

Instrucciones de archivo electrónico para el Tribunal Superior de San Luis Obispo

Archivo electrónico, conocido como e-Filing, es una opción rápida y segura para presentar sus documentos legales. E-Filing está disponible para los siguientes tipos de casos civiles: Ilimitado, Limitado, Reclamaciones Pequeños, Sucesiones y Tutelas, Derecho De Familia, Apoyo Familiar, Adopción y Salud Mental. Las siguientes instrucciones explicarán cómo utilizar Odyssey eFileCA, que es uno de los muchos proveedores de servicios de presentación electrónica (EFSPs) que actualmente presta servicio a este tribunal. Para obtener una lista completa de los EFSPs disponibles para este tribunal, haga clic [aquí](#).

Para los usuarios por primera vez, siga los pasos 1-10. Si ya se ha registrado en una cuenta de Odyssey eFileCA y ha añadido una cuenta de pago, siga los pasos 11- 000.

Paso Uno: Inicie sesión en el sitio web de Odyssey eFileCA y haga clic en **Registrarse**.



Court Information

Welcome to eFileCA HTML 5 EFiling Site

Tyler Technologies has released their California Accessible eFiling website. Use this link to access the site: california.tylertech.cloud

San Diego Users: The San Diego Superior Court does NOT accept e-Filings at this time. This service will be available in the near future.

San Luis Obispo Users: Effective immediately, the upcoming hearing date must be included in the filing description box along with a

Actions



Sign In



Register

Self Help

[Need Help?](#)
[Chat for Assistance](#)
[FAQ's](#)
[Web Training Sessions](#)
[Training Videos](#)
[User Guides](#)
[Filers With Disabilities](#)
[Privacy Policy](#)

Paso Dos: Complete los campos y haga clic en **Siguiente**.



Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » [Complete](#)

First Name

Pat

Middle

Last Name

Sample

Email Address

patsample123@gmail.com

Password

.....

Security Question

What is your high school mascot?

Security Answer

Bear

Next

Paso Tres: Haga clic en la opción **Registrarse para una cuenta auto representada**. Introduzca su información de contacto en los campos siguientes y haga clic en **Siguiente**.



Register

User Information » [Firm Information](#) » Terms and Conditions » Complete

Registration Options

Register for a Firm Account

Perfect for:

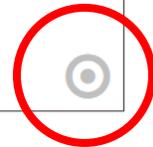
- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners



Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants



Contact Information

Country

United States of America

Address Line 1

1234 Main Street

City

San Luis Obispo

State

California

Zip Code

93401

Phone Number

555-555-5555

Previous

Next

Paso Cuatro: Revise los Términos y Condiciones y haga clic en **Acepto – Crear Mi Cuenta.**



Register

User Information » Firm Information » [Terms and Conditions](#) » Complete

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the State of California. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve program. Your use of the Tyler Technologies Site and/or other Tyler products is contingent upon Your use of the Tyler Technologies Site and/or the "I Accept" button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. If You are acting as an employee, You agree that this Agreement will bind Your employer and that You are authorized to do so. As used in this Agreement, "You" or "Your" includes You and Your employer.

- Section 1. Definitions
- Section 2. License; Restrictions on Use
- Section 3. Access to the Tyler Internet Site
- Section 4. Limitations on Use
- Section 5. Fee Schedule
- Section 6. Proprietary Rights
- Section 7. Disclaimers and Limitations
- Section 8. Your Warranties and Indemnification
- Section 9. Limitations of Liability
- Section 10. Arbitration
- Section 11. Miscellaneous

Section 1. Definitions

The following terms have the following meanings in this Agreement: "Authorized User" means any of Your employees, agents, independent contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by You to access and use the Tyler Services pursuant to the License. "E-Document" refers to any document or discrete compilation of text and/or graphical information in electronic form suitable for submission into the Odyssey File & Serve program. "Enhancement" means any correction, modification, customization, revision, enhancement, improvement, update, upgrade, new release or other change that is released generally by Tyler Technologies for the Tyler Services. "Fee Schedule" means Tyler's current Fee Schedule for use of the Tyler Services, as may be altered or amended from time to time by Tyler. "Information" means the records, data, databases, documents, materials, and other information accessible through the Tyler Services. "License" means the limited license granted to You under this

[Previous](#)

[I Agree - Create My Account](#)



Register

User Information » Firm Information » [Terms and Conditions](#) » **Complete**

Congratulations, you have successfully registered!

Email Address: michael.mccoy@slo.courts.ca.gov

A verification email has been sent to you. Click on the link inside your email to complete the verification process.

