



St. Tammany Parish Clerk of Court User Guide to Odyssey eFileLA

Odyssey eFileLA can be accessed through the St. Tammany Clerk of Court's website or directly through Odyssey eFileLA

www.sttammanyclerk.org

- Select **"Online Services"** at the top right of the screen
- Select **"Odyssey eFileLA Login"** under e-Filing

The screenshot shows the website's navigation menu with 'Online Services' selected. The main content area is divided into three columns: 'Public Records & e-Certification', 'e-Recording', and 'e-Filing'. The 'e-Filing' column contains a 'Please Note' section and a list of links. A red arrow points to the 'eFileLA LOGIN' button in the 'e-Filing' section.

www.efile-la.com

- Select **"Get Started!"**

The screenshot shows the Odyssey eFileLA landing page with the text 'File Court Documents Anytime, Anywhere' and a 'Get Started!' button. A red arrow points to the button.

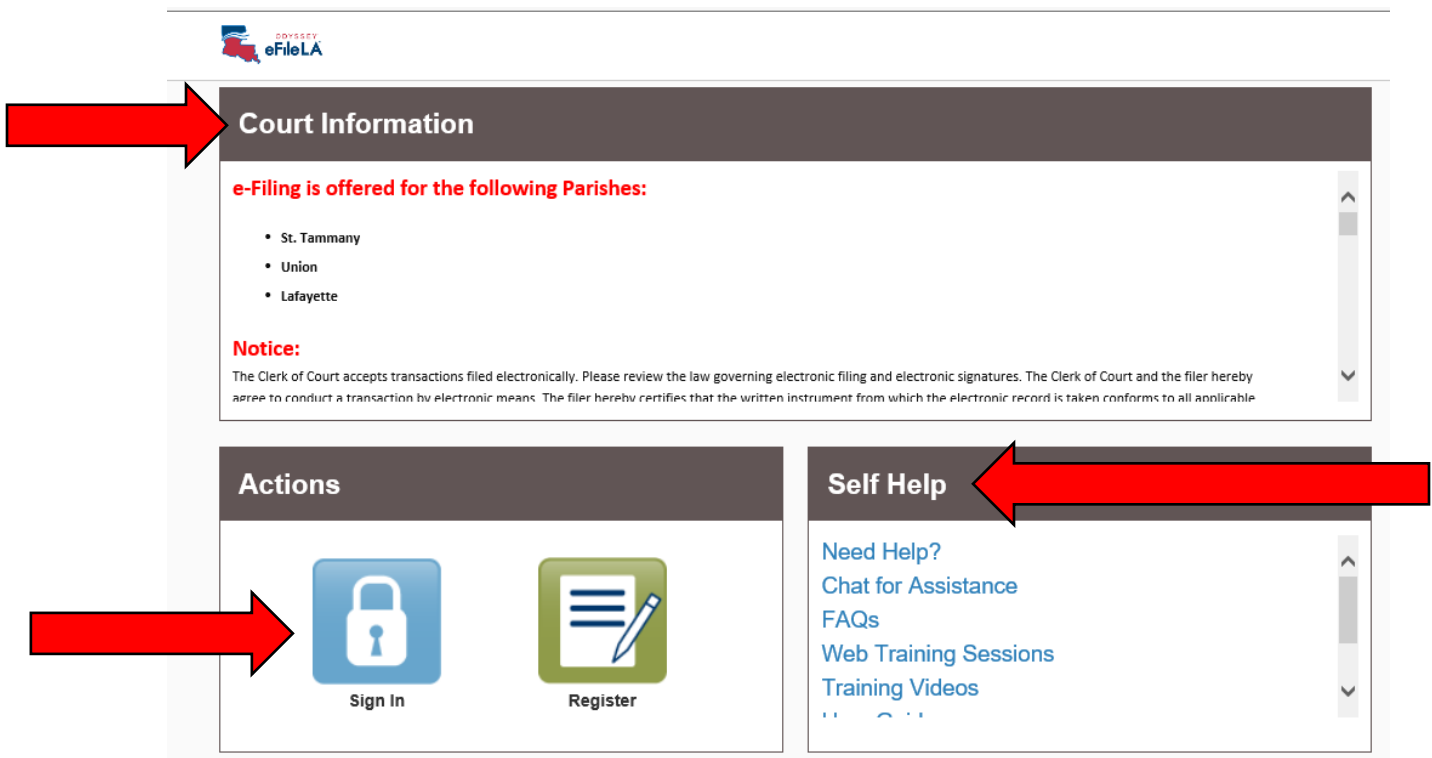
Register for Odyssey eFileLA

Odyssey eFileLA has provided many helpful resources to educate and help users through the system – these can be found under the **“Self Help”** section of the Sign In/Register page, along with a “Chat for Assistance” option to connect you directly to Odyssey eFileLA support

