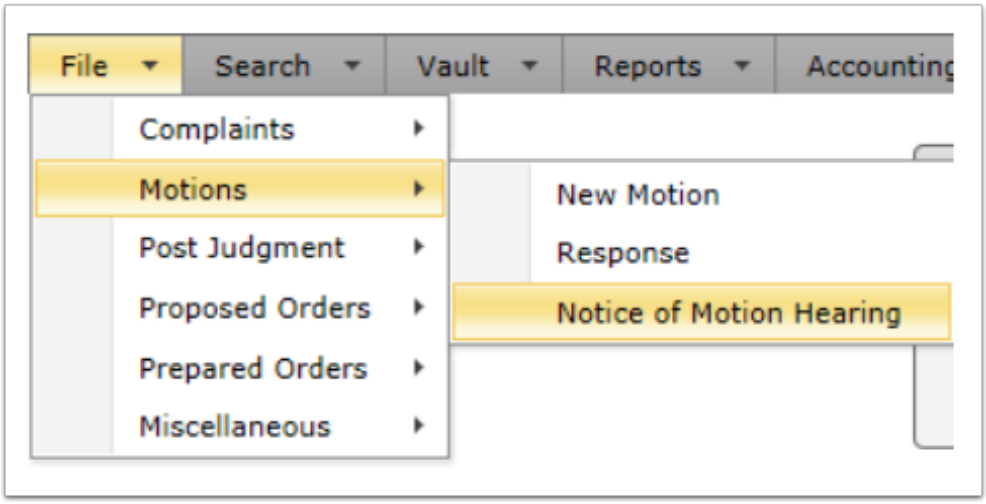
This document will show you how to file a Notice of Case and Motion Hearing.

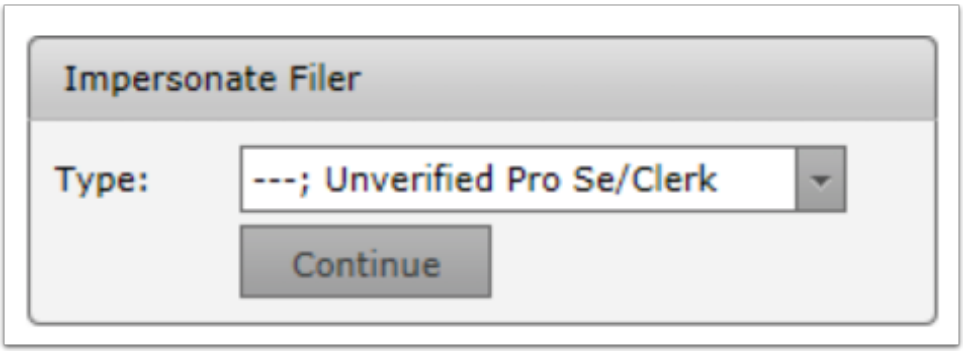
Notice of Case and Motion Hearing

To file a Notice of Motion, go to the File tab > Motions > Notice of Motion Hearing



