
BULK FILER USER GUIDE GA CIVIL E-FILE

August 2021
Version 1.5

*FivePoint Payments LLC
3025 Winward Parkway, Suite 200
Alpharetta, GA 30005
Office: 404-806-0230*

DOCUMENT REVISIONS

Date	Version Number	Version Changes
8/4/16	0.1	Initial Draft
8/16/16	1.0	Initial Doc
8/29/16	1.1	Updated Appendix
9/16/16	1.2	Updated the UI in the “My Filings” tab and added Envelop ID, updated field validation, XSD updates
9/22/16	1.3	Updated XSD, updated UI, added logic to AndAllOthers element, expanded plaintiff name max to 400
9/5/17	1.4	Updated EFSP Code Retrieval to comply with Tyler eFile Version updates, Added “My reports” section, Added new Document Types: Amendments, Dismissals
2/1/18	1.5	System Updates to allow Tyler Technologies to directly charge customers for accepted e-Filings.

TABLE OF CONTENTS

Introduction	4
<i>Scope and Purpose</i>	4
Creating an Account	5
Procedures for creating your account	5
Updating an Account	6
Procedures for Updating an Account.....	6
Bulk Filing Documents via XML Upload	7
<u>Generating XML files</u>	7
Procedures for Uploading XML files.....	8
<u>Error Handling of XML Files</u>	9
Creating Single Documents:	10
Procedures for Creating a Single Filing:.....	10
File Into an Existing Case	11
Procedures for Filing Into an Existing Case.....	11
Managing “My Filings”:	12
Available Functions.....	12
e-File and Pay Steps:.....	13
Document Statuses.....	14
Managing “My Payment Accounts”	15
Procedures for Vaulting a Payment Account.....	15
Managing “My Reports”	19
Managing Properties, Attorneys, Process Servers – <i>Optional</i>	20
<u>My Properties</u>	20
<u>My Attorneys</u>	21
<u>My Process Servers</u>	22
Filing an Answer	23
Procedures for e-Filing an Answer	23
Appendices	24
Fulton Magistrate Court Approved PDFs.....	24



INTRODUCTION

SCOPE AND PURPOSE

The Ga Civil e-File portal was created with the bulk filer in mind. This product allows bulk filers to file and pay for any number of documents simultaneously through an easy-to-use XML upload process. Documents that are filed through this portal are passed directly into the Court's Review Queue in real time. There is no manual scanning of documents involved in this process meaning faster turnaround times for servicing your customers. In addition, the portal allows bulk filers to keep track of their filings status with the court.

This document will serve as a user guide covering the following topics:

1. *Creating an Account*
2. *Updating an Account*
3. *Bulk Filing Documents via XML upload*
4. *Creating Single Documents*
5. *File into an Existing Case*
6. *Managing "My Filings"*
7. *Managing Payment Accounts*
8. *Managing Financial Reports*
9. *Managing Properties, Attorneys, Process Servers – **Optional***
10. *Filing an Answer*

Please note that the initial rollout for this product on 8/12/16 will only be used in conjunction with Fulton Magistrate Court - Civil Dispossessory Filings and Answers.

CREATING AN ACCOUNT:

As a new user to this portal, you will first need to create an account.

PROCEDURES FOR CREATING YOUR ACCOUNT:

1. Go to: efile.myfivepoint.com/GA
2. Select the “Create Account” link.

The screenshot shows the login interface for the Georgia Civil Court eFiling System. At the top left is the Georgia state flag. The title 'Georgia Civil Court eFiling System' is centered. A 'Help' link is on the right. The FIVEPOINT SOLUTIONS logo is in the top right corner. The main content area contains a 'Please Log In' box with input fields for 'E-Mail' and 'Password', a blue 'Log In' button, and links for 'Create account' and 'Forgot password'. A red arrow points to the 'Create account' link. Below the login box, there is a link: 'To file an Answer into an existing case: [Click Here](#)'.

3. Fill out the “Create your Account” form and press the create account button.

The screenshot shows the 'Create Your Account' form. It has a dark header with the title 'Create Your Account'. The form fields are: 'E-mail', 'First Name', 'Last Name', 'Company Name', and 'Phone Number' (with a format '()- - -'). Below these is a 'Password Information' section with fields for 'Password', 'Confirm Password', 'Recovery Question', and 'Your Answer'. There is a CAPTCHA image with the text 'R9HDS' and a 'Generate New Image' link. A red arrow points to the 'Create Account' button.

Note: Please be aware that your email, password recovery question and answer cannot be updated once you create your account.

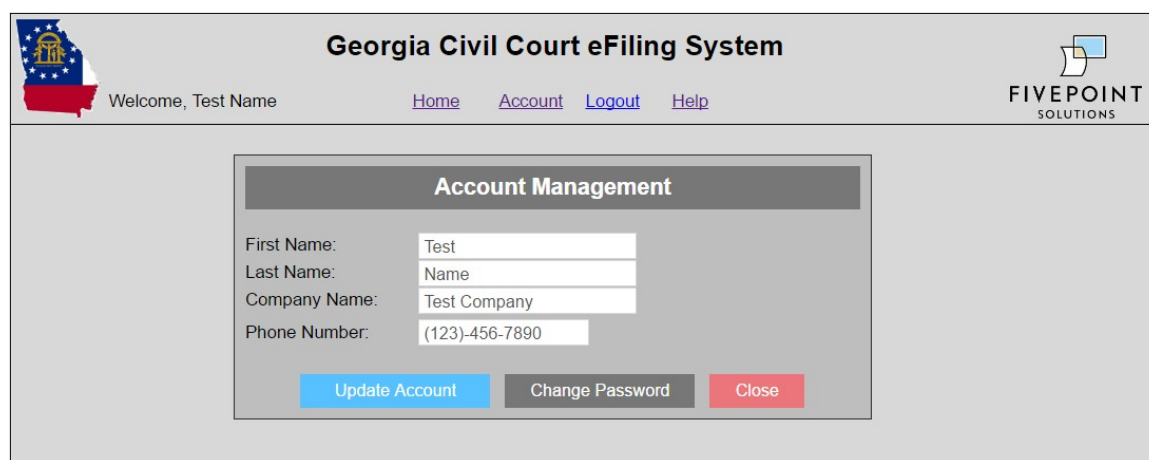
4. To activate your account, you will receive an email with instructions to verify your email address by following the link included in the body of the email.
5. Once you have activated your account, you can log into the portal.

UPDATING AN ACCOUNT:

After a user has logged into the portal, they can update their account information and password.

PROCEDURES FOR UPDATING AN ACCOUNT:

1. Select the “Account” link at the top of the window.
2. On the Account Management Screen, a user can update First Name, Last Name, Company Name, and their phone number by changing the fields and selecting the “Update Account” button.



