TYBERA

eFlex Electronic Filing – Filer Interface

User's Guide for Filers

Cobb County Magistrate Court Electronic Filing

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Introducing e-Filing

e-Filing Basics

The Cobb County Magistrate Court e-Filing system is designed to make the work associated with initiating and processing a case more efficient for both filers and court personnel. For the initial phase, the web-based filer interface part of the software allows attorneys and registered filers (Pro Se) to create documents and submit them to the court electronically. The filer interface also provides the means for users to view case histories, check the status of submissions, send follow-up documents, and access service lists. Additionally, the eFlex system is a jumping off point that directs the filer to a court system that allows filers to view documents associated with their cases.

For court personnel, the software routes the filings to the appropriate personnel for review, response, generation of additional documents, or further action. For most integrations, when documents are filed in hard copy, once the court personnel scan the documents, the filer interface distributes a courtesy notice to electronic participants on the case so those participants may access the documents electronically.

This user's guide is intended to instruct filers on the features of the eFlex system. Check the Cobb County Magistrate Court eFiling login page for eFiling instructional opportunities.

In order to progress through eFiling a case with the greatest ease, following the steps outlined in this manual is highly recommended, including document preparation as discussed below.

Also, for best results, users are strongly encouraged to use only the navigation buttons that are displayed on the eFiling interface. These will appear at the bottom of each page and will give the user options such as **Back** or **Next**.

Figure 1: eFlex Navigation

Additionally, the filer may use the menu bar located at the top of each page, just below the Cobb County Magistrate Court banner. Another navigation option is the breadcrumb trail at the top of every page. This appears just below the menu bar, and the active links show the pages the user has visited to get to the current page. Clicking on any of these links will take the user back to the page listed.

Figure 2: eFlex Breadcrumb Trail

It is important to **avoid using the internet browser back arrow** during the preparation and submission of a filing.

Document Preparation Prior to Login

For most types of cases, the filer will need to attach documents with the initial filing. Generally, those documents and any additional documents that are submitted at a later time need to be submitted as an Adobe® Acrobat® PDF file (Portable Document Format). There are some documents, such as proposed orders that are exceptions to this rule and may be submitted as Microsoft® Word 2003 or higher (.doc or .docx). It is best to be prepared before logging into Cobb County Magistrate Court’s filer interface.

The requirement for submitting documents in PDF files also applies to paper exhibits such as copies of contracts or copies of cancelled checks. Such paper exhibits must be scanned and saved as a PDF. Because color scans add to the file size, it is highly recommended that black and white settings be used with a lower resolution setting of 300 dpi (dots per inch) when scanning paper exhibits, unless the loss of the color degrades the value of the evidence.

If you need instruction on creating a PDF file, please refer to Appendix A at the end of this user guide.

Note: Individual document size is limited to 10 MB. Multiple documents can be included in a single submission. The size limitation for an entire submission is 30 MB. If the document is larger than the 10 MB limit, it will be necessary to split the document into a set of smaller files. When the large documents are split into parts, it is helpful to save the individual parts with file names such as “Part 2 of Motion,” “Part 3 of Motion,” etc. Preparing large documents in this manner prior to beginning the case initiation will save time.

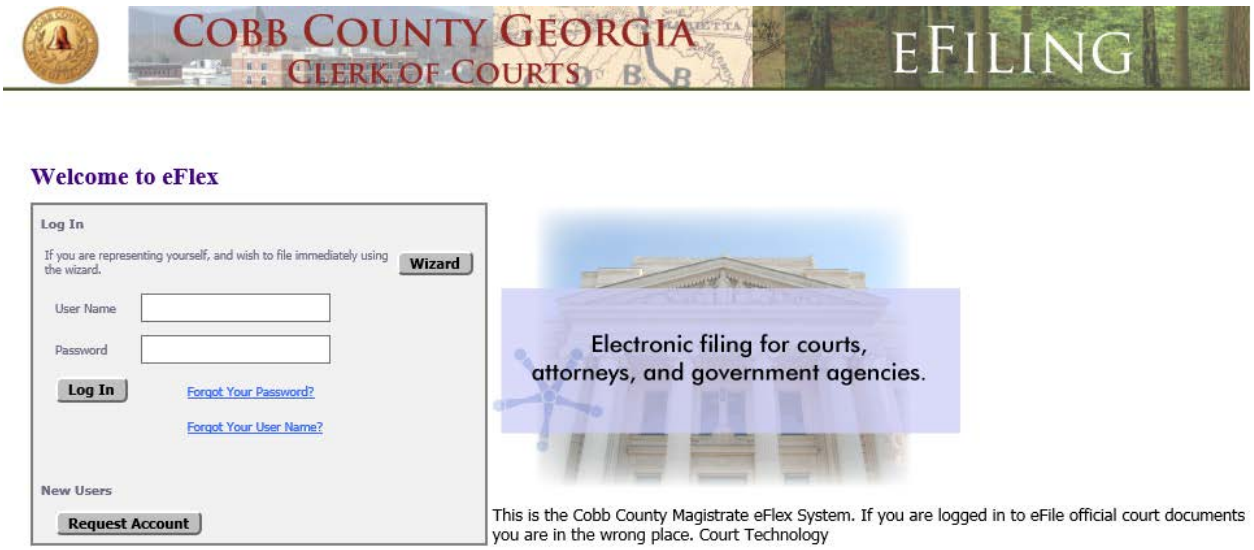
Getting Started

Logging In and Requesting an Account

To begin e-Filing, if you do not already have an efiling account, you must first go to the “Login” page located at: xxxx.xxxx.org and request an account.

The "Login" page is also the place where, periodically, the system administrator may communicate with filers by posting a message providing links to rules or forms or by posting a message notifying users of upcoming system maintenance that will make the system unavailable for a set time period.

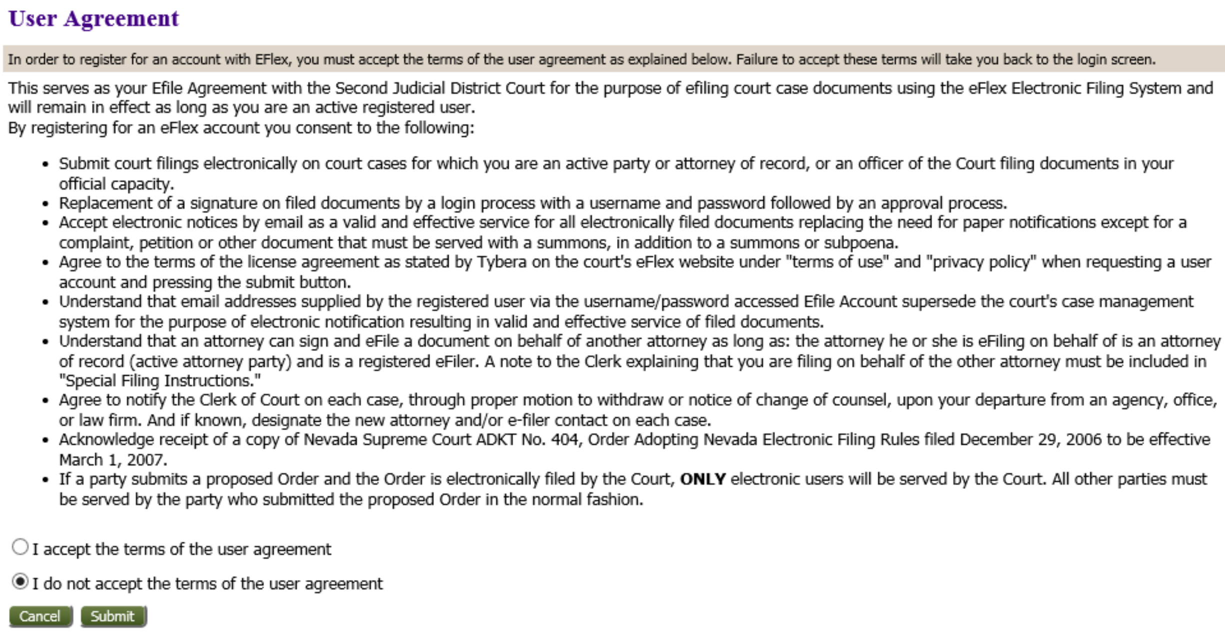
Figure 3: Login Screen



1. To log into the Cobb County Magistrate Court e-Filing system, simply enter your user name and password.

2. If you do not have a login and password, you will need to first register and create an account. To begin the registration process, click on the **Request Account** button on the login page. The "User Agreement" page will open.

Figure 4: Reading and Accepting User Agreement



User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

This serves as your Efile Agreement with the Second Judicial District Court for the purpose of efiling court case documents using the eFlex Electronic Filing System and will remain in effect as long as you are an active registered user.
By registering for an eFlex account you consent to the following:

- Submit court filings electronically on court cases for which you are an active party or attorney of record, or an officer of the Court filing documents in your official capacity.
- Replacement of a signature on filed documents by a login process with a username and password followed by an approval process.
- Accept electronic notices by email as a valid and effective service for all electronically filed documents replacing the need for paper notifications except for a complaint, petition or other document that must be served with a summons, in addition to a summons or subpoena.
- Agree to the terms of the license agreement as stated by Tybera on the court's eFlex website under "terms of use" and "privacy policy" when requesting a user account and pressing the submit button.
- Understand that email addresses supplied by the registered user via the username/password accessed Efile Account supersede the court's case management system for the purpose of electronic notification resulting in valid and effective service of filed documents.
- Understand that an attorney can sign and eFile a document on behalf of another attorney as long as: the attorney he or she is eFiling on behalf of is an attorney of record (active attorney party) and is a registered eFiler. A note to the Clerk explaining that you are filing on behalf of the other attorney must be included in "Special Filing Instructions."
- Agree to notify the Clerk of Court on each case, through proper motion to withdraw or notice of change of counsel, upon your departure from an agency, office, or law firm. And if known, designate the new attorney and/or e-filer contact on each case.
- Acknowledge receipt of a copy of Nevada Supreme Court ADKT No. 404, Order Adopting Nevada Electronic Filing Rules filed December 29, 2006 to be effective March 1, 2007.
- If a party submits a proposed Order and the Order is electronically filed by the Court, **ONLY** electronic users will be served by the Court. All other parties must be served by the party who submitted the proposed Order in the normal fashion.

I accept the terms of the user agreement

I do not accept the terms of the user agreement

Cancel Submit

3. **Optional:** If you are a Pro Se filer (representing yourself) and need to initiate a case, use the **Wizard** button at the top right of the login box to begin the Request Account process. The routing initiated by use of the **Wizard** button will create the user account and auto-route the user to the initial wizard enabling the user to begin creating a new case. Follow the directions below to create the user profile. Further instructions, on filing a new case, will be included in the Case Initiation section of this document.

Figure 5: New Filing Option for Pro Se Users

4. From the User Agreement page and after reading the terms of agreement, accept the terms by selecting the proper radio button, and click **Submit**. The "User Roles" page will appear.

Figure 6: Selecting "Accept" and Clicking "Submit"

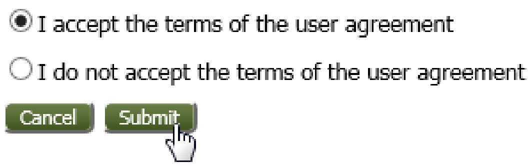
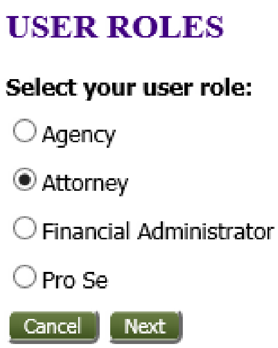


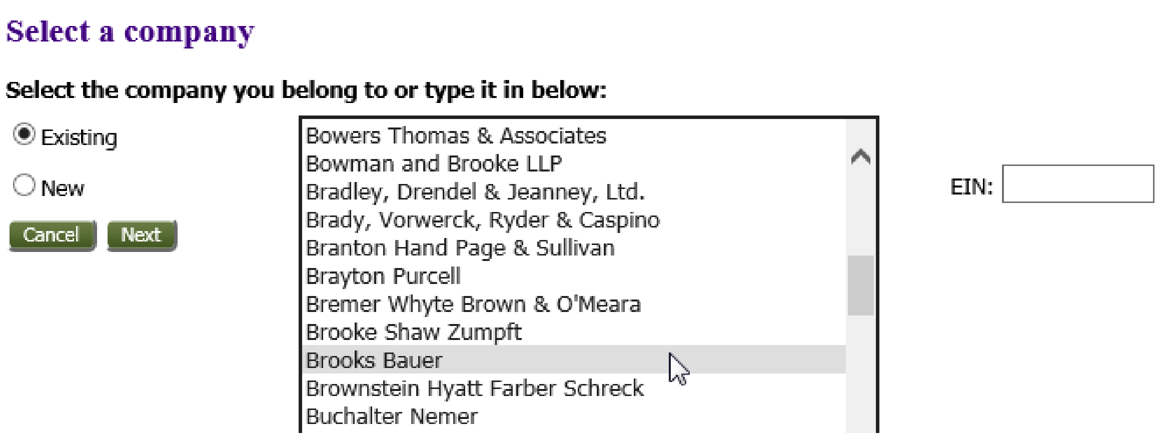
Figure 7: Association with a User Role



5. Each eFlex user must have an assigned role. The roles displayed for the Cobb County Magistrate Court eFlex system are that of Agency, Attorney, Financial Administrator, and Pro Se (Self-represented Litigant). Select the appropriate user role by clicking in the radio button.

6. Click **Next**. For every role except that of Pro Se, the "Select a Company" page will open. (For users selecting the Pro Se role, the Request User Account user profile page will display.)

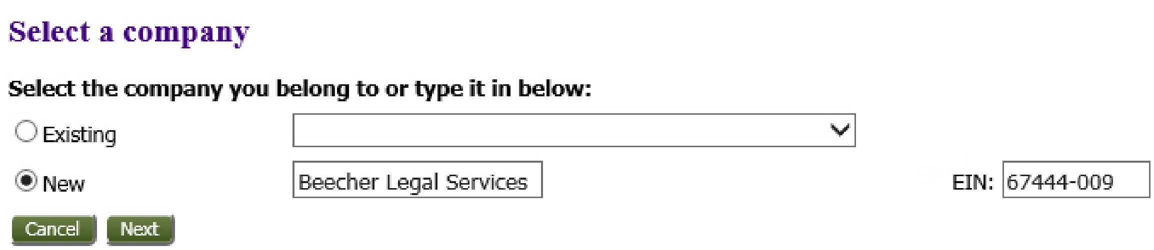
Figure 8: Association with an Organization



7. Each user must be associated with an organization. On the "Select a Company" page, use the drop-down menu to select a company that is already a part of the eFlex community. Alternately, to create a new organization account, select "New," and fill in the textbox with the company name for which an account is being established. Make sure you use the legal name of the company.

