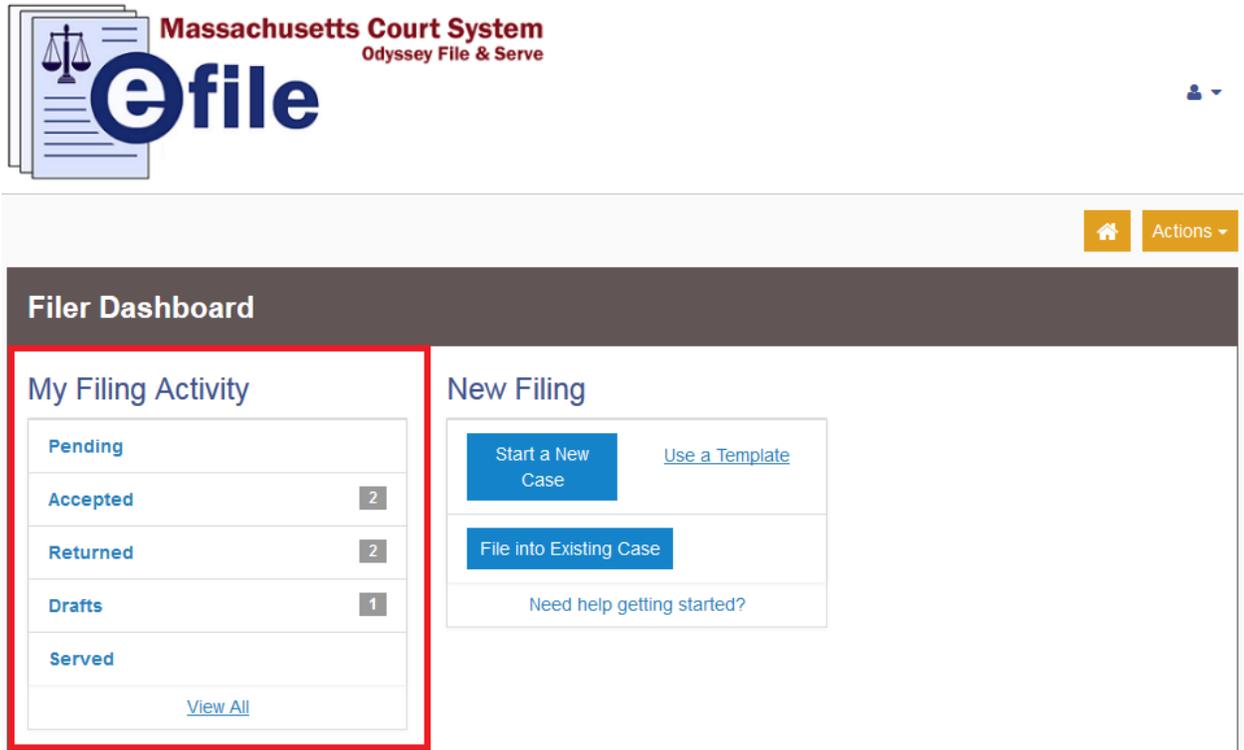


## CHECK STATUS OF E-FILED DOCUMENTS

To determine whether an e-filed document has been accepted, rejected, or is still pending review at the Court, follow these steps.

**Note: you should receive emails that update you on the status of e-filed documents as well. Please be sure to check your email. If the emails are not appearing, check your spam folder. If you cannot locate the emails, contact Tyler support at 1.800.297.5377.**

1. Check the "My Filing Activity" section of the home screen. A number will appear beside each heading. This number represents the number of filings relevant to that heading since you last checked (e.g., the number of documents you have pending before the court as of the last time you checked what documents are pending).



**Massachusetts Court System**  
Odyssey File & Serve

**efile**

Home Actions

### Filer Dashboard

#### My Filing Activity

|          |   |
|----------|---|
| Pending  |   |
| Accepted | 2 |
| Returned | 2 |
| Drafts   | 1 |
| Served   |   |

[View All](#)

#### New Filing

Start a New Case [Use a Template](#)

