

Guide to Assist
NCDRC Certified
Mediators with
Filing Their
Reports of
Mediator in
Odyssey.



Before logging into eCourts/eFiling, mediators should first complete their Report of Mediator. It is recommended that you complete the form online, print the form, sign it, and then scan and save it to your computer.

MSC Report of Mediator: [Report Of Mediator In Superior Court Civil Action | North Carolina Judicial Branch \(nccourts.gov\)](#)

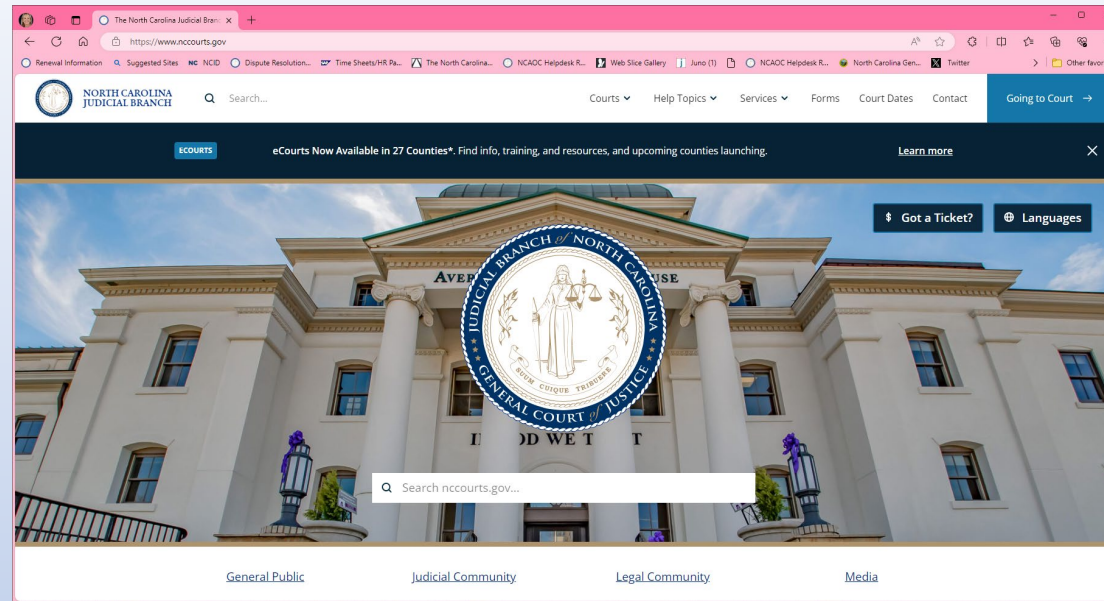
FFS Report of Mediator: [Report Of Mediator In Family Financial Case | North Carolina Judicial Branch \(nccourts.gov\)](#)

Emergency Judges and non-attorney certified mediators, must create/register for an “Individual Account” in eCourts.

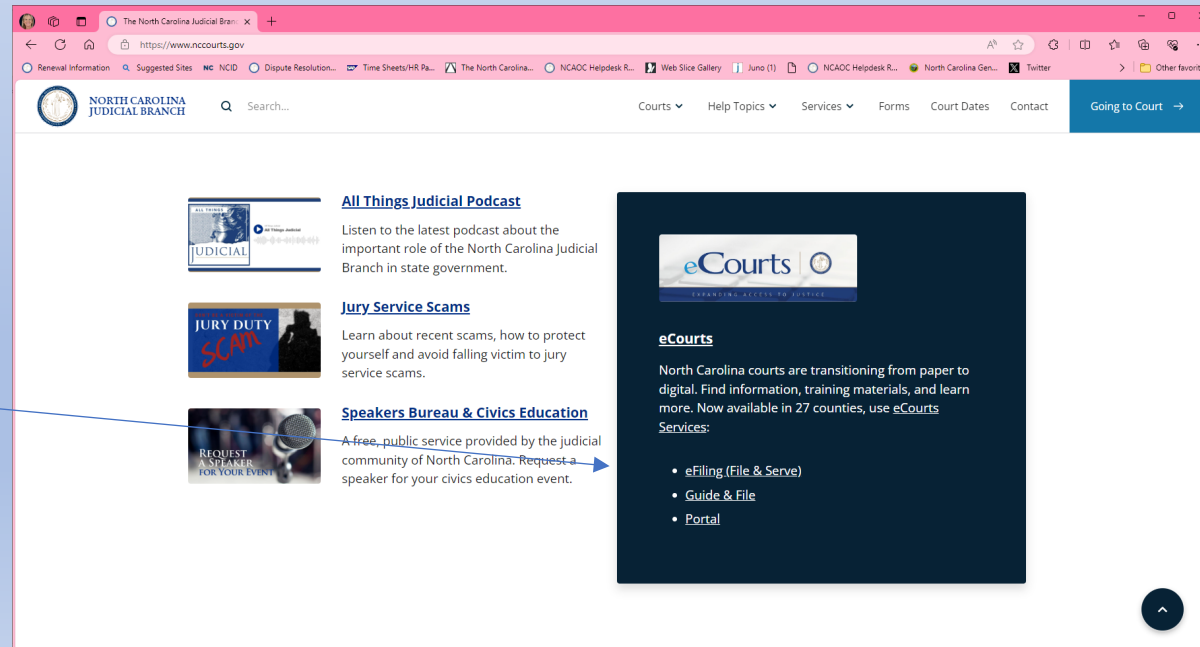
A special thank you to Salim Uqdah who assisted NCDRC staff with creating this guide.

