



DEKALB Tenant-Landlord Assistance Coalition

PARTNERS

DeKalb County Government
DeKalb County Magistrate Court
DeKalb County Clerk of State & Magistrate Courts
DeKalb County Marshal's Office
Atlanta Legal Aid
Goodwill of North Georgia
DeKalb Dispute Resolution Center
Housing Authority of DeKalb County

Welcome to TLAC eFileGA

ONLINE APPLICATION PROCESS FOR PUBLIC USERS ONLY

About TLAC

The purpose of DeKalb County's Tenant-Landlord Assistance Coalition (TLAC) is to provide financial assistance to eligible households for the payment of rent, rent arrearage, utilities, utility arrearage and other housing costs incurred due to the COVID-19 pandemic.



TLAC Application Process



Case Verification

Before you start a new application, please verify if there is an existing **Open** case located on DeKalb County Portal.



Create a User Account

You are required to create a user account on EFileGA to submit the application.



Account Activation

Check your email box to activate your account.



Sign to start the application

Please return to the main page to Sign-In to begin the application, by following the steps provided.



Upload Documents

Upload the required documents



Review

Review your application and required documents



Submit

Submit your application. After your application is submitted, you will receive a case and envelop number in your email.



Application Status

Use your Case number to Check the DeKalb County Portal for your case status.

Note: Please use Google Chrome or Firefox to access EFileGA. The website is not accessible on Internet Explorer.

TLAC Application Process

1. Case Verification



- Please verify if there is an existing **Open** case located on DeKalb County Portal, <https://ody.dekalbcountyga.gov/portal>
- If you locate an **Open** case in the system, check the status of your TLAC Application
- Please note:** TLAC Case Numbers = **Case Filed Date (Last 2-Digits) + R** (DeKalb Tenant-Landlord Assistance Coalition) or **D** (Magistrate Dispossessory – Non-Payment of Rent) + **5-Digit Case Number** Example: 21R00000 or 20D00000
- If you locate an existing case and it is **Closed** or **Administratively Closed**, begin the application process on eFileGA
 - If you do not locate an **Open** case in the system, begin the application process on eFileGA
<https://efilega.tylertech.cloud/OfsEfsp/ui/landing>

2. Create User Account



Create a user account on eFileGA to submit the TLAC application. If you have an existing account, please proceed to sign into your account

3. Account Activation



Check your email box to activate your account

4. Sign In



Sign in with your user email address and password

5. Start Application



Follow the steps in eFileGA to process your application process

Note: Please use Google Chrome or Firefox to access EFileGA. The website is not accessible on Internet Explorer.

TLAC Application Process - Continue

6. Upload Documents



Upload the required documents

7. Review



Review your application and required documents

8. Submit



Submit your application

9. Application Confirmation

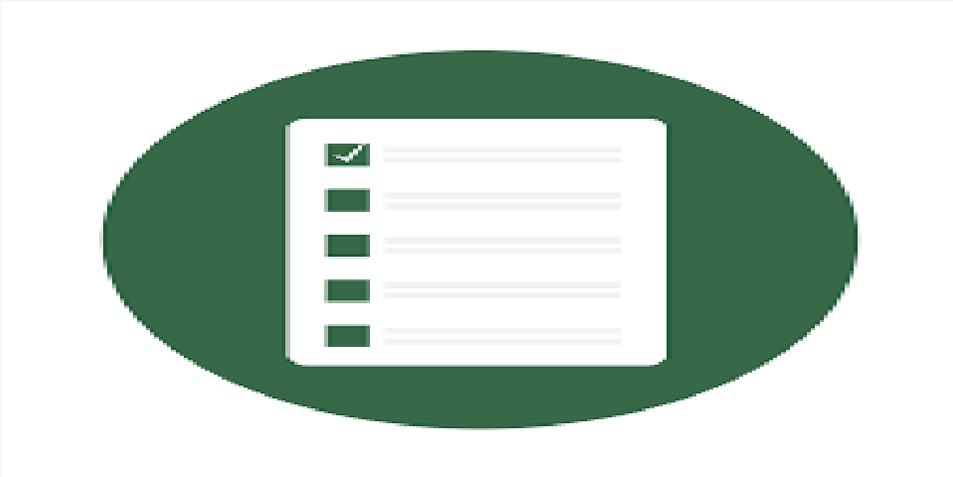


After your application is submitted, you will receive a case and envelop number in your email

