

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.

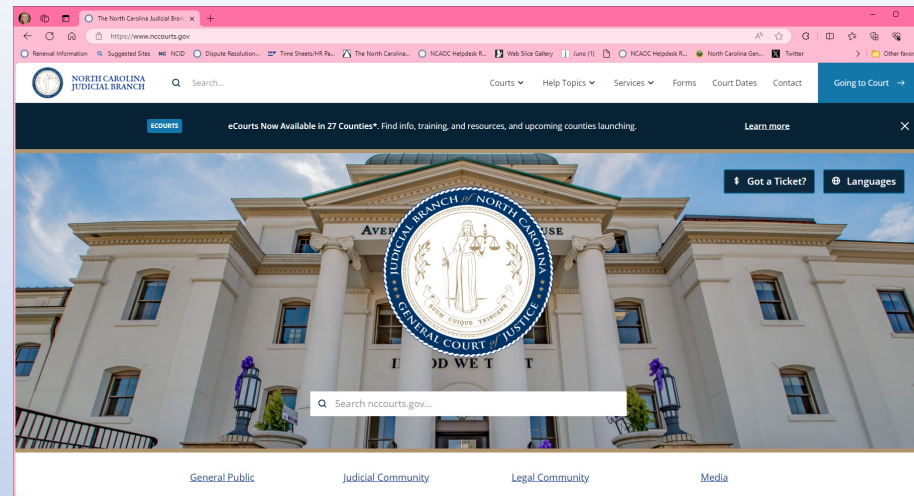
MSC Report of Mediator: [Report Of Mediator In Superior Court Civil Action | North Carolina Judicial Branch \(nccourts.gov\)](#)

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

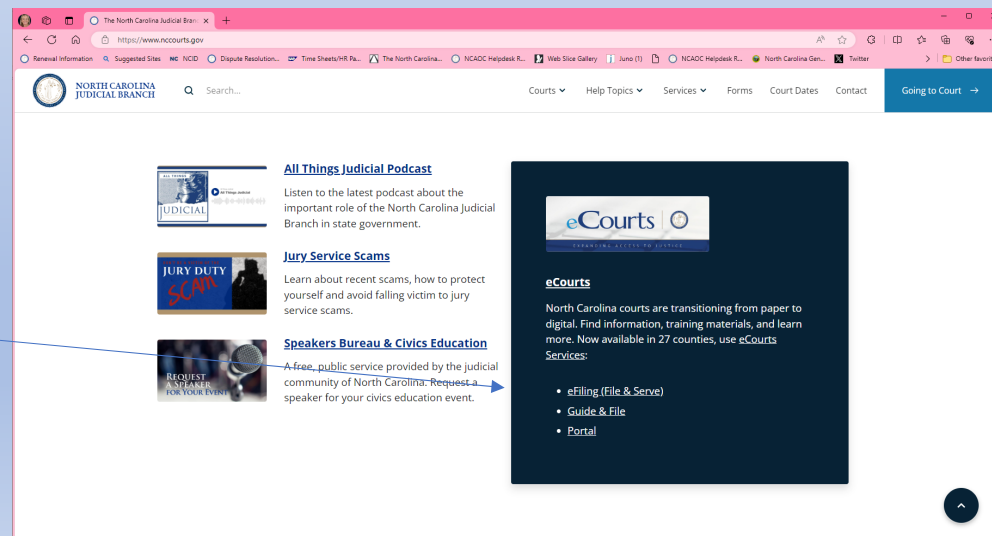
Emergency Judges and non-attorney certified mediators, must create/register for an “Individual Account” in eCourts.

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

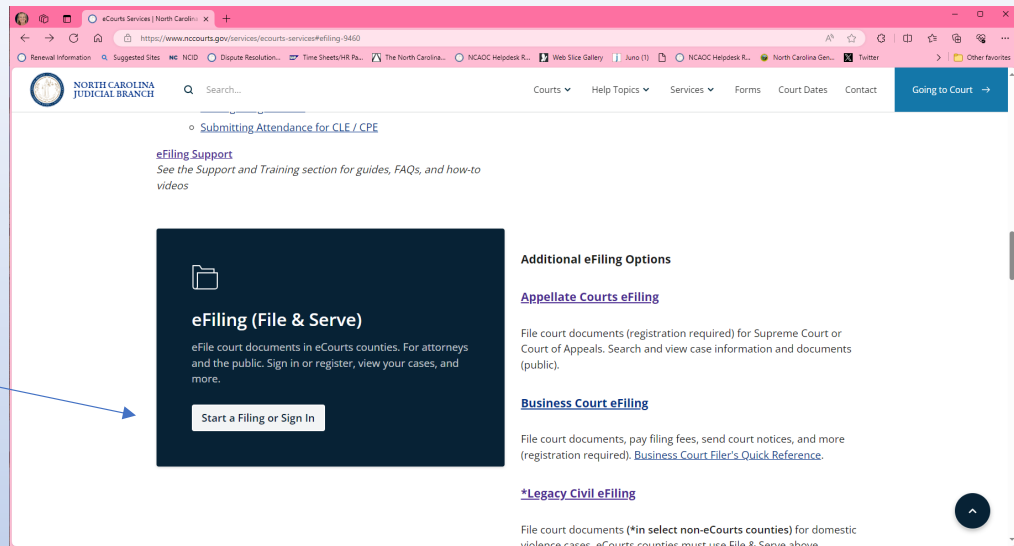
Visit the NC Judicial Branch's Website
www.nccourts.gov



