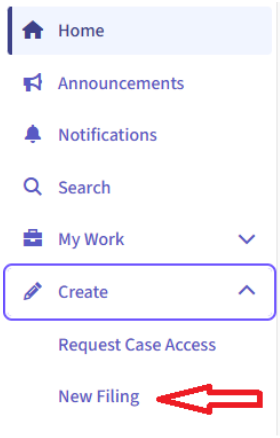
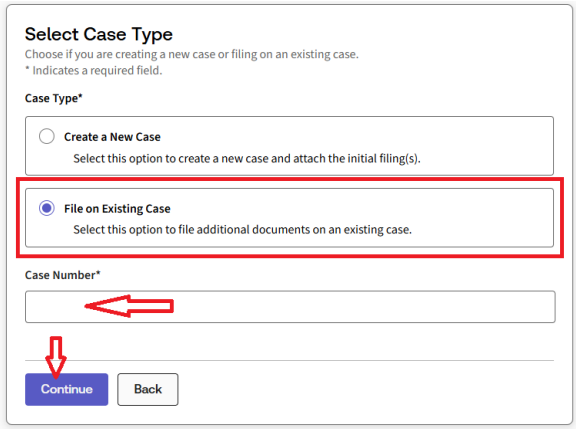
1. CREATE FILING

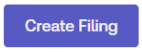
- Left menu: **Create -> New Filing**



- **Select Court** tab: choose Court **-> Continue**
- **Select Case Type** tab: **File on Existing Case**
- Add **Case Number -> Continue**

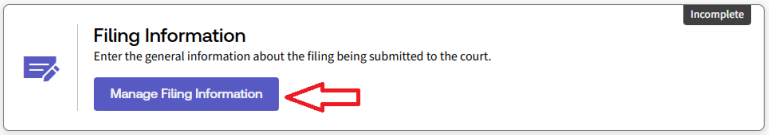


- **Select Filing Type** tab: keyword search and then select Filing Type **-> Continue**
- **Enter Details** tab: review **-> Continue**
- **Summary** tab: review **-> Create Filing**



2. FILING INFORMATION

- Filing Information tab **-> Manage Filing Information**

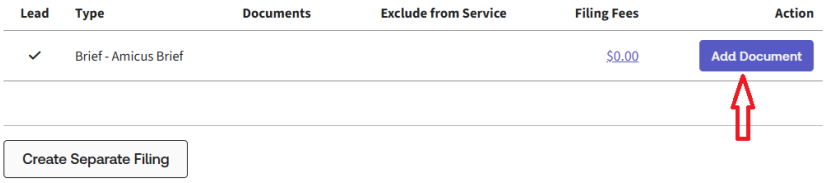


- Add Filing Information

- Completed required filing information
- Optional - Add Entered Comments / Checked Emergency / Request Confidential
- **Save** (container shows COMPLETE) **-> Continue**

3. DOCUMENTS

- On Documents Screen **-> Add Document**



- Update/Modify information, if needed
- *(Optional)* Select Request Confidential & Comments (if needed)
- At FILE*: **Browse > select file > Open** (attach the document)
  Save
- If additional documents needed **->** Click Ellipsis and **Add Document**

- Back to Add Document (search or select) **->Continue**
- Select **Finish**
- *(Optional)* Request Fee Waiver **->** Select Fee Waiver Reason **->** Save
- Select **Continue Service**

4. SERVICE

- Service tab: select Party checkbox **-> Service**
- Select Service Details - Service Method (Conventional, Email, Not Served, or Public Portal eService)
- **Save**
- **Continue Summary**

5. SUMMARY

- Summary tab – reviewed
- Click **Submit Filing – Send to Court**

- Confirm in the **Confirm window >Submit**