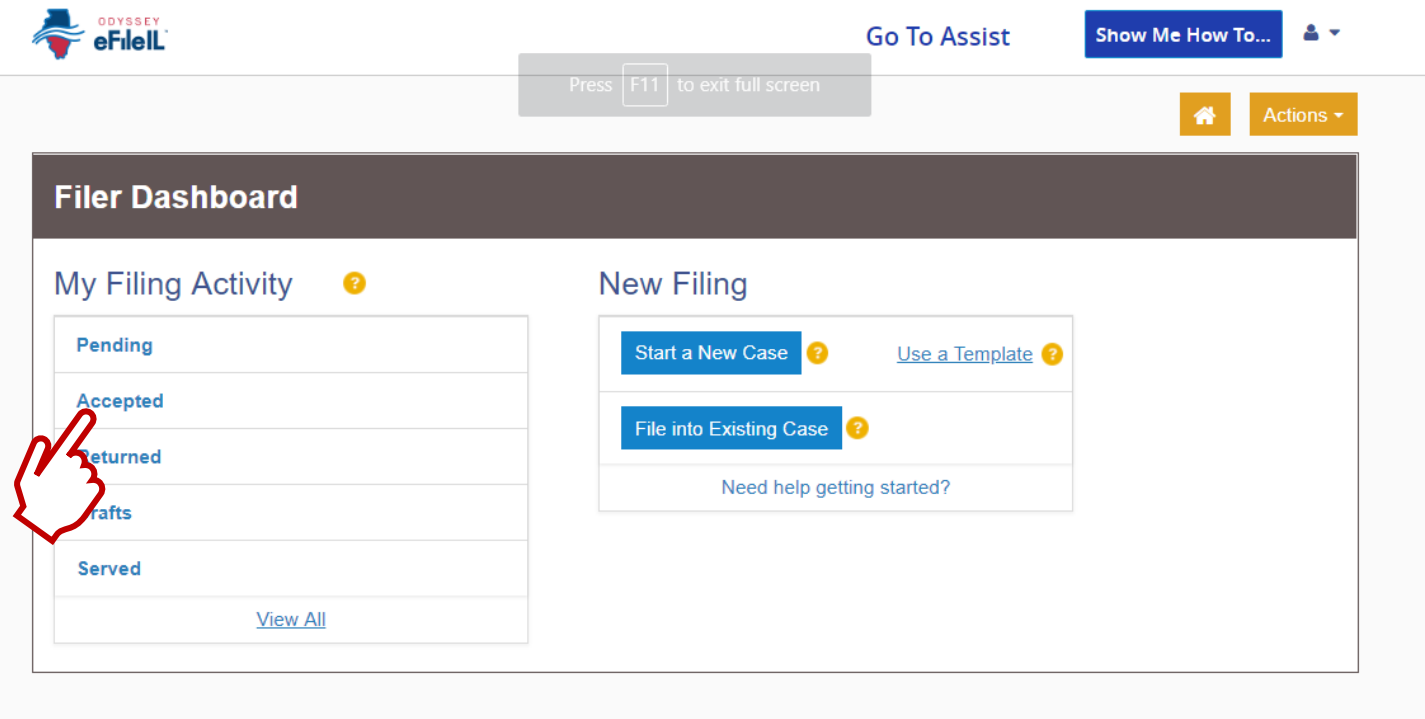
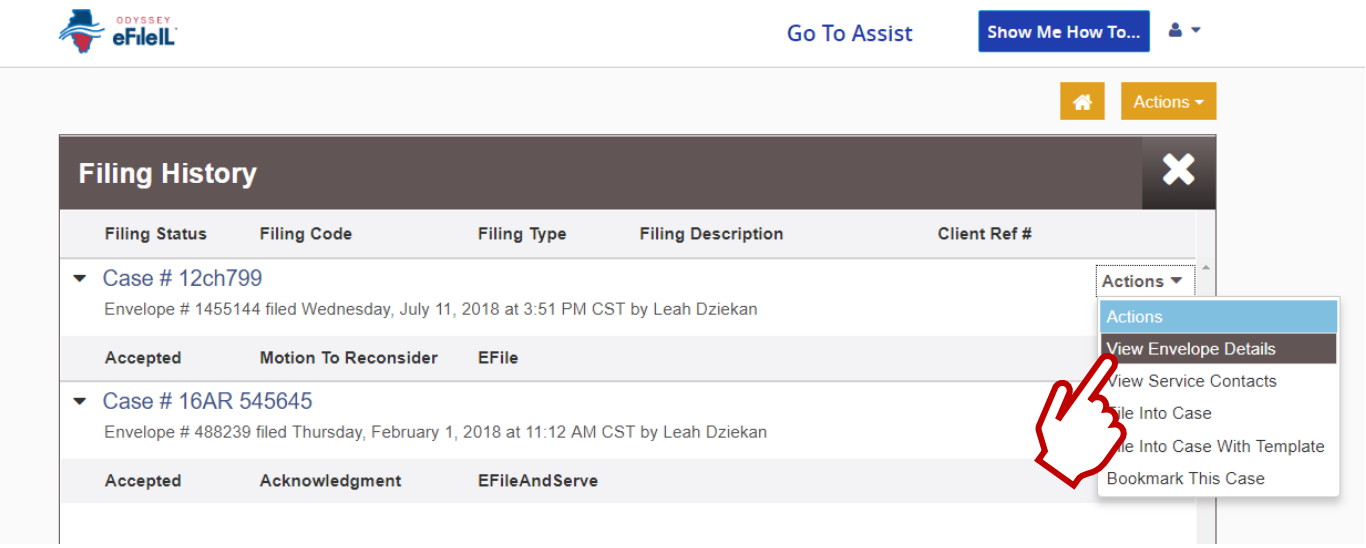
Accessing Documents Through Filer's Case History

