changes

All of these fields are required.

Party Responsible for Fees: The party who is incurring the costs of filing. This is whoever you are filing the document on behalf of. If there is more than one appellant, just select the first appellant.

Payment Account: This dropdown lists all Payment Accounts associated with your firm (see separate guide on how to add payment accounts to your firm). Select the method of payment for the filing fees associated with this filing. *Do not* use a waiver account unless waiver of these court fees has already been approved.

Filing Attorney: The attorney who is filing the document. The dropdown populates from the list of your firm attorneys.

Once all of the information is filled in completely, click the "Save Changes" button.

Description	Amount
Filing Fee	\$300.00
Filing Total: \$300.00	
<hr/>	
Total Filing Fee	\$300.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total: \$307.00	

Party Responsible for Fees

John M Smith

Payment Account

Master Card

Filing Attorney

Tiffany Knapp

Undo Save Changes

6. Once you have completed the Fee section and saved your changes, the Submission Agreements section becomes available:

Filing Attorney
Tiffany Knapp

Undo Save Changes

Submission Agreements

Did you remember to redact all confidential or impounded information?

If you are filing into an existing case, did you remember to include a certificate of service?

Read both agreements through completely. The first box is required in all cases. The second is only required for subsequent filings. If the answer to the question is yes, check the box beside the agreement statement. If the answer is no, either restart the process with a redacted document or include a certificate of service with your envelope.

Note: Certificates of service are not required for case initiation. Just check the box.

7. When both submission agreements have been checked, press the Continue button to proceed to submit your envelope (there is a confirmation page before submission):

Submission Agreements

Did you remember to redact all confidential or impounded information?

If you are filing into an existing case, did you remember to include a certificate of service?

Save as Draft **Continue**

8. Review your envelope on the next page and ensure all of the information is complete and accurate:






Draft # 5132 - Jones v. Smith

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Lower Court/Agency Case # 1422CV02278-C	Short Title Jones v. Smith
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Party Information

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	

Filings

Filing Code	Reference Number	Filing Description
Civil Appeal Entry Form	Client #0226	Smith Civil Appeal Entry Form

Fees

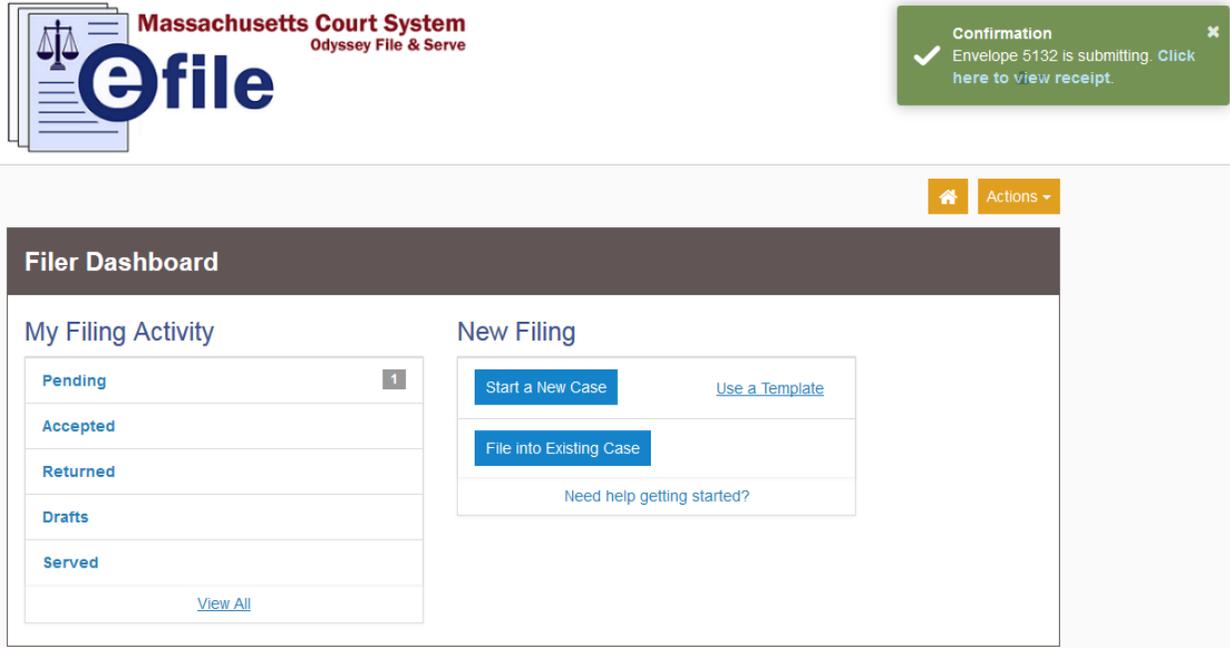
▼ Civil Appeal Entry Form		
	Description	Amount
	Filing Fee	\$300.00
		Filing Total: \$300.00
	Total Filing Fee	\$300.00
	Payment Service Fee	\$1.00
	E-File Fee	\$6.00
		Envelope Total: \$307.00

Party Responsible for Fees	John M Smith
Payment Account	Master Card
Filing Attorney	Tiffany Knapp

Back
Submit

If you need to make changes, click the "Back" button and make your corrections within the envelope.

When you are ready to submit your envelope, click the blue "Submit" button. The system will bring you back to the dashboard page with a confirmation notice at the top right of the screen indicating your envelope has been successfully submitted:



The screenshot displays the efile dashboard for the Massachusetts Court System. At the top left is the logo with the text "Massachusetts Court System" and "Odyssey File & Serve" above the "efile" logo. In the top right corner, a green notification box contains a checkmark and the text: "Confirmation Envelope 5132 is submitting. Click here to view receipt." Below the notification, there are "Home" and "Actions" buttons. The main dashboard area is titled "Filer Dashboard" and is divided into two sections: "My Filing Activity" and "New Filing".

My Filing Activity

Pending	1
Accepted	
Returned	
Drafts	
Served	
View All	

New Filing

Start a New Case [Use a Template](#)

File into Existing Case

[Need help getting started?](#)

You can view your pending envelope by clicking the Pending tab on the dashboard. You will also receive an email confirmation of your submission to the court.

In addition, you will receive email notice when your submission is either approved or denied.

To review and/or print a receipt of your submission, click the link in the green confirmation notification in the top right of the screen (see image above). A sample receipt is on the next page.

Should you encounter any problems starting a new case in the system, and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

Envelope # 5132 - Jones v. Smith

Envelope Information

Envelope Id 5132	Submitted Date 3/4/2016 4:22 PM EST	Submitted User Name joe.attorney.firm@gmail.com
----------------------------	---	---

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Lower Court/Agency Case # 1422CV02278-C	Short Title Jones v. Smith
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Filings

Filing Type EFile	Filing Code Civil Appeal Entry Form
Filing Description Smith Civil Appeal Entry Form	
Reference Number Client #0226	
Related Parties John M Smith	
Filing Status Submitted	

Lead Document

File Name	Description	Security	Download
Civil Appeal Entry Form.pdf			Original File

Fees

Civil Appeal Entry Form

Description	Amount
Filing Fee	\$300.00
Filing Total:	\$300.00

Total Filing Fee	\$300.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total:	\$307.00

Party Responsible for Fees	John M Smith	Transaction Amount	\$307.00
Payment Account	Master Card	Transaction Id	3488
Filing Attorney	Tiffany Knapp	Order Id	000005132-0
Transaction Response	Authorized		

FILE INTO AN EXISTING CASE

A filing through the Odyssey File & Serve is called an "envelope." An envelope can contain more than one document (e.g., a motion and a brief).

The following items can be submitted into an existing case:

Motions

- Motion for Attorney's Fees
- Motion for Law Student to Argue
- Motion for leave to file amicus brief
- Motion of Appellant to extend date for filing brief and appendix
- Motion of Appellant to extend date for filing Reply Brief
- Motion of Appellee to extend date for filing brief
- Motion to admit counsel pro hac vice
- Motion to consolidate
- Motion to file non-conforming brief
- Motion to file supplemental appendix
- Motion to stay appellate proceedings of Appellant
- Motion to stay appellate proceedings of Appellee
- Motion to waive additional fee
- Motion to withdraw as counsel
- Opposition

Notices

- Notice of appearance
- Notice of change of address of attorney
- Notice of change of counsel

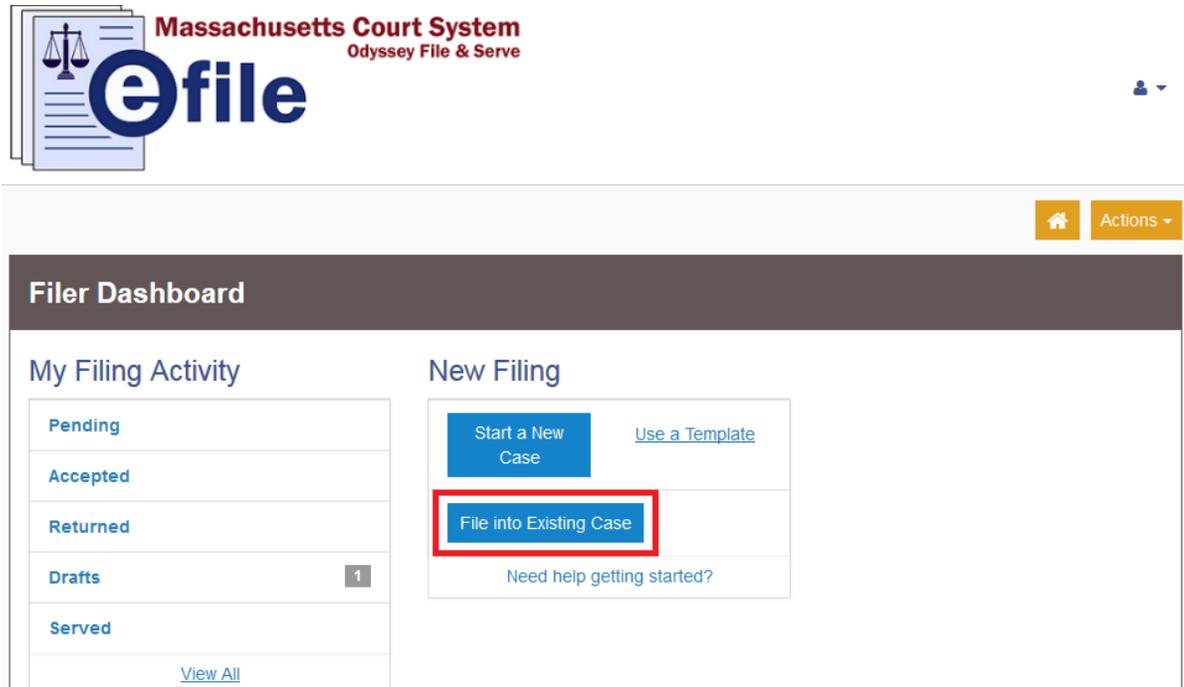
Briefs

- Amicus brief
- Appellant brief
- Appellee brief
- Appendix
- Reply Brief

Other

- Civil Appeal Entry Form
- Corporate disclosure statement
- Docketing statement
- Letter pursuant to MRAP 16(l)
- Petition for Rehearing
- Status Report

