



North Carolina Bail Agents Association eCourts – eFile a Bond Forfeiture



Step 1: Account Setup & Login

Agents must first set up an account with eFile North Carolina, File and Serve.

<https://efilenc.tylertech.cloud/OfsEfsp/ui/landing>



There are two different type of accounts that you can work under...

1) An Individual Account

- Single use account: This would be used if you want to file your own documents and don't have any other agents in your office.

2) A Firm Account

- Multiple Person Account: This is the best account type if there are multiple people within the same agency that will need to use F&S. Additionally, they must add a dummy filing attorney and create a 'Waiver' payment account detail.

Firm Account set-up information

The details of the dummy filing attorney for the initial setup of the firm account are as follows:

First Name = N/A – COURT PARTNER

Last Name = EFILER

Bar Number = 999981

Register for an Individual Account

Register for an Individual account

Examples:

- Filers without lawyers (pro-se filers or self-represented litigants)
- Process servers
- Landlords and tenants (renters)
- Pro hac vice or out-of-state attorneys
- Other non-parties (for example, employers filing garnishment information)

Register →

Register for a Firm Account

Register for a Firm Account

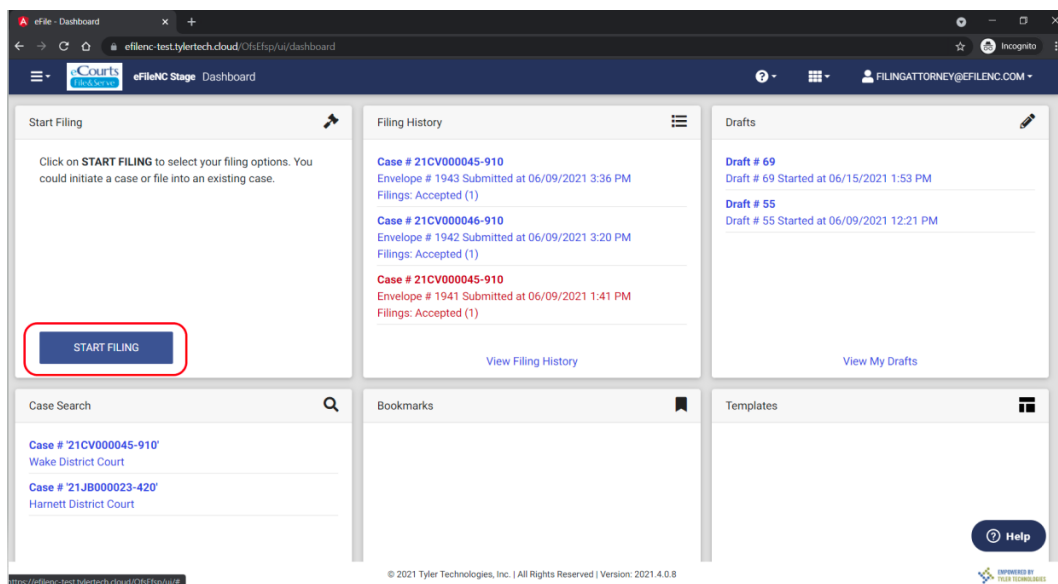
Examples:

- 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 →

We also encourage you to look at the additional resources available on NCCourts.gov for further information.
[eFiling File & Serve Guide | North Carolina Judicial Branch \(nccourts.gov\)](#)

Step 2: Filers initiate filing by clicking on **Start Filing** button on the Dashboard.





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Step 3: eFile a Bond Forfeiture Filing – Click on File to an existing case.

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

File Into Existing Case
If the case was started by you or someone else and you have the case number or names of the parties to find the case.

Start new case

File into existing case

Step 4: Select the filing location, select search by case number, and enter case number.

Select County and Court (Superior or District)

Select Search by Case Number

Enter Case Number Remember: “-County Identifier” must be entered after the case number. Each county has its own county code.

“-County Identifier” must be entered after the case number. Each county has its own county code.