1. Login to Odyssey (even if a user filed with a different EFSP, login to Odyssey using the same email and password used for their EFSP account)

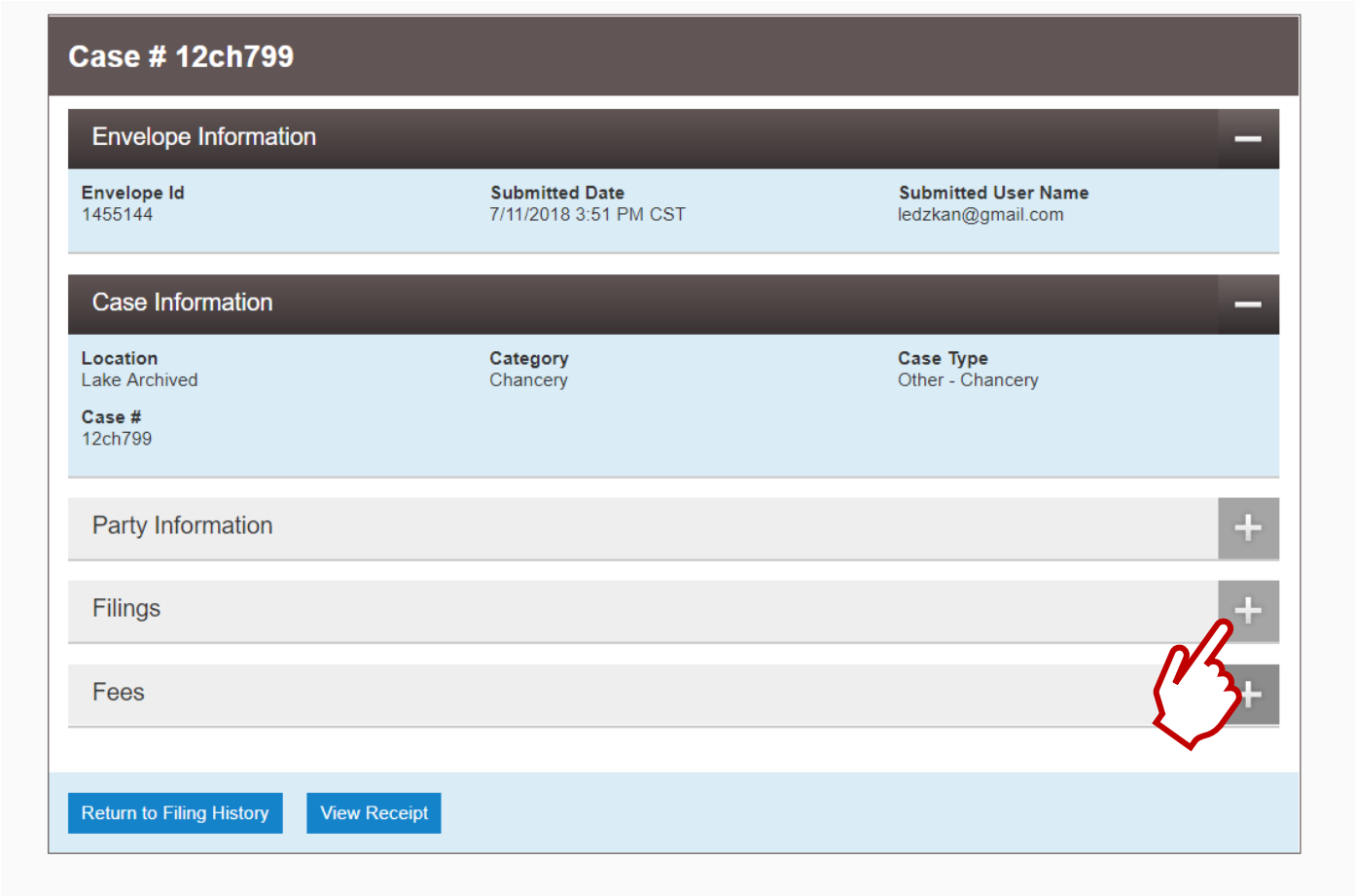
2. On the "Filer Dashboard" click **Accepted** under *My Filing Activity*