1. On the screen that displays after you first sign in, click the blue "File into Existing Case" button:



2. In the File Into Existing Case screen, search for the existing case you wish to file into.

The 'File Into Existing Case' screen features a search form with the following elements: a 'Location' dropdown menu with the placeholder text 'Click to select Location'; a 'Case Number' text input field with the placeholder 'Case #'; a 'Party is a Business/Agency' checkbox; three text input fields for 'First Name', 'Middle Name', and 'Last Name'; a 'Case Type' dropdown menu; a 'Sort results by' dropdown menu currently set to 'Case Number'; and two buttons at the bottom: 'Search' and 'Clear Search'.

From the Location drop down menu, select "Appeals Court."

There are a number of ways to search for your case:

By Case Number:

If you know the docket number of the case, enter it in the Case Number text field. This is the best method to search for a case.

File Into Existing Case

Location
Appeals Court

Case Number
2016-P-2016

Party is a Business/Agency

First Name Middle Name Last Name

Case Type Sort results by
All Case Types Case Number

Search Clear Search

Click "Search." Your case will appear.

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	Actions

1 20 items per page 1 - 1 of 1 items

Back to Search

By Party Name:

Enter the full name of a party in the case. Then click search.

File Into Existing Case

Location

Case Number

Party is a Business/Agency

First Name **Middle Name** **Last Name**

Case Type **Sort results by**

Find your case in the list:

Case Number	Location	Description	Case Type	
1995-P-0082	Appeals Court	Smith v Adams		Unavailable for Filing
1995-P-1782	Appeals Court	Smith v Adams		Unavailable for Filing
1996-P-0543	Appeals Court	Smith, Jr. v Holda		Unavailable for Filing
1997-P-1679	Appeals Court	Smith v Adams Med. Ass...	Malpractice: medical	Actions ▼
2002-P-1512	Appeals Court	Butler et al v Zoning Boa...		Unavailable for Filing
2014-P-1851	Appeals Court	Three Registered Sex O...	Tort	Actions ▼
2016-P-0004	Appeals Court	Todd Smith v John Smith...	Abuse petition c 209A	Actions ▼
2016-P-0042	Appeals Court	IN RE: John George Smith	Business/Commercial	Actions ▼
2016-P-2001	Appeals Court	IN RE: John Smith	Civil service	Actions ▼
2016-P-2004	Appeals Court	John Smith v Andrew Sm...	Administrative law	Actions ▼
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	Actions ▼

items per page 1 - 11 of 11 items

By Case Type:

If you know the case type of the case you wish to file into, enter a party name, and select from the Case Type dropdown menu the case type. Click the Search button. Find the appropriate case in the results list:

- No matter which way you find your case, once you have found it in the search results list, click the "Actions" menu to the right of the case listing:

Case Number	Location	Description	Case Type	Actions
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	Actions

Select "File into Case" from the dropdown menu:

Case Number	Location	Description	Case Type	Actions
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	<ul style="list-style-type: none"> File Into Case File Into Case With Template View Service Contacts

An envelope will be created and appear on your screen with the Case Information and Party Information sections pre-filled in from the Appeals Court database. These sections are not able to be edited, and new parties cannot be added to an existing case via e-filing.

Case # 2016-P-2016 - Mary L Jones v John M Smith

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Party Information

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	

4. The Filings section of the envelope, which is the only active section when the envelope first appears on your screen, is where you upload documents to be submitted to the court.

Filings

Enter the details for this filing

Filing Type **Filing Code** ⓘ

Filing Description ⓘ

Reference Number **Filing Comments** ⓘ

Courtesy Copies ⓘ

Related Parties ⓘ

Required Fields:

Filing Code: From this drop down, select the document you wish to submit to the court.

Related Parties: The related party is the party the document is being submitted on behalf of (your client).

Lead Document: Upload the document to be submitted to the court . Only PDF documents are accepted by the system.

Optional Fields:

Filing Description: The name of the document being filed.

Reference Number: This is for a client billing code or internal tracking number, if applicable. This is for your internal firm use.

Filing Comments: This field is for any comments you wish for the clerk to see with your filing when it is being reviewed.

Courtesy Copies: Enter the email address of any person you wish to receive a courtesy copy of this filing. They will receive an email containing a link to download your document upon the Court's acceptance of the filing..

Description: When a document is uploaded, a Description field appears below the document. Enter a description of the document here if you would like.

This field is mandatory for multi-volume appendices. See the Appeals Court FAQ Guidance for more information.

The screenshot shows a web interface for filing documents. At the top, there is a section titled "Related Parties" with a dropdown menu showing "John M Smith" and an information icon. Below this is the "Lead Document" section, which is marked as "(Required)". It features a file upload area showing a PDF file named "Motion_to_Extend_Brief_Due_Date.pdf" with a size of "242.84 kB". Underneath the file name is a "Description" field with a text input containing the word "Optional". This field is highlighted with a red rectangular border. At the bottom right of the interface, there are two buttons: "Undo" and "Save Changes".

When all of the information is properly entered, click the blue "Save Changes" button

The screenshot shows a web form titled "Filings" with a dark header bar containing a pencil icon and a minus sign. The form is light blue and contains several sections:

- Enter the details for this filing**:
 - Filing Type**: A dropdown menu with "EFileAndServe" selected.
 - Filing Code**: A dropdown menu with "Motion of Appellant to extend date for filing brief an..." selected.
- Filing Description**: A text input field containing "Smith Motion to Extend Brief Due Date".
- Reference Number**: A text input field containing "Client #0246".
- Filing Comments**: A text input field containing "Optional: Any comments for court clerks".
- Courtesy Copies**: A text input field containing "jane.p.attorney@gmail.com".
- Related Parties**: A dropdown menu with "John M Smith" selected.
- Lead Document (Required)**: A section containing a document upload area with the filename "Motion_to_Extend_Brief_Due_Date.pdf" and size "242.84 kB". Below it is a "Description" text input field containing "Optional".

At the bottom right of the form are two buttons: "Undo" and "Save Changes".

5. You can submit multiple filings for one case within the same envelope. If you wish to submit another filing, click the "Add Another Filing" button at the top of the filings section of the envelope, and complete the information for the additional document:

The screenshot shows the "Filings" section of the interface, which is a table with the following columns: "Filing Code", "Reference Number", "Filing Description", and "Actions".

Filing Code	Reference Number	Filing Description	Actions
Motion of Appellant to extend dat...	Clinet #0246	Smith Motion to Enlarge	⊕ Add Another Filing

A red arrow points to the "⊕ Add Another Filing" button, which is highlighted with a red rectangular box.

✎
—

Filing Code	Reference Number	Filing Description	
Motion of Appellant to extend dat...	Client #0246	Smith Motion to Extend Brief Due ...	Actions ▾
Appellant Brief	Client #0246	Smith Brief	Actions ▾

+ Add Another Filing

Enter the details for this filing

Filing Type **Filing Code**

EFileAndServe ▾ Appellant Brief ▾ ⓘ

Filing Description

Smith Brief ⓘ

Reference Number

Client #0246

Filing Comments

Optional: Any comments for court clerks ⓘ

Courtesy Copies

jane.p.attorney@gmail.com ⓘ

Related Parties

John M Smith ✕ ⓘ

Lead Document (Required)

Appellants_Brief.pdf 6.05 MB ✕

Description

Optional

Undo
Save Changes

- When you have completed the Filings section of your envelope and saved changes for all documents to be submitted, continue to the Service Contacts section of the envelope. In this section, you select those parties to be served with the items you are submitting in this envelope.

If the attorney or party you need to serve is not already an associated service contact listed on the case, search for them on the public list. All attorneys who register to e-file must add themselves to the "public list" of potential service contacts

Click the "Actions" dropdown to the right of the party who needs service and select "Add from Public List":

Type in the name of the attorney in the search box:

Check the box next to the contact you wish to add, and click the "Save" button.

Add Service Contact from Public List
×

First Name

Last Name

Email

Firm Name

Show Selected Public Service Contacts

Name	Email	Firm	
<input type="checkbox"/>	Secretary Eyre	APCefile@yahoo.com	<input type="button" value="i"/>

1 total items

Under the appropriate party, ensure that the check box next to the service contact is checked:

Service Contacts
—

Service contacts will receive service on the filings in this envelope.

Serve	Name	Email	
▼ Party: John M Smith - Defendant/Appellant			Actions ▼
<input type="checkbox"/>	Joe Attorney	joe.attorney.firm@gmail.com	Actions ▼
▼ Party: Mary L Jones - Plaintiff/Appellee			Actions ▼
<input checked="" type="checkbox"/>	Secretary Eyre	APCefile@yahoo.com	
▶ Other Service Contacts			Actions ▼

Once you have selected a service contact for all parties that have a representative registered for e-service, move on to the fees section of the envelope.

