EFILE A SUBSEQUENT FILING ON EXISTING CASE:

Subsequent filings are filings made on a case that already exist regardless of how the case was initiated.

1. From '**My Filings**' queue
    - If you don't know the Case Number:
        - Use the Search options to find your case
        - Click the **eFile** button on the results page or with the case record page.

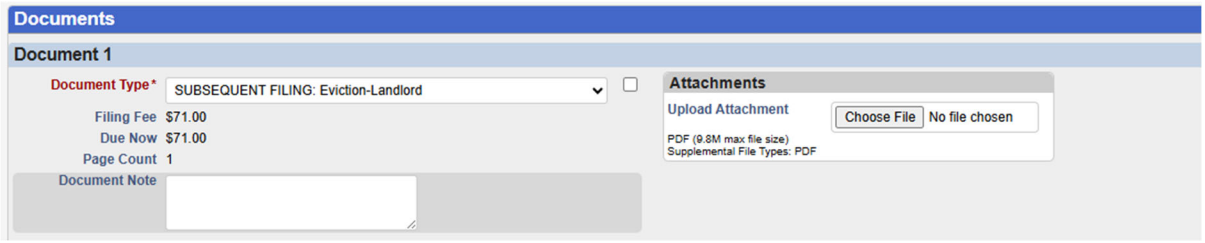


    - If you know the Case Number:
        - Enter the Case Number in the Case Number field
        - Click the '**Create Subsequent Filing**' button.



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 number that is *registered* as an eUser and exists in CourtView.
3. Enter "Reference Tags", 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. Select the "On Behalf Of" radio button to file on behalf of the Landlord OR Tenant (this is required).
5. To add a new party to an existing case, select the 'Add a Party' button.

Add Documents:

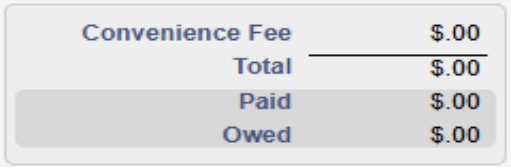


1. Select the 'Document Type' using the drop-down list.

2. Upload your PDF attachment by clicking the 'Browse' button.
3. Navigate to your document to attach it.
4. Select the appropriate document by double-clicking the document.
    a. If a PDF is uploaded and exceeds the max file size (9.8M) allowed by the system, 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.

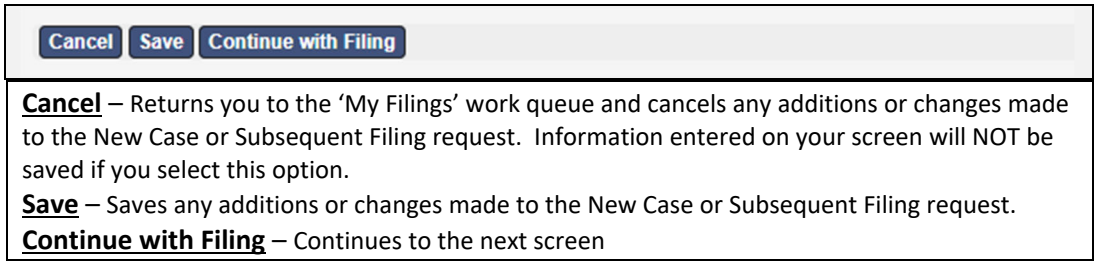
Cost Section:

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).



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

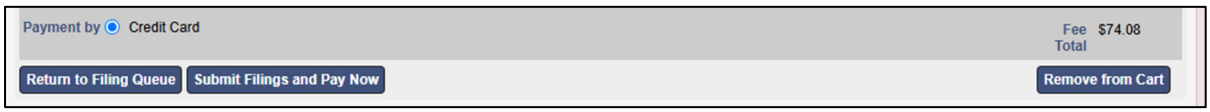
***Note**: When the '**Save**' or '**Continue with Filing**' options are chosen, a unique identifying number known as the 'eFile ID', will automatically be assigned to the filing. This number will help track the filing as it proceeds through the system.*

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:
Return to My Filings – To return to 'My Filings' queue **Submit Filings** – To submit your Filings to the court **Note**: Selecting this option will automatically navigate to PayPal **Remove from Cart** – 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 and complete your eFiling transaction.
5. Click on **'MY FILINGS'** to return to your filing queue.

***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 subsequent emails as the status changes to "In Review" and "Accepted".*