

Existing case filing instructions

- open the Internet and select the address line
- enter the courts secure website, which is <https://www.iococourts.org> and press Enter
- the login page appears, enter your username which is your bar number and press the Tab key
- enter your password and press Enter or click on the Logon button
- enter your case number you wish to e-file on and press enter
- click on the E-File On Case button
- if you are not an attorney of record - click on the Entry of Appearance button
- put a check in the box or boxes of the party you wish to represent
- click the Submit button
- click on the E-File On Case button
- click on the File New Documents button
- click the Select button
- select the File Location
- double-click the File Name of your document
- click the Add button if you have another document to add
- once you have added all of your documents click the Upload button
- click the Document Type drop-down button
- select the Document Type
- select the Document Type for each document
- put a check if you want a Bench Copy electronically delivered to the judge
- click the No Service button for No Service Or

- click the Service button for Service
- if Service is requested – fill out the service screen
- if Service is requested – you will enter your bank account information
- click the Submit to Court button
- click the Done button
- you are ready to e-file on another case or Logout
- if you are done, close the Internet