
FILE INTO AN EXISTING CASE

A filing through the Odyssey File & Serve is called an "envelope." An envelope can contain more than one document (e.g., a motion and a brief).

The following items can be submitted into an existing case:

Motions

- Motion for Attorney's Fees
- Motion for Law Student to Argue
- Motion for leave to file amicus brief
- Motion of Appellant to extend date for filing brief and appendix
- Motion of Appellant to extend date for filing Reply Brief
- Motion of Appellee to extend date for filing brief
- Motion to admit counsel pro hac vice
- Motion to consolidate
- Motion to file non-conforming brief
- Motion to file supplemental appendix
- Motion to stay appellate proceedings of Appellant
- Motion to stay appellate proceedings of Appellee
- Motion to waive additional fee
- Motion to withdraw as counsel
- Opposition

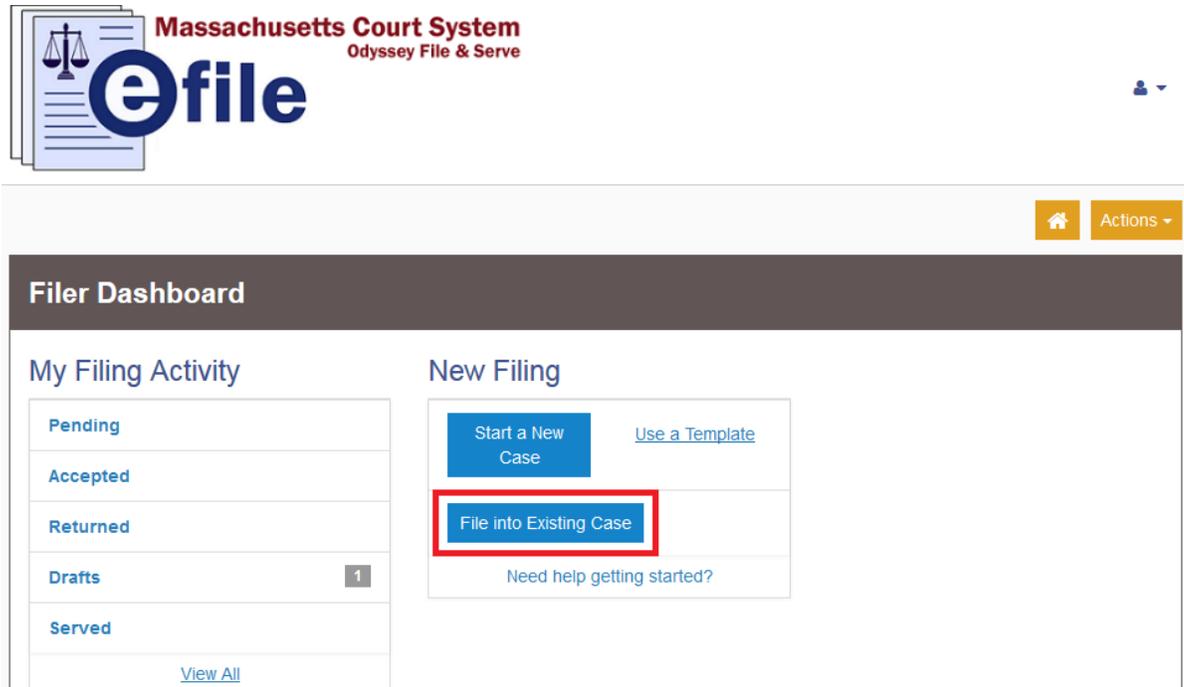
Notices

- Notice of appearance
- Notice of change of address of attorney
- Notice of change of counsel

Other

- Civil Appeal Entry Form
 - Corporate disclosure statement
 - Docketing statement
 - Letter pursuant to MRAP 16(l)
 - Petition for Rehearing
 - Status Report
-

1. On the screen that displays after you first sign in, click the blue "File into Existing Case" button:



2. In the File Into Existing Case screen, search for the existing case you wish to file into.

The 'File Into Existing Case' screen features a search form with the following elements: a 'Location' dropdown menu with the placeholder text 'Click to select Location'; a 'Case Number' text input field with the placeholder 'Case #'; a 'Party is a Business/Agency' checkbox; three text input fields for 'First Name', 'Middle Name', and 'Last Name'; a 'Case Type' dropdown menu; a 'Sort results by' dropdown menu currently set to 'Case Number'; and two buttons at the bottom: 'Search' and 'Clear Search'.