Amended 1.24.25

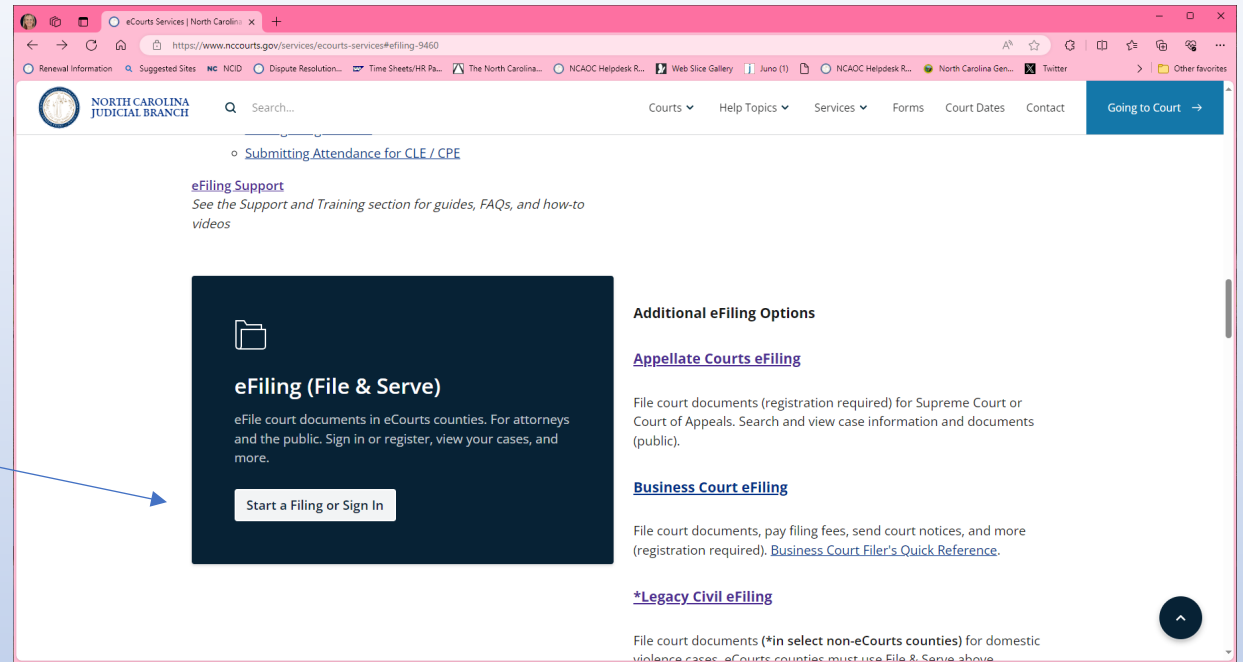
Visit the NC Judicial Branch's Website
www.nccourts.gov



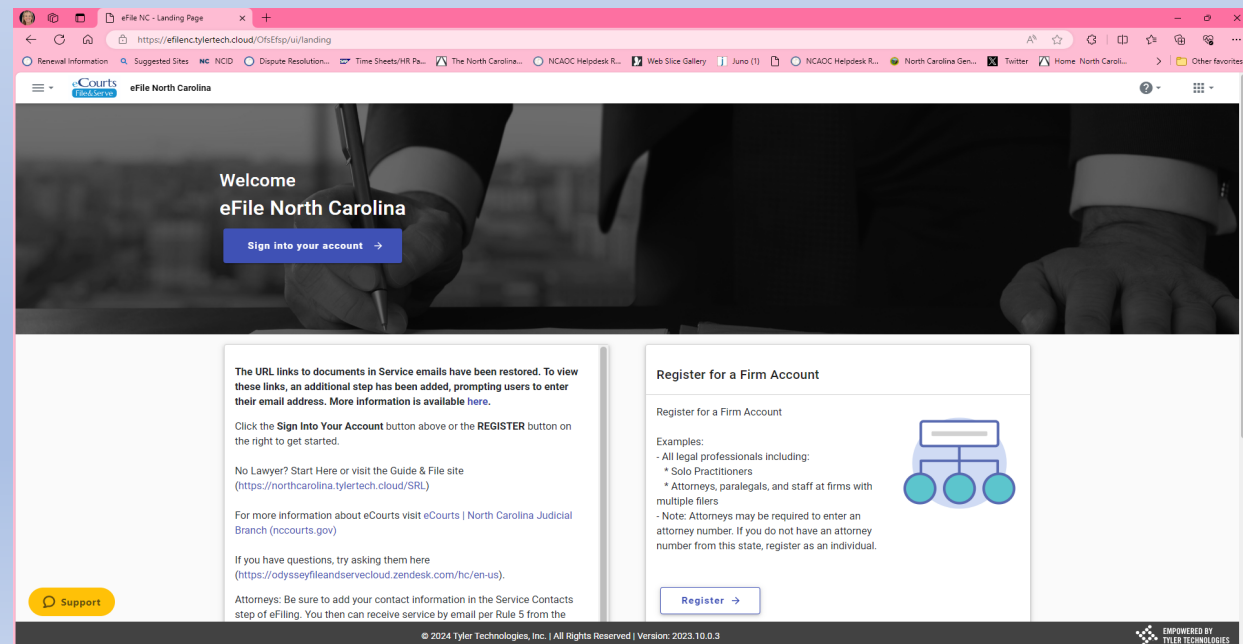
Scroll down to the eCourts Section and click on the eFiling (File & Serve) link.