7. In the fees section, fill out all required fields:

Party Responsible for Fees: The party who is incurring the costs of filing. This is whoever you are filing the document on behalf of. If there is more than one appellant, just select the first appellant.

Payment Account: This dropdown lists all Payment Accounts associated with your firm (see separate guide on how to add payment accounts to your firm). Select the method of payment for the filing fees associated with this filing. Do not use a waiver account unless waiver of court fees has already been approved by the Appeals Court.

Filing Attorney: The attorney who is filing the document. The dropdown populates from the list of your firm attorneys.

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee	\$0.00
E-File Fee	\$6.00
Envelope Total: \$6.00	

Party Responsible for Fees
Click to select Party Responsible for Fees

Payment Account
Click to select Payment Account

Filing Attorney
Click to select Filing Attorney

Undo Save Changes

Once all of the information is filled in completely, click the Save Changes button:

Total Filing Fee	\$0.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total: \$7.00	

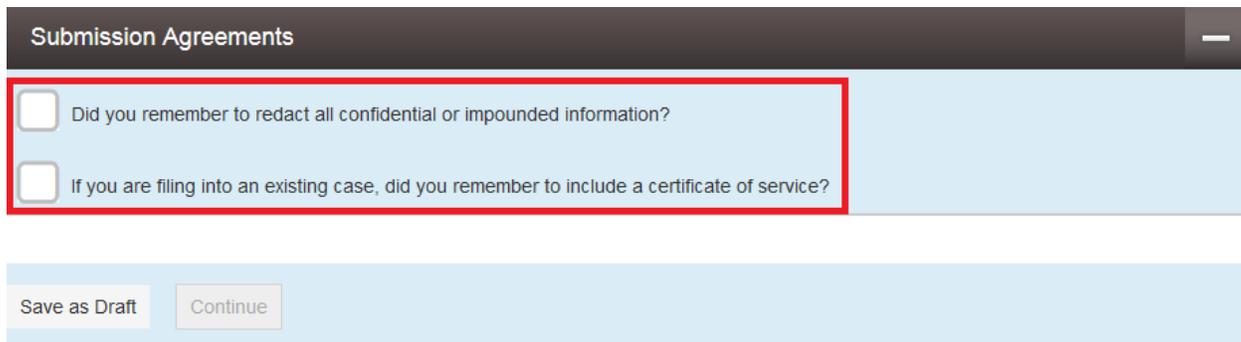
Party Responsible for Fees
John M Smith

Payment Account
Master Card

Filing Attorney
Tiffany Knapp

Undo Save Changes

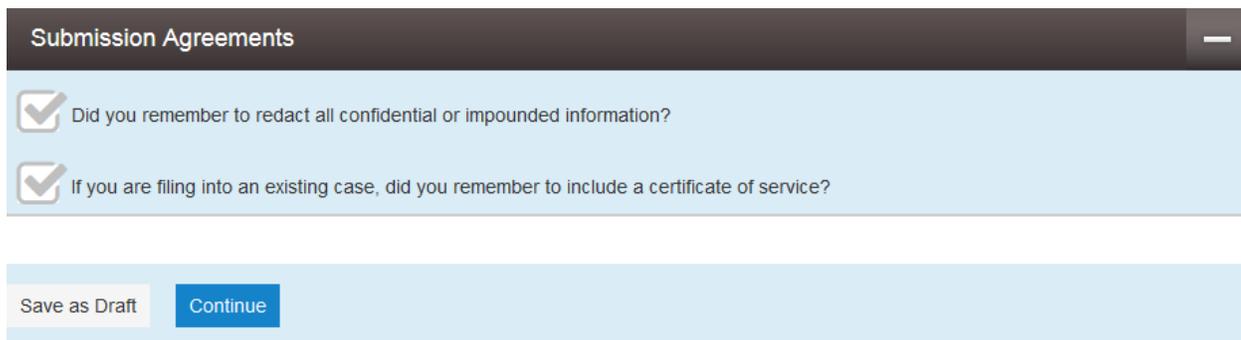
8. Once you have complete the Fee section and saved your changes, the Submission Agreements section becomes available:



The screenshot shows a dark header bar with the text "Submission Agreements" and a minus sign on the right. Below the header is a light blue area containing two checkboxes, each followed by a question. The first checkbox is unchecked and the question is "Did you remember to redact all confidential or impounded information?". The second checkbox is also unchecked and the question is "If you are filing into an existing case, did you remember to include a certificate of service?". A red rectangular box highlights these two questions. At the bottom of the light blue area are two buttons: "Save as Draft" and "Continue".

Read both agreements through completely. If the answer to the question is yes, check the box beside the agreement statement. If the answer is no, either restart the process with a redacted document or add a certificate of service to your uploaded document.

9. When both submission agreements have been checked, press the Continue button to proceed to submit your envelope (there is a confirmation page before submission):



The screenshot shows the same "Submission Agreements" section as in the previous image. In this version, both checkboxes are checked. The first checkbox is checked and the question is "Did you remember to redact all confidential or impounded information?". The second checkbox is also checked and the question is "If you are filing into an existing case, did you remember to include a certificate of service?". The "Continue" button is now highlighted in blue, while the "Save as Draft" button remains grey.

10. Review the envelope on the next page, ensuring the information is complete and correct:

Case # 2016-P-2016 - Mary L Jones v John M Smith

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Party Information

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	

Filings

Filing Code	Reference Number	Filing Description
Motion of Appellant to extend date for filing brief and ...	Client #0246	Smith Motion to Extend Brief Due Date
Appellant Brief	Client #0246	Smith Brief

Service Contacts

Serve	Name	Email
Party: John M Smith - Defendant/Appellant		
<input type="checkbox"/>	Joe Attorney	joe.attorney.firm@gmail.com
Party: Mary L Jones - Plaintiff/Appellee		
<input checked="" type="checkbox"/>	Secretary Eyre	APCeFile@yahoo.com
<input type="checkbox"/>	Elizabeth Jean Harvey	elizabeth.harvey@appct.state.ma.us
Other Service Contacts		

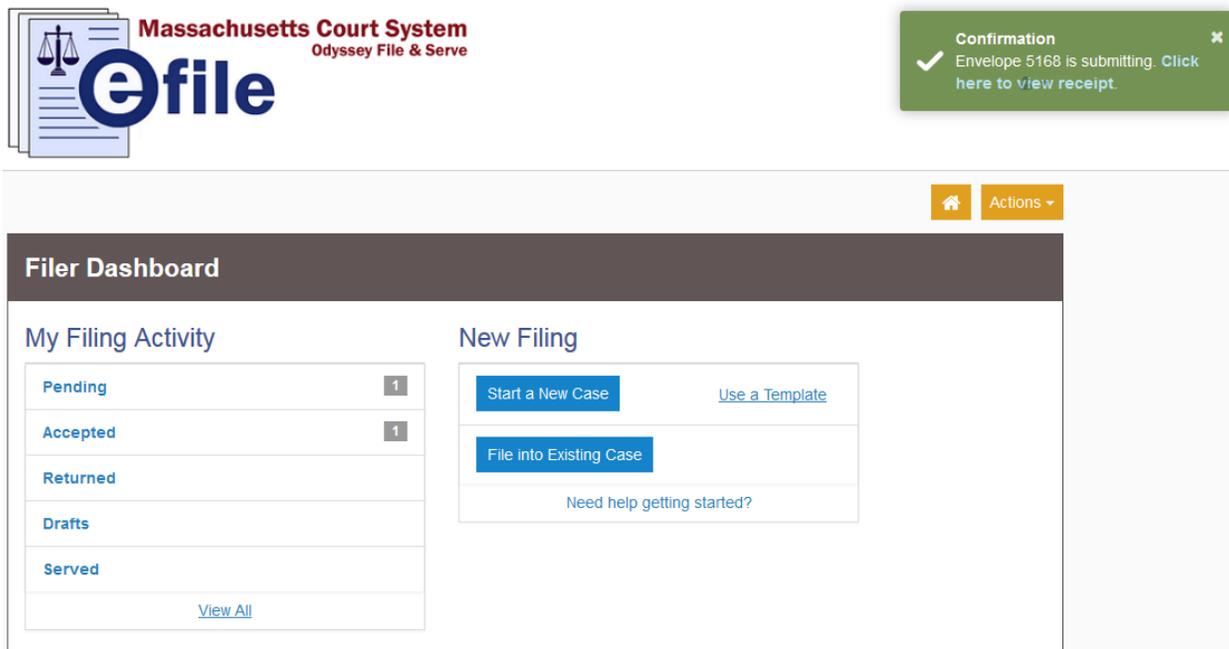
Fees

▼ Motion of Appellant to extend date for filing brief and appendix		
	Description	Amount
	Filing Fee	\$0.00
	Filing Total:	\$0.00
▼ Appellant Brief		
	Description	Amount
	Filing Fee	\$0.00
	Filing Total:	\$0.00
<hr/>		
	Total Filing Fee	\$0.00
	Payment Service Fee	\$1.00
	E-File Fee	\$6.00
	Envelope Total:	\$7.00
Party Responsible for Fees	John M Smith	
Payment Account	Master Card	
Filing Attorney	Tiffany Knapp	

Back
Submit

If you need to make changes, click the "Back" button and make your corrections within the envelope.

When you are ready to submit your envelope, click the blue "Submit" button. The system will bring you back to the dashboard page with a confirmation notice at the top right of the screen indicating your envelope has been successfully submitted:



You can view your pending envelope by clicking the Pending tab on the dashboard. You will also receive an email confirmation of your submission to the court. In addition, you will receive email notice when your submission is either accepted or rejected for filing.

To review and/or print a receipt of your submission, click the link in the green confirmation notification in the top right of the screen (see image above). A sample receipt is on the next page.