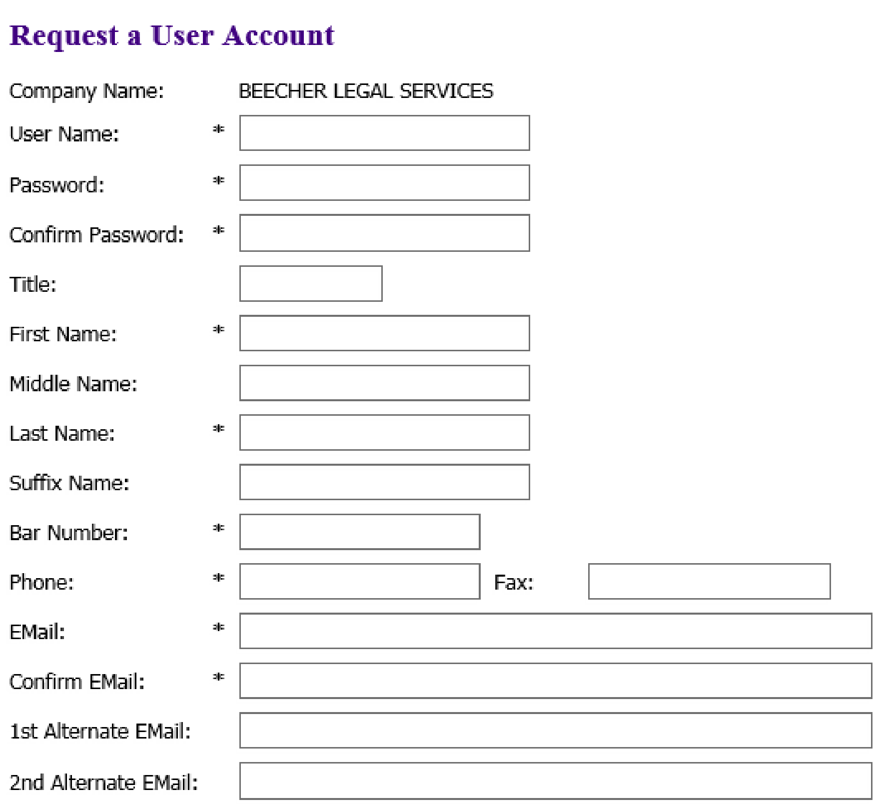
   Note: If you selected "Pro Se," you will not be asked to select or enter your organization's name. You will be taken to a Profile page where you enter your personal information. Pro Se filers are automatically associated as a group to an organization labeled "Pro Se."

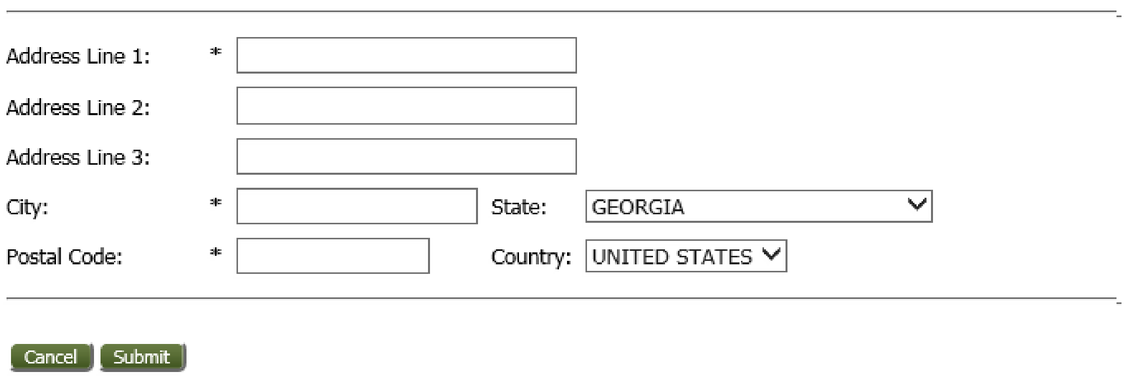
Figure 9: Creating a New Organization



8. Click **Submit**. The "Request a User Account" page will display.

Figure 10: Using Profile Information





9. Fill in the textboxes with the appropriate information. Fields marked with an asterisk (*) are required.

10. The user name must be unique. If the user enters a name that is already in use, he or she will be asked to select a different user name. This might be accomplished through addition of a number or with the addition of a middle initial if the user is entering his or her own name as a user name.

11. Depending upon the requirements of the court, your password may contain a specific number of characters with stipulations to include numbers or special symbols. Also, you may be required to have a combination of both upper and lower case letters as well as numbers or symbols. Check the requirements set by the court.

12. If you selected “Attorney” as your filer role, then your bar number is required. The attorney bar number is a unique identifier, and it is through the bar number that the eFlex system connects the attorney filer to the cases he/she has submitted or to cases on which he/she is a participant. Be sure the number is typed correctly.

    Note: If you selected “Pro Se” then no bar number is required. A unique identifier will be assigned to the Pro Se automatically.

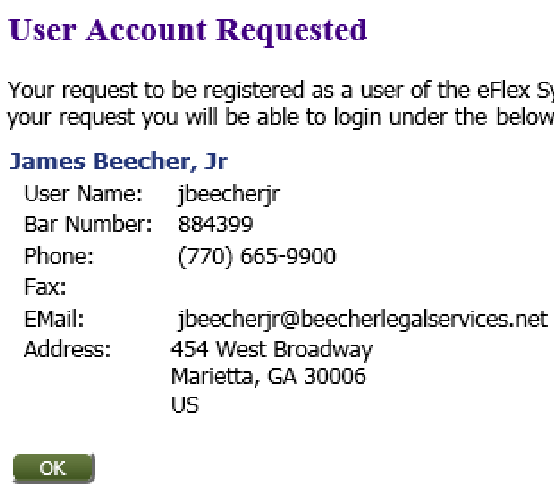
13. **Optional:** If you are registering as a Pro Se, then the court will assign you a master PIN. This PIN will then allow the eFlex system to communicate with the Court’s Case Management System (CMS).

14. Although not required, many attorneys make use of the alternate email fields. An assistant’s email or docketing department’s email can be entered, and the same system-generated email regarding case initiations or follow-up filings will be sent to the alternate email address entered.

    Note: Some information, such as your bar number, organization or user role cannot be modified by the account holder after you register. Changes to these fields must be done through the administrator of the system at the court.

15. Click **Submit**. A page notifying you that a user account has been requested appears and displays basic user information, including the company with which the user is associated.

Figure 11: Notification of User Account Request



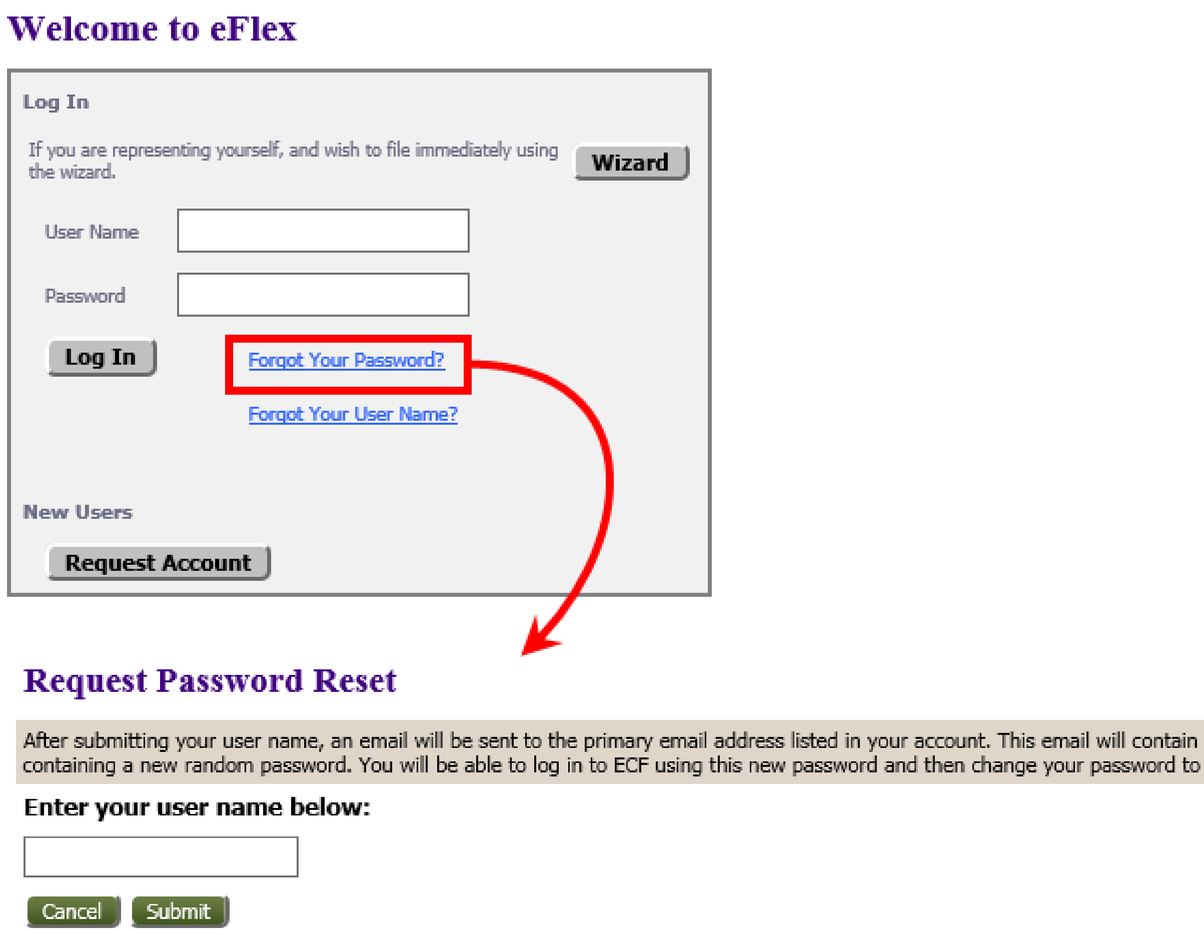
16. Click **OK** to be returned to the "Login" page. When you have completed the registration, your request will go through the court's automated approval process. Once approved, you will receive an email message stating such, and you can then log in to the e-Filing system using your username and the password established during the registration process.

Note: If the user is an attorney, the automated system includes a validation check with the court's case management system to search for a last name/bar number match. If a match is found, the approval should occur quite quickly. If no match is found, the user request for an account is handled manually and will take longer than the automated process.

Resetting Forgotten Password

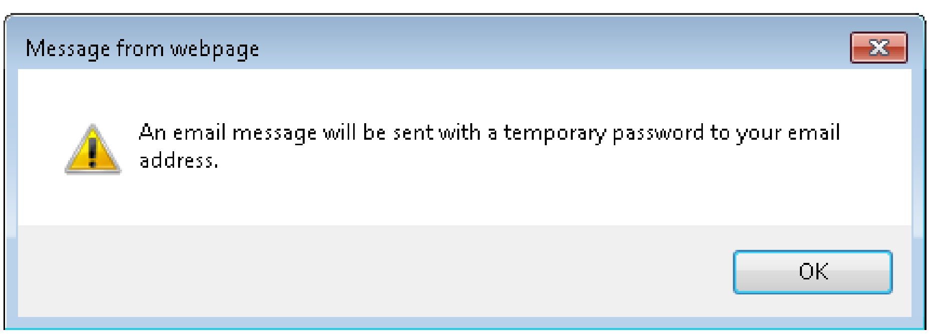
1. If you have forgotten your password, on the "Login" page, click "**Forgot Your Password**?" The "Request Password Reset" page will appear.

Figure 12: Requesting a Password Reset



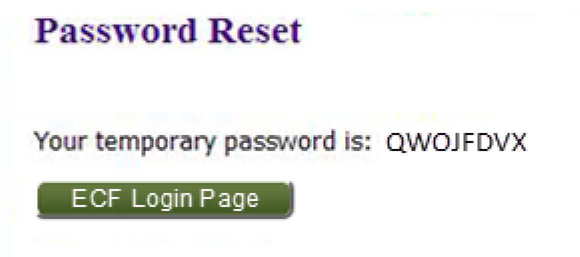
2. Enter your user name and click **Submit**.

Figure 13: Temporary Password Sent to Your Email



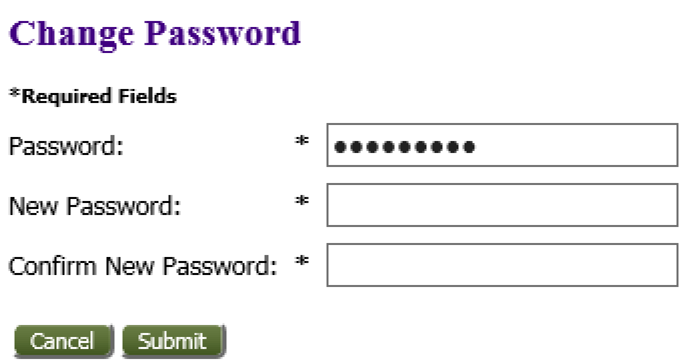
3. An email containing a link will be sent to the primary email address listed on your User Profile. Upon clicking the link, you will be directed to a page with a temporary password that you may use to log into the eFlex system.

Figure 14: Temporary Password for One-Time Login



4. Click **ECF Login Page** to be taken to the Cobb County login page. After logging in, proceed to the "Change Password" page to change your temporary password by selecting **My Profiles > Change Password** from the menu bar located at the top of most pages.

Figure 15: Resetting a Forgotten Password



5. Enter the temporary password in the "Password" field.

6. Create a new password following the password requirements of the court and type it into the "New Password" field. Depending upon what the court requires, your password may contain a specific number of characters, including numbers or special symbols. Also, you may be required to have a combination of both upper and lower case letters.

7. In the "Confirm New Password" field, re-type the password exactly as you entered it in step 6.

8. Click **Submit** to save your changes.

9. Be sure you notify your legal assistant, or any others who may enter your filings for you, of the change in password.

Navigating from the Home Page

The "Home Page" is your starting point as a filer and is the default screen you see when you login. All the basic filer functions are accessed by clicking the appropriate button listed on the home page. You can also navigate using the menu bar that appears at the top of most pages on the website. Roll the mouse over the listings on the menu bar to become familiar with options not available in the list of buttons at the left of the page. For instance, on the menu bar the "My Profile" drop down list allows you to access pages to view and modify profile information, including changing your password.

Figure 16: Home Page

Your user identification appears on the right side below the banner.

