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)

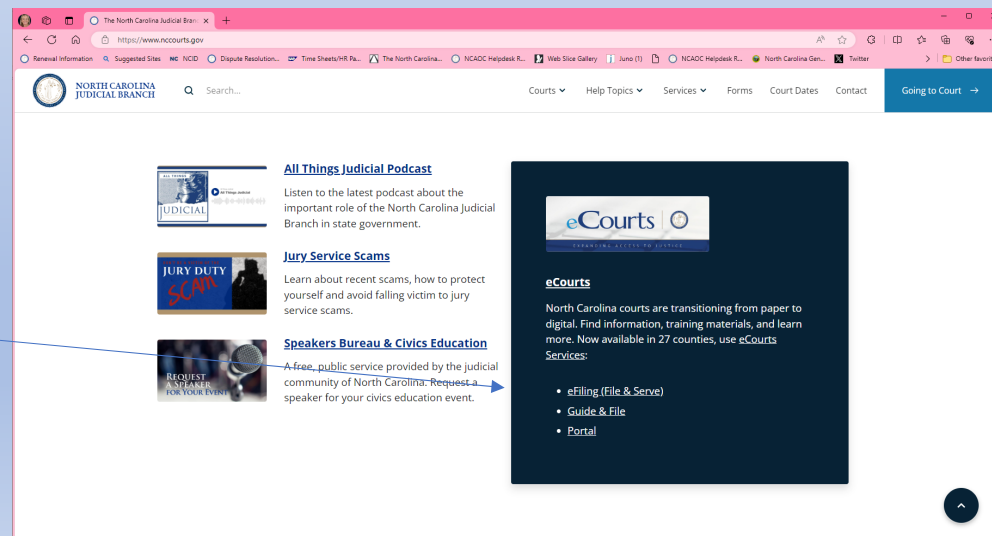FFS Report of Mediator: Report Of Mediator In Family Financial Case | North Carolina Judicial Branch (nccourts.gov)

Emergency Judges and non-attorney certified mediators, must create/register for an "Individual Account" in eCourts.
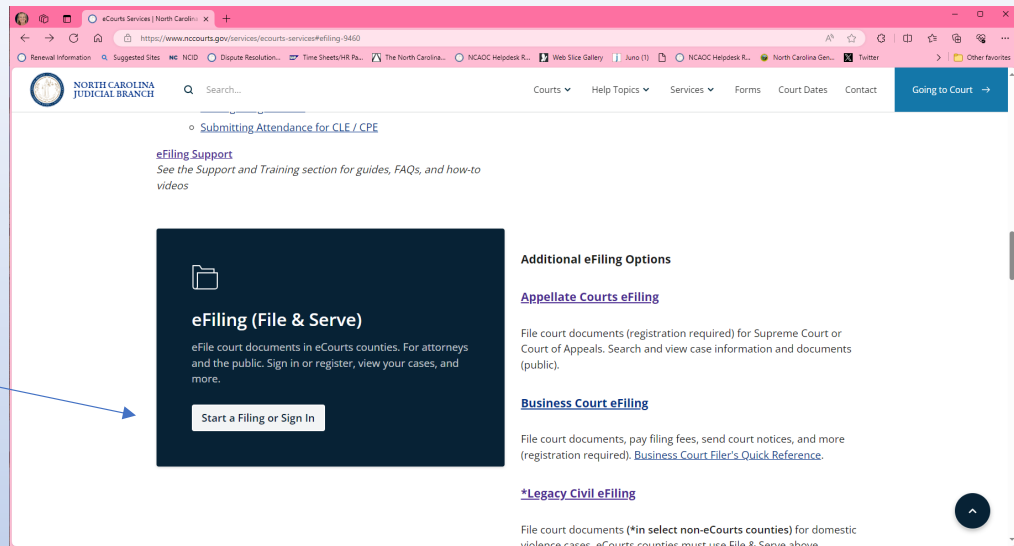
Visit the NC Judicial Branch's Website
www.nccourts.gov
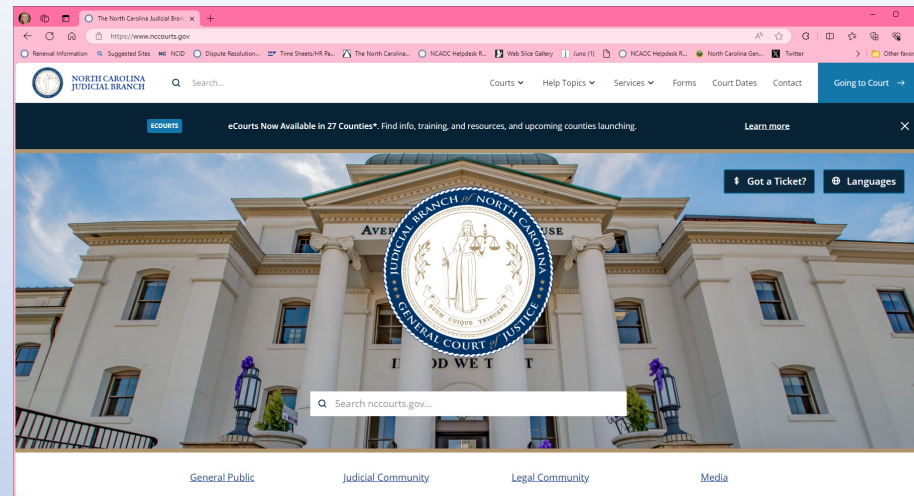
Scroll down to the eCourts Section and click on the eFiling (File & Serve) link.

