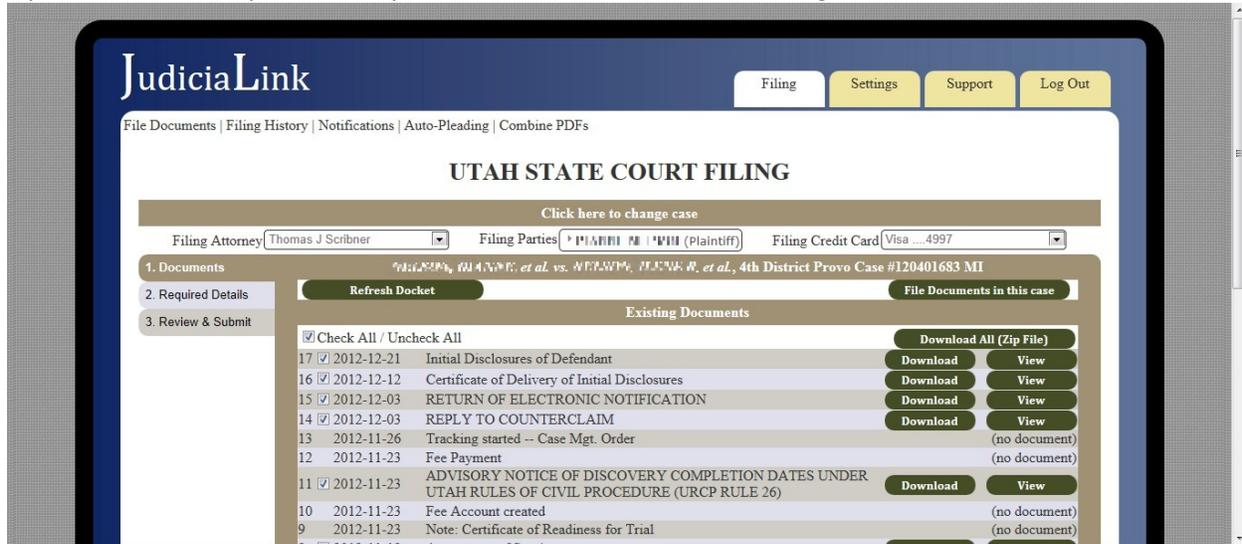


# Filing in an Existing Case

## Step 1. Download Case

Filing in an existing case always requires downloading that case's docket report first. This ensures that the case exists and that the connection with the court is working. Instructions for downloading case docket information are available in the previous section, "Downloading Case Information".

If you are an attorney of record, you will see a list of all of the existing documents, as follows:



(sensitive information deliberately blurred in this picture)

If you are not yet an attorney of record, you will not see the documents, but can see party and judge information, as depicted below. You become an attorney of record by filing a document in the case.



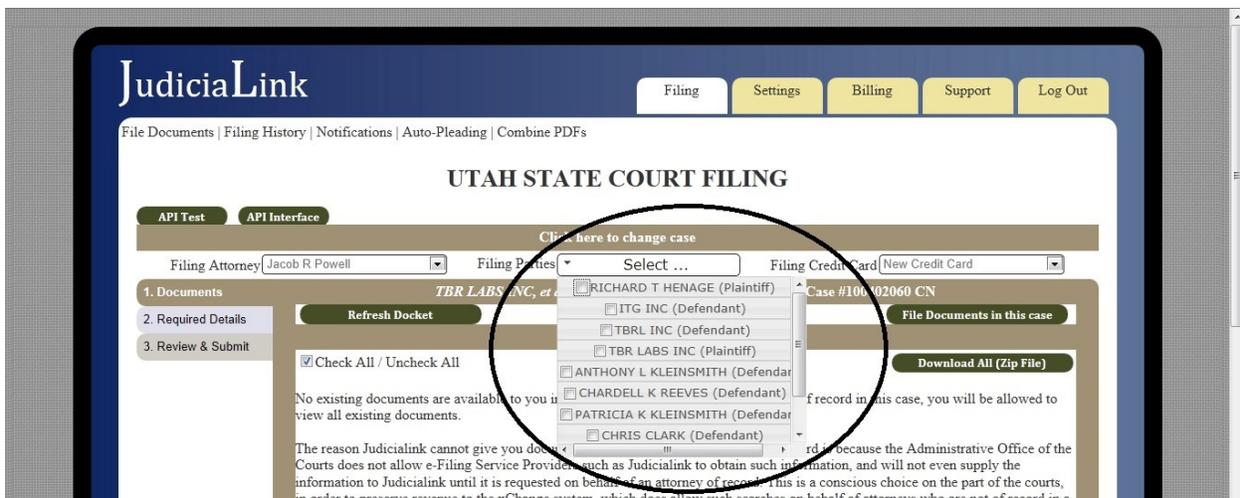
## Step 2. Select Filing Attorney

The attorney on behalf of whom you are filing shows up just below the "Click here to change case" bar and can be changed using the dropdown menu.