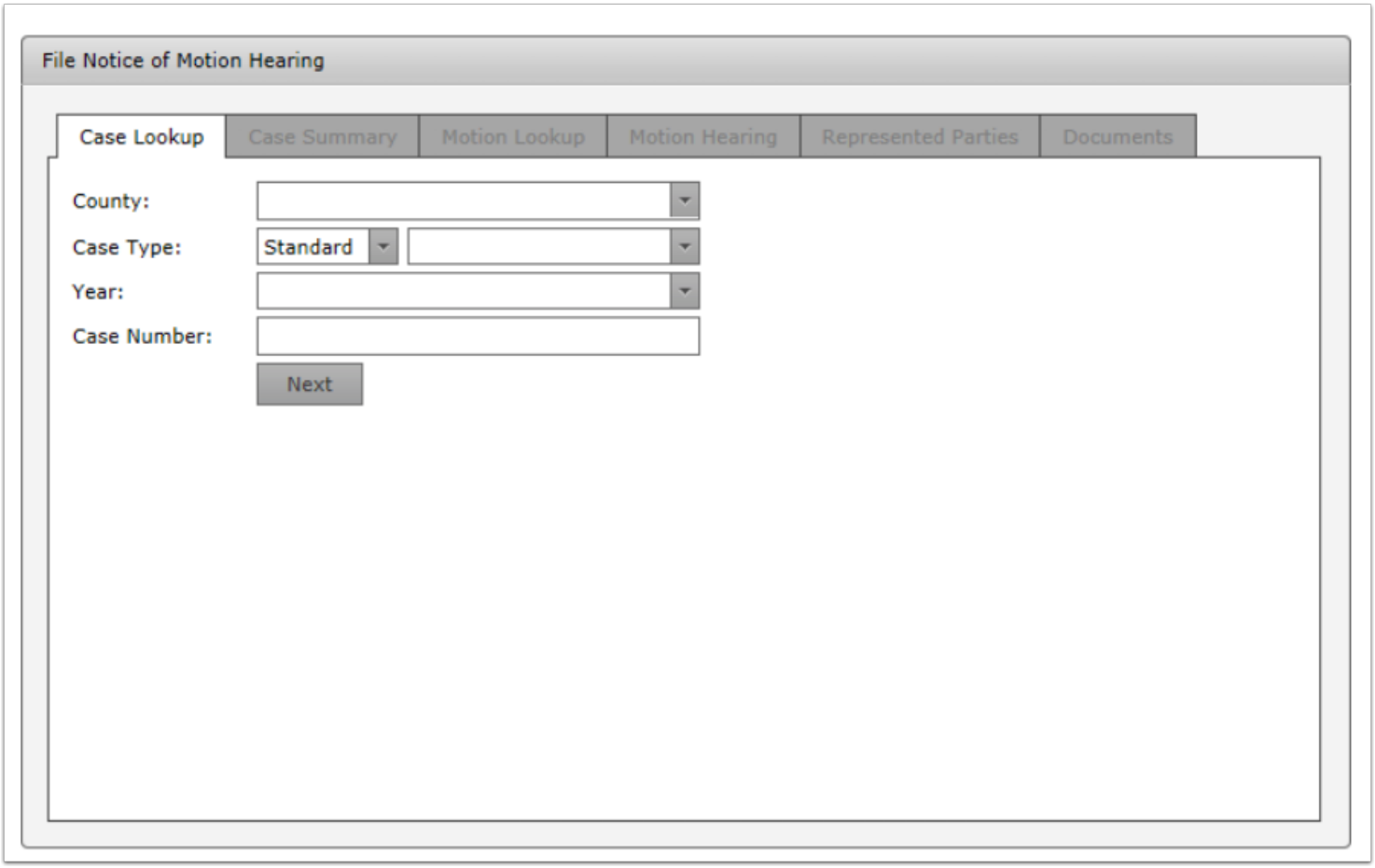
Select Filing Type

Begin by starting with your Filing Type, and then select Continue.