Note: This is a web application. Your web session will terminate automatically if there is no activity on the webpage for 20 minutes. A session is considered active as long as you are interacting with the web server. For example, if you do not click a **Submit, Next,** or **Save** button within 20 minutes, the session will time out and log you off the system. When the system logs you out, the screen doesn't change. It appears that you're still logged on; however, as soon as you click an action button, you will be asked to login. Typing in a text field does not count as being "active."

Warning: Web browsers keep "Session Data." For this reason, it is important that the user only open one instance of eFlex at a time. Multiple windows where eFlex is open could cause significant problems with the filings as information for web sessions is not stored separately by the browser. This potentially could mean if a user has several instances of eFlex open in various browser windows, then the documents the user attempted to attach to filing A actually get attached to filing B. Also, it is potentially possible that duplicate filings could be created.

Logging Out

1. Click the **Logout** button listed on the right side of the menu bar. A "Logout" page will appear.

Figure 17: Notification of Drafts (or Incomplete Filings)

2. Review the list of incomplete filings. Prior to completing user logout, the eFlex system notifies users of drafts he/she may still have in process. Because eFlex saves information entered for a filing after the addition of parties (**Save to Drafts** is clicked) or documents (**Move to Draft** is clicked), a user is able to begin a filing and leave the eFlex session before finalizing the filing. Once the user begins adding documents to the filing, the eFlex system also automatically executes a save action on incomplete filings when a user selects **Logout**. The information entered will be saved in draft form and accessible for completion on subsequent logins.

Working with Profiles

My User Profile

When you register for an account, you are required to provide profile information, which can be edited or updated later as needed.

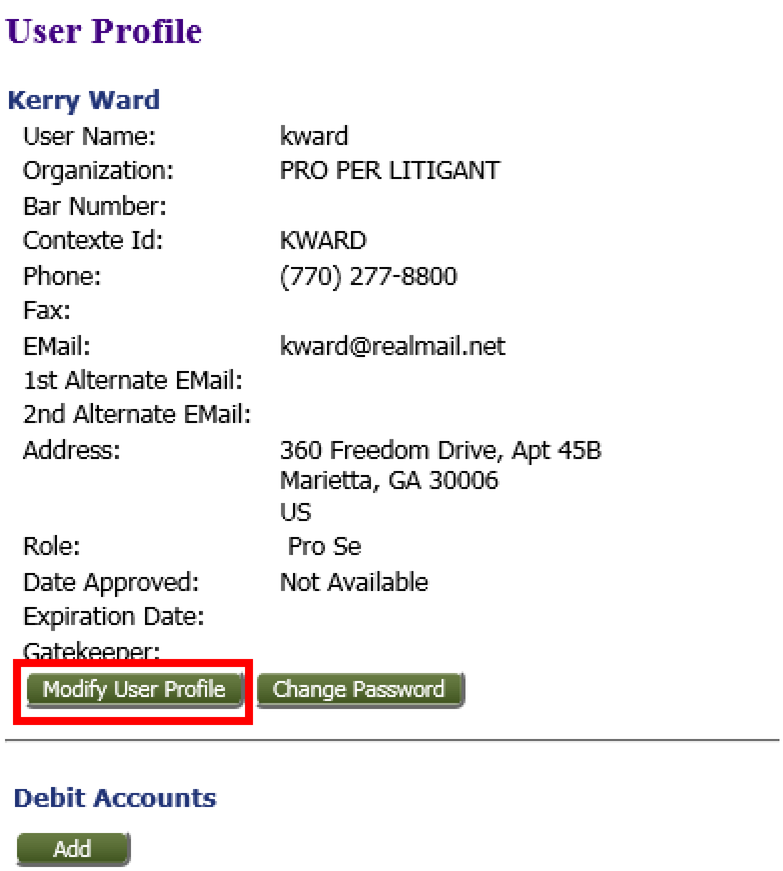
Viewing or Editing Your User Profile

1. Select **My Profile** > **My Profile** from the menu. The "User Profile" page will appear and display the information entered when the user account was created or modified.

Figure 18: My User Profile

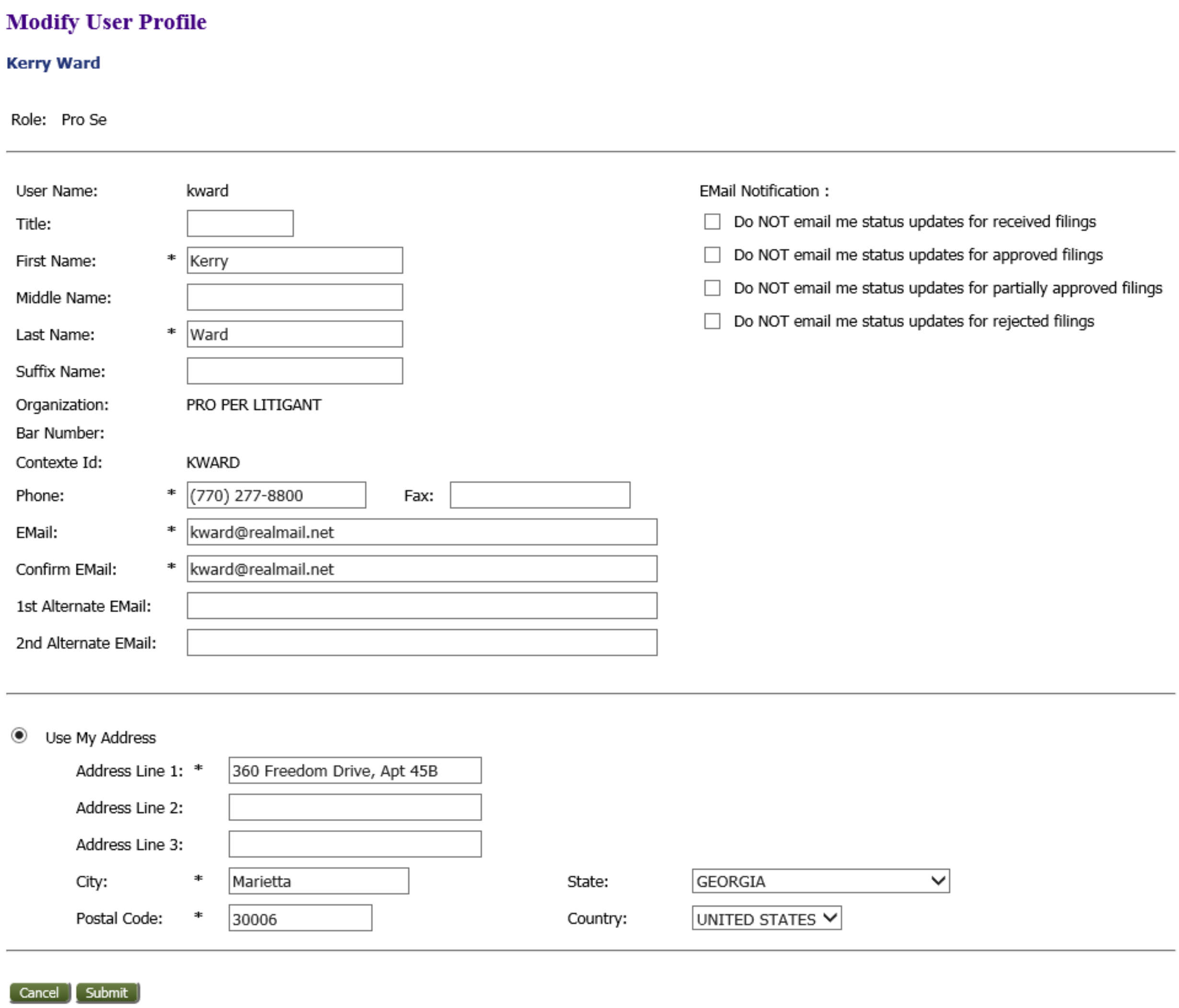
2. To change the information in the user profile, click **Modify User Profile** to cause the "Modify User Profile" page to appear.

Figure 19: User Profile



Note: It is of the utmost importance that the primary email associated with this account is kept up to date as that is one way the eFlex system communicates with the filer about activity that has taken place on the filer's cases. If the user changes his email and does not record the new email information on the User Profile page, he will no longer receive Courtesy Notices of Electronic Filings for his cases. However, he can still login to the eFlex system and view his Notifications within the system (Notifications button on Home page).

Figure 20: Modify User Profile

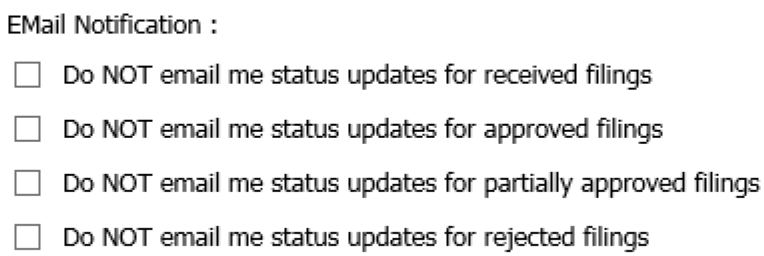


3. On the Modify User Profile page, fields that display a textbox, radio button, or checkbox may be modified.

4. **Optional:** The alternative email addresses are provided so that someone else can receive email notices when you receive courtesy notices on your cases. This may be used for partners or assistants.

5. **Optional:** The eFlex system default is to automatically send users emails notifying them of status updates for action taken on their filings. If you do not wish to receive email updates on status changes for received filings, approved filings, partially approved filings, or rejected filings on all of your cases, select the appropriate checkbox to discontinue that service.

Figure 21: Email Notification Settings



6. Click **Submit** to save the changes you have made and be returned to the "User Profile" page.

Note: If modification needs to be made to fields without a textbox, the user will need to contact the system administrator. For instance, a system administrator is able to change a user's assigned role or the organization with which the user is associated.

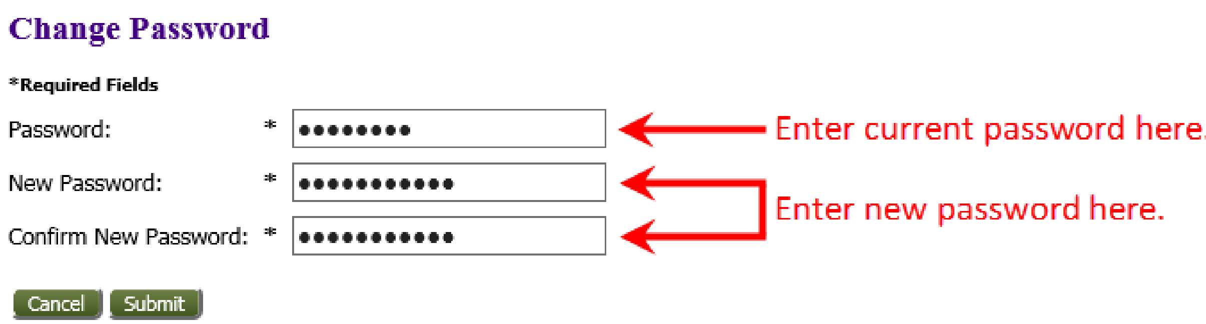
Passwords

You may change your password whenever you want. Periodically changing your account password is a wise security measure. Depending upon what the court requires, your password may contain a specific number of characters. Also, you may be required to have a combination of both upper and lower case letters as well as numbers or symbols.

Changing the Password

1. Select **My Profile** > **Change Password** from the menu bar at the top of the page or, from the "User Profile" page, click **Change Password**.

Figure 22: Change Password Screen



2. Enter the current password in the "Password" field.

3. Create a new password following the password requirements, and type it into the "New Password" field.

4. In the "Confirm New Password" field, re-type the password exactly as you entered it in step 3. Re-typing helps to ensure you entered the password correctly and will be able to access your account upon subsequent logins. Copying and pasting the password into the confirm password field will copy any typing errors created in the first entry.

5. Click **Submit** to save your changes and return to the "User Profile" page.

6. Be sure you notify your legal assistant or any others who work with your filings of the password change.

Note: When you are changing your password using the "Forgot My Password" feature on the log-in page, make sure you type in the new temporary password in the first password field. Don't try to remember your old password because it has been changed.

Login History

The "Login History" screen shows your successful and failed logins to help you monitor any unauthorized login attempts.

If your account has too many login failures, the system will automatically suspend your account. If this occurs, call your system administrator to reset your password. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

Viewing Login History

1. Select **My Profile** > **View Login History** from the menu. The "Login History" page appears displaying a list of the login attempts along with the date, login result, and IP address of the requesting machine.

Figure 23: Login History

Login History

Kerry Ward Log In History

Employee Account Status: Active   Entries per page: 50

Date Logged In	Log In Result	Requesting IP Address
2014-09-12 13:03:42.0	Succeeded	10.15.2.10
2014-09-12 12:45:12.0	Succeeded	10.15.2.10
2014-09-11 19:01:15.0	Succeeded	10.15.2.3
2014-09-11 15:14:48.0	Succeeded	10.15.2.37
2014-09-11 12:06:04.0	Succeeded	10.15.2.50
2014-07-24 18:48:55.0	Succeeded	10.15.2.7
2014-07-15 13:51:38.0	Succeeded	10.15.2.19
2014-07-15 11:45:05.0	Succeeded	10.15.2.27
2014-07-15 11:40:07.0	Succeeded	10.15.2.27
2014-06-24 18:02:53.0	Succeeded	10.15.2.6
2014-06-24 15:27:47.0	Succeeded	10.15.2.24
2014-06-24 15:20:11.0	Succeeded	10.15.2.24
2014-06-24 15:06:18.0	Succeeded	10.15.2.24
2014-06-24 13:23:56.0	Succeeded	10.15.2.24
2014-06-24 13:03:00.0	Succeeded	10.15.2.24
2014-06-23 18:25:40.0	Succeeded	10.15.2.7
2014-06-23 17:59:53.0	Succeeded	10.15.2.33
2014-06-23 17:45:10.0	Succeeded	10.15.2.5
2014-06-23 15:47:31.0	Succeeded	10.15.2.32
2014-06-23 15:02:59.0	Succeeded	10.15.2.3
2014-06-23 14:57:03.0	Succeeded	10.15.2.3
2014-06-23 14:13:11.0	Succeeded	10.15.2.3
2014-06-23 14:00:53.0	Succeeded	10.15.2.3

2. Use the menu bar at the top of the page to navigate to your next task.

Working with Cases

There are four options under the menu bar option labeled "Cases". They are:

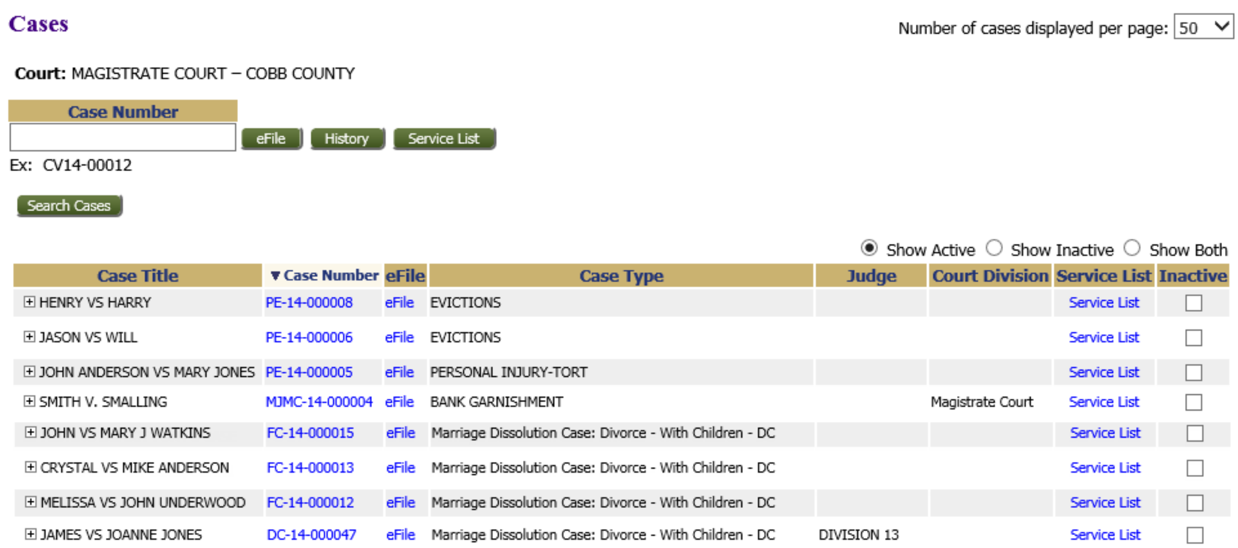
- My Cases
- Notifications
- Filing Charges
- Make a Payment

When you initiate a new case or send in a follow-up filing, the case number is added to the "My Cases" list if you are a participant, and the e-Filing system recognizes that condition. From the menu bar, clicking on **My Cases** will allow you to access a list of cases on which you are a registered participant.