Click here to find the County Identifier Number:
https://www.nccourts.gov/assets/documents/publications/County-Codes-Numbers_07132021.pdf?VersionId=eLzhZKgNV9i8BOQPB6Zfddbsi__LSkU

YEAR	CASE TYPE	SEQUENCE NUMBER	COUNTY IDENTIFIER
21	CR	000003	910



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Step 5: Verify the Case Number select the **civil case** listed as case type “Bond Forfeiture” you want to file into by clicking on the Actions button and selecting **File into case**.

Location: Mecklenburg District Court Case Number: 23cr001164-590 2 Results

Case #	Case Category	Case Type	Actions
STATE OF NORTH CAROLINA VS ULYSSES EVANS Case # 23CR001164-590	Civil	Bond Forfeiture	File into case File into case with template View Service contacts Bookmark case
STATE OF NORTH CAROLINA VS ULYSSES EVANS Case # 23CR001164-590	Criminal	Criminal	

On the Civil bond Forfeiture, click “Action” and “File into case”

Step 6: Click “Parties” at the bottom of the page.

File Into Case Draft # 562599 - Case # 23CR001164-590 - STATE OF NORTH CAROLINA VS ULYSSES EVANS

Case Information

Case Information

Click Parties

Parties

Step 7: Review all parties and click “Filings” at the bottom of the page.

File Into Case Draft # 562599 - Case # 23CR001164-590 - STATE OF NORTH CAROLINA VS ULYSSES EVANS Your changes have been saved

Parties

Party Type	Party Name	Lead Attorney	Actions
Defendant	ULYSSES EVANS		
Agent	PATTERSON, NIKIA		
State	STATE OF NORTH CAROLINA		
Surety - Insurance Company	UNITED STATES FIRE INSURANCE COMPANY		

Review all Parties and select filings

Filings



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Step 8: Click “Add Filing”

File Into Case

Draft # 562599 - Case # 23CR001164-590 - STATE OF NORTH CAROLINA VS ULYSSES EVANS

Case Information Parties Filings Service Fees Summary

Filings

Max Envelope Size: 36.70 MB
Remaining: 36.70 MB

Filing Code	Filing Type	Description	Actions
<p>No Filings Added Yet</p> <p>At least one filing is required to complete the filing process.</p> <p>+ Add filing</p>			

Support

Draft and Exit

Parties Service

Step 9: Select the “Filing Type” and then select “Bond” in the “Filing Code” section.

Edit Filing Details

Filing Requirements Additional Services Communications

Select the type of filing

Filing Type * (Required)

☒ eFile Only
Pick "eFile Only" to just electronically file your papers.

☐ eFile and Serve
Electronically file your papers with the court and have your documents sent to the selected service contacts.

☐ Service Only
Your filing will only be sent to the selected service contacts and will not be filed with the court.

Filing Information

Filing Code *

Select...

ARB-Demand for Trial De Novo Filed - \$100.00

ARBITRATION FILING

BOND

if Service

Certificate of Service

Select Filing Code: BOND

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

Select a Filing code to enable adding documents.

Support

Cancel Save

Step 10: Click “Select File”

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

Lead Document * Required

Drag files here or

Select file

Select File

Maximum file size: 26.21 MB

Accepted file types: Portable Document File (PDF), Word 2007 File (DOCX), Word 97/XP File (DOC)



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Step 11: Upload scanned copy of your motion (Front and Back) along with the proof! (Same documentation that you would have used when filing in the Clerk's Office.) You can drag your file into the box or click "Select file" to find your document on your computer.

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

Lead Document * Required

Drag file in the box or click "Select file" to add your motion

Drag files here or

Select file

U.S. Bonding_20240215_141053-1.pdf
Open File

Maximum file size: 26.21 MB
Accepted file types: Portable Document File (PDF), Word 2007 File (DOCX), Word 97/XP File (DOC)

Step 12: Select **Public** (beside of the name of the uploaded document) then press the "Save Button".

Upload Documents
To add more than one lead document to the filing, create another filing and upload your document.

Lead Document

U.S. Bonding_20240215_141053-1.pdf
Auto-Redact Remove

U.S. Bonding_20240215_141053-1.pdf

Select...

- Confidential
- Public**
- Public Not Portal
- Supporting Documentation for Audit Process
- District Attorney and Assistant District Attorney Only
- Need DA Review

Then select "Save"

Save

Step 13: Make sure there are **NO** red *asterisk*, then click "Services."