10. Application Status

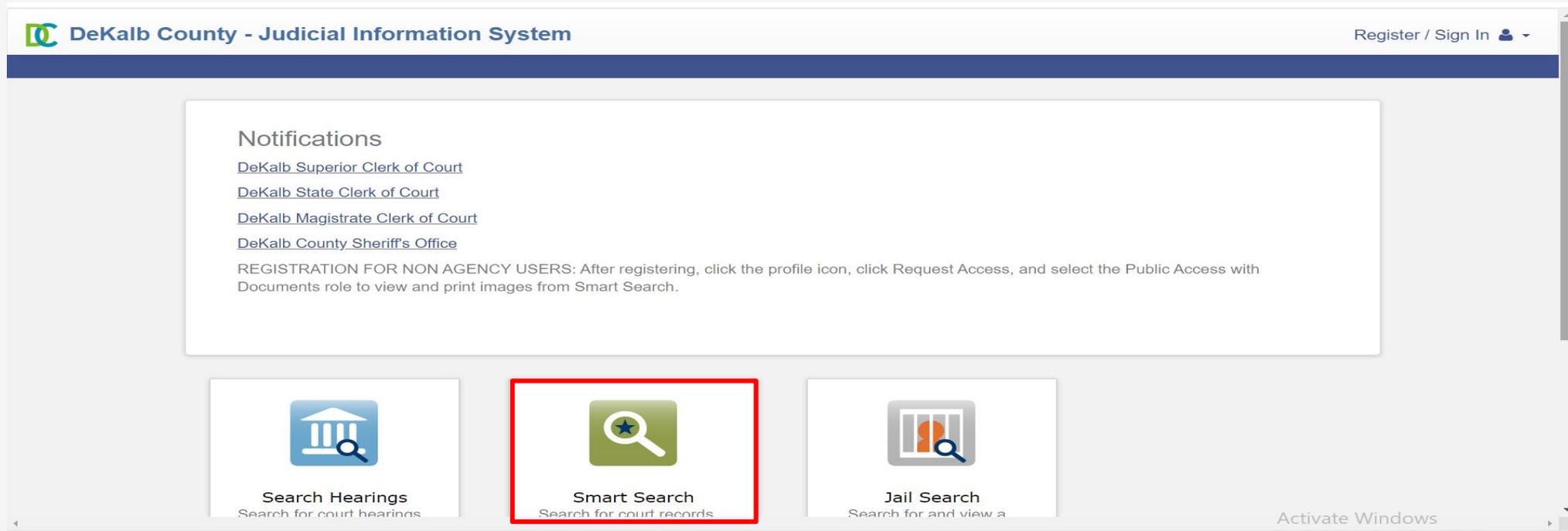


Use your Case number to Check the DeKalb County Portal for your case status within 24 hours



Access the DeKalb County Portal

1. Access the DeKalb County Portal website at <https://ody.dekalbcountyga.gov/portal>
2. Click on **“Smart Search”**



DeKalb County - Judicial Information System Register / Sign In

Notifications

[DeKalb Superior Clerk of Court](#)
[DeKalb State Clerk of Court](#)
[DeKalb Magistrate Clerk of Court](#)
[DeKalb County Sheriff's Office](#)

REGISTRATION FOR NON AGENCY USERS: After registering, click the profile icon, click Request Access, and select the Public Access with Documents role to view and print images from Smart Search.

Search Hearings
Search for court hearings

Smart Search
Search for court records

Jail Search
Search for and view a

Activate Windows

3. Enter your **Case Number** or **Name** (Last, First Middle Suffix Format)
4. Select “**I’m not a robot**”
5. Click on “**Submit**”

The screenshot shows the DeKalb County Judicial Information System search page. At the top, the header includes the DeKalb County logo and the text "DeKalb County - Judicial Information System" on the left, and "Register / Sign In" with a user icon on the right. Below the header is a navigation bar with three steps: "1 Smart Search", "2 Search Results", and "3 Details". The main content area is titled "Smart Search" and includes a search criteria input field with a placeholder "Test, Test L". To the right of the input field is a "*Required" label and a question mark icon. Below the input field is a reCAPTCHA "I'm not a robot" widget with a green checkmark. At the bottom of the form are "Clear" and "Submit" buttons. The text "Activate Windows" is visible in the bottom right corner of the browser window.