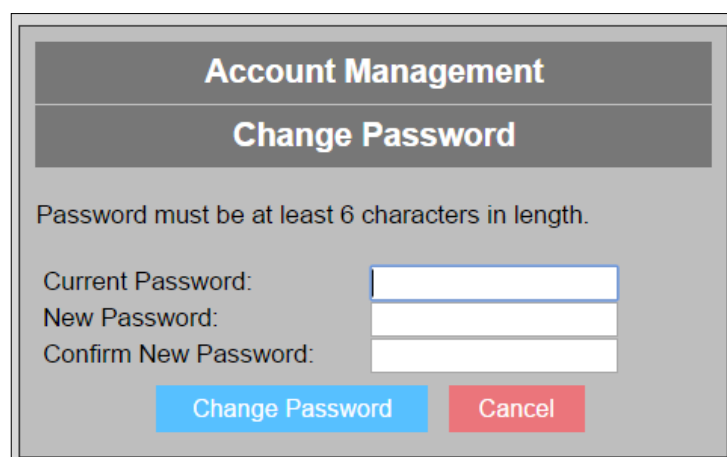
The screenshot shows the Georgia Civil Court eFiling System interface. At the top left is the Georgia state flag and the text "Welcome, Test Name". In the center, there are navigation links: "Home", "Account", "Logout", and "Help". At the top right is the "FIVEPOINT SOLUTIONS" logo. The main content area is titled "Account Management" and contains the following fields:

First Name:	<input type="text" value="Test"/>
Last Name:	<input type="text" value="Name"/>
Company Name:	<input type="text" value="Test Company"/>
Phone Number:	<input type="text" value="(123)-456-7890"/>

Below the fields are three buttons: "Update Account" (blue), "Change Password" (grey), and "Close" (red).

3. A user can change their password, by selecting the “Change Password” button on the account management screen.
4. Users will then be presented with the Change Password Screen. Here the user must enter their current password as well as the new desired password twice for confirmation. Once the proper values have been entered, press “Change Password.” The user will then be presented with a success message.

Note: all passwords must be at least 6 characters in length



The screenshot shows the "Change Password" screen within the "Account Management" section. It includes the following elements:

- Header: "Account Management" and "Change Password"
- Instruction: "Password must be at least 6 characters in length."
- Fields:
 - Current Password:
 - New Password:
 - Confirm New Password:
- Buttons: "Change Password" (blue) and "Cancel" (red)

BULK FILING DOCUMENTS VIA XML UPLOAD:

Within the “Create Filings” tab of the e-File portal, users will have the option to bulk file via the XML upload or to Create Single Filings via a user-friendly form. This section of the user guide will cover instructions on how to file documents via the XML upload.

The XML upload process was designed with the Bulk Filer in mind. The intent is to allow filers to file and pay for any number of documents (1 or more) simultaneously through our XML upload. From your XML file, our system creates court approved PDF documents and passes all required information to the court in real time. The process for uploading and submitting filings in bulk is easy, however, it will require your technical team to set up an XML export file from your system that is compatible with our upload process.

This section will provide instruction on the following:

1. Generating compatible XML files
2. Uploading XML files
3. Error Handling of XML Files

GENERATING XML FILES:

Our team has created an XML Schema Definition (XSD) document to assist in generating an XML file from your system. The purpose of the XSD is to define the structure, data types, and to provide definitions for your XML file. Please follow the link below to view the latest version of our XSD document:

Dispossessory XSD: efile.myfivepoint.com/ga/Resources/helpertext/Dispossessory.xsd

Dismissal XSD: efile.myfivepoint.com/GA/Resources/helpertext/Dismissal.xsd

In addition, our team has created a sample XML file that is compatible with the XML upload process. This document is intended as a reference to help assist your technical team in generating compatible XML files from your system.

Sample Dispossessory XML: efile.myfivepoint.com/ga/Resources/helpertext/Dispossessory.xml

Sample Dismissal XML: efile.myfivepoint.com/GA/Resources/helpertext/Dismissal.xml

For additional assistance in generating compatible XML files for the XML upload process, please email us at support@fivepointpayments.com and we will be glad to help you!

PROCEDURES FOR UPLOADING XML FILES:

Once you have successfully created a compatible XML file, you are now ready to bulk file those documents through the e-File portal. You may Upload Dispossessory and Dismissal Filings in bulk via the XML upload.

Note: Due to differences in XSD Schema, you must upload Dispossessory XML files and Dismissal XML files separately through the steps outlined below:

Option 1: Upload documents to a “Ready to File” status

1. Log into the GA Civil e-File portal
2. Navigate to the “Create Filings” Tab
3. Acknowledge the eSignature checkbox
4. Select an XML file to upload
5. Select the “Upload XML” button
6. Upon a successful upload, you will be redirected to the “My Filings” where you can view the documents in a “Ready to File” status.
7. Documents that are place in a “Ready to File” status can be e-Filed and paid for in the “My Filings” tab.

Option 2: Upload, Pay, and Submit Documents to the court

1. Log into the GA Civil e-File portal
2. Navigate to the “Create Filings” Tab
3. Acknowledge the eSignature checkbox
4. Select an XML file to upload
5. Check the e-File and Pay checkbox
6. Select the “Upload XML” button
7. Review the filing cost for each document
8. Select your payment account and enter you CVV number
Note: Users must have a Payment Account on file in the “My Payment Accounts” tab
9. Select the “Pay Now” button to pay and e-File your documents with the court
10. Upon a successful upload, you will be redirected to the “My Filings” where you can view the documents in a “Submitted” status.

ERROR HANDLING OF XML FILES:

The XML upload process was designed to validate, check for required fields, and enforce business logic to ensure that incomplete or errored filings are not submitted to the court. This ultimately will save time for both the court and filer. It will also expedite document acceptance.

If the filer attempts to upload an XML file that contains errors, missing fields, or incompatible values, the system will fail the entire batch upload and present the filer with a grid containing information on the reason(s) for failing the batch. See example below:

The imported XML file contains one or more errors. Please correct and re-import file.			
FilingID	Field	Value	Error Message
1	AttorneyPhone	(678)-123-123456	Field is greater than the maximum length of 14
1	AdditionalDefendant-FirstName		Missing Required Field
2	PlaintiffFirstName		Missing Required Field
2	PlaintiffZip	3032	Field is less than the minimum length of 5
2	AdditionalDefendant-FirstName		Missing Required Field

Page size: 10 5 items in 1 pages

Close

Field Label	Description
FilingID	The FilingID is the unique ID used to identify each new filing in the XML file. Please use the Filing ID to assist in properly locating/identifying where the error occurred within the XML file.
Field	The Field displays the location within the specified filing where the error took place. It lists the element that contained an errored value.
Value	The Value is the actual input that caused the error to occur.
Error Message	The Error message contains a description on why the Value caused an error to occur.

CREATING SINGLE DOCUMENTS:

Within the “Create Filings” tab of the e-File portal, users will have the option to either bulk file via the XML upload or to Create Single Filings via a user-friendly form. This section of the user guide will cover instructions on how to Create a Single File.

The Create Single File process was designed to provide a way for filers to quickly create single e-documents for filing with the court. The intent is to allow filers to generate a court approved PDF document through an easy-to-use web entry form. Once the form has been generated, it will be placed under the “My Filings” tab in a “Ready to File” status.

