



O.A.S.I.S.

GUIDEBOOK

FALL 2026



QUICK REFERENCE RECAP

HOW TO GET PAID

Helpful Tip: You can enter the case information into OASIS *at the same time as* you are drafting/filling out the fee application. (OASIS does all the math for you and helps prevent errors.) The File numbers, disposition dates and billing amounts must match on the fee app and on the invoice.

1. Use **“eFile and Serve” (the middle button)** to submit the fee app in eCourts
 - a. This will:
 - i. eFile that fee app with the clerk; and simultaneously
 - ii. Serve it on IDS (oasis@nccourts.org).
 1. **Important:**
 - a. Using the “eFile” button will result in nonpayment.
 - b. Using the “Service Only” button will result in nonpayment.
 - c. You must use the **“eFile and Serve”** button.

2. Submit/Send the **invoice** for the case to IDS using **OASIS**, immediately after you submit the fee app in eCourts.

HOW TO VERIFY YOU DID THE STEPS CORRECTLY

The example below is for an adult criminal fee application.

1. Search for the case file number in your email search bar (example: "XXCRXXXXXX-XXX").
2. Review the "Filing Accepted" email with that case number.
 - a. This email is from Tyler Technologies/AOC and it verifies that you submitted the fee app.
 - i. The "Filing Type" must say "Fee Application AOC-CR-225."
 - ii. The "Activity Requested" must say "eFile and Serve."

FW: Filing Accepted for Case: [REDACTED] STATE OF NORTH CAROLINA VS [REDACTED] Envelope Number: [REDACTED]

Filing Accepted
Envelope Number: [REDACTED]

The filing below was reviewed and has been accepted by the Clerk's office located in [REDACTED] District Court, NC. Please click the link below to retrieve a filed-stamped copy of your eFiled document

Filing Details	
Court	District Court
Case Number	[REDACTED]
Case Style	STATE OF NORTH CAROLINA VS [REDACTED]
Date/Time Submitted	6/25/2024 2:05 PM EST
Date/Time Accepted	6/25/2024 2:35 PM EST
Accepted Comments	
Filing Type	Fee Application (AOC-CR-225)
Activity Requested	eFileAndServe
Filed By	[REDACTED]

Document Details	
Lead File	[REDACTED] Fee Application and Order.pdf
Lead File Page Count	4
File Stamped Copy	https://northcarolina.tylercloud.com/ViewDocuments/[REDACTED] This link is active for 90 days. To access this document, you will be required to enter your email address. Click here for more information.

For Technical Assistance

[Contact Tyler Technologies](#)

3. Review the OASIS "Fee Application Received" email with that case number.
 - a. This email is from no-reply@idsbilling.org and it verifies that you submitted the invoice.

OASIS Fee Applications Received

IB IDS Billing <no-reply@idsbilling.org>
To: OASIS

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Oasis Test,

Thank you for submitting your fee applications using OASIS. Here is your invoice:

County
Beaufort: 060
File Number
11CR111111
Fee App Type
Final
Disposition Date
01/01/2025

Go on to the next page...

HOW TO TRACK YOUR PAYMENTS AND BILLING EFFORTS

Use the attached spreadsheet as a tool to help you with recordkeeping/bookkeeping.

- For your convenience, the spreadsheet is also [linked here](#).

THE OASIS FAQ

The OASIS FAQ webpage addresses specific questions that have come up on more than on occasion: <https://www.ncids.org/oasis-frequently-asked-questions/>.



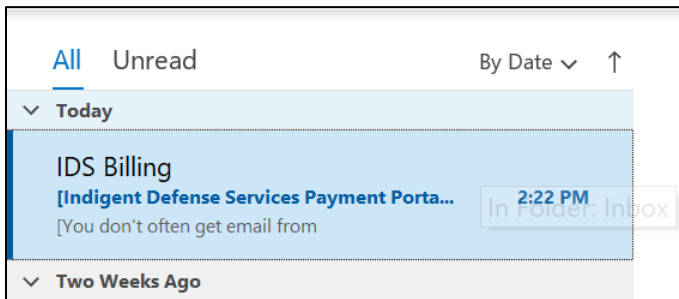
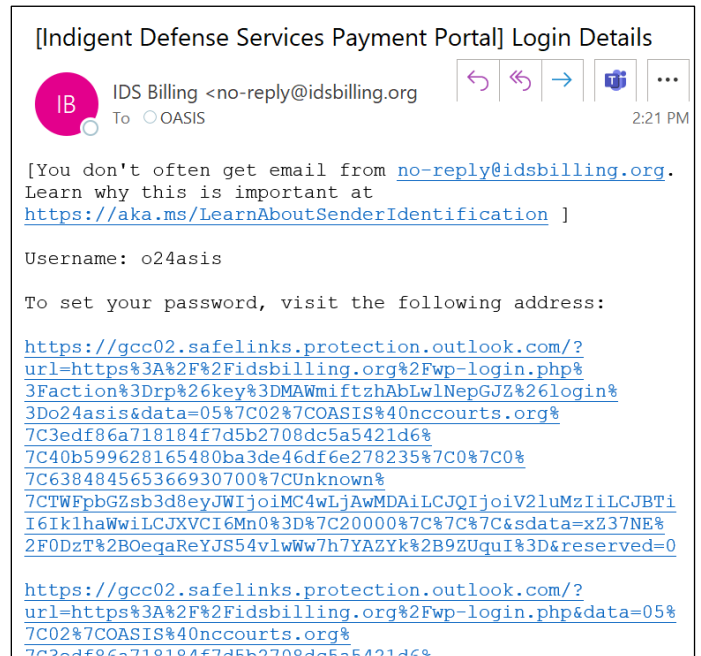
O.A.S.I.S.