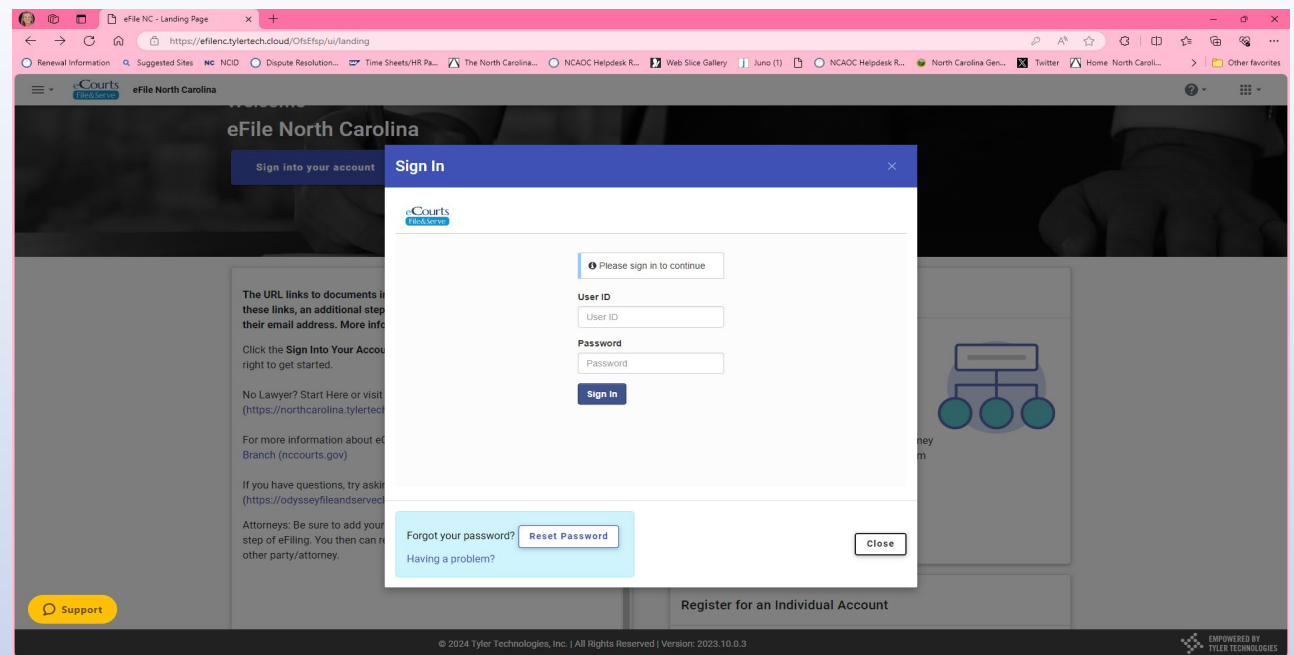
On the next screen, look for the eFiling (File & Serve) black box, and click on “Start a Filing or Sign In”.



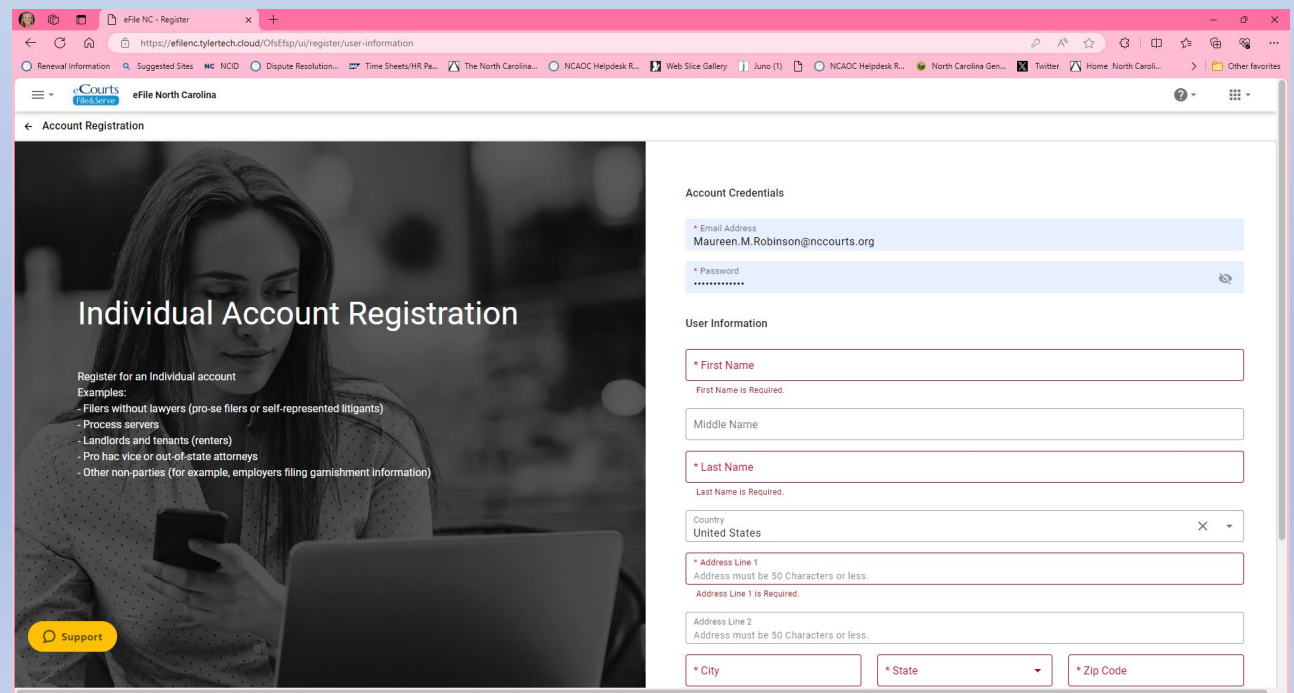
You will be taken to the Welcome page, from here you can sign in, or register an account. If you have already established an account, click on the “Sign into your account” link. If you have not registered, scroll down to “Register.”