Please read through the entire “Court Information” section

This section contains clarifying information that you will need during the registration process regarding using Firm Administrators

- Select **“Register”** (if first time using eFileLA) or **“Sign In”** and complete the requested information



- Select if you are registering for a **Firm Account** or for a **Self-Represented Account**

Before registering for a firm account, please check with your firm to ensure an account has not already been created. If your firm has already been created, please ask your firm administrator to invite you to join the firm.

- Complete the requested information and check box to Require firm administrator approval of new user registrations. If you do not want to require this approval, leave box unchecked. Additional information on this can be found under **“Court Information”** on the Sign In/Register page.

Register

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

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants

Before you register for a Firm Account, please check with your firm to ensure an account has not already been created. If your firm has already been created, please ask your firm administrator to invite you to join the firm.

Firm Information

Firm Name

Country

Address Line 1

City State

Zip Code Phone Number

Require administrator approval of new user registration

[Previous](#) [Next](#)

- Review & accept the Odyssey File & Serve Usage Agreement by selecting the blue **“I Agree – Create My Account”** box at the bottom of the screen
- A verification email will be sent to the email address used to register. Click on the link inside the email to complete the verification process.
- Congratulations – you are now registered with Odyssey eFileLA!



Register

User Information » Firm Information » Terms and Conditions » **Complete**

Congratulations, you have successfully registered your firm!