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."
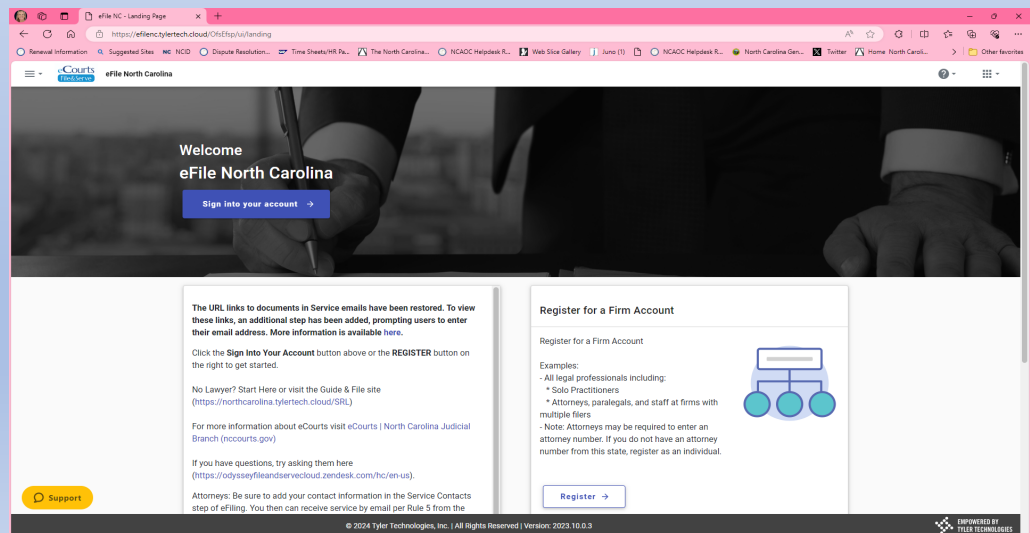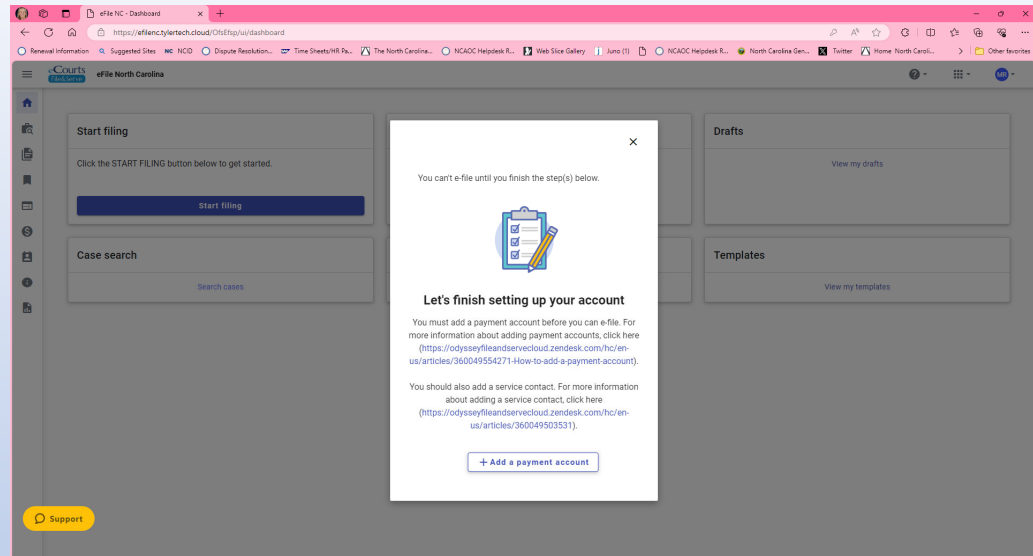
If you have established an account, go ahead and sign in.
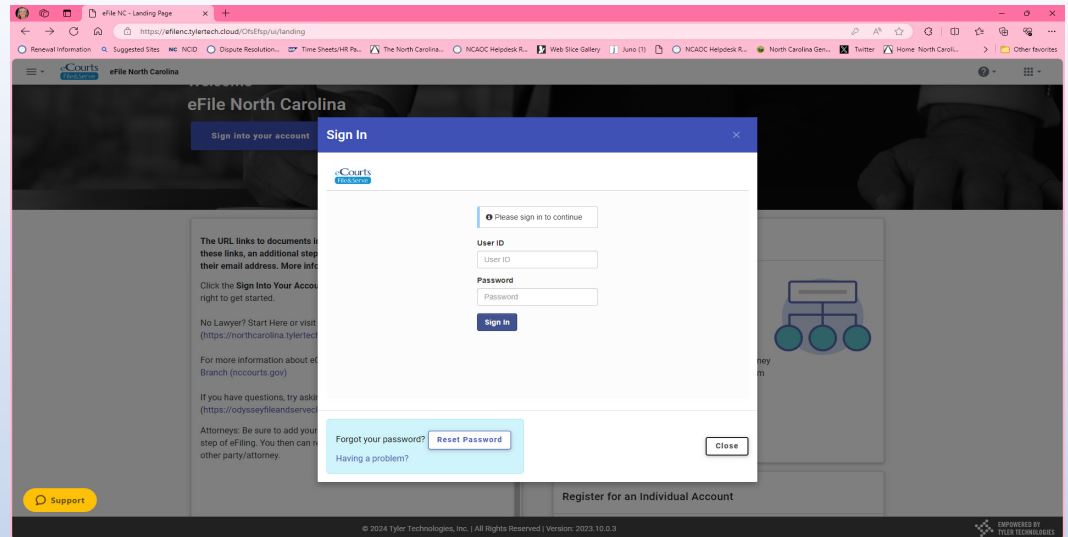
To establish an account, be sure to complete the required sections, and click on the box "I