6. Click on the Case Number

DeKalb County - Judicial Information System Register / Sign In 

1 Smart Search 2 Search Results

Party Search Results Print

Name Date of Birth

▼ Test, Test L

Current Address: [Cases \(1\)](#)
Decatur, GA 30331

Cases

Case Number	Style / Defendant	File Date	Status	Party Name
21R01200	Test TestVSTest2 Test3	06/15/2021	Open	Test3, Test2 R

Activate Windows

What information will you see on the Dekalb County Portal?

Case Information Section

- Case Number
- File Date
- Court – Division 0
- Case Type Judicial Officer – Anderson, Berryl A.
- Case Status – Open or Closed/Administratively Closed
- Party Contact Information

Party Section

- Plaintiff
- Address
- Defendant
- Address

Event and Hearings Section

Event – Provides the status of the case

Step 1 - TLAC – Application Received

Definition: Application received from the Landlord or Tenant

Step 2 - TLAC- Application Sent to Negotiator

Definition: Application sent to the Negotiator for review

Step 3 - TLAC – Consent Agreement

Definition: Written outcome of the negotiation

TLAC – Consent Agreement Utility Only

Definition: Written outcome of the negotiation for utilities

TLAC – Acknowledgment of Non-Agreement

Definition: The Negotiation between the Landlord and Tenant was unsuccessful

Step 4 - TLAC to Judge for Review

Definition: Judge Review and Sign agreement

Step 5 - Verification

Definition: Final review of the application and documents before payment is disbursed

Step 6 - TLAC – Payment in Process

Definition: Payment is being processed

Step 7 - TLAC – Case Closed

Definition: Case is closed

Hearings – Provides scheduled Hearings on the case

Financial Section

Provide Financial information on the case

Documents Required with Application

Tenant Checklist

What must you provide with your application?

- Contact information that includes email and phone number
- Wage Statement or signed declaration
 - **Example:** W-2 form, Tax Return, Income Declaration, Unemployment Documentation
- Copy of the Lease Agreement
- Magistrate Court Notice (if applicable)
 - **Example:** Dispossessory Warrant/Eviction Warrant
- Past Due Utility Notice(s) (if applicable)
- Any other documentation that indicates risk of homelessness