HOW TO USE THE SITE

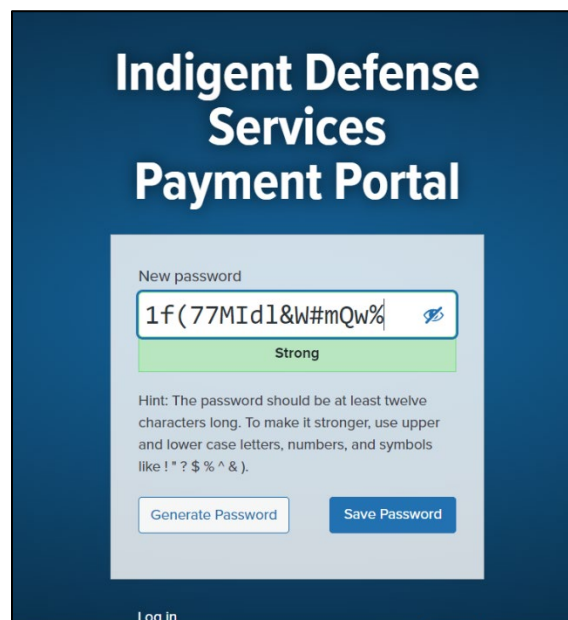
REGISTRATION

OASIS accounts are set up by IDS. Users cannot self-register.

When IDS sets up your account you will receive a username and temporary password from no-reply@idsbilling.org via email.



Click the link provided to reset your password.



Choose your own password or click “Generate Password” if you prefer the system to randomly generate one for you.

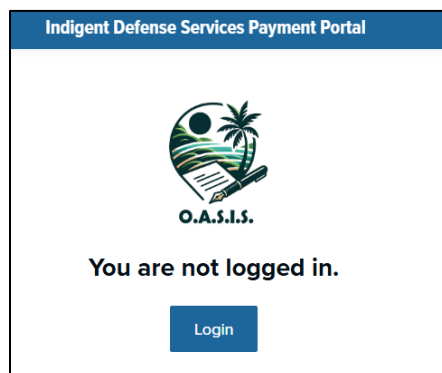
You will receive this message once you have saved your new password. You now have an active OASIS account.

Indigent Defense Services Payment Portal

← Go to Indigent Defense Services Payment
Portal

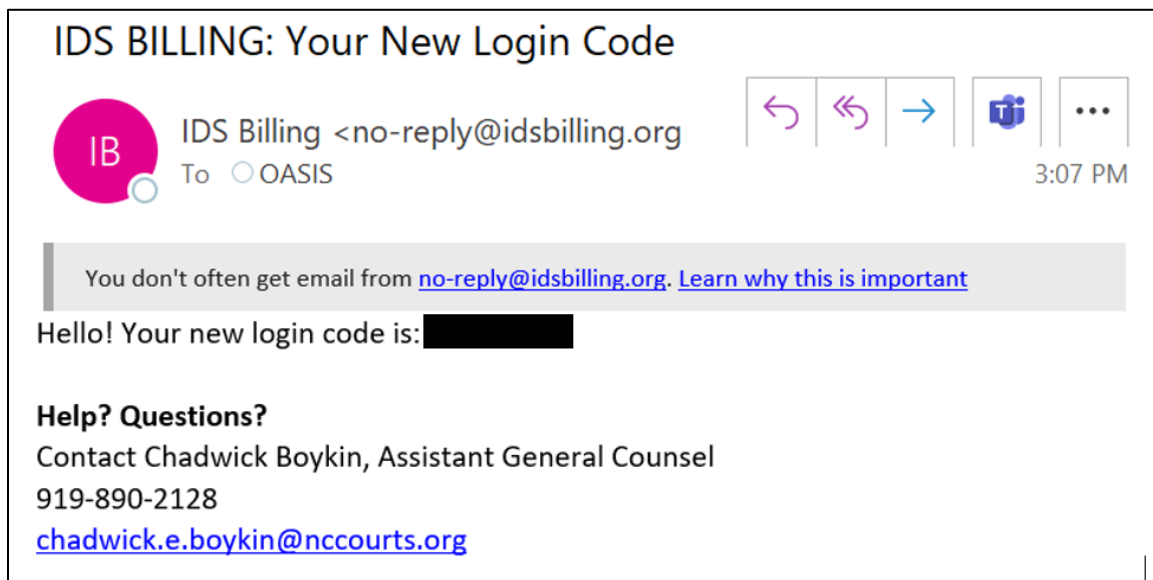
USING OASIS

Go to www.idsbilling.org and click the button to log in.



TWO-FACTOR AUTHENTICATION

Next, you will receive a numeric code to the email account you registered with, for a two-factor authentication.



Enter the numeric code in the space provided.

Indigent Defense Services Payment Portal

HOMEINSTRUCTIONSPOLICIESLOGOUT

Invoice Form

You need to submit an authentication code.

You should have received it in your email. Please check your spam folder if necessary.

REQUEST A NEW CODE

2-Factor Authentication Email Code (Required)

SUBMIT CODE

From the landing page, you may opt to view instructions, view the policies, or go directly to the invoice forms using the appropriate button on the screen.

CASE TYPES

When you click on the “Invoice Form” button, you can select the case type you are seeking payment for during this session. Currently, OASIS can process noncapital adult criminal (CR and R) and juvenile delinquency (JB) case types.

Indigent Defense Services Payment Portal


O.A.S.I.S.

Welcome to the new **NCIDS Payments Portal**.
Select an option below to get started:

View Instructions

View Policies

Invoice Forms ▾

Adult Criminal

Juvenile

Fee Deadline Waiver

Logout

ATTESTATIONS

Choose the “**Go to Invoice Form**” button to enter your fee app data.

When you gain access to the Invoice Form, you must follow the prompts to:*

1. Confirm that your payee information has not changed/does not need updating.
2. Attest that you have read and understood the IDS OASIS Billing Policy, and
3. Confirm that you are not entering fee app details for any capital, potentially capital, or appellate cases.

***If you answer no to any of these prompts, the site will display a message with instructions on how to proceed.**

Indigent Defense Services Payment Portal

HOMEINSTRUCTIONSPOLICIESLOGOUT

Invoice Form

Welcome, ██████████ You are currently logged in with this email address: amanda.j.bunch@nccourts.org.

