

# **MANDATORY E-FILING BEGINS JANUARY 1, 2019**

In accordance with the provisions of O.C.G.A. §15-6-11 and O.C.G.A § 15-7-5, the Clerk of Courts of Gwinnett County began permissive E-filing on November 26, 2018, and E-filing will become mandatory for all state and superior civil cases via Tyler's Odyssey eFileGA™ on January 1, 2019. Beginning on January 1, 2019, attorneys shall be required to electronically file all pleadings and any other documents to initiate a civil action or in a civil case in superior or state court. The following cases are exempt from the E-filing requirement: documents in connection with a pauper's affidavit, any validation of bonds, pleadings or documents filed under seal or presented to the court in camera or ex parte, adoptions, and family violence protective temporary protective orders.

Pursuant to O.C.G.A. § 15-6-11(b)(1) and O.C.G.A. §15-7-5(b)(1) and except as noted above, after January 1, 2019, the Clerk will not accept paper filings from attorneys. However, any civil pleadings and documents from attorneys postmarked by December 31, 2018 will be accepted and docketed. Any civil pleadings and documents from attorneys postmarked after December 31, 2018 shall be returned to the filer.

## **E-Filing Tips:**

- Documents must be E-filed in a PDF format via Tyler's eFileGA™ portal.
- Each document should be filed as a separate lead document. Do not combine multiple documents into a single PDF submission. Documents with exhibits should be filed as a single PDF document. Exhibits should not be separated.
- Any documents requiring service by the Sheriff's Department must be delivered to the Sheriff's Department with the filing stamp clearly visible, along with the appropriate service fee, by the filer. The Clerk's Office will not accept service requests and fees through eFileGA.
- When filing a subsequent document into an already existing civil case, filers must enter the case number exactly. For example, for Superior Court Civil Cases, the format is 00-A-00000-0, and for State Court Civil Cases, the format is OO-C-00000-S0. If the case number is not entered exactly, the filing will not attach to the correct case.
- Proposed Order(s) should be submitted as separate filings.

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## **File Court Documents Anytime, Anywhere with Odyssey® eFileGA**



Odyssey eFileGA allows users to easily open cases and file documents from a single website to many courts in Georgia, from anywhere — 24 hours a day, seven days a week. Filers may also electronically serve other parties on the case. Users have the ability to modify payments and contact information.

### **eFileGA benefits include:**

- Reduced average filing time
- Lowered costs for filing, anytime from any Internet-ready computer
- Eliminated costly trips to the courthouse
- Enhanced reporting and financial reconciliation
- Increased access to file-stamped copies of your court documents

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