



**O.A.S.I.S.**

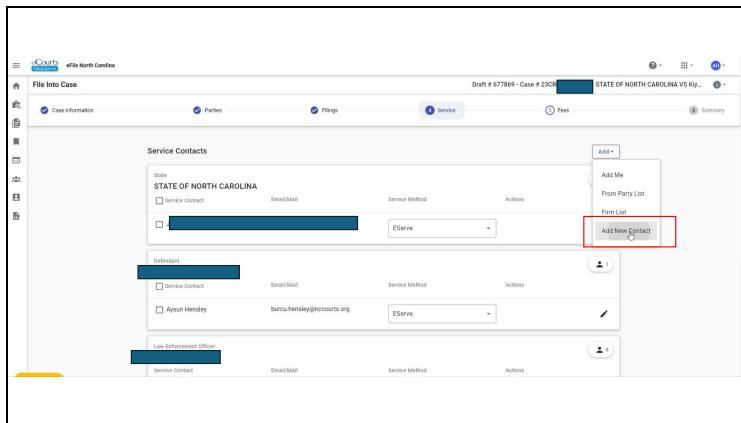
**IDS Guidance for**  
**Adding OASIS as a Service Contact**  
**In eCourts File & Serve**

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.



File Into Case  
Case Information Parties Fings Service Fees Summary

Service Contacts

State: STATE OF NORTH CAROLINA

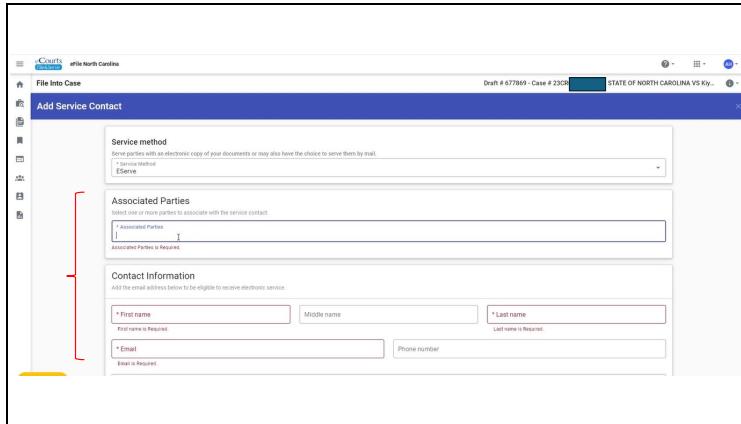
Service Contact Email/Mail Service Method Actions

Defendant: Aysun Hendley Email/Mail Service Method Actions

Law Enforcement officer: Service Contact Email/Mail Service Method Actions

Add Add Me From Party List Firm List Add New Contact

Choose “Add new contact.”



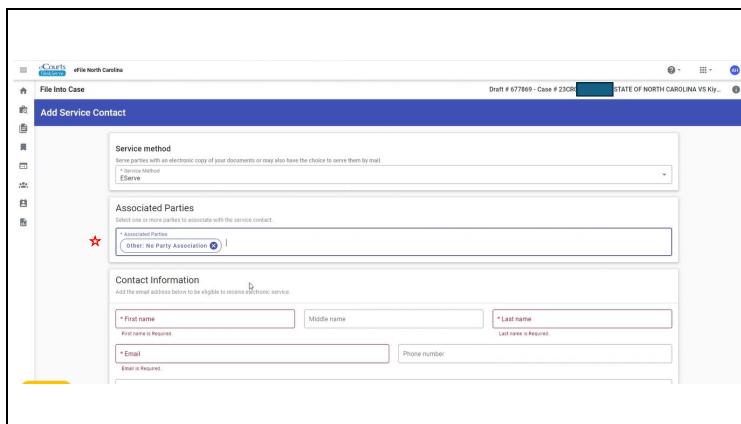
Add Service Contact

Service method: EServe

Associated Parties: Other: No party affiliation

Contact Information: First name, Middle name, Last name, Email, Phone number

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...”



Add Service Contact

Service method: EServe

Associated Parties: Other: No party affiliation

Contact Information: First name, Middle name, Last name, Email, Phone number

Then, For the Contact information fields:

Enter **Oasis** for the First Name.

Enter **IDS** for the Last Name.

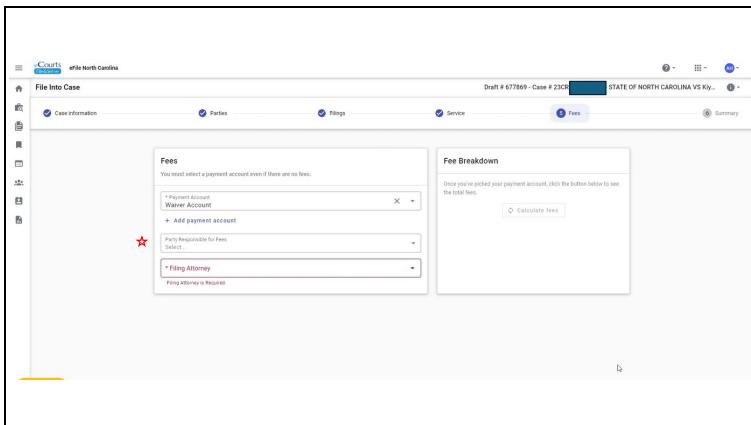
And enter **oasis@nccourts.org** for the Email Address.

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).