agree to the Terms and Conditions" at the bottom, then click on the "Register."
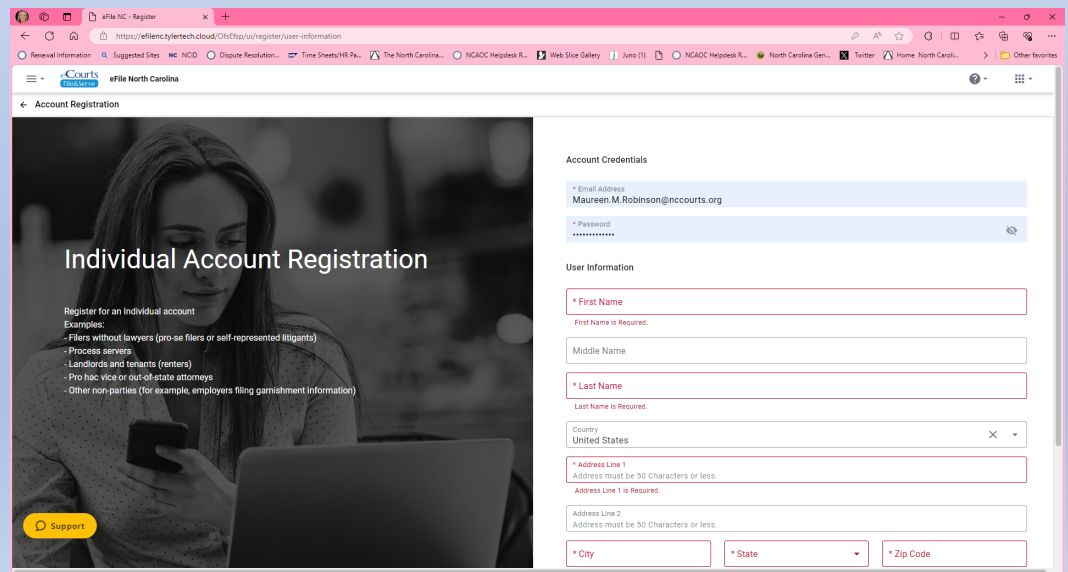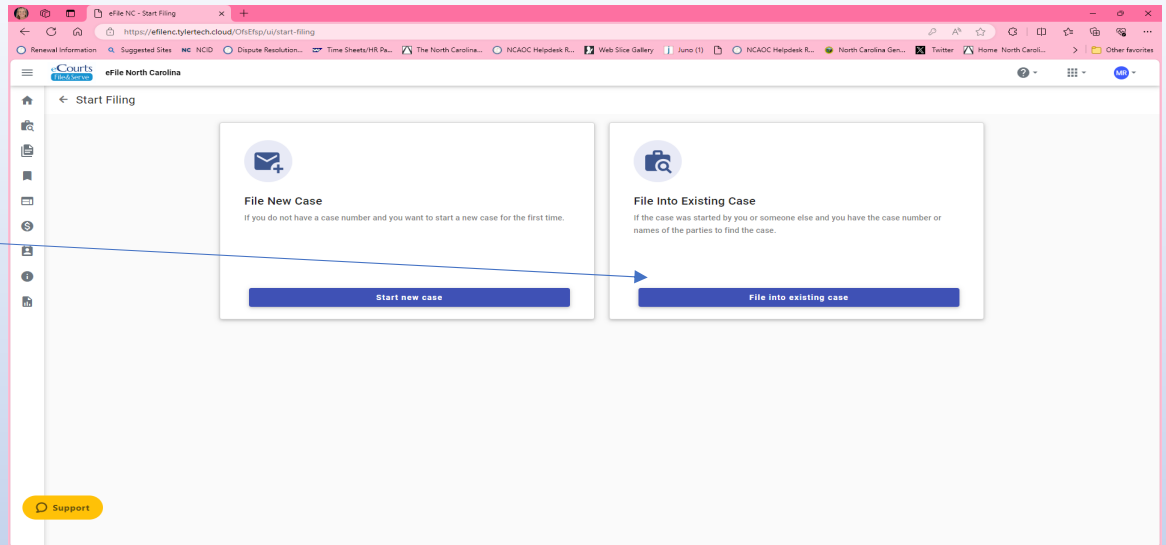
For you to file your Report of Mediator (ROM), you must enter a credit card number – you will not be charged for filing the ROM.
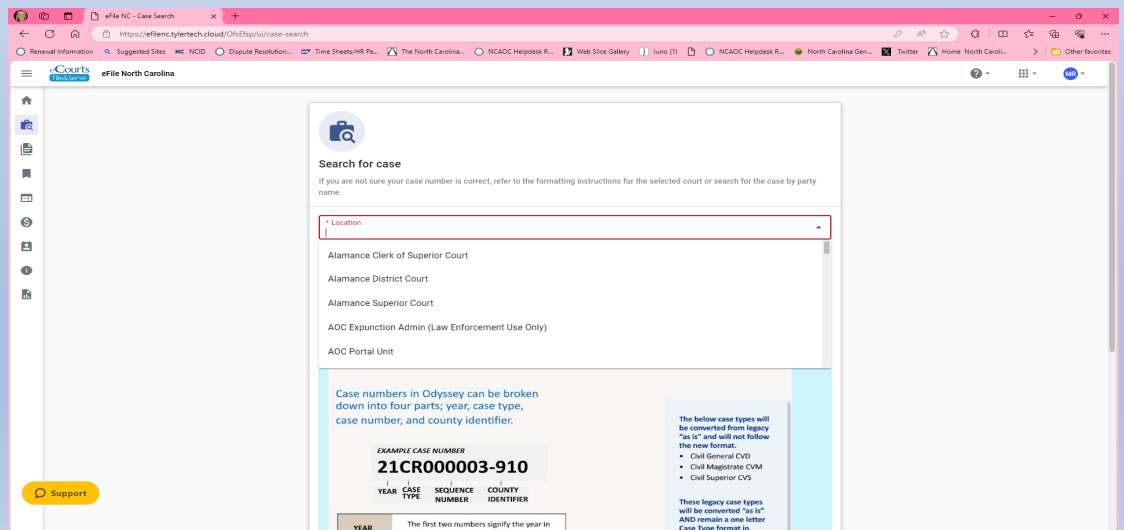