Should you encounter any problems starting a new case in the system, and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

Case # 2016-P-2016 - Mary L Jones v John M Smith

Envelope Information

Envelope ID 5168	Submitted Date 3/7/2016 11:44 AM EST	Submitted User Name joe.attorney.firm@gmail.com
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Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Filings

Filing Type EFileAndServe	Filing Code Motion of Appellant to extend date for filing brief and appendix
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Filing Description
Smith Motion to Extend Brief Due Date

Reference Number
Client #0246

Courtesy Copies
jane.p.attorney@gmail.com

Related Parties
John M Smith

Filing Status
Submitted

Lead Document

File Name	Description	Security	Download
Motion_to_Extend_Brief_Due_Date.pdf			Original File

eService Details

Status	Name	Firm	Served	Date Opened
Sent	Secretary Eyre	Helpful Law Firm	Yes	Not Opened

Filing Type EFileAndServe	Filing Code Appellant Brief
-------------------------------------	---------------------------------------

Filing Description
Smith Brief

Reference Number
Client #0246

Courtesy Copies
jane.p.attorney@gmail.com

Related Parties
John M Smith

Filing Status
Submitted

Lead Document

File Name	Description	Security	Download
Appellants_Brief.pdf			Original File

eService Details

Status	Name	Firm	Served	Date Opened
Sent	Secretary Eyre	Helpful Law Firm	Yes	Not Opened

Fees

Motion of Appellant to extend date for filing brief and appendix

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Appellant Brief

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee	\$0.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total:	\$7.00

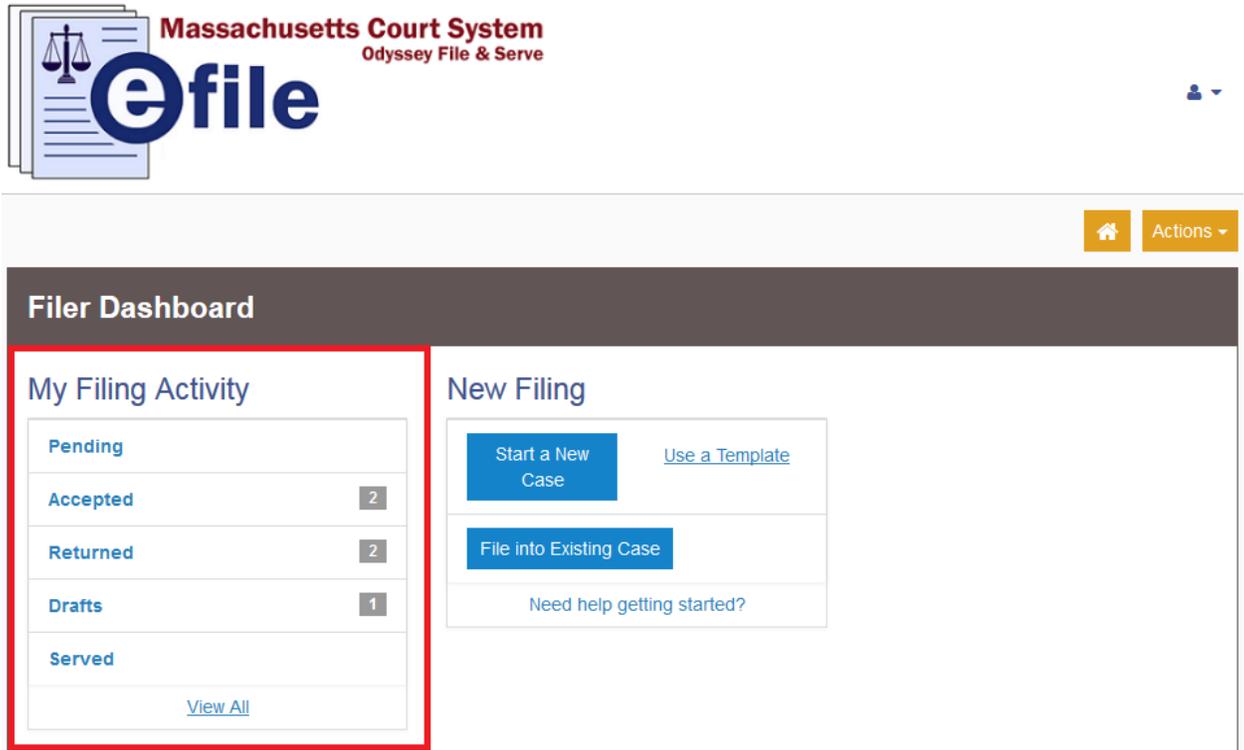
Party Responsible for Fees	John M Smith	Transaction Amount	\$7.00
Payment Account	Master Card	Transaction Id	3507
Filing Attorney	Tiffany Knapp	Order Id	000005168-0
Transaction Response	Authorized		

CHECK STATUS OF E-FILED DOCUMENTS

To determine whether an e-filed document has been accepted, rejected, or is still pending review at the Court, follow these steps.

Note: you should receive emails that update you on the status of e-filed documents as well. Please be sure to check your email. If the emails are not appearing, check your spam folder. If you cannot locate the emails, contact Tyler support at 1.800.297.5377.

1. Check the "My Filing Activity" section of the home screen. A number will appear beside each heading. This number represents the number of filings relevant to that heading since you last checked (e.g., the number of documents you have pending before the court as of the last time you checked what documents are pending).



Massachusetts Court System
Odyssey File & Serve

efile

Home Actions

Filer Dashboard

My Filing Activity

Pending	
Accepted	2
Returned	2
Drafts	1
Served	

[View All](#)

New Filing

Start a New Case [Use a Template](#)

File into Existing Case

[Need help getting started?](#)

2. Clicking any of these headings will allow you to look for a given filing to determine its status. Click the "Accepted" header will display a list of documents that have been accepted by the court, and so on:

Filing History				
Filtered by My Accepted Filings				
Filing Status	Filing Code	Filing Type	Filing Description	Ref Number
Case # 2016-P-2016 - Mary L Jones v John M Smith Actions ▾ Envelope # 5269 filed Thursday, March 10, 2016 at 2:46 PM EST by Joe Attorney on behalf of Tiffany Knapp				
Accepted	Motion of Appellant to exte...	EFileAndServe	Smith Motion to Extend Brief Due ...	Client #0246
Accepted	Docketing Statement	EFileAndServe	Smith Docketing Statement	Client #0246
Case # 2016-P-2016 - Mary L Jones v John M Smith Actions ▾ Envelope # 5168 filed Monday, March 07, 2016 at 11:44 AM EST by Joe Attorney on behalf of Tiffany Knapp				
Accepted	Motion of Appellant to exte...	EFileAndServe	Smith Motion to Extend Brief Due ...	Client #0246
Accepted	Appellant Brief	EFileAndServe	Smith Brief	Client #0246
Case # 2016-P-2016 - Mary L Jones v John M Smith Actions ▾ Envelope # 5132 filed Friday, March 04, 2016 at 4:22 PM EST by Joe Attorney on behalf of Tiffany Knapp				
Accepted	Civil Appeal Entry Form	EFile	Smith Civil Appeal Entry Form	Client #0226

3. To see all of your filings and the filing status of each, click the "View All" button at the bottom of the My Filing Activity section:




Actions ▾

Filer Dashboard

My Filing Activity

Pending	
Accepted	2
Returned	2
Drafts	1
Served	
View All	

New Filing

Start a New Case
[Use a Template](#)

File into Existing Case

[Need help getting started?](#)

4. You will be able to review all of your filings. The status appears on the left below the details of each filing:

Filing History					Q
Filing Status	Filing Code	Filing Type	Filing Description	Ref Number	
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith					Actions ▼
Draft # 5354 started Wednesday, March 16, 2016 at 10:54 AM EDT by Joe Attorney					
Draft	Service Only	Serve			Actions ▼
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith					Actions ▼
Envelope # 5297 filed Monday, March 14, 2016 at 9:28 AM EDT by Joe Attorney on behalf of Tiffany Knapp					
Rejected	Motion of Appellant to exte...	EFileAndServe			
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith					Actions ▼
Envelope # 5296 filed Monday, March 14, 2016 at 9:21 AM EDT by Joe Attorney on behalf of Tiffany Knapp					
Rejected	Appellant Brief	EFileAndServe			
▼ Draft # 5278					Actions ▼
Draft # 5278 started Thursday, March 10, 2016 at 3:37 PM EST by Joe Attorney					
Draft	Civil Appeal Entry Form	EFile			Actions ▼
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith					Actions ▼
Envelope # 5269 filed Thursday, March 10, 2016 at 2:46 PM EST by Joe Attorney on behalf of Tiffany Knapp					
Accepted	Motion of Appellant to exte...	EFileAndServe	Smith Motion to Extend Brief Due ...	Client #0246	
◀ ◁ 1 ▷ ▶					20 items per page
					1 - 8 of 8 items
Back					

