

eFILER INSTRUCTIONS

REJECTED FILINGS:

Filings rejected by the Reviewer will change the status of the Filing in your 'My Filings' queue to 'Rejected' and displays in red text for easy identification.

Note: User will also receive an email that the filing was rejected

Case Title	Filing Status	File Date	Cost	
2014 CV 000411 PL -vs- ANDERSON, RANDALL CEC	Reviewing	04/15/2014 04:04 PM	\$156.00	+ <input type="checkbox"/>
2004 CV 00085 JS -vs- Jones, Joseph JL	Reviewing	04/15/2014 04:04 PM	\$26.00	+ <input type="checkbox"/>
14 CV 000432 -vs- WILLIAMS, ROGER CEC	Rejected	04/14/2014 08:09 PM	\$156.00	+ <input type="checkbox"/>
2012 CV 000280 CJ et al -vs- Dant, Joseph TP	Submitted	03/18/2014 03:46 PM	\$168.48	+ <input type="checkbox"/>

TO CORRECT 'REJECTED' FILINGS:

1. Click on the Filing to open the record
All fields flagged by the Reviewer are identified by yellow highlighting.

The screenshot shows a form for entering defendant information. The 'Address' field is highlighted in yellow. Below the form, there is a 'Reviewer Comments' field with a red border and the text 'Please complete Defendant's address and resubmit'. A 'Continue' button is visible at the bottom right of the form.

In each section is a 'Reviewer Comments' field which allows the Reviewer to give specific instructions to the Filer.

2. Update the Filing as instructed by the Reviewer.
3. Click the 'Continue with Filing' button
4. Click the 'Submit Filing' button
Filing Status changes to Resubmitted

Note: 'Refiled/Resubmitted' Filings will be 'time-stamped' with the original date and time that the Filing was 'Filed/Submitted' provided no additional Documents were added. If additional documents are added to a 'Rejected' filing, and costs are associated with the additional document, the 'time-stamped' date and time will become the 'Refiled/Resubmitted' date and time for ALL documents in the Filing and for the case file date if it's a new case request.