Has there been a change to your payee information? (Required)

A change to payee information includes any of the following:

- Tax identification number ("TIN");
- Business address;
- Business or law firm name;
- Email address.

☒ No

☐ Yes

Verify that you are about to submit the correct case types (no cases appointed by the office capital or appellate defender).

Indigent Defense Services Payment Portal

HOMEINSTRUCTIONSPOLICIESLOGOUT

Attestation (Required)

[IDS OASIS Billing Policy.](#)

☒ I understand the IDS OASIS Billing Policy.

Are or were any of the cases you are about to submit Capital, Potentially Capital, or Appellate? (Required)

☒ No

☐ Yes

Fee Application Invoice

Are your fee applications for: (Required)

☐ Only Hourly Counties

☐ Only Flat-Fee Counties

☐ Both

Then select whether your cases are in counties that are hourly, flat-fee, or both.

Indigent Defense Services Payment Portal

HOMEINSTRUCTIONSPOLICIESLOGOUT

Fee Application Invoice

Are your fee applications for: (Required)

☐ Only Hourly Counties

☐ Only Flat-Fee Counties

☒ Both

Which flat-fee counties are you invoicing for?

Select all that apply.

☐ Cabarrus: 120

☐ Rowan: 790

☐ Burke: 110, Davidson: 280, Iredell: 480, Lincoln: 540

Standard Fee Applications

County	Your File Number	Total	Fee Awarded by the Judge
There are no fee applications.			

Add Fee Application

The appropriate forms will populate based on your selection(s).

Indigent Defense Services Payment Portal

HOMEINSTRUCTIONSPOLICIESLOGOUT

Standard Fee Applications

County	Your File Number	Total	Fee Awarded by the Judge
There are no fee applications.			

Add Fee Application

Cabarrus

County	Your File Number	Total	Fee Awarded by the Judge
There are no fee applications.			

Add Fee Application

Rowan

County	Case Type	Total	Fee Awarded by the Judge
There are no fee applications.			

Add Fee Application

ENTER FEE APP DETAILS

Click on the blue button to **“Add Fee Application.”**

From here, enter case details in the spaces provided.

Fields marked **(Required)** cannot be left blank.

ENTER CASE DETAILS CAREFULLY

OASIS includes custom logic that applies the correct rates based on disposition date and for IDS policies.

Regardless of the case type you are entering details for, if you follow each data field/pop-up window and enter accurate information into each window, you will be successful in submitting your invoice.

In the event a step is missed or if something is missing, you will be prompted on how to correct the issue before you proceed.

Go to the next page...

EXAMPLE: ADULT CRIMINAL FEE APPLICATION

These screenshots display some of the details you will need to be familiar with to submit your invoice.

NOTE: For the field “**Other Expenses**,” be sure to enter the amount if applicable. For an amount greater than \$25, receipts must be included and uploaded along with the fee app that you submit in eCourts via [File and Serve](#).

Add Fee Application

County (Required)

Alamance: 000

Case Year (Required)

i.e. 2023 for 23CR...

2026

Case Type (Required)

- ☒ Adult Criminal (CR)
☐ Post-Release/Parole
Revocation (R)

Six Digits from File
Number (Required)

More Info ?

123456

Your File Number

Double Check Me!

26CR123456-000

Appointment Date (Required)

3

1

2026

Court Type (Required)

- ☒ District
☐ Superior

Is This a Failure to Appear/Order
for Arrest? (Required)

- ☒ No
☐ Yes

Did Attorney Withdraw? (Required)

- ☒ No
☐ Yes

Was Client Convicted or Parole
Revoked? (Required)

- ☒ No
☐ Yes

Highest Charge Client Can Be
Sentenced Under (Required)

Class F Felony

Date This Fee Request
Began (Required)

4

1

2026

Disposition Date (Required)

9

1

2026

Time Entry

These are the *actual* hours worked. If the judge *reduced* these hours during open court proceedings, the adjustments will be addressed in the final section.

Prior Amount Billed

\$0.00

Please enter a number greater than or equal to 0.

Time in Court

More Info ?

3

Please enter a number greater than or equal to 0.

Time in Court Waiting

More Info ?

1

Please enter a number greater than or equal to 0.

Time Out of Court

More Info ?

5

Please enter a number greater than or equal to 0.

Expenses

If You Have Copies, Did You:

☒ Use your own copier

☐ Pay a vendor

Single-Sided Copies

20

⬆

⬇

⬆

⬇

Please enter a number greater than or equal to 0.

Double-Sided Copies

0

⬆

⬇

⬆

⬇

Please enter a number greater than or equal to 0.

Number of Miles Driven Out of County

0

⬆

⬇

⬆

⬇

Please enter a number greater than or equal to 0.

Other Expenses

\$26.00

Please enter a number greater than or equal to 0.

Note

If the amount in the **"Other Expenses"** box totals **\$25.00 or more**, all receipts must be attached to your fee application. If the amount in the **"Other Expenses"** box is less than \$25.00, receipts are not required. Receipts must be uploaded *with* your fee application through **File & Serve**.

Did the Judge Reduce Your Hours in Open Court? (Required)

☒ No

☐ Yes

Total (Required)

\$613.00

CANCEL

ADD FEE APPLICATION

EXAMPLE: JUVENILE DELINQUENCY FEE APPLICATION

These screenshots display some of the details you will need to be familiar with to submit your juvenile delinquency invoice.

Add Fee Application

County (Required)

Alamance: 000

Case Year (Required)

i.e. 2023 for 23JB...

2026

Case Type (Required)

☒ Juvenile (JB)

Six Digits from File Number (Required)

More Info ?

123456

Your File Number

Double Check Me!

26JB123456-000

Appointment Date (Required)

7

1

2026

Was the Client in Secure Custody on Date of First Substantive Client Contact? (Required)

☐ No

☒ Yes

Is This a Failure to Appear/Order for Arrest? (Required)

☒ No

☐ Yes

Did Attorney Withdraw? (Required)

☒ No

☐ Yes

Highest Original Charge or Review Proceeding (Required)

Class 2 Misdemeanor

Jurisdictional Changes

Select if applicable.