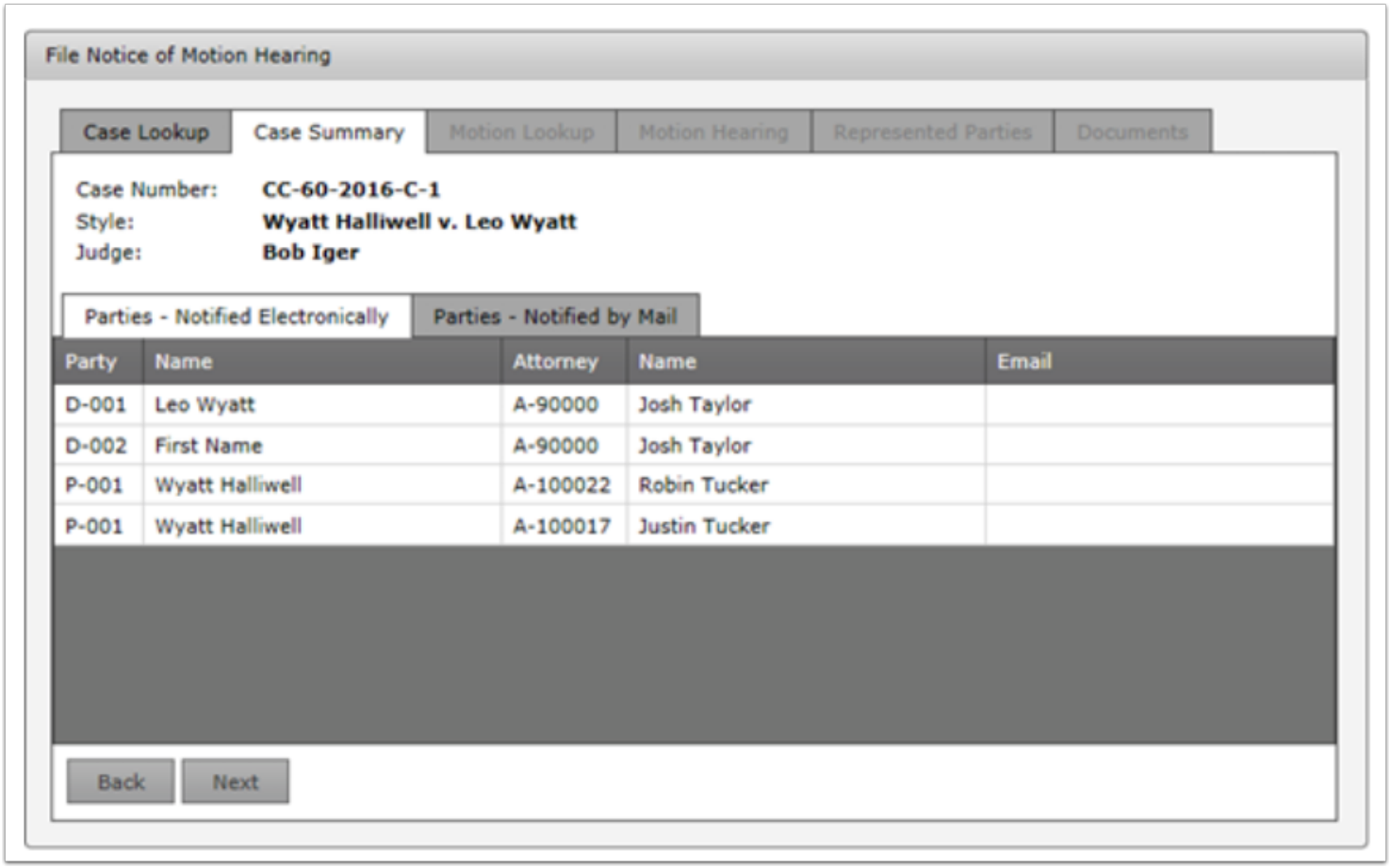
Select The Options That Are Provided To You.

Select the County, Case Type, Year, and Case Number of the case you will be working with. Click Next to continue onto the Case Summary tab.



Notified Parties

Here you can see the parties that will be notified electronically and by mail. You can change which you are viewing by clicking between the two tabs, 'Parties – Notified Electronically' and 'Parties – Notified by Mail'. Click Next to continue onto the Motion Lookup.



Motions Filed

Here you can see all Motions filed for the case. No changes can be made here, but you can click on the motion here (in blue) and see them in PDF form if needed. Click Next to continue onto the Motion Hearing tab.