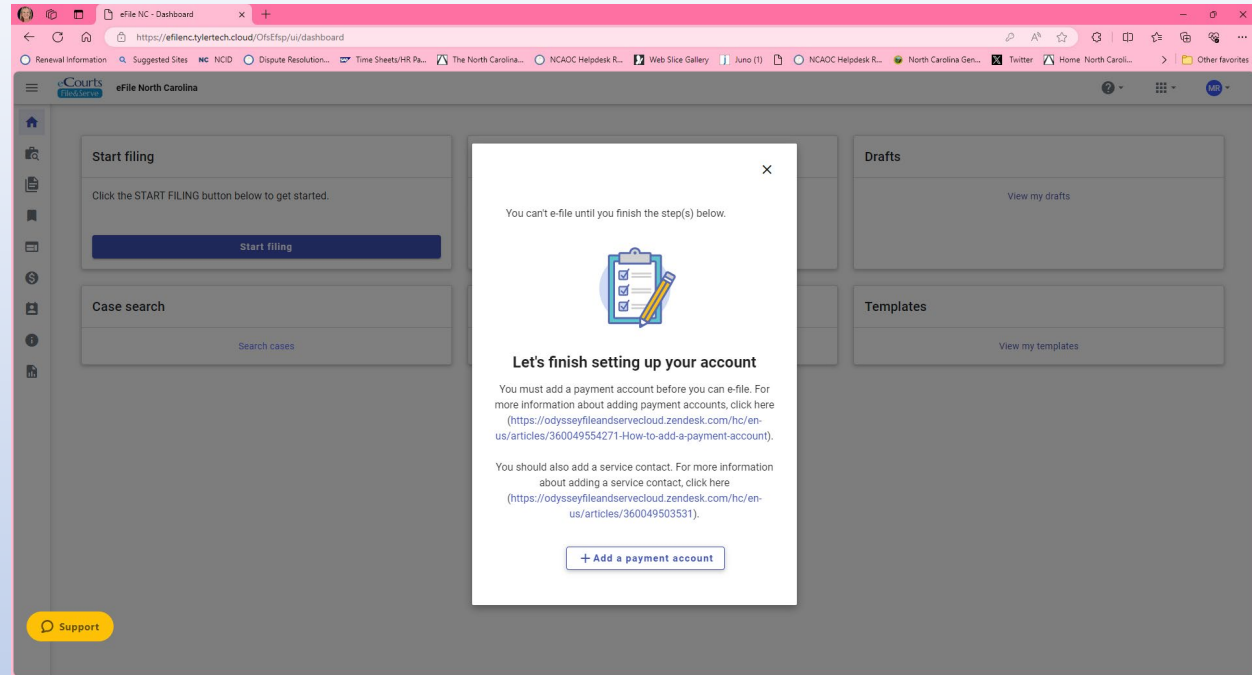
If you have established an account, go ahead and sign in.



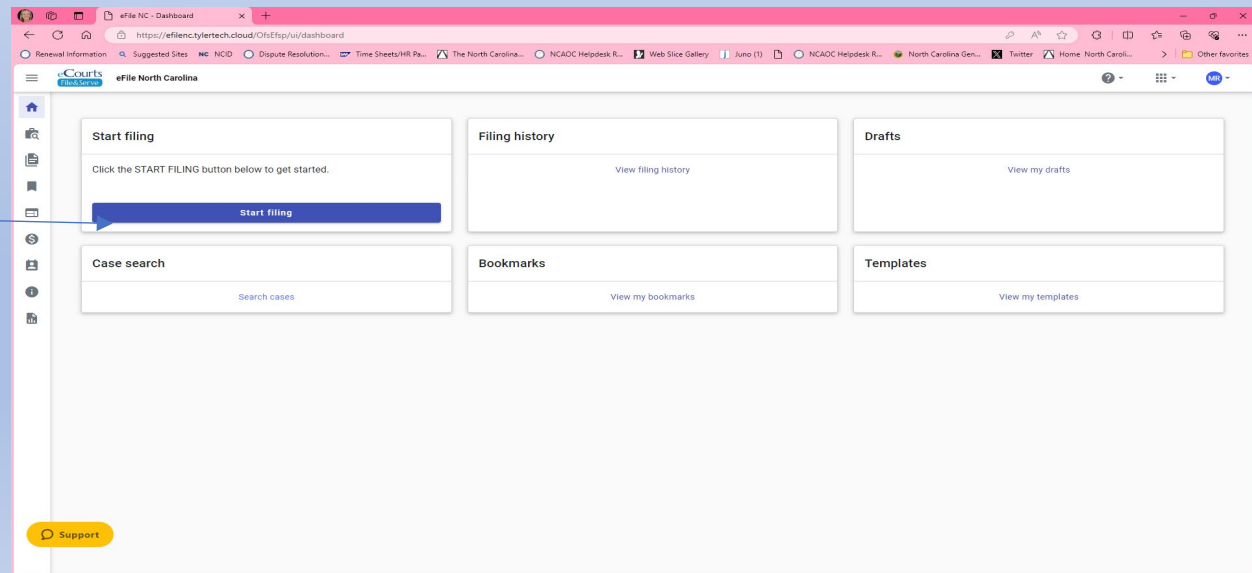
To establish an account, be sure to complete the required sections, and click on the box "I agree to the Terms and Conditions" at the bottom, then click on the "Register."



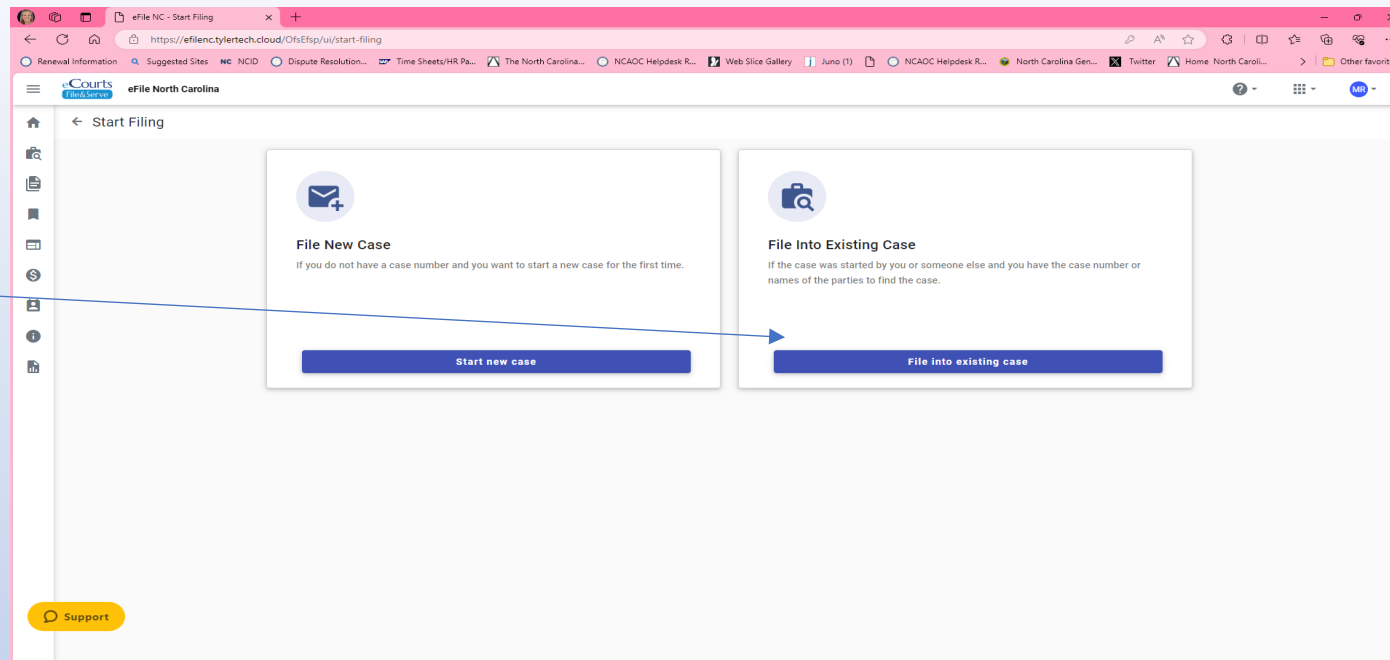
For you to file your Report of Mediator (ROM), you must enter a credit card number – you will not be charged for filing the ROM.