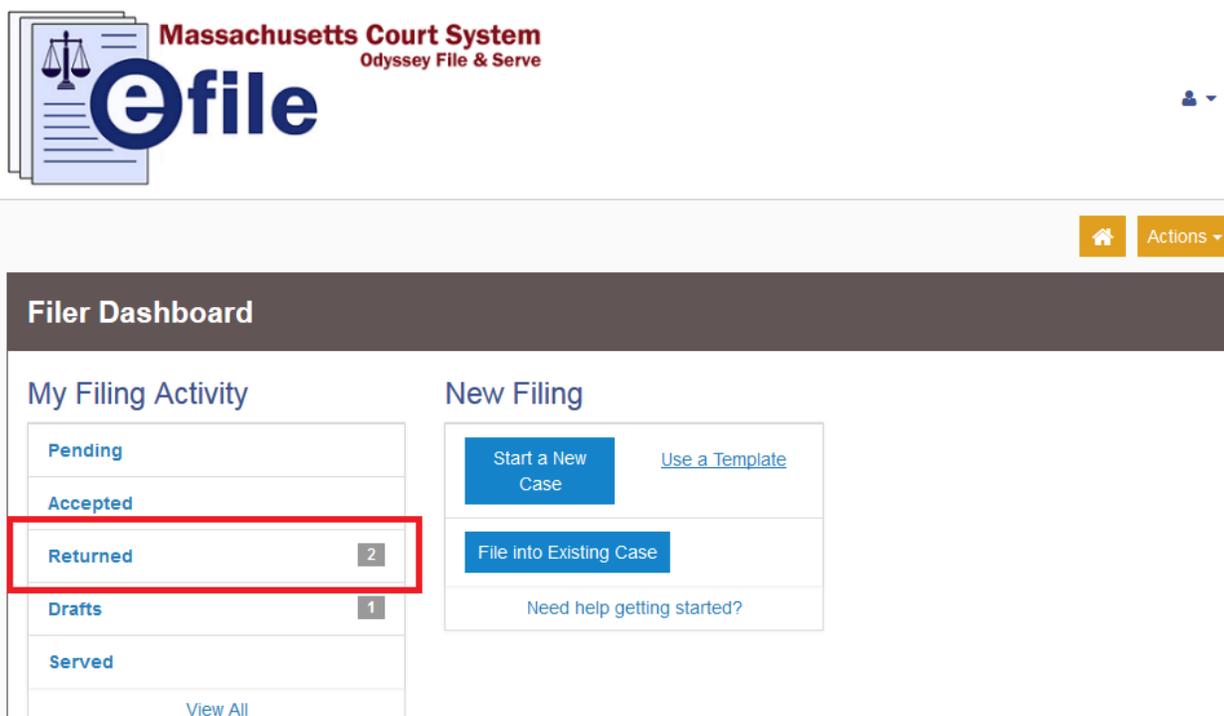
Should you encounter any problems checking on the status of an e-filing and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

RESUBMITTING A REJECTED FILING

If a filing is rejected, you can resubmit the filing using this process instead of creating an entire new submission envelope from scratch. Using this process also alerts the Clerk's Office that the filing is a resubmission. At the clerk's discretion, filings can be back-dated to their original submission date when the first filing is rejected and a later, conforming filing is submitted in its place.

1. On the home screen, a number will appear next to the "Returned" tab indicating how many documents have been returned to you by the court for correction *since the last time you clicked on that tab*. It is important to note that this number resets to zero once you look at the returned filings, regardless of whether or not you have corrected the envelope. It is incumbent upon the filer to keep track of filings that need to be resubmitted.



Massachusetts Court System
Odyssey File & Serve

efile

Home Actions

Filer Dashboard

My Filing Activity

Pending	
Accepted	
Returned	2
Drafts	1
Served	

[View All](#)

New Filing

Start a New Case [Use a Template](#)

File into Existing Case

[Need help getting started?](#)

Click on the returned tab to see a list of filings that have been returned for correction by the court.



Filing History

Filing Status	Filing Code	Filing Type	Filing Description	Ref Number
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith				Actions ▼
			Envelope # 5297 filed Monday, March 14, 2016 at 9:28 AM EDT by Joe Attorney on behalf of Tiffany Knapp	
Rejected	Motion of Appellant to exte...	EFileAndServe		
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith				Actions ▼
			Envelope # 5296 filed Monday, March 14, 2016 at 9:21 AM EDT by Joe Attorney on behalf of Tiffany Knapp	
Rejected	Appellant Brief	EFileAndServe		

- Click the "Actions" button beside the envelope you wish to correct. In the dropdown menu, select "Copy Envelope."

The screenshot shows a 'Filing History' window with a table of filings. The table has columns for Filing Status, Filing Code, Filing Type, Filing Description, and Ref Number. Two entries are visible, both for 'Case # 2016-P-2016 - Mary L Jones v John M Smith'. The first entry is 'Rejected' with a description 'Motion of Appellant to exte...' and filing type 'EFileAndServe'. The second entry is also 'Rejected' with a description 'Appellant Brief' and filing type 'EFileAndServe'. To the right of the second entry, an 'Actions' dropdown menu is open, listing options: 'View Filing Details', 'View Service Contacts', 'File Into Case', 'File Into Case With Template', and 'Copy Envelope'. The 'Copy Envelope' option is highlighted with a red box.

This creates a replica of the envelope that was previously submitted and is need of correction:

The screenshot displays the details for 'Case # 2016-P-2016 - Mary L Jones v John M Smith'. It is organized into several sections:

- Case Information:**
 - Location: Appeals Court
 - Category: Appeals Court Panel Cases - Civil
 - Case Type: Contract dispute
 - Lower Court/Agency #: * Superior Court, Middlesex County
 - Short Title: Mary L Jones v John M Smith
 - Case #: 2016-P-2016
 - Firm Name: Joe Attorney's Law Firm
 - Filed By: Joe Attorney
- Party Information:**

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	
- Filings:**

Filing Code	Reference Number	Filing Description	Actions
		Motion of Appellant to extend dat...	Actions

Buttons: + Add Another Filing
- Service Contacts:**

Service contacts will receive service on the filings in this envelope.

Serve	Name	Email	Actions
Party: John M Smith - Defendant/Appellant			
<input checked="" type="checkbox"/>	Joe Attorney	joe.attorney.firm@gmail.com	Actions
Party: Mary L Jones - Plaintiff/Appellee			
<input checked="" type="checkbox"/>	Secretary Eyre	APCeFile@yahoo.com	Actions
Other Service Contacts			

3. Refer to the rejection email from Tyler and/or the eNotice or paper notice from the Appeals Court regarding the reasons for the rejection of your envelope:

Rejected Filing Notification for filing on case 2016-P-2016 (Mary L Jones v John M Smith) Inbox x

no-reply@tylerhost.net Mar 14 (7 days ago) ☆  

 to me 

This is a notification that the following document was REJECTED for filing in Massachusetts Appeals Court Case No. 2016-P-2016.

Appellant Brief

Date Submitted: 3/14/2016 9:21:58 AM EDT

Filed By: joe_attorney_firm@gmail.com
Attorney: Tiffany Knapp

Reason for rejection: 5. Improper use of Waiver Account. Please re-file with payment.
Additional reason(s) or information:

Please note that a filing rejected for technical non-conformance may be corrected and resubmitted to the court. See <http://www.mass.gov/courts/case-legal-res/rules-of-court/efiling-rules.html#rule5>

This message was automatically generated using Odyssey File & Serve; do not reply to this email.
Should you need technical assistance, please call [\(800\) 297-5377](tel:8002975377).

4. Correct the issue in the duplicate envelope (note: your issue may not be related to the payment account):

Fees

▼ Motion of Appellant to extend date for filing Reply Brief

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00
Envelope Total: \$0.00

Payment Account

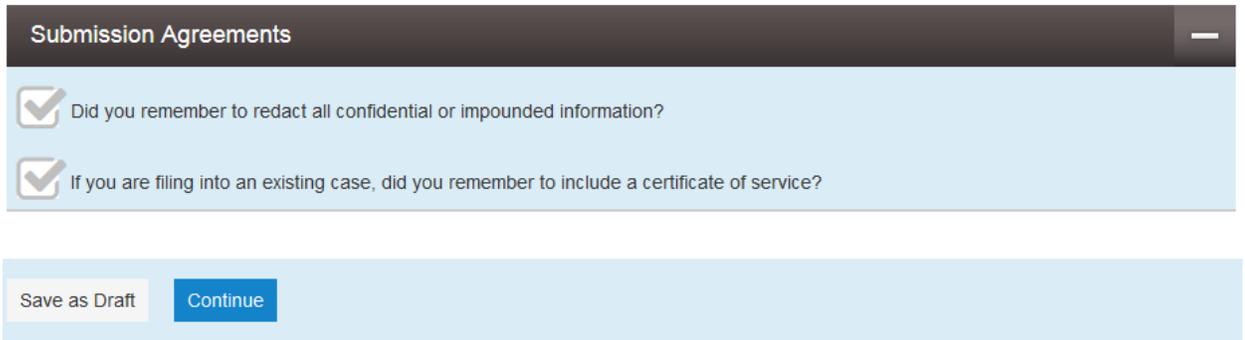
Waiver 



Master Card

Waiver

5. Once you have corrected the issue, complete the Submission Agreements section as you would with any other envelope:

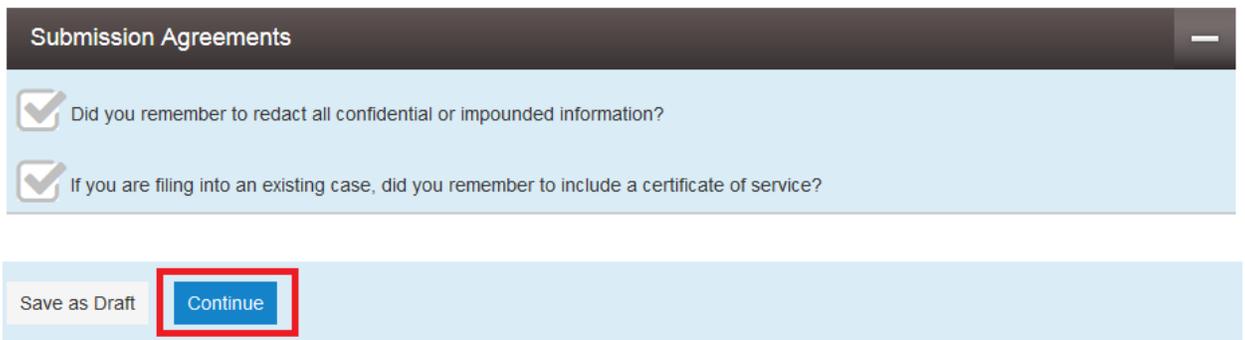


The screenshot shows a dark header bar with the text "Submission Agreements" and a minus sign on the right. Below the header is a light blue area containing two checked checkboxes with the following text: "Did you remember to redact all confidential or impounded information?" and "If you are filing into an existing case, did you remember to include a certificate of service?". At the bottom of the form are two buttons: "Save as Draft" and "Continue".

Read both agreements through completely. If the answer to the question is yes, check the box beside the agreement statement. If the answer is no, either restart the process with a redacted document or add a certificate of service to your uploaded document.