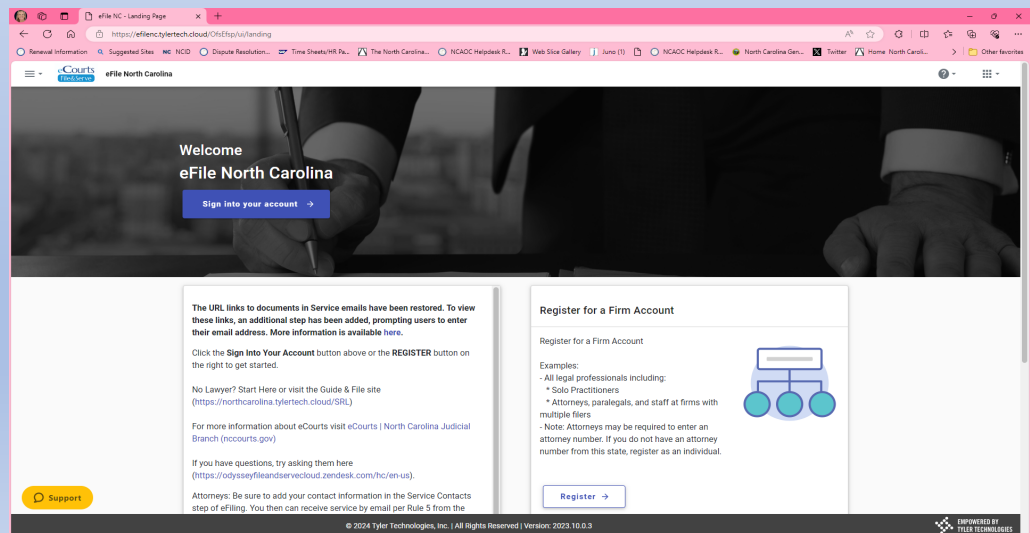
Scroll down to the eCourts Section and click on the eFiling (File & Serve) link.



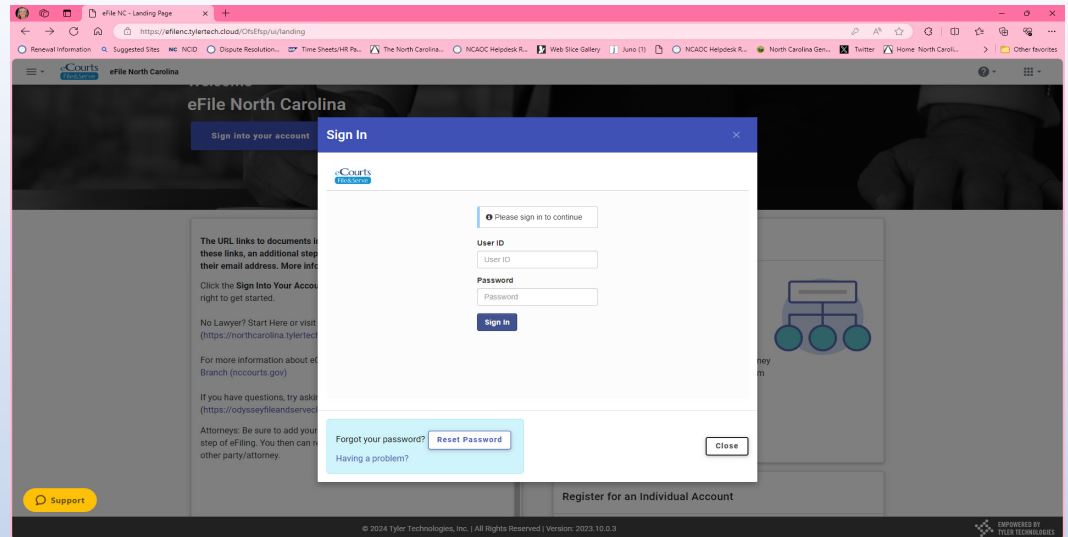
On the next screen, look for the eFiling (File & Serve) black box, and click on "Start a Filing or Sign In".



