

REGISTERING A FIRM WITH MASSACHUSETTS ODYSSEY FILE & SERVE SITE

Before being able to file using the system, a firm account must be created for your law firm. Each lawyer in the firm may then be invited to join the firm account. Before you register for a Firm Account, check with your firm to ensure an account has not already been created for your firm and ensure you have permission to create such an account for the firm. If your firm has already created an account, ask your firm administrator to invite you to join the firm. Solo practitioners also still need to set up firm accounts. There is no ability to register an account simply as a lawyer; lawyers need to be associated with firm accounts.

There is no fee to register with Tyler. Fees for the use of the Tyler system are assessed on a per case basis.

1. To begin setting up your firm's account, go to the Massachusetts Odyssey File & Serve Site at: <https://efilema.tylerhost.net/ofswweb>
2. Click the "Register" button



Court Information


Massachusetts Odyssey File & Serve Site


Attention:

Representative Capacity: If your case initiation involves one or more litigants filing in a **Representative Capacity**, please download filing instructions from the [Massachusetts Court System](#) to ensure a timely acceptance for your filing. Failure to do so could result in critical delays to your case timeline.

Interim E-Filing Rules and Standing Orders Filers are urged to review and become familiar with the **Interim E-Filing Rules**, and the **Standing Order** relative to the court to which the filing is directed. Here are links to the **Rules and Standing Orders**:

Actions

 Sign In

 Register

Self Help

[Need Help?](#)

[Web Training Sessions](#)

[Be sure to whitelist no-reply@tylerhost.net in order to receive our email notifications](#)

[Filing for the first time? Get started by watching these videos](#)

[Find out how to add your eService contact information here](#)

[Quick Reference and User Guides can be found here](#)

3. Fill in the information on the Register page. Those fields outlined in red are required to be filled.

When you have entered all the required information, click the "next" button on the bottom right side of the screen

Register

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


First Name	Middle	Last Name
<input type="text" value="Joe"/>	<input type="text" value="B"/>	<input type="text" value="Attorney"/>

A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

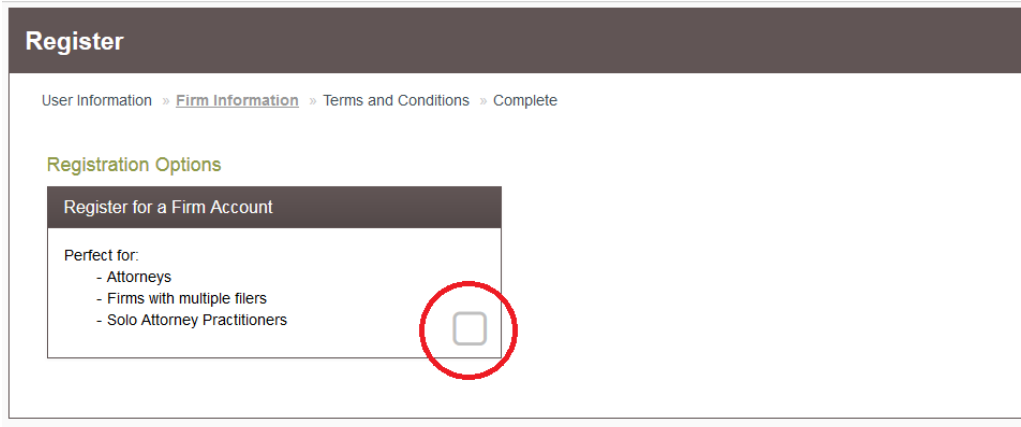
Email Address	Password
<input type="text" value="joe.attorney.firm@gmail.com"/>	<input type="password" value="....."/>

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question
<input type="text" value="What is my favorite color?"/>
Security Answer
<input type="text" value="Blue"/>



4. On the next page, click the check box contained in the section "Register for a Firm Account"



The screenshot shows a web interface for registering a firm account. At the top, there is a dark header with the word "Register" in white. Below the header, a breadcrumb trail reads "User Information » [Firm Information](#) » Terms and Conditions » Complete". Underneath, the section "Registration Options" is displayed. Within this section, a sub-section titled "Register for a Firm Account" is highlighted with a dark background. Below this sub-section, the text "Perfect for:" is followed by a list of three bullet points: "- Attorneys", "- Firms with multiple filers", and "- Solo Attorney Practitioners". To the right of this list is a small, empty square check box, which is circled in red.

5. Fill in the information for your firm. Fields outlined in red are required.

The check box to require administrator approval of new user registration is defaulted to checked.

This means that *even if you invite a user to join your firm*, you will have to manually approve them before they are able to file on behalf of your firm.

Users are able to join your firm if provided a link to do so (firm administrators are given the ability to share this link either via email or copying and pasting the link to share). There is no way to join a firm without this link; however, it is possible for this link to be shared outside of the firm (e.g., an email containing the link is forwarded).