☐ Reverse Waiver

☐ Prosecutor Declined to Transfer

☐ Disposition Transferred from a Different County

☒ Not Applicable

Resolution of Charges (Required)

Probation Violation Not Fou

Date This Fee Request Began (Required)

8

1

2026

Disposition Date (Required)

9

1

2026

Time Entry

These are the *actual* hours worked. If the judge *reduced* these hours during open court proceedings, the adjustments will be addressed in the final section.

Prior Amount Billed

\$0.00

Please enter a number greater than or equal to 0.

Time in Court

More Info ?

2

Please enter a number greater than or equal to 0.

Time in Court Waiting

More Info ?

1

Please enter a number greater than or equal to 0.

Time Out of Court

More Info ?

3

Please enter a number greater than or equal to 0.

Expenses

If You Have Copies, Did You:

- ☒ Use your own copier
- ☐ Pay a vendor

Single-Sided Copies

1

Please enter a number greater than or equal to 0.

Double-Sided Copies

1

Please enter a number greater than or equal to 0.

Number of Miles Driven Out of County

0

Please enter a number greater than or equal to 0.

Other Expenses

\$20.00

Please enter a number greater than or equal to 0.

Did the Judge Reduce Your Hours in Open Court? (Required)

- ☒ No
- ☐ Yes

Total (Required)

\$410.26

CANCEL

ADD FEE APPLICATION

Once you have entered all the case details for one fee app, click the button “Add Fee Application.”

After you finish this step, OASIS will bring you to this screen:

Fee Application Invoice

Fee Applications

County	File Number	Total	
Wake: 910	24CR123456	\$256.80	<div>EditDelete</div>

Add Fee Application

You may enter more than one fee app during each session. Simply click on “Add Fee Application” to enter another one.

OASIS will track all cases and amounts for the duration of each session.

BEFORE SUBMITTING

Before submitting, you must read the Consent and check the appropriate box to indicate you have read, understand, and agree to the IDS OASIS Billing Policy.

Finally, you must indicate whether you have used eCourts File and Serve to serve OASIS@nccourts.org with the fee app(s), if you select “no”, you will be prompted to do that prior to submitting the invoice, with a link to File and Serve.

Invoice Total (Required)

\$130.00

Attorney or Attorney Designee (Required)

The person submitting this invoice is the:

- ☒ Attorney
- ☐ Attorney Designee (Paralegal, Administrator, Office Manager, etc.)

Attestation (Required)

I, the undersigned assigned counsel, make application for payment and reimbursement of necessary expenses incurred for the representation of clients represented in the cases captioned in this electronic invoice. I certify that this information is correct to the best of my knowledge and that a corresponding fee application with all necessary attachments has been submitted to the court. I understand that this is subject to audit and agree that if a judge reduces the fee awarded on any or all invoiced cases, I will reimburse the State of North Carolina through Indigent Defense Services for any and all differences in the amounts awarded and the amounts paid.

☒ I understand and agree to the above.

File and Serve (Required)

Important — Don't Let Your Payment Get Rejected

We want you to get paid. The most common reason invoices are rejected is simple: the fee application was not served on IDS.

Before submitting this invoice, confirm that you have filed and served a fee application for each case listed above.

If you have not, go to the NCAOC File & Serve site, re-file your fee application, and serve IDS at OASIS@nccourts.org.

If this step is missed, your fee application will be rejected.

- ☒ Yes, I remembered to serve IDS!
- ☐ No, I didn't serve IDS.

Submit

SUBMIT

Click the box next to “I agree to the privacy policy.” Then, click “Submit.”

Go to the next page...

AUTOMATIC EMAIL CONFIRMATION

You will receive an automatic e-receipt to your email account that includes the file numbers and all information you entered for each case during this session. This is for your personal record-keeping and tracking purposes.

The email confirmation looks like this:

FW: New submission from !OASIS Form

ML [REDACTED]

Start your reply all with: [Nice!](#) [Very nice! Thank you!](#) [Unbelievable!](#) ⓘ

Did the judge reduce your fee award?

No

Total

\$195.00

Order

Product	Qty	Unit Price	Price
Class G Felony	1	\$65.00	\$65.00
Sub Total			\$65.00
Total			\$65.00

DISREGARD THE "ORDER SECTION"

IMPORTANT:

Please note that the "Total" line above the "Order" reflects the total amount billed for that case. The "Order Total" should be ignored because it only provides the hourly rate for the case type.

LOGOUT

Don't forget to log out at the end of your session.

A blue rectangular button with the word "LOGOUT" in white, uppercase letters.

VERIFICATION

For instructions on how to verify that you successfully completed the necessary steps to seek payment (serving the fee app via File and Serve and invoicing in OASIS) visit the **OASIS FAQ** at:

<https://www.ncids.org/oasis-frequently-asked-questions/>

Then click the button:

A blue rectangular button with the text "Verification of success with File & Serve and your Invoice Submission" in white.



Avoiding Errors/ Avoiding Returns in OASIS

Outline of common mistakes, how to avoid them, and what to do if you find you have made an error

REMINDER: It is **ONLY** when IDS receives an invoice that staff are prompted search for the matching fee app. For that reason, the fee app should **always** be filed with the court AND served on OASIS@nccourts.org, **first – before doing an invoice.**

HELPFUL TIP: To avoid discrepancies between the total on the fee app and the total on the invoice, you may **use OASIS as a tool to help you fill out the fee app.** **OASIS automatically calculates totals (since all of the appropriate hourly rates are built-in for each expense type); if you use OASIS while drafting your fee app, the math be calculated for you and will **match** on the app and invoice.

FOR EVERY CASE: The **total dollar amount** and the **file number** for each fee app MUST be an **exact match** with the amount and file number on the OASIS invoice for that case.

