

# E-Filing Instructions (Filing Into an Existing Case)

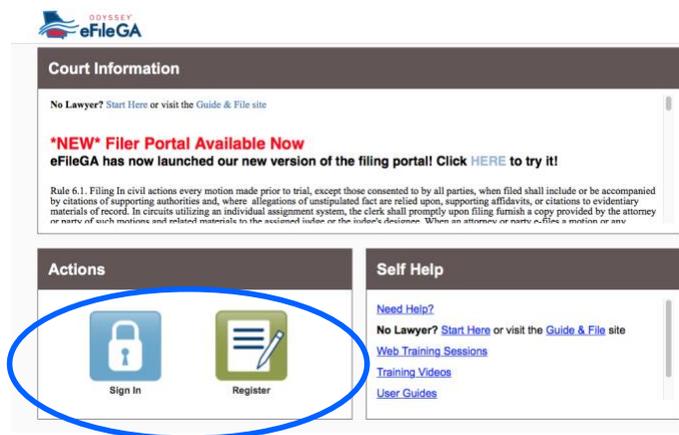
## Step 1:

Go to <http://www.odysseyefilega.com> and click the red button at the top right of the screen that says "File Now!"



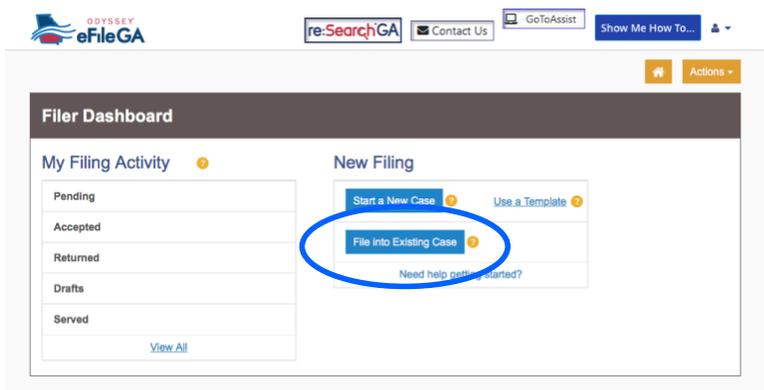
## Step 2:

Click "Register" if you've never used the website before. Otherwise, "Sign In."



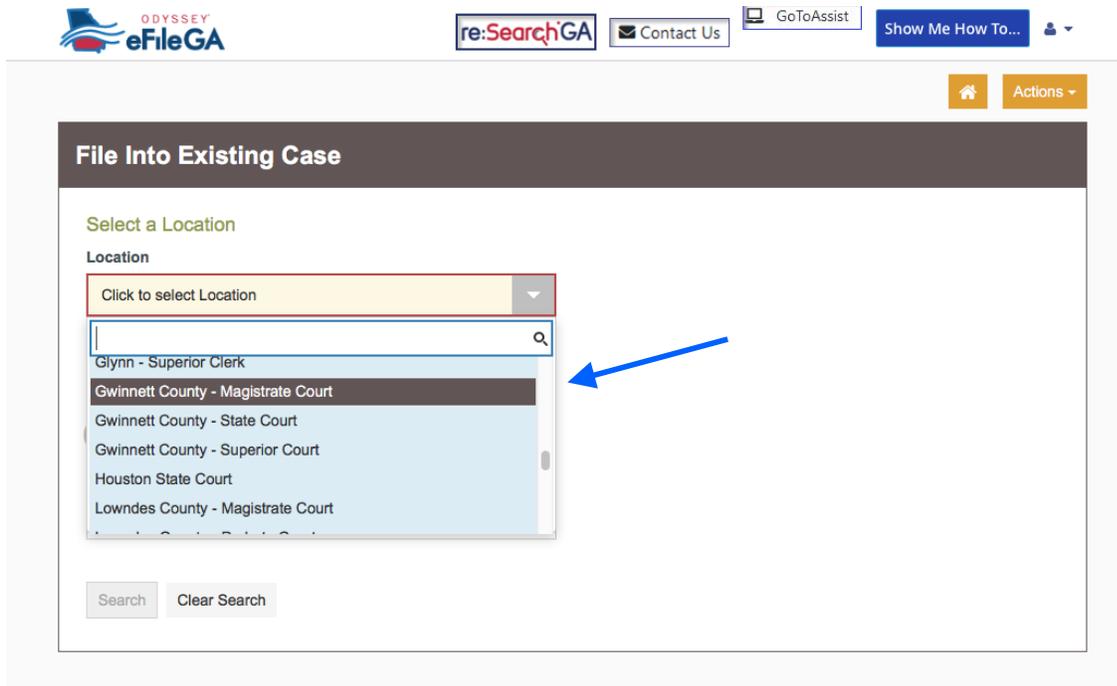
## Step 3:

Click on "File Into Existing Case."