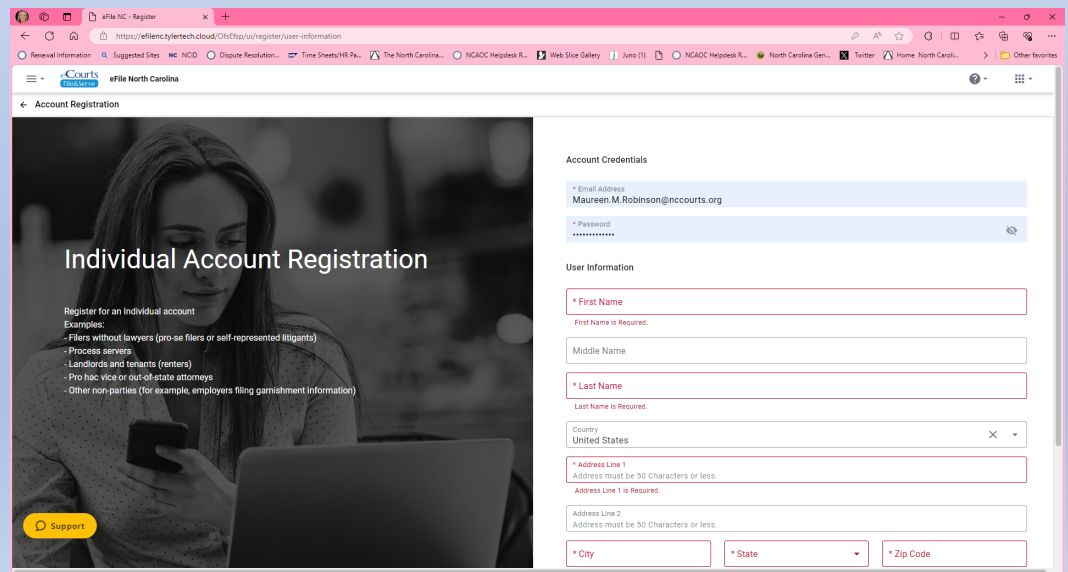
You will be taken to the Welcome page, from here you can sign in, or register an account. If you have already established an account, click on the "Sign into your account" link. If you have not registered, scroll down to "Register."



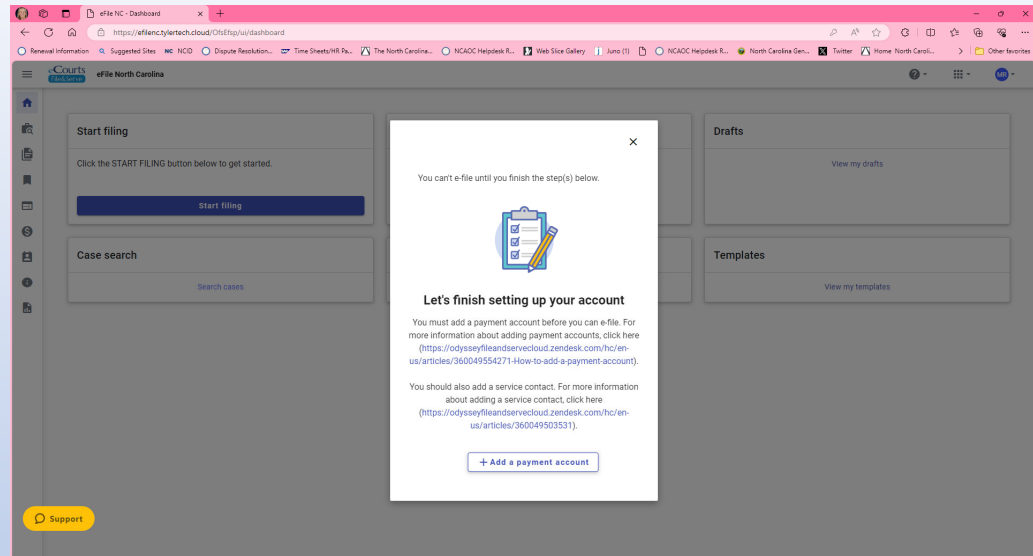
If you have established an account, go ahead and sign in.