Note: To create Dismissals and Amendments the original Dispossessory filing must have been accepted by the court and assigned a case number. To initiate the creation of these documents you must “Amend” or “Dismiss” from the Action column in the “My Filings” page.

PROCEDURES FOR CREATING A SINGLE FILING:

1. Log into the GA Civil e-File portal
2. Navigate to the “Create Filings” Tab
3. Select a Court, select a Division, and select a Document Type.
4. Once a court, division, and document type have been specified press the “Create” button to continue to the web entry form.
5. Complete the web entry form

Note: Our form will validate, check for required fields, and enforce business logic to ensure that incomplete or errored filings are not submitted to the court.

Also, if you have stored properties, attorneys, and process servers within the system, you may use the associated lists within the form to expedite manual entry of information.

6. Once the form is complete, press the “Save” button.
7. Upon successful creation of your document, you will be redirected to the “My Filings” where you can view the document in a “Ready to File” status.
8. The document that was placed in a “Ready to File” status can be e-Filed and paid for in the “My Filings” tab.

FILE INTO AN EXISTING CASE:

Once the initial filing has been “Accepted” by the court and is given a case number, Filers will be able to “Amend” or “Dismiss” the case through an easy-to-use web form.

PROCEDURES FOR FILING INTO AN EXISTING CASE:

1. Locate the “Accepted” filing that you wish to “Amend” or “Dismiss” in the “My Filings” page.
2. Once the filing has been identified, select the “Action” drop down list and choose to either “Amend” or “Dismiss” the filing.
 - a. For Amendments, a web entry form will appear containing all the current fields and data specified for the original filing. Users will be able to edit the document and select “Save” to create the Dispossessory Amendment in a “Ready to File” status.
 - b. For Dismissals, a web entry form will appear that pre-populates the Plaintiff, Defendant, and Attorney information. The filer will be required to select whether that will dismiss “With Prejudice” or “Without Prejudice”. In addition, the Filer will be required select how they plan to service the dismissal. Once the document is complete and e-signed, the filer can “Save” the document to create the Dismissal in a “Ready to File” status.

Note: To file dismissals in bulk see the section labeled “Bulk filing documents via XML upload”.

3. After the created documents have been placed in a “Ready to File” status, Filers may e-file and pay for the documents. See steps below on pg. 13.

The screenshot shows the Georgia Civil Court eFiling System interface. At the top, there is a header with the Georgia state logo, the text "Georgia Civil Court eFiling System", and the FIVEPOINT SOLUTIONS logo. Below the header is a navigation bar with tabs: "Create eFilings", "My Filings", "My Properties", "My Attorneys", "My Process Servers", "My Payment Accounts", and "My Reports". The "My Filings" tab is selected. Below the navigation bar is a button labeled "e-File Selected Documents".

The main content area is titled "Filing History" and includes a "Refresh" button. Below this is a table with columns: Action, Document, Status, Status Date, Case Number, Envelope ID, External ID, and Plaintiff. The table contains three rows of data. The first row is highlighted with a red border, and a dropdown menu is open for the "Action" column of this row. The dropdown menu options are "View", "Amend", and "Dismiss". A red arrow points to the "Amend" option. The second row is also highlighted with a red border. The third row is highlighted with a blue border, and a red circle with the number "1" is next to the "Action" column header. A red arrow points to the "Action" dropdown menu of this row, which is currently set to "Action...". A red circle with the number "2" is next to the "e-File Selected Documents" button, with a red arrow pointing to it.

Action	Document	Status	Status Date	Case Number	Envelope ID	External ID	Plair
View	Dispossessory	ACCEPTED	8/29/2017 4:34:21 PM	17ED021161	8480	EXT1236	Test /
Amend	Dispossessory	ACCEPTED	8/29/2017 4:34:16 PM	17ED021160	8479	EXT1235	Test /
Dismiss	Dispossessory	ANSWERED	8/29/2017 4:13:38 PM	17ED021152	8468	EXT1235	Test /

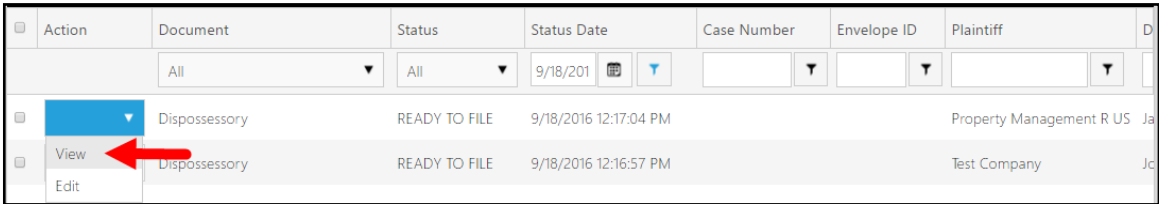
MANAGING “MY FILINGS”:

Within the “My Filings” tab, users will be able to see a history of all the filings they have created. The grid displays the filings in Chronological order (newest on top) by default, but users can sort and filter as needed.

In addition, this section of the guide provides an overview of the key functions that are available to users within “My Filings”. The section also provides important details on Document Statuses.

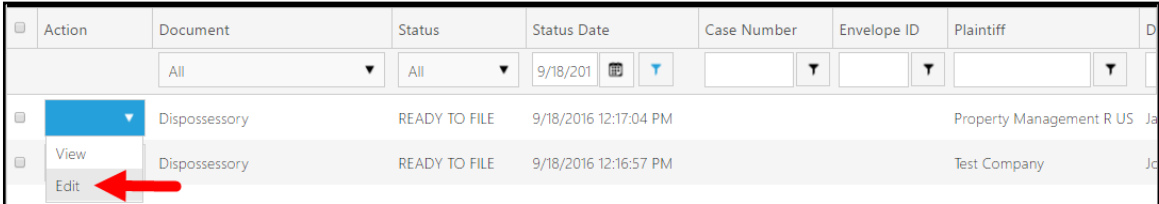
AVAILABLE FUNCTIONS:

- 1. e-File and Pay for documents that are in “Ready to File” status. See detailed instruction below.
- 2. Receive real time status updates from the court. See details on statuses below.
- 3. View a court approved PDF of the filing. Select: Action > View



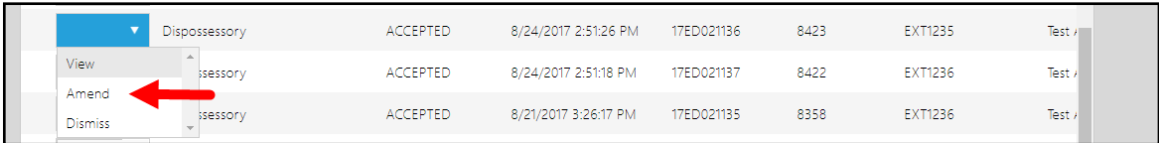
Action	Document	Status	Status Date	Case Number	Envelope ID	Plaintiff	D
	All	All	9/18/2016				
	Dispossessory	READY TO FILE	9/18/2016 12:17:04 PM			Property Management R US	Ja
View	Dispossessory	READY TO FILE	9/18/2016 12:16:57 PM			Test Company	Jc
Edit							