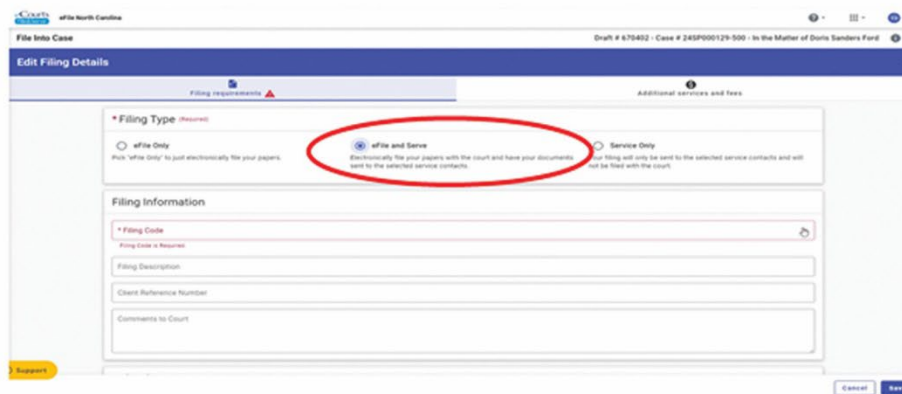
Common Errors:

You will receive a rejection notice via email if any of the following occur:

1. If you invoiced IDS using OASIS but did not File your fee app with the court via File & Serve.
2. If you Filed the fee app but forgot to Serve it on IDS.
3. If the amount on the fee app does not match the amount on the invoice.
4. If the file numbers on the fee app and invoice do not match.
5. If there is missing documentation (receipts/timesheets, etc.) when you File and Serve the fee app in eCourts File and Serve.

How Do I Get Paid For A Case That Was Rejected?

1. Re-File and Serve the fee app on OASIS@nccourts.org (using “eFile and Serve” not “eFile Only” or “Service Only”) in eCourts File & Serve (see image below); and
2. Re-Invoice that case in OASIS.



The screenshot shows the 'Edit Filing Details' page in the eCourts system. The 'Filing Type' section has three radio buttons: 'eFile Only', 'eFile and Serve' (which is selected and circled in red), and 'Service Only'. Below this is the 'Filing Information' section with fields for 'Filing Code', 'Filing Description', 'Client Reference Number', and 'Comments to Court'. The 'Filing Code' field has a dropdown arrow. At the bottom right are 'Cancel' and 'Save' buttons.

Note: If the fee app **was** previously filed in File & Serve, but not served on IDS, please add a note to the clerk stating:

“This is a duplicate fee app. Please accept the fee app so IDS can be served; no additional action is needed.”

This will prevent the clerk from re-tasking the fee app to the judge.

If the fee app was **not** previously filed in File & Serve, please **do not** add the note.

Remember!

For every case:

- (1) The fee app must be Filed. (using eCourts File & Serve)
- (2) The fee app must be Served. (using eCourts File & Serve)
- (3) The Invoice must be submitted. (using OASIS)
 - *These steps must be completed in this order.*

eCourts and OASIS “work” in tandem:

- If you invoice IDS *without* using File & Serve, you will not get paid.
- If you File and Serve the fee app but do not submit an invoice, you will not get paid.

OASIS Contacts

Data entry questions, issues with login or website:

Joe Oder

joseph.b.oder@nccourts.org

919-890-1641

Issues with payee info, Substitute W9 forms, payments:

Shannon Simmons

shannon.j.simmons2@nccourts.org

919-890-1660

Legal or policy questions:

Chad Ellis Boykin, Assistant General Counsel

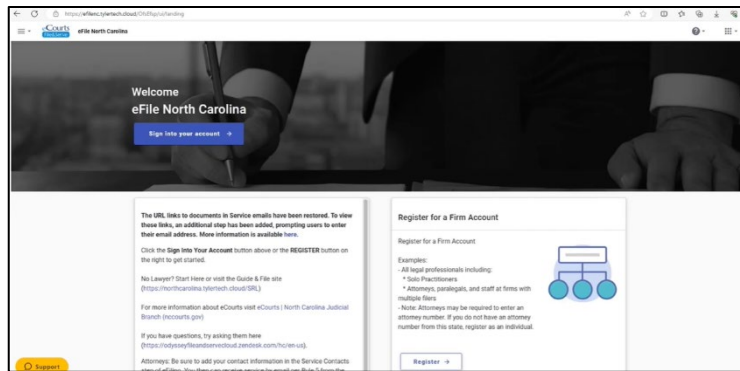
chadwick.e.boykin@nccourts.org

919-890-2128

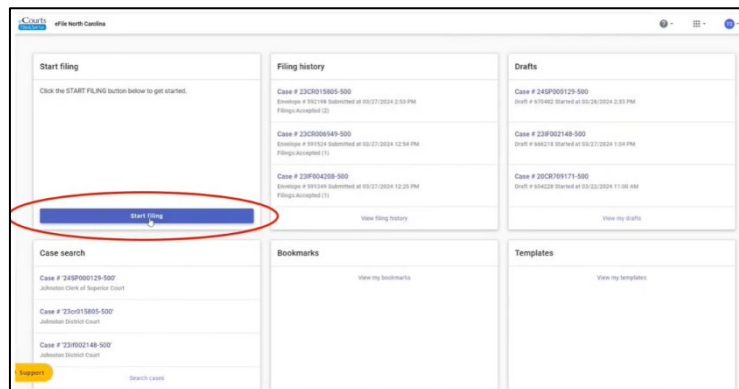


**IDS Guidance for
Using eCourts File & Serve to serve fee
applications
and
Adding OASIS as a Service Contact**

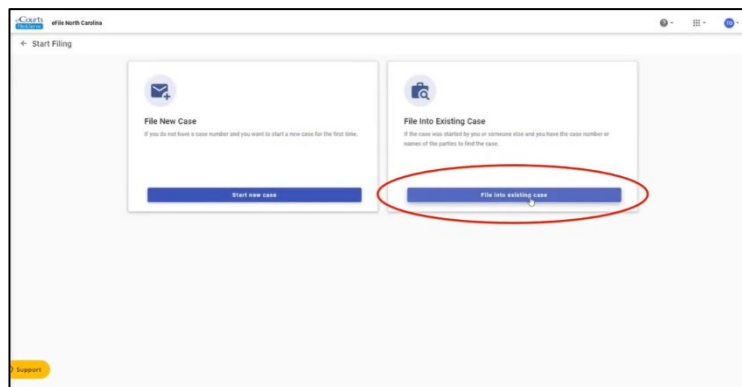
This guidance is to assist with using eCourts File and Serve, which is a product of NCAOC not IDS. For official training on eCourts, refer to the NCAOC produced training located at <https://juno.nccourts.org/ecourts-hub> or contact the NCAOC Helpdesk at 919-890-2407. For a video, see: https://www.youtube.com/watch?v=q1QH7W_volg



Sign into your eCourts account.