Filings

Filing Code	Filing Type	Description
BOND	Efile	

+ Add More

Max Envelope Size: 36.70 MB
Remaining: 36.26 MB

Actions

Make sure there are no red *asterisk*, then click "Services"

< Parties Services >



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Step 14: Select “Fees” on the Service Contracts Page.

Step 15: Select the payment account (company if a firm account), “State of North Carolina” for the “Party Responsible for Fee”, your name as the “filing attorney” (Or the for a firm account, you will select the “N/A – Court Partner efiler”), and then click “Summary.”

**There is no fee for filing, but this section still must be complete.*

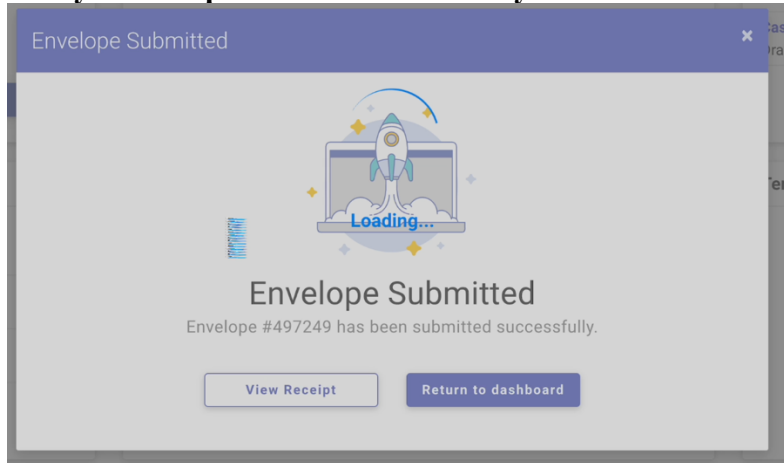
Step 16 (FINAL STEP): Click the three “Submission Agreements” and then press submit.



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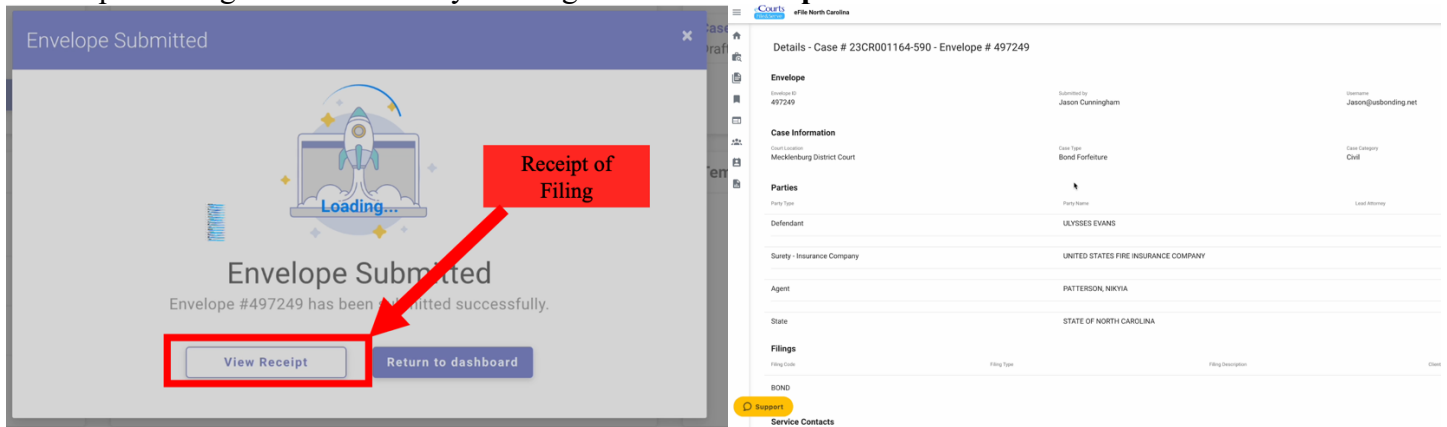


A Pop-up will appear that says Envelope Submitted. This may take a few minutes to load.