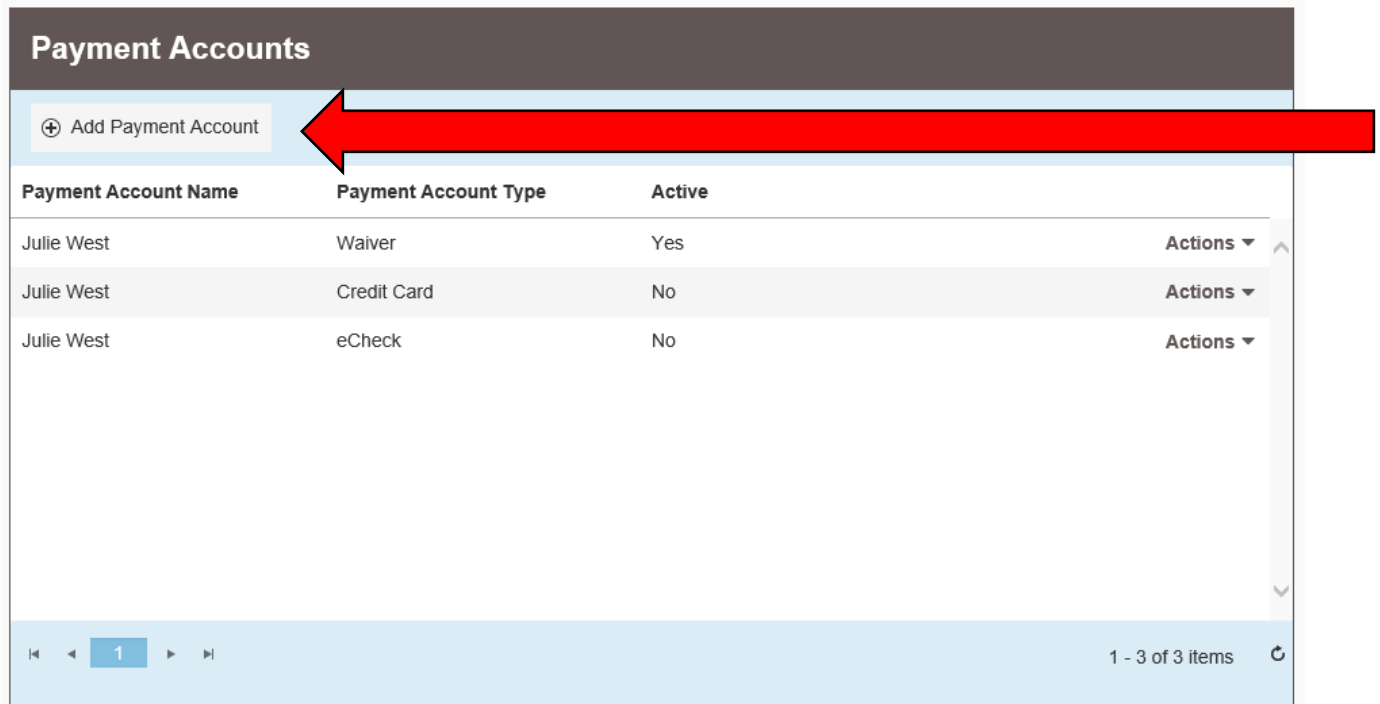
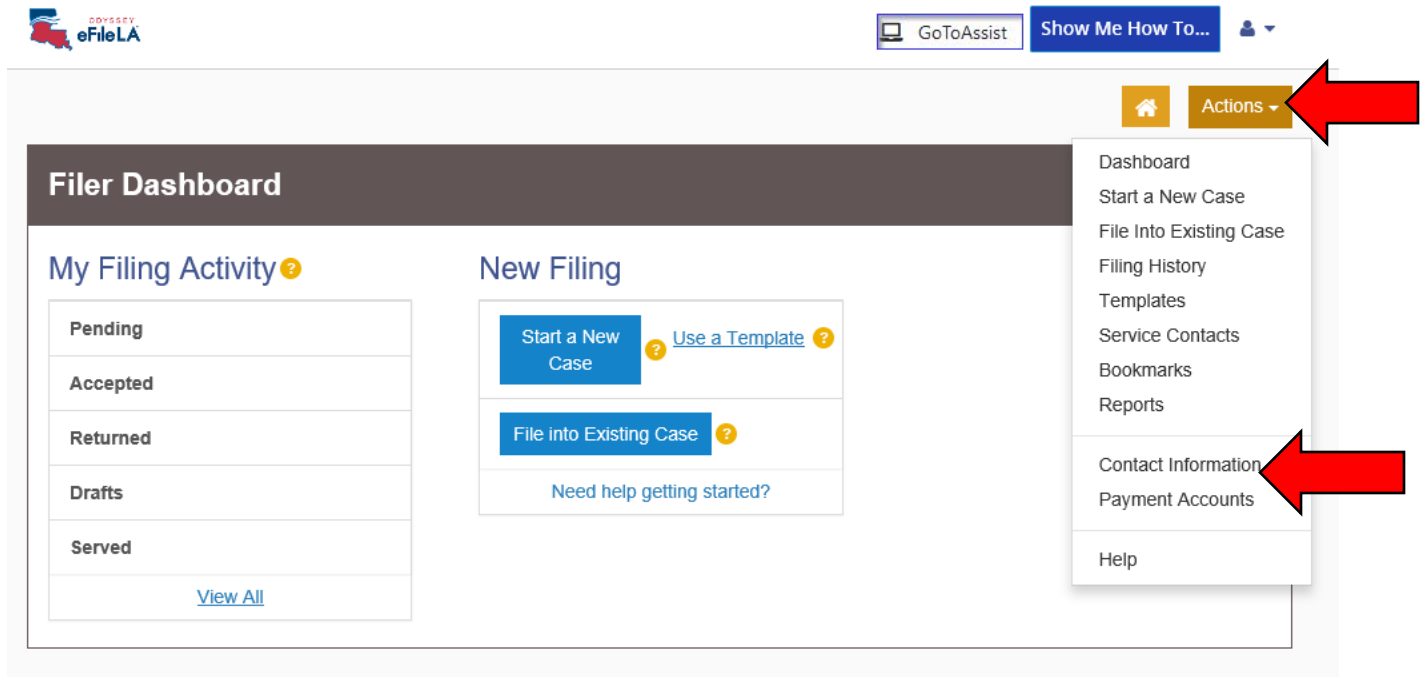
Firm Name: Wizard of Oz Firm