From this page, click on "Start filing."
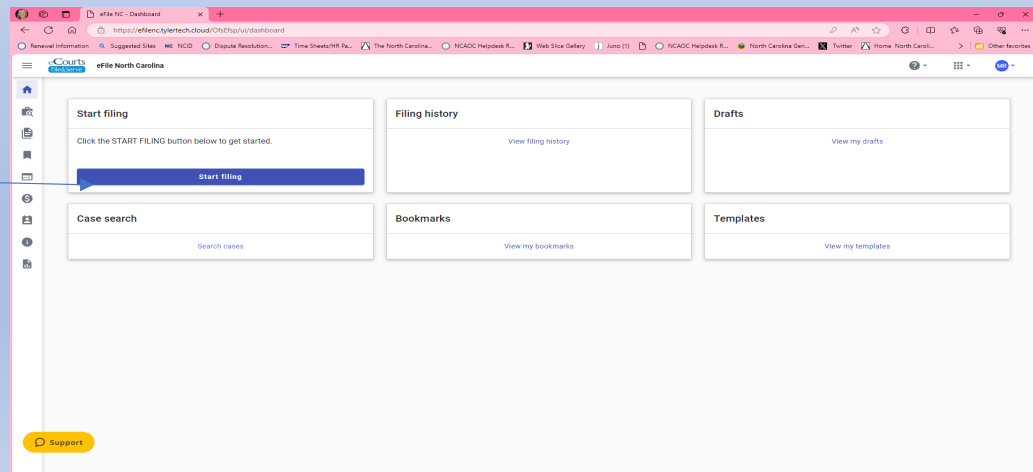
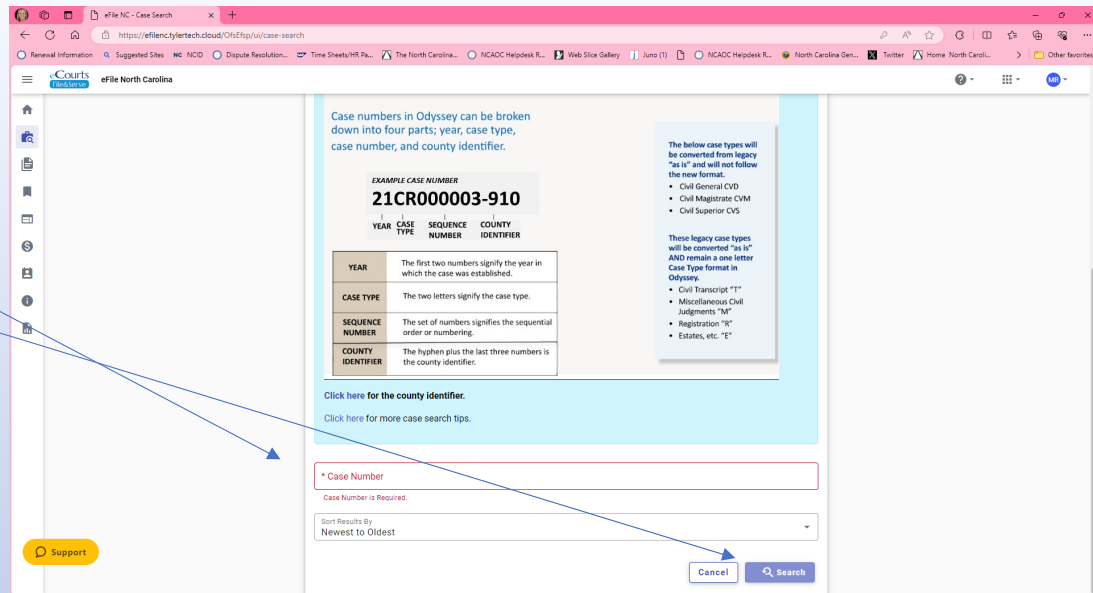Click on "File into existing case."

