

STEP 4

START A FILING



1. Prepare documents
2. Register
3. Sign in & reset password
- 4. Start a filing**
5. Add or find case information
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

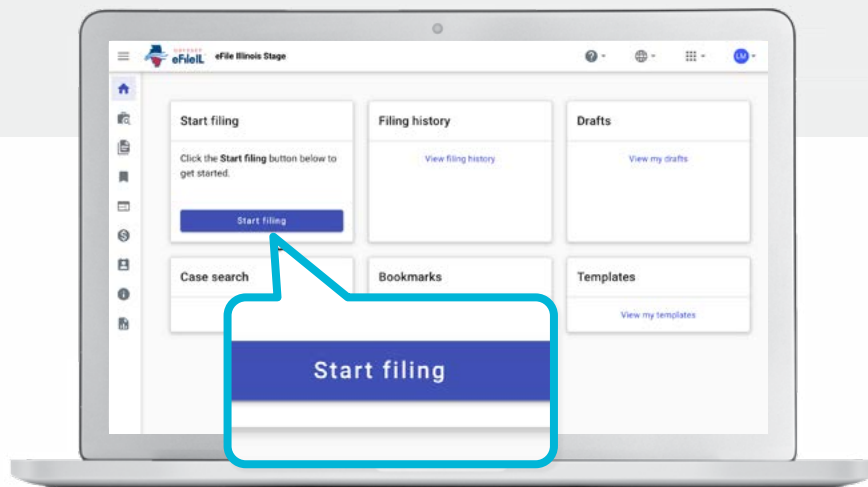
(Rev 9/2023)

START A FILING

After preparing your court documents and signing in, you can start e-filing by following these steps.

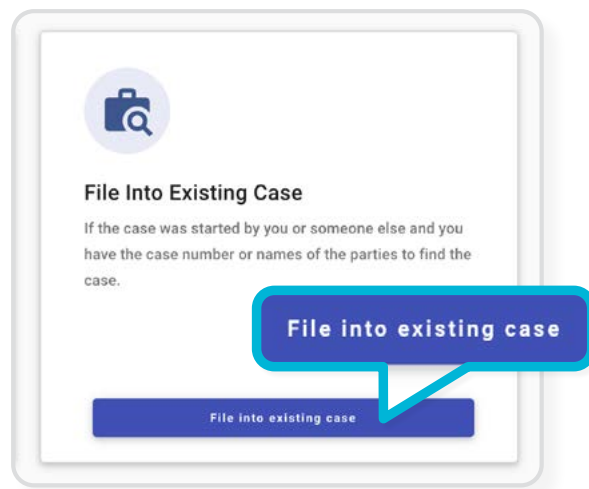
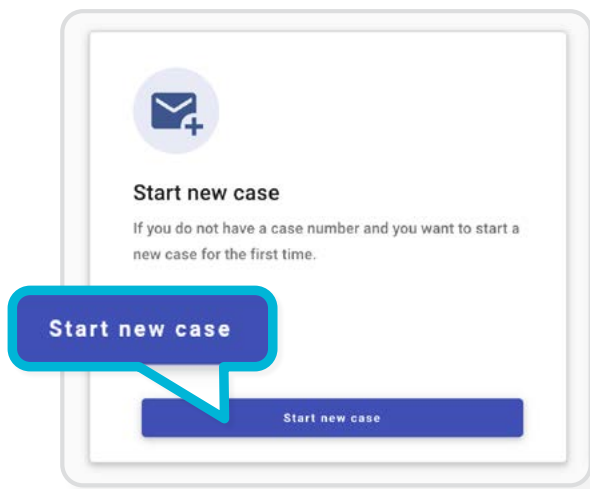
CLICK START FILING

1. Click the blue **Start filing** button.



CHOOSE START NEW CASE OR FILE INTO EXISTING CASE

1. Choose whether you will be starting a new case or filing into an existing case that already has a court assigned case number.
 - a. If you want to start a new case and do not have a court assigned case number, click **Start new case**.
 - b. If you want to file documents into a case that already exists and you have a court assigned case number or names of the parties, click **File into existing case**.



You have successfully started a filing for a new case or an existing case.