

# eFILER INSTRUCTIONS

## EFILE A CIVIL DEFAULT JUDGMENT:

A Default Judgment is submitted in a similar fashion to other subsequent filings but must include a “Proposed Order” in Microsoft Word format.

Subsequent Filings can be accessed from multiple areas in eAccess:

The screenshot shows a dark header with the text "My Filings". Below the header is a light gray bar containing two dark blue buttons: "Create New Case Request" and "Create Subsequent Filing". To the right of these buttons is a text input field labeled "Case Number" with the placeholder text "Enter Case Number".

1. From 'My Filings' queue
  - If you know the Case Number:
    - Enter the Case Number in the Case Number field
    - Click the 'Create Subsequent Filing' button
  - If you don't know the Case Number:
    - Click the 'Create Subsequent Filing' button
    - Use the Search options to find your case
    - Click the eFile button next to the Case Status
  - To select a case listed in your 'My Filings' queue:
    - Click the + sign to the right of a previous Filing
    -

The screenshot shows a dark header with the text "Subsequent Filing - 22CH002377 Check City VS Jackson, Allison OPEN". Below the header is a light gray bar containing case details: Case Number 22CH002377, Attorney Bar No 011085, Filer Derrick Wallner, Attorney Derrick Wallner, Status Draft, and Reference Tags. Below this is a section for Case Type HND Civil and Initiating Action CIVIL 2500 OR LESS/\$74 FILING FEE. Below that is a blue header for "Parties" with radio buttons for "On Behalf Of" and options for "Check City (Plaintiff)" and "Jackson, Allison (Defendant)". An "Add Party" button is located at the bottom left of the parties section.

Once a Case has been selected:

2. 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
3. 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)
4. To add a new party to an existing case select the 'Add a Party' button.

## Add Documents:

The screenshot shows a web interface for adding documents. On the left, under 'Document 1', there is a 'Document Type\*' dropdown menu set to 'SUBSEQUENT FILING: Application For Default Judgment - Filing Fee'. Below this, it lists 'Filing Fee \$15.00', 'Due Now \$15.00', and 'Page Count 24'. There is a 'Document Note' text area. On the right, the 'Attachments' section shows a table with columns for 'File Name', 'Page Count', and 'Date Uploaded'. One attachment is listed: 'Application for Default Judgment.pdf' with a page count of 24 and an upload date of 11/16/2022 10:12 AM. Below the table is an 'Upload Attachment' section with a 'Choose File' button and a 'No file chosen' message. A note indicates 'PDF (4.9M max file size)' and 'Supplemental File Types: PDF'. A 'Template Link' is provided as 'Civil\_Def\_Judge\_Temp.doc'. Below that, a 'Proposed Order' section shows a table with columns for 'File Name', 'Page Count', and 'Date Uploaded'. One proposed order is listed: 'Civil\_Def\_Judge\_Temo.doc' with a page count of 24 and an upload date of 11/16/2022 10:12 AM.

1. Select the 'Document Type' of 'SUBSEQUENT FILING: Application for Default Judgment' using the drop down list
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. Information entered in this field will be included in the docket text in the Court's record for this case if accepted by the Reviewer.
3. Upload your PDF attachment by Clicking the 'Browse' button
4. Navigate to your Application, which must be a PDF.
5. 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 application will be file stamped. If your application contains supporting documents that you wish to file with the Court, they can be filed as exhibits within the application. Alternatively, you may add additional documents to the case using any available subsequent filing type listed in the 'Document Type' drop down and those will obtain a file stamp.

To add additional Documents:

- a. Click the 'Add Document' button
- b. Follow instructions # 6-10  
Number of Documents that can be entered is unlimited

## Add Proposed Order:

**The Order must be submitted using the courts template.** You can download a copy here or via link that is available after selecting the subsequent filing type. The template may be edited to meet your specific needs but must maintain the table with the merge field on page 2.

<{Judge Signature}>
<b>JUDGE</b>

6. Upload your Proposed Order by following steps 3-5 above.

### Filing Note:

A rectangular input field with a light gray border and a vertical scrollbar on the right side. The text "Filing Note" is visible in the top left corner of the field.

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.

### Receiving a Signed Order:

The approval process for a Default Judgment differs from other subsequent filings. The application will be approved or denied by a Clerk of the Court. When that it is completed, an email will be delivered to all parties on the case with a link to a stamped copy of only the Application. The Proposed Order will be routed to the Judge for processing. He / She will then approve or deny the Order and a 2<sup>nd</sup> email will be sent where a signed and stamped copy can be retrieved.

### 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

Convenience Fee	\$ .00
Action Costs	\$274.00
<b>Total</b>	<b>\$274.00</b>
Paid	\$ .00
<b>Owed</b>	<b>\$274.00</b>
Account Balance	\$13,018.00
Allocated	\$496.00
<b>Balance Remaining</b>	<b>\$12,248.00</b>

**Note: The following fields ONLY display in the Cost Section for Receipt Depositor filers.**  
(This feature is available at the Court's discretion.)

- **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.

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.

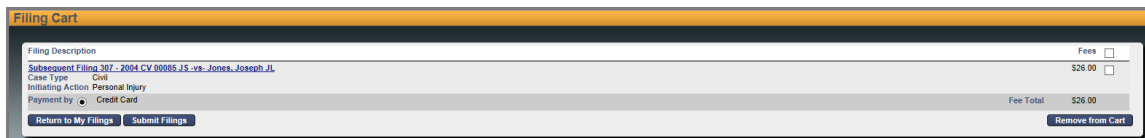
**Continue with Filing** – Continues to the next screen or options

**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

<b>Return</b> <b>Modify</b> <b>Add to Cart</b>
<b>Return</b> – to return to 'My Filings' queue <b>Modify</b> – to make changes or modifications to your filing <b>Add to Cart</b> – 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.



The screenshot shows a 'Filing Cart' window with the following details:

Filing Description	Fees <input type="checkbox"/>
Subsequent Filing 307 - 2004 CV 00085 JS vs. Jones, Joseph JL	\$26.00 <input type="checkbox"/>
Case Type: Civil	
Initiating Action: Personal Injury	
Payment by: Credit Card	Fee Total: \$26.00
<b>Return to My Filings</b> <b>Submit Filings</b>	<b>Remove from Cart</b>

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

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

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

**Note:** User will receive an email that the filing was submitted, and as the status changes to in review/ Accepted will receive emails stating the status.