File Notice of Motion Hearing

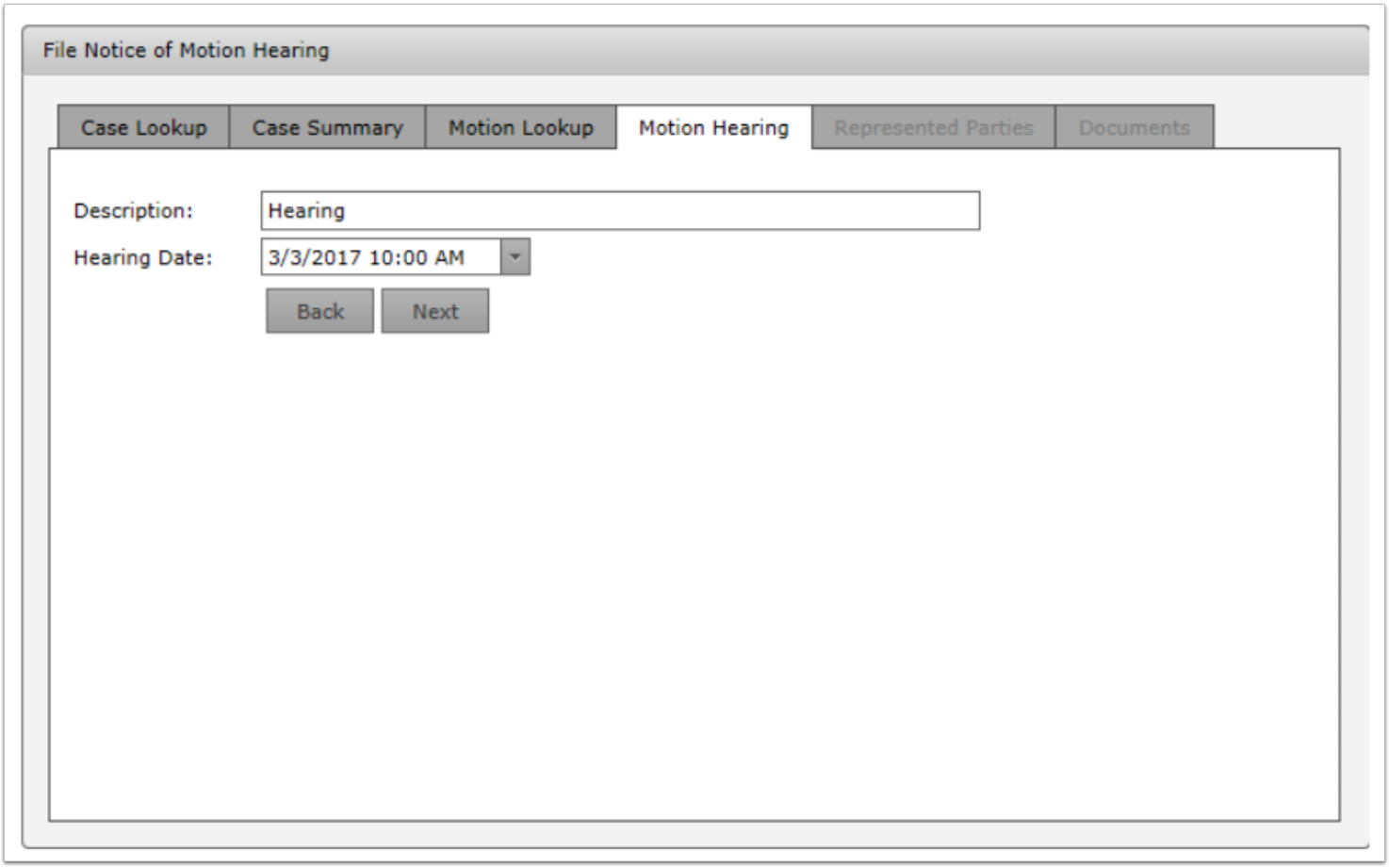
Case Lookup | Case Summary | Motion Lookup | Motion Hearing | Represented Parties | Documents

Type	Filer	Filing #	Disposition	Filing Date
Add Party	Unverified Pro Se/Clerk	59	Pending	1/23/2017 9:58:08
Affidavit of Substantial Hardship	Unverified Pro Se/Clerk	60	Pending	1/23/2017 9:59:55
Amend	Unverified Pro Se/Clerk	61	Pending	1/23/2017 10:01:34
Application for Bondsman's Process	Unverified Pro Se/Clerk	62	Pending	1/23/2017 10:03:02
Application for Youthful Offender Status	Unverified Pro Se/Clerk	63	Pending	1/23/2017 10:04:32
Application to Plead Guilty on Information	Unverified Pro Se/Clerk	64	Pending	1/23/2017 10:06:45
Arrest of Judgment	Unverified Pro Se/Clerk	65	Pending	1/23/2017 10:08:27
Attorney's Fee Declaration	Unverified Pro Se/Clerk	66	Pending	1/23/2017 10:20:41
Change of Venue	Unverified Pro Se/Clerk	67	Pending	1/23/2017 10:26:38
Change of Venue	Unverified Pro Se/Clerk	68	Pending	1/23/2017 10:33:17
Change of Venue/Transfer	Unverified Pro Se/Clerk	69	Pending	1/23/2017 10:35:12
Compel	Unverified Pro Se/Clerk	70	Pending	1/23/2017 10:37:02
Compel	Unverified Pro Se/Clerk	71	Pending	1/23/2017 10:39:46
Consolidation	Unverified Pro Se/Clerk	72	Pending	1/23/2017 10:42:05

