



# Steps to E-File a Motion

**WARNING:** Motions to Intervene must be filed using the custom Motion to Intervene filing option.

## Steps to E-File a Motion:

### Menu Selection:

1. Select **Motions** → **New Motion**

### Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
  - Non-Standard Examples: 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.

### Motion tab:

11. Select **Motion Type** option via list
  - Type **Description** if **Other** Motion Type is selected.
12. Click **Next** button

### Parties Represented tab:

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

### Documents tab:

15. Click **Add** button
16. Click **Browse** button to locate & select Motion
17. Select **Motion** via **Type** list
18. Type a detailed **Description** of the Motion
19. Click **Upload** button
  - Repeat Steps 15–19 to upload other documents.
20. Click **Next** button

### Payment Summary tab:

21. Click **File** button

Motions

- New Motion **1**
- New Motion to Intervene
- Response

File New Motion

Case Lookup Party List Motion Parties Represented

County: [dropdown] **2**

Case Type: **3** Standard [dropdown] **4**

Year: [dropdown] **5**

Case Number: 124 **6**

Next **7**

Case Lookup Party List Motion Parties Represented Documents Payment

Case Number: CC-98-2020-C-17

Style: Plaintiff One v. Defendant One

Judge: Circuit Judge

**8** Parties - Notified Electronically **9** Parties - Notified by Mail

Party	Name	Attorney	Name	Email
P-001	Plaintiff One	A-9900003	Private Attorney	Private.Attorney@yahoo.com
P-002	Plaintiff Two	A-9900003	Private Attorney	Private.Attorney@yahoo.com

Back Next **10**

Case Lookup Party List Motion Parties Represented Documents Payment Summary

Motion Type: [dropdown] **11**

**Warning: If this motion is being filed in response to an existing motion, it must be filed as a motion response. Click here to file a motion response.**

Back Next **12**

Case Lookup Party List Motion Parties Represented Documents

Refresh Add Attorneys

Party	Name
<input checked="" type="checkbox"/>	P-001 Plaintiff One
<input type="checkbox"/>	D-001 Defendant One

Back Next **14**

Case Lookup Party List Motion Parties Represented Documents Pa

Refresh Add **15** Delete

	File Name	Type	Size	Description
View	Example.pdf	Motion	0.03 MB	Motion to...
View	Example.pdf	Support		

Back Next **20**

Add Document **16**

File: [input] Browse... **16**

Type: [dropdown] **17**

Description: [input] **18**

**19** Upload Cancel

Payment Summary

Payment Summary

Total Charges: **\$0.00**

**You will be not be charged for this filing.**

Back File **21**