

## EFILING FOR “FIRMS” WITHOUT ATTORNEYS

1. A firm can be any agency, office or organization, regardless of whether any attorneys actually practice there (e.g. Probation office, Sheriff’s Dept.).
2. The configuration of the eFiling system does require at least one “attorney” entered within the firm profile, but it is acceptable to enter a “dummy” attorney (e.g. Name: “No Attorney”, Bar #: 00000). This is a step that the Firm Administrator should take once while setting up the firm. Other firm users should NOT enter additional “dummy” attorneys.
3. The “dummy” attorney should never be used (selected as the “filing attorney”) on an actual filing. Because it is not connected to a real attorney in Odyssey, the system would reject the filing.
4. The “dummy” attorney should NOT be used as a service contact for the firm.
5. When adding oneself as a new party in the case, do NOT select any lead attorney. Bypass that box:

Enter details for this Party

Party Type: Probation Officer

Party is a Business/Agency:

First Name: Test, Middle Name: , Last Name: ProbationOfficer, Suffix: Click to sel

Country: United States of America

Address Line 1: , Address Line 2: , City: , State: Click to select State

Zip Code: , Phone Number: , Filer ID:

Lead Attorney: Click to select Lead Attorney (marked with a red X)

Buttons: Undo, Save Changes

6. Once the “dummy” attorney is entered in the firm profile by the Firm Administrator, all firm users will be able to submit filings by submitting without any filing attorney: the “dummy” attorney should NOT be selected on any filings. When filers reach the section below, they should NOT click on the “Filing Attorney” dropdown. Bypass it and click “save changes”.

Fees

Need Help?

▼ Acceptance of Service

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

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Total Filing Fee: \$0.00  
Envelope Total: \$0.00  
Waiver selected

Payment Account: Waiver

[View Unavailable Payment Accounts](#)

Filing Attorney: Click to select Filing Attorney (marked with a red X)

Buttons: Undo, Save Changes

7. The case will enter the system reflecting who filed it. The ‘dummy’ attorney is not reflected anywhere in the filing or in the case.