From the Location drop down menu, select "Appeals Court."

There are a number of ways to search for your case:

By Case Number:

If you know the docket number of the case, enter it in the Case Number text field. This is the best method to search for a case.

File Into Existing Case

Location

Case Number

Party is a Business/Agency

First Name **Middle Name** **Last Name**

Case Type **Sort results by**

Click "Search." Your case will appear.

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	Actions ▼

⏪ ⏩ 1 ⏪ ⏩ 20 items per page 1 - 1 of 1 items

By Party Name:

Enter the full name of a party in the case. Then click search.

File Into Existing Case

Location

Case Number

Party is a Business/Agency

First Name **Middle Name** **Last Name**

Case Type **Sort results by**

Find your case in the list:

Case Number	Location	Description	Case Type	
1995-P-0082	Appeals Court	Smith v Adams		Unavailable for Filing
1995-P-1782	Appeals Court	Smith v Adams		Unavailable for Filing
1996-P-0543	Appeals Court	Smith, Jr. v Holda		Unavailable for Filing
1997-P-1679	Appeals Court	Smith v Adams Med. Ass...	Malpractice: medical	Actions ▼
2002-P-1512	Appeals Court	Butler et al v Zoning Boa...		Unavailable for Filing
2014-P-1851	Appeals Court	Three Registered Sex O...	Tort	Actions ▼
2016-P-0004	Appeals Court	Todd Smith v John Smith...	Abuse petition c 209A	Actions ▼
2016-P-0042	Appeals Court	IN RE: John George Smith	Business/Commercial	Actions ▼
2016-P-2001	Appeals Court	IN RE: John Smith	Civil service	Actions ▼
2016-P-2004	Appeals Court	John Smith v Andrew Sm...	Administrative law	Actions ▼
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	Actions ▼

◀ ◁ 1 ▷ ▶ ▶▶ 20 items per page 1 - 11 of 11 items

By Case Type:

If you know the case type of the case you wish to file into, enter a party name, and select from the Case Type dropdown menu the case type. Click the Search button. Find the appropriate case in the results list:

File Into Existing Case

Location

Case Number

Party is a Business/Agency

First Name **Middle Name** **Last Name**

Case Type **Sort results by**

- No matter which way you find your case, once you have found it in the search results list, click the "Actions" menu to the right of the case listing:

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	<div style="border: 2px solid red; padding: 2px;"> Actions ▾ </div>

Select "File into Case" from the dropdown menu:

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
2016-P-2016	Appeals Court	Mary L Jones v John M ...	Contract dispute	<div style="border: 2px solid red; padding: 2px;"> Actions ▾ <ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">File Into Case File Into Case With Template View Service Contacts </div>

An envelope will be created and appear on your screen with the Case Information and Party Information sections pre-filled in from the Appeals Court database. These sections are not able to be edited, and new parties cannot be added to an existing case via e-filing.

Case # 2016-P-2016 - Mary L Jones v John M Smith

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Party Information

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	

4. The Filings section of the envelope, which is the only active section when the envelope first appears on your screen, is where you upload documents to be submitted to the court.

Filings

Enter the details for this filing

Filing Type **Filing Code** ⓘ

Filing Description ⓘ

Reference Number **Filing Comments** ⓘ

Courtesy Copies ⓘ

Related Parties ⓘ

Required Fields:

Filing Code: From this drop down, select the document you wish to submit to the court.

Related Parties: The related party is the party the document is being submitted on behalf of (your client).

Lead Document: Upload the document to be submitted to the court. Only PDF documents are accepted by the system.

Optional Fields:

Filing Description: The name of the document being filed.

Reference Number: This is for a client billing code or internal tracking number, if applicable. This is for your internal firm use.

