

eFiling Instructions for San Luis Obispo Superior Court

e-Filing is a quick and secure option to file your legal documents. e-Filing is available for the following civil case types: Unlimited, Limited, Small Claims, Probate and Guardianships, Family Law, Family Support, Adoption, and Mental Health. The following instructions will explain how to use **Odyssey eFileCA**, which is one of many e-Filing Service Providers (EFSPs) currently serving this court. For a full list of EFSPs available for this court, please [click here](#).

For first-time users, please follow steps 1-10. If you already registered for an Odyssey eFileCA account and have added a payment account, please follow steps 11- 000.

Step One: Log on to [Odyssey eFileCA's website](#) and click **Register**.



Court Information

Welcome to eFileCA HTML 5 EFiling Site

Tyler Technologies has released their California Accessible eFiling website. Use this link to access the site: california.tylertech.cloud

San Diego Users: The San Diego Superior Court does NOT accept e-Filings at this time. This service will be available in the near future.

San Luis Obispo Users: Effective immediately, the upcoming hearing date must be included in the filing description box along with a

Actions



Sign In



Register

Self Help

[Need Help?](#)
[Chat for Assistance](#)
[FAQ's](#)
[Web Training Sessions](#)
[Training Videos](#)
[User Guides](#)
[Filers With Disabilities](#)
[Privacy Policy](#)

Step Two: Complete the fields and click **Next**.



Register

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

First Name

Pat

Middle

Last Name

Sample

Email Address

patsample123@gmail.com

Password

.....

Security Question

What is your high school mascot?

Security Answer

Bear

Next

Step Three: Click the option to **Register for a Self-Represented Account**. Enter your contact information in the fields below and click **Next**.



Register

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

Registration Options

Register for a Firm Account

Perfect for:

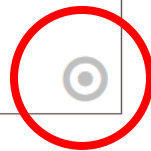
- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners



Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants



Contact Information

Country

United States of America

Address Line 1

1234 Main Street

City

San Luis Obispo

State

California

Zip Code

93401

Phone Number

555-555-5555

Previous

Next

Step Four: Review the Terms and Conditions and click **I Agree – Create My Account**.



Register

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

Odyssey File & Serve Usage Agreement

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

Section 1. Definitions

The following terms have the following meanings in this Agreement: "Authorized User" means any of Your employees, agents, independent contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by You to access and use the Tyler Services pursuant to the License. "E-Document" refers to any document or discrete compilation of text and/or graphical information in electronic form suitable for submission into the Odyssey File & Serve program.

"Enhancement" means any correction, modification, customization, revision, enhancement, improvement, update, upgrade, new release or other change that is released generally by Tyler Technologies for the Tyler Services. "Fee Schedule" means Tyler's current Fee Schedule for use of the Tyler Services, as may be altered or amended from time to time by Tyler. "Information" means the records, data, databases, documents, materials, and other information accessible through the Tyler Services. "License" means the limited license granted to You under this

[Previous](#)

[I Agree - Create My Account](#)



Register

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

Congratulations, you have successfully registered!


Email Address: patsample123@gmail.com

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

Step Five: Odyssey eFileCA will send you an email to the email address you used to register the account. Verify your email address by clicking **Activate Account**. You will receive a message indicating your account has been activated.

Subject: Activate your new user account for eFiling

Contact Your Service Provider With Any Questions




Need Help? [Help](#)
Visit: <https://california.tylerhost.net/ofswweb>
Email: efiling.support@tylertech.com

This message was automatically generated. Do not reply to this e-mail.

A new user has been registered. Please click on the link below to activate your account.

[Activate Account](#)

California EFiled Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments are intended solely for the individual or agency to which they are addressed. They may be confidential and/or contain privileged or otherwise non-public information. Do not disseminate this e-mail and any attachments unless you are authorized to do so under applicable court rules or statutes. If you are not the intended recipient of this e-mail, do not copy, distribute, or take any action in reliance upon this e-mail or any attachments and delete this e-mail and any attachments immediately. Please consider the environment before printing this e-mail.



tyler technologies **Empowering people who serve the public™**

Your OFS_H5 account has been activated.

[Sign in now](#)

Step Six: Navigate to [Odyssey eFileCA's website](#) and sign in using your email address and password.