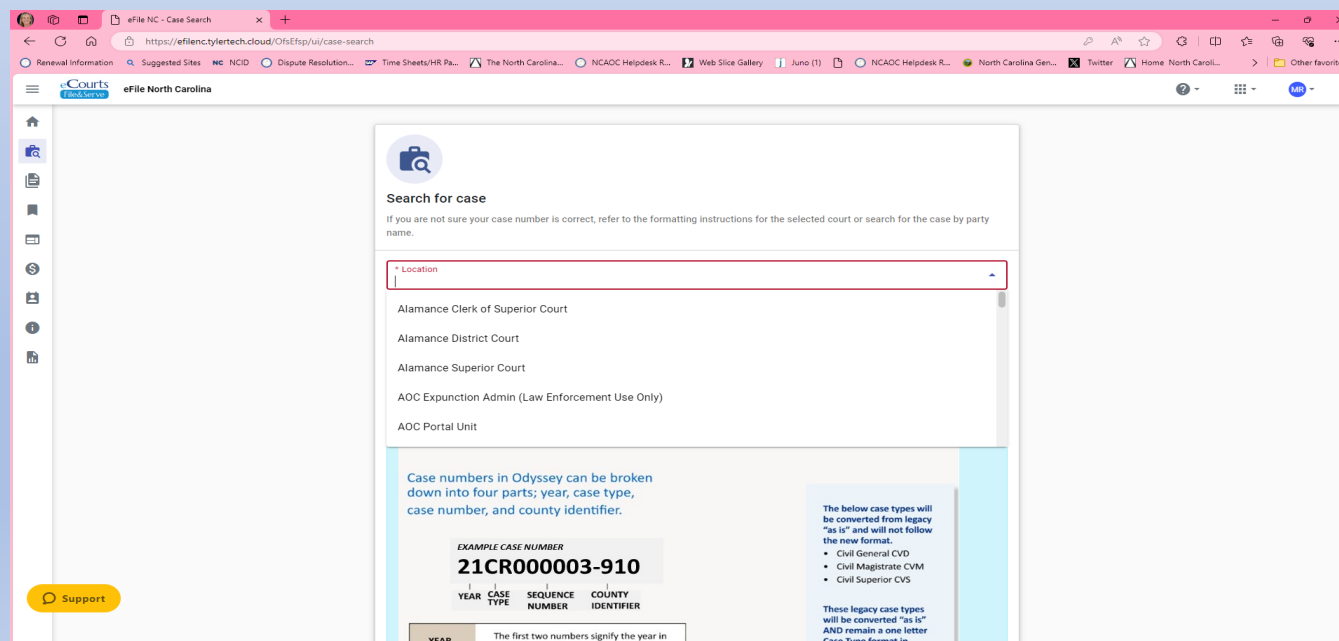
From this page, click on "Start filing."



Click on "File into existing case."



Enter the location (District name and court) from the drop-down box.



Then enter the case number, you MUST include the county Identifier number in the case number. Then click on "Search." County Identifier numbers can be found here:

[N.C. Courts County Codes | North Carolina Judicial Branch \(nccourts.gov\)](https://nccourts.gov)

Case numbers in Odyssey can be broken down into four parts; year, case type, case number, and county identifier.

EXAMPLE CASE NUMBER
21CR000003-910

| YEAR | CASE TYPE | SEQUENCE NUMBER | COUNTY IDENTIFIER |
|-------------------|---|-----------------|-------------------|
| YEAR | The first two numbers signify the year in which the case was established. | | |
| CASE TYPE | The two letters signify the case type. | | |
| SEQUENCE NUMBER | The set of numbers signifies the sequential order or numbering. | | |
| COUNTY IDENTIFIER | The hyphen plus the last three numbers is the county identifier. | | |

The below case types will be converted from legacy "as is" and will not follow the new format.

- Civil General CVD
- Civil Magistrate CVM
- Civil Superior CVS

These legacy case types will be converted from legacy "as is" AND remain a one letter Case Type format in Odyssey.

- Civil Transcript "T"
- Miscellaneous Civil Judgments "M"
- Registration "R"
- Estates, etc. "E"

Click here for the county identifier.

Click here for more case search tips.

* Case Number

Case Number is Required.

Sort Results By
Newest to Oldest

Cancel Search

The Case should be listed.