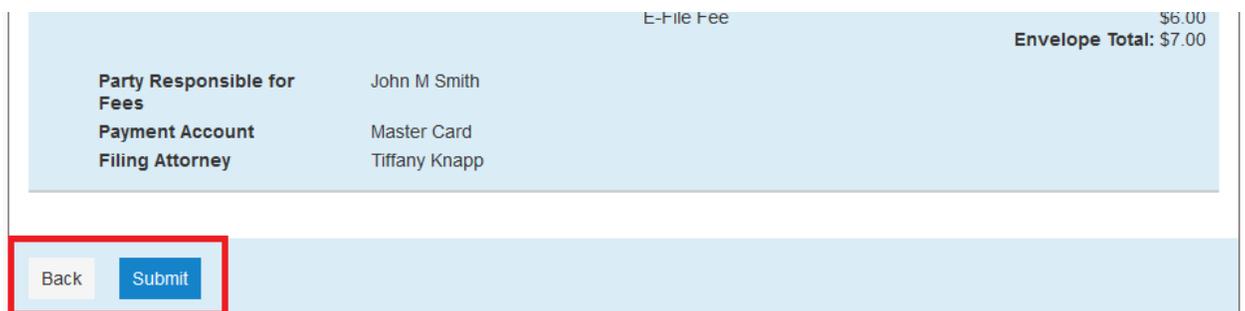
Note: Certificates of service are not required for case initiation. In the event this is a case initiating document, just check the box.

6. Click "Continue"



This screenshot is identical to the previous one, but the "Continue" button at the bottom is highlighted with a red rectangular box.

7. Review your filing on the next page. Ensure you corrected the issues outlined in your rejection email/notice. If a correction needs to be made, click the "Back" button on the bottom of the page. If you are sure the envelope is finished, click the blue "Submit" button.

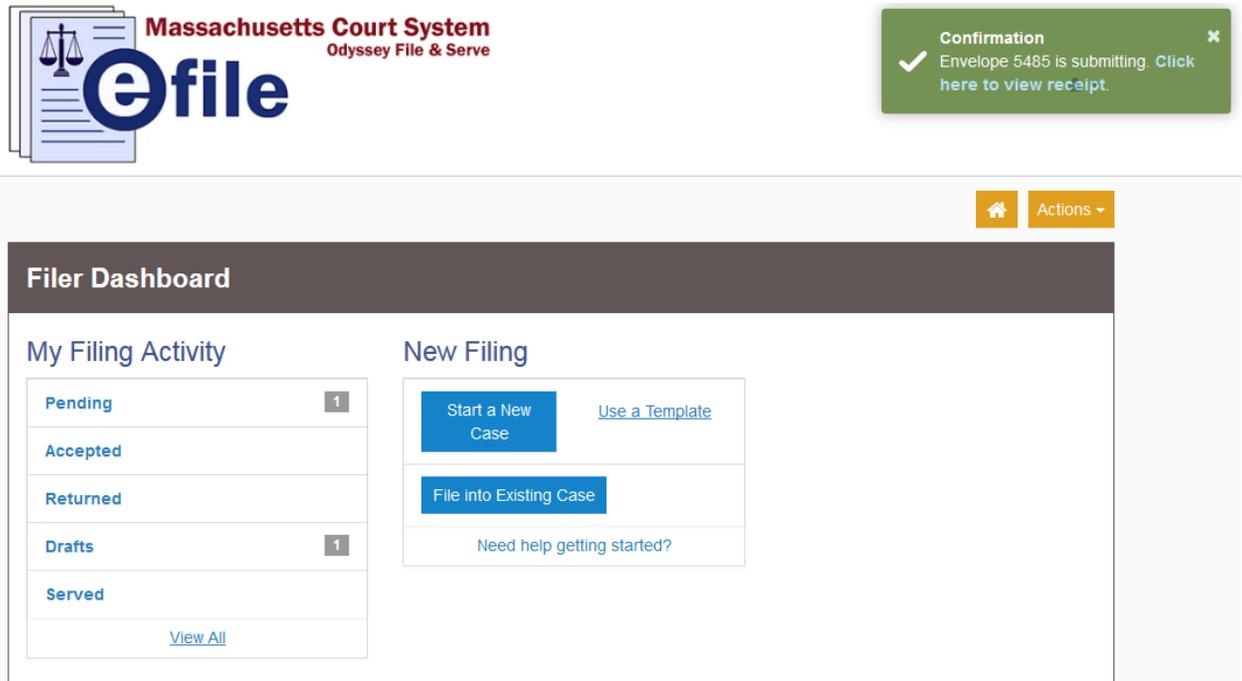


The screenshot shows a light blue review page. At the top right, it says "E-File Fee \$6.00" and "Envelope Total: \$7.00". Below this is a table with the following information:

Party Responsible for Fees	John M Smith
Payment Account	Master Card
Filing Attorney	Tiffany Knapp

At the bottom of the page are two buttons: "Back" and "Submit". The "Back" and "Submit" buttons are highlighted with a red rectangular box.

8. You will see a green notification that your envelope is submitting in the top right of the screen. You will receive an email confirmation of your submission within a few minutes. Once the submission has been reviewed in the Clerk's Office, you will receive an email notice of acceptance or rejection of your submissions.



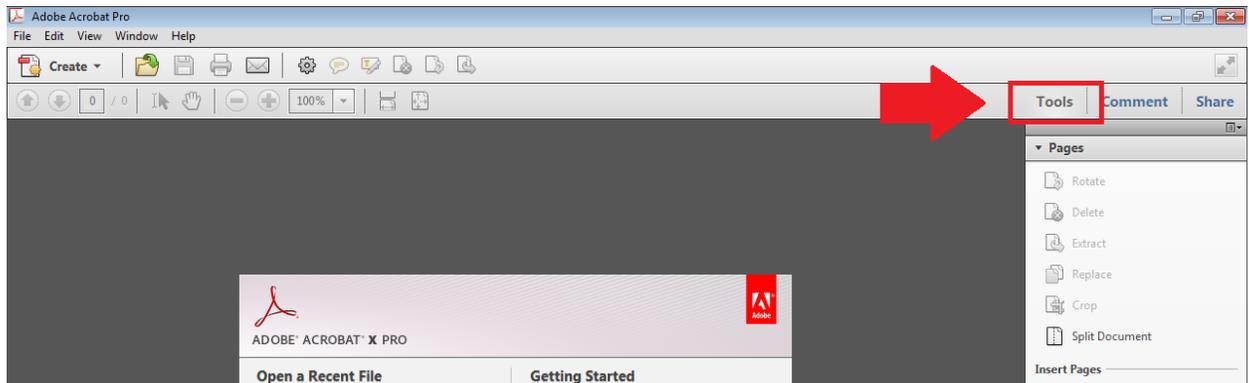
Should you encounter any problems resubmitting an envelope and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

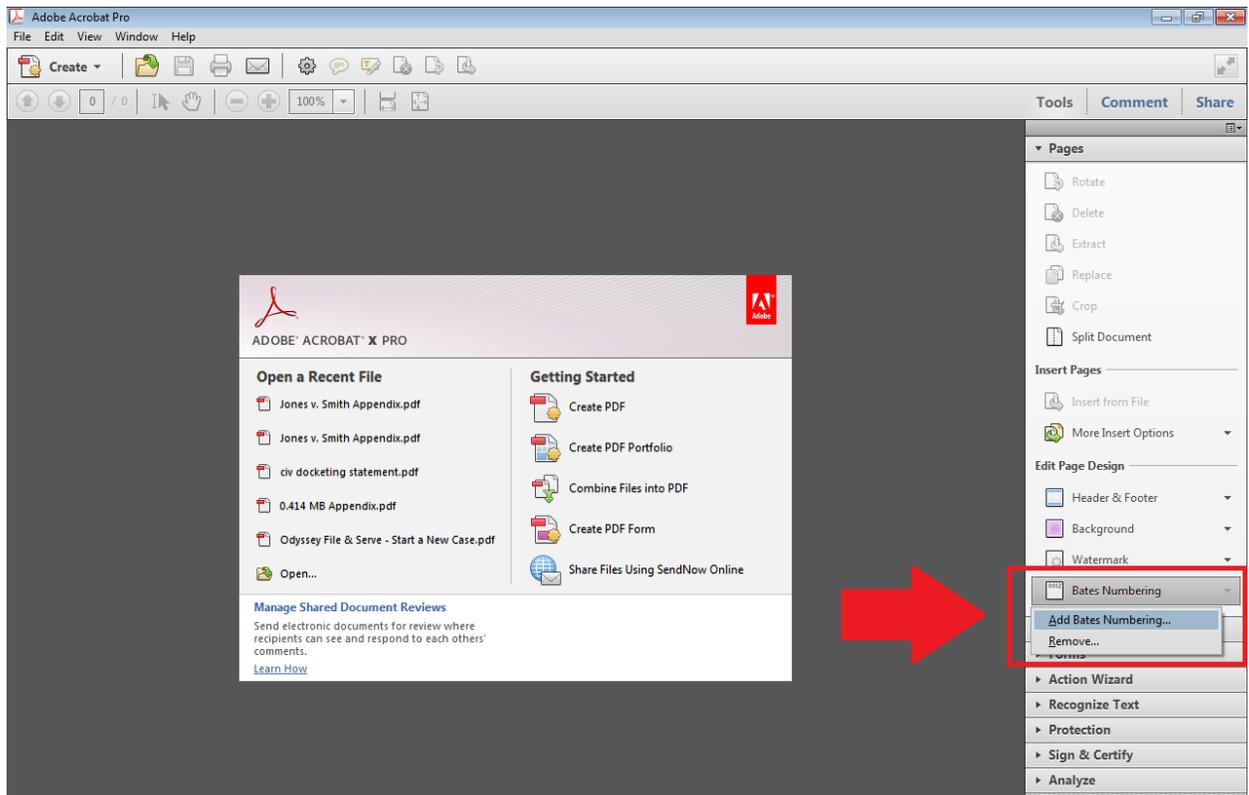
BATES NUMBERING PDFs USING ADOBE

If you have Adobe 8 Pro or newer, you can Bates number your appendix or addenda when they are in PDF form using Adobe Pro rather than manually numbering the pages.