Paso Cinco: Odyssey eFileCA le enviará un correo electrónico a la dirección de correo electrónico que utilizó para registrar la cuenta. Verifique su correo electrónico haciendo clic en **Activar Cuenta**. Recibirá un mensaje indicando que su cuenta ha sido activada.

Subject: Activate your new user account for eFiling

Contact Your Service Provider With Any Questions



Need Help? [Help](#)
Visit: <https://california.tylerhost.net/ofswweb>
Email: efiling.support@tylertech.com

This message was automatically generated. Do not reply to this e-mail.

A new user has been registered. Please click on the link below to activate your account.

[Activate Account](#)

California E Filing Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments are intended solely for the individual or agency to which they are addressed. They may be confidential and/or contain privileged or otherwise non-public information. Do not disseminate this e-mail and any attachments unless you are authorized to do so under applicable court rules or statutes. If you are not the intended recipient of this e-mail, do not copy, distribute, or take any action in reliance upon this e-mail or any attachments and delete this e-mail and any attachments immediately. Please consider the environment before printing this e-mail.



tyler technologies **Empowering people who serve the public™**

Your OFS_H5 account has been activated.

[Sign in now](#)

Paso Seis: Entre al sitio web de Odyssey eFileCA y inicie sesión con su correo electrónico y contraseña.



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Paso Siete: Una vez que haya iniciado sesión, verá su tablero. Aquí es donde puede revisar sus presentaciones anteriores (Mi Actividad de Presentación) y comenzar una nueva presentación (Nueva Presentación). Desde el tablero, deberá añadir una cuenta de pago antes de comenzar a archivar. Haga clic en el botón **Acción** y seleccione **Cuentas de Pago**.

The screenshot shows the Odyssey eFileCA Filer Dashboard. At the top left is the logo with the text "ODYSSEY eFileCA". To the right of the logo are buttons for "GoToAssist" and "Chat", and a "Show Me How To..." button. Below these is a dark blue banner that says "Version for the Differently Abled".

The main content area is titled "Filer Dashboard". A message box states: "You will be able to submit filings after you complete the following:" followed by a list item "Add a Payment Account" with a question mark icon. Below this, it says "Click on the Actions Menu above to add a Payment Account."

On the right side, there is a navigation menu. The "Actions" button is circled in red. The dropdown menu is open, showing options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Bookmarks, Reports, Firm Information, Payment Accounts (highlighted in blue and circled in red), and Help.

The dashboard is divided into two main sections: "My Filing Activity" and "New Filing".

My Filing Activity (with a question mark icon) contains a list of categories: Pending, Accepted, Returned, Drafts, and Served. At the bottom of this list is a "View All" link.

New Filing (with a question mark icon) contains two buttons: "Start a New Case" (with a question mark icon) and "Use a Template" (with a question mark icon). Below these is another button: "File into Existing Case" (with a question mark icon). At the bottom of this section is a link: "Need help getting started?"

Paso Ocho: Odyssey eFile presentará una ventana emergente explicando su procesamiento de tarjetas de crédito. Revise y haga clic en **Entiendo y Acepto**.

x

Processing of Credit Cards

Your account is never charged until your filing is accepted. If you see any pending charges on your account prior to acceptance, the pending charges are an **authorization hold** to ensure that the funds are available so your filing can be accepted without delay.

If the filing is **anceled or **rejected**, the funds will be released and will return to your account according to your financial institution's policies (typically three (3) to ten (10) business days).

I Understand and Agree

Paso Nueve: Haga clic en **Agregar Cuenta de Pago**. En la parte inferior de la página, ingrese un nombre para su Cuenta de Pago en Nombre de Cuenta de Pago y seleccione un **Tipo de Cuenta de Pago**. Si está solicitando una exención de cargos para las cuotas de la corte, siga los pasos descritos en el Paso Nueve (A). Si desea utilizar una tarjeta de crédito o cheque electrónico para pagar las cuotas de la corte, siga los pasos descritos en el Paso Nueve (B).

Paso Nueve (A) para Exención de Cargos:

1. En la página Cuentas de pago, haga clic en **Agregar Cuenta de Pago**.

ODYSSEY eFileCA

Version for the Differently Abled

GoToAssist

Chat

Show Me How To...

Home Actions

Payment Accounts

You will be able to submit filings after you complete the following:

- Add a Payment Account

Click on the Actions Menu above to add a Payment Account.

+ Add Payment Account

Payment Account Name	Payment Account Type	Active
0		

No items to display

2. Desplácese hacia abajo e introduzca un **Nombre de Cuenta de pago**. A continuación, bajo **Tipo de Cuenta de Pago**, seleccione **Exención** en el menú desplegable y haga clic en **Guardar Cambios**.

Payment Account Name

Waiver

Payment Account Type ?