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2. Clicking any of these headings will allow you to look for a given filing to determine its status. Click the "Accepted" header will display a list of documents that have been accepted by the court, and so on:

| Filing History   |                                |               |                                      |              |
|--|--------------------------------|---------------|--------------------------------------|--------------|
| Filing Status  | Filing Code                    | Filing Type   | Filing Description                   | Ref Number   |
| Filtered by My Accepted Filings <span style="float: right;">✕</span>                                     |                                |               |                                      |              |
| <b>Case # 2016-P-2016 - Mary L Jones v John M Smith</b> <span style="float: right;">Actions ▾</span>     |                                |               |                                      |              |
| Envelope # 5269 filed Thursday, March 10, 2016 at 2:46 PM EST by Joe Attorney on behalf of Tiffany Knapp |                                |               |                                      |              |
| Accepted   | Motion of Appellant to exte... | EFileAndServe | Smith Motion to Extend Brief Due ... | Client #0246 |
| Accepted   | Docketing Statement            | EFileAndServe | Smith Docketing Statement            | Client #0246 |
| <b>Case # 2016-P-2016 - Mary L Jones v John M Smith</b> <span style="float: right;">Actions ▾</span>     |                                |               |                                      |              |
| Envelope # 5168 filed Monday, March 07, 2016 at 11:44 AM EST by Joe Attorney on behalf of Tiffany Knapp  |                                |               |                                      |              |
| Accepted   | Motion of Appellant to exte... | EFileAndServe | Smith Motion to Extend Brief Due ... | Client #0246 |
| Accepted   | Appellant Brief                | EFileAndServe | Smith Brief                          | Client #0246 |
| <b>Case # 2016-P-2016 - Mary L Jones v John M Smith</b> <span style="float: right;">Actions ▾</span>     |                                |               |                                      |              |
| Envelope # 5132 filed Friday, March 04, 2016 at 4:22 PM EST by Joe Attorney on behalf of Tiffany Knapp   |                                |               |                                      |              |
| Accepted   | Civil Appeal Entry Form        | EFile         | Smith Civil Appeal Entry Form        | Client #0226 |

3. To see all of your filings and the filing status of each, click the "View All" button at the bottom of the My Filing Activity section:




Actions ▾

### Filer Dashboard

#### My Filing Activity

|                          |   |
|--------------------------|---|
| Pending                  |   |
| Accepted                 | 2 |
| Returned                 | 2 |
| Drafts                   | 1 |
| Served                   |   |
| <a href="#">View All</a> |   |

#### New Filing

Start a New Case
[Use a Template](#)

File into Existing Case

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4. You will be able to review all of your filings. The status appears on the left below the details of each filing:

| Filing History   |                                |               |                                      |              | Q                 |
|--|--------------------------------|---------------|--------------------------------------|--------------|-------------------|
| Filing Status  | Filing Code                    | Filing Type   | Filing Description                   | Ref Number   |                   |
| ▼ Case # 2016-P-2016 - Mary L Jones v John M Smith   |                                |               |                                      |              | Actions ▼         |
| Draft # 5354 started Wednesday, March 16, 2016 at 10:54 AM EDT by Joe Attorney                           |                                |               |                                      |              |                   |
| Draft  | Service Only                   | Serve         |                                      |              | Actions ▼         |
| ▼ Case # 2016-P-2016 - Mary L Jones v John M Smith   |                                |               |                                      |              | Actions ▼         |
| Envelope # 5297 filed Monday, March 14, 2016 at 9:28 AM EDT by Joe Attorney on behalf of Tiffany Knapp   |                                |               |                                      |              |                   |
| Rejected   | Motion of Appellant to exte... | EFileAndServe |                                      |              |                   |
| ▼ Case # 2016-P-2016 - Mary L Jones v John M Smith   |                                |               |                                      |              | Actions ▼         |
| Envelope # 5296 filed Monday, March 14, 2016 at 9:21 AM EDT by Joe Attorney on behalf of Tiffany Knapp   |                                |               |                                      |              |                   |
| Rejected   | Appellant Brief                | EFileAndServe |                                      |              |                   |
| ▼ Draft # 5278   |                                |               |                                      |              | Actions ▼         |
| Draft # 5278 started Thursday, March 10, 2016 at 3:37 PM EST by Joe Attorney                             |                                |               |                                      |              |                   |
| Draft  | Civil Appeal Entry Form        | EFile         |                                      |              | Actions ▼         |
| ▼ Case # 2016-P-2016 - Mary L Jones v John M Smith   |                                |               |                                      |              | Actions ▼         |
| Envelope # 5269 filed Thursday, March 10, 2016 at 2:46 PM EST by Joe Attorney on behalf of Tiffany Knapp |                                |               |                                      |              |                   |
| Accepted   | Motion of Appellant to exte... | EFileAndServe | Smith Motion to Extend Brief Due ... | Client #0246 |                   |
| ◀ ◁ 1 ▷ ▶  |                                |               |                                      |              | 20 items per page |
|  |                                |               |                                      |              | 1 - 8 of 8 items  |
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**Should you encounter any problems checking on the status of an e-filing and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377**

**Please do not call the Clerk's Office with technical support related questions.**