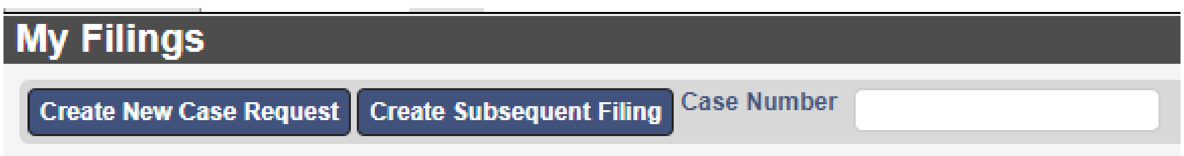
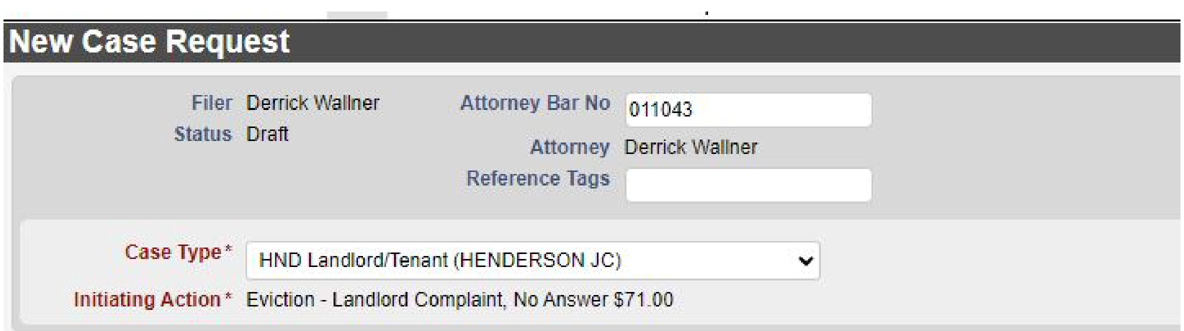
EFILE A STRAIGHT EVICTION:

To submit an eFile request for a straight eviction, where no Answer has been filed, utilize the “Create New Case Request” button.

The documents must be submitted as one PDF, and they must be in the following order: complaint, notice(s), service, lease agreement, other supporting documents.

Select Case Type:





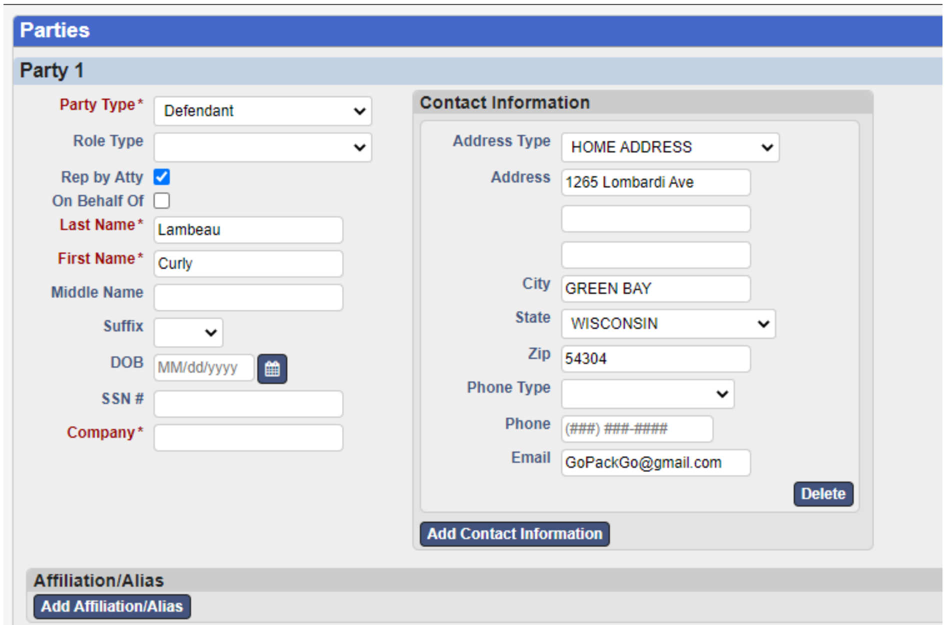
1. From the ‘*My Filings*’ queue
2. Click on the ‘**Create New Case Request**’ button (top of screen)