From the dashboard, click the “Start filing” button.



Click the “File into existing case” button.

Search for case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

Location

AOC Expiration Admin (Law Enforcement Use Only)

AOC Portal Unit

Beaufort Clerk of Superior Court

Beaufort District Court

Beaufort Superior Court

Case numbers in Odyssey can be broken down into four parts; year, case type, case number, and county identifier.

EXAMPLE CASE NUMBER
21CR000003-910

YEAR	CASE TYPE	SEQUENCE NUMBER	COUNTY IDENTIFIER
21	CR	000003	910

The first two numbers signify the year in which the case was established.

The two letters signify the case type.

The set of numbers signifies the sequential order or numbering.

The hyphen plus the last three numbers is the county identifier.

The below case types will be converted from legacy "to is" and will not follow the case format.

- Civil General CVD
- Civil Magistrate CVM
- Civil Superior CVS

These legacy case types will be converted "to is" AND remain a case type format in Odyssey.

- Civil Transcript "TT"
- Miscellaneous Civil Judgments "MJ"
- Registration "R"
- Estate, etc. "E"

Click here for the county identifiers.

Click here for more case search tips.

Case Number

Case Number is Required

Sort Results By
Newest to Oldest

Cancel Search

Select location and court from the drop-down menu, enter the case number, and click the "search" button.

Case search results

Location: Beaufort Clerk of Superior Court Case Number: 243P00129-908

Case # [redacted]

Location [redacted] Case Type [redacted]

Actions

- File into case
- View history
- Bookmark case

1 Results

2 Disposition

From the "Actions" drop-down box, select "File into case".

File into Case

Draft # 679402 - Case # [redacted]

Case information

Location [redacted]

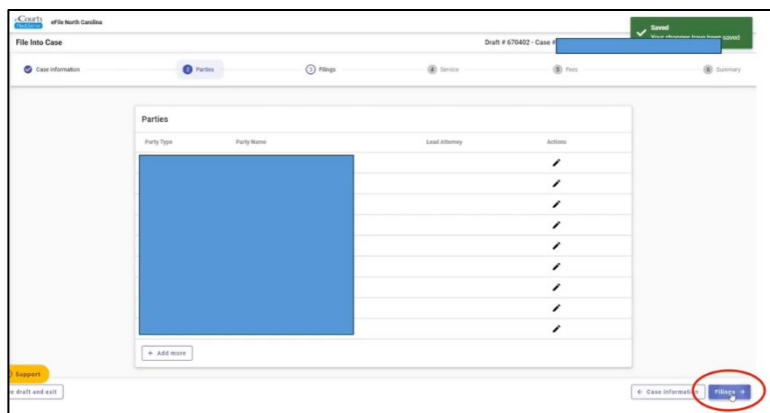
Case Type [redacted]

Case Number [redacted]

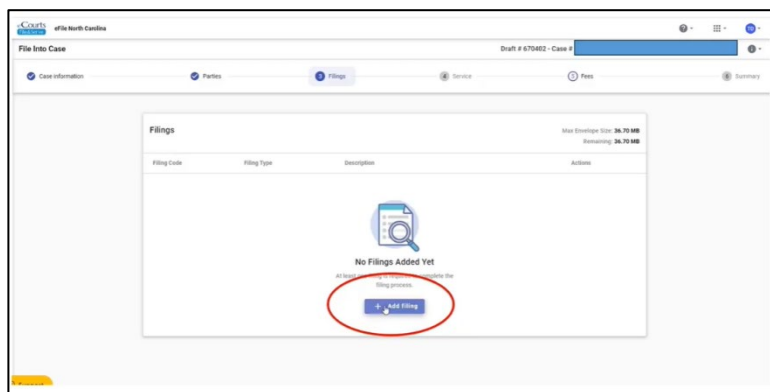
2 Disposition

File into case

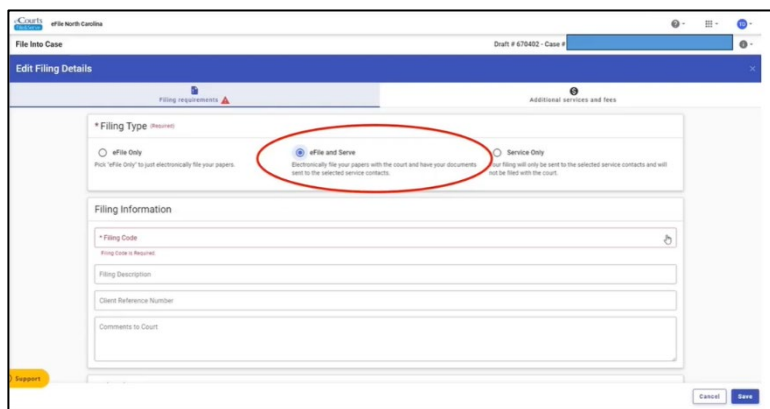
Click on the "Parties" button.



