



NORTH CAROLINA
Psychiatric
Association

APRIL 1, 2024 CHANGES TO

E-FILLING

INVOLUNTARY COMMITMENT



April 1, 2024 Changes to Electronic Filing for Involuntary Commitment

North Carolina is currently implementing an electronic filing system called eCourts, which will change how involuntary commitment petitions are filed. Starting April 1, 2024, involuntary commitment petitions in counties that have implemented eCourts are mandated to be eFiled. Faxing will no longer be allowed.

The following counties have implemented the new process: Beaufort, Camden, Chowan, Currituck, Dare, Gates, Harnett, Hyde, Johnston, Lee, Martin, Mecklenburg, Pasquotank, Perquimans, Tyrrell, Wake, and Washington.

The next phase of counties will launch on April 29 (Alamance, Chatham, Durham, Franklin, Granville, Guilford, Orange, Person, Vance, and Warren).

REGISTER FIRM

CREATE A FIRM ACCOUNT

To gain access to eCourts, you first need to create a Firm Account to gain access to eFile North Carolina.

To register for a Firm Account, visit <https://efilenc.tylertech.cloud/OfsEfsp/ui/landing>.

Then, select “Register” under the Register for a Firm Account section on the bottom right of the page.

The Administrator of the Courts has provided a dummy attorney number to allow hospitals, facilities, and individual clinicians the ability to register for a firm account.

Enter the required user information.

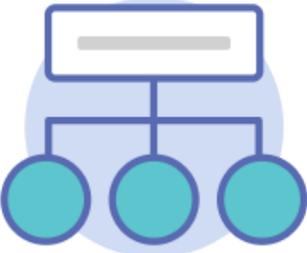
Under the Firm Information section, enter the name and address of your hospital, system, or practice.

Register for a Firm Account

Register for a Firm Account

Examples:

- All legal professionals including:
 - * Solo Practitioners
 - * Attorneys, paralegals, and staff at firms with multiple filers
- Note: Attorneys may be required to enter an attorney number. If you do not have an attorney number from this state, register as an individual.



Register →

Firm Information

* Firm Name
Firm Name is Required.

Country
United States

* Address Line 1
Address Line 1 is Required.

Address Line 2

* City
City is Required.

* State
State is Required.

* Zip Code
Zip Code is Required.

* Phone Number
Phone Number is Required.

ADDING USERS

Once the firm account has been created, the firm administrator can add users to the account.

Select the Firm Management icon on the left-hand menu.

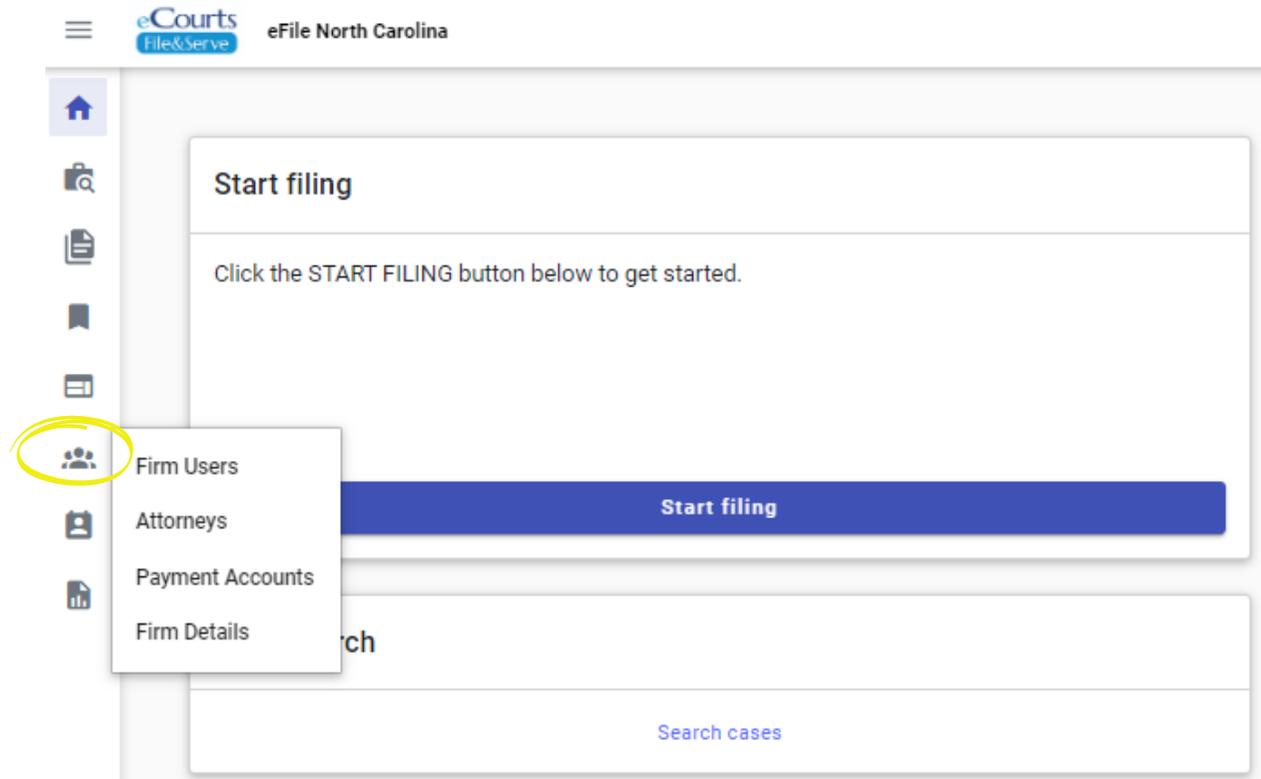
Then, select “Firm Users”