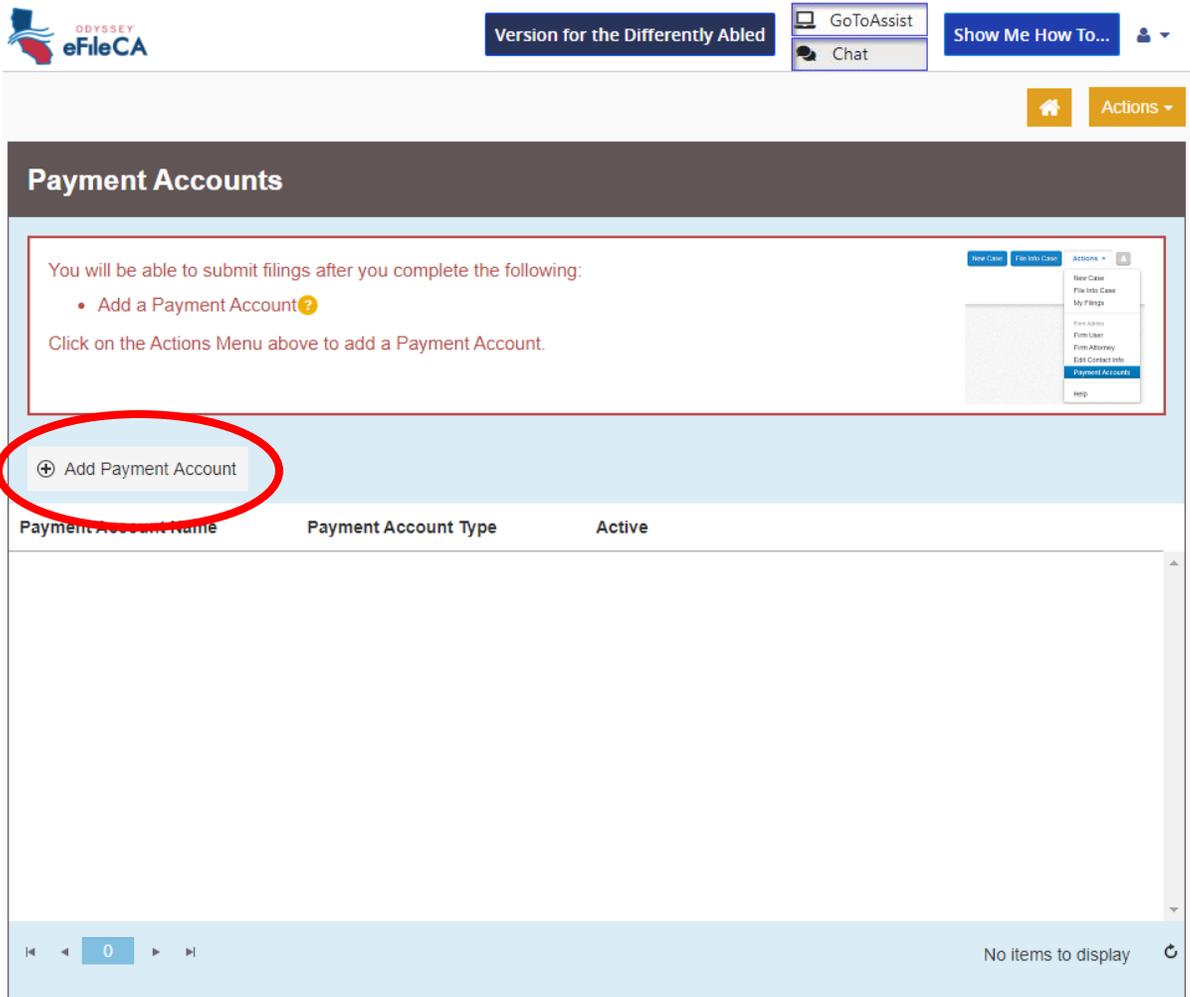
Waiver

Undo Save Changes

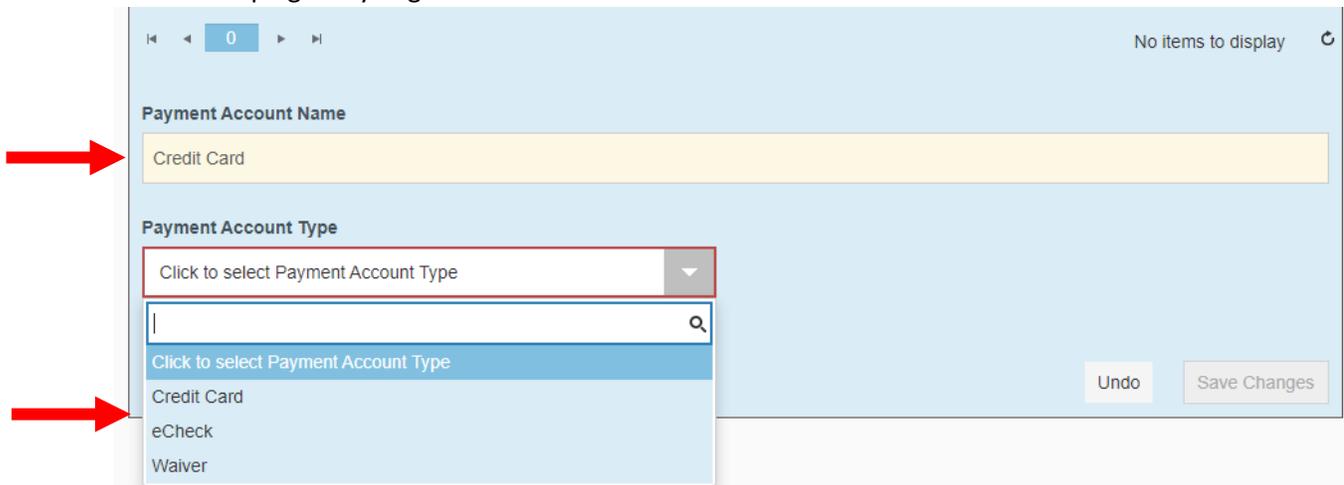
3. Su método de pago se guardará y usted puede proceder con el archivo. Se le pedirá que presente la Solicitud de Exención de Cargos Judiciales (FW-001) y la Orden Sobre la Exención de Cargos Judiciales (FW-003)

Paso Nueve (B) para el pago con tarjeta de crédito y débito:

1. De la página Cuentas de Pago, haga clic en **Agregar Cuenta de Pago**.



2. Desplácese hacia abajo y introduzca un **Nombre de Cuenta de Pago**. A continuación, bajo **Tipo de Cuenta de Pago**, seleccione **Tarjeta de Crédito** o **Cheque Electrónico (eCheck)** en el menú desplegable y haga clic en **Guardar Cambios**.



- Haga clic en **Introducir Información de Cuenta** y seleccione Tarjeta de Crédito o eCheck. Complete los campos de formulario relevantes y haga clic en **Continuar**.

Enter Account Information

Method of Payment

Credit Card
 e-Check

Enter Account Information	Enter Account Information
Method of Payment <input checked="" type="radio"/> Credit Card <input type="radio"/> e-Check	Method of Payment <input type="radio"/> Credit Card <input checked="" type="radio"/> e-Check
Cardholder Information Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.	Account Holder Information Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.
Card Type <input type="text"/>	Account Type <input type="text"/>
Card Number <input type="text"/>	Account Number <input type="text"/>
Exp Month <input type="text"/> MM * Exp Year <input type="text"/> YYYY *	Routing Number <input type="text"/>
CVV Code <input type="text"/> CVV Help	Routing Number Help
Name on Card <input type="text"/> <small>Maximum of 30 characters</small>	Name on Account <input type="text"/> <small>Maximum of 30 characters</small>