Court Information

Welcome to eFileCA HTML 5 EFiling Site

Tyler Technologies has released their California Accessible eFiling website. Use this link to access the site: california.tylertech.cloud

San Diego Users: The San Diego Superior Court does NOT accept e-Filings at this time. This service will be available in the near future.

San Luis Obispo Users: Effective immediately, the upcoming hearing date must be included in the filing description box along with a

Actions



Sign In



Register

Self Help

[Need Help?](#)
[Chat for Assistance](#)
[FAQ's](#)
[Web Training Sessions](#)
[Training Videos](#)
[User Guides](#)
[Filers With Disabilities](#)
[Privacy Policy](#)

Step Seven: Once you have signed in, you will see your Filer Dashboard. This is where you can review your past filings (My Filing Activity) and start a new filing (New Filing). From your Filer Dashboard, you will need to add a payment account before you begin filing. Click the orange **Action** button and select **Payment Accounts**.

The screenshot shows the eFileCA Filer Dashboard. At the top left is the logo for ODYSSEY eFileCA. To the right of the logo are buttons for 'GoToAssist' and 'Chat', and a 'Show Me How To...' button. Below these is a navigation bar with a home icon and an 'Actions' button, which is circled in red. A dropdown menu is open from the 'Actions' button, listing various options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Bookmarks, Reports, Firm Information, Payment Accounts (highlighted in blue and circled in red), and Help. Below the navigation bar is a dark grey header for the 'Filer Dashboard'. A light blue box contains a message: 'You will be able to submit filings after you complete the following: • Add a Payment Account ? Click on the Actions Menu above to add a Payment Account.' Below this are two main 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 ?' and 'File into Existing Case ?', a 'Use a Template ?' link, and a 'Need help getting started?' link.

Step Eight: Odyssey eFile will present a pop-up explaining their processing of credit cards. Review and click **I Understand and Agree**.

x

Processing of Credit Cards

Your account is never charged until your filing is accepted. If you see any pending charges on your account prior to acceptance, the pending charges are an **authorization hold** to ensure that the funds are available so your filing can be accepted without delay.

****If the filing is canceled or rejected,** the funds will be released and will return to your account according to your financial institution's policies (typically three (3) to ten (10) business days).

I Understand and Agree

Step Nine: Click **Add Payment Account**. At the bottom of the page, enter a name for your Payment Account under **Payment Account Name** and select a **Payment Account Type**. If you are applying for a fee waiver to waive the court fees, follow the steps outlined in Step Nine (A). If you would like to use a credit card or eCheck to pay the court fees, follow the steps outlined in Step Nine (B).

Step Nine (A) for Fee Waiver:

1. From the Payment Accounts page, click **Add Payment Account**.

ODYSSEY eFileCA

Version for the Differently Abled

GoToAssist

Chat

Show Me How To...

Home Actions

Payment Accounts

You will be able to submit filings after you complete the following:

- Add a Payment Account ?

Click on the Actions Menu above to add a Payment Account.

New Case File Into Case My Filings

Print Address Firm User Firm Attorney Edit Contact Info **Payment Accounts** Help

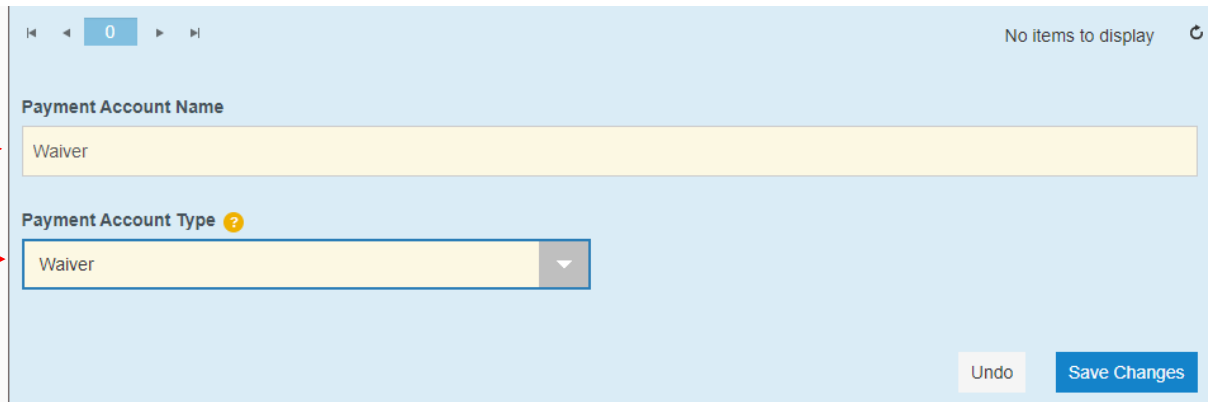
+ Add Payment Account

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

0

No items to display

2. Scroll down and enter a **Payment Account Name**. Then, under **Payment Account Type**, select **Waiver** from the drop-down menu and click **Save Changes**.