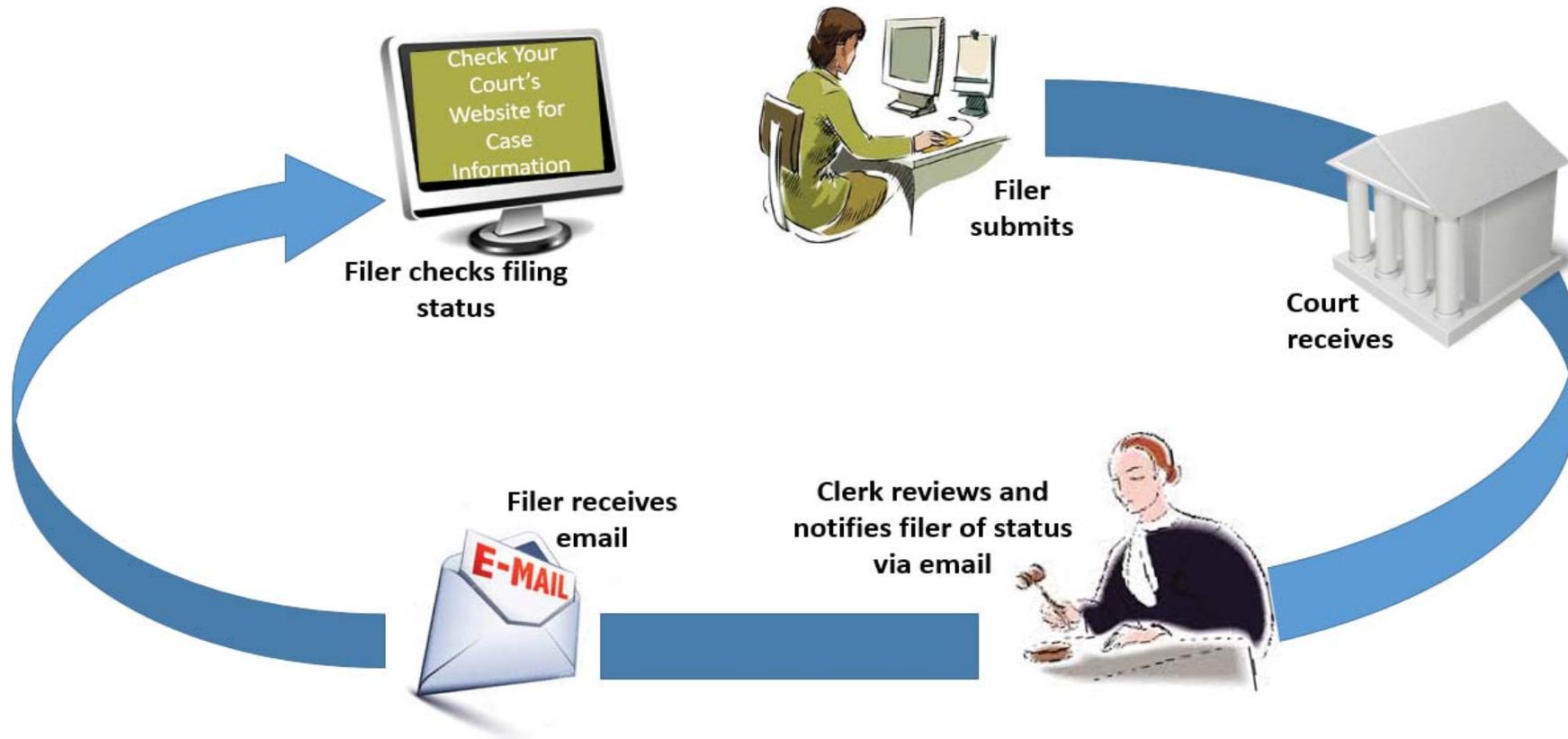
Landlord Checklist

What must you provide with your application?

- Contact information that includes email and phone number
- Lease Agreement
- Tenant Wage Information
- Documentation of Payments
 - **Example:** Payment Ledger, Itemized Statement, Proof of Money Owed from Tenant
- Magistrate Court Notice
 - **Example:** Dispossessory Warrant/Eviction Warrant
- Tenant Utility Bills Issued (if applicable)
- Documentation of Rental Assistance Subsidy

