



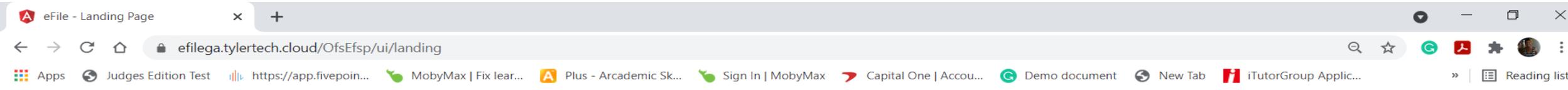
DEKALB
Tenant-Landlord
Assistance Coalition

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

TLAC eFileGA
Submission of
Supplement Filing(s)
Training Manual
External Users

Sign in to eFileGA with your existing user credentials



eFile GA Landing Page

NO LAWYER? [Start Here](#) or visit the [Guide & File site](#)

"To access and view filing information for filings submitted through the older system, please navigate back to (<https://efilega.tylerhost.net/ofswb>)."

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 generated.

TIP Searching for a Case
Please use four-digit year, the dash, CV or CR, and a 0 in front of your case number. (Example: 2019-CV-012345)

re:Search GA is now available!
Using their existing Georgia eFiling credentials, attorneys and filers can now view cases and documents filed across the state.

[Start re:Searching Now!](#)

GASB407 with eFileGA and re:SearchGA – Clerk Webinar -- Click [HERE](#) to watch

SIGN IN **REGISTER**

I FORGOT MY PASSWORD

Help

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Click on the Case or Envelope Number on eFileGA Dashboard to add supplemental document

The screenshot displays the eFileGA dashboard interface. The top navigation bar includes the eFileGA logo, the text "eFile GA Dashboard", and the user email "IR.MIREILLENSIMIRE@GMAIL.COM". The main content area is divided into several sections:

- Start Filing:** Contains instructions to click on "START FILING" and a blue button labeled "START FILING".
- Filing History:** Lists two entries:
 - Case # 21R00951:** Envelope # 7608560 Submitted at 05/28/2021 12:59 PM. Filings: Accepted (1).
 - Envelope # 7493995:** Envelope # 7493995 Submitted at 05/11/2021 1:45 PM. Filings: Submitted (1).A yellow hand cursor points to the "Envelope # 7493995" entry. A "View Filing History" link is at the bottom of this section.
- Drafts:** Lists two draft entries:
 - Draft # 96389:** Draft # 96389 Started at 05/14/2021 2:26 PM.
 - Draft # 95362:** Draft # 95362 Started at 05/11/2021 1:52 PM.A "View My Drafts" link is at the bottom of this section.
- Case Search:** A search bar with a magnifying glass icon.
- Bookmarks:** A section with a bookmark icon.
- Templates:** A section with a grid icon.

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" and the logo "EMPOWERED BY TYLER TECHNOLOGIES".

Under your filing history, click on file into case folder icon

Browser address bar: <https://efilega.tylertech.cloud/OfsEfsp/ui/filing-history?envNumber=7493995>

Navigation: efile GA Filing History | User: IR.MIREILLENMIRE@GMAIL.COM

Filters Applied | 1 Result(s) | Page 1 of 1

Case # 21R00951

Tabitha ChristianVSMireille Kasikila

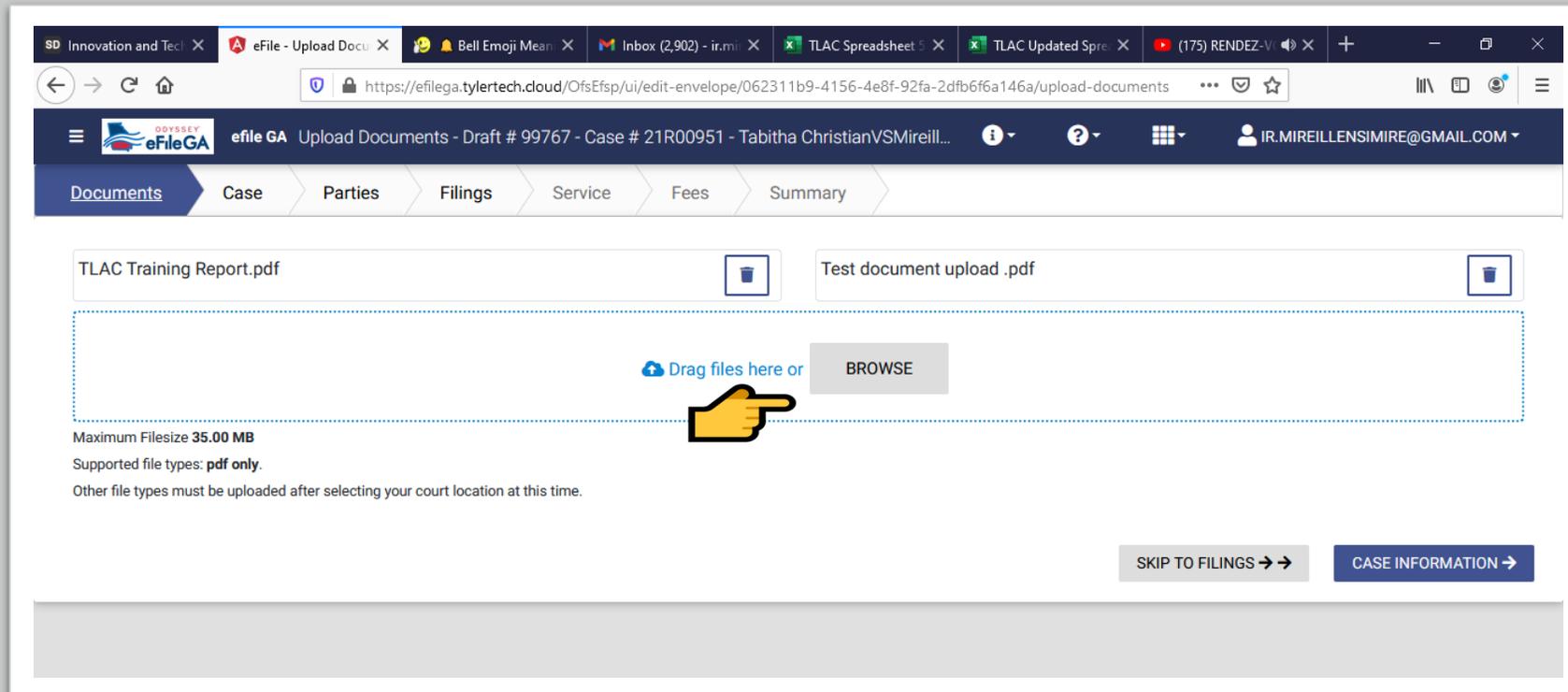
Envelope # 7493995 Submitted 05/11/2021 1:45 PM by Mireille Kasikila