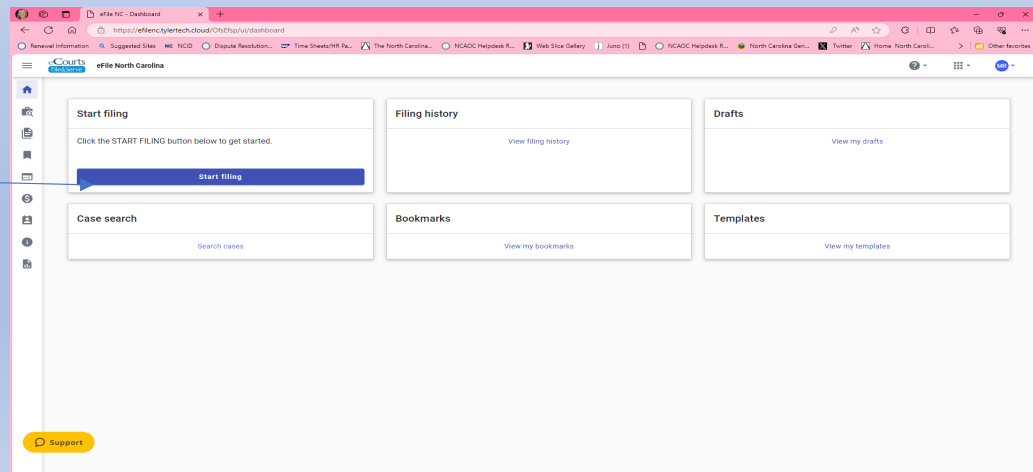
To establish an account, be sure to complete the required sections, and click on the box "I agree to the Terms and Conditions" at the bottom, then click on the "Register."



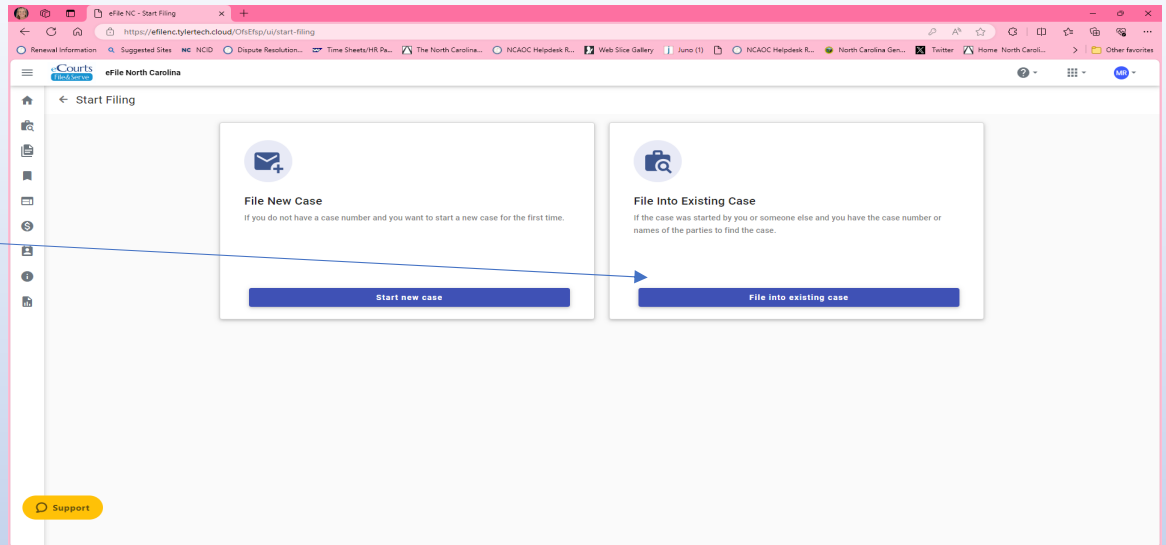
For you to file your Report of Mediator (ROM), you must enter a credit card number – you will not be charged for filing the ROM.



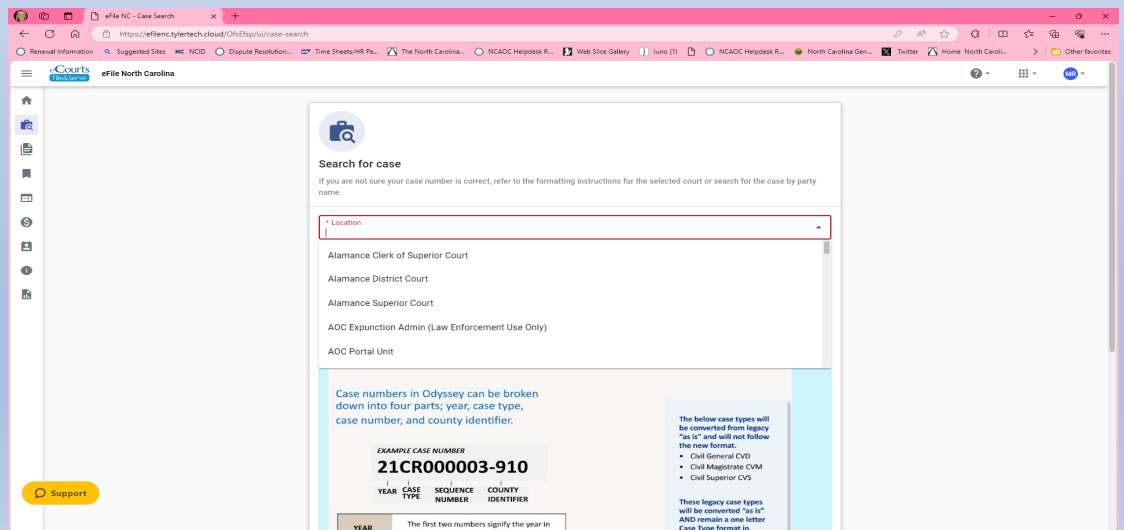
From this page, click on "Start filing."