Click the “+Add User” button at the top right corner of the screen.

Repeat as needed.

Each user will receive an email notifying them they were invited to join the firm; and an email asking them to reset their password.

Administrators can assign roles within this menu. The best practice is to have at least two firm administrators.



FIRM DETAILS

ADD ATTORNEY INFORMATION

Next, navigate to the attorney tab.

In order to have a firm account within eCourts, you will need to enter an attorney.

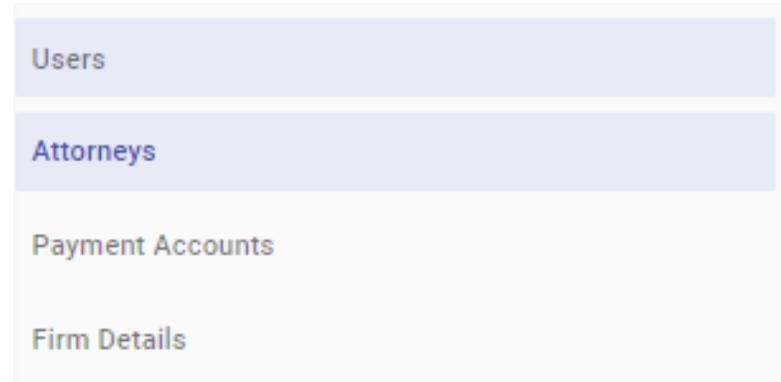
The Administrative Office of the Courts (AOC) has created a dummy-account for hospitals, mental health facilities, and clinicians offices to use.

Use the “+ Add Attorney” button, then enter the following information:

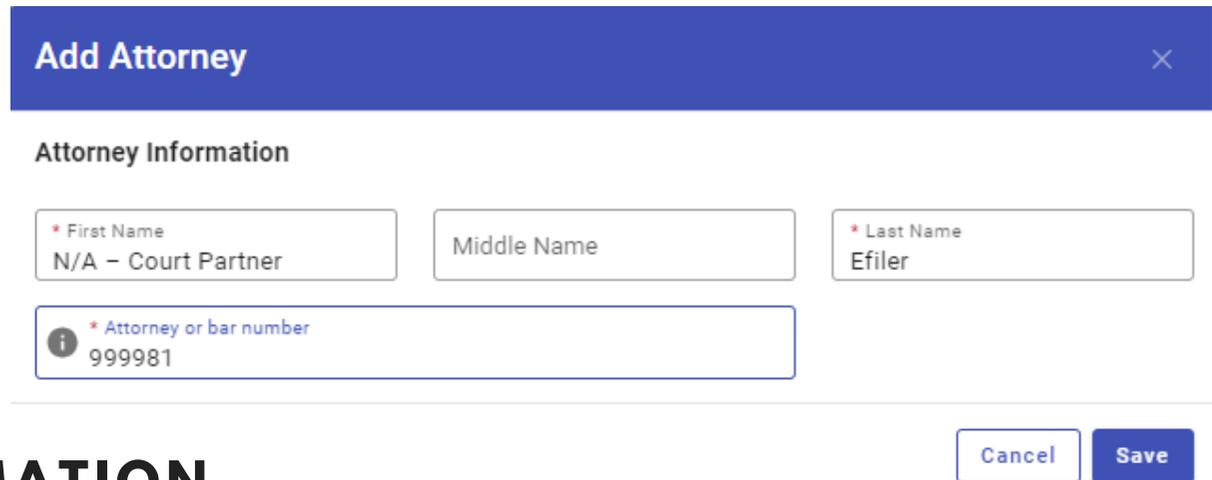
First Name: N/A - Court Partner

Last Name; Efiler

Attorney Number: 999981



A vertical navigation menu with four items: 'Users', 'Attorneys', 'Payment Accounts', and 'Firm Details'. The 'Attorneys' item is highlighted in blue.