Email Address: rwest@sttammanyclerk.org

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

Set up Account Details

- Sign In to your account on the Sign In/Register page
- The **"Filer Dashboard"** will be used to file Documents, to track your Filing Activity, and to make changes to your firm, payment accounts, and profile
- Before Filing, Payment Account(s) will need to be added to your profile
 - Select the orange **"Actions"** menu at the top right of the Filer Dashboard
 - Select **"Payment Accounts"**
 - Select **"Add Payment Account"**



- Enter desired Payment Account Name
- Enter Payment Account Type
 - Credit Card - a 3% Convenience fee will apply to all credit card transactions
 - eCheck
 - Draw Down - Contact the Clerk of Court to obtain your Account number
 - Waiver - If the Plaintiff/Defendant you represent is Exempt/Pauper status, you will also need to add a Waiver account. This will allow fees to be deferred until court costs can be assessed by the Court.
- Repeat **“Add Payment Account”** for all payment accounts desired

The screenshot displays the 'Payment Accounts' management interface. At the top, there is a dark header with the title 'Payment Accounts' and a light blue button labeled 'Add Payment Account'. Below this is a table with the following columns: 'Payment Account Name', 'Payment Account Type', 'Active', and 'Actions'. A single row is visible with the values 'Test Payment Account', 'Waiver', and 'Yes'. Below the table, there are navigation controls showing '1' of 1 items. The form below the table includes a text input for 'Payment Account Name' containing 'Test Payment Account Name'. The 'Payment Account Type' is currently set to 'Draw Down', and a dropdown menu is open, showing options: 'Credit Card', 'Draw Down' (highlighted), 'eCheck', and 'Waiver'.

Start a New Case:

- Select **"Start a New Case"** on the Filer Dashboard or from the Actions menu
- Enter Case Information - Location (St. Tammany Parish), Category, and Case Type
- Select **"Save Changes"**
- Enter Party Information for Plaintiff (required)
- Select **"Save Changes"**
- Enter Party Information for Defendant (required)
- Select **"Save Changes"**
- See Continued Filing Instructions on next page

The screenshot shows the eFileLA Filer Dashboard. At the top right, there are navigation links for 'GoToAssist', 'Show Me How To...', and a user profile icon. Below these is a home icon and an 'Actions' dropdown menu, which is highlighted by a red arrow. The main content area is titled 'Filer Dashboard' and is divided into two sections: 'My Filing Activity' and 'New Filing'. 'My Filing Activity' lists 'Pending', 'Accepted', 'Returned', 'Drafts', and 'Served', with a 'View All' link at the bottom. 'New Filing' contains three buttons: 'Start a New Case' (highlighted by a red arrow), 'Use a Template', and 'File into Existing Case'. Below these buttons is a link for 'Need help getting started?'.

Subsequent Filings:

- Select **"File into Existing Case"** on the Filer Dashboard or from the Actions menu
- Enter Case Information - Location (St. Tammany Parish)
- Search for a Case by **"Case Number"** or **"Party Name"**
- Select **"File into Case"** on the Actions menu to the right of desired case
- The case will appear with all information provided
- See Continued Filing Instructions on next page

The screenshot shows the 'File Into Existing Case' search results. It features a table with the following columns: 'Case Number', 'Location', 'Description', 'Case Type', and 'Actions'. A single row is displayed with the following data: Case Number 201212345, Location St. Tammany Parish - Di..., Description THOMAS EDDIE BYRD..., Case Type Wrongful Death, and an 'Actions' dropdown menu. A red arrow points to the 'Actions' column. Below the table, there is a pagination control showing '1' of 1 items per page, and a 'Back to Search' button.

Case Number	Location	Description	Case Type	Actions
201212345	St. Tammany Parish - Di...	THOMAS EDDIE BYRD...	Wrongful Death	Actions

Continued Filing Instructions for New Suits & Subsequent Filings

- Select **“Add Another Party”** to add additional Plaintiffs or Defendants
- For Subsequent Filings - If filing a new demand, enter Party Information for Plaintiff and Defendant (both are required)
- Enter Filing details
 - Filing Type – Select **“EFile”**
 - Filing Code – Select applicable filing name
 - Filing Description – Enter description of the filing (e.g. Petition for Damages)
 - Client Reference Number – Enter your internal tracking number (if desired)
 - Comments to Court – Enter your comments to Court (if desired)
 - Courtesy Copies – Enter email addresses to have copies sent (if desired)
 - Lead Document – Upload document in .pdf format and select desired security
 - Select **“Add Optional Services and Fees”**
 - Add each Optional Service desired – To assist with filings and to avoid rejections, we have listed the optional services that should be added to the most frequently used pleading types. See the list on page 11 of this guide.
 - **The “Per Page Fee - \$0.00” optional service must be added to each filing for eFileLA to count the pages automatically.**
 - Exempt/Pauper e-filings should only select what is being filed (pleading), and the Optional Service of “Per Page Fee”
 - Select **“Save Changes”**

