



# Civil Appeals – Self-Represented Litigants

## How to E-File in Odyssey (Kiosk Mode) Step 9: Pay Fees



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create new Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Upload Filings
- 8 • Add Service Contacts
- 9 • Pay Fees**
- 10 • Review Summary / Submit



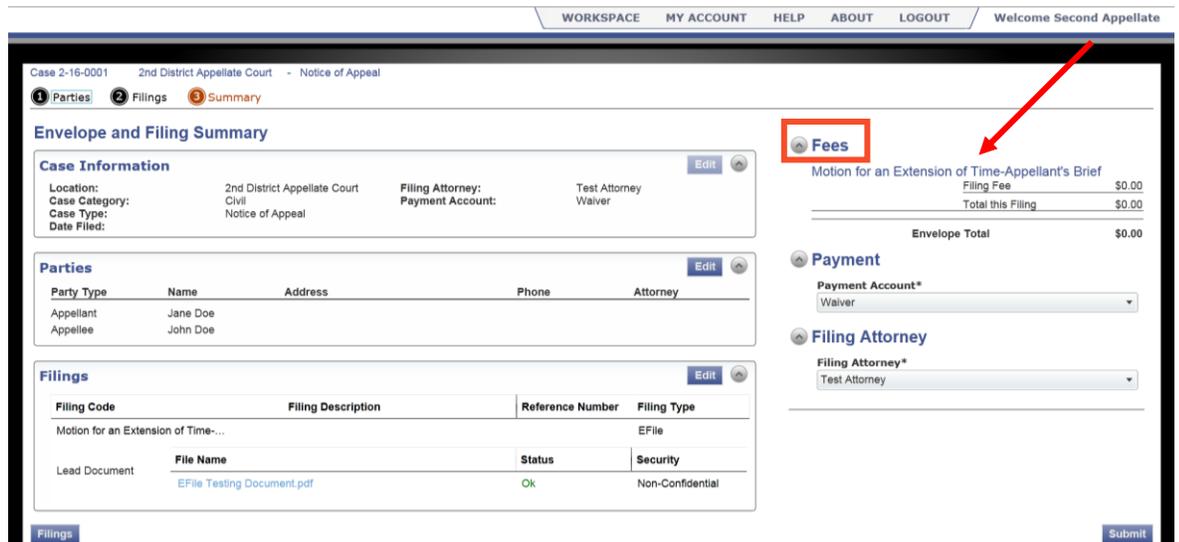
## Finalize Fees

 If you did not create a Payment Account when you registered for e-filing, please see *How to E-file in Odyssey - Step 5: Add a Payment Account* for instructions on how to do so.

### Review the Documents to be Filed

1. Make sure that the Fees section lists all the documents you want to file.

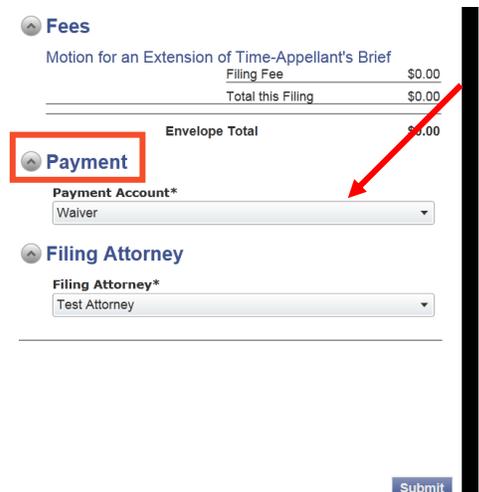
2. If not, return to the Filings section to add or delete documents.



The screenshot shows the 'Envelope and Filing Summary' page for Case 2-16-0001. The 'Fees' section is highlighted with a red box and a red arrow. The 'Payment' section shows a dropdown menu set to 'Waiver'. The 'Filing Attorney' section shows a dropdown menu set to 'Test Attorney'.

### Select the Payment Account

- Under **Payment**, **Click** on the drop down menu, which will show all of the payment options previously saved to your account.
- Select** which Payment Account (that you created during registration) you want to use for this filing . In the appellate courts, your options are credit card or waiver.
  - Select the credit card you saved to your account if that is how you wish to make the payment.
  - Select Waiver if:
    - You are filing an *Application for Waiver of Court Fees* and one of your Lead Documents is the Application; or



The screenshot shows the 'Payment' section of the Odyssey eFileLL interface. The 'Payment' section is highlighted with a red box and a red arrow. The 'Filing Attorney' section shows a dropdown menu set to 'Test Attorney'.

- ii. You have been approved for a Fee Waiver and one of your Attachments is the signed order from the judge.
3. If you have submitted an *Application for Waiver of Court Fees*, you will need to check with the court about what you need to do next, if anything. Make sure you follow your court's process. If your application is denied, you will need to pay your filing fees.



If something has changed about your credit card account since they were approved during registration, this could cause your filing to be rejected when you e-file. Make sure your payment account information is up-to-date and accurate before e-filing.



**You have now successfully completed the Fees section for e-filing.**