



# Self-Represented Litigants

How to E-File in Odyssey File & Serve



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

## E-filing Steps

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



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

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

### ➔ Click Summary

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

2. Click **Summary**.



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

**Case Information**

Location: Christian County

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

[Undo](#)   [Save Changes](#)

---

**Party Information**

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

[Add Another Party](#)

---

**Filings**

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

[Add Another Filing](#)

---

**Fees** Need Help?

<p>▼ Motion</p> <table style="width: 100%;"> <tr><td>Description</td><td style="text-align: right;">Amount</td></tr> <tr><td>Filing Fee</td><td style="text-align: right;">\$0.00</td></tr> <tr><td colspan="2" style="text-align: right;">Filing Total: \$0.00</td></tr> </table> <p>▼ Waiver</p> <table style="width: 100%;"> <tr><td>Description</td><td style="text-align: right;">Amount</td></tr> <tr><td>Filing Fee</td><td style="text-align: right;">\$0.00</td></tr> <tr><td colspan="2" style="text-align: right;">Filing Total: \$0.00</td></tr> </table> <p>▼ Notice</p> <table style="width: 100%;"> <tr><td>Description</td><td style="text-align: right;">Amount</td></tr> <tr><td>Filing Fee</td><td style="text-align: right;">\$0.00</td></tr> <tr><td colspan="2" style="text-align: right;">Filing Total: \$0.00</td></tr> </table>	Description	Amount	Filing Fee	\$0.00	Filing Total: \$0.00		Description	Amount	Filing Fee	\$0.00	Filing Total: \$0.00		Description	Amount	Filing Fee	\$0.00	Filing Total: \$0.00		<table style="width: 100%;"> <tr><td>Total Filing Fee</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>Court Case Fee</td><td style="text-align: right;">\$186.00</td></tr> <tr><td><b>Envelope Total: \$186.00</b></td><td></td></tr> <tr><td colspan="2" style="text-align: right;"><i>Waiver selected</i></td></tr> </table> <p>Payment Account ⓘ</p> <p>Waiver</p> <p style="text-align: right;"><a href="#">Undo</a>   <a href="#">Save Changes</a></p>	Total Filing Fee	\$0.00	Court Case Fee	\$186.00	<b>Envelope Total: \$186.00</b>		<i>Waiver selected</i>	
Description	Amount																										
Filing Fee	\$0.00																										
Filing Total: \$0.00																											
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																										
Court Case Fee	\$186.00																										
<b>Envelope Total: \$186.00</b>																											
<i>Waiver selected</i>																											

---

Save as Draft   Summary

## ➔ Review your e-file Summary

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

Review and submit your envelope

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

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

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

Fees		
▶ Motion		
▶ Waiver		
▶ Notice		
Total Filing Fee		\$0.00
		Envelope Total: \$0.00
		Waiver selected
Payment Account	Waiver	

Back Submit

## ➔ Submit your e-filing

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

Back Submit



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



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