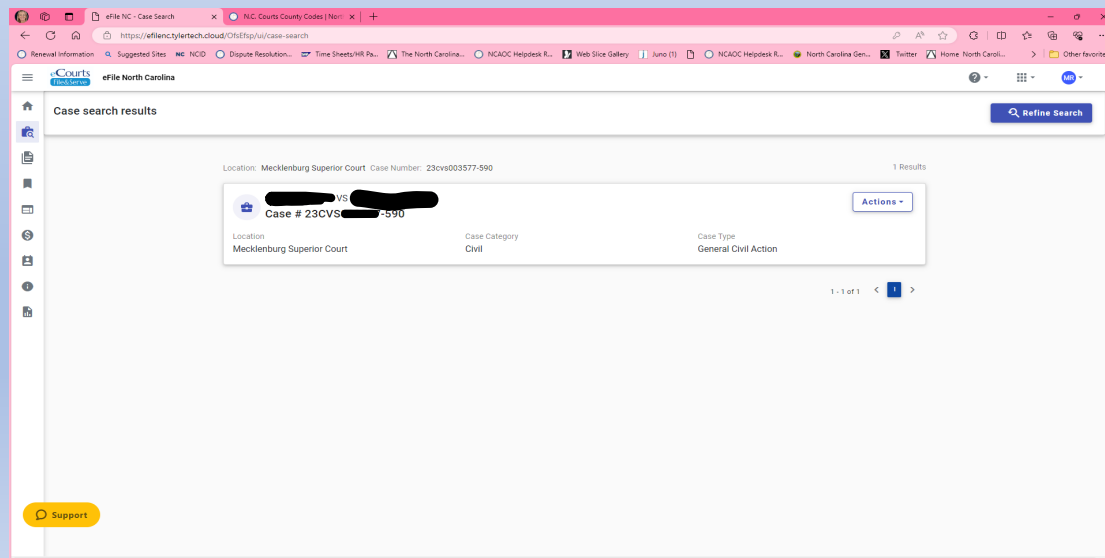Enter the location (District name and court) from the drop-down box.