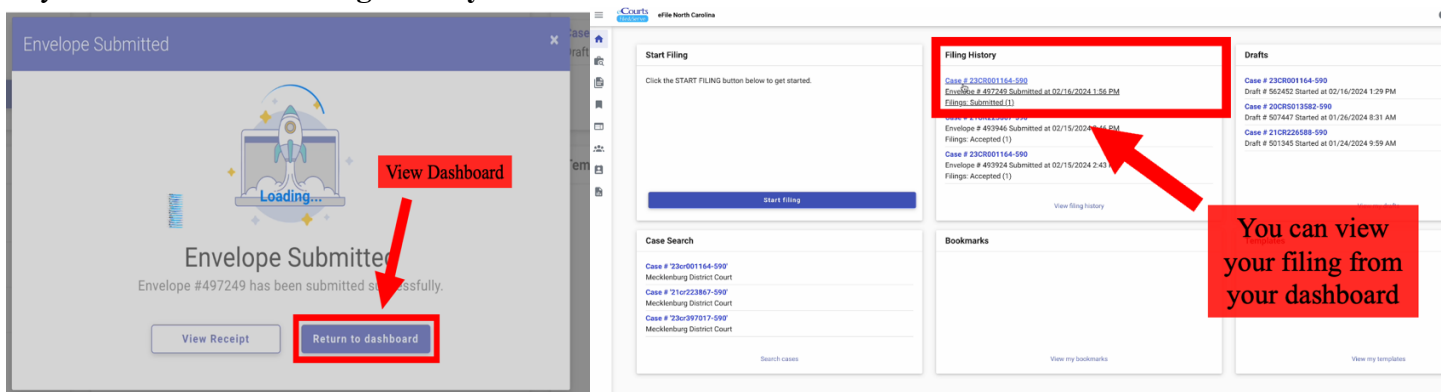
NOTE: THE WEBSITE MIGHT BE A LITTLE SLOW. PLEASE BE PATIENT WITH IT!

A receipt of filing can be viewed by clicking the “View Receipt.”



OR

You can review your filing history by going to your **Dashboard**. Your filing history can be found in the middle of your screen under “Filing History.”

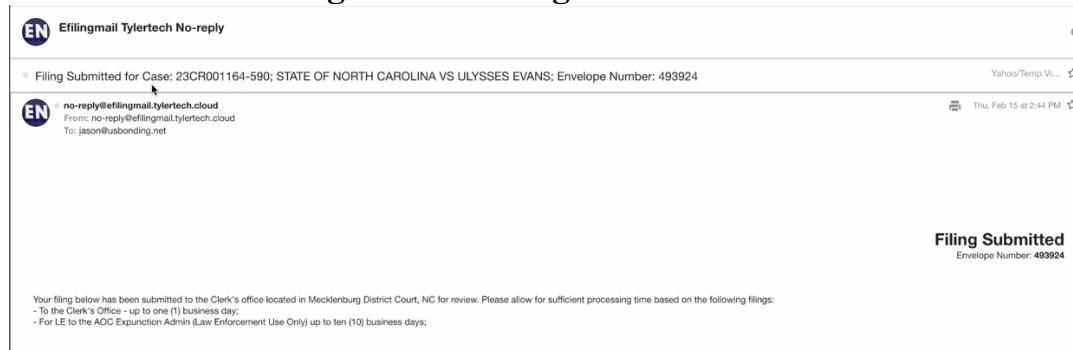




North Carolina Bail Agents Association eCourts – eFile a Bond Forfeiture After Submission



