

## E-File TIPS

- Please make sure the parties match the pleading that was uploaded.
- Verify payment information (checking account information) is entered correctly.
- Check that certificate of mailing/notice of hearing have a date/time filled in.
- Make sure the pleading is signed by the attorney. You need to be logged in as the attorney that signed the pleading.
- Civil information sheets, requests & service instruction forms and/or summons are NOT required for electronic filings.
- On domestic cases, if the children are listed on the petition, then they will need to be added to the case as defendants. Otherwise, they can be added as minors. The DOB needs to be put in for minors to assign the case to family court.
- On garnishments, the garnishee needs to be added as an “other” party so that service can be issued.
- When filing a return of service, put the return as the first page of the document. Then attach the summons or other documents that need to be attached as usual.
- If scanning documents for e-filing, set scanner page size to 8 ½ x 11 (letter).
- Limit of 35 pages on service documents for Johnson County Sheriff or out of county sheriff’s service. For sheriff’s service longer than 35 pages, file request manually and provide needed copies to the Clerk.