

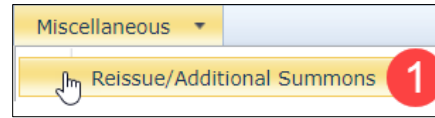


Steps to E-File Reissue/Add'l Summons

Steps to E-File Reissue/Additional Summons:

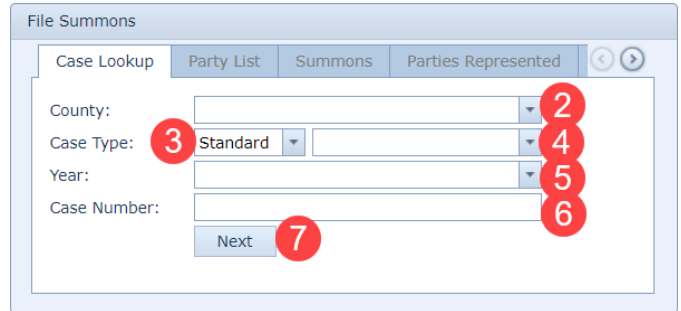
Menu Selection:

1. Select **Miscellaneous** → **Reissue/Additional Summons**



Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
 - Non-Standard Examples: J, CR-AP, MAP, PCR, P-CR, FM
4. Select **Case Type**
5. Select **Year**
6. Type **Case Number** (Sequential number)
 - Example: 124
7. Click **Next** button



Party List tab:

8. **Parties – Notified Electronically** indicates parties/attorneys that will receive electronic Notification of Filing.
9. **Parties – Notified by Mail** indicates parties/attorneys that the E-Filer is responsible for providing Notification of Filing.
10. Click **Next** button



WARNING: All parties **MUST** be listed in the Party List tab prior to filing.
Contact the Circuit Clerk's Office, before proceeding with filing, if parties are missing from the case.

Summons tab:

11. Type detailed **Description** of Summons
12. Check **Substantial Hardship Requested** checkbox, if applicable.
13. Click **Next** button



Parties Represented tab:

14. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer
15. Click **Next** button





Steps to E-File Reissue/Add'l Summons

Served Parties tab:

16. Select a **Party**
17. Click **Set Service** button
18. Select **Service** via **Service Type** list
19. Verify/Update **Address**
20. Click **OK** button
 - Repeat Steps 16-20 to serve additional parties.
21. Click **Next** button

Note: Service by “Filer...” selections generate and email a [Service.pdf](#) document to the E-Filing Attorney (email registered by Attorney in E-File) and the E-Filing Attorney is responsible for service.

Tip: E-File a [Letter to Clerk](#) if a party address change is needed on the official court record.

Documents tab:

22. Click **Add** button
23. Click **Browse** button to locate & select the document.
24. Select **Answer** via **Type** list
25. Type a detailed **Description** of the Answer
26. Click **Upload** button
 - Repeat Steps 22-26 to upload other documents.
27. Click **Next** button

Payment Summary tab:

28. Select **Payment method**
29. Check box to agree to no refunds
30. Click **File and Pay** button