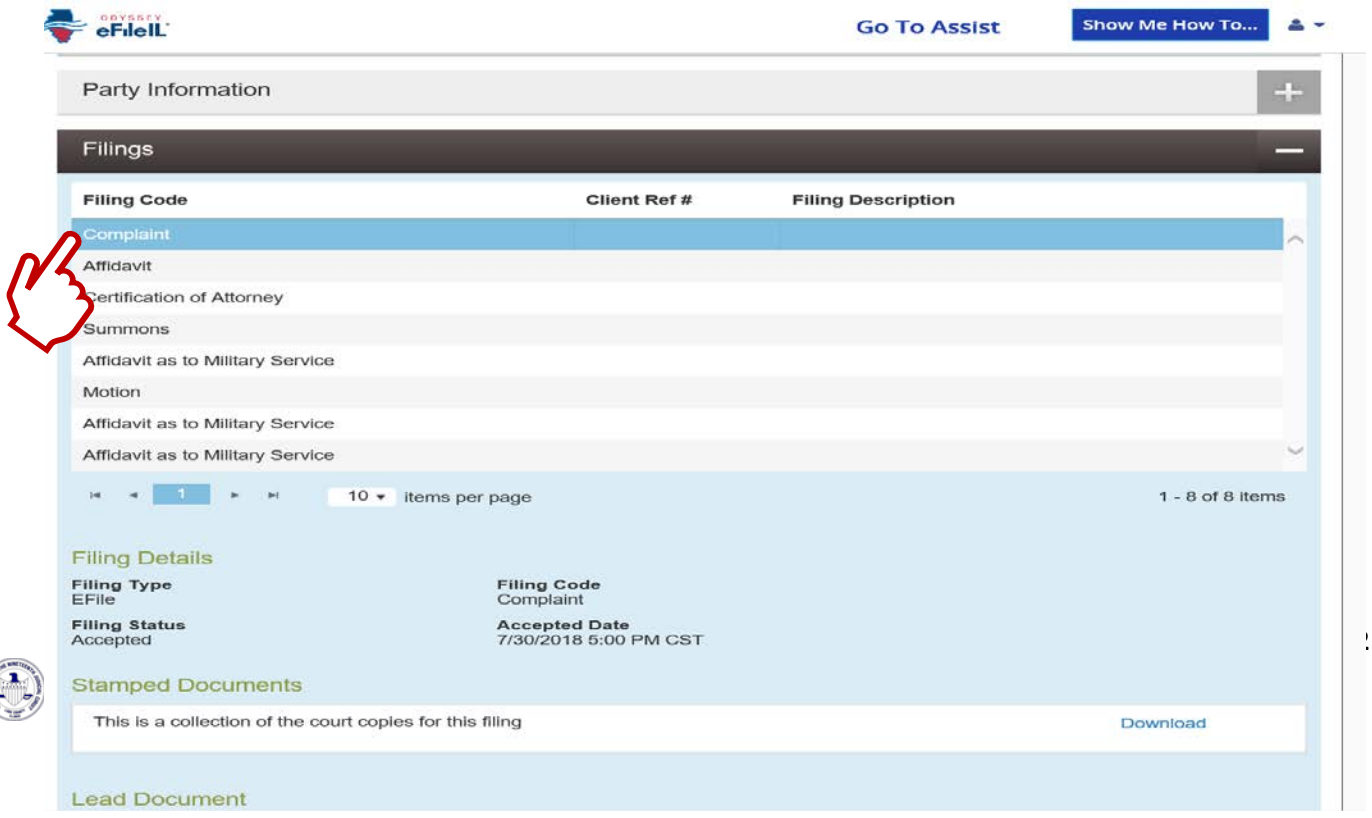
3. Locate the envelope and select "View Envelope Details" from the *Actions* dropdown:



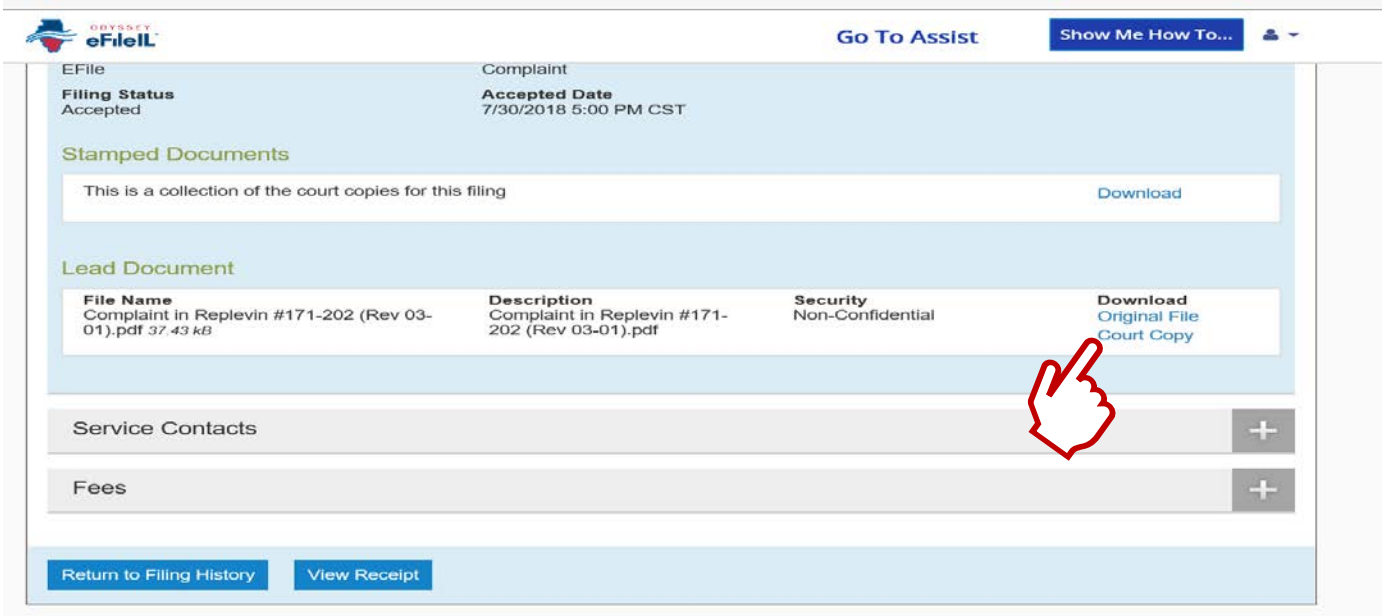
4. Click on the **+** sign and expand the "FILINGS" section:



5. The documents will be listed at the top of the filings section. The information of the document that is highlighted in blue will be displayed below:



6. They can then go down to the section *Lead Document* and click on Court Copy, this will open the court stamped copy of the document which can be printed or saved.



7. To print the next document, return to the filings list, click on the document so it is highlighted in blue, and the information and links to that document will be displayed. Repeat for each document.

ODYSSEY eFileIL

Go To Assist | Show Me How To...

Party Information

Filings

Filing Code	Client Ref #	Filing Description
Complaint		
Affidavit		
Certification of Attorney		
Summons		
Affidavit as to Military Service		
Motion		
Affidavit as to Military Service		
Affidavit as to Military Service		

1 | 10 items per page | 1 - 8 of 8 items

Filing Details

Filing Type
EFile

Filing Code
Certification of Attorney

Filing Status
Accepted

Accepted Date
7/30/2018 5:00 PM CST

Stamped Documents