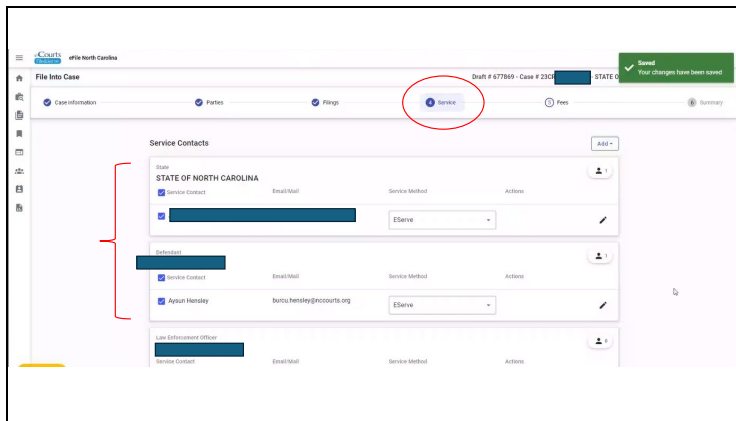


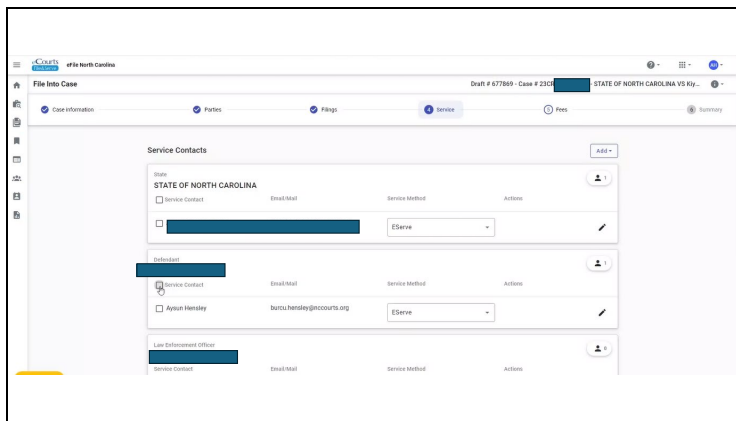


**IDS Guidance for
Adding OASIS as a Service Contact
In eCourts File & Serve**

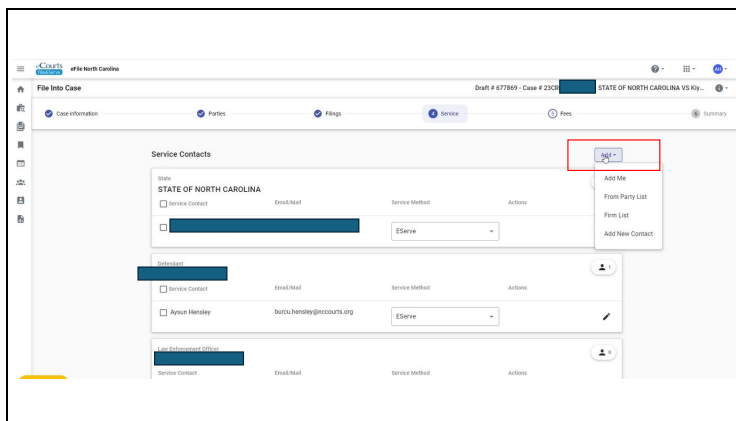


After you have uploaded your fee app and all supporting documentation in step 3, you move to step 4, which is **SERVICE**.

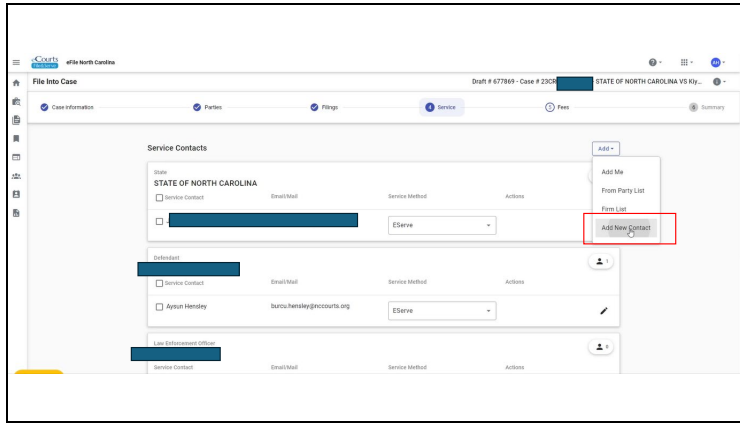
This is where you serve OASIS with the fee app.



First, uncheck the boxes for serving the state and the defendant.



Click on the “ADD” menu in the top right of the screen.



Choose “Add new contact.”

