

## FORECLOSURE PERSONAL PROPERTY

AT HOME GO TO WEBSITE: ODYSSEYFILEGA.COM

USING MAGISTRATE COURT KIOSKS

REGISTER AS AN INDIVIDUAL-GO TO YOUR PHONE AND ACTIVATE YOUR REGISTRATION

Click: SIGN INTO YOUR ACCOUNT-Click on (+ Add a Payment Account)

Click the Home Button (House sign in the Left Corner)

Click: START FILING

Click: START A NEW CASE

Click: Case Type – Foreclosure Personal Property

Click: Add Party Details- Add Plaintiffs Details. Save.

Add Defendants Details. Save

Click Filings

Click: Add filings

GO to: E-file only and Check it

Go to: FILING CODE: Use drop down arrow and click on “Personal Property Foreclosure”

Go to: FILING DESCRIPTION: Type in “Property Foreclosure”

Go up to: Communications -Click on it

Go to: Preliminary Copies: Type in your email

Click on the red triangle

Put your paperwork in the scanner-Face down and Paperwork facing the wall

## FORECLOSURE PERSONAL PROPERTY

Look on the bottom black tool bar. Click on “Image Capture” (looks like a little flower with different colors)

Tap in the blue box-Wait for it to scan

Tap anywhere outside of that box to minimize

Scroll Up till you see “Select File

Find your case (Click on It) and Open it

Click on: Save

Click on: Service (Right lower-hand side)

Click on: Fees

Tap on: “+Add Payment Account“ (It’s in blue)

Go to: Account Name

Put in your first and last name

Tap on “Enter Information”

Put in your Credit Card information

Click on: “Continue”

Click on “Save Information”

Click on Party Responsible for fees: Click on your Name or Business Name

Click on Summary Read the 6 Statements and Check off each box.

When done - Hit Submit -Write envelope number down or take a picture