

## Existing case filing instructions

- 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
- Confirm Counsel Entry
- click the Submit button
- click on the Charge button
- click on the E-File On Case button
- click on the File New Documents button
- click the Select button
- select the File Location
- 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
- click Continue
- 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