Case search results

Location: Mecklenburg Superior Court Case Number: 23cv003577-590 1 Results

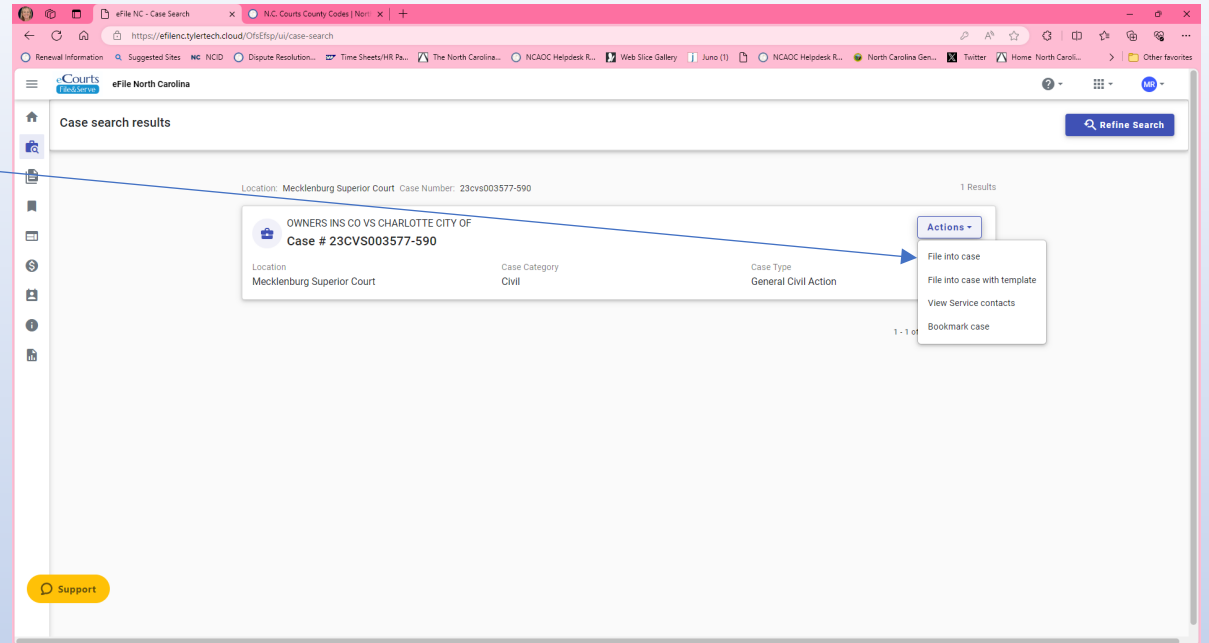
OWNERS INS CO VS CHARLOTTE CITY OF
Case # 23CVS003577-590

Location: Mecklenburg Superior Court Case Category: Civil Case Type: General Civil Action

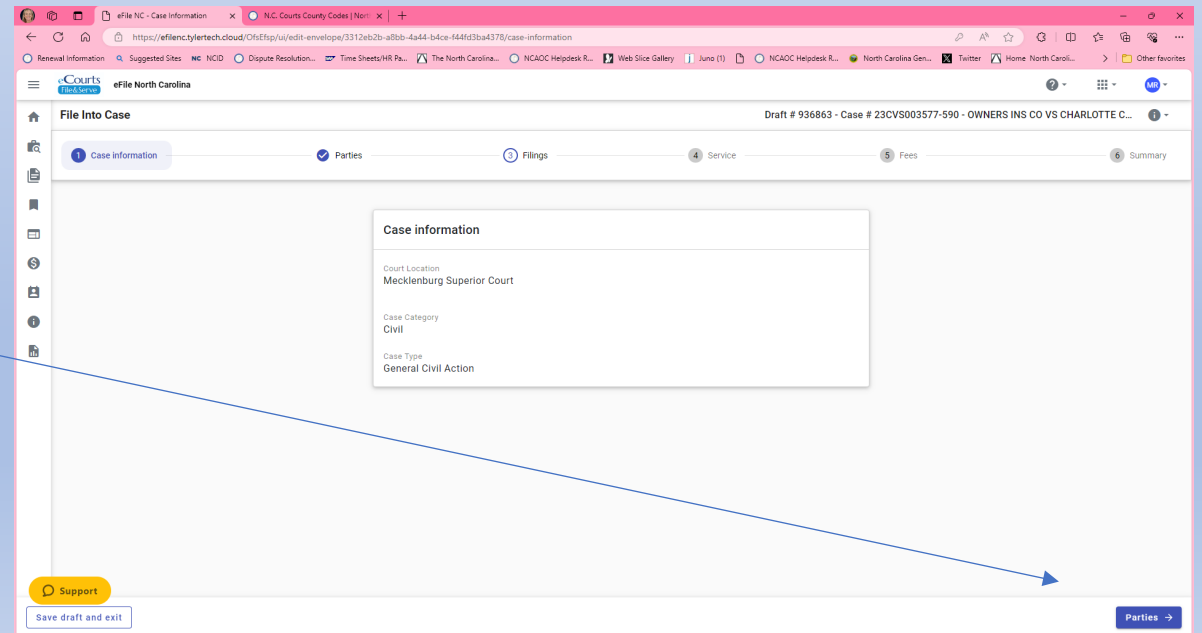
1 - 1 of 1 < 1 >

Support

From the “Actions” drop down box, click on “File into case.”



Click on “Parties.”



If all the information listed is correct (names of parties/case number) then click on the “Filings” button.

Parties

| Party Type | Party Name | Lead Attorney | Actions |
|-------------|-------------------|--------------------|---------|
| | SALIM UQDAH | | |
| * Plaintiff | OWNERS INS CO | John W. Reis | |
| * Defendant | CHARLOTTE CITY OF | R. Harcourt Fulton | |

+ Add more

Support Save draft and exit Case information Filings

Click on “Add filing.”

Filings Max Envelope Size: 36.70 MB Remaining: 36.70 MB

| Filing Code | Filing Type | Description | Actions |
|-------------|-------------|-------------|---------|
|-------------|-------------|-------------|---------|

No Filings Added Yet
At least one filing is required to complete the filing process.

+ Add filing

Support Save draft and exit Parties Service Skip to fees

Superior Court Filings:

In the Filing Code Section, select “MEDIATED SETTLEMENT FILINGS” or “Family Financial Filings”.

Filing Description write in “Report of Mediator”.

Scroll down to Upload your Report of Mediator, Under the Communications section, enter your email address and anyone else you feel should receive a copy of the ROM. When complete, click “Save.”

File your ROM as a “Public” document.

File Into Case Draft # 936863 - Case # 23CVS003577-590 - OWNERS INS CO VS CHARLOTTE C...

Edit Filing Details

Filing requirements Additional services and fees

* Filing Type (Required)

eFile Only Pick "eFile Only" to just electronically file your papers.

eFile and Serve Electronically file your papers with the court and have your documents sent to the selected service contacts.

Service Only Your filing will only be sent to the selected service contacts and will not be filed with the court.

Filing Information

* Filing Code Filing Code is Required.

