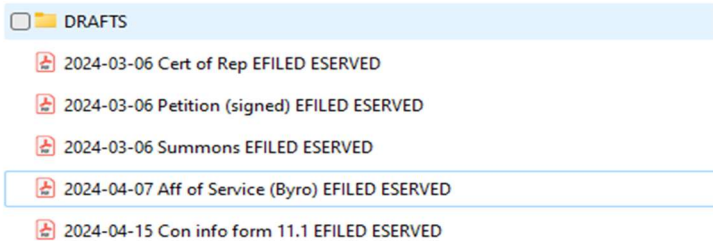


KEEPING YOUR PLEADINGS FILE ORGANIZED

1. Make sure draft versions are in the draft folders
2. Once you get a signed version of a pleadings, move the unsigned version to drafts or delete
3. Once you file a pleadings, save the efile/eserved version (the one that is stamped from the Court), label it as such, and delete the prior version.
 - a. For instance:
 - i. You start with an unsigned Petition in PDF
 - ii. You get our client's signature on the Petition, save that to Pleadings, and delete the unsigned version.
 - iii. You then file the Petition and receive back from Odyssey a copy that is stamped by the Court, indicating it was Efiled/Eserved. Save the efiled version to the file and indicate (EFILED ESERVED) behind the name (or just EFILED if ESERVED is not applicable), then delete the previous PDF that is not stamped, doesn't indicate it was filed.

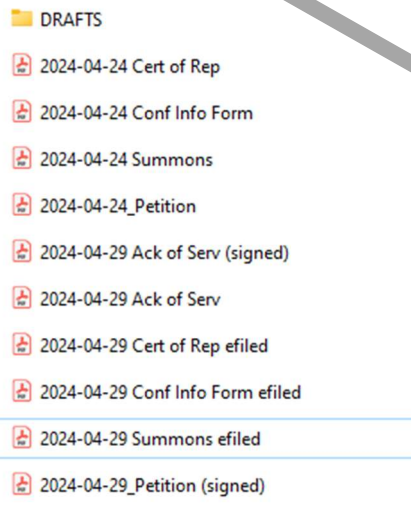
This is how your pleadings file should look if you EFILED AND ESERVED



OR like this if you just EFILED because there's no OPA



This is no good



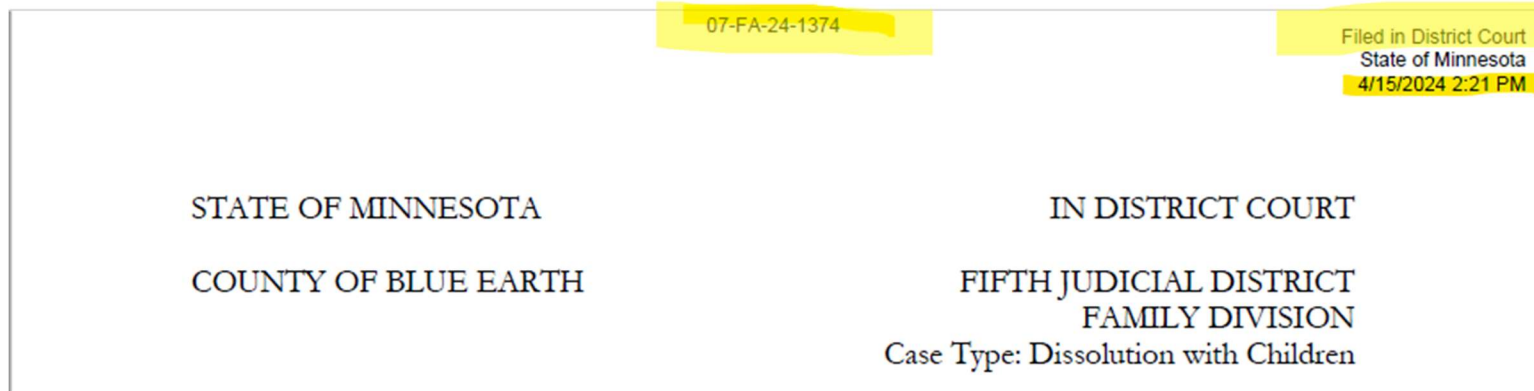
There are multiple versions of document which should not be the case

- Some appear to have been efiled and some aren't. Confirm which are efiled, make sure they are the stamped version, and delete the other copy
- There are signed versions of a petition and then another one that appears to not be signed. Delete the unsigned version. Same with the Ack of Serv.

When referring to the “stamped” version, or the EFILED/ESERVED version of a document, this is version we are talking about and what you should receive in an email from Odyssey after filing

EFILED AND EFILED/ESERVED

Will have the file number in the middle and also say filed with the date and time in the upper right



ESERVED ONLY

Will have the file number in the middle and also electronically served with the date and time in the upper left corner