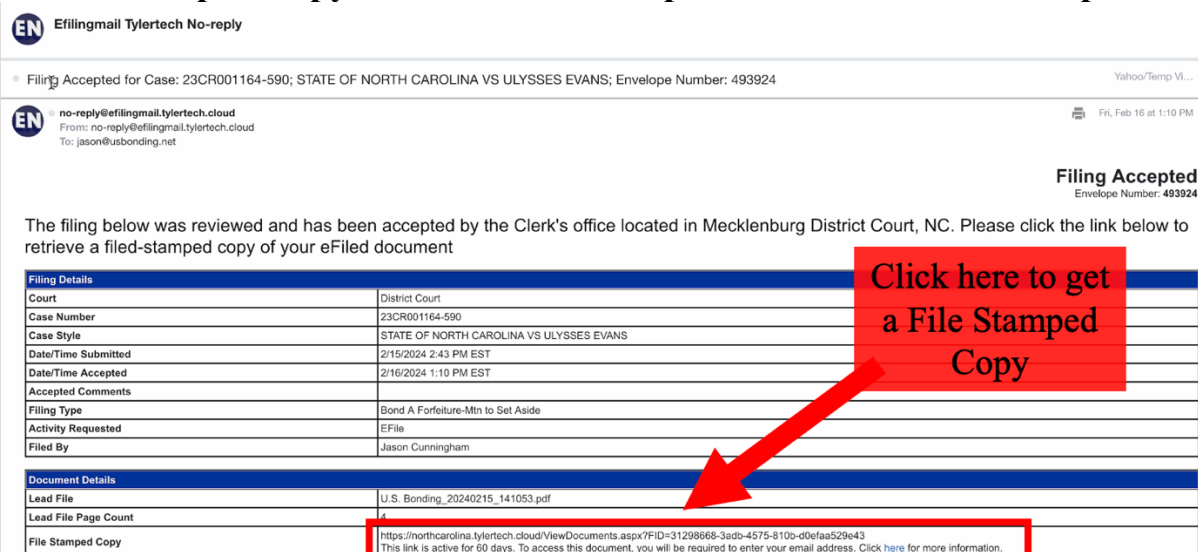
An email will be sent confirming that the filing has been submitted.



Once the Clerk has accepted the filing, you will receive another email, stating that the filing has been accepted.



To get a “File Stamped Copy”: Click on the link provided in the “File Accepted” Email.



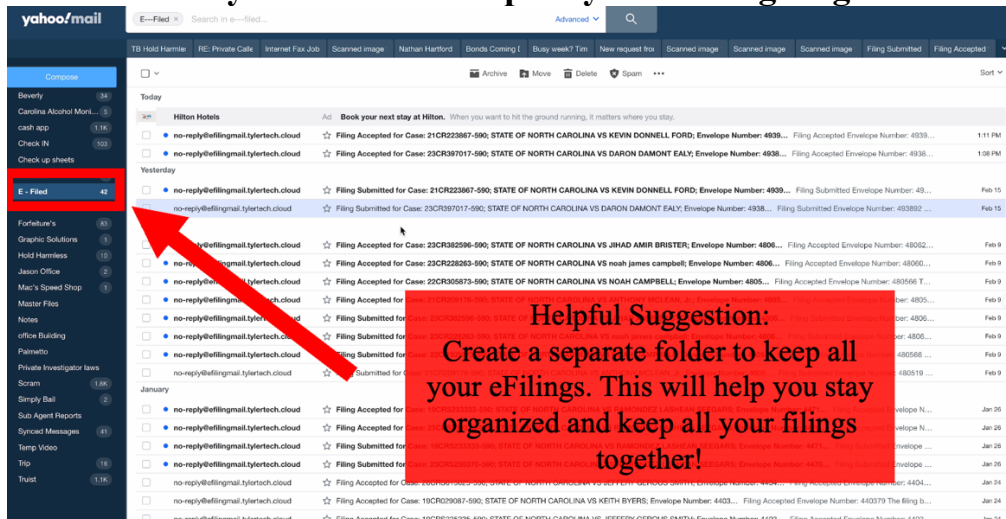


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Suggestions

Create a separate folder in your inbox to keep all your eFilings together.



North Carolina Administrative Office of the Courts (NCAOC) *Helpful Links*

[eFiling Process in Odyssey File & Serve - Filer](#)

[eCourts: Portal Overview Guide](#)

[North Carolina County Codes / Numbers](#)

[Additional Information for File & Serve Users - Filers](#)

[eCourts: Service Options in File & Serve](#)

[eCourts Name Indexing Standards](#)

Tyler Technology Training resources
[Training Video: Setting up a Firm Account](#)

[Training Videos: Filers without lawyers account setup](#)

[Training Video: Filing History and Drafts](#)

[Training Video: How to file into an Existing Case](#)

[Other Training Videos](#)