Back | Next

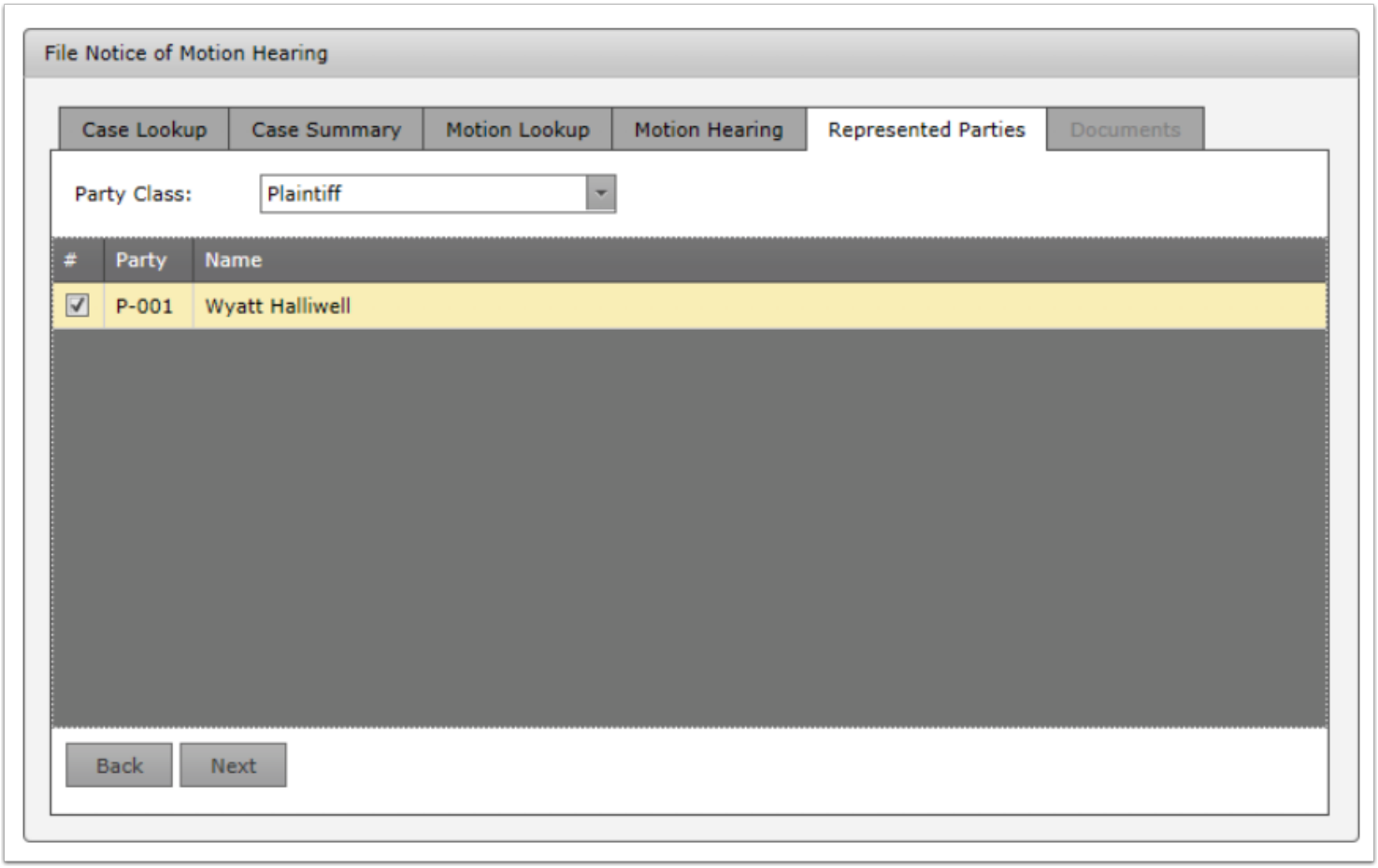
Description Of Hearing

Type in the Description for this hearing, and select the Hearing Date itself. Click Next to continue to the Represented Parties tab.