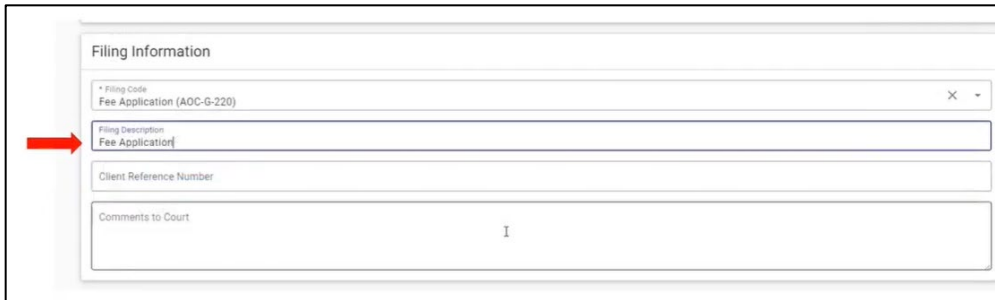
Click on the “Filings” button.



Click on the “Add filing” button.



Click on the “eFile and Serve” button.



Filing Information

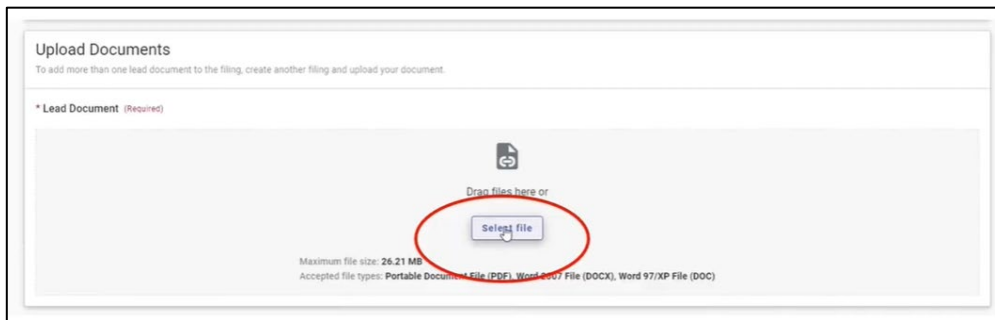
* Filing Code
Fee Application (AOC-G-220) X

Filing Description
Fee Application

Client Reference Number

Comments to Court

Select the appropriate filing code for the fee application you are entering, and type “Fee Application” in the filing description.



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

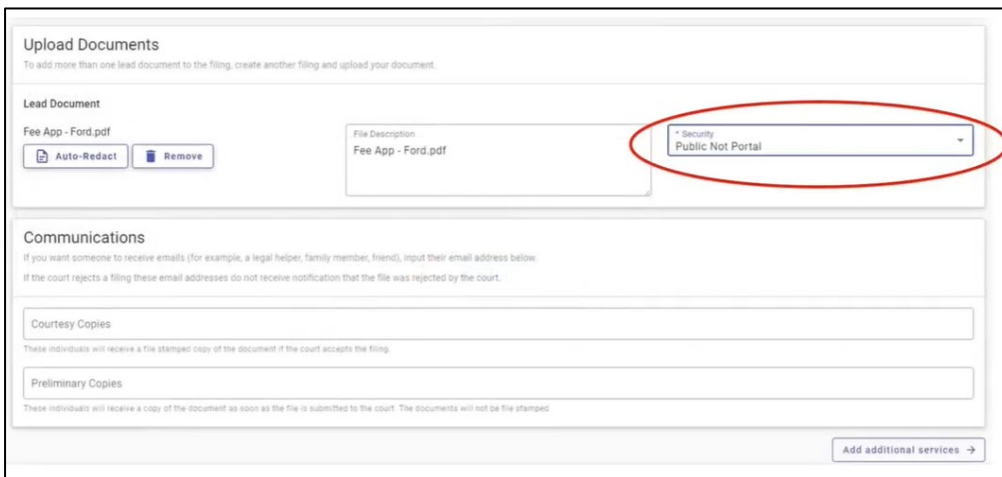
* Lead Document (Required)

Drag files here or

Select file

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

Click “Select file” to upload the fee application.



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

Lead Document

Fee App - Ford.pdf

File Description
Fee App - Ford.pdf

* Security
Public Not Portal

Communications
If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below.
If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

Courtesy Copies
These individuals will receive a free stamped copy of the document if the court accepts the filing.

Preliminary Copies
These individuals will receive a copy of the document as soon as the file is submitted to the court. The documents will not be free stamped.

Add additional services →

Select the appropriate security setting for your case type from the “security” drop down menu.

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

Lead Document

Fee App - Ford.pdf

File Description
Fee App - Ford.pdf

Security
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Communications
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[Add additional services →](#)

Click “save”.

File Into Case Draft # 670402 - Case 7

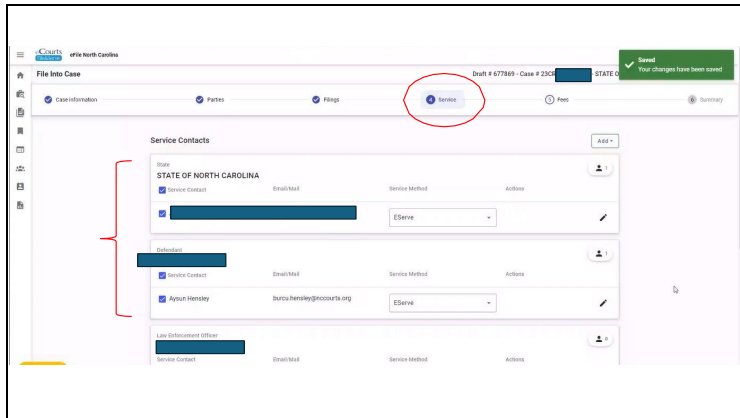
Case Information Parties Filings Service Fees Summary

Filings Max Envelope Size: 36.76 MB
Remaining: 36.15 MB

Filing Code	Filing Type	Description	Actions
Fee Application	AOC CR 225	IndServe	Fee Application

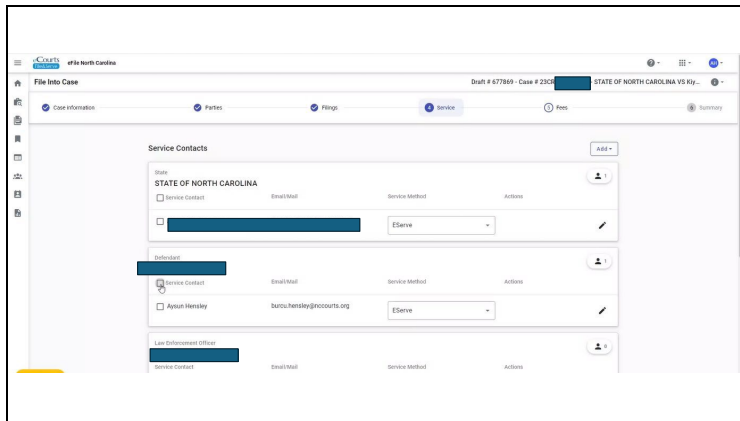
[+ add more](#)

Click the “Service” button.