The screenshot shows the 'Filings' interface with the following details:

- Filing Type:** EFile
- Filing Code:** Petition
- Filing Description:** Petition for Damages
- Client Reference Number:** 12345
- Comments to Court:** If Desired
- Courtesy Copies:** minniemouse@abc.com
- Lead Document:** test.pdf (27.92 KB), Security: Does not contain sensitive data
- Optional Services and Fees:** A table with columns: Optional Services and Fees, Fee Amount, Quantity, Fee Total. Below the table is a button: '+ Add Optional Services and Fees'.

A red arrow points to the '+ Add Optional Services and Fees' button.

- Add Another Filing
 - Select **"Add Another Filing"** if you have multiple pleadings (e.g. Affidavit, Memorandum, Request for Notice, etc.)
 - Enter filing details using the same steps as used for the original filing
 - Select **"Save Changes"**

Filings
✎
—

Filing Code	Client Ref #	Filing Description
Petition	12345	Petition for Damages

Enter the details for this filing

Filing Type ?

Filing Code

Filing Description

Client Reference Number ?

Comments to Court ?

Courtesy Copies

i

Lead Document (Required)

Firearms Transfer.pdf 1.06 MB x

Description	Security
Firearms Transfer.pdf	Click to select Security

Optional Services and Fees

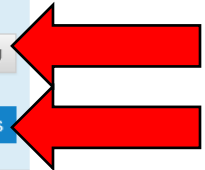
Optional Services and Fees	Fee Amount	Quantity	Fee Total	
Issue Citation (Out of Parish)	\$54.00	2	\$108.00	Actions ▾
_Per Page Fee	\$0.00	1	\$0.00	Actions ▾

+ Add Optional Services and Fees

Optional Services and Fees

+ Add Another Filing
Save Changes

Undo



- The Filing list will show the original pleading and all supporting pleadings attached
- **Each pleading must be submitted separately using "Add Another Filing"**

Filings
✎ —

Filing Code	Client Ref #	Filing Description	
Petition	12345	Petition for Damages	Actions ▾
Interrogatories	12345	Interrogatories	Actions ▾
Request for Notice		Request for Notice	Actions ▾

Enter the details for this filing

Filing Type ? EFile **Filing Code** Request for Notice

Filing Description
Request for Notice

Client Reference Number ? **Comments to Court** ?

Courtesy Copies
 i

Lead Document (Required)

ACT367 Forms.pdf 659.25 kB x

Description ACT367 Forms.pdf **Security** Click to select Security

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	
_Per Page Fee	\$0.00	1	\$0.00	Actions ▾

+ Add Optional Services and Fees
+ Add Another Filing
Undo
Save Changes



- Filing Fee Detail and Totals will be displayed at the bottom of the screen
- There may be additional fees associated with e-filings
 - Depending on the Court Division and the judge’s procedure
 - To cover Curator fees and Hearing Officer Conference fees
 - For miscellaneous fees to be collected after issuing has been completed
- For the example shown below:
 - Total Filing Fee – Fee is calculated from the “Per Page Fee - \$0.00” optional service, and automatically calculated \$4.00 per page for the pleading, and \$1.00 per page for the exhibits
 - Court Case Fee – Fee varies by case type and includes the statute mandated fees
 - E-File Fee – Tyler Technologies assesses a \$6.00 fee for each e-Filing
 - Party Fee – Indexing fee \$2.00 per name
- Select the **“Payment Account”**, **“Party Responsible for Fees”**, and **“Filing Attorney”**
- Select **“Save Changes”** and **“Summary”**
- Review the Filing and Select **“Submit”** to file

Additional Notes on eFiling

- Electronic Signatures are accepted as per Louisiana CCP Article 253 (E). However, /S/ signatures in electronic format will not be accepted.
- Most e-filed documents become the originals, once received by the Clerk of Court. However, there are specific original legal documents that cannot be e-filed as per Louisiana CCP Article 253, RS 9:2602, RS 9:2603.
- E-filings can be submitted 24 hours a day, 7 days a week, but will only be processed by the St. Tammany Parish Clerk of Court’s office during its regular business hours of 8:30 AM to 4:30 PM, Monday through Friday. An e-mail acknowledgment containing details of the submittal will be sent for each accepted or rejected e-Filing.