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:
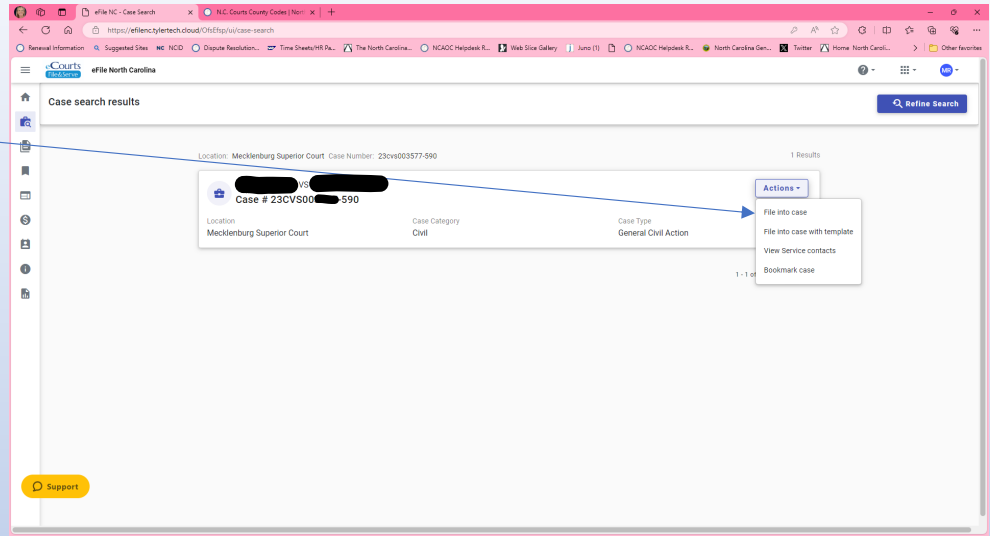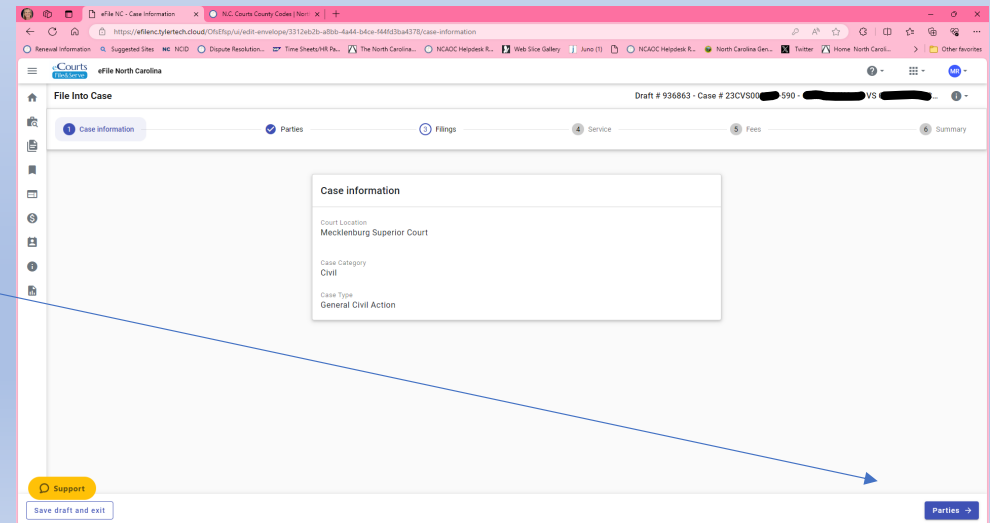N.C. Courts County Codes | North Carolina Judicial Branch (nccourts.gov)
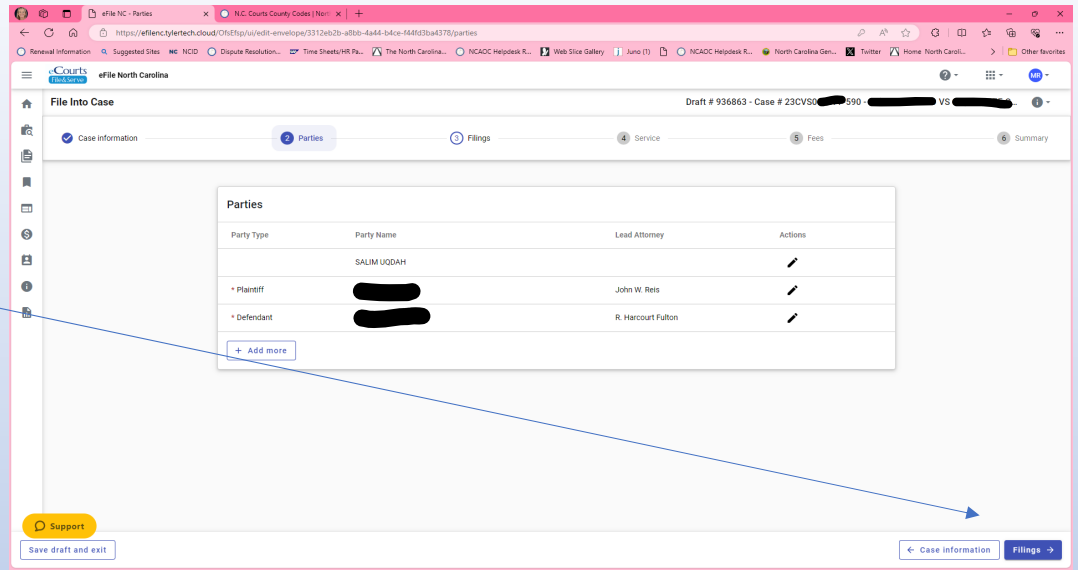