TLAC eFileGA Workflow Process

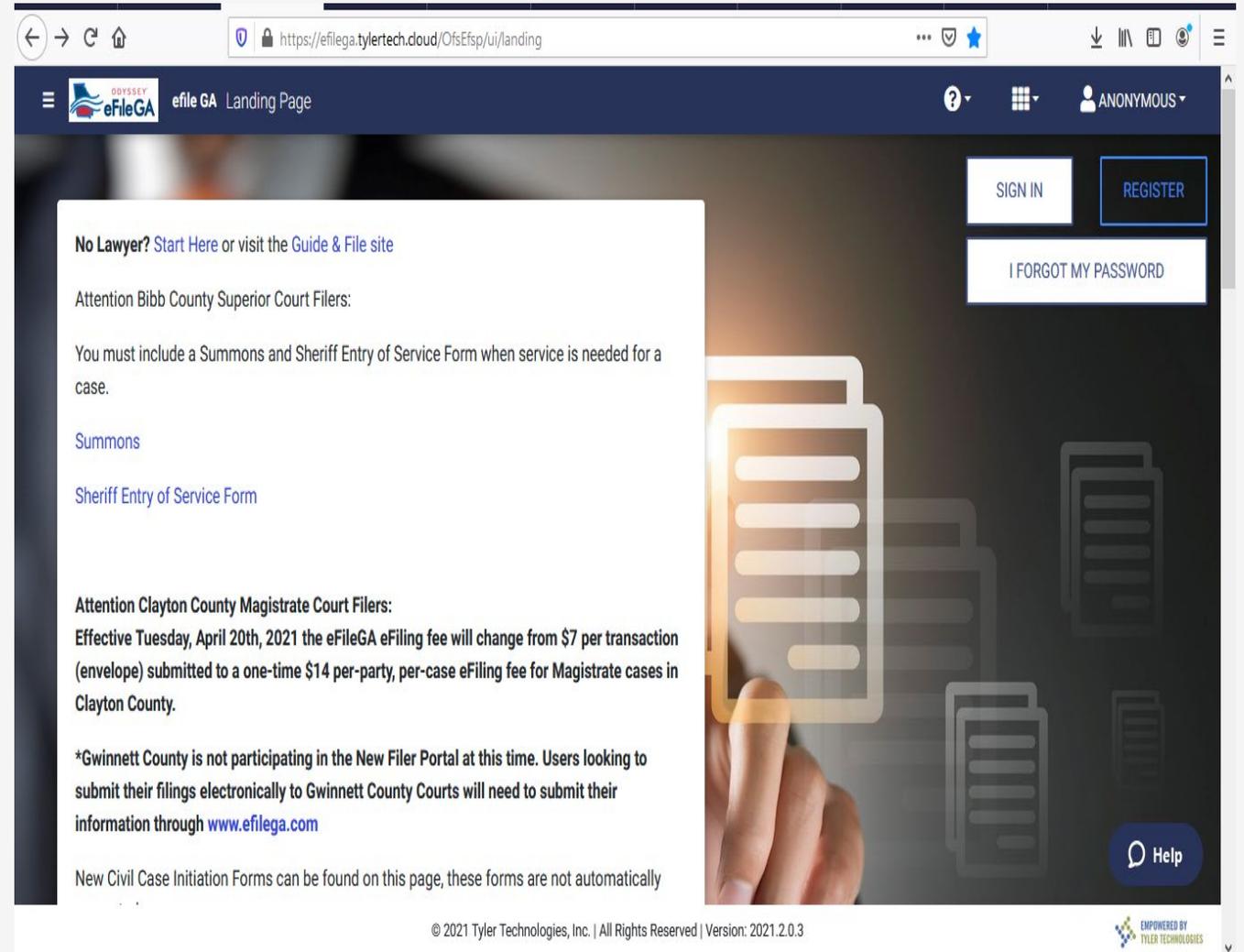
The E-Filing Process



How to submit an online application for TLAC Assistance?

Start a new application by going to <https://efilega.tylertech.cloud/OfsEfsp/ui/landing>
> **Register**

Note: Please use Google Chrome or Firefox. The website is not accessible on Internet Explorer.



The screenshot shows the eFileGA Landing Page in a web browser. The browser's address bar displays the URL: <https://efilega.tylertech.cloud/OfsEfsp/ui/landing>. The page header includes the eFileGA logo and the text "eFile GA Landing Page". In the top right corner, there are buttons for "SIGN IN" and "REGISTER", and a link for "I FORGOT MY PASSWORD". The main content area features a white box with the following text:

No Lawyer? Start Here or visit the [Guide & File site](#)

Attention Bibb County Superior Court Filers:

You must include a Summons and Sheriff Entry of Service Form when service is needed for a case.

[Summons](#)

[Sheriff Entry of Service Form](#)

Attention Clayton County Magistrate Court Filers:

Effective Tuesday, April 20th, 2021 the eFileGA eFiling fee will change from \$7 per transaction (envelope) submitted to a one-time \$14 per-party, per-case eFiling fee for Magistrate cases in Clayton County.

*Gwinnett County is not participating in the New Filer Portal at this time. Users looking to submit their filings electronically to Gwinnett County Courts will need to submit their information through www.efilega.com

New Civil Case Initiation Forms can be found on this page, these forms are not automatically

At the bottom of the page, there is a "Help" button and a footer with the text: "© 2021 Tyler Technologies, Inc. | All Rights Reserved | Version: 2021.2.0.3". The footer also includes the logo for "EMPOWERED BY TYLER TECHNOLOGIES".