## Step 3. Select Filing Parties

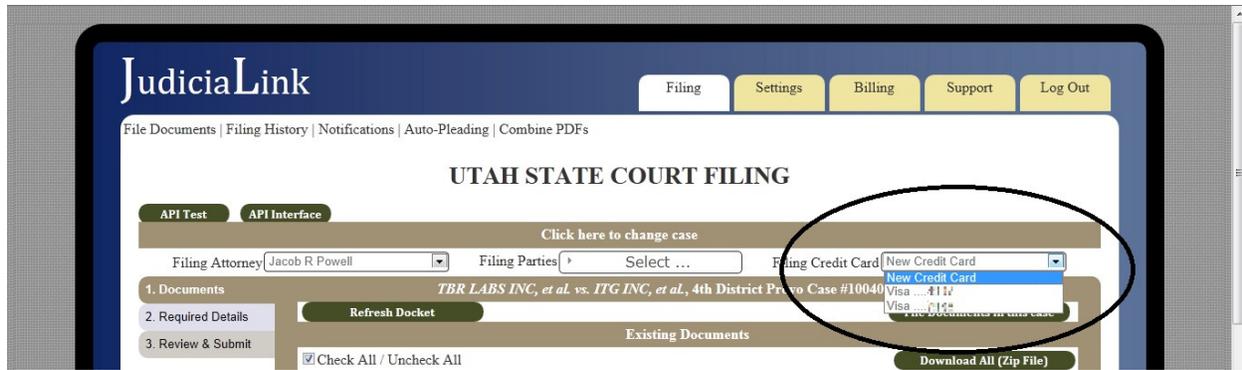
When you file documents, you should choose which party or parties you are filing for. Some document types do not require this information, but it is the best practice to check in every case.



## Step 4. Select Filing Credit Card

You are allowed to select a filing credit card with which to pay filing fees. If the document you file could require a fee, the credit card information will be passed to the court, and the court's system will charge the card according to the court's fee schedule.

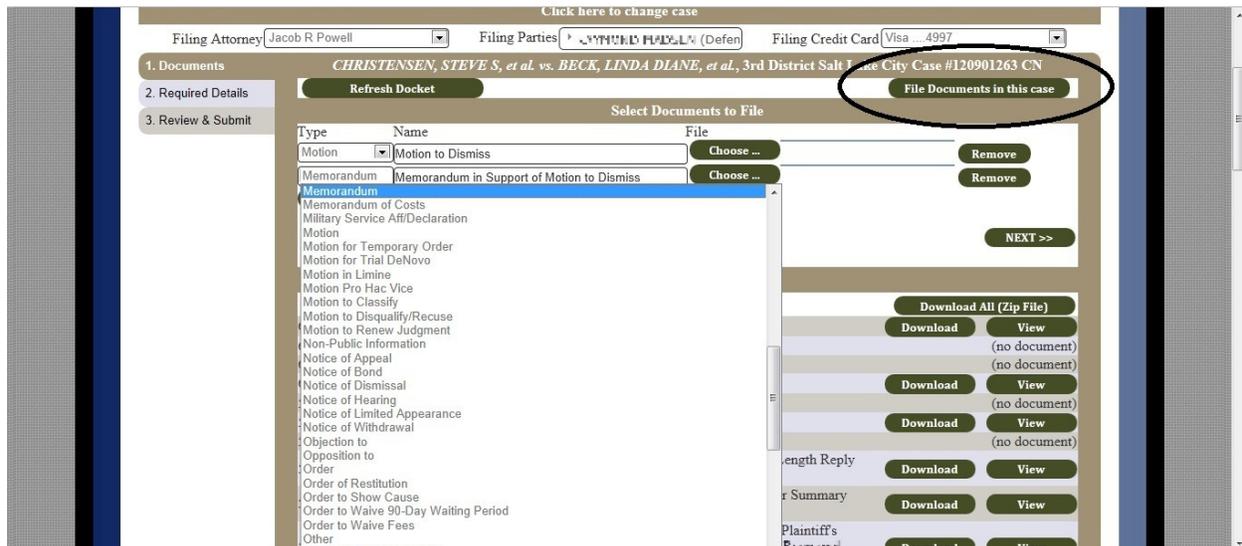
Unless you have stored credit card information in your Settings, the only option available will be "New Credit Card." If this is the option selected, you will be required to enter credit card information at the Review & Submit screen, unless the document types you are filing have no fee associated with them. If you have stored credit cards, they will be available in this dropdown, but you will still have to enter the CVV code in the Review & Submit screen, since federal law prohibits storing CVV codes.



