


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:



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
 -



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 'Proposed Order' section is also visible, with a 'Template Link' and a table listing 'Civil_Def_Judge_Temp.doc' with a page count of 1 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}>
JUDGE

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

Filing Note:

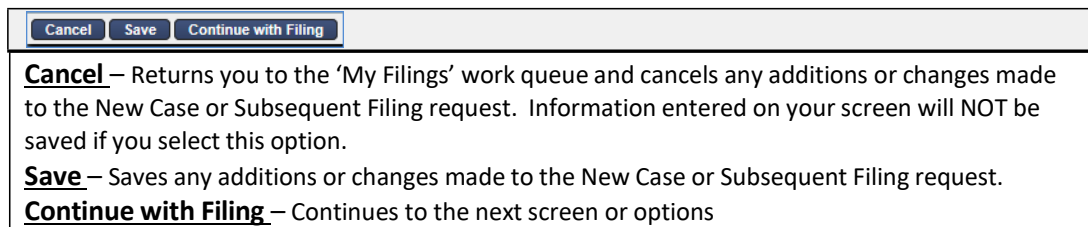


The Filing Note field located at the bottom right of the screen allows the Filer to give additional information regarding the filing. This information will be seen by the Reviewer and will also be visible on the eFile record in your 'My Filings' queue. This information is NOT stored in CourtView.

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 2nd email will be sent where a signed and stamped copy can be retrieved.

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



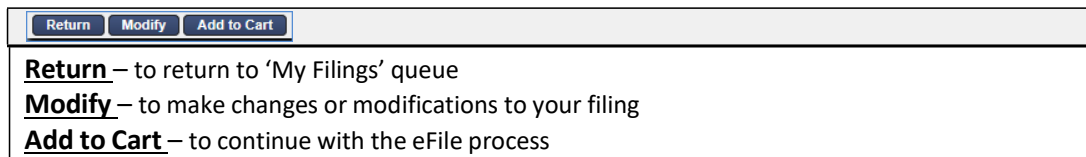
Cancel – Returns you to the 'My Filings' work queue and cancels any additions or changes made to the New Case or Subsequent Filing request. Information entered on your screen will NOT be saved if you select this option.

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

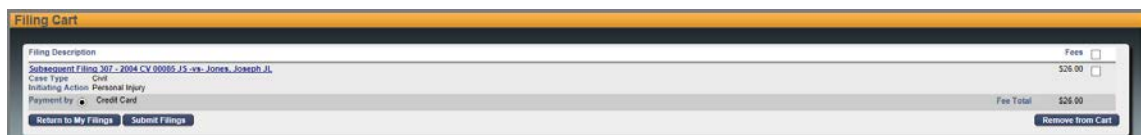


Return – to return to 'My Filings' queue

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.



Filing Description	Fees
Subsequent Filing 307 - 2004 CV 00065 JS vs. Jones, Joseph J.	\$26.00
Case Type: Civil	
Initiating Action: Personal Injury	
Payment by: Credit Card	
Fee Total	\$26.00

Buttons: Return to My Filings, Submit Filings, Remove from Cart

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

FILING CART:
<p><u>Return to My Filings</u> – To return to 'My Filings' queue</p> <p><u>Submit Filings</u> – To submit your Filings to the Court</p> <p>Note: Selecting this option will automatically navigate to the PayPal payment option (unless you have a Receipt Depositor account set up with the Court)</p> <p><u>Remove from Cart</u> – Removes a Filing from the cart</p> <ul style="list-style-type: none">- 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 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.