(This will take you to the New Case Request screen)

NOTE: *Fields in red denote required information.*

3. Update the Attorney Bar No. field, if desired.
   - Attorney Bar No. defaults to the bar number of the eUser logged in but can be changed to any valid bar no that is *registered* as an eUser and exists in CourtView.
4. Enter a Reference Tag, if desired
   - The ‘Reference Tags’ field is a free formed text field to help the filer identify the case (such as an internal case or tracking number)
5. Select the Case Type “HENDERSON JC Landlord/Tenant” from the drop-down list

Add Party Information:



1. Select the ‘Party’ type using the drop-down list
2. Click the ‘Rep by Atty’ field for those parties represented by the attorney listed at the top of the screen.
3. Click the ‘On Behalf Of’ field when filing on behalf of the Plaintiff.
4. Enter the name of the party using either:

   Last, First, Middle Name fields (Suffix field, if applicable)

   -or-

   Company field
5. Select the Address Type using the drop-down list
6. Enter Address information (required by Court)
   a. *The Address Type field becomes a required field if the address fields are populated*
   b. *There are 3 address lines in addition to the City, State, Zip fields*
   c. *Entering the Zip code will populate City and State*
7. Select the Phone Type
8. Enter phone number
9. Enter email (if desired) or if you want the parties emailed when filings occur.
10. If the party has an alias, dba, or other affiliation, Click the ‘**Add Affiliation/Alias**’ button
    a. Select the down arrow on the ‘Affiliation’ field
    b. Select the appropriate affiliation or alias type
    c. Enter Last Name, First Name

       -or-

       Enter Company Name

    Note: *You can Click the ‘Add Affiliation/Alias’ button to add additional affiliations/alias for this party*

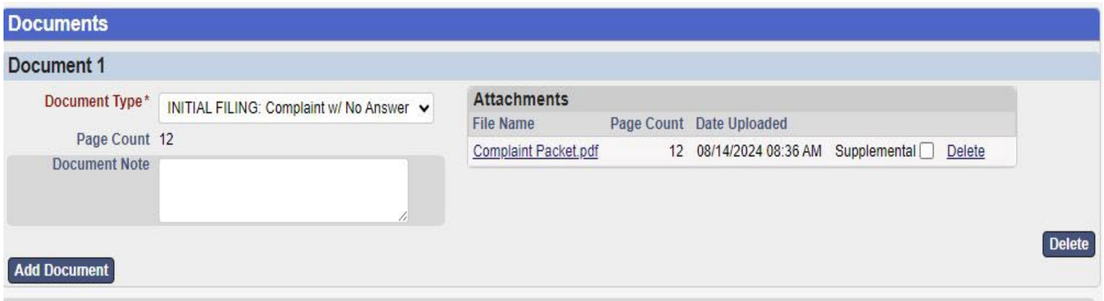
11. Add your second party following instructions numbers 1-10

    Note: *The ‘New Case Request’ screen displays data fields for two parties.*

    To Add Additional Parties:

a. Click the ‘**Add Party**’ button
b. Continue to follow instructions numbers 1-10 until all parties are entered

Add Documents:



1. Select the ‘Document Type’ using the drop-down list
   a) For this case type you will select “INITIAL FILING: Complaint w/ No Answer”
2. Enter ‘Document Note’ text, if desired.
   ***Note**: ‘Document Note’ is a free-formed field allowing you to add additional information regarding the document being filed.*
3. Click the ‘Add Document’ button to begin attaching the filing.
4. Upload your PDF attachment by Clicking the ‘Browse’ button.
   a) The Eviction packet must have the documents in the following order: complaint, notice(s), service, lease agreement, other supporting documents.
5. Navigate to your document to attach.
6. Select the appropriate document by double-clicking the document.
   a. If a PDF is uploaded and exceeds the max file size allowed by the Court, a message displays, “File is too large to attach”.
   b. To view your attached document, click on the document name.
   c. To remove your attached document, click the ‘Delete’ button to the right of the document name.