- 4. Edit filings that are in a “Ready to File” status by selecting Action > Edit




Action	Document	Status	Status Date	Case Number	Envelope ID	Plaintiff	D
	All	All	9/18/2016				
	Dispossessory	READY TO FILE	9/18/2016 12:17:04 PM			Property Management R US	Ja
View	Dispossessory	READY TO FILE	9/18/2016 12:16:57 PM			Test Company	Jc
Edit							

- 5. Amend Filings that are in a “Accepted” status by selecting Action > Amend



	Dispossessory	ACCEPTED	8/24/2017 2:51:26 PM	17ED021136	8423	EXT1235	Test
View	Dispossessory	ACCEPTED	8/24/2017 2:51:18 PM	17ED021137	8422	EXT1236	Test
Amend	Dispossessory	ACCEPTED	8/21/2017 3:26:17 PM	17ED021135	8358	EXT1236	Test
Dismiss							

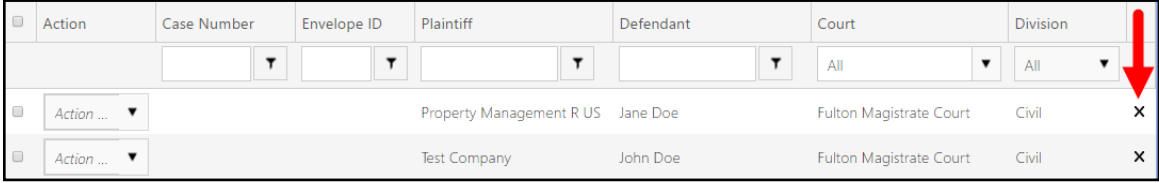
- 6. Dismiss Filings that are in a “Accepted” status by selecting Action > Dismiss



	Dispossessory	ACCEPTED	8/24/2017 2:51:26 PM	17ED021136	8423	EXT1235	Test
View	Dispossessory	ACCEPTED	8/24/2017 2:51:18 PM	17ED021137	8422	EXT1236	Test
Amend	Dispossessory	ACCEPTED	8/21/2017 3:26:17 PM	17ED021135	8358	EXT1236	Test
Dismiss							

- 7. Sort/Filter your list of filings by: Court, Division, Document Type, Status, Status Date, Plaintiff, Defendant, or Case Number

- 8. Delete filings that are in a “Ready to File” status



Action	Case Number	Envelope ID	Plaintiff	Defendant	Court	Division	
					All	All	
Action ...			Property Management R US	Jane Doe	Fulton Magistrate Court	Civil	X
Action ...			Test Company	John Doe	Fulton Magistrate Court	Civil	X

E-FILE AND PAY STEPS:

1. Select one or many filing(s) in a “Ready to File” status by checking the associated checkbox. A minimum of one document must be selected to enable the “e-File Selected Documents” button.
2. Once, you have selected all desired documents to file. Press the “e-File Selected Documents” button.



3. The system will then display all associated fees for submitting each of the filings previously selected.

Note: Court Case Fee, Optional Services Fee, and associated CC/ACH payment service fees are pulled directly from the courts case management system.

Filing Costs							
	Total Cost	Court Case Fee	Optional Services Fee	e-File Fee	Fps Fee	Payment Service Fee	ACH Discount
	\$10.73	\$0.00	\$0.00	\$7.00	\$3.50	\$0.23	
	\$101.96	\$60.00	\$24.00	\$7.00	\$8.00	\$2.96	

Total Filings: 2 Total Amount Due: \$112.69

Payment Account:

CVV:

4. After confirming the filings, amounts, and the Total Amount Due, select the payment account you wish to use and enter the CVV for that account. If you are paying via ACH/e-Check, then a CVV is not required.

Note: You must have at least one payment account set up in the “My Payment Accounts” tab to e-File documents. To set up a payment account you must securely vault a Credit/Debit card or e- Check/ACH information with Tyler Technologies to be used on future e-Filing submissions.

5. Once the account is selected, press “Pay Now” to submit all your filings to the court for review. All associated documents with will be updated to a “Submitted Status”.

DOCUMENT STATUSES:

Filing Status	Description	User Actions	System Actions
Ready to File	The “Ready to File” status indicates that the associated file has not been e-Filed with the court. These filings may be viewed, edited, and deleted. In addition, users can select one or many “Ready to File” document(s) to e-File and pay for.	<ul style="list-style-type: none"> • View PDF • Edit • Delete • e-File and Pay 	
Submitted	The “Submitted” status indicates that the associated file has been e-Filed and Paid for. Files in the “Submitted” status are in the courts review queue to be Accepted or Rejected.	<ul style="list-style-type: none"> • View PDF 	<ul style="list-style-type: none"> • Display the Envelop ID for the submitted filing within the “My Filings” tab.
Accepted	The “Accepted” status indicates that the associated submitted file has been accepted by the court. Upon acceptance, a case number and court date are assigned. The updated PDF document can be viewed by the filer in the “My Filings” tab.	<ul style="list-style-type: none"> • View PDF • Amend • Dismiss 	<ul style="list-style-type: none"> • Automatic email sent to the private process server and the filer to notify that the filing is ready to be served. Contains attached PDF of the filing. • Display the Case # for the submitted filing within the “My Filings” tab.
Rejected	The “Rejected” status indicates that the associated submitted file has been rejected by the court.	<ul style="list-style-type: none"> • View PDF 	<ul style="list-style-type: none"> • Automatic email sent to the filer to notify that the filing has been rejected. Contains attached PDF of the filing, envelope ID, and rejection reason.
Answered	The “Answered” status indicates that the associated Accepted filing has been answered by the defendant. Answered documents can be viewed at https://publicrecordsaccess.fultoncountyga.gov/Portal/	<ul style="list-style-type: none"> • View PDF • Dismiss 	
Dismissed	The “Dismissed” status indicates that the associated filing and case has been Dismissed.	<ul style="list-style-type: none"> • View PDF 	
Amended	The “Amended” status indicates that the associated filing and case has been amended. The “Accepted” Dispossession Amendment for a case will give users the options to further Amend or Dismiss the case.	<ul style="list-style-type: none"> • View PDF 	

MANAGING “MY PAYMENT ACCOUNTS”:

Within the “My Payment Accounts” tab, users will be required to securely vault at least one payment account with Tyler Technologies secure system so that users can e-File and pay for documents submitted to the court. Both Credit/Debit card and ACH/e-Check accounts will be securely vaulted for future use when e-Filing.

Notes: No Account information is stored with FivePoint Payments LLC. Account Information is securely vaulted and encrypted through Tyler Technologies’ payment gateway.

Tyler Technologies will charge eFilers directly upon an “Accepted” document. FivePoints will no longer charge up front for documents submitted through the portal. This will reduce the need for refunds due to errors as only “Accepted” documents are charged.