The screenshot shows the 'Add Service Contact' form. A red bracket highlights the 'Associated Parties' section, which includes a dropdown menu for 'Associated Parties' and a text input field for 'Associated Parties is Required'.

For Associated Parties, click **“Other: No party affiliation”** and then click OK on the popup window asking if you are sure you wanted to select “Other...”

The screenshot shows the 'Add Service Contact' form with the 'Other: No Party Affiliation' option selected in the 'Associated Parties' dropdown. A red star is placed next to the selected option.

Then, For the Contact information fields:

Enter **Oasis** for the First Name.

Enter **IDS** for the Last Name.

And enter **oasis@nccourts.org** for the Email Address.

Below, be sure to click the box next to **“Save to my firm contact list.”**

Then... Click FEES BUTTON which is in the lower right corner of the page (NOT pictured here).

And you will see that “Oasis IDS” is listed as a service contact.

Next, click the SAVE BUTTON, also located in the lower right corner.

The screenshot shows the 'File Into Case' form in the eCourt system. The 'Fees' section has a red star next to the 'Party Responsible for Fees' dropdown menu, which is currently set to 'Select...'. The 'Fee Breakdown' section is empty.

Select the client's name from the dropdown menu for "Party responsible for fees."

The screenshot shows the 'File Into Case' form in the eCourt system. The 'Party Responsible for Fees' dropdown menu is now set to 'STATE OF NORTH CAROLINA VS RY...'. The 'Fee Breakdown' section is empty.

The screenshot shows the 'File Into Case' form in the eCourt system. The 'Filing Attorney' dropdown menu is now set to 'JENNIFER BRIDGES KIMMEL'. The 'Fee Breakdown' section is empty.

Select your name from the dropdown menu for "Filing Attorney."

Then, click on the SUMMARY BUTTON.

Submission Agreements

☐ Important Notice: It is prohibited for any person preparing or filing a document in the official records of the North Carolina courts to include any of the following personal identifying information (PII) in that document unless expressly required by law or court order or redacted: Social security numbers, employee/teacher identification numbers, driver's license numbers, state identification numbers, passport numbers, checking account numbers, savings account numbers, credit card numbers, debit card numbers, personal identification (PIN) codes, and passwords. Violation of this prohibition may be prosecuted as an infraction, punishable by a fine of up to \$500.00 per violation. N.C.G.S. 122-1.10(b). https://www.ncleg.gov/ElectedLegislators/PDF/BySession/Chapter_122-05_122-1-10.pdf

☐ I have read this notice. I understand that, if I file, I must comply with the filing and redaction requirements set forth in N.C.G.S. 122-1.10(b).

You must accept the Submission Agreements.

Case Information

Case Number: Wake Superior Court
Case Type: Criminal
Case Category: Criminal

Parties

Party Type: State
Party Name: STATE OF NORTH CAROLINA
Lead Attorney: JOSEPH PATRICK LATOUR

Defendant: AYAN BURCU HENSLEY

From here, check the boxes for the two Submission Agreements.

Submission Agreements

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Case Information

Case Number: Wake Superior Court
Case Type: Criminal
Case Category: Criminal

Parties

Party Type: State
Party Name: STATE OF NORTH CAROLINA
Lead Attorney: JOSEPH PATRICK LATOUR

Defendant: AYAN BURCU HENSLEY

Law Enforcement Officer: [REDACTED]

Scroll down to "OTHER SERVICE CONTACTS."

Service Contacts

Party Type: State
Party Name: STATE OF NORTH CAROLINA

Defendant: [REDACTED]

Law Enforcement Officer: [REDACTED]

Fiduciary: [REDACTED]

Surety: [REDACTED]

Other Service Contacts: [REDACTED]

Fees

Payment Method: [REDACTED]
Payment Account: [REDACTED]

Click on the small arrow on the right.

ATTORNEY FEE APPLICATION eFile and Serve Judge Request Timesheet

Service Contacts

Party Type	Party Name	Service Contacts
State	STATE OF NORTH CAROLINA	
Defendant		
Law Enforcement Officer		
Fiduciary		
Surety		
Other Service Contacts		
Service Contact	Service Method	Email
Oasis IDS	Eserve	oasis@nccourts.org

Fees

Payment account	Party responsible	File attorney
Warner Account		

See “**Oasis IDS**” listed as a contact.

Service Contacts

Party Type	Party Name	Service Contacts
State	STATE OF NORTH CAROLINA	
Defendant		
Law Enforcement Officer		
Fiduciary		
Surety	UNIVERSAL FIRE & CASUALTY INSURANCE COMPANY	
Other Service Contacts		
Service Contact	Service Method	Email
Oasis IDS	Eserve	oasis@nccourts.org

Fees

Payment account	Party responsible	File attorney
Warner Account		Alyson Burton Hensley

Total: \$0.00
Warner Selected

SUBMIT

Click on the SUBMIT Button.