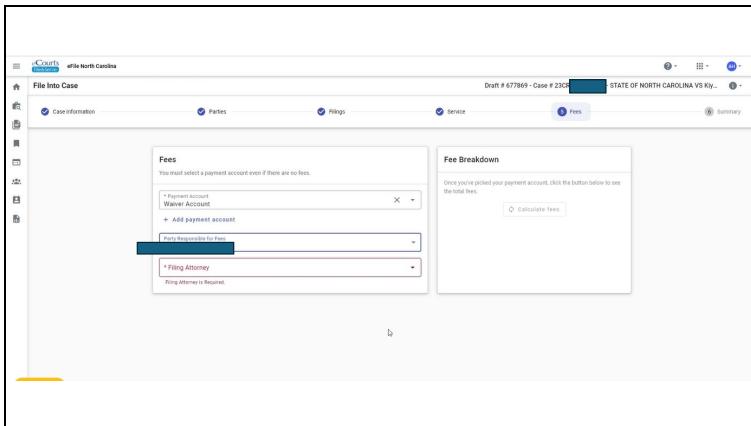
And you will see that **“Oasis IDS”** is listed as a service contact.

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

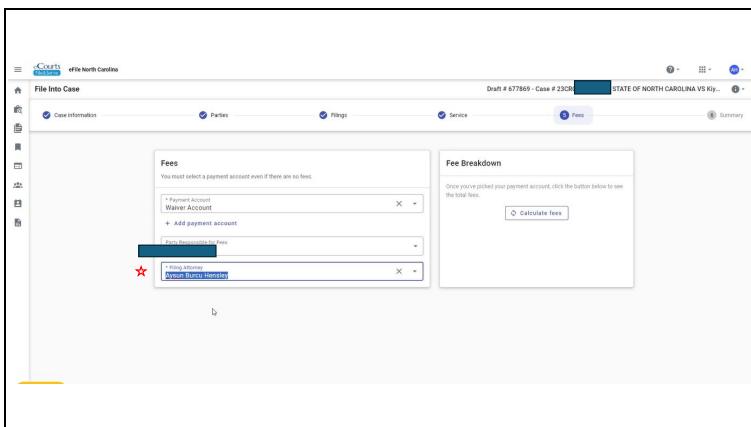


The screenshot shows the 'File Into Case' interface. In the 'Fees' section, the 'Party Responsible for Fees' dropdown is set to 'Filing Attorney'. The 'Filing Attorney' dropdown is also visible below it.

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



The screenshot shows the 'File Into Case' interface. In the 'Fees' section, the 'Party Responsible for Fees' dropdown is set to 'Filing Attorney'. The 'Filing Attorney' dropdown is also visible below it.



The screenshot shows the 'File Into Case' interface. In the 'Fees' section, the 'Party Responsible for Fees' dropdown is set to 'Filing Attorney'. The 'Filing Attorney' dropdown is also visible below it.

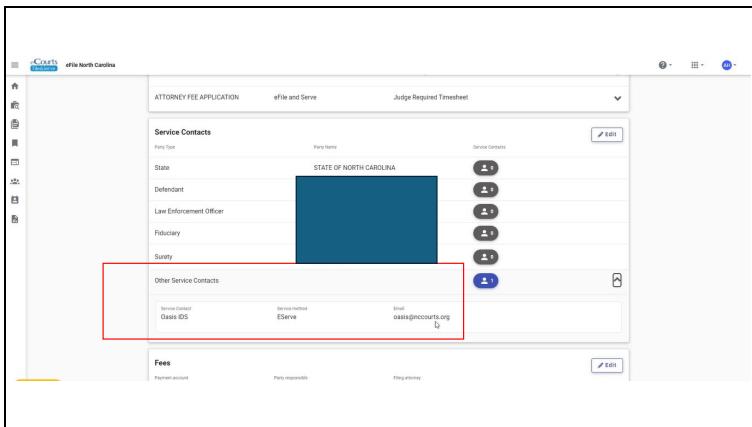
Select your name from the drop-down menu for "Filing Attorney."

Then, click on the SUMMARY BUTTON.

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

Scroll down to “OTHER SERVICE CONTACTS.”

Click on the small arrow on the right.



ATTORNEY FEE APPLICATION eFile and Serve Judge Required Timesheet

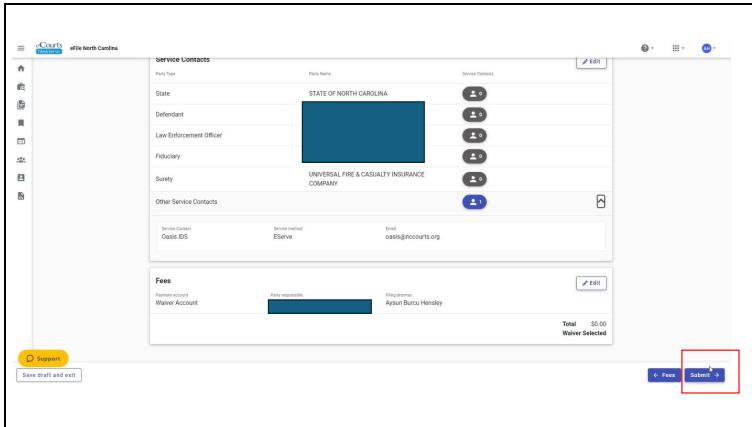
Service Contacts

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	<a href="mailto:oasis@nccourts.org">oasis@nccourts.org</a>

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		

Other Service Contacts

Service Contact	Service method	Email
Oasis IDS	EServe	<a href="mailto:oasis@nccourts.org">oasis@nccourts.org</a>

Fees

Payment account	Fee amount	Filing attorney
Waiver Account	<b>Free</b>	Ayan Buren-Hensley

Support Save draft and exit Submit

Click on the SUBMIT Button.