To View My Cases

1. Click **Cases** on the home page or select **Cases** > **Cases** from the menu bar. (The same page also displays when the user navigates from the eFile tab to Existing Case.)

Figure 24: List of "My Cases"



Cases

Number of cases displayed per page: 50

Court: MAGISTRATE COURT – COBB COUNTY

Case Number

eFile History Service List

Ex: CV14-00012

Search Cases

Show Active Show Inactive Show Both

Case Title	▼Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
HENRY VS HARRY	PE-14-000008	eFile	EVICTIONS			Service List	☐
JASON VS WILL	PE-14-000006	eFile	EVICTIONS			Service List	☐
JOHN ANDERSON VS MARY JONES	PE-14-000005	eFile	PERSONAL INJURY-TORT			Service List	☐
SMITH V. SMALLING	MJMC-14-000004	eFile	BANK GARNISHMENT		Magistrate Court	Service List	☐
JOHN VS MARY J WATKINS	FC-14-000015	eFile	Marriage Dissolution Case: Divorce - With Children - DC			Service List	☐
CRYSTAL VS MIKE ANDERSON	FC-14-000013	eFile	Marriage Dissolution Case: Divorce - With Children - DC			Service List	☐
MELISSA VS JOHN UNDERWOOD	FC-14-000012	eFile	Marriage Dissolution Case: Divorce - With Children - DC			Service List	☐
JAMES VS JOANNE JONES	DC-14-000047	eFile	Marriage Dissolution Case: Divorce - With Children - DC	DIVISION 13		Service List	☐

From here you can:

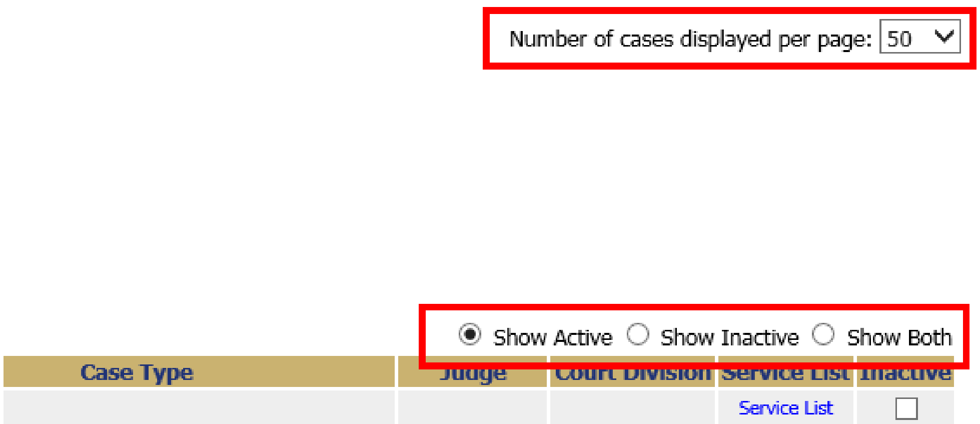
- View a case history of non-sealed cases that are stored electronically in the court's case management system (CMS).
- View a case history of cases on which you are a participant.
- View the service list of a particular case.
- Search for cases.
- Filter cases by active, inactive, or both.
- Link to a website to view the case documents.
- Begin the process of filing to an existing case.

Note: If you are a Registered Filer or Pro Se Filer, cases you are currently participating in may not automatically show on your list. The reason for this may be that you haven't associated your e-Filing account to your cases. You must submit a "Notice of Case Association" document on each case to have the case show on this list.

To Navigate My Cases Page

1. Filters to control the number of items displayed on the screen are located at or near the top of the page. These filters include "Number of cases displayed per page" as well as "Show Active," "Show Inactive," and "Show Both" radio buttons. The system default is 50 cases and "Show Active."

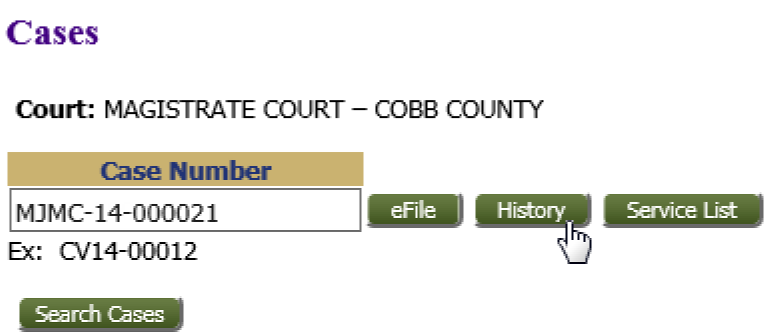
Figure 25: Filters Controlling Page View



2. **Optional:** The user may begin the process of filing to an existing case by entering the complete case number into the textbox and clicking the **eFile** button to the right of the textbox.

3. **Optional:** A filer can also pull up a Case History by entering the case number and clicking **History**.

Figure 26: Viewing the Case History



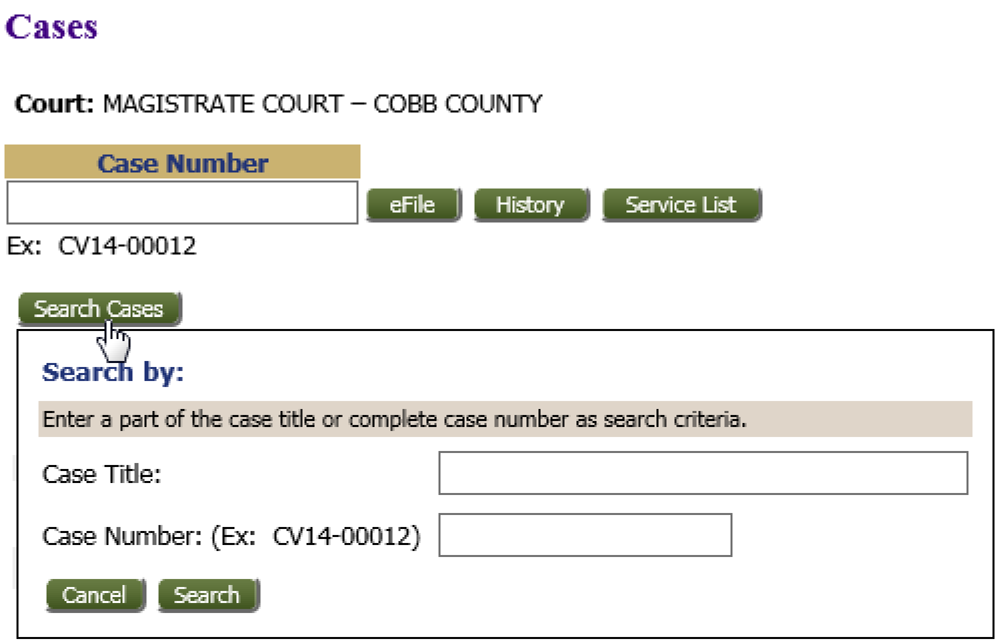
4. A detailed Case History displays in another browser tab.

Figure 27: Case History Page

5. **Optional:** Enter a case number and click **Service List** to view both the case participants who receive service electronically as well as those who receive service by traditional, paper means.

6. **Optional:** Clicking **Search Cases** allows a user to search for cases not appearing on his or her case list. The user will need either the complete case number or a partial case title in order to complete the search. The page will refresh with a list that fits the criteria.

Figure 28: Search Cases

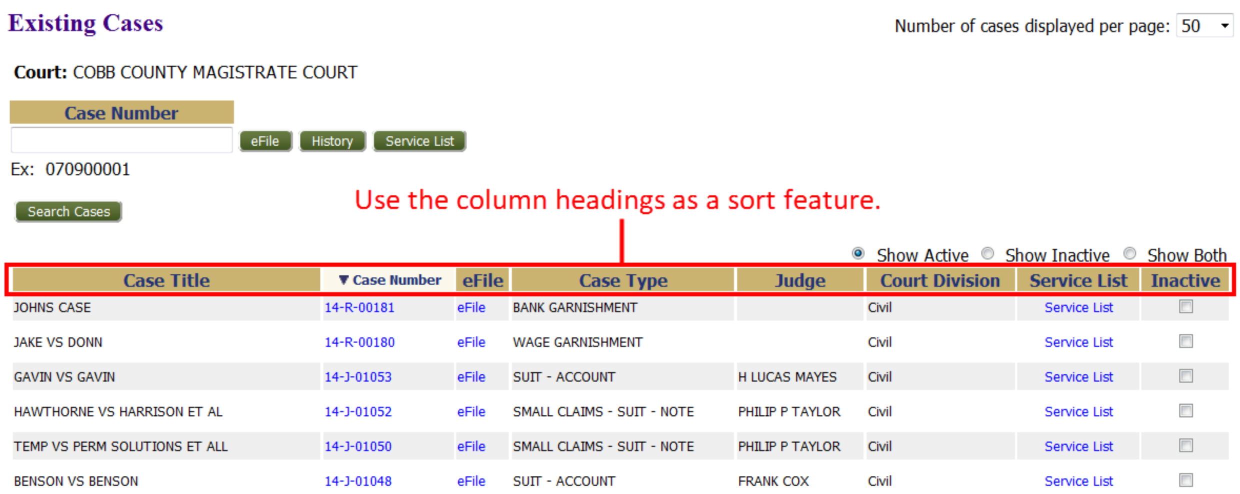


7. **Optional:** The **All My Cases** button, which appears after a case search has been completed, will cause the page to refresh and display all the cases that fit the criteria set by the radio buttons. This is useful to return to the entire list after a narrowed search has been activated.

8. Click on a column heading to activate an ascending or descending sort of the data in the table according to the column heading selected.

9. The "+" expansion sign listed next to the case title will cause a listing of documents related to the filing to display. The list is comprised of active links that will either route the user to the Cobb County Magistrate Court's site enabling the user to obtain documents or will open the filing receipt in a new browser tab.

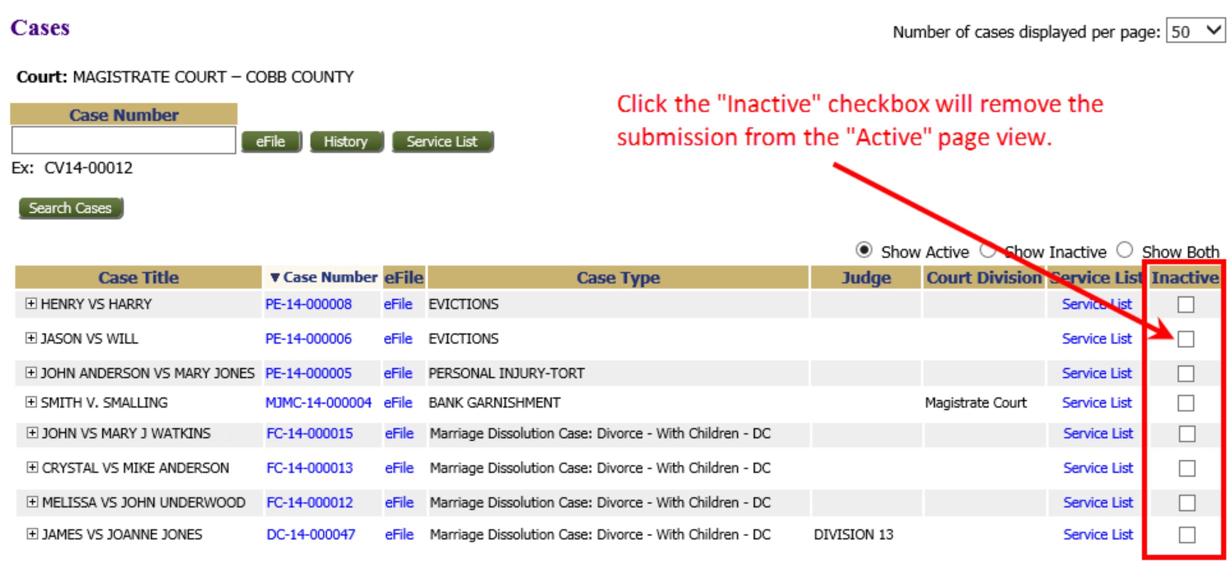
Figure 29: Case Sorting



Case Title	▼Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
JOHNS CASE	14-R-00181	eFile	BANK GARNISHMENT		Civil	Service List	
JAKE VS DONN	14-R-00180	eFile	WAGE GARNISHMENT		Civil	Service List	
GAVIN VS GAVIN	14-J-01053	eFile	SUIT - ACCOUNT	H LUCAS MAYES	Civil	Service List	
HAWTHORNE VS HARRISON ET AL	14-J-01052	eFile	SMALL CLAIMS - SUIT - NOTE	PHILIP P TAYLOR	Civil	Service List	
TEMP VS PERM SOLUTIONS ET ALL	14-J-01050	eFile	SMALL CLAIMS - SUIT - NOTE	PHILIP P TAYLOR	Civil	Service List	
BENSON VS BENSON	14-J-01048	eFile	SUIT - ACCOUNT	FRANK COX	Civil	Service List	

10. Filter the cases listed by selecting the “Inactive” checkbox to the right of a case on which there is no current activity. The default setting for the “My Cases” page is “Show Active” so cases flagged as “Inactive” will not be displayed on the “My Cases” list.