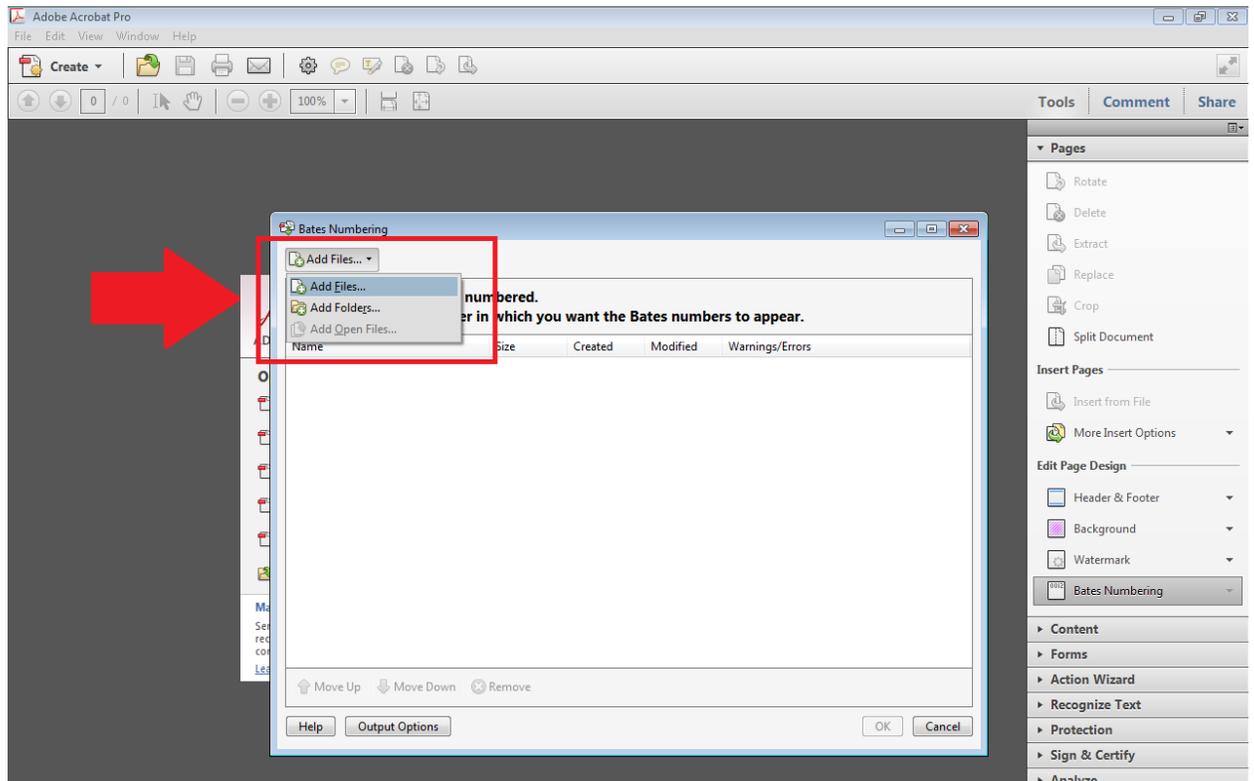
1. Click the "Tools" button:



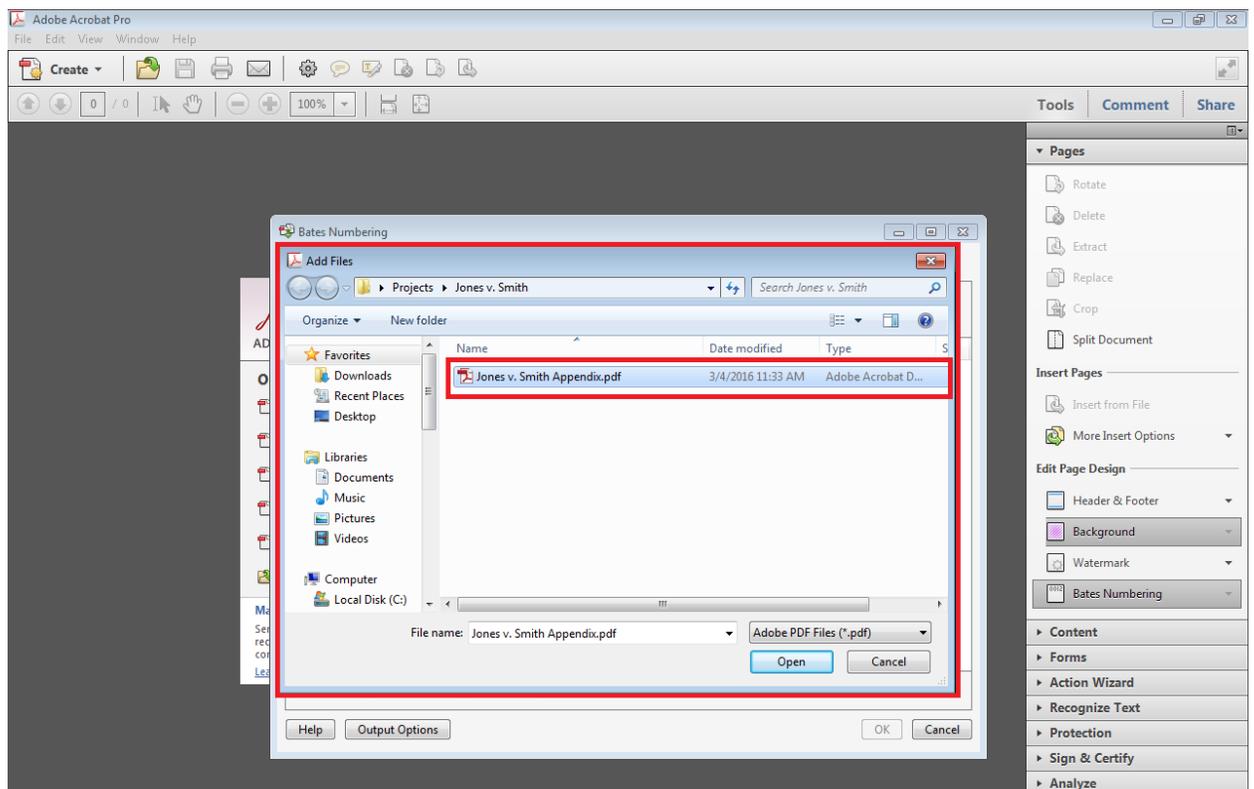
2. Select "Bates Numbering" from the menu on the right hand side of the screen. Click on "Add Bates Numbering" from the dropdown menu:



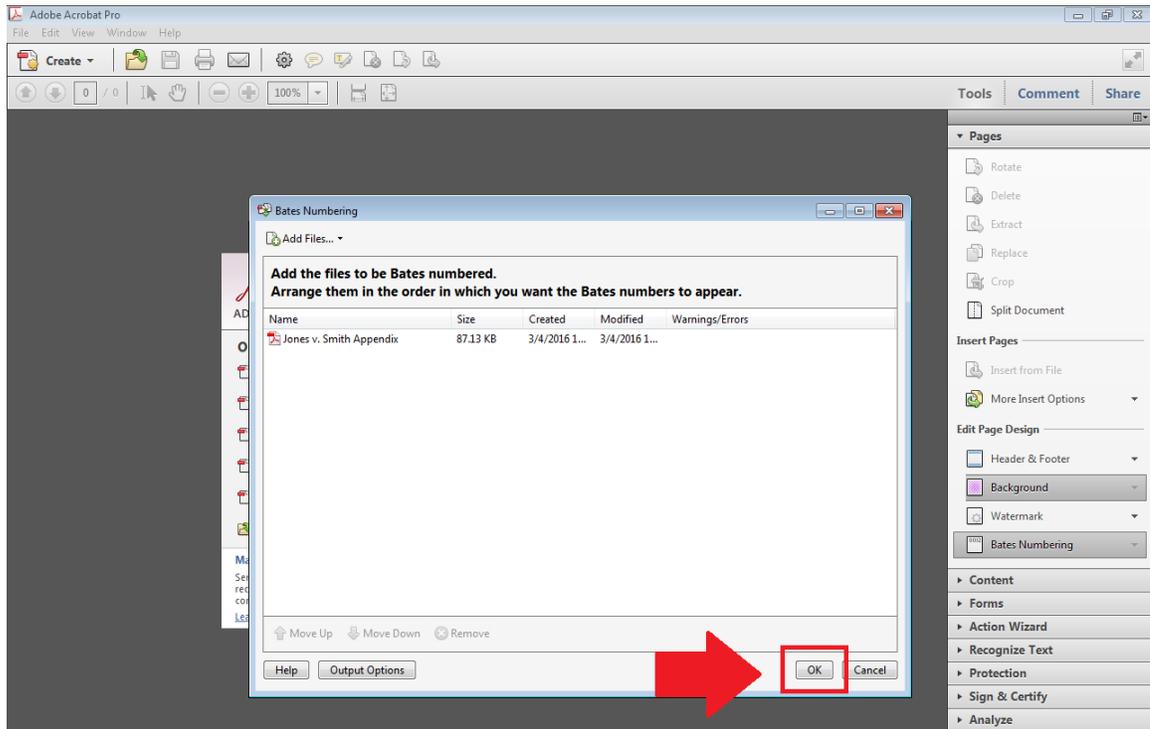
3. In the Bates Numbering popup screen, click the "Add Files..." button and select "Add Files":