If you want anyone to be able to automatically join your firm, uncheck this box. Otherwise, leave the box checked to require approval of users.

When finished, click the "Next" button.

Firm Information

Firm Name

Joe Attorney's Law Firm

Country

United States of America

Address Line 1

123 Boston Lane

City

Boston

State

Massachusetts

Zip Code

02108

Phone Number

9781234560

Require administrator approval of new user registration



Previous



Next

6. Read the Terms and Conditions for the system. If you agree to those conditions, click the "I Agree - Create My Account" button

Register

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

Welcome to the online services of Tyler Technologies for the State of Massachusetts. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site and/or other Tyler products is conditioned upon Your acceptance of this Agreement. By clicking on 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. Representations and Warranties
6. Fee Schedule Section
7. Proprietary Rights Section
8. Disclaimers and Limitations Section
9. Your Warranties and Indemnification Section
10. Limitations of Liability Section
11. Arbitration Section

[Previous](#)



[I Agree - Create My Account](#)

7. As instructed by the system, check the email you registered your firm under for a link to complete the verification process. **This email could be in your Spam folder. If you do not see the email within 5 minutes, check this folder.**

Register

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

Congratulations, you have successfully registered your firm!

Firm Name: Joe Attorney's Law Firm
Email Address: joe.attorney.firm@gmail.com

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

8. Click the link in the email from no-reply@tylerhost.net to activate your account

 **no-reply@tylerhost.net** 11:39 AM (1 minute ago) ☆  
 to me ▾


You have been registered with Odyssey File & Serve. Please click on the link below to activate your account.

[Activate Account](#)

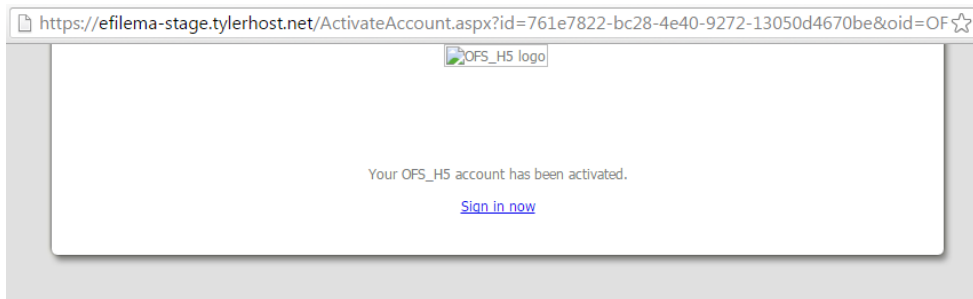
If the link above is not accessible, copy this URL into your browser's address bar to view the document: <https://efilema-stage.tylerhost.net/ActivateAccount.aspx?id=761e7822-bc28-4e40-9272-13050d4670be&oid=OFS3TEST&cid=MASTAGE>

This message was automatically generated using Odyssey File & Serve; do not reply to this email.


Should you need technical assistance, please call [\(800\) 297-5377](tel:8002975377).

 Click here to [Reply](#) or [Forward](#)

9. You should be brought to a screen that looks like this; Click the "Sign in now" link.



10. Enter the email and password you just used to set up your new account and click "Sign In":

 Please sign in to continue

Email

Password

Sign In

[Forgot Password?](#)

11. Before you can proceed with filing, you must add an attorney *to your firm* and add a Payment Account to your firm. You can also invite users to join your firm (inviting lawyers within your firm to join as users *is not the same thing as adding lawyers to your firm account*). Please see separate user guides for step-by-step instructions on these steps.

The screenshot shows the 'Filer Dashboard' interface. At the top, a dark header contains the title 'Filer Dashboard'. Below this, a light blue box contains instructions: 'Users registered with your firm will be able to submit filings after you complete the following:' followed by a bulleted list: '• Add a Payment Account' and '• Add an Attorney'. Below the list, it says 'Click on the Actions Menu above to add a Payment Account and an Attorney.' To the right of this text is a 'New Case' button and an 'Actions' dropdown menu. The dropdown menu is open, showing options: 'New Case', 'File into Case', 'My Filings', 'File Address', 'File User', 'File Attorney', 'Edit Contact Info', 'Payment Accounts', and 'Help'. Below the instructions, the dashboard is split into two columns. The left column is titled 'My Filing Activity' and contains a vertical list of buttons: 'Pending', 'Accepted', 'Returned', 'Drafts', and 'Served'. At the bottom of this list is a 'View All' link. The right column is titled 'New Filing' and contains two main buttons: 'Start a New Case' and 'File into Existing Case'. A 'Use a Template' link is positioned to the right of the 'Start a New Case' button. At the bottom of the 'New Filing' section is a link that says 'Need help getting started?'.

Should you encounter any problems creating a firm account 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.