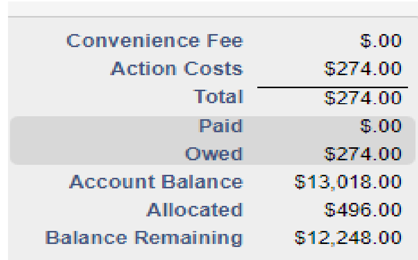
Note: Only the first page of documents will be file stamped by the Court.

Filing Note:

The Filing Note field located at the bottom right of the screen allows the Filer to give additional information regarding the filing. This information will be seen by the Reviewer and will also be visible on the eFile record in your ‘My Filings’ queue. This information is NOT stored in CourtView.

Cost Section:

The Cost Section, at the bottom of your screen, displays a detailed description of the amount you will be required to pay to submit your Filing(s).



- **Convenience Fee** - A percentage of the total. Only applied on credit card transactions.
- **Action Costs** - Total of Document Fees associated to the Initiating Action code selected.
- **Document Fee** - Amount associated to the docket(s) selected if any.
- **Total** - Total of Convenience Fee, Action Costs, and Document Fee
- **Paid** - Amount paid on case
- **Owed** - Amount owed on filing

Note: The following fields ONLY display in the Cost Section for Receipt Depositor filers.

- **Account Balance** - Total amount available on the Receipt Depositor account, attached to the Filer.
- **Allocated** - Amount allocated to current filings that have not yet been accepted by the Reviewer.
- **Balance Remaining** - Total balance remaining on the Receipt Depositor account, attached to the Filer.

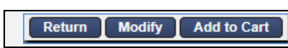
Submit Filings:

1. Select '**Continue with Filing**' to continue with the filing process

Cancel – Returns you to the 'My Filings' work queue and cancels any additions or changes made to the New Case or Subsequent Filing request. Information entered on your screen will NOT be saved if you select this option.
Save – Saves any additions or changes made to the New Case or Subsequent Filing request.
Continue with Filing – Continues to the next screen or options

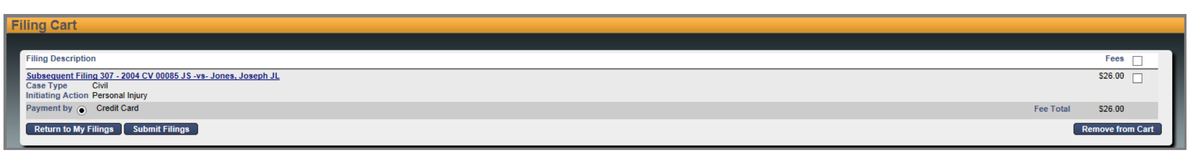
*Note: When the '**Save'** or '**Continue with Filing**' options are chosen, a unique identifying number known as the 'eFile ID', will automatically be assigned to the filing. This number will help track the filing as it proceeds through the system.*

2. Select '**Add to Cart**' to continue with the filing process



Return – to return to 'My Filings' queue
Modify – to make changes or modifications to your filing
Add to Cart – to continue with the eFile process

Important: *The Filing Cart allows a filer to process and submit more than one Filing at a time, during the session. The cart lists the filings separately with the 'Total' fees owed being displayed.*



3. Select '**Submit Filings and Pay Now**' to submit your Filings to the Court.

FILING CART:
<u>Return to My Filings</u> – To return to 'My Filings' queue **<u>Submit Filings</u>** – To submit your Filings to the Court **Note**: Selecting this option will automatically navigate to the PayPal payment option (unless you have a Receipt Depositor account set up with the Court) **<u>Remove from Cart</u>** – Removes a Filing from the cart - Check the Box in the right margin of the filing you wish to remove - Click the '**Remove from Cart**' button

4. Follow instructions on the screen to make your payment to complete your eFiling transaction
5. Click on **'***MY FILINGS***'** to return to your filing queue.

<u>Note</u>*: Filings are NOT file time stamped until the file is accepted and approved by the court.*

<u>Note</u>: *User will receive an email that the filing was submitted and subsequent emails as the status changes to "In Review" and "Accepted".*