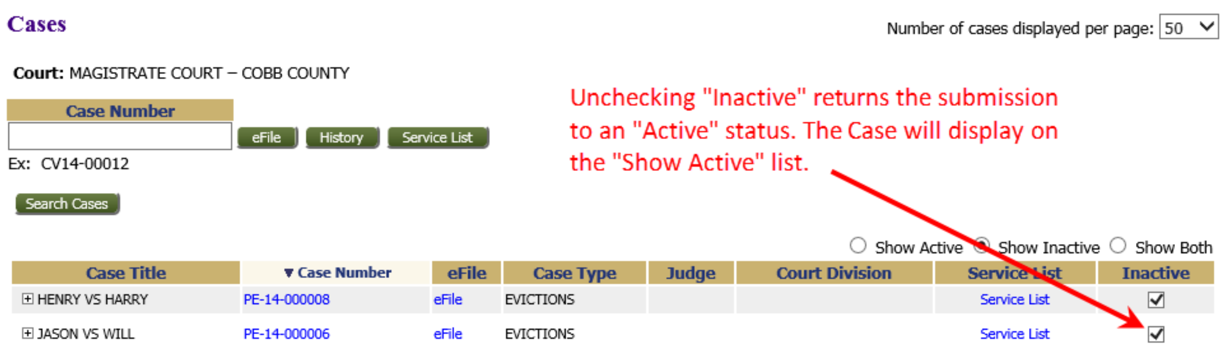
Figure 30: List of “My Cases”



Case Title	▼Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
⊞ HENRY VS HARRY	PE-14-000008	eFile	EVICTIONS			Service List	
⊞ JASON VS WILL	PE-14-000006	eFile	EVICTIONS			Service List	
⊞ JOHN ANDERSON VS MARY JONES	PE-14-000005	eFile	PERSONAL INJURY-TORT			Service List	
⊞ SMITH V. SMALLING	MJMC-14-000004	eFile	BANK GARNISHMENT		Magistrate Court	Service List	
⊞ JOHN VS MARY J WATKINS	FC-14-000015	eFile	Marriage Dissolution Case: Divorce - With Children - DC			Service List	
⊞ CRYSTAL VS MIKE ANDERSON	FC-14-000013	eFile	Marriage Dissolution Case: Divorce - With Children - DC			Service List	
⊞ MELISSA VS JOHN UNDERWOOD	FC-14-000012	eFile	Marriage Dissolution Case: Divorce - With Children - DC			Service List	
⊞ JAMES VS JOANNE JONES	DC-14-000047	eFile	Marriage Dissolution Case: Divorce - With Children - DC	DIVISION 13		Service List	

Note: If action is taken on a case you have marked as “Inactive,” you will still receive notifications of that action and can then reset the flag to active so the case will display on your “My Cases” list.

Figure 31: "Inactive" Checkbox

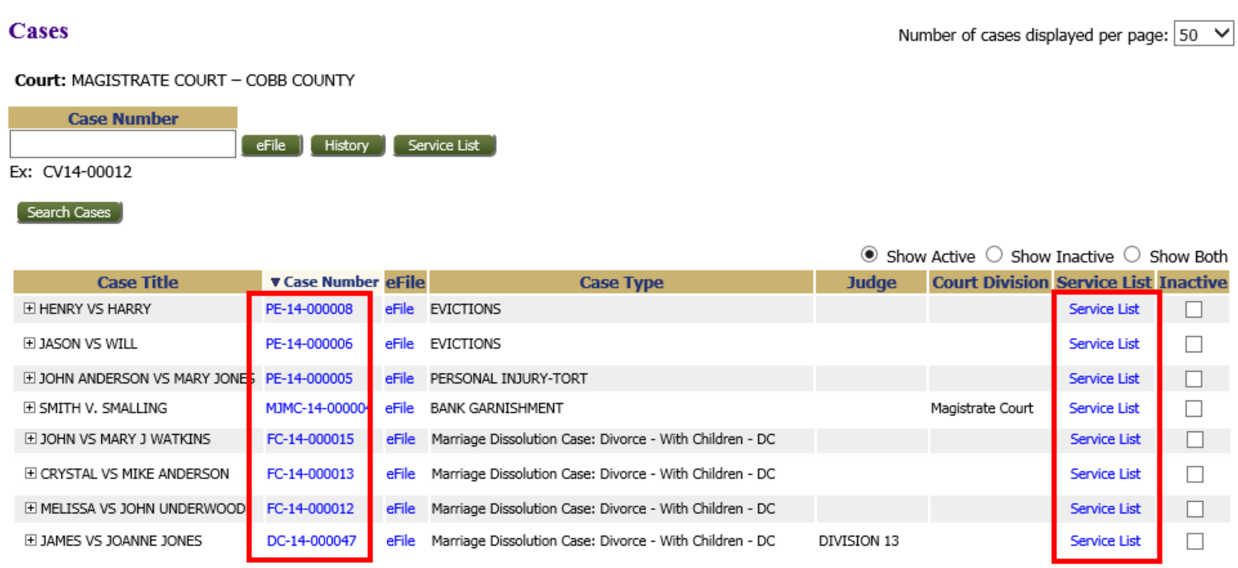


11. To reset a case as "Active," select the **Show Inactive** radio button on the right side above the list. The page will refresh and only list the cases that have been marked "Inactive."

12. When the inactive cases appear on the page, un-check the "Inactive" checkbox for the entry that has become active. The entry will be reset to "Active" and will display on your "My Cases" active list.

13. **Optional:** Access additional information about the cases listed on the page by clicking on the "Case Number" link to view the case history or on the "Service List" link to view both the list of electronic participants and the list of participants who will need notification in paper.

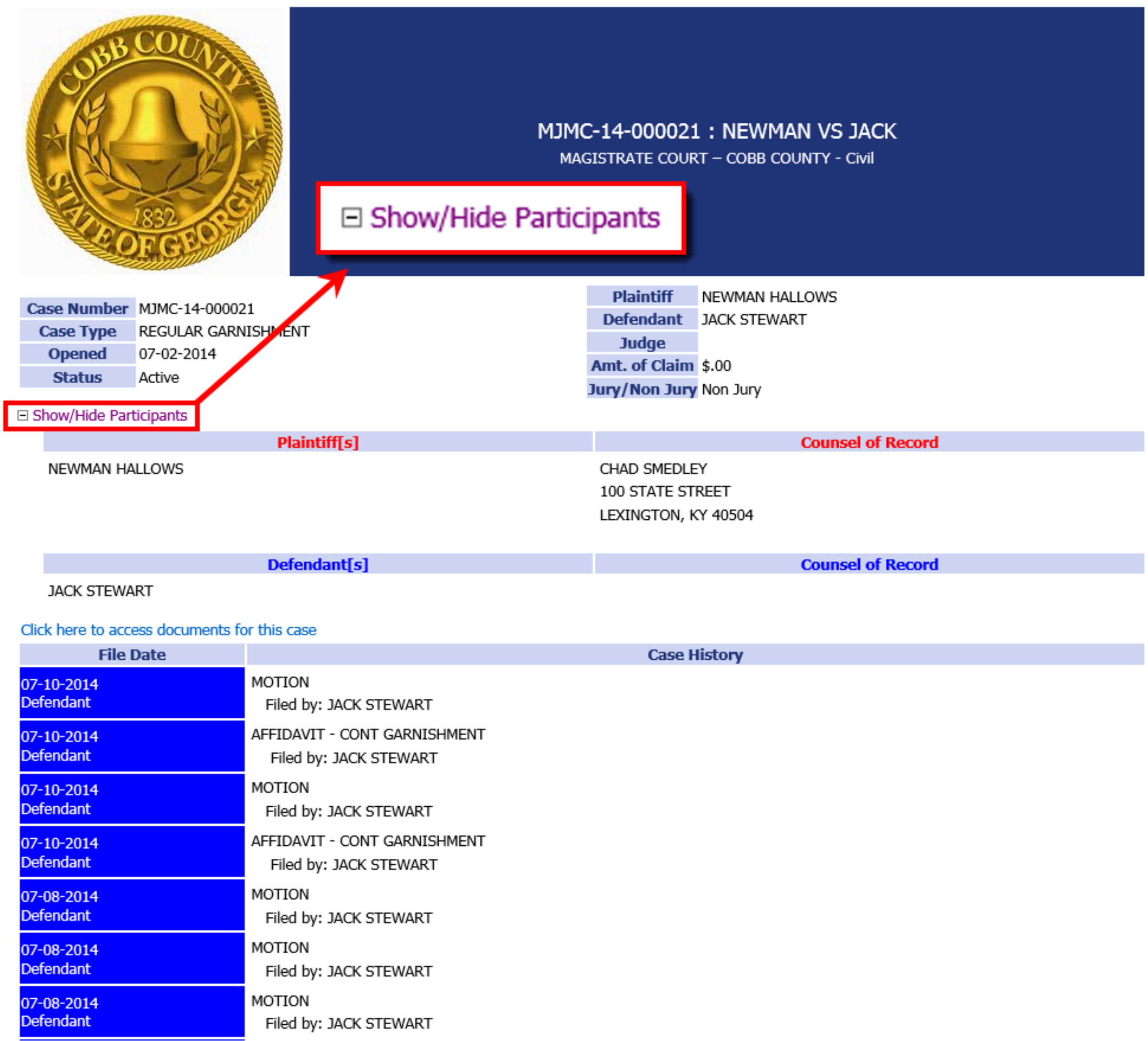
Figure 32: Search Cases



Viewing Case History

1. From the "My Cases" page, click the "Case Number" link. This displays the case history in a new browser tab. You can also use the "Case Number" textbox to enter the case number and click **History.**

Figure 33: Case History View



2. Click the **+/-** near the upper left corner of the page to show or hide participants such as plaintiffs, defendants, or attorneys listed on the case.

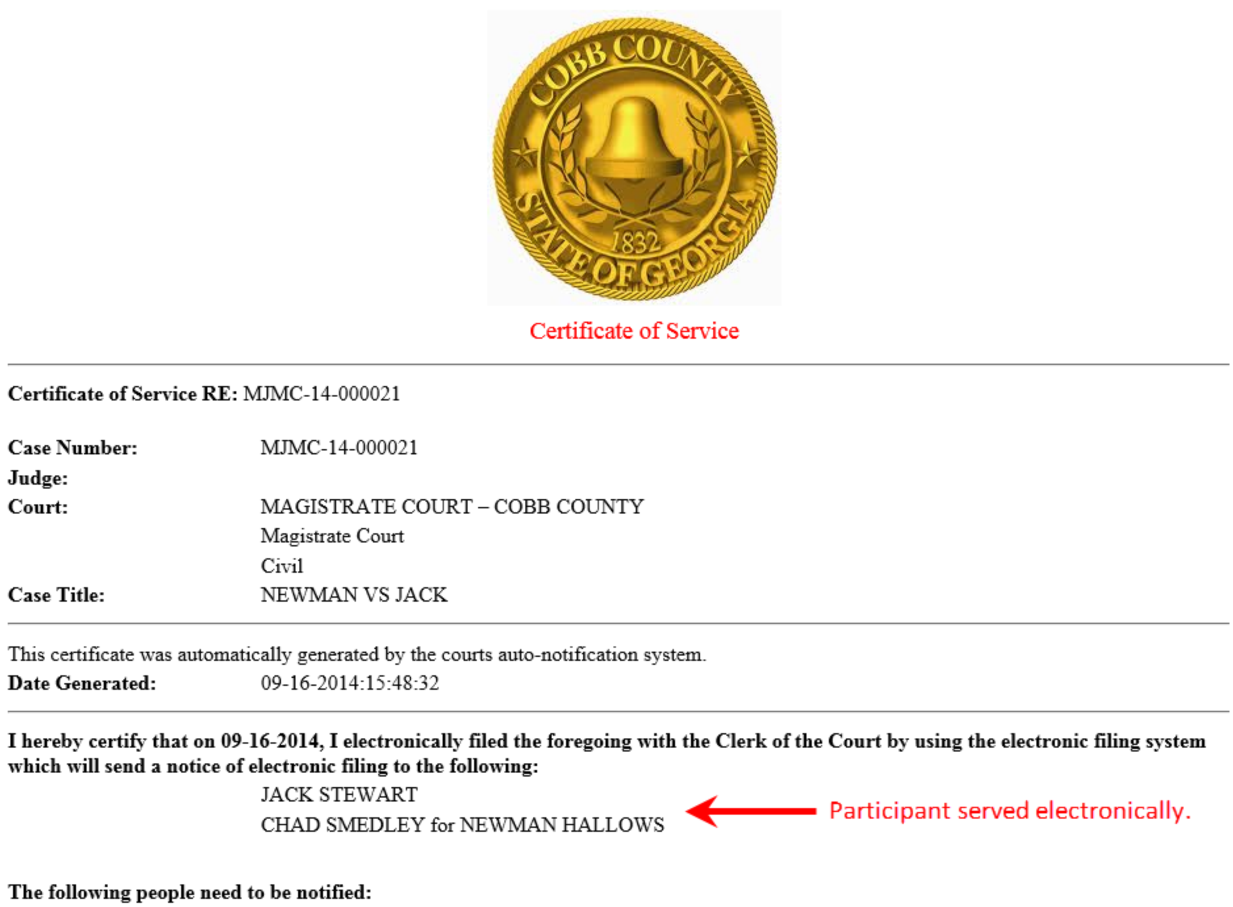
3. Click a link under the “Case History” column to route the user to the Cobb County Magistrate Court’s site enabling the user to obtain documents. Your ability to access the documents will depend on the case type and security level.

Viewing Certificate of Service

eFlex generates a Certificate of Service that informs the user which case participants will be notified electronically and which case participants will need service in paper. This information is prior to actual notification. To check who the system has notified and who remains to be notified, check the Notification of Electronic Filing by selecting **Cases > Notifications.**

1. From the “My Cases” page, click either the “Certificate” link or use the textboxes to enter the case number, court, and case title, and click **Certificate of Service**. A secondary page will open.

Figure 34: Certificate of Service


Certificate of Service

Certificate of Service RE: MJMC-14-000021

Case Number:	MJMC-14-000021
Judge:	
Court:	MAGISTRATE COURT – COBB COUNTY Magistrate Court Civil
Case Title:	NEWMAN VS JACK

This certificate was automatically generated by the courts auto-notification system.