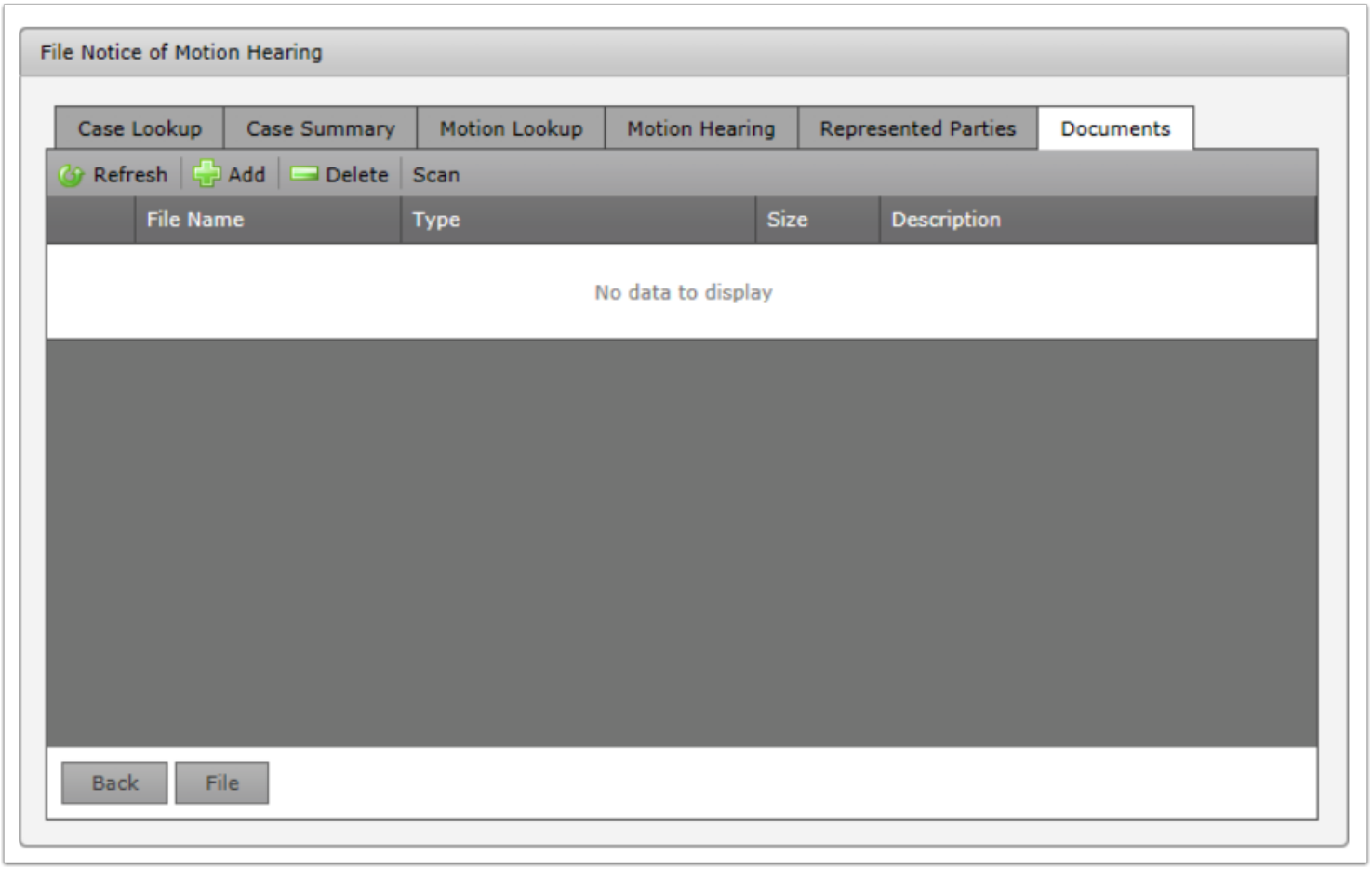
Represented Party

Select your Represented Party by placing a check mark. Click Next to the Documents tab.



