

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	+
2004 CV 00085 JS -vs- Jones, Joseph JL	Reviewing	04/15/2014 04:04 PM	\$26.00	+
14 CV 000432 -vs- WILLIAMS, ROGER CEC	Rejected	04/14/2014 08:09 PM	\$156.00	+ □
2012 CV 000280 CJ et al -vs- Dant, Joseph TP	Submitted	03/18/2014 03:46 PM	\$168.48	+ □

TO CORRECT 'REJECTED' FILINGS:

1. Click on the Filing to open the record

Rep by Affy ☐
 Party Type * Defendant
 Last Name * CASTRUP
 First Name * GANNETT
 Middle Name
 Suffix
 Company
 Address Type
 Address
 City
 State
 Zip
 Phone Type
 Phone
 Email
 Add Attachments
 Add Attachments
 Reviewer Comments Please complete Defendant's address and resubmit
 Delete

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 will change to **Resubmitted***

TO DELETE 'REJECTED' FILINGS:

If you do not wish to make corrections to the attempted filing or the date has passed when the filing can be submitted, you should delete the filing from your queue. Deleting the filing will expedite releasing the hold that Paypal has put on your payment form for the amount of the filing.

1. From the "My Filings" page select the box next to the filing you wish to delete and then select the delete button. Click yes to confirm your choice.

Showing 1 to 1 of 1									
eFile ID	Case Type	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost	Event Date	Document Type
131370	HENDERSON JC Landlord/Tenant	New Case Request			Rejected	08/04/2026 09:33 AM	\$74.08		INITIAL FILING: Tenant Answer
									☒
Delete									