Click on "File into existing case."

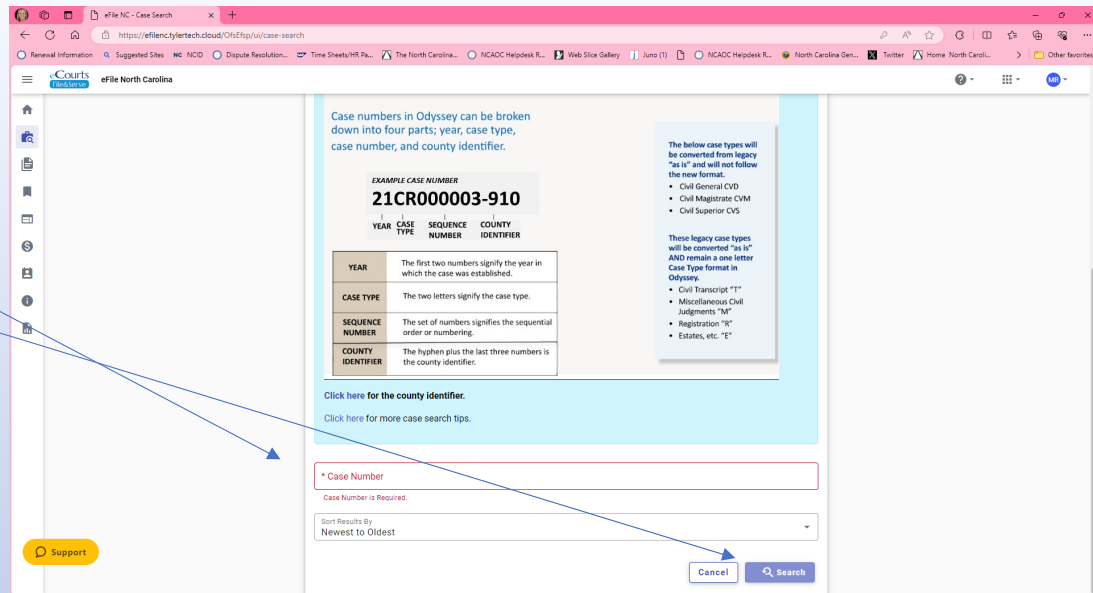


Enter the location (District name and court) from the drop-down box.

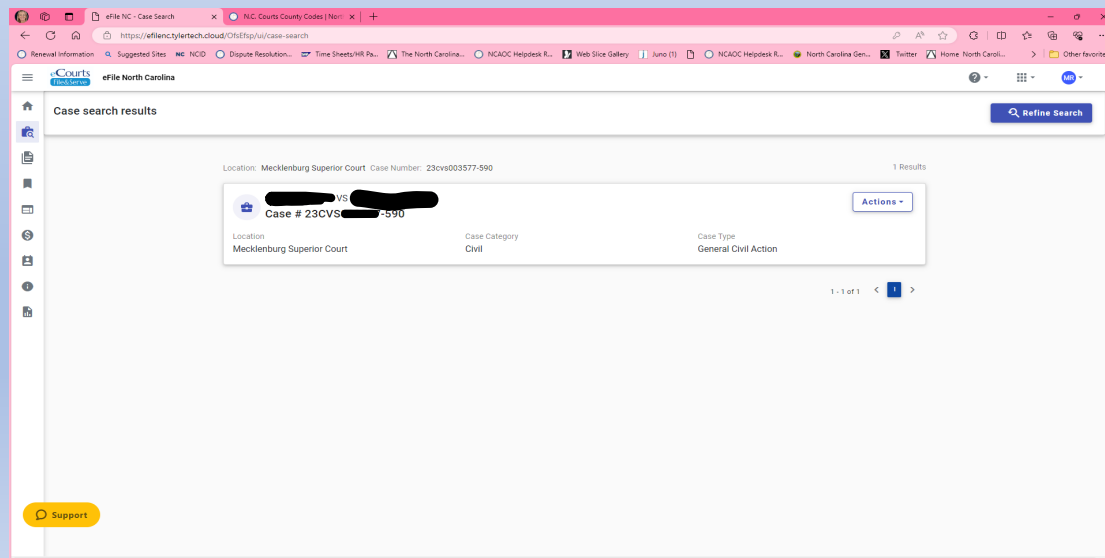


Then enter the case number, you MUST include the county Identifier number in the case number. Then click on "Search." County Identifier numbers can be found here:

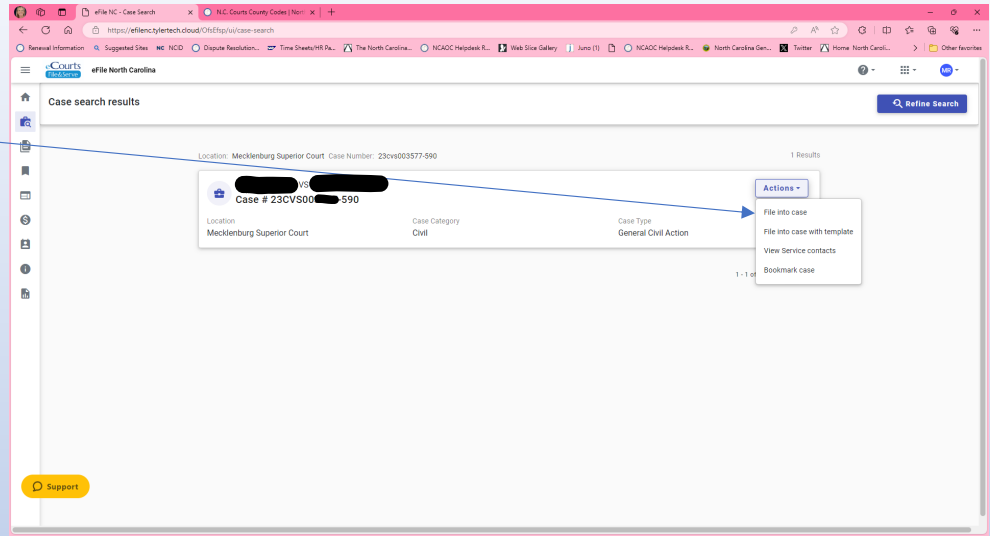
[N.C. Courts County Codes | North Carolina Judicial Branch \(nccourts.gov\)](https://nccourts.gov)



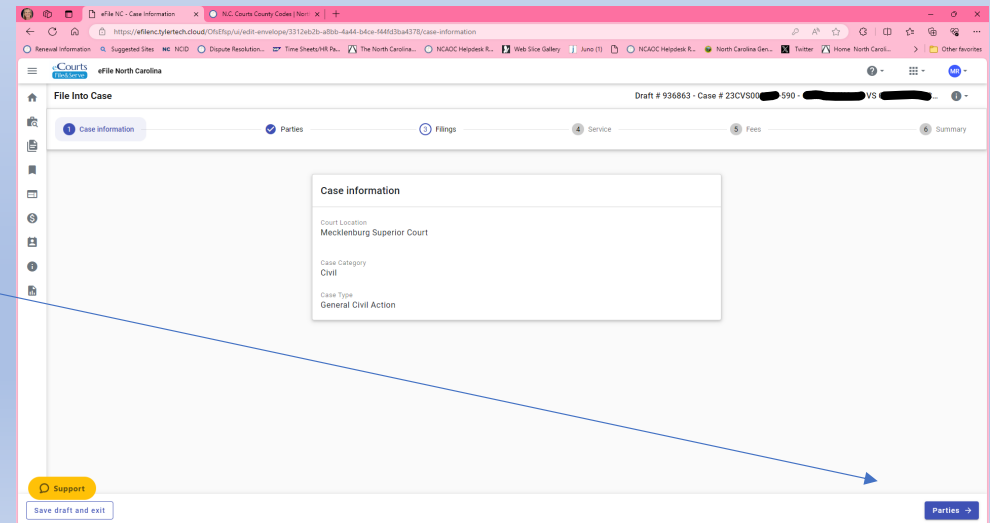
The Case should be listed.



