



# Self-Represented Litigants

## How to E-File in Odyssey File & Serve Step 9: Pay Fees



### 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



## Finalize Fees

**Select a Payment Account** ✕

If you need to leave this page to create your payment account, you can find and resume work on this draft envelope by clicking on "Drafts" on your Filer Dashboard.

[Click here](#) to create a payment account if it is not listed in the dropdown.

By WalkMe

If you did not create a Payment Account when you registered for e-filing, please see *How to E-file in Odyssey File & Serve Step 5: Add a Payment Account* for instructions on how to do so.

### ➔ Review the Documents to be Filed

1. Make sure that the Fees section lists all the documents you want to file.
2. If not, return to the Filings section to add or delete documents.

**Fees** Need Help?

	Description	Amount
▼ Motion	Filing Fee	\$0.00
		Filing Total: \$0.00
▼ Waiver	Filing Fee	\$0.00
		Filing Total: \$0.00
▼ Notice	Filing Fee	\$0.00
		Filing Total: \$0.00
Total Filing Fee		\$0.00
		Envelope Total: \$0.00

Payment Account ?  
Click to select Payment Account

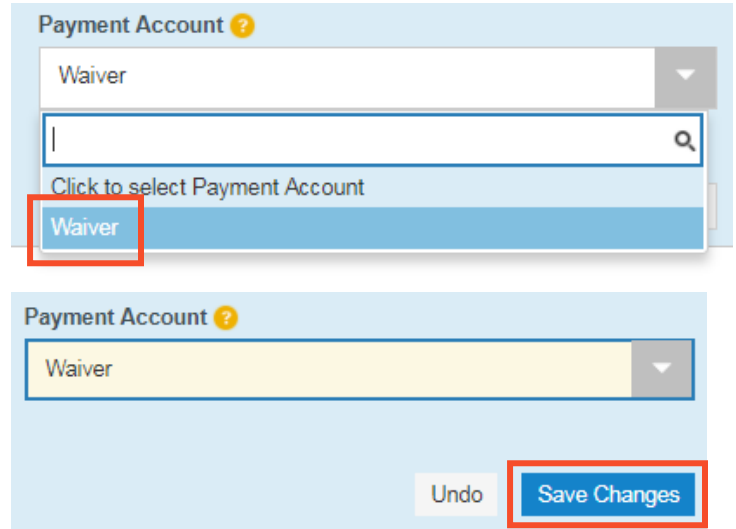
Party Responsible for Fees ?  
Click to select Party Responsible for Fees



If the Party Responsible for Fees drop down menu appears (it won't in every Location or Case Type), always select yourself.

## Select the Payment Account

1. Click on the drop down menu.
2. **Select** which Payment Account (that you created during registration) you want to use for this filing (Credit, eCheck, Pay at Counter, or Waiver).
  - a. Select Pay at Counter if:
    - i. You want to pay in cash and you have confirmed that your court accepts cash.
  - b. Select Waiver if:
    - i. You are filing an Application for Waiver of Court Fees and one of your Lead Documents is the Application; or
    - ii. You have been approved for a Fee Waiver and one of your attachments is the signed order from the judge.



The screenshot shows two stages of the 'Payment Account' selection process. The top stage shows a dropdown menu with 'Waiver' selected, a search bar, and a list of options with 'Waiver' highlighted. The bottom stage shows the 'Waiver' option selected in the dropdown, with 'Undo' and 'Save Changes' buttons at the bottom right.

3. Click **Save Changes**.
4. If you used Credit or eCheck, you have paid your court fees.
5. If you selected Pay at Counter you will need to pay in cash before your filing will be processed.
6. If you have submitted an Application for Waiver of Court Fees, you will need to check with the court and if the application is denied, you will need to pay your filing fees.



If something has changed about your Credit or eCheck accounts since they were approved during registration and when you e-file, this could cause your filing to be rejected. Make sure your payment account information is up to date and accurate before e-filing.



**You have now successfully completed the Fees section for e-filing.**