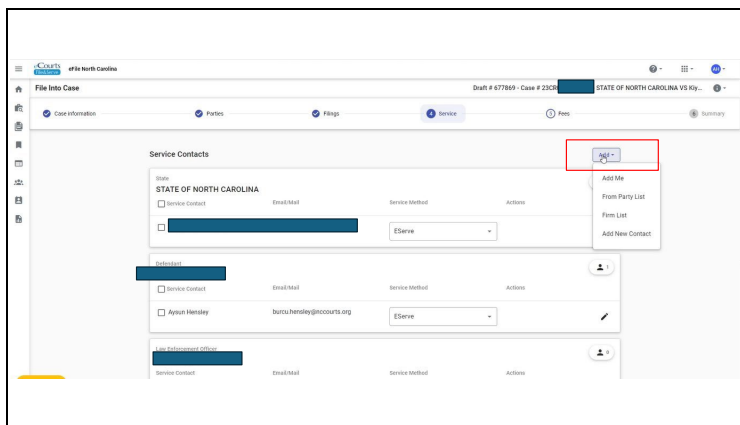


After you have uploaded your fee app and all supporting documentation you move to **SERVICE**.

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.

The screenshot shows the 'File Into Case' interface with the 'Service' tab selected. A table of 'Service Contacts' is visible, with columns for 'State', 'Email/Mail', 'Service Method', and 'Actions'. A red box highlights the 'Add New Contact' button in the 'Add' dropdown menu.

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 'Contact Information' section with fields for 'First name', 'Middle name', 'Last name', 'Email', and '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...”

The screenshot shows the 'Add Service Contact' form with the 'Associated Parties' dropdown menu open. The 'Other: No Party Association' option is selected, indicated by a red star icon.

File Into Case Draft # 677869 - Case # 2305 STATE OF NORTH CAROLINA VS RY...

Add Service Contact

Service Method: EServe

Associated Parties: No Party Association

Contact Information: Add the email address below to be eligible to receive electronic service.

* First name: Oasis Middle name: IDS Last name: IDS

* Email: oasis@nccourts.org Phone number:

Administrative email(s):

Country: United States

Address Line 1:

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.

File Into Case Draft # 677869 - Case # 2305 STATE OF NORTH CAROLINA VS RY...

Add Service Contact

Contact Information: Add the email address below to be eligible to receive electronic service.

* First name: Oasis Middle name: IDS Last name: IDS

* Email: oasis@nccourts.org Phone number:

Administrative email(s):

Country: United States

Address Line 1:

Address Line 2:

City: State: Zip Code:

☐ Save to my firm contact list ☐ Add to Public List

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).

File Into Case Draft # 677869 - Case # 2305 STATE OF NORTH CAROLINA VS RY...

Other Service Contacts

Service Contact	Email/Mail	Service Method	Actions
Oasis IDS	oasis@nccourts.org	EServe	

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 eFileNC system. The 'Fees' section is highlighted with a red star. The 'Party Responsible for Fees' dropdown menu is open, showing a list of names. The 'Fee Breakdown' section is also visible.

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

The screenshot shows the 'File Into Case' form in the eFileNC system. The 'Party Responsible for Fees' dropdown menu is open, showing a list of names. The 'Fee Breakdown' section is also visible.

The screenshot shows the 'File Into Case' form in the eFileNC system. The 'Filing Attorney' dropdown menu is open, showing a list of names. The 'Fee Breakdown' section is also visible.

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, employer taxpayer 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. 12D-1.10(b). https://www.ncleg.gov/EssentialLegislation/Statutes/PDF/ByArticle/Chapter_12D/01-130.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. 12D-1.10(b).

You must accept the Submission Agreements.

Case Information

Court Location	Case Type	Case Category
Wake Superior Court	Criminal	Criminal

Parties

Party Type	Party Name	Lead Attorney
State	STATE OF NORTH CAROLINA	JOSEPH PATRICK LATOUR
Defendant		AYSUN BURCO HENSLEY

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

*** Submission Agreements**

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☒ 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. 12D-1.10(b).

Case Information

Court Location	Case Type	Case Category
Wake Superior Court	Criminal	Criminal

Parties

Party Type	Party Name	Lead Attorney
State	STATE OF NORTH CAROLINA	JOSEPH PATRICK LATOUR
Defendant		AYSUN BURCO HENSLEY
Law Enforcement Officer		

Scroll down to "OTHER SERVICE CONTACTS."

ATTORNEY FEE APPLICATION eFile and Serve Fee App

ATTORNEY FEE APPLICATION eFile and Serve Case Receipt

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		
Prosecutor		
Surety		
Other Service Contacts		

Fees

Waiver Account	Fee Amount	Filing Attorney
		Aysun Burco Hensley

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	oasis@nccourts.org

Fees

Payment account	Party responsible	Filing attorney

See “Oasis IDS” listed as a contact.

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	UNIVERSAL FIRE & CASUALTY INSURANCE COMPANY	
Other Service Contacts		
Service Contact	Service Method	Email
Oasis IDS	EServe	oasis@nccourts.org

Fees

Payment account	Party responsible	Filing attorney
Wahner Account		Alyson Burris Hensley

Total \$0.00
Wahner Selected

SUBMIT

Click on the SUBMIT Button.