#### Step 4:

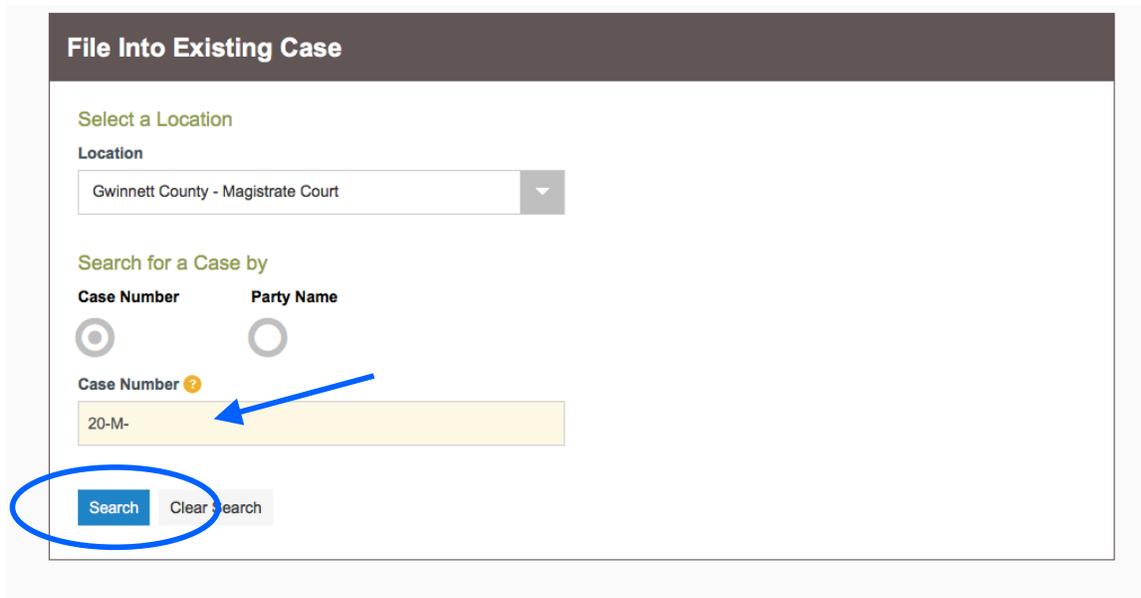
Refer to your court documents and select the appropriate court under “Location.”



The screenshot shows the top navigation bar with the ODYSSEY eFileGA logo, re:SearchGA, Contact Us, GoToAssist, and Show Me How To... buttons. Below the navigation bar is a home icon and an Actions dropdown menu. The main content area is titled "File Into Existing Case" and contains a "Select a Location" section. The "Location" dropdown menu is open, showing a list of court options: Glynn - Superior Clerk, Gwinnett County - Magistrate Court (highlighted with a blue arrow), Gwinnett County - State Court, Gwinnett County - Superior Court, Houston State Court, and Lowndes County - Magistrate Court. Below the dropdown menu are "Search" and "Clear Search" buttons.

#### Step 5:

Enter your Case Number and click “Search.”



The screenshot shows the "File Into Existing Case" form with the "Location" dropdown menu set to "Gwinnett County - Magistrate Court". Below this is a "Search for a Case by" section with two radio buttons: "Case Number" (selected) and "Party Name". The "Case Number" field is filled with "20-M-" and has a blue arrow pointing to it. Below the "Case Number" field are "Search" and "Clear Search" buttons, with the "Search" button circled in blue.

## Step 6:

Click on the drop-down menu “Actions” and select “File Into Case.”

