

## Frequently Asked Questions

### **WHAT IS THE FEE TO EFILE?**

It is \$9.00 per transaction. For example if you are initiating a case and filing a Complaint, Civil Case Cover Sheet, and a Summons, that whole transaction is \$9.00 for our service fee. There may be court fees depending on what you are filing additional to our transaction fee.

### **HOW DO I SELECT THE PROPER FILING CATEGORY AND NAME FOR MY DOCUMENT? WHY IS SELECTING THE RIGHT NAME SO IMPORTANT?**

These categories of the document are pulled from the Court's database and are associated with the filing fee due for that document. If you do not select the correct category it can result in your filing being rejected or delayed.

### **WHY IS THE SYSTEM SAYING I OWE FILING FEES WHEN I KNOW THAT I HAVE ALREADY PAID THEM?**

You may submit the filing with the correct category, and let it authorize your card in that amount, but if you do not owe the fees the Court will not charge your card.

### **CAN I SEND A SPECIAL MESSAGE FOR THE COURT WHEN SUBMITTING THE FILING?**

On step 1 there is a "Message to Clerk" field where you can type in a specific note if you have special instructions.

### **HOW DO I UPLOAD MY EXHIBITS IF I CAN'T FIND THAT CATEGORY?**

You may attach your exhibits to your lead document. For example if you are filing a "Complaint" you may attach the exhibits with the complaint.

### **HOW DO I GET MY CONFORMED COPIES?**

After your filing is accepted you will receive an email notifying you of acceptance and hyperlinks to your conformed copies. If you log into your account, under "History" is where all your conformed copies and filing information is stored for your convenience.

### **WHAT IF I AM FILING A DOCUMENT AWAITING A SIGNATURE, HOW LONG AND HOW DO I RECEIVE THE SIGNED STAMPED COPY?**

If you file a document that needs a judges or clerk's signature, it can take days or weeks depending on the courts workload. Once it is signed the court will email the party whom filed the document the signed copy.



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### **WHAT FORMAT CAN I UPLOAD MY DOCUMENTS IN?**

You may upload a Word or PDF document. We automatically convert Word into PDF for you. Unless you are filing a proposed order you will upload a Word and our system will upload it in a Word and PDF format, 2 copies.

### **WHAT IF I HAVE A FEE WAIVER?**

If you have a fee waiver already on file, when you get to Step 3, check box "Check here if you have a current fee waiver application on file". If you are filing a fee waiver, please select attach more and upload your fee waiver.