Date Generated: 09-16-2014:15:48:32

I hereby certify that on 09-16-2014, I electronically filed the foregoing with the Clerk of the Court by using the electronic filing system which will send a notice of electronic filing to the following:

JACK STEWART
CHAD SMEDLEY for NEWMAN HALLOWS

Participant served electronically.

The following people need to be notified:

2. The "Service List" view will list the electronic participants first. Those participants who need to be notified in paper will be under the heading "The following people need to be notified:."

Notifications

As part of your original account registration, you provided an email address and were given the opportunity to include additional email addresses. The eFlex system automatically generates emails to communicate with participants when action is taken on their cases. The email does not include the actual documents or all the details of the submissions. Contained in the email are links to the filer interface so that you can access the details and links to documents. Basically the email informs you there is a notice waiting for you to access.

A "Notice of Electronic Filing" (NEF) is a notice of documents that are filed on a case electronically. For participants on the case who do not have an e-Filing account, the Cobb County Magistrate Court requires that you continue the practice of service to those participants in paper and include your Certificate of Service as part of your documents in this circumstance.

Once you have efiled on a case and been added as a party to that case by the clerk of court, the case number is stored in a database, and your username is associated with that case. When someone else sends a follow-up submission on any case on which you have been indexed as a participant, you will receive an email, unless you have selected to turn that function off in your user profile, and the notification list will be updated with the submission information.

Notifications generally go out when the court records a submission.

1. To access your notifications from within the email, you can click on the link embedded in the email.
2. This will launch a web browser and take you to the "Login" page. Once you log in, you will be transferred to the "Notification Listing." (If you already have the e-Filing application open, it is not recommended to open a new session by logging into a different browser window.)

Figure 35: Notice of Electronic Filing (NEF)

****** IMPORTANT NOTICE - READ THIS INFORMATION *****
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 14-J-01042
Judge: Judge H LUCAS MAYES - Division MAYESHL

Official File Stamp:	09-09-2014:12:07:32
Notification Date:	09-11-2014:17:12:28
Court:	COBB COUNTY MAGISTRATE COURT Civil
Case Title:	TESTING
Document(s) Submitted:	XEROX TEST COMPLAINT W/O FEES AFFIDAVIT-FEE test filing
Filed by or in behalf of:	GREGSON HAAN

This notice was automatically generated by the courts auto-notification system.

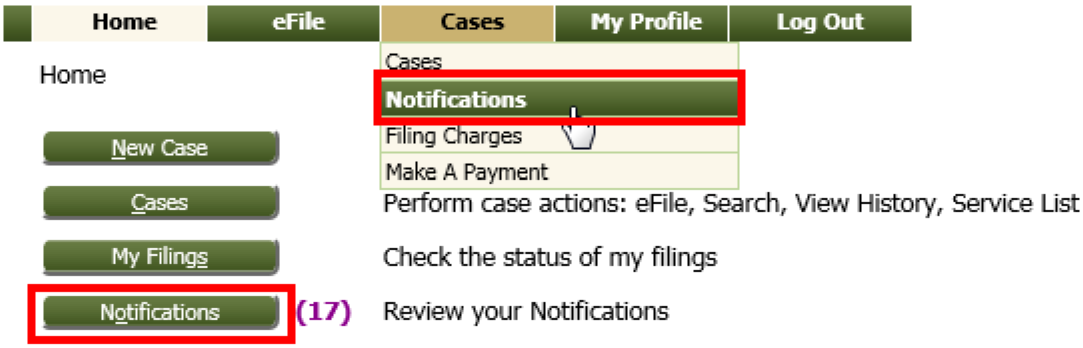
The following people were served electronically:
GREGSON T HAAN for TYSON TREMONTON

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:
SUZANNE SORENSON

Note: If for some reason you do not get your email messages, you can still log in and view your notifications. The e-Filing system holds all notifications, access to the details of the notifications, and the links to download the documents.

3. To access your notifications from the "Home" page, you can click on the **Notifications** button. Next to the **Notifications** button on the "Home" page may be a number in parentheses such as (**3**). This number represents the number of notifications you have not accessed yet and does not include the notifications that the filer has already read.

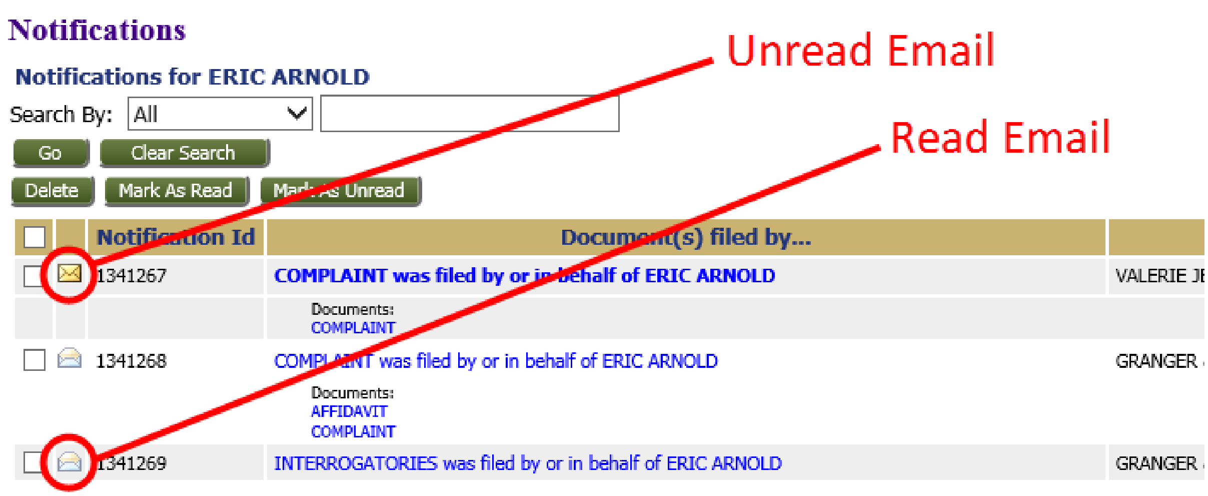
Figure 36: Accessing Notifications



4. You can also access your notifications from the menu bar **Cases > Notifications.**

Note: These notifications are not permanent. They are deleted after a period of time determined by the court. Generally, this auto-clean out time period is not less than 90 days. For more information about your responsibilities for notification in paper, please refer to the Court Rules. Once the notifications are cleaned out, the filer will need to access the OnBase Doc-Pop site to obtain documents filed to a case.

Figure 37 List of Notifications



5. An unopened envelope icon will appear to the left of each email notification you have not yet viewed.

6. Click the link of the submission you wish to view. A secondary page opens where you can view the service list for the case. The list indicates both participants who have been served electronically by the court and a list of those participants who will need to be served by traditional, paper means.

7. A sub-listing of each entry will display active links to the documents that were submitted to the case. Click on the document link to be directed to the site where download of documents is possible.

Figure 38: Viewing Service List and Document

8. The envelope icon will change to an open envelope after you have viewed the notification.

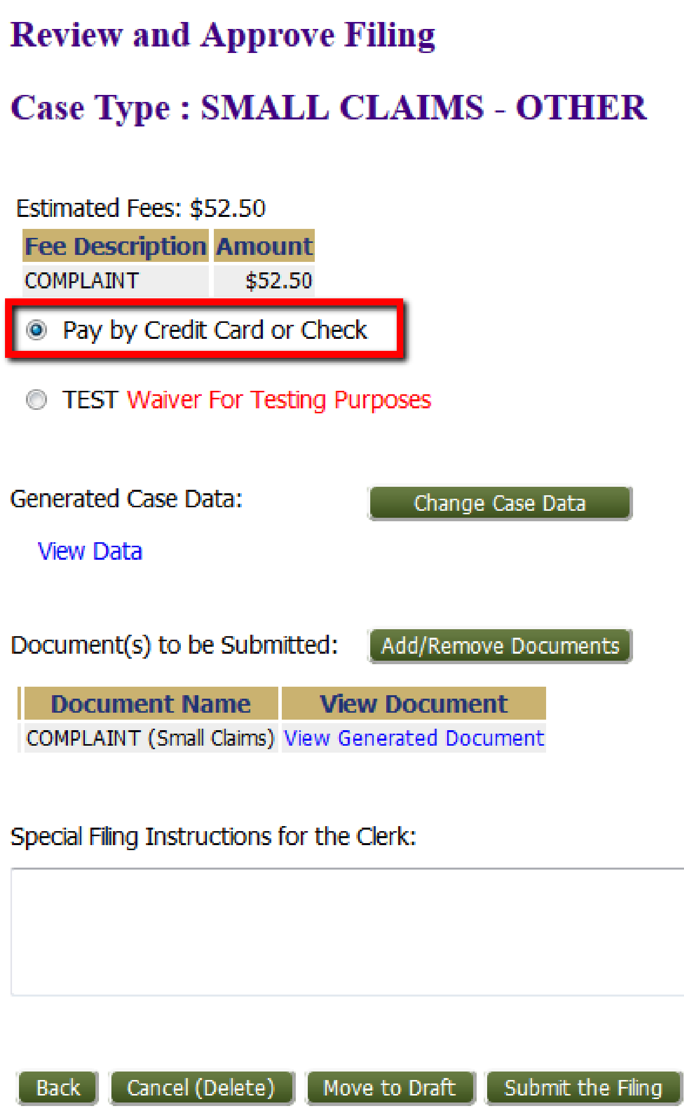
9. After you have viewed the notification and downloaded the related documents, you can delete the notification by selecting the checkbox to the left of the notification and clicking the **Delete** button. The page will refresh, and the deleted notification will no longer appear on the list.

Figure 39: Deleting Notifications

Viewing Filing Charges

Some documents that you file require court fees. Before you submit anything to the court, the final step is to review the data and documents in your submissions. The eFlex system automatically queries the Cobb County Magistrate Court to calculate fees and displays those fees on the "Review and Approve" page for the filer.

Figure 40: Calculated Fees from the Review and Approve Page



When payments are made, eFlex records the payments and keeps track of charges associated with each case. Payments made are tracked for a twelve month period. Because a third party vendor is used for payments and because federal law stipulates, **eFlex does not store any credit card information.**

If you need to waive the fees or pay at the court, select a "Waiver." By selecting the "Waiver" radio button, you will also need to select from the drop-down box either "In Forma Pauperis" or "Pay at Court."

In order to use the "In Forma Pauperis" waiver, you will need to file a "Petition" and "Affidavit to Proceed In Forma Pauperis." If these are not included, you will not be able to proceed with the filing. The submission then stops in a "wait" state and remain in this state until the court approves the waiver. The clerk will process this submission once waiver is approved.

If you choose the "Pay at Court" waiver, the submission also stops in a "wait" state and remains there until someone representing the parties on the case comes to the court and pays the fees. Once the fees are paid, the clerk will then process the submission.

Viewing Filing Charges

1. Select **Cases** > **Filing Charges** from the menu.

Figure 41: List of Filing Charges

Filing Charges

Report Month August

August 2013 Charges for Harold G Hanigan

Case Title	Client #	Court Case #	Court Division	Court Location	Description	▲Date	Account	Authorization Code	Fee
GOODMAN vs. THOMPSON		2013CV585134	Civil	Civil	CIVIL ADMINISTRATIVE	08-16-2013:12:01		18195	$129.06
BROWN vs. KENT		2013CV137384	Civil	Civil	CIVIL ADMINISTRATIVE	08-16-2013:12:01		18196	$129.06
RANSID vs. MONCHENKO		2013CV118903	Civil	Civil	CIVIL ADMINISTRATIVE	08-16-2013:12:07		18197	$129.06
PITTMAN vs. COMBS	CA-51009-081613	2013CV204332	Civil	Civil	CIVIL ADMINISTRATIVE	08-16-2013:12:07		18198	$129.06
BOSTWICK vs. COSGROW		2013CV519553	Civil	Civil	CIVIL ADMINISTRATIVE	08-16-2013:12:18		18199	$129.06
MORGANIS vs. MILLER		2013CV334739	Civil	Civil	CIVIL ADMINISTRATIVE	08-16-2013:12:29		18200	$129.06
KOHAGEN vs. RACER		2013CV566564	Civil	Civil	CIVIL ADMINISTRATIVE	08-20-2013:12:25		18506	$129.06
DELPHY vs. BYNES		2013CV201981	Civil	Civil	CIVIL ADMINISTRATIVE	08-20-2013:12:30		18507	$129.06
GOOBER vs. NAVIDADE		2013CV123185	Civil	Civil	CIVIL ADMINISTRATIVE	08-20-2013:12:31		18508	$129.06
JENNINGS vs. GARDENER		2013CV160890	Civil	Civil	CIVIL ADMINISTRATIVE	08-20-2013:01:33		18515	$129.06
KINDLE vs. PHILLIPS		2013CV151488	Civil	Civil	CIVIL ADMINISTRATIVE	08-20-2013:03:19		18519	$129.06
DRIVER vs. FARVRE		2013CV142085	Civil	Civil	CIVIL ADMINISTRATIVE	08-20-2013:03:23		18525	$129.06
								Total Charges:	**$1,548.72**

2. The current month is displayed by default. Select a month from the "Report Month" drop-down list. Information about each payment made during that month, including the case number, case title, method of payment, and the amount, is displayed.

Working with eFile

There are four options under the menu bar option labeled "eFile". They are:

- **New Case**
- **Existing Case**
- **Filing Status**

- **Draft Filings**

The eFiling system enables users to file to the Cobb County Magistrate Court. The following instructions will address the necessary steps for eFiling and will include screen shots of submissions where such duplication will serve to make the instructions more clear.

