



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 Department).
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. That field is optional and should be skipped over.

Party Information
Enter the name(s) of the people or entities involved in the case.

* Party Type
Probation Officer

☐ Person ☐ Entity ☒ I Am This Party

* First Name
TEST

Middle Name

* Last Name
PROBATION OFFICER

Suffix
Select...

Date of Birth

Contact Information
You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the physical address.

Country
United States

* Address Line 1
123 TEST Street

Address Line 2

* City
TESTVILLE

* State
Vermont

* Zip Code
11111

Phone Number

Attorney Information

Lead Attorney

Print

Cancel Save

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