



Steps to E-File an Amended Complaint

WARNING: An Amended Petition must be filed using the Amended Petition filing option.

Steps to E-File an Amended Complaint:

Menu Selection:

1. Select **Complaints** → **Amended Complaint**

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.

Complaint Lookup tab:

11. Select **Paper Filed** or **E-Filed** radio button
 - If paper filed, skip to step 13.
12. Select the **Complaint** being amended
13. Click **Next** button

Amended Complaint tab:

14. Type a detailed **Description** of the Amended Complaint
15. Check **Substantial Hardship Requested** checkbox, if applicable.
16. Click **Next** button

Civil CIS tab:

17. Check **Accommodations** check box, if applicable
 - Check requested accommodations
18. Check **Request Jury Trial** check box, if applicable
19. Check **Request Mediation** check box, if applicable
20. Click **Next** button

Parties Represented tab:

21. Verify or check appropriate box(es) to indicate **Parties Represented** by the E-Filer
 - Optional: Add Co-Counsel via **Add Attorneys** button
22. Click **Next** button



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New Defendant tab (OPTIONAL):

23. Click **Add** button
24. Select **Service** via **Service Type** list
25. Complete **Defendant** information fields
26. Click **OK** button
 - Repeat Steps 23-26 to add additional defendants.
27. Click **Next** button
 - Tip: E-Filer receives a Service.pdf document via email that will contain Notification of Filing documents to be served if any Plaintiff Service Type option is selected for any party in the Served Parties tab.

Served Parties tab:

28. Select a **Party**
29. Click **Set Service** button
30. Select **Service** via **Service Type** list
31. Verify/Update **Address**
32. Click **OK** button
 - Repeat Steps 28-32 to serve additional parties.
33. Click **Next** button

Documents tab:

34. Click **Add** button
35. Click **Browse** button to locate & select document
36. Select **Amended Complaint** via **Type** list
37. Type a detailed **Description** of the Complaint
38. Click **Upload** button
 - Repeat Steps 34-38 to upload other documents.
39. Click **Next** button

Payment Summary tab:

40. Select **Payment method**
41. Check box to agree to no refunds
42. Click **File and Pay** button