

### Common issues with efilings:

1. If there are attachments that need to go with a Proposed Order, upload the Proposed Order in .doc/.docx and upload the attachments as "Exhibit" in .pdf. If you upload an Exhibit to your proposed order, please reference that Exhibit(s) somewhere in your order so that the Judge/Magistrate knows to look for it on our docket.
2. When choosing a party for "Filed on behalf of" **ALWAYS** choose your client's name
3. If you are filing a post-decree motion that requires a filing fee, choose "Secondary Filing" then choose the appropriate "Motion" in the Secondary Filing Type list. Do not choose "additional motion" if a filing fee is required.
4. If the motion is Pre-Decree, or is Post-Decree and does not require a fee (i.e. you filed a Motion to Modify Child Support and paid the post-decree filing fee and now you need to file a Motion for Contempt and your Support Motion is still pending) choose "Additional Motion" as your Secondary Filing type.
5. When filing a New Dissolution, the filing party must be **Petitioner 1**. You cannot put your client as Petitioner 2 for accounting purposes in Clerk's Office.
6. If you are filing an Answer and Counterclaim as one document, you must choose "Counterclaim" as your Secondary Filing Type in order for the efilings system to assess \$50 filing fee. Choosing Answer will not assess a fee and your filing will be rejected.
7. Make sure your New Case Designation Form and Instructions for Service are signed.
8. When filing a Motion and Proposed Order, the Motion and Proposed Order must be 2 separate documents. The Motion will be filed as a Motion and the Proposed Order must be submitted as a Proposed Order.
9. Motions for Continuance **must** be submitted through the "Hearings" tab. Do not upload the Motion and Proposed Order after submitting a continuance request through the Hearings tab.
10. Subpoenas must be signed by either an attorney or notary when efilings. The Clerk cannot sign a subpoena once it's submitted for efilings as is done currently at the Clerk's window. The Clerk of Courts will add the additional party and issue service.
11. When typing "Document Title", please type the caption of the document you are filing. Please do not abbreviate as this is the text that goes on the Clerk's docket.
12. When creating a new case in efilings, please complete the parties' SSN, DOB and email when filling in the parties' information. If the party does not have an email, please indicate "N/A" or "none" on the New Case Designation Form.
13. When filing an Instructions for Service, indicate all documents to be served. If service instructions are being submitted for Clerk to serve documents that have been filed on a previous date, please indicate the document name and date of filing for all documents to be served. Do not attach a copy of documents to be served. The Clerk will print them from the docket. Only submit a completed Instructions for Service through efilings.
14. When filing multiple documents, each document must be uploaded as its own separate document. For example, when filing a New Dissolution with the Petition for Dissolution;

Separation Agreement; Shared Parenting Plan, each of these three documents must be uploaded separately.

15. Do not upload documents that have already been time-stamped. If a document is required for your filing, you must upload new originals in efilng. The only exception to this would be if you are using an already filed document as an Exhibit to your filing. If an already time-stamped document is uploaded, your filing will be rejected.
16. If the case is closed, or you are not listed as counsel for a party on the case, these cases will not show up in your Case List. You must do a Case Search in order to access a closed case, or a case that you are not counsel of record.
17. When filing a post-decree action, do not file a New Case. You must do a case search, and file the post-decree motion on that existing case number.