All refunds, voids, and other payment related issues will be handled by Tyler Technologies with the assistance of FivePoints as needed.

PROCEDURES FOR VAULTING A PAYMENT ACCOUNT:

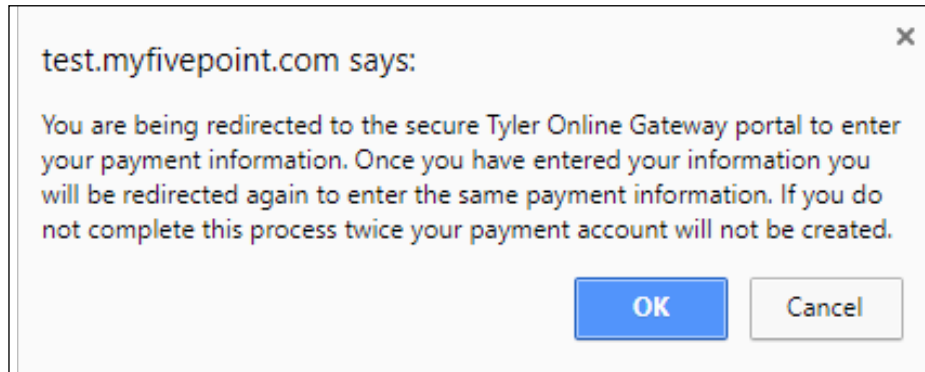
1. Log into the GA Civil e-File portal
2. Navigate to the “My Payment Accounts” Tab
3. Select the “Add Payment Account” + button
4. Enter an “Account Nickname”. This will be used to identify your account when selecting an account on the payment screen.
5. Select the Payment Type. The portal supports Credit/Debit Card and ACH/e-check account types.
6. Once you have entered the Account Nickname and selected a Payment Type, press “Insert.”

The screenshot displays the 'My Payment Accounts' section of a web application. At the top, there are navigation tabs: 'Create eFilings', 'My Filings', 'My Properties', 'My Attorneys', 'My Process Se...', 'My Payment Accounts' (highlighted), and 'My Reports'. Below the tabs, there is a 'Default Payment Account:' dropdown menu. A '+ Add a Payment Account' button is visible, along with a 'Refresh' icon. The main area contains a table with columns: 'Account Name', 'Payment Type', 'Number Ending', and 'Expiration (MM/YYYY)'. Below the table, there is a 'Payment Account Details' section with input fields for 'Account Nickname' and 'Payment Type', and 'Insert' and 'Cancel' buttons. A list of added accounts is shown below, with an 'X' icon next to each row.

Account Name	Payment Type	Number Ending	Expiration (MM/YYYY)
Test CC 1	Credit/Debit Card	4242	7/2021
✕ Test CC 2	Credit/Debit Card	1111	7/2022
✕ Test Mastercard	Credit/Debit Card	5454	7/2022
✕ Test Mastercard 2	Credit/Debit Card	5454	7/2022

At the bottom of the interface, there are navigation controls (back, forward, search) and a 'Page size: 25' dropdown menu. The footer indicates '4 items in 1 pages'.

****Note:** At this point in the update process, you will be redirected to a Tyler Technologies hosted webpage to securely vault your payment information. Please carefully read the disclaimer before you are redirected to Tyler Technologies' web page**



7. In order to successfully add a payment account to the FivePoint e-Filing portal, you **MUST** enter your CC or e-Check /ACH information with Tyler Technologies twice. The system will guide you through the correct process. When entering your payment information for the 2nd time, please **make sure that it matches the original entry**. The system will check to verify that the payment information is matching and no account will be created if this verification fails.
8. Once redirected to Tyler, a user must reselect their method of payment.

Secure | <https://togatest.tylerhost.net/EPayments/Webs/EPayment.aspx>

Payment Information

Method of Payment

Credit Card

e-Check

9. For Credit/Debit Card enter the following:

Payment Information

Method of Payment
 Credit Card
 e-Check

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type *

Card Number *

Exp Month MM * **Exp Year** YYYY *

CVV Code * [CVV Help](#)

Name on Card *
Maximum of 30 characters

Address Type US Foreign

Address Line 1 *
Street address, P.O. box, company name, c/o

Address Line 2
Apartment, suite, unit, building, floor, etc.

City *

State *

Zip Code *

10. For ACH/e-Check enter the following:

Payment Information

Method of Payment
 Credit Card
 e-Check

Account Holder Information
Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.

Account Type *

Account Number *

Routing Number * [Routing Number Help](#)

Name on Account *
Maximum of 30 characters

Address Type US Foreign

Address Line 1 *
Street address, P.O. box, company name, c/o

Address Line 2
Apartment, suite, unit, building, floor, etc.

City *

State *

Zip Code *

11. After you have entered your payment information, please verify that the details that you have entered are correct and select “Save Information”

Verify Billing Information

Billing Detail	Card Type MASTERCARD
	Card Number *****5454
	Exp Date 02/25
	CVV Code ***
	Name on Card Test Name
	Address Type US
	Address Line 1 123 test address
	Address Line 2
	City atlanta
	State GA
	Zip Code 30309

Terms and Conditions
This is a confidential and secure site that does not disseminate confidential information to third parties. By setting up this account you agree to comply with this site's terms and conditions.

- 12. Once the information has saved, you will be redirected back to Step 8 above where you **MUST** re-enter the exact payment information again (steps 8-11). Once, you have completed these steps for the 2nd time. You will be redirected back to the FivePoint e-Filing Portal where you will see your new payment account on file for future use.

Note: You cannot edit vaulted accounts, however, you may delete a vaulted account and add new account to your secure vault.

MANAGING “MY REPORTS”

MY REPORTS:

The “My Reports” tab was created to give filers the access to run financial reports on filings submitted through the FivePoint eFiling system. Reports can be generated by specifying a time range and selecting the “Run Report” button. The resulting report can be further filtered down by using one or more of the filters available. These reports can be exported at any time by selecting the excel icon next to the “Run Report” button.

The screenshot shows the 'My Reports' tab selected in the navigation menu. Below it, the 'Payment History' section is active. It features a table with the following columns: Court, Document Type, From, To, Payment Date, Case Number, Amount, Envelope ID, External ID, Invoice Number, Tender, Status, and a 'Run Report' button. The table contains 10 rows of payment data. At the bottom, there is a 'Total: \$1904.84' and a 'Page size: 25' dropdown. The page number '1' is highlighted in a blue circle, and it indicates '19 items in 1 pages'.