4. Navigate to the PDF file that you need to number. Double click it to open:

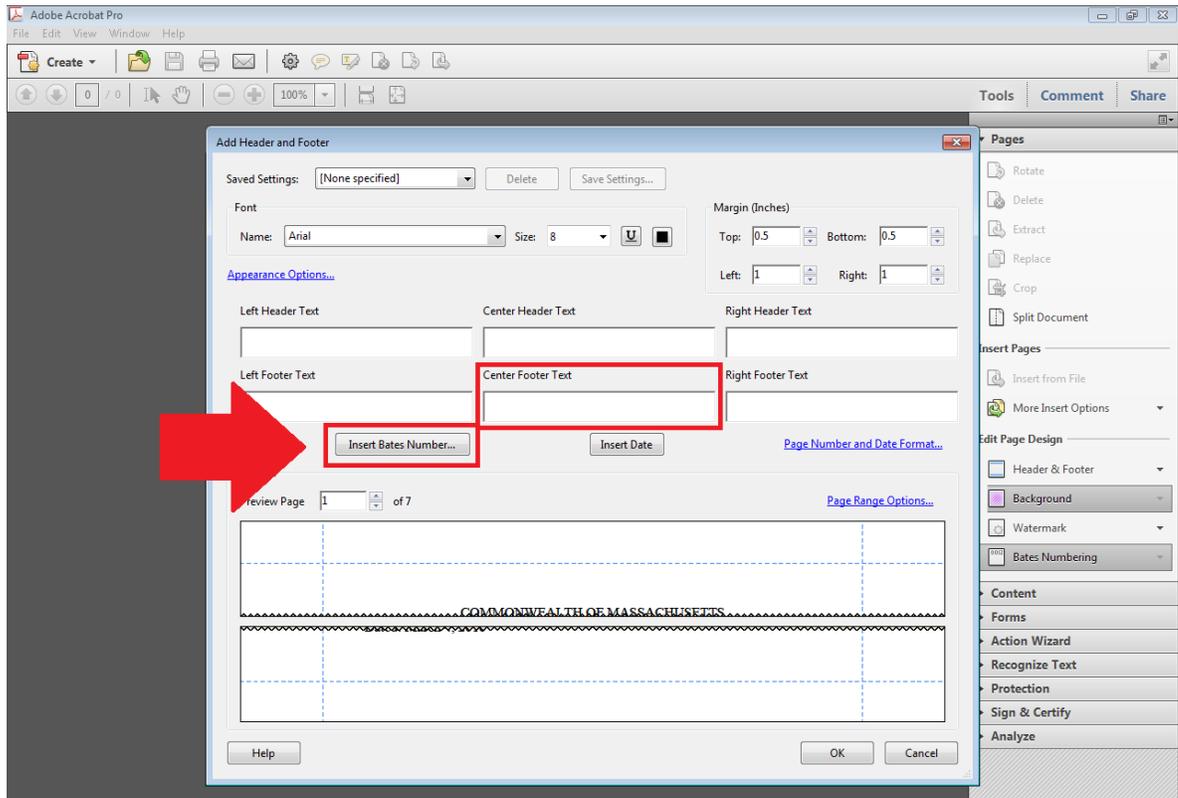


5. Hit "OK":

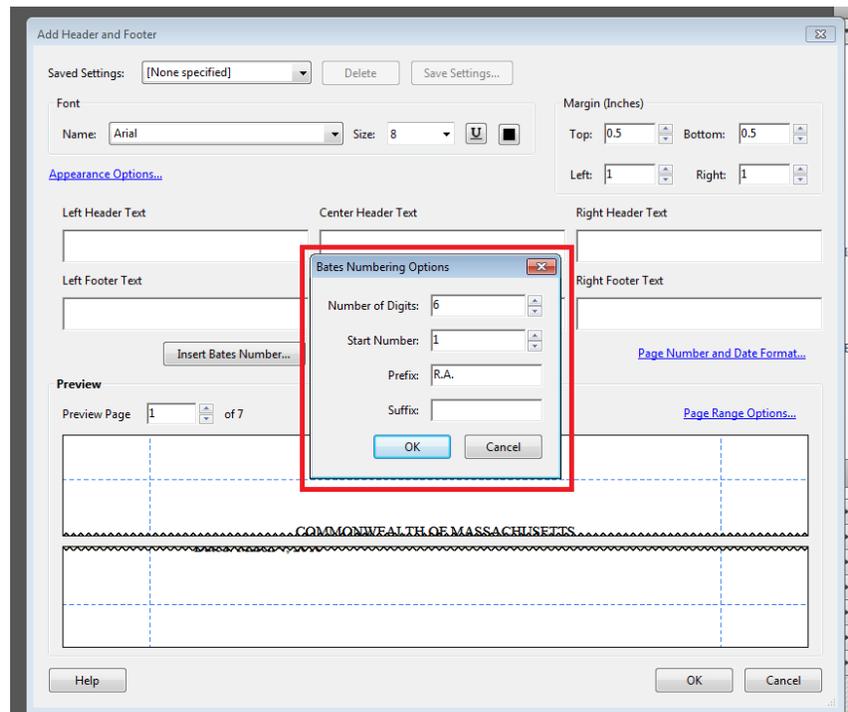


NOTE: You should only number one PDF file (one appendix volume) at a time. Numbering in multi-volume appendices should *not* span multiple appendix volumes; instead, each volume should begin with page 1.

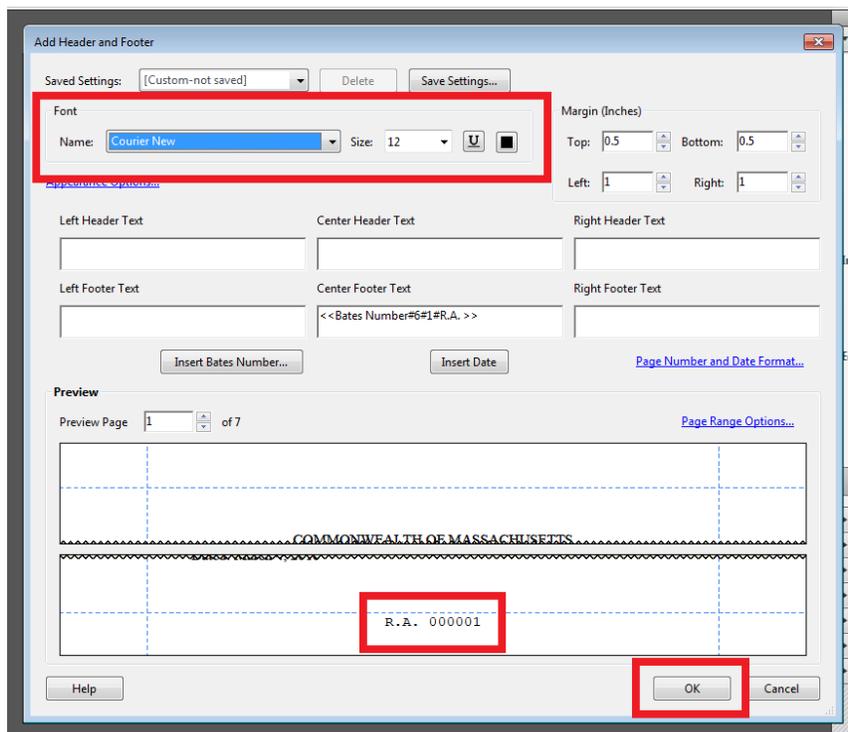
6. In the Add Header and Footer popup screen, click into the white space where you would like the Bates numbering to appear (e.g., Center Footer Text), and then click "Insert Bates Number":



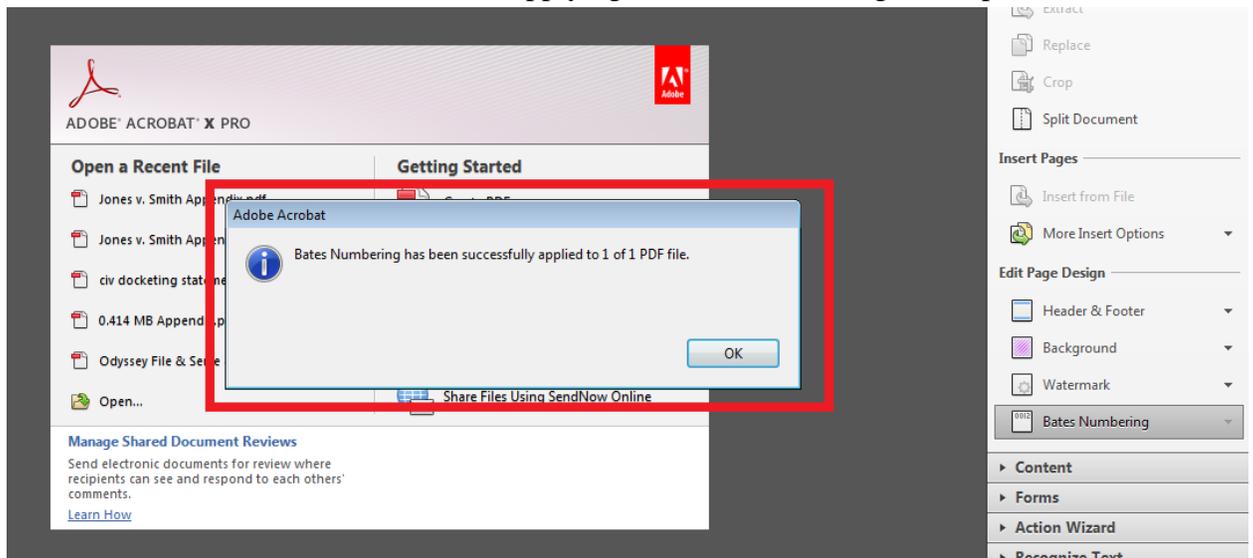
7. In the Bates Numbering Options, select the amount of digits you want the numbering to contain, what page number the numbering should begin on, and any Prefix or Suffix that is needed (e.g., R.A.). Then click "OK":



8. Change the font type, size, and color as desired. Check at the bottom of the screen in the Preview pane that the numbering is showing up as desired. When you have your settings as you would like them, click "OK":



9. You will receive this notification when applying the bates numbering is completed:



10. Click OK. The process is complete. Open the PDF file to be sure the bates numbering is present.