Address Type <input checked="" type="radio"/> US <input type="radio"/> Foreign	Address Type <input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1 <input type="text"/> <small>Street address, P.O. box, company name, c/o</small>	Address Line 1 <input type="text"/> <small>Street address, P.O. box, company name, c/o</small>
Address Line 2 <input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>	Address Line 2 <input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>
City <input type="text"/>	City <input type="text"/>
State <input type="text"/>	State <input type="text"/>
Zip Code <input type="text"/>	Zip Code <input type="text"/>

- Click **Save Changes**. Your payment information will be saved and you may proceed to submit filings.

Payment Account Name

Payment Account Type

Paso Diez: Haga clic en el icono de la casa para volver a su tablero.

Version for the Differently Abled | GoToAssist | Show Me How To... | Chat

Payment Accounts

+ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Waiver	Waiver	Yes	Actions

1 - 1 of 1 items

Paso Once: Para comenzar el archivo, debe elegir entre iniciar un nuevo caso o archivar en un caso existente. Si tiene preguntas sobre este paso, comuníquese con el Centro de Ayuda/Oficina del Facilitador de Derecho Familiar por teléfono al (805) 706-3617 o por correo electrónico a finishcase@slo.courts.ca.gov.

Version for the Differently Abled | GoToAssist | Show Me How To... | Chat

Filer Dashboard

My Filing Activity ?

- Pending
- Accepted
- Returned
- Drafts
- Served

[View All](#)

New Filing

- [Start a New Case](#) ? [Use a Template](#) ?
- [File into Existing Case](#) ?

[Need help getting started?](#)