Filing Comments: This field is for any comments you wish for the clerk to see with your filing when it is being reviewed.

Courtesy Copies: Enter the email address of any person you wish to receive a courtesy copy of this filing. They will receive an email containing a link to download your document upon the Court's acceptance of the filing..

Description: When a document is uploaded, a Description field appears below the document. Enter a description of the document here if you would like.

Related Parties

John M Smith x

Lead Document (Required)

Motion_to_Extend_Brief_Due_Date.pdf 242.84 kB

Description

Optional

Undo Save Changes

When all of the information is properly entered, click the blue "Save Changes" button

The screenshot shows a web form titled "Filings" with a dark header bar containing a pencil icon and a minus sign. The form is light blue and contains several sections:

- Enter the details for this filing**:
 - Filing Type**: A dropdown menu with "EFileAndServe" selected.
 - Filing Code**: A dropdown menu with "Motion of Appellant to extend date for filing brief an..." selected.
- Filing Description**: A text input field containing "Smith Motion to Extend Brief Due Date".
- Reference Number**: A text input field containing "Client #0246".
- Filing Comments**: A text input field containing "Optional: Any comments for court clerks".
- Courtesy Copies**: A text input field containing "jane.p.attorney@gmail.com".
- Related Parties**: A dropdown menu with "John M Smith" selected.
- Lead Document (Required)**: A section containing a document upload area with the filename "Motion_to_Extend_Brief_Due_Date.pdf" and size "242.84 kB". Below it is a "Description" text input field containing "Optional".

At the bottom right of the form are two buttons: "Undo" and "Save Changes".

5. You can submit multiple filings for one case within the same envelope. If you wish to submit another filing, click the "Add Another Filing" button at the top of the filings section of the envelope, and complete the information for the additional document:

The screenshot shows the "Filings" section of the interface, which is a table with the following columns: "Filing Code", "Reference Number", "Filing Description", and "Actions".

Filing Code	Reference Number	Filing Description	Actions
Motion of Appellant to extend dat...	Clinet #0246	Smith Motion to Enlarge	⊕ Add Another Filing

A red arrow points to the "⊕ Add Another Filing" button, which is highlighted with a red rectangular box.

✎
—

Filing Code	Reference Number	Filing Description	
Motion of Appellant to extend dat...	Client #0246	Smith Motion to Extend Brief Due ...	Actions ▾
Docketing Statement	Client #0246	Smith Docketing Statement	Actions ▾

+ Add Another Filing

Enter the details for this filing

Filing Type **Filing Code**

i

Filing Description

i

Reference Number

Filing Comments

i

Courtesy Copies

i

Related Parties

John M Smith ✕

i

Lead Document (Required)

Civil Docketing Statement.pdf 753.44 kB
✕

Description

Undo
Save Changes

- When you have completed the Filings section of your envelope and saved changes for all documents to be submitted, continue to the Service Contacts section of the envelope. In this section, you select those parties to be served with the items you are submitting in this envelope.

If the attorney or party you need to serve is not already an associated service contact listed on the case, search for them on the public list. All attorneys who register to e-file must add themselves to the "public list" of potential service contacts

Click the "Actions" dropdown to the right of the party who needs service and select "Add from Public List":

Type in the name of the attorney in the search box:

Check the box next to the contact you wish to add, and click the "Save" button.

Add Service Contact from Public List
×

First Name

Last Name

Email

Firm Name

Show Selected Public Service Contacts

	Name	Email	Firm	
<input type="checkbox"/>	Secretary Eyre	APCefile@yahoo.com	Helpful Law Firm	<input type="button" value="i"/>

1 total items

Under the appropriate party, ensure that the check box next to the service contact is checked:

Service Contacts
—

Service contacts will receive service on the filings in this envelope.

Serve	Name	Email	
▼	Party: John M Smith - Defendant/Appellant		Actions ▼
<input type="checkbox"/>	Joe Attorney	joe.attorney.firm@gmail.com	Actions ▼
▼	Party: Mary L Jones - Plaintiff/Appellee		Actions ▼
<input checked="" type="checkbox"/>	Secretary Eyre	APCefile@yahoo.com	
▶	Other Service Contacts		Actions ▼

Once you have selected a service contact for all parties that have a representative registered for e-service, move on to the fees section of the envelope.