Filing Description

Client Reference Number

Comments to Court

Support

Cancel Save

File Into Case Draft # 936863 - Case # 23CVS003577-590 - OWNERS INS CO VS CHARLOTTE C...

Edit Filing Details

Filing requirements Additional services and fees

Comments to Court

Upload Documents To add more than one lead document to the filing, create another filing and upload your document.

Communications If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below. If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

Courtesy Copies These individuals will receive a file stamped copy of the document if the court accepts the filing.

Preliminary Copies These individuals will receive a copy of the document as soon as the file is submitted to the court. The documents will not be file stamped.

Support

Add additional services

Cancel Save

District Court/Family Financial, the appropriate filing code is “Family Financial Filings”.

Filing Information

* Filing Code
FAMILY FINANCIAL FILINGS ✕ ▾

Filing Description

Client Reference Number

Comments to Court

The program requires that a credit card number or a waiver account be entered*. Please note that you will not be charged for filing your ROM. Once you have entered your credit card number, or have selected your payment method, click on the “Summary” button.

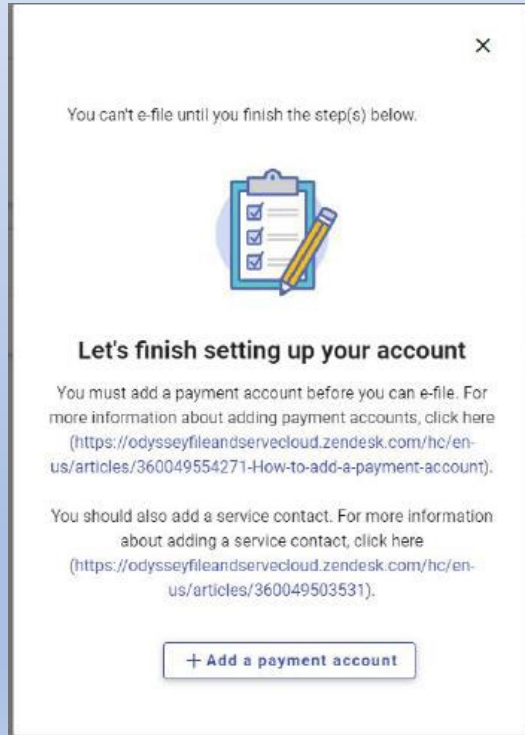
The mediator will not be listed as a party to the case, they may choose the plaintiff or defendant as the “Party Responsible for fees”, if prompted.

*See next slide for Waiver Information.

The screenshot displays the eCourts eFile North Carolina interface. At the top, the logo 'eCourts File & Serve' and 'eFile North Carolina' are visible. The case information is 'Draft # 930163 - Case # 23CVS014437-590 - CAROLINAS RESTORATION LLC VS...'. A progress bar shows steps: Case information, Parties, Filings, Service, Fees (current step), and Summary. The 'Fees' section contains a message: 'You must select a payment account even if there are no fees.' Below this is a dropdown menu labeled '* Payment Account' with a red border and the text 'Payment Account is Required.' and a '+ Add payment account' link. At the bottom of the 'Fees' section is another dropdown menu labeled 'Party Responsible for Fees' with the text 'Select...'. The 'Fee Breakdown' section contains the text: 'Once you've picked your payment account, click the button below to see the total fees.' and a 'Calculate fees' button.

CREATING A WAIVER ACCOUNT

1. Click “+ Add Payment Account”



2. Enter “Waiver” for the Account Name and select “Waiver” for the Payment Type.

This screenshot shows the "Add Payment Account" form. It has a blue header with the title "Add Payment Account" and a close button (X). The form contains the following fields and text:

- Important:** When adding a payment account, temporarily enabling third-party cookies and cross-site traffic information is necessary.
- For step-by-step instructions on how to enable these settings for your browser based on your device, please [click here](#).
- * Account Name:** A text input field containing "Waiver".
- * Payment Type:** A dropdown menu with "Waiver" selected.
- * Account Type:** A dropdown menu with "Waiver" selected.
- At the bottom right, there are two buttons: "Cancel" and "Save".

3. Click Save

Click on the two boxes under Submission Agreements and scroll down

File Into Case Draft # 930163 - Case # 23CVS014437-590 - CAROL

Case inform Parties Filings Service Fees **6 Summary**

*** Submission Agreements**

IMPORTANT NOTICE: It is prohibited for any person preparing or filing a document in the official records of the North Carolina courts to include any of the following personal identifying information (PII) in that document unless expressly required by law or court order or redacted: Social security numbers; employer taxpayer identification numbers; drivers' license numbers; state identification numbers; passport numbers; checking account numbers; savings account numbers; credit card numbers; debit card numbers; personal identification (PIN) codes; and passwords. Violation of this prohibition may be prosecuted as an infraction, punishable by a fine of up to \$500.00 per violation. N.C.G.S. 132-1.10(d).
https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_132/GS_132-1.10.pdf

I have read this notice. I understand that, if I file, I must comply with the filing and redaction requirements set forth in N.C.G.S. 132-1.10(d).

You must accept the Submission Agreements.

Case Information Edit

Verify the case information is correct, then scroll down. If you need to edit any of the information, click on the appropriate Edit box. If all information is correct, scroll down and click on the "Submit" button.