Fees		Need Help?
▼ Petition		
Description	Amount	
Filing Fee	\$0.00	
Filing Total: \$0.00		
▼ Interrogatories		
Description	Amount	
Filing Fee	\$0.00	
_Per Page Fee	\$12.00	
Filing Total: \$12.00		
▼ Request for Notice		
Description	Amount	
Filing Fee	\$0.00	
_Per Page Fee	\$12.00	
Filing Total: \$12.00		
Total Filing Fee		\$24.00
Court Case Fee		\$92.50
E-File Fee		\$6.00
Party Fee: Plaintiff (1 x \$2.00)		\$2.00
Party Fee: Defendant (1 x \$2.00)		\$2.00
Envelope Total: \$126.50		
Payment Account		
<input type="text"/>		
Party Responsible for Fees		
<input type="text" value="Click to select Party Responsible for Fees"/>		
Filing Attorney		
<input type="text" value="Click to select Filing Attorney"/>		

To assist with filings and to avoid rejections, we have listed below some of the optional services that should be added for the most frequently used pleading types

New Suits – Optional Services & Fees to be Included

Petition (New Suit)

- Per Page Fee
- Issue Citation & Quantity
- Issue Letter to Attorney
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Adoptions

- Per Page Fee
- Issue Notice of Assignment Letter & Quantity
- Issue Citation & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition for Custody and Order

- Per Page Fee
- Issue Citation
- Issue Rule
- Issue Notice of Assignment Letter
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity
- *Email confirmation will advise of additional fees needed for HOC*

(Domestic) Petition and Order for Divorce 102/103

- Per Page Fee
- Issue Citation
- Issue Notice of Suit
- Issue Rule
- Issue TRO (if applicable)
- Issue Notice of Assignment Letter
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity
- *Email confirmation will advise of additional fees needed for HOC*

Petition and Order with Rule

- Per Page Fee
- Issue Citation & Quantity
- Issue Rule & Quantity
- Issue TRO & Quantity (if needed)
- Issue Notice of Assignment Letter
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition for Protective Order

- Per Page Fee

Concursus

- Per Page Fee
- Issue Citation & Quantity
- Issue Receipt for Deposit of Registry of Court Funds
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Commitments

- Per Page Fee
- Issue Citation
- Issue Rule
- Issue Witness Subpoena
- Issue Notice to Appoint Doctor
- Issue Notice of Assignment Letter
- Issue Service
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition for Executory Process

- Per Page Fee
- Issue Writ of Seizure
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition to Make Foreign Judgment Executory

- Per Page Fee
- Issue Notice of Enforcement & Quantity
- Issue Letter to Attorney to Make Foreign Judgment Executory
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Forfeiture

- Per Page Fee
- Issue Citation & Quantity (if Claim Filed)
- Issue Notice of Judgment (Mail/Serve) & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition to Make Judgment Executory

- Per Page Fee
- Issue Writ of Fisa
- Issue Citation to Garnishee
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition for Interdiction

- Per Page Fee
- Issue Notice of Interdiction
- Issue Citation & Quantity
- Issue Notice to Appoint Attorney (if applicable)
- Issue Rule & Quantity (if applicable)
- Issue Notice of Assignment Letter (if applicable)
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition for Judicial Review of Suspension of Driver's License

- Per Page Fee
- Issue Citation & Quantity
- Issue Rule & Quantity
- Issue TRO
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Sequestration

- Per Page Fee
- Issue Bond Letter
- Issue Citation & Quantity
- Issue Writ of Sequestration
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Successions

- Per Page Fee
- Issue Bond Letter
- Issue Letters of Administration
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Tutorships

- Per Page Fee
- Issue Minors Mortgage if required
- Issue Letters of Tutorship
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Mandamus