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Accepted	TLAC Landlord Application	eFile Only	application	

Navigation: Previous | 1 | Next

1 Result(s) | Page 1 of 1

Buttons: RESET | FILTER | Help



Click on “Browse” to select a document from your computer, then continue to case information.

ODYSSEY eFileGA efile GA Filings - Draft # 99767 - Case # 21R00951 - Tabitha ChristianVSMireille Kasikila IR.MIREILLENSIMIRE@GMAIL.COM

Details Optional Services Communication Hide Details

Filing Type * eFile Only

Filing Code * TLAC Landlord Application

Filing Description * Enter the document description

Filing Description is Required.

Comments to Court

TLAC Landlord Application

TLAC Tenant Application

TLACAD – TLAC Supplemental Document(s)

Transcript

Transcripts

Verdict

Verification

Withdrawal

Withdrawal of Motion

Upload Documents *

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- Verify the party's information on the "Parties Tab"

- Select Filing Code "TLAC Supplemental Document(s)"

- Type in "Filing Description"

Upload Documents*

Component	Name	Actions	Description	Security
Lead Document		 ADD DOCUMENTS	<div style="background-color: #ffe0e0; padding: 5px;">This document is required.</div>	
Attachments		ADD DOCUMENTS		

 ADD FILING

Click to “Add Documents” and continue the process

Select document(s) for Lead Document

https://efilega.tylertech.cloud/OfsEfsp/ui/edit-envelope/062311b9-4156-4e8f-92fa-2dfb6f6a146a/filings

ODYSSEY eFileGA efile GA Filings - Draft # 99767 - Case # 21R00951 - Tabitha ChristianVSMireille Kasikila IR.MIREILLENMIRE@GMAIL.COM

Upload Documents*

Component Name

Lead Document

Attachments

Select document(s) for Lead Document

Not Selected Selected

Test document uplo... → 🗑️

TLAC Training Repor... → 🗑️

📁 Drag files here or **BROWSE**

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

← PARTIES SAVE AND EXIT CANCEL SAVE SKIP TO FEES → → SERVICE → Help

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Review your “Service Contact” and Click on “Fees” to continue

Browser address bar: <https://efilega.tylertech.cloud/OfsEfsp/ui/edit-envelope/062311b9-4156-4e8f-92fa-2dfb6f6a146a/service>

Page header: efile GA Service - Draft # 99767 - Case # 21R00951 - Tabitha ChristianVSMireille Kasikila

Navigation tabs: Documents | Case | Parties | Filings | **Service** | Fees | Summary

Add Service Contacts:

- FROM MY SERVICE CONTACT LIST
- FROM PUBLIC LIST
- ADD NEW CONTACT

Parties	Service Contacts
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>
Type: NA Name: Other Service Contacts	Name Email/Mail Count: 1 Click to expand

← FILINGS SAVE AND EXIT



FEES →

Select your fee waiver account and click on summary to review and submit your application

← → ↻ 🏠 <https://efilega.tylertech.cloud/OfsEfsp/ui/edit-envelope/062311b9-4156-4e8f-92fa-2dfb6f6a146a/fees> 80% 🔒 ⋮ 🛡️ ☆ 📄 🗑️ 👤 ☰

ODYSSEY eFileGA efile GA Fees - Draft # 99767 - Case # 21R00951 - Tabitha ChristianVSMireille Kasikila ⓘ ? 🗑️ 👤 IR.MIREILLENSIMIRE@GMAIL.COM ▾

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

Payment Account *

Party Responsible for Fees

Accept the submission agreement to summit your application

Browser address bar: <https://efilega.tylertech.cloud/OfsEfsp/ui/edit-envelope/062311b9-4156-4e8f-92fa-2dfb6f6a146a/summary>

Page Header: efile GA Summary - Draft # 99767 - Case # 21R00951 - Tabitha ChristianVSMireille Kasikila

Navigation: Documents > Case > Parties > Filings > Service > Fees > **Summary**

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.

Unused Documents (1)

These documents are in your library but not attached to any filing:
TLAC Training Report.pdf

Do you want to **ATTACH** **KEEP** or **DELETE** these documents?

Case

Location	Category	Type
DeKalb County - Magistrate Court - Division 0	Civil	DeKalb Tenant-Landlord Assistance Coalition

Parties

Count: 2 [Show All](#)

Filings

Filing Type	Filing Code	Client Ref #	Filing Description
eFile Only	TLAC Landlord Application		TEST

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Agreements
Case
Parties
Filings
Service
Fees

SUBMIT

BACK TO TOP [Help](#)

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