The Case should be listed.

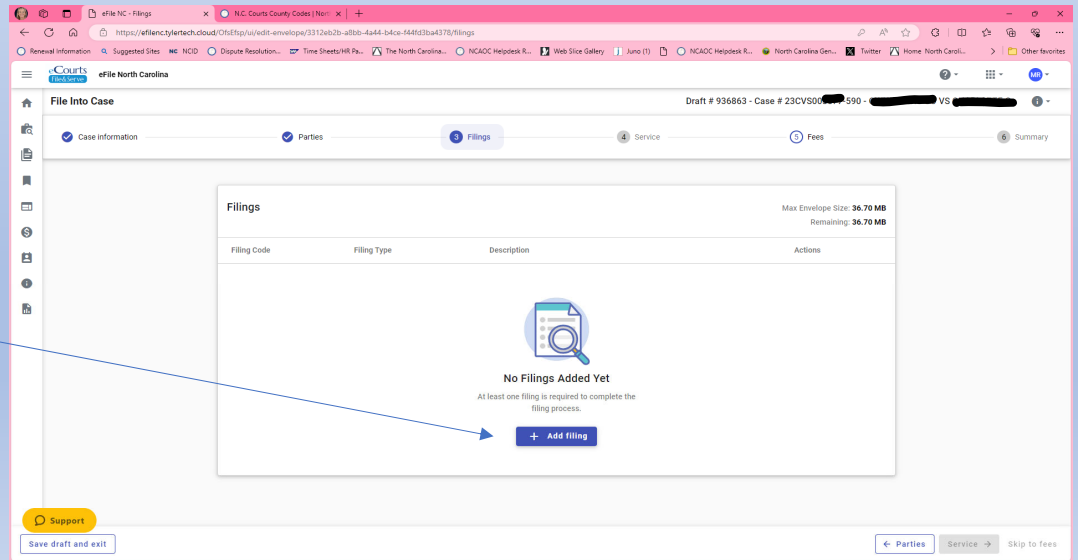From the "Actions" drop down box, click on "File into case."