(sensitive information deliberately blurred in this picture)

## Step 5. Click "File Documents in This Case" Button and Enter Document Info

The "File Documents in This Case" button, located just under the case title, opens up a document input menu when you click it. Use the "Add" and "Remove" button to add as many documents as you wish.

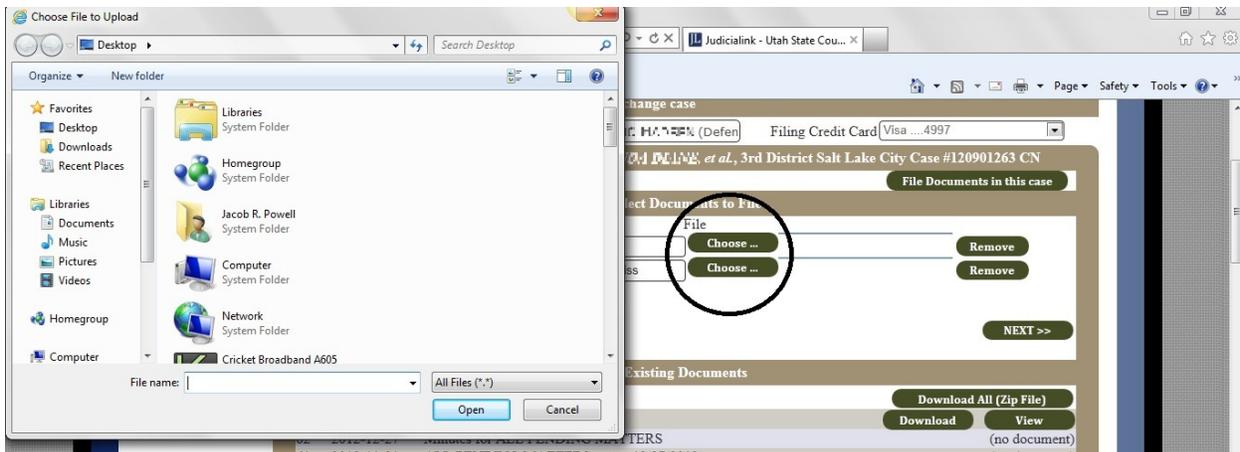


(sensitive information deliberately blurred in this picture)

You must first enter the document's type from a dropdown box. Then enter the name of the document as you wish it to appear on the docket. The document name field auto-populates when you choose a document type, but the name is free-form; you can enter any actual document name you wish.

## Step 6. Upload Documents

When you click on the "Choose ..." button next to a document, your browser's upload feature will open up a window that allows you to choose which file to upload. Please be aware: All documents except for orders must be uploaded in PDF (Portable Document Format), and all orders must be submitted in RTF (Rich Text Format).



(sensitive information deliberately blurred in this picture)

## Step 6 alternative. Create Autopleading (instead of uploading a document)

Instead of uploading a file, you can choose to create a PDF or RTF file on the fly using Judicialink's unique Autopleading feature. Autopleadings can be accessed by clicking "Create Autopleading" instead of clicking "Choose ...". For details on how to create autopleadings, please refer to the section of this manual dedicated to that subject.

## Step 7. Enter Required Details

Certain documents, such as returns of service, judgments, and garnishments, require additional details before submitting them. These further details are required by the Administrative Office of the Courts to be submitted with the filing. Other documents such as amended complaints and third party complaints allow you to update party information and case information. Whenever a filing type has required details, inputs for them will show up on the "Required Details" tab. You may not be able to predict which document types have required details, since the reasons for the requirements are historical rather than logical, so please always make sure that you fill in anything required on the Required Details page before filing.

## Step 8. Review and Submit

The Review & Submit page allows you to revisit the information you previously entered, preview documents before filing, and enter the remaining credit card information if a filing fee is possible.

## Step 10. Check Status

After you submit, you can check your document's status in several ways:

- Click on the "Check Status" button supplied after each filing
- Watch for the receipt and notice emails
- Go to your "Filing History" to look up what happened to the filing.
- Go to your "Notifications" to look what notifications have been received on this case.