Court	Document Type	From	To	Payment Date	Case Number	Amount	Envelope ID	External ID	Invoice Number	Tender	Status	S
All	All	8/1/2017	8/29/2017	8/29/2017 11:48:53 AM	17ED021148	15.23		EXT1235	PPSNOC	****4242	SUBMITTED	8,
				8/29/2017 11:39:02 AM	17ED021149	15.23	8450	EXT1236	PPS420	****4242	ANSWERED	8,
				8/29/2017 11:32:12 AM	17ED021149	101.96	8449	EXT1236	H00WU71U	****4242	ANSWERED	8,
				8/29/2017 11:32:01 AM	17ED021148	127.77	8448	EXT1235	H00WYTD	****4242	ACCEPTED	8,
				8/29/2017 10:07:13 AM	17ED021146	10.73	8444	EXT1235	H00TSWJU	****4242	ACCEPTED	8,
				8/28/2017 5:07:05 PM	17ED021147	101.96	8439	EXT1236	F01JP1X	****4242	ACCEPTED	8,
				8/28/2017 5:07:00 PM	17ED021146	127.77	8438	EXT1235	G01EVVCN	****4242	DISMISSED	8,
				8/28/2017 4:02:04 PM	17ED021144	101.96	8437	EXT1236	G01CKDNQ	****4242	ACCEPTED	8,
				8/28/2017 4:01:59 PM	17ED021145	127.77	8436	EXT1235	F01H7Z4U	****4242	ACCEPTED	8,

In Addition, filers will have the ability to run a report on all rejected filings. Rejected filings are filings that have been paid for and submitted to the County by the user but were rejected. These filings are subject to full refunds. The intent of this page is to allow filers to easily track the amount of money spent on rejected filings for proper reimbursement from Five Points.

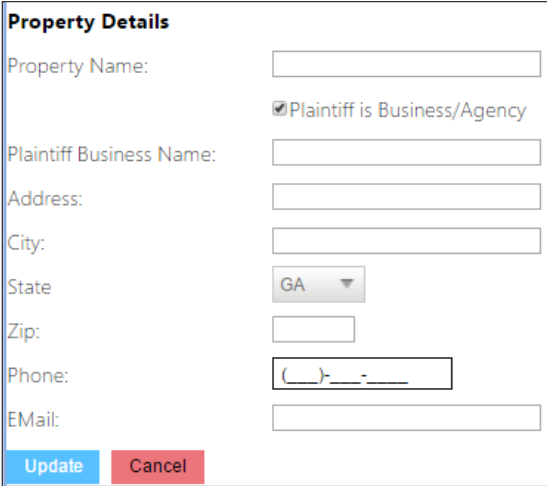
The screenshot shows the 'Rejected Filings' tab selected in the navigation menu. Below it, the 'Rejected Filings' section is active. It features a table with the following columns: Court, Document Type, From, To, Payment Date, Case Number, Amount, Envelope ID, Invoice Number, Tender, Status, and a 'Run Report' button. The table contains 3 rows of rejected filing data. At the bottom, there is a 'Total: \$448.05' and a 'Page size: 25' dropdown. The page number '1' is highlighted in a blue circle, and it indicates '6 items in 1 pages'.

Court	Document Type	From	To	Payment Date	Case Number	Amount	Envelope ID	Invoice Number	Tender	Status	Stat
All	All	8/1/2016	8/29/2017	4/10/2017 11:48:24 AM	17ED020886	36.54	7351	601GT74A	****4242	REJECTED	4/10
				4/10/2017 11:38:23 AM	17ED020886	36.54	7348	601GGAWW	****4242	REJECTED	4/10
				4/10/2017 11:26:11 AM	17ED020884	36.54	7344	601GOLYN	****4242	REJECTED	4/10

MANAGING PROPERTIES, ATTORNEYS, PROCESS SERVERS – *OPTIONAL*:

MY PROPERTIES:

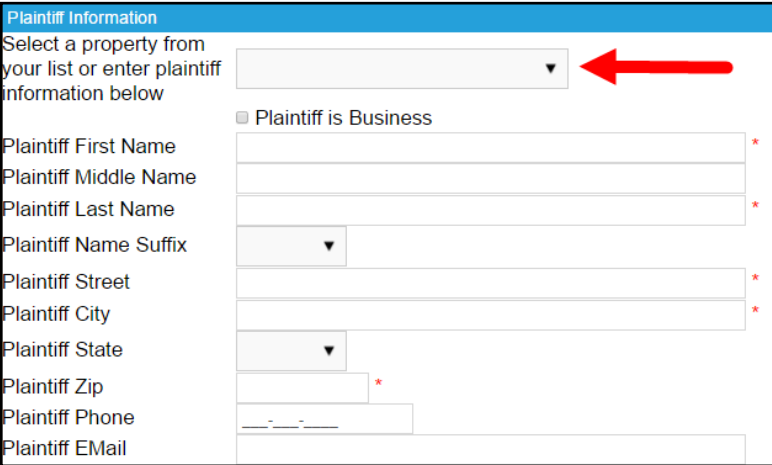
The “My Properties” tab was created to assist filers in storing information on properties in which they frequently provide filing services for. This section is completely optional and may not be needed for users who only plan to Bulk File through the portal.



The "Property Details" form contains the following fields and controls:

- Property Name:
- Plaintiff is Business/Agency
- Plaintiff Business Name:
- Address:
- City:
- State:
- Zip:
- Phone:
- E-Mail:
- Buttons:

The benefit for users storing property information is to assist those who plan to frequently create single filings. During the “Create Single File” process, stored information on properties can be selected from a drop down list to populate the “plaintiff information” section of the web form thus removing manual entry.



The "Plaintiff Information" form includes the following fields and controls:

- Header: Plaintiff Information
- Instruction: Select a property from your list or enter plaintiff information below
- Property Selection: (indicated by a red arrow)
- Plaintiff is Business
- Plaintiff First Name: *
- Plaintiff Middle Name:
- Plaintiff Last Name: *
- Plaintiff Name Suffix:
- Plaintiff Street: *
- Plaintiff City: *
- Plaintiff State:
- Plaintiff Zip: *
- Plaintiff Phone:
- Plaintiff EMail:

MY ATTORNEYS:

The “My Attorneys” tab was created to assist filers in storing information on attorneys. This section is completely optional and may not be needed for users who only plan to Bulk File through the portal.

Note: New attorney information that is uploaded via the XML process will be automatically added to the “My Attorneys” tab.

Attorney Details

Attorney Name:

Attorney First Name:

Attorney Middle Name:

Attorney Last Name:

Attorney Name Suffix:

Address:

City:

State:

Zip:

Phone:

EMail:

Bar Number:

The benefit for users storing Attorney information is to assist those who plan to frequently create single filings. During the “Create Single File” process, stored information on attorneys can be selected from a drop down list to populate the “attorney information” section of the web form thus removing manual entry.

Attorney Information

Select an attorney from your list or enter attorney information below

Attorney First Name *

Attorney Middle Name

Attorney Last Name *

Attorney Name Suffix

Attorney Street

Attorney City

Attorney State

Attorney Zip

Attorney Phone

Attorney EMail

Attorney Bar Number *

MY PROCESS SERVERS:

The “My Process Servers” tab was created to assist filers in storing information on private process servers who will serve their filings. This section is completely optional and may not be needed for users who only plan to Bulk File through the portal.

Process Server Details

Process Server Name:

E-Mail:

Company Name:

Contact Name:

Address:

City:

State:

Zip:

Phone:

The benefit for users storing private process server information is to assist those who plan to frequently create single filings. During the “Create Single File” process, stored information on process servers can be selected from a drop down list to populate the “Process Server Information” section of the web form thus removing manual entry.

