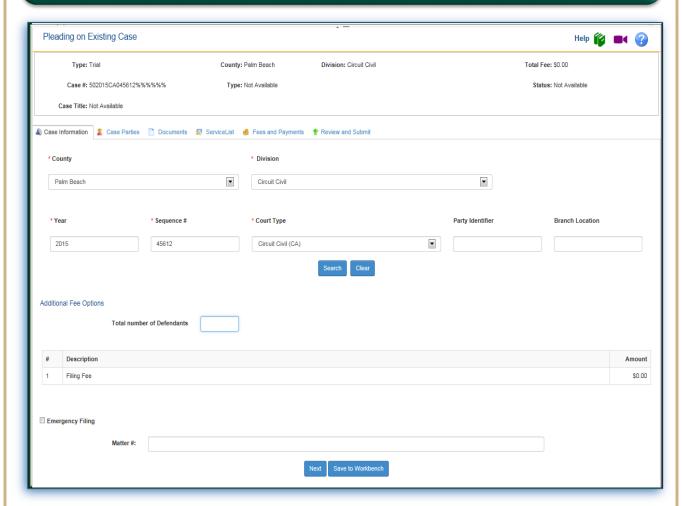


As a temporary work-around to E-File your pleadings for existing cases, if the message box above displays complete the following steps:

Click to continue.



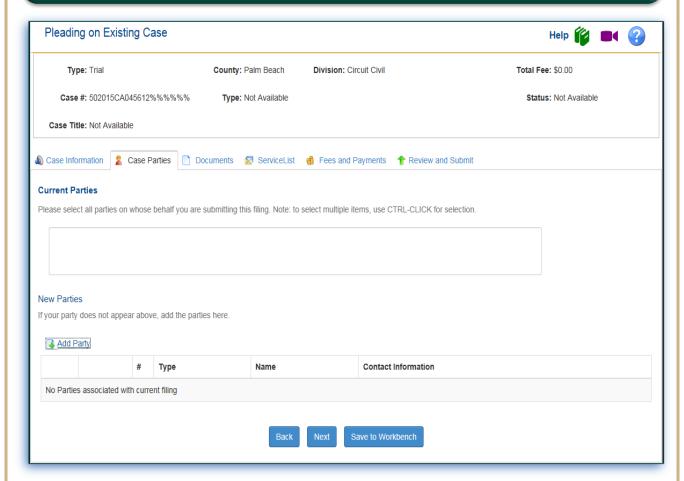


When returned to the Case Information screen below, the *Case Type, Case Title* and *Case Status* will say "NOT AVAILABLE". User should review the case number to be sure it is correct.

If the correct number was entered, scroll down to the bottom of the page and click the NEXT button to continue.

*3/28/2016* 



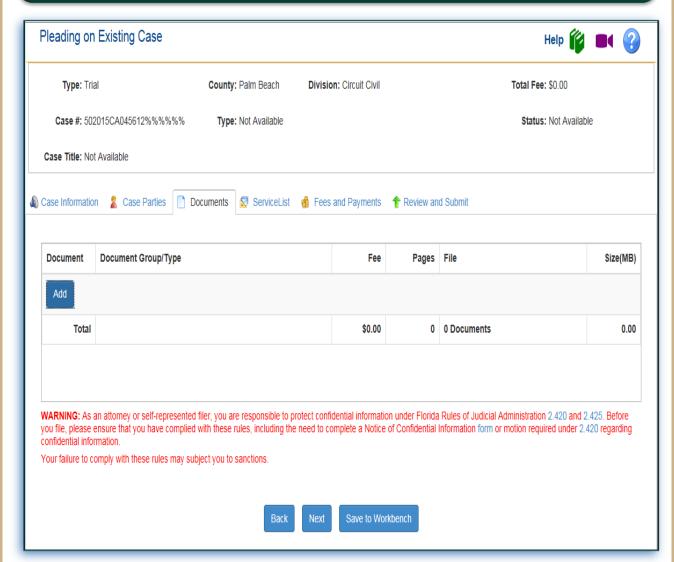


Once at the Parties screen the *Current Parties* will appear blank because the case specific information was not returned.

Although there are no current parties listed you do not need to select or add a party if your filing does NOT require fees.

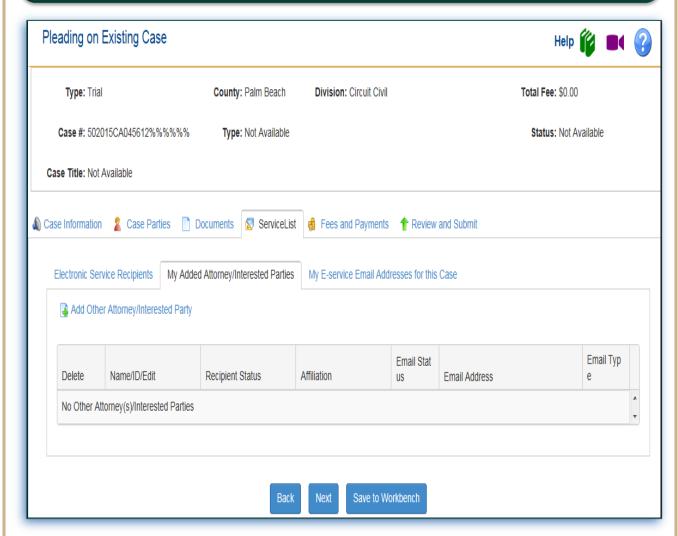
If your filing requires fees, click the Add Party link and complete the relevant party information. Click Next to proceed.





At the Documents screen, click Add to submit your document(s) for E-Filing.



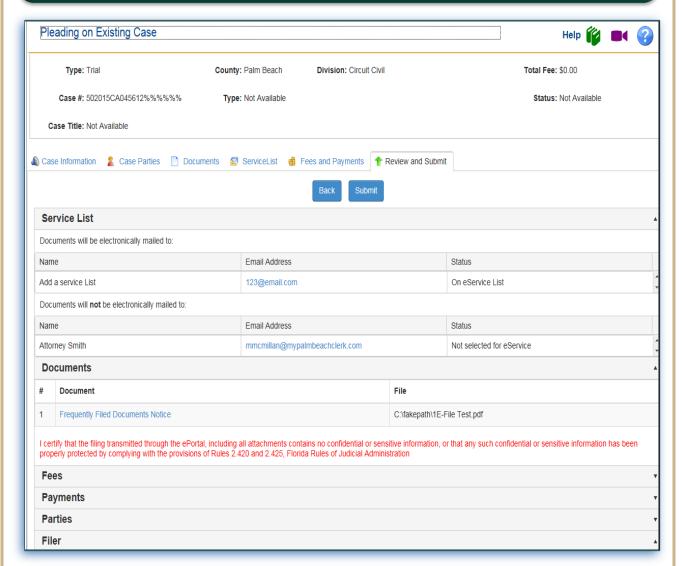


Complete the Service List by navigating to the Service List tab.

Click on the My Added/Interested Parties tab.

Click Add Other Attorney/Interested Party and complete the necessary fields for the parties that require service.





Complete the Fees and Payments tab if necessary. Review and Submit your E-Filing.