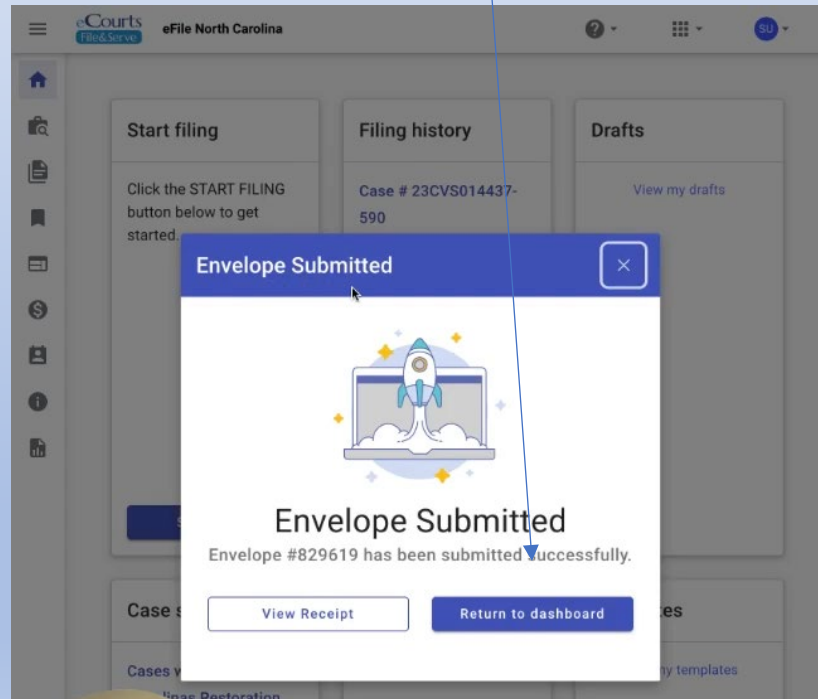
Filings Edit

| Filing Code | Filing Type | Filing Description | Client Ref # |
|----------------------------|-------------|--------------------|--------------|
| MEDIATED SETTLEMENT FILING | eFile Only | Report of Mediator | |

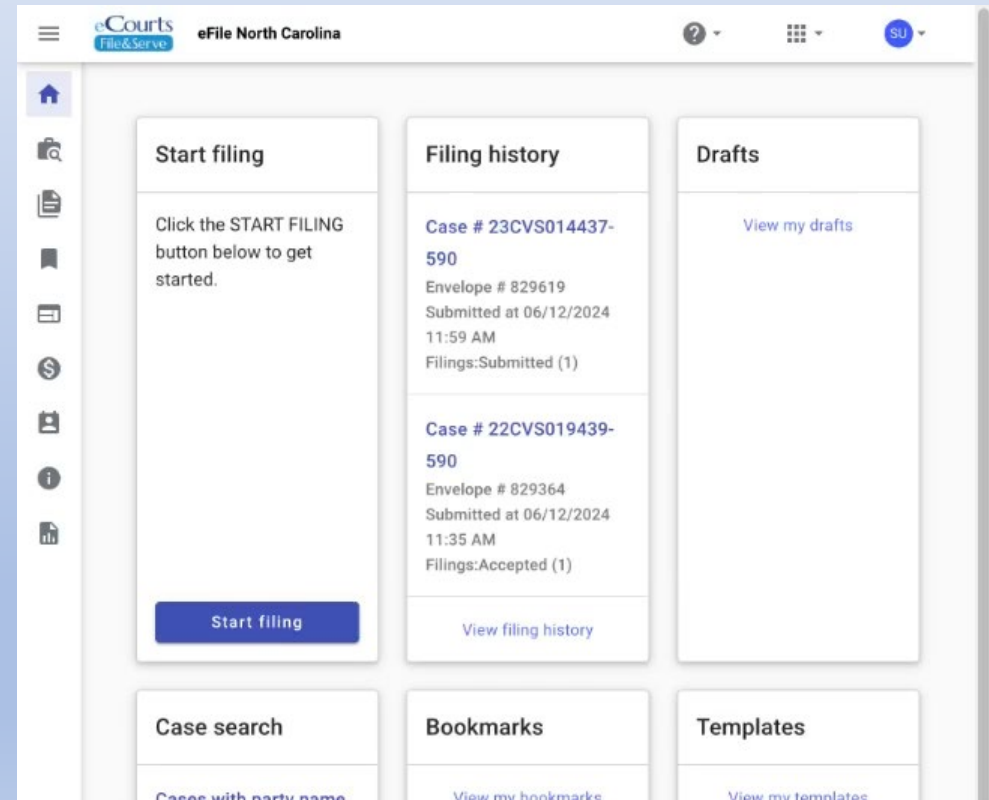
Service Contacts Edit

| Party Type | Party Name | Service Contacts |
|------------------------|---------------------------|------------------|
| Plaintiff | CAROLINAS RESTORATION LLC | 0 |
| Defendant | JAMES F FILL | 0 |
| Defendant | JESSICA FILL | 0 |
| Other Service Contacts | | 0 |

The next screen will show that your ROM was filed/accepted. Click the "Return to dashboard."



The Dashboard will display the cases you have filed within.



To verify your ROM has been reviewed and accepted by the Clerk's office, this page will appear in your account.

The Mediator will receive an email once your ROM has been successfully submitted, and an additional email once the ROM has been accepted.

The screenshot shows an email from 'no-reply@efilingmail.tylertech.cloud' with the subject 'Filing Accepted for Case: 22CVS019439-590; CYNTHIA REGINA SPENCER VS FRANCO EFRAIN BERMEO; Envelope Number: 829364'. The email body contains a table with filing and document details, a link to view the stamped copy, and a technical assistance section.

Filing Accepted
Envelope Number: 829364

The filing below was reviewed and has been accepted by the Clerk's office located in Mecklenburg Superior Court, NC. Please click the link below to retrieve a filed-stamped copy of your eFiled document

| Filing Details | |
|---------------------|--|
| Court | Superior Court |
| Case Number | 22CVS019439-590 |
| Case Style | CYNTHIA REGINA SPENCER VS FRANCO EFRAIN BERMEO |
| Date/Time Submitted | 6/12/2024 11:35 AM EST |
| Date/Time Accepted | 6/12/2024 11:48 AM EST |
| Accepted Comments | |
| Filing Type | MSC-Report of Mediator Filed |
| Activity Requested | EFile |
| Filed By | Salim Uqdah |

| Document Details | |
|----------------------|---|
| Lead File | REPORT OF MEDIATOR - 22CVS019439-590.pdf |
| Lead File Page Count | 2 |
| File Stamped Copy | https://northcarolina.tylertech.cloud/ViewDocuments.aspx?ID=9eabdb16-1f35-4c53-90ad-be840f64fbfc This link is active for 90 days. To access this document, you will be required to enter your email address. Click here for more information. |

For Technical Assistance

Contact [Tyler Technologies](#)

Please do not reply to this email. It was generated automatically by no-reply@efilingmail.tylertech.cloud.

Reply Forward