Registration

On the registration screen, select the category that defines you by choosing between:

Firm: *Select if you are an Attorney, Firms with multiple Filers and Solo Practitioners*

or

Individual: *Select if applying as Pro Se filers, Process Servers, Landlords / Tenants*

The screenshot shows the eFileGA registration interface. At the top, there is a dark blue header with the eFileGA logo, the text "eFile GA Registration - Select Type", and a user profile icon labeled "ANONYMOUS". Below the header is a navigation bar with three tabs: "Select Type" (active), "User Information", and "Firm Information". The main content area features two registration options:

- Register for a Firm Account:** Includes a group icon, examples (Attorneys, Firms with multiple filers, Solo Practitioners), and a blue button labeled "FIRM".
- Register for a Self-Represented Account:** Includes a single person icon, examples (Pro Se Filers, Process Servers, Landlords / Tenants), and a blue button labeled "INDIVIDUAL".

At the bottom left, there is a grey button labeled "BACK TO LANDING".

Individual Application

Fill in your information and click on **Next**

Note: Please complete all the required fields before moving forward.

ODYSSEY eFileGA efile GA Registration - User Information

Select Type **User Information** Contact Information

First Name * Middle Name Last Name *

First Name is Required. Last Name is Required.

Email Address * Confirm Email Address *

Email Address is Required. Confirm Email Address is Required.

Password * Confirm Password *

Password is Required. Confirm Password is Required.

RESELECT TYPE  NEXT

After entering your contact information, click on **I Agree** to the terms and Conditions. Then, click on **Submit** to continue the application process

Address Line 1 is Required.

City * State * Zip Code *

City is Required. State is Required. Zip Code is Required.

Phone Number *

Phone Number is Required.

I agree to the [Terms and Conditions](#)

You must accept the Terms and Conditions.

USER INFORMATION

SUBMIT

Registration Successful!

You will receive an email with a link to confirm the email address you registered with.

You must click the emailed link before you will be able to sign in.

You will see this message after submitting your application.

Hint: Please check your inbox and spam/junk folder to find the above confirmation email.

Access your email account to active your eFileGA account as instructed.

Activate your new user account for eFiling Σ Inbox x 🖨 🔗

 **efilingmail@tylerhost.net**
to me ▾ 1:10 PM (15 minutes ago) ☆ ↶ ⋮

 **ODYSSEY**
eFileGA

New User Activation

You have been registered with the E-Filing System. Please, click on the link below to activate your account.

[Click to Activate Account](#)

Please update your password after you log into your account.

For technical assistance, contact your service provider

Odyssey File & Serve

(800) 297-5377

Please do not reply to this email. It was automatically generated.

Hint: After activating your account, the system will request you to sign in. Please sign in using your email address and password.

Sign In Page



Please sign in to continue

Email

Password

Sign In

Forgot your password? [RESET PASSWORD](#)

SIGN IN REGISTER

I FORGOT MY PASSWORD

Help

Start Filing

Start Filing

Click on **START FILING** to select your filing options. You could initiate a case or file into an existing case.

[START FILING](#) 

Filing History

[View Filing History](#)

Drafts

[View My Drafts](#)

Case Search

[Search Cases](#)

Bookmarks

[View My Bookmarks](#)

Templates

[View My Templates](#)

 Help

Select your filing location by clicking on **Dekalb County-Magistrate Court**



eFile GA Start Filing



Select Filing Location

Select your filing location to see which types of filings are allowed at that location.

Location *

Select...



- Clayton State Court
- Clayton State Court - Criminal
- Clayton Superior Court
- Coweta County - State Court
- Coweta County - Superior Court
- Decatur County, Bainbridge GA - Superior Court
- Decatur County, Bainbridge GA - State Court
- Dekalb County - Magistrate Court**
- Dekalb County - Magistrate Court - Division 0
- Dekalb County - Probate Court
- Dekalb County - State Court
- Dekalb County - State Court - Appeals-In
- Dekalb County - State Court - Dispossessory
- Dekalb County - State Court - Division 1
- Dekalb County - State Court - Division 2
- Dekalb County - State Court - Division 3



Select **Start a New Case**

Select Filing Location

Select your filing location to see which types of filings are allowed at that location.

Location *

Dekalb County - Magistrate Court



New Case

Use this option if you do not have a case number and are filing an initiating document for the first time.



START A NEW CASE

Existing Case

Use this option if you have a case number to conduct a search and then file.

FILE INTO EXISTING CASE

[← DASHBOARD](#)

Note: To file into an existing case, it requires the case number.