Service Information

Select the type of process server you wish to use

Select a process server from your list or enter process server information below ←

Process Server Name *

Process Server EMail *

FILING AN ANSWER:

Once a document has been accepted by the court, the defendant will now be able to e-File an answer online directly with the court by going to www.AnswerDispo.com. The served document will contain directions for the defendant on how to answer.

Once the document has been answered by the defendant, the status of that filing will update from “Accepted” to “Answered”. To view a court approved PDF copy of the answer go to: <https://publicrecordsaccess.fultoncountyga.gov/Portal/> and search for the case.

PROCEDURES FOR E-FILING AN ANSWER:

1. Goto: www.AnswerDispo.com
2. Enter the Case Number provided on the served Dispossessory Affidavit.
3. Read the Instructions.
4. Complete the web form and provide an electronic signature. Select “Continue”.
5. Review the filing costs.
6. Enter payment information. Press Submit.
7. Record or Print Screen to save the receipt for your records.

APPENDICES

FULTON MAGISTRATE COURT APPROVED PDFs:

Example of Dispossessory Affidavit:

<p>MAGISTRATE COURT OF FULTON COUNTY, STATE OF GEORGIA PROCEEDING AGAINST TENANT HOLDING OVER</p> <p>Property Management R US _____ 123 Peachtree RD NE _____ ATLANTA GA 30305 _____ 404-123-1234 glucas@myfivepoint.com _____ PLAINTIFF'S NAME/ADDRESS/PHONE/EMAIL</p> <p>V.</p> <p>Jane Doe and Others _____ 123 Peachtree RD NE APT 205 _____ ATLANTA GA 30505 _____ DEFENDANT'S NAME & ADDRESS</p>	<p>Dispossessory Division 185 Central Avenue, SW TG100 Atlanta, Georgia 30303 (404) 613-5360 www.magistratefulton.org</p> <p>CASE # _____</p> <p>Harvey Specter _____ 7 Test Address, Suite 500 _____ Atlanta GA 30305 _____ 404-123-2900 info@testservices.net _____ PLAINTIFF'S ATTORNEY NAME/ADDRESS/PHONE/EMAIL</p>
---	--

1. Defendant is in possession as tenant of premises at the address in Fulton County as stated above.
2. Affiant is the Owner Attorney Agent Tenant of the owner of said premises.
3. Defendant fails to pay the rent which is now past due.
 holds the premises over and beyond the term for which they rented to him.
 no longer has permission to remain in the premises.
 other grounds: See attached
4. Plaintiff desires and has demanded possession of the premises.
5. Defendant has failed and refused to deliver possession of the premises.

WHEREFORE, Plaintiff DEMANDS

(a) Possession of the premises.
 (b) Past due rent of \$ 1200.00 for the month(s) Jan 2016 - March 2016
 (c) Rent accruing up to the date of judgement of vacancy at the rate of \$1200.00 per month
 (d) Other: See attached

By affixing this electronic verification, oath, or affidavit to the pleading(s) submitted to the court and attaching my electronic signature hereon, I do hereby swear or affirm that the statements set forth in the above pleading(s) are true and correct.

<u>/s/ Demo Bulk Filer</u>	<u>8/29/2016</u>	<u>800-123-1212 filer@testservices.net</u>
PLAINTIFF(S) or AFFIANT	DATE	PHONE NUMBER / EMAIL ADDRESS

SUMMONS

TO: THE MARSHAL of the Magistrate Court of Fulton County or his lawful deputies:

GREETINGS: The tenant must file either an online (www.AnswerDispo.com), oral or written Answer at Room TG100, 185 Central Avenue, SW, Atlanta, Georgia, 30303 between 8:30AM and 5:00PM within seven (7) days from the date of the actual service unless the seventh day is a Saturday, a Sunday, or a Court holiday, in which case the Answer may be made on the next day which is not a Saturday, a Sunday, or a Court holiday. If the Answer is oral, the substance thereof shall be endorsed on the dispossessory affidavit. The Answer may contain any legal or equitable defense or counterclaim. If no valid legal or factual Answer is filed, a writ of possession may be issued pursuant to O.C.G.A. § 44-7-53. If no Answer is made, a writ of possession shall issue instantan. WITNESS the Honorable Chief Judge of said Court. The above affidavit was sworn to and subscribed before the undersigned Deputy Clerk by affiant as provided by O.C.G.A. § 44-7-50 and summons issues pursuant thereto.

This _____ day of _____, _____

DEPUTY CLERK

MARSHAL ENTRY OF SERVICE

I have served the foregoing Affidavit and Summons on the Defendant(s) by delivering a copy of same:
 PERSONALLY DEFENDANT NOT FOUND AT WITHIN ADDRESS ON SAID SUMMONS AND AFFIDAVIT
 NOTORIOUSLY (NAME) _____ Age _____ Wt. _____ Ht. _____
 TACK & MAIL. Posting a copy to the door of the premises and depositing a copy in the U.S. Mail, First Class in an envelope properly addressed after attempting personal service. Said copy containing notice to the Defendant(s) to answer at the hour and place in said summons.

DATE OF SERVICE: _____ DEFENDANT TO ANSWER ON OR BEFORE: _____

DEPUTY MARSHAL

ANSWER

To file your answer online visit www.AnswerDispo.com and enter your case number. All Answers must be electronically filed by 11:59PM on or before the last day to answer this summons. A service charge applies for online answers. No service charge applies to answers made written or orally at the courthouse.

Example of Answer Document:

Fulton County Magistrate Court
 E-FILEDPM
 Date: 8/29/2016 5:02:12 PM
 Cathelene Robinson, Clerk
 16ED005167

MAGISTRATE COURT OF FULTON COUNTY, STATE OF GEORGIA
CASE NO: 16ED005167 _____

Test Apartment Company _____
123 Pharr RD NE _____
ATLANTA GA 30305 _____
404-123-1234 glucas@myfivepoint.com _____

VS

John Doe and Others _____
123 Pharr RD NE APT 205 _____
ATLANTA GA 30505 _____

Answer

I am the defendant. I am filing an Answer. I state the following in response to Plaintiff's claim: _____

I am not the defendant, but I am affected by this action.

I do not have a landlord-tenant relationship with the plaintiff.

My landlord did not give me proper notice that me lease or rental agreement was terminated or that I had to move before filing this lawsuit.

My landlord terminated my lease without a valid reason.

I do not owe any rent to my landlord.

I offered and had the money to pay my rent on or before the date I usually pay, but my landlord refused to accept it.

My landlord would not accept my rent and the cost of this warrant.

My landlord failed to repair the property. This failure has lowered its value or resulted in other damages more than the rent claimed.

My landlord is not entitled to evict me or secure a money judgement for the following reason: _____

Other: _____

Counterclaim

My landlord owes me \$ _____ for the following reason(s):

My landlord failed to repair my property. Due to this failure, its value has been reduced \$ _____ each month for months.

