EFILE A CONTESTED EVICTION:

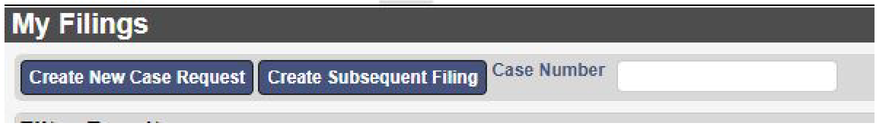
Subsequent filings are filings made on a case that already exists in CourtView regardless of how the case was initiated. In this scenario, the Tenant has filed an answer with the Court and initiated a case; therefore, filing a complaint is considered a "subsequent filing" on that case.

After searching the Courts website to determine if an answer has been filed, you can generate a subsequent filing from the search results using the eFile link.

The eviction packet <u>must</u> have the documents in the following order: complaint, notice(s), service, lease agreement, other supporting documents.

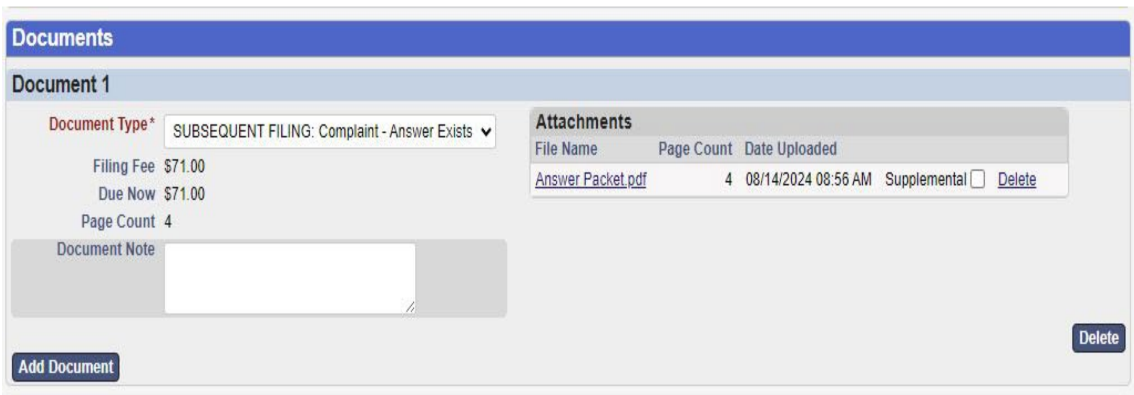
Search for Case:

1. From '**My Filings**' queue
   - If you don't know the Case Number:
     - Use the Search options to find your case
     - Click the **eFile** button on the results page or with the case record page.
   - If you know the Case Number:
     - Enter the Case Number in the Case Number field
     - Click the '**Create Subsequent Filing**' button.



2. Update the Attorney Bar No. field, if desired
   Attorney Bar No. defaults to the bar number of the eUser logged in but can be changed to any valid bar no that is *registered* as an eUser and exists in CourtView.
3. Enter “Reference Tags”, if desired
   The “Reference Tags” field is a free formed text field to help the filer identify the case (such as an internal case or tracking number)
4. Select the “On Behalf Of” radio button to file on behalf of the Landlord.
5. To add a new party to an existing case, select the ‘Add a Party’ button.

Add Documents:



1. Select the ‘Document Type’ using the drop-down list.
2. Enter ‘Document Note’ text if desired.
   ***<u>Note</u>:** ‘Document Note’ is a free-formed field allowing you to add additional information regarding the document being filed.*
3. Upload your PDF attachment by clicking the ‘Browse’ button.
4. Navigate to your document to attach it.
5. Select the appropriate document by double-clicking the document.
   a. If a PDF is uploaded and exceeds the max file size allowed by the Court, a message displays, “File is too large to attach.”
   b. To view your attached document, click on the document name.
   c. To remove your attached document, click the ‘Delete’ button to the right of the document name.