Help

Payment Account setup

Account Name

Account Type

Select...

Account Status

Select...

FILTER

RESET



Click on **Add Account** to create a payment account waiver and follow the instructions provided. Please add the account name, select waiver, etc.

Note: There will be no fees accessed with the waiver account for the TLAC Program **ONLY**.

Payment Account Name	Payment Account Type	Status	Last 4 Digits	Actions
		Active		

Account Name *

TLAC landlord application

Create a new:



Waiver



Credit Card or Bank Account



CREATE WAIVER

Upload your documents to begin your application and follow the instructions provided throughout the process

[Documents](#)

Case

Parties

Filings

Service

Fees

Summary



 Drag files here or

BROWSE

Maximum Filesize **35.00 MB**

Supported file types: **pdf only**.

Other file types must be uploaded after selecting your court location at this time.

[CASE INFORMATION →](#)

Note: eFileGA will allow you to upload PDF document(s) only.

 Help

Test document upload .pdf



 Drag files here or

BROWSE



Maximum Filesize **35.00 MB**

Supported file types: **pdf only**.

Other file types must be uploaded after selecting your court location at this time.

CASE INFORMATION →

eFileGA will allow you to upload more than one document at a time. Upload your document(s) and follow the instructions for next steps.

 Help

Select **Dekalb Tenant-Landlord Assistance Coalition** as your **Case Type** then click on parties.

Documents | **Case** | Parties | Filings | Service | Fees | Summary

Location *
Dekalb County - Magistrate Court

Case Category *
Civil

Case Type *
Select...
Select...
Abandoned Motor Vehicle - \$34.00
Backing Order - \$54.00
Contract/Account - \$54.00
DeKalb Tenant-Landlord Assistance Coalition
Dormant Judgment - \$54.00
Foreclosure of Personal Property - \$54.00
Foreign Judgment - \$54.00
Magistrate Dispossessory - Distress Warrant - \$54.00
Magistrate Dispossessory - Intruders Warrant - \$54.00
Magistrate Dispossessory - Non Payment of Rent - \$54.00
Magistrate Dispossessory - Tenant at Sufferance - \$54.00
Magistrate Dispossessory - Tenant Holding Over - \$54.00
Magistrate Garnishment - Transfer - \$22.00

PARTIES →

Help

All Rights Reserved | Version: 2021.2.0.3

EMPOWERED BY TYLER TECHNOLOGIES

Enter your personal information and add the other party's information as instructed.

Documents | Case | **Parties** | Filings | Service | Fees | Summary

Party Type	Required Party	Party Name	Actions
Plaintiff	This is a required Party		 

Personal  | Address | Additional Identifiers | [Hide Details](#)

Party Type
Plaintiff

Personal Information

Person Entity

[I AM THIS PARTY](#)

First Name * Middle Name Last Name * Suffix

First Name is Required **Last Name is Required**

© 2021 Tyler Technologies, Inc. | All Rights Reserved | Version: 2021.2.0.3  

Note: **Plaintiff** refers to **Landlord** and **Defendant** refers to **Tenant**. Please provide the information for all parties to continue.



Filing Type *

Filing Description *

Enter the document description

Filing Description is Required.

Comments to Court

Filing Code *

- Notice
- Notice of Leave of Absence
- Notice of Lis Pendens
- Plaintiff Traverse - \$10.00
- Proposed Order
- REQUEST FOR CONDEMN
- Special Appearance
- Statement of Claim
- Stipulation
- Summons and Complaint
- TLAC Landlord Application**
- TLAC Tenant Application
- TLACAD – TLAC Supplemental Document(s)

The filling type is **eFile Only**. Please select the filing code, which applies to your case. Your options are **TLAC Landlord Application**, **TLAC Tenant Application**, and **TLAC Supplemental Document(s)** (if submitting additional document).

To provide your document(s) description select **Add Documents** to continue with the process

Upload Documents*

Component	Name	Actions	Description	Security
Lead Document		 ADD DOCUMENTS	This document is required.	
Attachments		ADD DOCUMENTS		

Upload Documents*

Select document(s) for Lead Document

Not Selected

Test document uplo   

Selected

 Drag files here or [BROWSE](#)

Maximum Filesize: 26.21 MB
Supported File Types: Portable Document File (PDF).

