



## TIPS FOR e-FILING & AVOIDING PRESCRIPTION ISSUES

### e-FILING TO OPEN A NEW CASE

- **Pleadings in New Case filing:** When filing a new case, the initial pleading should be the only document filed to open the suit (e.g. Petition for Divorce, Petition for Damages, etc.)
- **Multiple Documents to be Filed:** If there is another document to be filed in the same case (e.g. a separate Motion and Order, Rule, etc.), the case must first be accepted by the Clerk and assigned a suit #. At that time, other documents can be filed as subsequent filings. If multiple filings are combined at the time of opening a new case, the entire filing will be rejected. There are case types available that are exceptions to this rule (e.g. some divorce/custody/visitation matters where the order to set for a hearing is part of the petition.)
- **Advanced Deposit-New Case:** When the case type is selected, the advanced deposit for that case type will be displayed and charged.
- **Included in Advanced Deposit:** The initial advanced deposit connected to the case type **includes** an affidavit/verification that may be attached to the petition, but **does not include** exhibits/attachments, services, service fee to SOS, hearing officer conference, etc., unless otherwise specified.
- **Exhibits/Service:** After choosing the case type and filing code, use the “Optional Services” box to add exhibits/attachments, issuance of services, hearing officer conferences, etc.
- **Copies for Service:** For each document filed that needs to be served, choose “Copy Per Page Fee” in “Optional Services”. The Quantity should be the # of document pages x 2.
- **Pauper/Exempt:** If the filing party is pauper or exempt, select “Waiver” under payment type. The court costs for pauper and exempt parties are only temporarily deferred, and will be assessed by the court upon completion of the matter.

## **e-FILING SUBSEQUENT FILINGS TO EXISTING SUITS**

- **Subsequent filing - Case Not in e-File System:** If the case was not originated through the e-File program, all case information must be entered to have the suit set up in the e-File program. Enter the case # and select “Search”. If the program cannot find the case #, choose “File into an existing case” and enter the case #, category, and case type. *Note: Even though the Case Type will display a fee, that amount will not be charged. The fee will be charged once the plaintiff/defendant information is entered, and the filing code is selected under “Filings”.*
- **Filing fee displayed includes:** For subsequent filings, filing fees displayed for a filing code **do not include** exhibits/attachments, services, service fee to SOS, hearing officer conference, etc., unless otherwise specified.
- **No filing fee displayed:** If there is no fee displayed with the filing code selected, select “Filings Per Page” in “Optional Services” to calculate the per page fee for filing the document.
- **Curators:** All documents filed by a curator will be charged to the party requesting the appointment of the curator, unless a document is filed with service or to set a hearing. If a hearing is not requested, selected “Waiver” as the payment type when filing the curator answer/reports.
- **Exhibits/Service:** Carefully review the “Optional Services” to ensure all of the optional services for the filing are chosen (e.g. exhibits, issuance of services, hearing officer conferences, etc.)
- **Copies for Service:** For each document filed that needs to be served, choose “Copy Per Page Fee” in “Optional Services”. The Quantity should be the # of document pages x 2.
- **Pauper/Exempt:** If the filing party is pauper or exempt, select “Waiver” under payment type. The court costs for pauper and exempt parties are only temporarily deferred, and will be assessed by the court upon completion of the matter.