

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 Atty ☐

Party Type

Last Name

First Name

Middle Name

Suffix

Company

Address Type

Address

City

State

Zip

Phone Type

Phone

Email

Amendment/Retire

Add Amendment/Retire

Reviewer Comments Please complete Defendant's address and resubmit.

Continue

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, if you are unsure and have questions contact the office and provide the eFile ID number and initials to speak with the clerk.
3. Click the 'Continue with Filing' button
4. Click the 'Submit Filing' button
5. If you are instructed to create a new envelope/filing, it is recommended that you delete all rejected filings from your queue as leaving it will affect your available balance in your Receipt Depositor account.

*Filing Status will change to **Resubmitted** once corrections were made and you have selected Submit Filing.*