

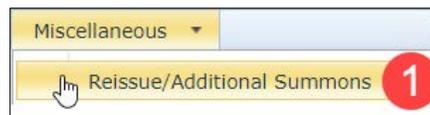


# Steps to E-File Reissue/Add'l Summons

## Steps to E-File Reissue/Additional Summons:

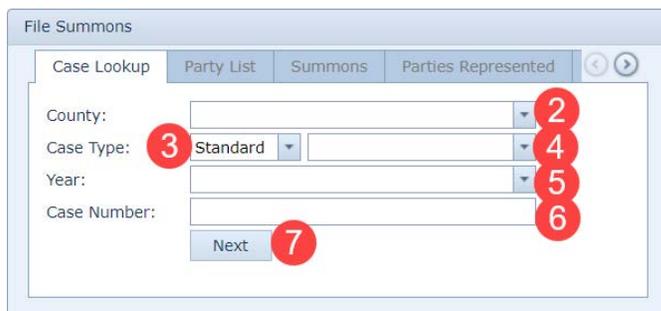
### Menu Selection:

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 that will receive electronic Notification of Filing at the E-Filer’s registered email address.
9. **Parties – Notified by Mail** indicates parties that the E-Filer is responsible for providing Notification of Filing.
  - Note:** E-Filer will receive a [Service.pdf](#) document via email that will provide Notification of Filing for all Parties Notified by Mail.



10. Click **Next** button

**WARNING:** All parties **MUST** be listed in the Party List tab for necessary Notification of Filings to be generated. Contact the Circuit Clerk's Office, before proceeding with your 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





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## 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

## 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