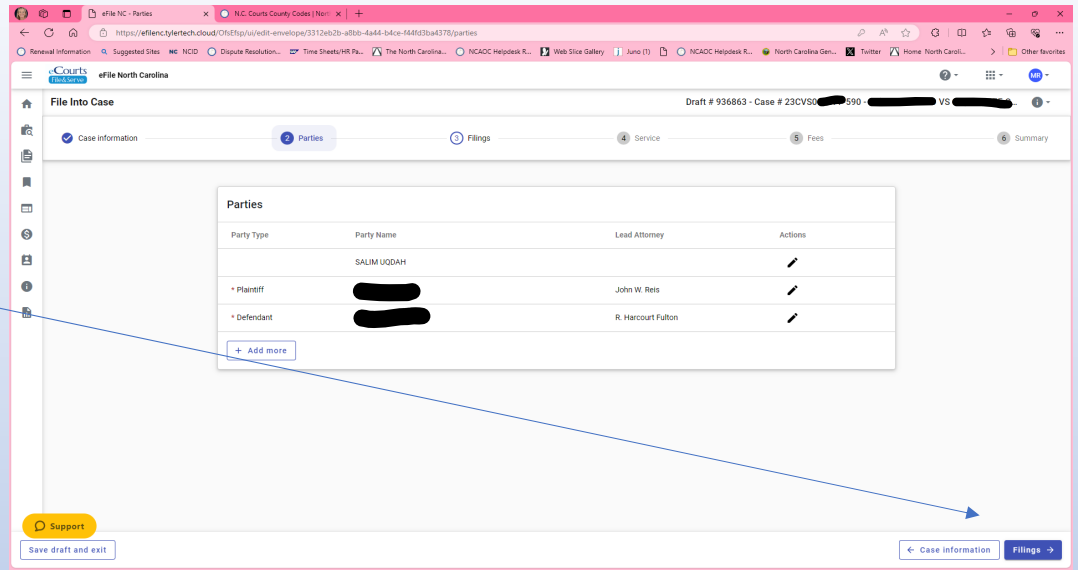
From the "Actions" drop down box, click on "File into case."



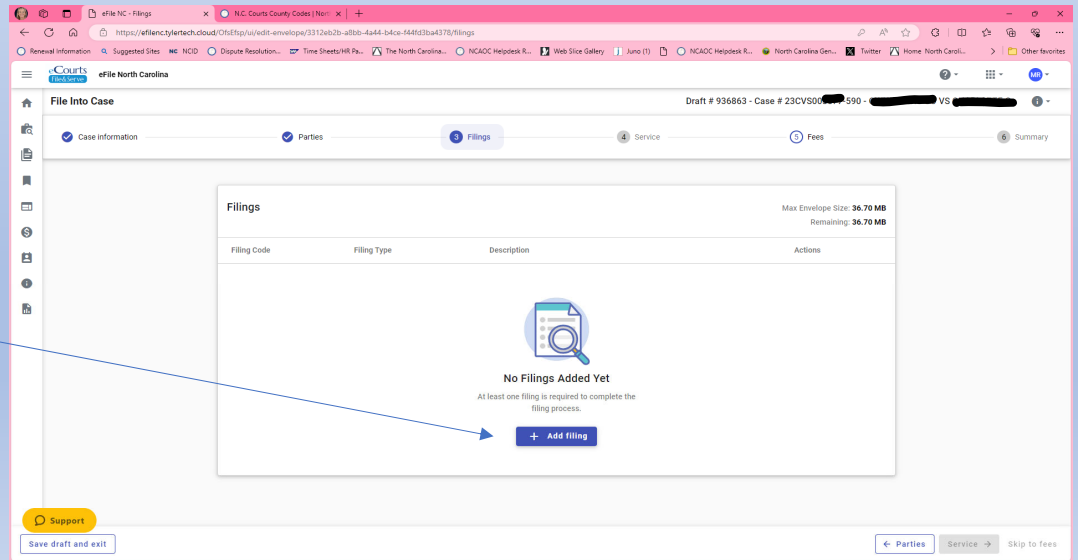
Click on "Parties."



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.

The screenshot shows the 'Edit Filing Details' page in the eFile North Carolina system. The 'Filing Type' section has three options: 'eFile Only' (selected), 'eFile and Serve', and 'Service Only'. The 'Filing Code' dropdown menu is highlighted with a red border, and a red error message 'Filing Code is Required.' is displayed below it. The 'Filing Description' field is empty. The 'Client Reference Number' and 'Comments to Court' fields are also empty. A yellow 'Support' button is located at the bottom left of the form area. At the bottom right, there are 'Cancel' and 'Save' buttons.

The screenshot shows the 'Edit Filing Details' page scrolled down to the 'Communications' section. The 'Comments to Court' field is visible. The 'Upload Documents' section is empty. The 'Communications' section has a text area for email addresses and fields for 'Courtesy Copies' and 'Preliminary Copies'. A blue arrow points from the 'Public' text in the previous block to the 'Public' checkbox in the 'Communications' section. A yellow 'Support' button is located at the bottom left of the form area. At the bottom right, there are 'Add additional services ->', 'Cancel', and 'Save' buttons.