7. In the fees section, fill out all required fields:

Party Responsible for Fees: The party who is incurring the costs of filing. This is whoever you are filing the document on behalf of. If there is more than one appellant, just select the first appellant.

Payment Account: This dropdown lists all Payment Accounts associated with your firm (see separate guide on how to add payment accounts to your firm). Select the method of payment for the filing fees associated with this filing. Do not use a waiver account unless waiver of court fees has already been approved by the Appeals Court.

Filing Attorney: The attorney who is filing the document. The dropdown populates from the list of your firm attorneys.

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
▼ Appellant Brief	
Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
<hr/>	
Total Filing Fee	\$0.00
E-File Fee	\$6.00
Envelope Total: \$6.00	
Party Responsible for Fees	
Click to select Party Responsible for Fees	
Payment Account	
Click to select Payment Account	
Filing Attorney	
Click to select Filing Attorney	

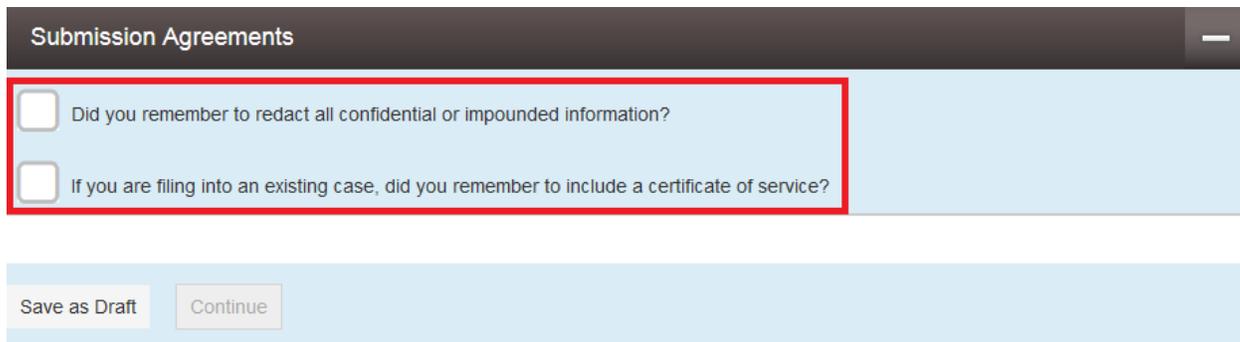
Undo Save Changes

Once all of the information is filled in completely, click the Save Changes button:

Total Filing Fee	\$0.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total: \$7.00	
Party Responsible for Fees	
John M Smith	
Payment Account	
Master Card	
Filing Attorney	
Tiffany Knapp	

Undo Save Changes

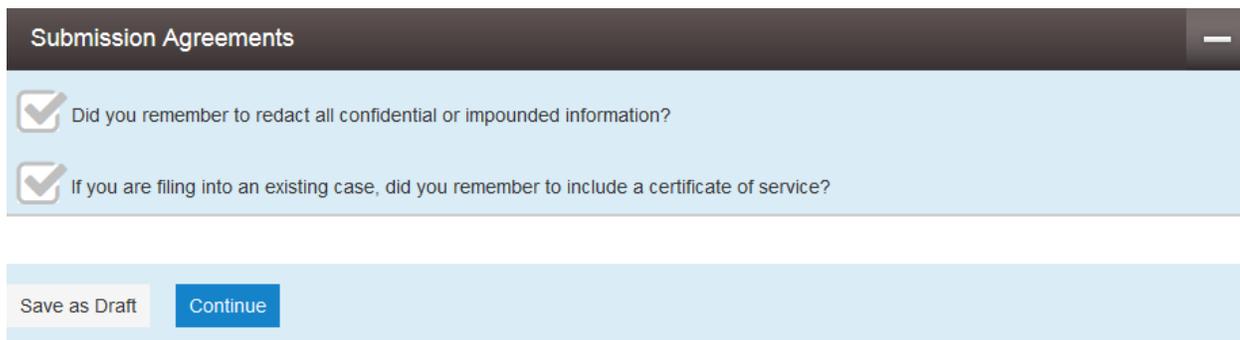
8. Once you have complete the Fee section and saved your changes, the Submission Agreements section becomes available:



The screenshot shows a dark grey header with the text "Submission Agreements" and a minus sign icon on the right. Below the header is a light blue area containing two checkboxes, each followed by a question. The first checkbox is unchecked and the question is "Did you remember to redact all confidential or impounded information?". The second checkbox is also unchecked and the question is "If you are filing into an existing case, did you remember to include a certificate of service?". A red rectangular box highlights these two questions. At the bottom of the light blue area are two buttons: "Save as Draft" and "Continue".

Read both agreements through completely. If the answer to the question is yes, check the box beside the agreement statement. If the answer is no, either restart the process with a redacted document or add a certificate of service to your uploaded document.

9. When both submission agreements have been checked, press the Continue button to proceed to submit your envelope (there is a confirmation page before submission):



The screenshot shows the same "Submission Agreements" section as above, but now both checkboxes are checked. The "Continue" button is highlighted in blue, while the "Save as Draft" button remains grey.

10. Review the envelope on the next page, ensuring the information is complete and correct:

Case # 2016-P-2016 - Mary L Jones v John M Smith

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Party Information

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	

Filings

Filing Code	Reference Number	Filing Description
Motion of Appellant to extend date for filing brief and ...	Client #0246	Smith Motion to Extend Brief Due Date
Docketing Statement	Client #0246	Smith Docketing Statement

Service Contacts

Serve	Name	Email
▼ Party: John M Smith - Defendant/Appellant		
<input type="checkbox"/>	Joe Attorney	joe.attorney.firm@gmail.com
▼ Party: Mary L Jones - Plaintiff/Appellee		
<input checked="" type="checkbox"/>	Secretary Eyre	APCeFile@yahoo.com
▶ Other Service Contacts		