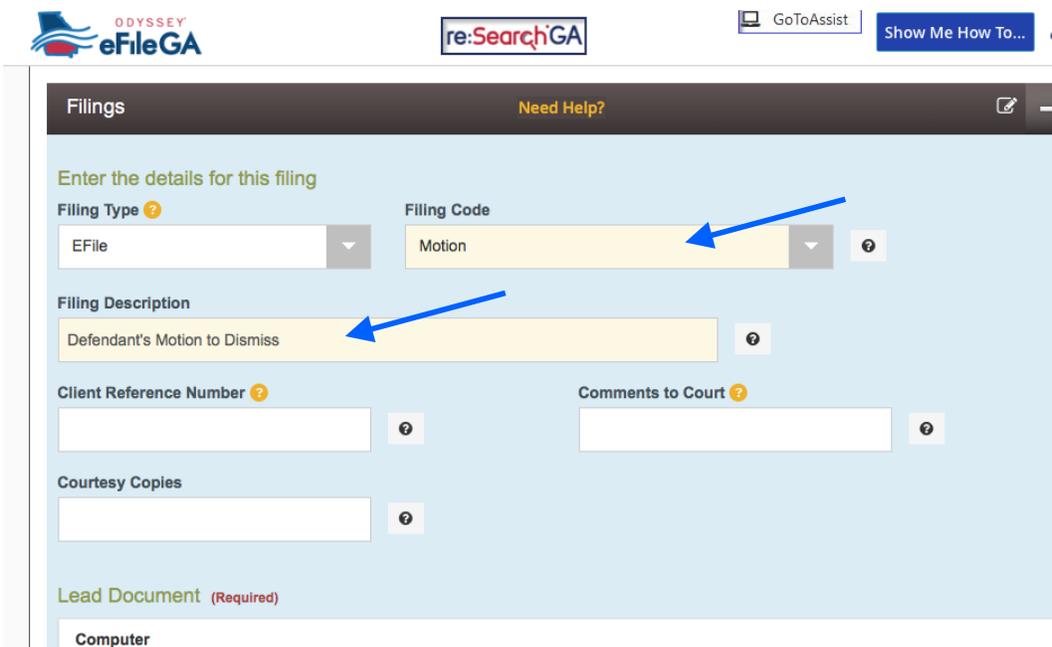


The screenshot shows the top navigation bar with the eFileGA logo, re:SearchGA, Contact Us, GoToAssist, and Show Me How To... buttons. Below the navigation bar is a home icon and an Actions dropdown menu. The main content area is titled "File Into Existing Case" and contains a table with columns for Case Number, Location, Description, and Case Type. The first row shows a case number "20-M" and a blue bar for the location. Below the table is a pagination control showing "1" of "20" items per page and a "Back to Search" button. The Actions dropdown menu is open, showing options: Actions, File Into Case (highlighted), File Into Case With Template, View Service Contacts, and Bookmark This Case. A blue arrow points to the "File Into Case" option.

## Step 7:

Scroll down to “Filings” and choose your “Filing Code.” If you are filing an Answer, choose “Answer.” If you’re filing a Motion, choose “Motion.”

Under “Filing Description,” give your document a title. For example, “Defendant’s Answer to Divorce Petition” or “Defendant’s Motion to Dismiss.”



The screenshot shows the "Filings" form with a "Need Help?" link. The form has a title "Enter the details for this filing". The "Filing Type" dropdown is set to "EFile". The "Filing Code" dropdown is set to "Motion". The "Filing Description" field contains "Defendant's Motion to Dismiss". The "Client Reference Number" and "Comments to Court" fields are empty. The "Courtesy Copies" field is empty. The "Lead Document" section is titled "Lead Document (Required)" and contains the text "Computer". Blue arrows point to the "Filing Code" and "Filing Description" fields.

### Step 8:

Upload your document by clicking on the upload icon under “Lead Document.” Do the same for any attachments or exhibits under “Attachments.” Your file must be in PDF format. Then, click “Save Changes” at the bottom right.

The screenshot shows the eFileGA web interface. At the top, there are logos for ODYSSEY eFileGA and re:SearchGA, along with a 'GO TO ASSIST' button and a 'Show Me How To...' link. The main form area is titled 'Filing Description' and contains several input fields: 'Defendant's Motion to Dismiss', 'Client Reference Number', 'Comments to Court', and 'Courtesy Copies'. Below these is the 'Lead Document (Required)' section, which has a 'Computer' label and a grey upload bar with an upward arrow icon. Below that is the 'Attachments' section, also with a 'Computer' label and a grey upload bar with an upward arrow icon. At the bottom right of the form, there are 'Undo' and 'Save Changes' buttons. Three blue ovals are drawn on the image: one around the 'Lead Document' upload bar, one around the 'Attachments' upload bar, and one around the 'Save Changes' button.

### Step 9:

Follow the instructions under “Fees” to pay for the filing.

### Step 10:

Check the box under “Submission Agreements” to certify that your documents do not include any confidential information.

### Step 11:

Click Summary and on the next screen, click SUBMIT. Your filing will not be completed if you do not click SUBMIT.