The screenshot shows a web form with a light blue background. At the top, there is a navigation bar with a blue button labeled '0' and a refresh icon. Below this, the text 'No items to display' is visible. The form contains two main sections: 'Payment Account Name' and 'Payment Account Type'. The 'Payment Account Name' section has a text input field containing the word 'Waiver'. The 'Payment Account Type' section has a dropdown menu with 'Waiver' selected. Two red arrows point to these fields from the left. At the bottom right of the form, there are two buttons: 'Undo' and 'Save Changes'.

3. Your payment method will be saved and you may proceed with filing. You will be required to submit the Request to Waive Court Fees (FW-001) and the Order on Court Fee Waiver (FW-003) with your

Step Nine (B) for Credit Card and Debit Card payment:

1. From the Payment Accounts page, click **Add Payment Account**.

ODYSSEY eFileCA

Version for the Differently Abled

GoToAssist

Chat

Show Me How To...

Home Actions

Payment Accounts

You will be able to submit filings after you complete the following:

- Add a Payment Account

Click on the Actions Menu above to add a Payment Account.

+ Add Payment Account

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

No items to display

2. Scroll down and enter a **Payment Account Name**. Then, under **Payment Account Type**, select either **Credit Card** or **eCheck** from the drop-down menu and click **Save Changes**.

0

No items to display

Payment Account Name

Credit Card

Payment Account Type

Click to select Payment Account Type

Click to select Payment Account Type

Credit Card

eCheck

Waiver

Undo Save Changes

3. Click **Enter Account Information** and select either Credit Card or eCheck. Complete the relevant form fields and click **Continue**.

Enter Account Information

Method of Payment

- Credit Card
- e-Check

Enter Account Information	Enter Account Information
Method of Payment <input checked="" type="radio"/> Credit Card <input type="radio"/> e-Check	Method of Payment <input type="radio"/> Credit Card <input checked="" type="radio"/> e-Check
Cardholder Information Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.	Account Holder Information Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.
Card Type <input type="text"/>	Account Type <input type="text"/>
Card Number <input type="text"/>	Account Number <input type="text"/>
Exp Month <input type="text"/> MM * Exp Year <input type="text"/> YYYY *	Routing Number <input type="text"/>
CVV Code <input type="text"/> CVV Help	Routing Number Help
Name on Card <input type="text"/> <small>Maximum of 30 characters</small>	Name on Account <input type="text"/> <small>Maximum of 30 characters</small>
Address Type <input checked="" type="radio"/> US <input type="radio"/> Foreign	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 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>	Address Line 2 <input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>
City <input type="text"/>	City <input type="text"/>
State <input type="text"/>	State <input type="text"/>
Zip Code <input type="text"/>	Zip Code <input type="text"/>

4. Click **Save Changes**. Your payment information will be saved and you may proceed to submit filings.

Payment Account Name

Credit Card

Payment Account Type

Credit Card

Step Ten: Click the house icon to return to your Filer Dashboard.

ODYSSEY eFileCA

Version for the Differently Abled

GoToAssist

Chat

Show Me How To...

Home icon (circled in red)

Payment Accounts

+ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Waiver	Waiver	Yes	Actions

1 - 1 of 1 items

Step Eleven: To begin e-Filing, you must choose between starting a new case or filing into an existing case. If you have questions about this step, please contact the Self-Help Center/Family Law Facilitator's Office by phone at (805) 706-3617 or by email at finishcase@slo.courts.ca.gov.

ODYSSEY eFileCA

Version for the Differently Abled

GoToAssist

Chat

Show Me How To...

Home icon

Filer Dashboard

My Filing Activity

- Pending
- Accepted
- Returned
- Drafts
- Served

[View All](#)

New Filing

- Start a New Case
- Use a Template
- File into Existing Case
- Need help getting started?