The 'Add Attorney' form is displayed in a blue header bar. Below the header, the form is titled 'Attorney Information' and contains three input fields: 'First Name' (with a red asterisk) containing 'N/A - Court Partner', 'Middle Name', and 'Last Name' (with a red asterisk) containing 'Efiler'. Below these is a larger input field for 'Attorney or bar number' (with a red asterisk and an information icon) containing '999981'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

ADD PAYMENT INFORMATION

Before you can eFile, you must add a payment method to your account.

Navigate to the Payment Accounts tab to enter a “waiver account” then select “waiver.”

START FILING

1 Select Start Filing to begin

Start filing

Click the START FILING button below to get started.

Start filing

2 Select Start New Case



File New Case

If you do not have a case number and you want to start a new case for the first time.

Start new case

3 Enter Case Information

From the court location from the dropdown, select the applicable county's district court.

Select "Probate or Mental Health" from the Case Category dropdown menu.

Select "Special Proceeding Confidential (Commitment)" under the Case Type dropdown menu.

Then, select "Parties" in the bottom right corner.

ENTER PETITIONER AND RESPONDENT INFORMATION

Parties			
Party Type	Party Name	Lead Attorney	Actions
* Petitioner 	+ Add party details		
* Respondent 	+ Add party details		

[+ Add more](#)

Select “+ Add Party Details” to enter information about the Petitioner or Entity. Then select “N/A - Court Partner eFiler” under the Attorney Information section.

Then, select “+ Add Party Details” to enter information about the Respondent.

When complete, select “Filings” in the bottom right-hand corner.

ADD A FILING

Select “+ Add Filing”

Then, select the appropriate Filing Code; the codes should match the name of the document you have completed. A Filing Description is not required. Enter “Comments to the Court” if there are any comments to be visible to the reviewer. Please note that IVC Petitions need to be saved as a PDF.

Lastly, upload the document below and select “Public” as the security level. The case is confidential and will not appear in public portals. However, if the document is not labeled “public” and gets transferred to another county, the other county will not have access to them.

Utilize the “Other/Miscellaneous” filing code for items that do not match pre-populated filing codes.

SUBMISSION

Select “Additional Services” to select options such as certified copies.

Next, select “Skip to Fees.”

Under the Payment Account, use the dropdown to locate “Waiver.”

Then, under Filing Attorney, select “N/A - Court Partner Efiler.”

Select the Party Responsible for Fees.

Then, select “Submit.”

You must agree to all Submission Agreements in order to submit.



Once your filing has been submitted, you will see a pop-up window confirming submission. You will receive an email confirming submission as well.

Once the submission has been accepted by the clerk, you will receive another email indicating acceptance and a file number.

You will use the file number for all subsequent filings for this case and to search for the case within eCourts.

REPORTS

Utilizing the “Report” tab in the left-hand menu, you can search for reports on behalf of your firm or your individual account.

Enter the applicable locations and/or status, then select the date range.

Filings report

Reports include envelope and filing level case information, including fees, which is useful for reconciling with client records. [Click here \(https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049621551-Is-there-a-way-that-I-can-reconcile-my-filings-with-the-charges-accrued-\)](https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049621551-Is-there-a-way-that-I-can-reconcile-my-filings-with-the-charges-accrued-) for more detailed instructions.

Select options below to download detailed reports on your filings or your firm's filings, if you have a firm account.

- * Select specific locations or all locations.
- * Select a window of up to 60 days for the report.
- * Select filing statuses to include.
- * Click the **DOWNLOAD REPORT** button to get an Excel spreadsheet for easy filtering and searching.

Submitted By:

My Filings My Firm

Locations Filter

* Statuses

* Date From Date From is Required. * Date To Date To is Required.

Cancel Download Report

CASE SEARCH

Alternatively, you can perform a search from the home page utilizing the “Case Search” section.

Due to the confidentiality of these filings, you cannot search by name. You must search by case number.

Cases can be “bookmarked” for easy access on the home page. Only 3 cases will be displayed on the dashboard. You can see all cases by selecting “View My Bookmarks.”

TIPS & TRICKS

CREATE TEMPLATES TO SAVE TIME

Utilize “Templates” from the Home page to save time on actions you frequently make within eCourts.

To make a new template, click “View My Template,” and then select “+Add Template.”

Create a name for the template then select “Edit Details.”

Enter static information that does not change.

For an IVC Petition Template, enter:

Select “Probate or Mental Health” from the Case Category dropdown menu.

Select “Special Proceeding Confidential (Commitment)” under the Case Type dropdown menu.

Add your information for “Petitioner.”

In the Filing Detail page, enter the Filing Code.

Add “Waiver” under Payment Account, and under Filing Attorney, select “N/A - Court Partner Efiler.”



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CONTACT

**FOR GENERAL INFORMATION ABOUT THE
INVOLUNTARY COMMITMENT PROCESS, OR
TO REPORT ISSUES WITH E-FILING, CONTACT:
IVCCOMMUNICATION@DHHS.NC.GOV**