

Contact Info

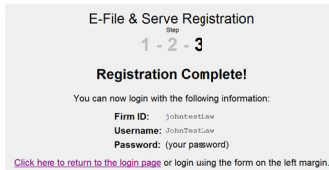
Technical Support: 800.297.5377
E-mail: efiling.support@tylertech.com

What is Odyssey File & Serve?

Odyssey File & Serve is an electronic filing and service program where attorneys can electronically file documents with the Oakland County Sixth Judicial Circuit Court.

Registering as a New User

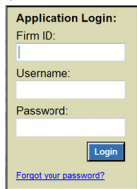
- Click . There is no fee to sign up for E-File & Serve.
- Read the [E-File & Serve Registration](#) page.
- Select [Click here to continue with the registration process](#).
- Complete the **Firm and Firm Administrator Information** form.
- Click .
- Registration Complete!** appears on the screen.



- Record the login details for your records.
- Select [Click here to return to the login page](#).

Logging In

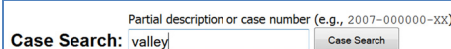
- Go to <https://www.wiznet.com/oaklandmi/login.jsp>.
- Enter your **Firm ID**, **Username** and **Password**. (All are case-sensitive)



- Click .










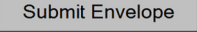
Searching for a Case

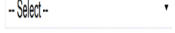
- Enter a partial description or a case number in the Case Search field to search for a case. (example: Valley or 2008-090214-CZ)




- Click . A list of cases will appear on the screen.


Filing into an Existing Case


- Locate the case in the list to e-file into.
- Click  under the **E-File** column.
- Enter the details for Filing #1:
 - Select the files to upload for the filing.
 - Click  to select the document to file.
 - Select the document to attach.
 - Click .
 - Select a **Document Type** .
 - Enter a **Document Description**
 - Click  to select additional documents to attach.
 - Enter any **Comments** (Optional)
 - Enter a **Reference Number**
- Enter the details for the Envelope:
 - Enter e-mail addresses for **Courtesy Copies** (use commas to separate the email addresses)
 - Select **Filing Attorney** .
 - Select **E-Filing Type**
 - EFO (E-File Only)
 - EFS (E-File & Serve)
 - SO (Service Only)
 - Click .
 - Click next to the name to select a recipient.
Note: Complete the **Additional Service Recipients** form to add more recipients.
 - Click .
- Select a **Payment Account** .
- Notate the filing fees for your records.
- Click  **St a Payment**





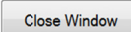
Account: 
Note: Filings submitted after 4:30 p.m. ET are considered filed on the next business day

Checking E-File Status

- Click **E-File Queue** on the left menu.
- Select Filings by Myself, My Firm, or All, using the drop-down menu.
- Select the Status using the drop-down menu.
- Click  to filter the search.

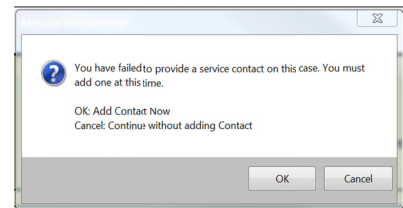
A list of cases will appear on the screen
Click  to view the details of the filing, and to access the file-stamped copy of your document.





Note: If the details button has a green dot  on it, the court has included a review comment.

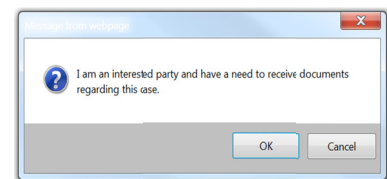
- Click  to open or save the query.
- Click  to view the service details for the filing.
- Click  to view the served parties.
- Click  to print the Service details.
- Click  to return to the E-File Queue.


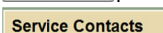
Adding Service Contacts

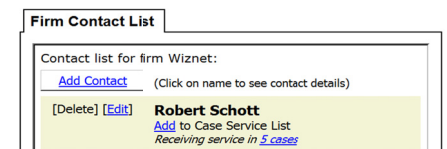
Add Service Contacts to your Case Service List if you plan to EFS, or SO when filing your case, or you will receive the message below.



- Click  to add a contact.
- Click  to continue.
Note: Continuing without adding a contact may result in failure to receive service.
- Click  to add a contact.
- Click  to continue.
- Read the statement in the pop-up window.



- Click .
- Click  on the left menu.
- Select a service recipient from the list under the **Firm Contact List** tab.



Click [Add](#) next to the service contact's name to receive service. The service recipient name appears in the Master Service List on the right of the screen.