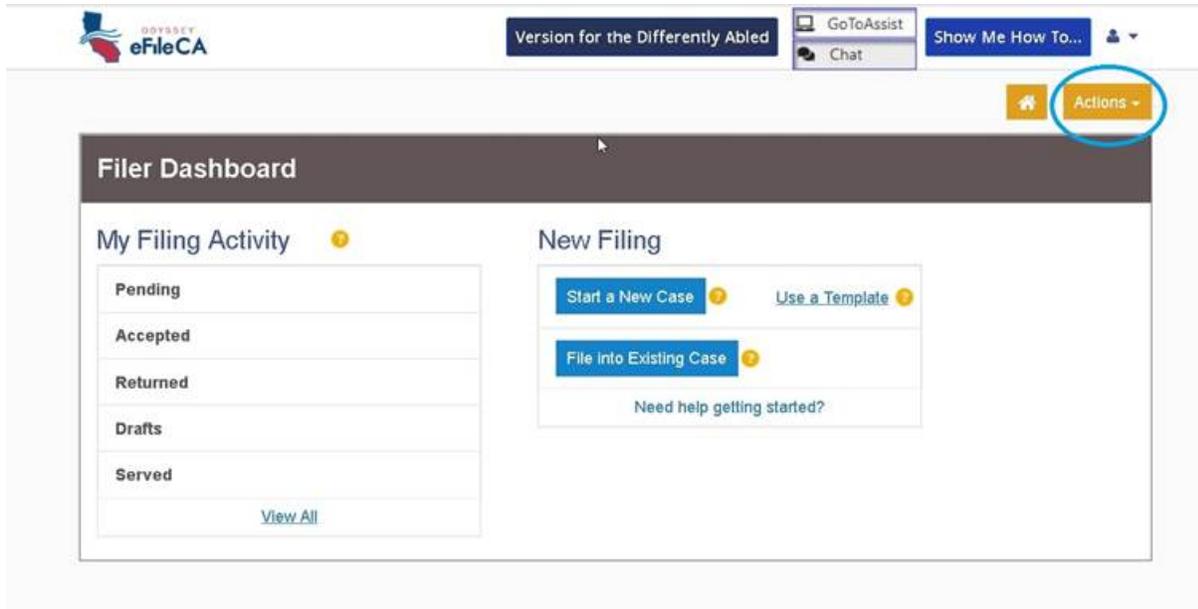## E-Filing Instructions for ACBA | CAAP Panel Members

The Alameda County Superior Court allows attorneys to e-file documents via their Odyssey portal. On July 2, 2019 Odyssey began exercising their right to charge for e-filings. Attorneys representing indigent criminal defendants, however, are not required to pay to e-file.

CAAP Panel Attorneys wishing to e-File for free in cases they are handling through the Program must register under the ACBA|CAAP account. If you wish to register, go to https://california.tylerhost.net/idp/account/signin and follow the prompts. Once you register, the CAAP Director must approve your registration. Once you have been approved, you will be able to e-file.

Unfortunately, you will not receive confirmation that your registration has been approved. The only way you will know that you've been approved is that you will be taken to the home screen where you will be given the option to e-file. If you do not see this prompt, please contact the CAAP Director.

You may have two accounts – one with us and one for your private clients. You may not, however, use the same email address for both accounts. There are two solutions: (a) use two different accounts to register – one email address for your private client's account and a second email address to register as a user under ACBA|CAAP; or (b) have only one account and in that account add the payment account "waiver". You would select this option at check out when it comes time to pay instead of using the credit card on file by selecting the "waiver" account.

How to Add a Payment Waiver Account for Option (b): Go to Actions>Payment Account > Add New Payment Account, >> Account Name "waiver" account type "waiver" Save changes. (To get started click on "actions" on the home screen – it's circled in blue in the picture below.)

If you need help, you can get help through the "chat" function in addition to the "show me how to". To chat, click on "chat" which is pictured below and the "show me how" is the blue rectangle to the right of the "chat" function.