[CANCEL](#) [SAVE](#)

Click on the arrow to complete the **Lead Document(s)** upload process and then select **Save**. You may upload additional document(s) as attachment(s).

Add Service Contacts: **Service Contact(s) will receive an email confirmation of the filing submission.**

 FROM MY SERVICE CONTACT LIST

 FROM PUBLIC LIST

 ADD NEW CONTACT

Parties		Service Contacts		▼ Show All
Type: Plaintiff	Name: Tabitha Christian	Name	Email/Mail	▼ Count: 0
		<i>No service contacts</i>		
Type: Defendant	Name: Mireille N Kasikila	Name	Email/Mail	▼ Count: 0
		<i>No service contacts</i>		

← FILINGS

SAVE AND EXIT

FEES →

Add the **Service Contact** by selecting one of the party options. To **Add** a new contact, you will be required to select the Party associated with the filing and follow the instructions to continue the process.

Documents

Case

Parties

Filings

Service

Fees

Summary

Payment Account *

TLAC landlord application

Party Responsible for Fees

Select...

SEARCH



CALCULATE FEES

← SERVICE CONTACTS

SAVE AND EXIT



SUMMARY →

Select your **Payment Waiver Account** that was setup at the beginning of the application process. Click on **Summary** to review your application submission.

Submission Agreements

- IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact personal or confidential information, including Social Security numbers, as required by O.C.G.A 9-11-7.1. This requirement applies to all documents, including attachments. I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Case

Location	Category	Type
Dekalb County - Magistrate Court	Civil	DeKalb Tenant-Landlord Assistance Coalition

Parties

Count: 2

Show All

Filings

Filing Type	Filing Code	Client Ref #	Filing Description
-------------	-------------	--------------	--------------------

[Agreements](#)[Case](#)[Parties](#)[Filings](#)[Service](#)[Fees](#)[SUBMIT](#)[BACK TO TOP](#)[Help](#)

Review and Click on the **Submission Agreements** box and Click **Submit**.

The screenshot displays the eFile GA Dashboard interface. At the top left, the logo for 'eFile GA' is visible, along with the text 'eFile GA Dashboard'. The dashboard is organized into a grid of six main sections:

- Start Filing:** Contains instructions to click on 'START FILING' to select filing options and a blue button labeled 'START FILING'.
- Filing History:** Shows a successful submission with the text: 'Envelope # 7493995', 'Envelope # 7493995 Submitted at 05/11/2021 1:45 PM', and 'Filings: Submitted (1)'. A yellow hand icon points to the 'View My Drafts' link below this section.
- View My Drafts:** A blue link at the bottom of the section.
- Case Search:** Features a search icon and a blue link labeled 'Search Cases'.
- Bookmarks:** Includes a bookmark icon and a blue link labeled 'View My Bookmarks'.
- Templates:** Has a grid icon and a blue link labeled 'View My Templates'.

A green notification box titled 'Envelope Submitting' is overlaid on the top right, containing the text: 'The Envelope number is: 7493995.' and 'Click here to dismiss this window.' A yellow hand icon points to the notification box.

Your Filing submission will generate an envelope number. Please save your envelop number for your records.

Note: The same process applies for firm applicants. Firm information may be required.

What happens with an application after it is submitted?



Step 1: Submit Application & Supporting Documents



Step 2: Qualified/Disqualified for Program Participation



Step 3: Participants forwarded to DeKalb Dispute Resolution Center or Atlanta Legal Aid to continue the process



Step 4: Agreement Reached or Not



Step 5: Judge Approves Order



Step 6: Grant Funds distributed to qualifying party based on Agreement



DeKalb Tenant-Landlord Assistance Coalition Contact Information

- ▶ **TLAC Main Website** - www.dekalbcountyga.gov/renthelp
- ▶ **DeKalb County Portal** - <https://ody.dekalbcountyga.gov/portal>
- ▶ **TLAC eFileGA Website** - <https://efilega.tylertech.cloud/OfsEfsp/ui/landing>
- ▶ **TLAC Call Center Number** - 404-371-3201
- ▶ **TLAC Email Address** - RentHelp@dekalbcountyga.gov