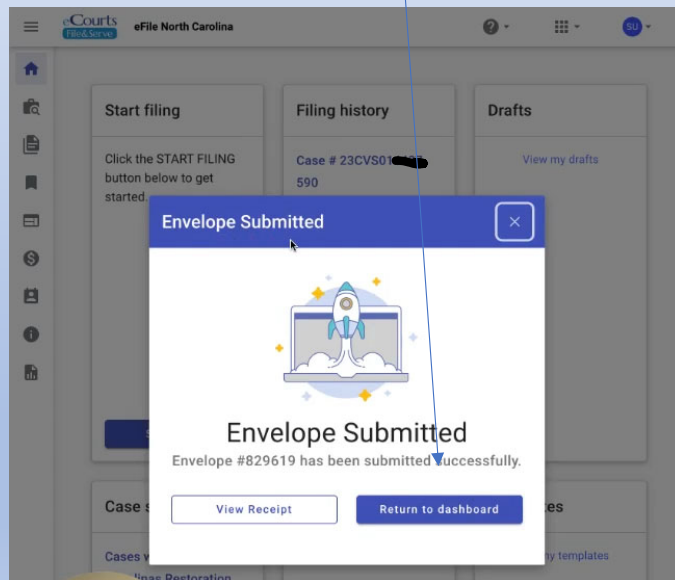
District Court/Family Financial, the appropriate filing code is “Family Financial Filings”.

Filing Information
* Filing Code FAMILY FINANCIAL FILINGS x ▾
Filing Description
Client Reference Number
Comments to Court

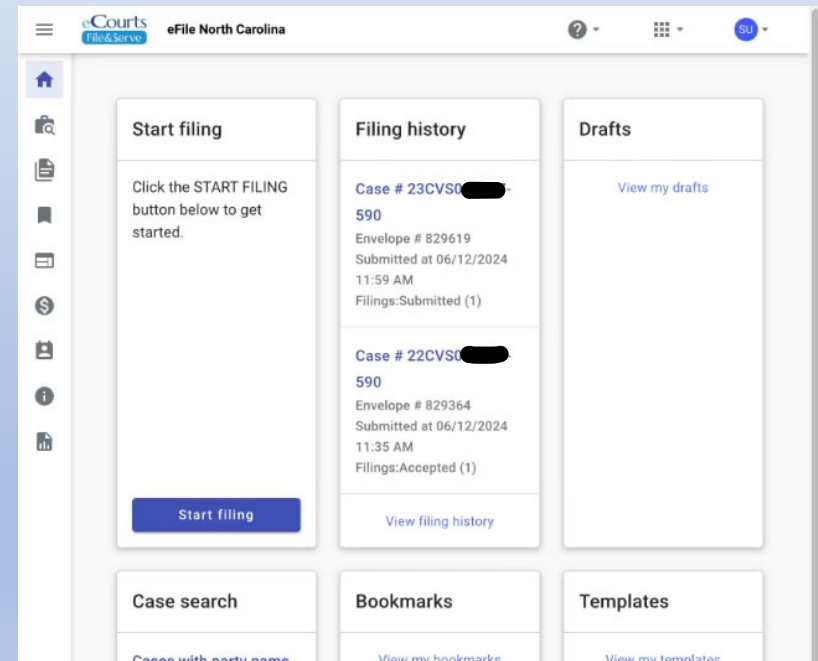
The program requires that a credit card number be entered. Please note that you will not be charged for filing your ROM. Once you have entered your credit card number, or have selected your payment method, click on the "Summary" button.

The screenshot shows the eCourts File & Serve eFile North Carolina interface. The top navigation bar includes the eCourts logo, the text "eFile North Carolina", and user information "SU". Below this, the page title is "File Into Case" followed by "Draft # 930163 - Case # 23CVS [REDACTED] - [REDACTED] LLC VS...". A progress bar indicates the current step is "5 Fees", with previous steps "Case information", "Parties", "Filings", and "Service" completed, and the next step "6 Summary" pending. The main content area is divided into two panels. The left panel, titled "Fees", 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 error message "Payment Account is Required." underneath. A link "+ Add payment account" is provided below the dropdown. At the bottom of this panel is another dropdown menu labeled "Party Responsible for Fees" with the text "Select..." below it. The right panel, titled "Fee Breakdown", contains the text: "Once you've picked your payment account, click the button below to see the total fees." and a button labeled "Calculate fees".

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.

Filing Accepted for Case: 22CV500-590; Envelope Number: 829364

no-reply@efilingmail.tylertech.cloud

11:49 AM (41 minutes ago)

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	22CV500-590
Case Style	VS
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	Salm Ugdah

Document Details	
Lead File	REPORT OF MEDIATOR - 22CV500-590.pdf
Lead File Page Count	2
File Stamped Copy	https://northcarolina.tylertech.cloud/ViewDocuments.aspx?ID=9baabb16-135e-4c53-90ad-be84064bfb 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