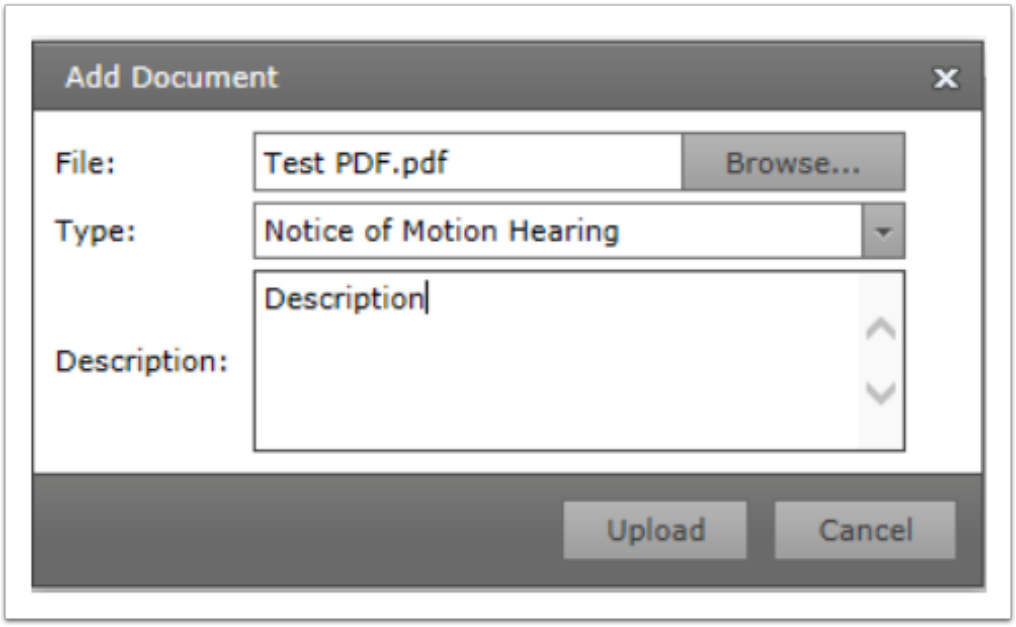
Add Documents

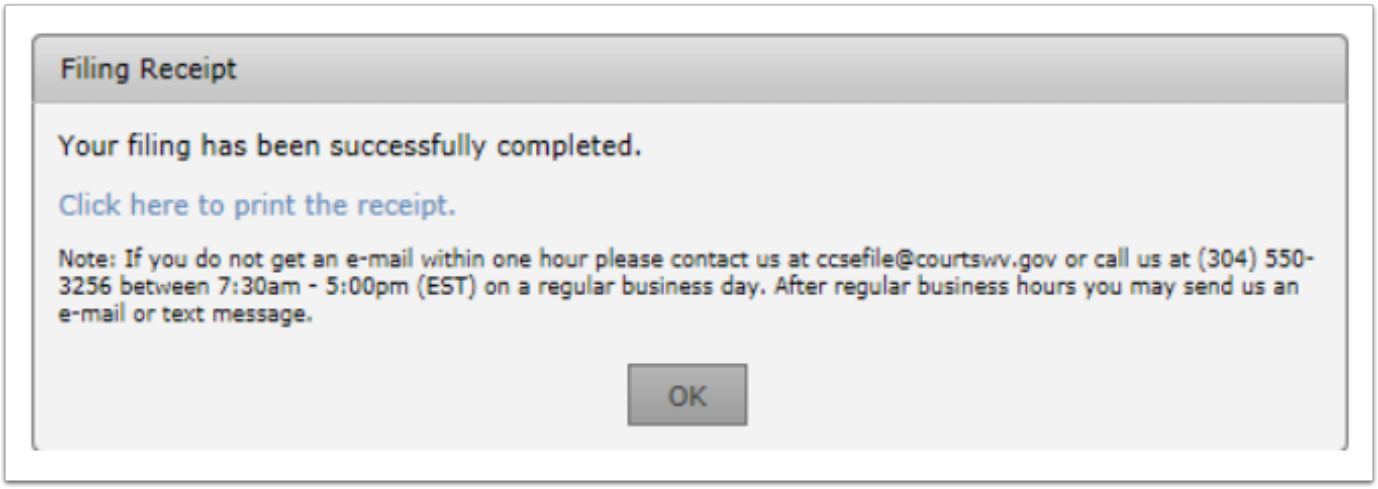
Click Add to add in a document from your PC, Delete to remove a selected document, and Scan to add in a document by using the scanning program.



Adding Documents cont.

When adding in new document, select Browse to find the document on your PC. Select the Type of Document you are going to upload, and add in a description. When done, click upload.



Filing Receipt

Select File on the payment screen when finished, and you will see this screen. This is your confirmation that your filing was complete. You can also view a receipt here if needed. Click ok to return to the Desktop.