- Per Page Fee
- Issue Citation & Quantity
- Issue Rule & Quantity
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Letters Rogatory

- Issue Subpoena & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Subsequent Filings – Optional Services & Fees to be Included

Answer, Jury Order and Request for Notice

- Per Page Fee
- Issue Letter to Attorney
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Request for Notice

- Per Page Fee
- Issue Letter to Attorney
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Answer and Third-Party Demand/Cross Claim/Reconventional Demand

- Per Page Fee
- Issue Citation & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Exception/Answer with Order to Set

- Per Page Fee
- Issue Rule & Quantity
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Exceptions and Order to Set

- Per Page Fee
- Issue Rule & Quantity
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Injunctions

- Per Page Fee
- Issue Citation & Quantity
- Issued TRO & Quantity
- Issue Rule to Show Cause & Quantity
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Judgment

- Per Page Fee
- Issue Notice of Judgment (Mail)
- Issue Notice of Judgment (Service) & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order

- Per Page Fee
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order for Continuance

- Per Page Fee
- Issue Rule & Quantity (*only if service was not previously made*)
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order for Curator

- Per Page Fee
- Issue Notice to Appoint Curator
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order to Set Trial

- Per Page Fee
- Issue Notice of Assignment Letter
- Issue Pre-Trial Order
- Issue Scheduling Order (if applicable)
- Issue Notice of Trial (if a party is Proper Person)
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order to Set Status Conference

- Per Page Fee
- Issue Notice of Assignment Letter
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity
- *Additional fees may be associated with this filing depending on the Court Division and the judge's procedure*

Motion and Order Rule

- Per Page Fee
- Issue Rule & Quantity
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Domestic Motion and Order Rule

- Per Page Fee
- Issue Rule & Quantity
- Issue TRO & Quantity
- Issue Notice of Assignment Letter
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity
- *Email confirmation will advise of additional fees needed for HOC*

Domestic Motion and Order Rule for Divorce

- Per Page Fee
- Issue Rule for Divorce
- Issue Notice of Assignment Letter
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order for Process Server

- Per Page Fee
- Issue Letter to Attorney
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order to Deposit into Registry of Court

- Per Page Fee
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order to Transfer Suit

- Per Page Fee
- Issue Notice of Mailing of Suit Record
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

New Service Instructions

- Per Page Fee
- Issue Letter to Attorney (if service is by Long Arm Statute or per Art. 1313)
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Petition for Intervention/Third Party Demand/Cross Claim/Reconventional Demand and Order (or no Order)

- Per Page Fee
- Issue Citation & Quantity
- Issue Rule & Quantity
- Issue Notice of Assignment Letter & Quantity (if a hearing is needed)
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Subpoenas

- Per Page Fee
- Issue Subpoena (Witness, Notice of Deposition Subpoena, Records Only Depo Subpoena)
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Summary Judgments

- Per Page Fee
- Issue Rule & Quantity
- Issue Serve & Return & Quantity
- Issue Notice of Assignment Letter & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Supplemental and Amending Petition

- Per Page Fee
- Issue Citation & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Supplemental/Amending Petition and Order

- Per Page Fee
- Issue Citation & Quantity
- Issue Rule & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Supplemental/Amending Petition for Executory Process

- Per Page Fee
- Issue Writ of Seizure
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Supplemental Petition for Garnishment

- Per Page Fee
- Issue Writ of Fisa
- Issue Citation to Garnishee
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Memorandum/ Affidavits/ Mennonite Notices/ Trial Cut off Order/ Witness List / Exhibit List / Proof of Claims/ Interrogatories/ Request for Production of Documents/Request for Admissions/ Notice of Deposition and Answer to

- Per Page Fee
- Issue Service (if service is requested) & Quantity
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Request Letter to Issue Writ of Fisa

- Per Page Fee
- Issue Writ of Fisa
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order to Withdraw Original Notes

- Per Page Fee
- Issue Receipt to Withdraw Original Notes
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Motion and Order to Withdraw Registry Funds

- Per Page Fee
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity

Request Letter to Issue Writ of Possession

- Per Page Fee
- Issue Writ of Possession or Actual Possession
- Copies & Quantity
- Conformed Copies & Quantity
- Certified Copies & Quantity