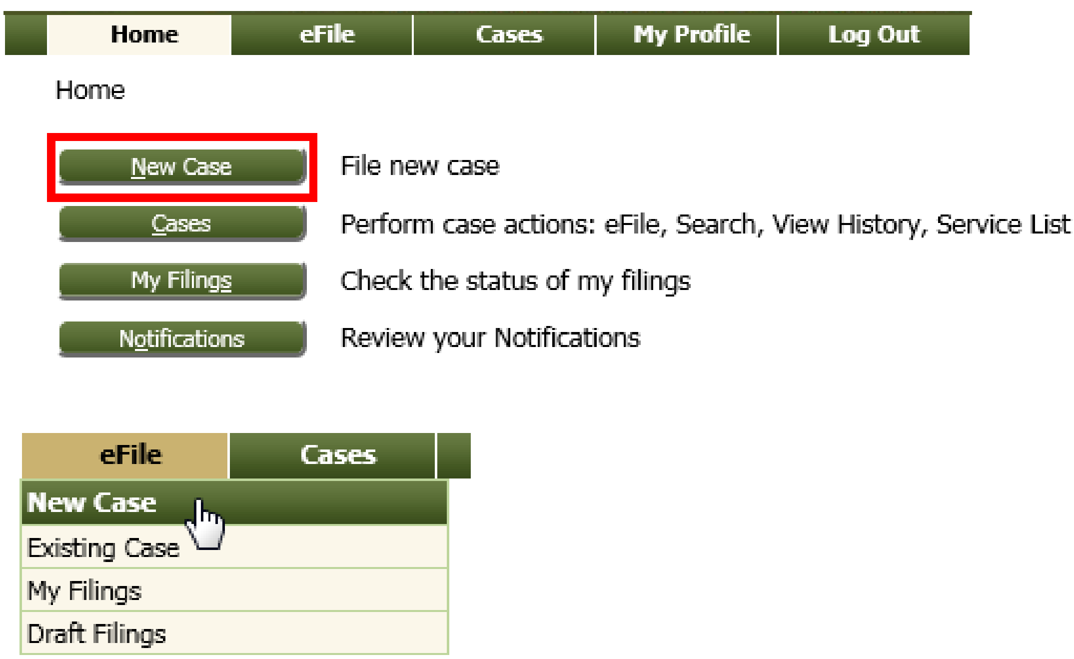
Initiating a New Case

Prior to initiating a new case, prepare all documents associated with the case. The default limitations are 10 MB per document and 30 MB per submission. For more information on document preparation, see the “Document Preparation Prior to Login” and the “Appendix A” sections of this manual.

In addition to documents submitted with a filing, the court needs case identifying information typically found on a cover sheet. The eFlex system allows the filer to enter this information which becomes part of the submission package transmitted to the court for recording on the Case History

1. From the home page, click the **New Case** button or select **eFile > New Case** from the menu bar at the top of most pages on the website.

Figure 42: Initiating a New Case



2. A “Court” page will appear.

Figure 43: Selecting the Court

3. Select the link for the appropriate Court. A "Case Category" page displays.

Figure 44: Case Category Page

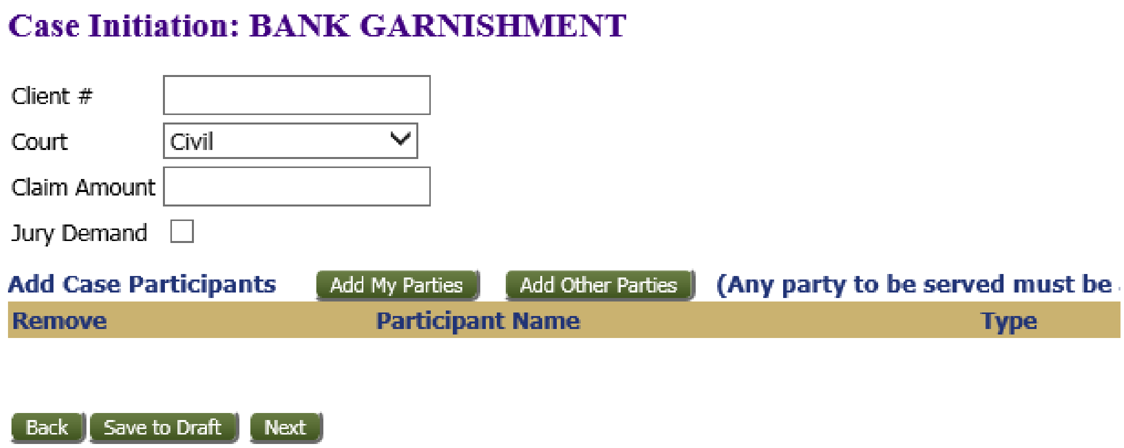
4. Select the Case Type by clicking the appropriate link. The Case Initiation page is displayed, allowing the user to continue adding case identifying information.

Figure 45: Case Initiation Page

Adding Case Data

The "Case Initiation" page allows the user to enter case-relevant information, which may vary slightly depending on which case type to which the filer is filing. Information required may include such things as claim amount, jury demand, tenant information, party information, etc. Enter preliminary information by checking the appropriate boxes or entering text as requested. Although much of the information requested on the Case Initiation page is optional, it is best for the filer to enter any information that is pertinent and would be expected from the court. The user cannot proceed forward from this screen without adding the participant information (for both My Parties and Other Parties).

Figure 46: Creating the Submission on the Case Initiation Page



1. **Optional:** The Client # is a field supplied for the convenience of the attorney filer. The law firm filing system reference number may be entered into this field and will be saved with the eFlex information associated with the submission. The Client # is not passed to the court or recorded on the case history information.

2. All Case Initiation pages, regardless of the court or case category selected in the case initiation process, require the filer to select the appropriate court from the dropdown. The default is "Civil." Be sure this is the correct selection.

3. **Optional:** Check the "Jury Demand" checkbox if a jury is appropriate and needed for this case.

Adding a Party to the Case

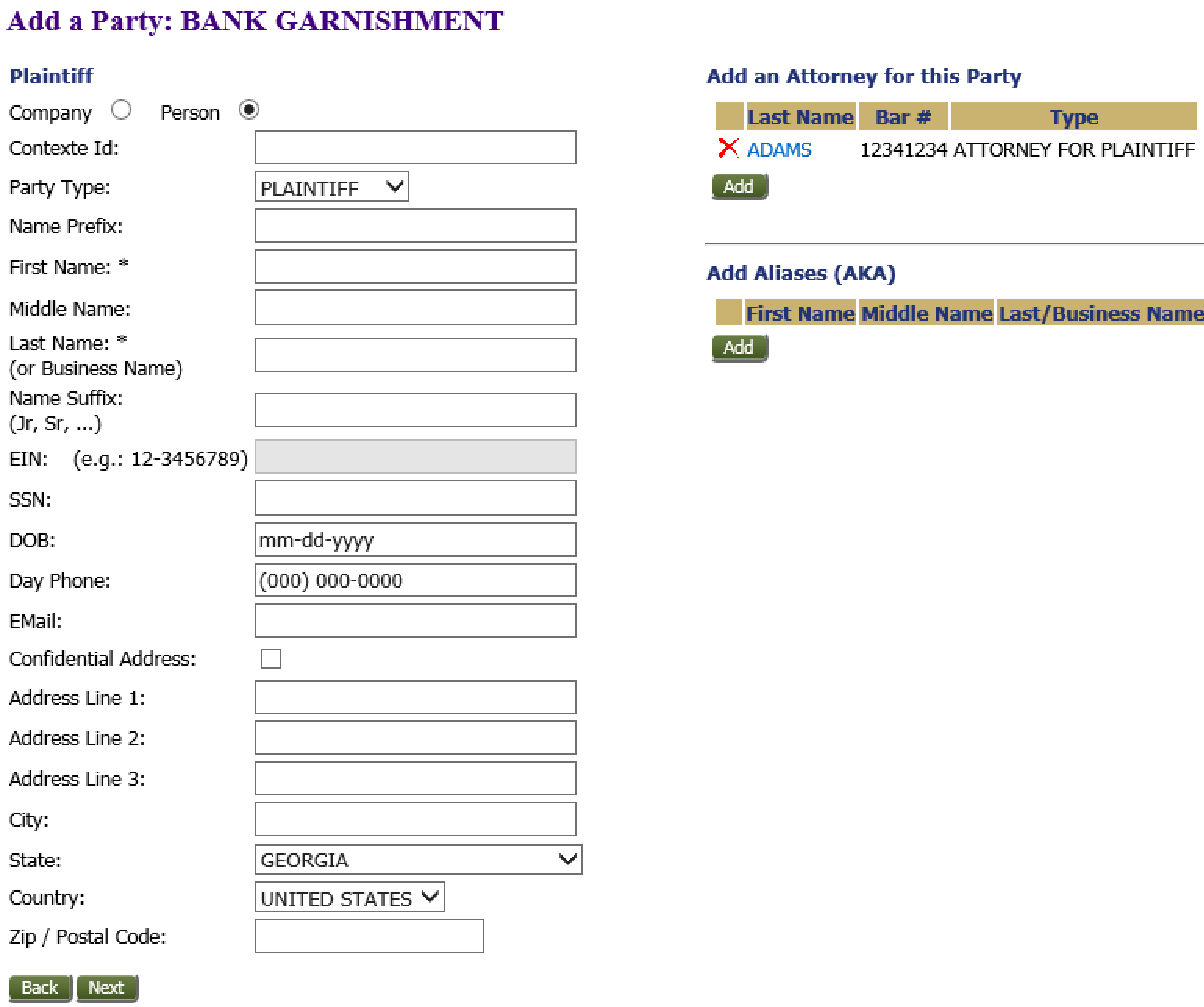
1. For the Plaintiff or petitioner, click **Add My Parties**. For Defendant or respondent, click **Add Other Parties**.

Figure 47: Adding Parties

2. When you click on **Add My Parties**, the "Add a Party" page displays. The **Add My Parties** button allows you to add the plaintiffs and petitioners that you represent if you are an attorney.

   Note: If you are a Pro Se filer, you will automatically be listed as a party on the case and your information, pulled from your user profile, will be displayed on the table at the bottom of the page immediately upon entering the Case Initiation page. The information may be edited by clicking the blue name link.

Figure 48: Add My Party Information Page



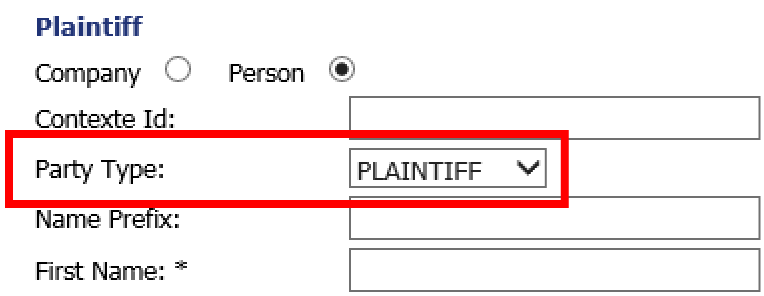
Note: Fields marked with an asterisk are required by this system; however, this does not mean those are the only fields you must fill in. This means these are the required fields to add a party on the case (and to move forward off of this page).

Figure 49: Required Fields

3. Sometimes other information is not known, and in that case, you are not responsible to fill out fields of information you do not have. However, if you have the information, it is best to provide it. If the clerk would expect the information and it is not provided, then the clerk may reject the submission or require you to send in an additional submission with more information.

   Note: Any party to be served must be added as a distinct party in the Add Party page.

Figure 50: Parties to Be Served Added Individually

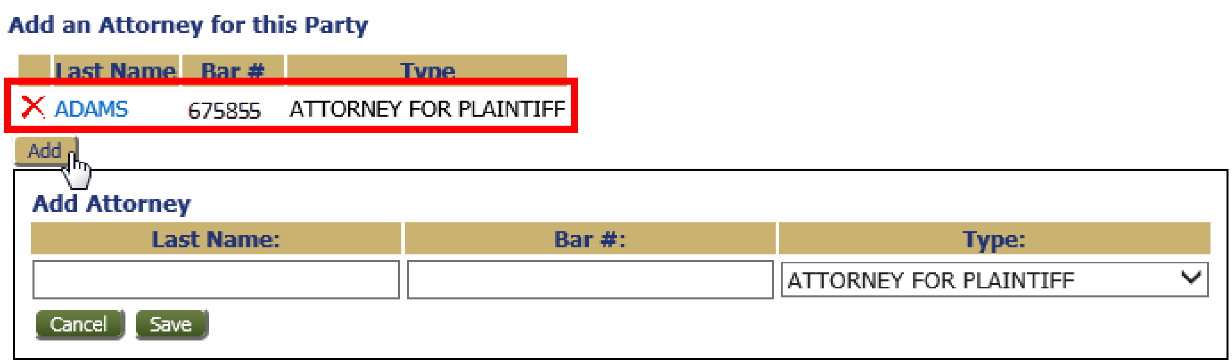


4. Use the "Party Type" drop down list to select the correct party type.

5. As an attorney, the e-Filing system automatically associates you to the parties you enter using the **Add My Party** button.

6. If another attorney will also be representing this party, the attorney may be added by filling in the textboxes with the required information. Double check that the last name and bar number are accurate. Click **Add**. The attorney name will be displayed on the table with the filer's information. Repeat this process for each individual attorney on the case.

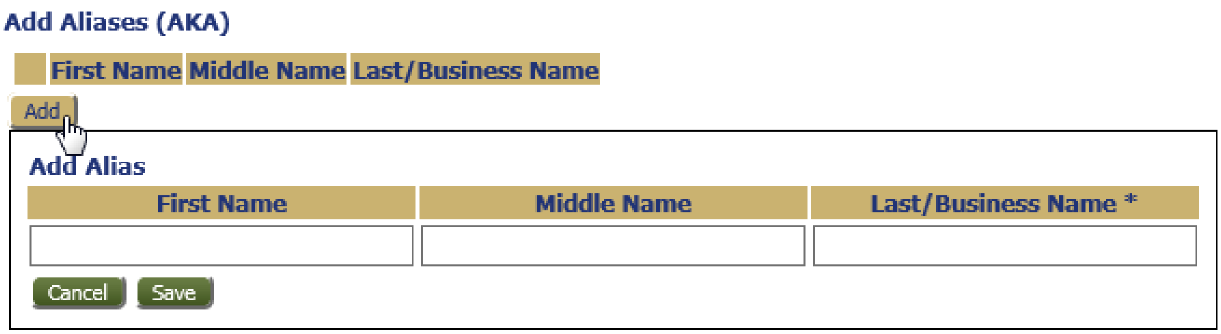
Figure 51: Attorney Section



7. **Optional:** If you need to add aliases or business names, use the Alias section, located in the lower right of the Add a Party page. Click **Add** and enter the requested information. Click **Save**. The new information if displayed on a table under the Alias section.

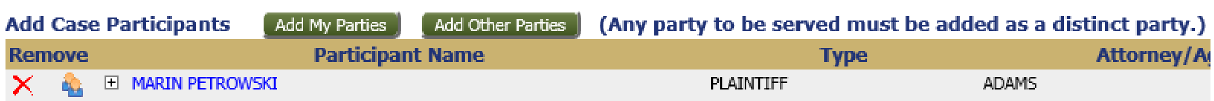
   Note: When adding an Alias, the Last Name or Business Name is required.

Figure 52: Adding Alias on Additional Business Name



8. Finally, click **Next**. This will return you to the "Case Initiation Page" where the party you added will appear on the list. You can add additional plaintiffs or petitioners following the same procedure for each individual to be added.