Click on "Parties."

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

Click on "Add filing."

Superior Court Filings:

In the Filing Code Section, select "MEDIATED SETTLEMENT FILING".

Filing Description write in "Report of Mediator".

Scroll down and 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."

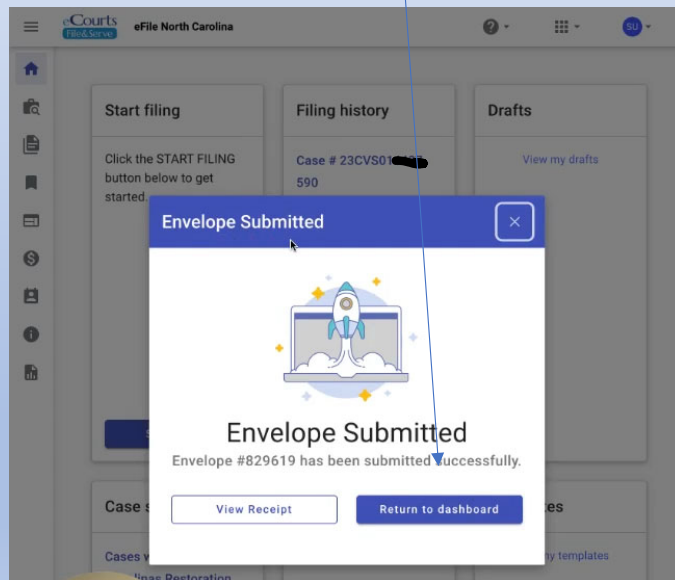File your ROM as a "Public" document.

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 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.

Click on the two boxes under Submission Agreements and scroll down

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.

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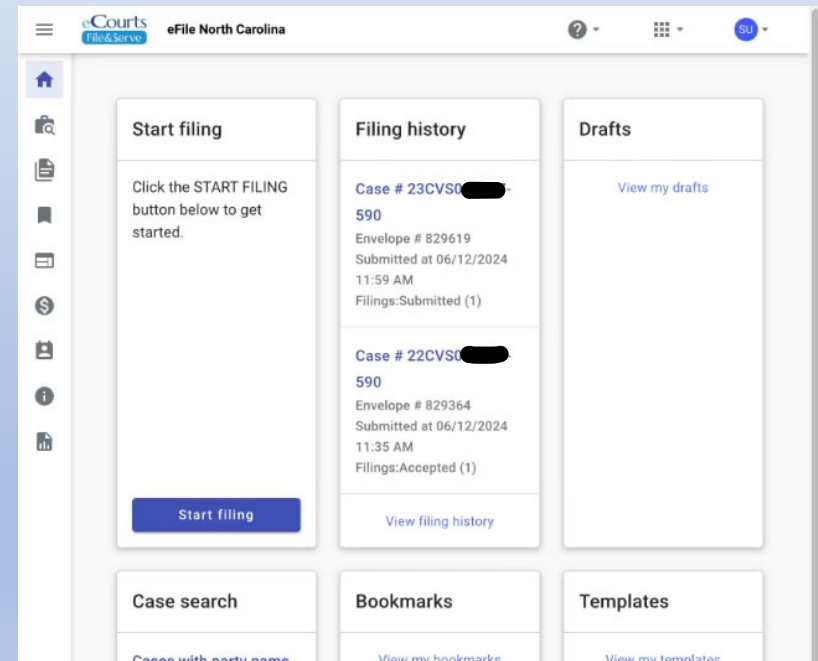
To verify your ROM has been reviewed and accepted by the Clerk's office, this page will appear in your account.

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