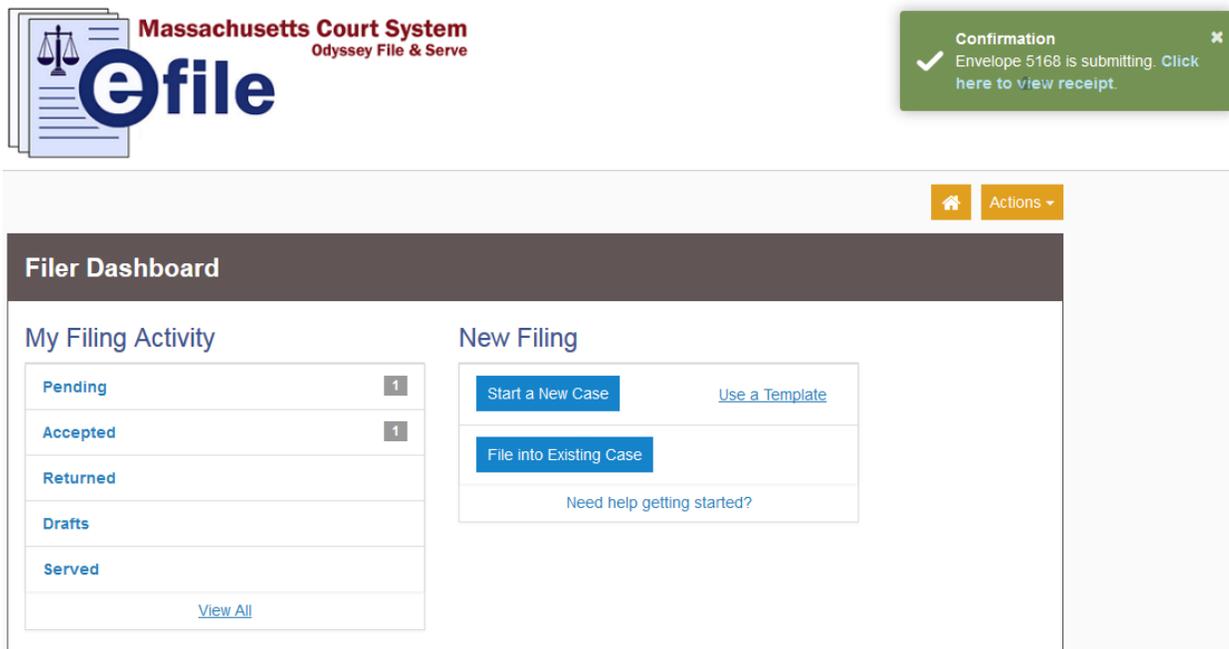
Fees

▼ Motion of Appellant to extend date for filing brief and appendix																	
	Description	Amount															
	Filing Fee	\$0.00															
		Filing Total: \$0.00															
▼ Docketing Statement																	
	Description	Amount															
	Filing Fee	\$0.00															
		Filing Total: \$0.00															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%;">Description</td> <td style="width: 20%; text-align: right;">Amount</td> </tr> <tr> <td></td> <td>Total Filing Fee</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td>Payment Service Fee</td> <td style="text-align: right;">\$1.00</td> </tr> <tr> <td></td> <td>E-File Fee</td> <td style="text-align: right;">\$6.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Envelope Total: \$7.00</td> </tr> </table>				Description	Amount		Total Filing Fee	\$0.00		Payment Service Fee	\$1.00		E-File Fee	\$6.00			Envelope Total: \$7.00
	Description	Amount															
	Total Filing Fee	\$0.00															
	Payment Service Fee	\$1.00															
	E-File Fee	\$6.00															
		Envelope Total: \$7.00															
Party Responsible for Fees	John M Smith																
Payment Account	Master Card																
Filing Attorney	Tiffany Knapp																

Back
Submit

If you need to make changes, click the "Back" button and make your corrections within the envelope.

When you are ready to submit your envelope, click the blue "Submit" button. The system will bring you back to the dashboard page with a confirmation notice at the top right of the screen indicating your envelope has been successfully submitted:



You can view your pending envelope by clicking the Pending tab on the dashboard. You will also receive an email confirmation of your submission to the court. In addition, you will receive email notice when your submission is either accepted or rejected for filing.

To review and/or print a receipt of your submission, click the link in the green confirmation notification in the top right of the screen (see image above). A sample receipt is on the next page.

Should you encounter any problems starting a new case in the system, 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.

Case # 2016-P-2016 - Mary L Jones v John M Smith

Envelope Information

Envelope Id 5269	Submitted Date 3/10/2016 2:46 PM EST	Submitted User Name joe.attorney.firm@gmail.com
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Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Filings

Filing Type EFileAndServe	Filing Code Motion of Appellant to extend date for filing brief and appendix
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Filing Description
Smith Motion to Extend Brief Due Date

Reference Number
Client #0246

Courtesy Copies
jane.p.attorney@gmail.com

Related Parties
John M Smith

Filing Status
Submitting

Lead Document

File Name	Description	Security	Download
Motion_to_Extend_Brief_Due_Date.pdf			Original File

eService Details

Status	Name	Firm	Served	Date Opened
Not Sent	Secretary Eyre	Helpful Law Firm	No	Not Opened

Filing Type
EFileAndServe

Filing Code
Docketing Statement

Filing Description
Smith Docketing Statement

Reference Number
Client #0246

Courtesy Copies
jane.p.attorney@gmail.com

Related Parties
John M Smith

Filing Status
Submitting

Lead Document

File Name	Description	Security	Download
Civil Docketing Statement.pdf			Original File

eService Details

Status	Name	Firm	Served	Date Opened
Not Sent	Secretary Eyre	Helpful Law Firm	No	Not Opened

Fees

Motion of Appellant to extend date for filing brief and appendix

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Docketing Statement

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee	\$0.00
Payment Service Fee	\$1.00
E-File Fee	\$6.00
Envelope Total:	\$7.00

Party Responsible for Fees	John M Smith	Transaction Amount	\$7.00
Payment Account	Master Card	Transaction Id	3581
Filing Attorney	Tiffany Knapp	Order Id	000005269-0
Transaction Response	Authorized		