

HOW TO FILE YOUR DOCUMENTS AT HOME (Costs an additional \$19)

1. Download all current administrative court forms at:
<http://gwinnettflc.atlantalegalaid.org/administrative-court-forms/>

2. Double-check that you have signed all of your documents.

3. Scan your documents in PDF format, one at a time:

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____ Plaintiff,	Civil Action File No.: _____
_____ Defendant.	_____

TITLE OF DOCUMENT

Example of case heading

➤ Each page with the case heading is a separate document.

➤ Label the document in a way you will remember, for example:

- Initials, Summons
- Initials, Complaint
- Initials, Financial Affidavit

4. Go to: <http://www.odysseyfilega.com/>

5. Select “file now”. There is an instructional video, follow the instructions.

6. To file from home you will need to set up an account. There is no fee to set up an account.

7. Choose "upload documents" and then upload all of the documents you just scanned.

8. After filing, wait 24 to 48 business hours to receive an “acceptance” email. If your filing was not accepted, you will receive an email that explains why (for example, no signature or no date).

9. The accepted documents will be stamped with a case number, date and time.

10. Print two copies of the stamped, accepted document(s). One copy is for your records. The second copy is for the other party.

11. Serve the other party. Review your options at <http://gwinnettflc.atlantalegalaid.org/filing-and-service-instructions/>