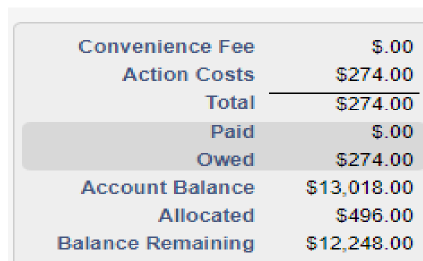
<u>Note:</u> Only the first page of documents will be file stamped. **The eviction packet <u>must</u> have the documents in the following order: complaint, notice(s), service, lease agreement, other supporting documents.**

Filing Note:

The Filing Note field located at the bottom right of the screen allows the Filer to give additional information regarding the filing. This information will be seen by the Reviewer and will also be visible on the eFile record in your 'My Filings' queue. This information is NOT stored in CourtView.

Cost Section:

The Cost Section, at the bottom of your screen, displays a detailed description of the amount you will be required to pay to submit your Filing(s).



Convenience Fee	$.00
Action Costs	$274.00
Total	$274.00
Paid	$.00
Owed	$274.00
Account Balance	$13,018.00
Allocated	$496.00
Balance Remaining	$12,248.00

- **Convenience Fee** - A percentage of the total. Only applied on credit card transactions.
- **Action Costs** - Total of Document Fees associated to the Initiating Action code selected.
- **Document Fee** - Amount associated to the docket(s) selected, if any.
- **Total** - Total of Convenience Fee, Action Costs, and Document Fee.
- **Paid** - Amount paid on case.
- **Owed** - Amount owed on filing.

Note: The following fields ONLY display in the Cost Section for Receipt Depositor filers.

- **Account Balance** - Total amount available on the Receipt Depositor account, attached to the Filer.
- **Allocated** - Amount allocated to current filings that have not yet been accepted by the Reviewer.
- **Balance Remaining** - Total balance remaining on the Receipt Depositor account, attached to the Filer.

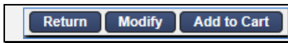
Submit Filings:

1. Select '**Continue with Filing**' to continue with the filing process

Cancel – Returns you to the 'My Filings' work queue and cancels any additions or changes made to the New Case or Subsequent Filing request. Information entered on your screen will NOT be saved if you select this option.
Save – Saves any additions or changes made to the New Case or Subsequent Filing request.
Continue with Filing – Continues to the next screen or options

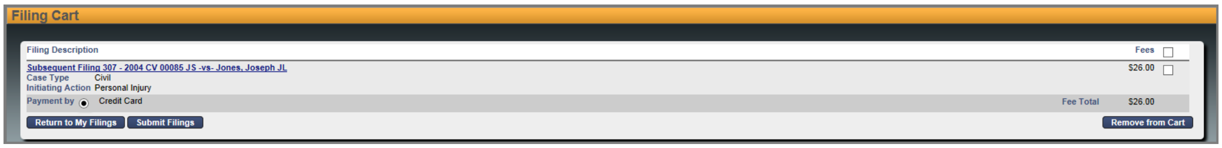
*__Note__: When the '**Save**' or '**Continue with Filing**' options are chosen, a unique identifying number known as the 'eFile ID', will automatically be assigned to the filing. This number will help track the filing as it proceeds through the system.*

2. Select ‘**Add to Cart**’ to continue with the filing process.



<u>Return</u> – to return to ‘My Filings’ queue
<u>Modify</u> – to make changes or modifications to your filing
<u>Add to Cart</u> – to continue with the eFile process

<u>Important:</u> *The Filing Cart allows a filer to process and submit more than one filing at a time, during the session. The cart lists the filings separately with the ‘Total’ fees owed being displayed.*



3. Select ‘**Submit Filings and Pay Now**’ to submit your Filings to the Court

FILING CART:

<u>Return to My Filings</u> – To return to ‘My Filings’ queue
<u>Submit Filings</u> – To submit your Filings to the Court
Note: Selecting this option will automatically navigate to the PayPal payment option (unless you have a Receipt Depositor account set up with the Court)
<u>Remove from Cart</u> – Removes a Filing from the cart
- Check the Box in the right margin of the filing you wish to remove
- Click the ‘**Remove from Cart**’ button

4. Follow instructions on the screen to make your payment to complete your eFiling transaction.
5. Click on **‘MY FILINGS’** to return to your filing queue.

<u>Note</u>: Filings are NOT file time stamped until the file is accepted and approved by the Court.

<u>Note</u>: User will receive an email that the filing was submitted and subsequent emails as the status changes to “In Review” and “Accepted”.