Since my landlord failed to make requested repairs, I made these repairs that cost \$ _____. I will bring the receipts and all documents concerning these payments to my trial.

My landlord's failure to repair resulted in damage of \$ _____ to my person/property.

Other:

WHEREFORE, I ask this Court to:

- a. Dismiss Plaintiff's lawsuit with all costs assessed against Plaintiff.
- b. Enter a judgement in my favor and against Plaintiff; and
- c. Grant such other and further relief as the Court deems just and proper.

By affixing this electronic verification, oath, or affidavit to the pleading(s) submitted to the court and attaching my electronic signature hereon, I do hereby swear or affirm that the statements set forth in the above pleading(s) are true and correct.

Defendant Signature: Test Signature _____ Date: 8/29/2016 _____

Example of Dismissal Document:

<p>MAGISTRATE COURT OF FULTON COUNTY, STATE OF GEORGIA PROCEEDING AGAINST TENANT HOLDING OVER</p> <p><u>Test Apartment Company</u> <u>123 PIEDMONT ROAD</u> <u>ATLANTA, GA 30324</u> <u>404-123-1234 testemail@testapartment.com</u> PLAINTIFF'S NAME/ADDRESS/PHONE/EMAIL</p> <p>V.</p> <p><u>FirstName LastName and all others</u> <u>123 PIEDMONT ROAD APT 205</u> <u>ATLANTA, GA 30324</u> DEFENDANT'S NAME & ADDRESS</p>	<p>Dispossessory Division 185 Central Avenue, SW TG100 Atlanta, Georgia 30303 (404) 613-5360 www.magistratefulton.org</p> <p>CASE # <u>17ED021159</u></p> <p><u>John Doe</u> _____ _____ PLAINTIFF'S ATTORNEY NAME/ADDRESS/PHONE/EMAIL</p>
--	---

DISMISSAL

I hereby request that the above-styled case against the defendant be dismissed.

Dismissal With Prejudice

Dismissal Without Prejudice.

CERTIFICATE OF SERVICE

I hereby certify that I have served a copy of this Dismissal upon the other party in the following manner:

by hand delivering a copy to the other party;

by mailing a copy by first class mail to the address listed for the defendant above.

By affixing this electronic verification, oath, or affidavit to the pleading(s) submitted to the court and attaching my electronic signature hereon, I do hereby swear or affirm that the statements set forth in the above pleading(s) are true and correct.

/s/ test
 PLAINTIFF(S) or AFFIANT SIGNATURE

8/29/2017
 DATE

Example of Amendment:

Fulton County Magistrate Court
E-FILEDPM
Date: 8/29/2017 5:01 PM
Cathelene Robinson, Clerk
17ED021156

EXT1235 AMENDMENT
MAGISTRATE COURT OF FULTON COUNTY, STATE OF GEORGIA
PROCEEDING AGAINST TENANT HOLDING OVER

Dispossessory Division
185 Central Avenue, SW TG100
Atlanta, Georgia 30303
(404) 613-5360
www.magistratefulton.org

Test Apartment Company
123 test pro se
ATLANTA GA 30324
4041231234 testemail@testapartment.com
PLAINTIFF'S NAME/ADDRESS/PHONE/EMAIL

CASE # 17ED021156

V.
FirstName LastName and all others
123 PIEDMONT ROAD APT 205
ATLANTA GA 30324
DEFENDANT'S NAME & ADDRESS

PLAINTIFF'S ATTORNEY NAME/ADDRESS/PHONE/EMAIL

- Defendant is in possession as tenant of premises at the address in Fulton County as stated above.
- Affiant is the Owner Attorney Agent Tenant of the owner of said premises.
- Defendant fails to pay the rent which is now past due.
 holds the premises over and beyond the term for which they rented to him.
 no longer has permission to remain in the premises.
 other grounds: See attached
- Plaintiff desires and has demanded possession of the premises.
- Defendant has failed and refused to deliver possession of the premises.

WHEREFORE, Plaintiff DEMANDS

- Possession of the premises.
- Past due rent of \$ _____ for the month(s) _____
- Rent accruing up to the date of judgement of vacancy at the rate of \$ 1200.00 per month _____
- Other: See attached

By affixing this electronic verification, oath, or affidavit to the pleading(s) submitted to the court and attaching my electronic signature hereon, I do hereby swear or affirm that the statements set forth in the above pleading(s) are true and correct.

/s/ Demo Bulk Filer 8/29/2017 8005551212 filer@testservices.net
PLAINTIFF(S) OR AFFIANT DATE PHONE NUMBER / EMAIL ADDRESS

SUMMONS

TO: THE MARSHAL of the Magistrate Court of Fulton County or his lawful deputies:

GREETINGS: The tenant must file either an online (www.AnswerDispo.com), oral or written Answer at Room TG100, 185 Central Avenue, SW, Atlanta, Georgia, 30303 between 8:30AM and 5:00PM within seven (7) days from the date of the actual service unless the seventh day is a Saturday, a Sunday, or a Court holiday, in which case the Answer may be made on the next day which is not a Saturday, a Sunday, or a Court holiday. If the Answer is oral, the substance thereof shall be endorsed on the dispossessory affidavit, The Answer may contain any legal or equitable defense or counterclaim. If no valid legal or factual Answer is filed, a writ of possession may be issued pursuant to O.C.G.A. § 44-7-53. If no Answer is made, a writ of possession shall issue instantan. WITNESS the Honorable Chief Judge of said Court. The above affidavit was sworn to and subscribed before the undersigned Deputy Clerk by affiant as provided by O.C.G.A. § 44-7-50 and summons issues pursuant thereto.

This _____ day of _____, _____
DEPUTY CLERK

MARSHAL ENTRY OF SERVICE

I have served the foregoing Affidavit and Summons on the Defendant(s) by delivering a copy of same:
 PERSONALLY DEFENDANT NOT FOUND AT WITHIN ADDRESS ON SAID SUMMONS AND AFFIDAVIT
 NOTORIOUSLY (NAME) _____ Age _____ Wt. _____ Ht. _____
 TACK & MAIL. Posting a copy to the door of the premises and depositing a copy in the U.S. Mail, First Class in an envelope properly addressed after attempting personal service. Said copy containing notice to the Defendant(s) to answer at the hour and place in said summons.

DATE OF SERVICE: _____ DEFENDANT TO ANSWER ON OR BEFORE: _____

Page 2:

Additional Defendants (from previous page):
 FirstName A LastName
 firstname m lastname

Other grounds (from previous page):
 Tenant has not paid rent and this is a really long string of text to test if we can successfully move this text to another page with the (See Attached) value in the original page's field.

Other demands (from previous page):
 Extra \$1000 for breaking door and this is a really long string of text to test if we can successfully move this text to another page with the (See Attached) value in the original page's field.

Amended Fields		
Field	Old Value	New Value
PlaintiffLine2	123 PIEDMONT ROAD	123 test pro se
AttorneyLine2		
AffiantContact	800-555-1212 filer@testservices.net	8005551212 filer@testservices.net