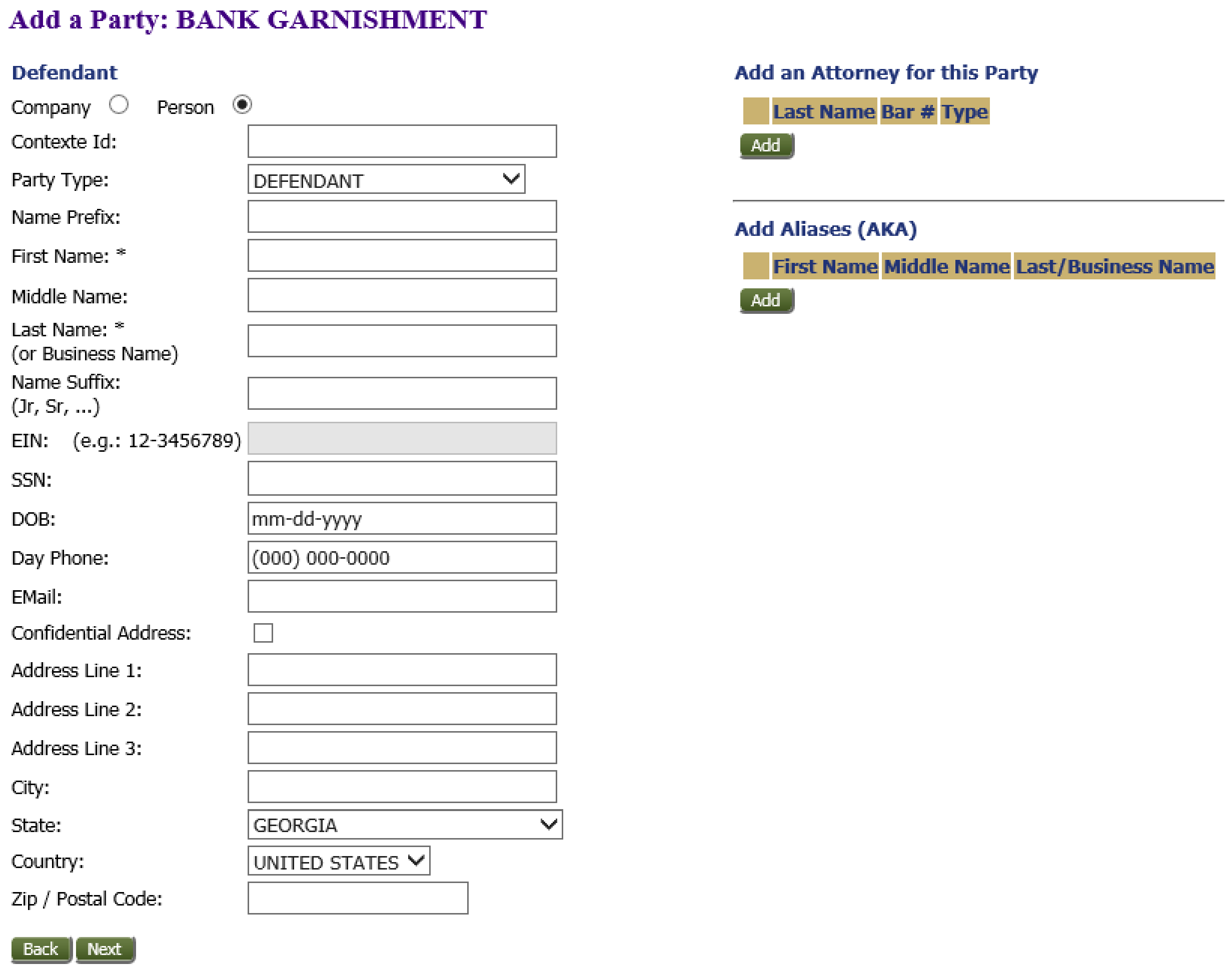
Figure 53: Case Initiation Displays Plaintiff Added



9. Click **Add Other Parties**. The "Add a Party" page allows you to add defendants.

   Note: The **Add Other Parties** button **does not associate** you to the parties you are adding nor does it add the attorney automatically.

Figure 54: Adding Defendant Information



10. Use the "Party Type" drop down list to select the correct party type.

11. Fill in all the fields for which you have information.

    Note: Fields marked with an asterisk are required by this system. This does not mean those are the only fields you must fill in. If you have the information, it is best to provide it.

12. Click **Save**. This will return you to the "Case Initiation Page" where the party you added will appear on the list.

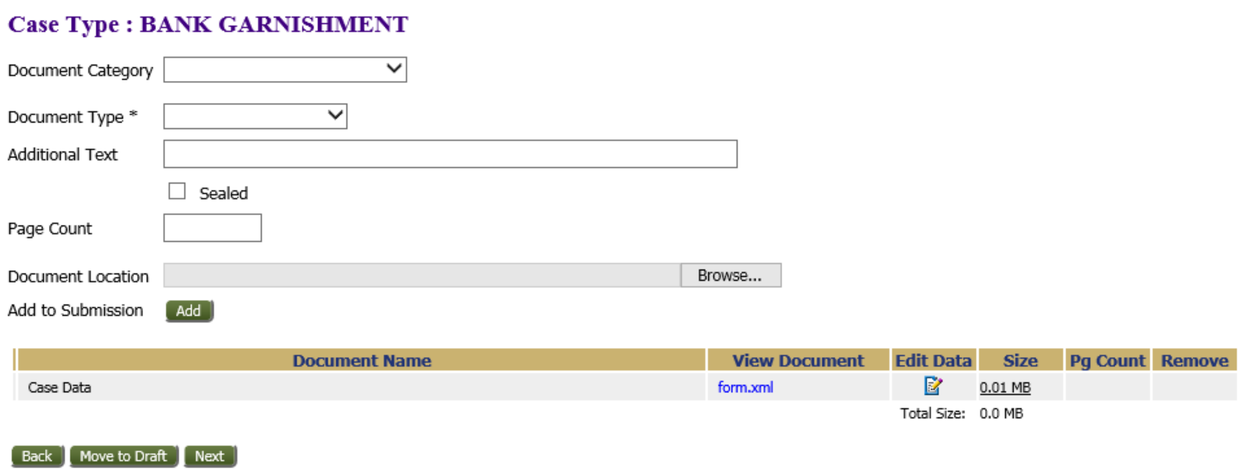
Figure 55: Case Initiation Page Displaying Both Parties

13. **Optional:** Add additional defendants, one at a time, following the same procedure listed above.

Adding Documents on a New Case

1. Click **Next** on the "Case Initiation" page. The "Add a Document" page will display.

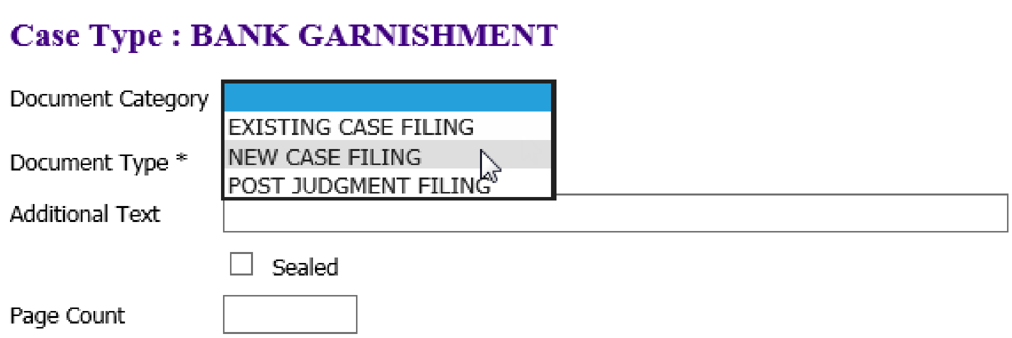
Figure 56: Add a Document Page



Note: If a user is initiating a Small Claims case or a Landlord –Tenant case, upon entering the "Add a Document" page, the Complaint is already listed under the Case Data on the submission document information table. The Complaint was auto-generated by the eFlex system based on information the filer entered on the Case Initiation page.

2. **Optional:** Use the Document Category dropdown to select a category and limit the list of document types that display to only those associated to the selected Document Category.

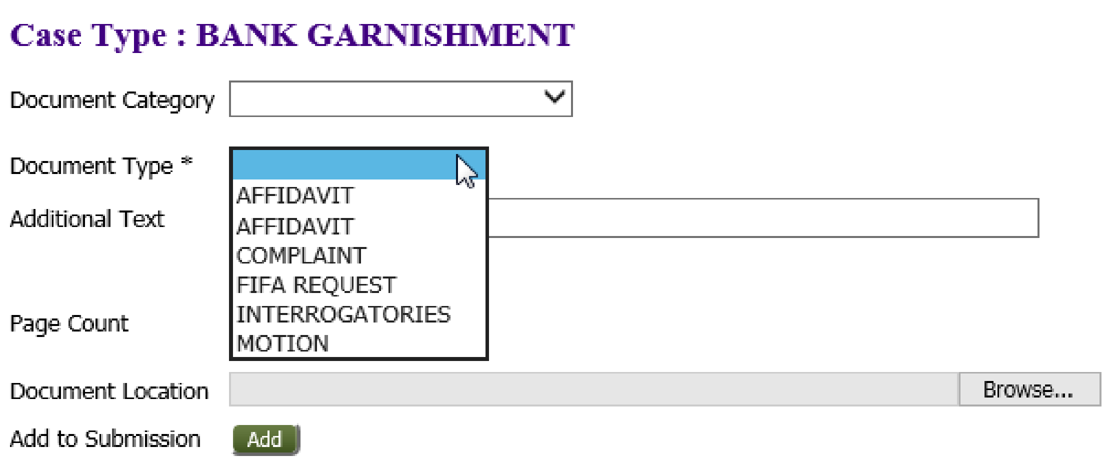
Figure 57: Document Category Drop-down



Note: If the user leaves the Document Category field blank, the Document Type dropdown will include all the possible document types associated with the case type to which the user is filing.

3. From the "Document Type" pull-down menu, select the type of document to be added to this submission. More than one document can be filed with the submission, but each document must be added one at a time, repeating each of the "Add Document" steps for each document.

Figure 58: Document Type Drop-down



4. **Optional:** By default, each document included in the filing has a security level that allows viewing according to standard court rules. If a document's security level should be sealed, the user can select the "Sealed" checkbox. This action alerts the clerk that the document security level needs to be considered but does not guarantee the action of the clerk. If additional information needs to be communicated to the clerk about a particular document's security, use the textbox provided on the "Review and Approve Filing" page.

Figure 59: Setting Document Security Level to Sealed

5. **Optional:** Enter any "Additional Text" in the text field provided. This additional text helps the clerk, judge, or other participants to understand more about the document. The additional text is included in the case history.

Figure 60: Additional Text

6. **Optional:** Enter the page count for the document that will be uploaded from a local computer or network.

7. Locate the document prepared for upload to the court by clicking on **Browse**. The operating system "Open Dialog" will display.

Figure 61: Locating Your Document

8. Browse to locate your document, select the document, and then click on the **Open** button. This will return the user to the "Add a Document" page with the file path to the document displayed in the "Document Location" field.

9. Click the **Add** button. If the document is large, the user will see a message "UPLOADING DOCUMENT. PLEASE WAIT". This process will copy the document from your local machine to the Court servers. Once the transfer is complete, repeat the steps 2 through 7 on this page to add additional documents to the filing.

Figure 62: Adding a Document

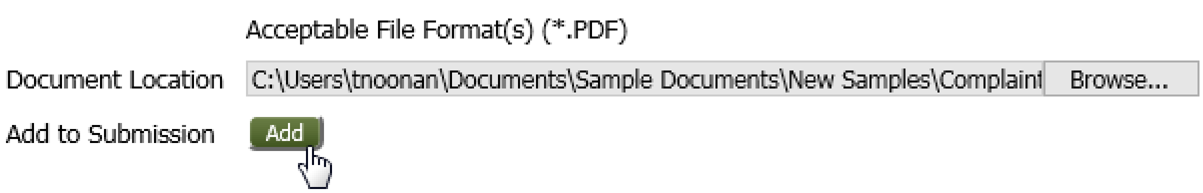


Figure 63: Document Added

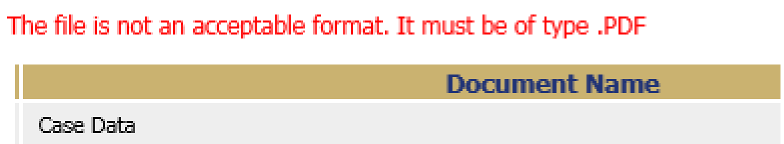
Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
COMPLAINT	Complaint.pdf		0.09 MB	5	
		Total Size:	0.09 MB		

10. Some documents, such as a Notice of Appearance for attorney filers or a Notice of Case Association for Pro Se filers, require additional information. If this is so, clicking **Add** will cause a

screen to display requesting the additional information. This system generated form is referred to as a “Document Form.” Fill out the displayed form as completely as you can, and click **Next**. Your documents will be added to the case at this time.

Note: You must file documents in the accepted file format and length. Please see instructions for “Document Preparation Prior to Login” at the beginning of this guide or “Appendix A” at the end of this guide. Failure to attach documents in the correct format will generate an error message.

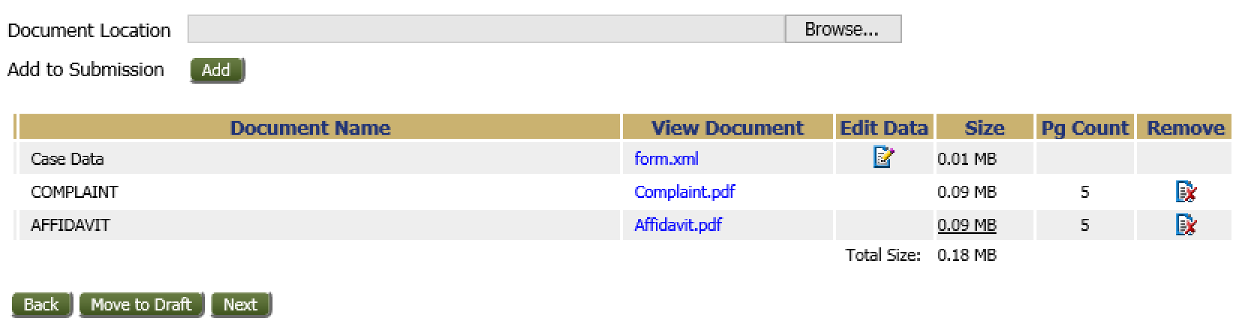
Figure 64: Incorrect Document File Format


The file is not an acceptable format. It must be of type .PDF

Document Name
Case Data

11. Each time a document is added, the document entry is displayed in the lower section of the page as shown. The image below shows that a “Complaint” and an “Affidavit” were added with no additional text. The size of each document is also included on the entry as is the page count.

Figure 65: List of Added Documents


Document Location Browse...
Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
COMPLAINT	Complaint.pdf		0.09 MB	5	
AFFIDAVIT	Affidavit.pdf		0.09 MB	5	
		Total Size:	0.18 MB		

Back Move to Draft Next

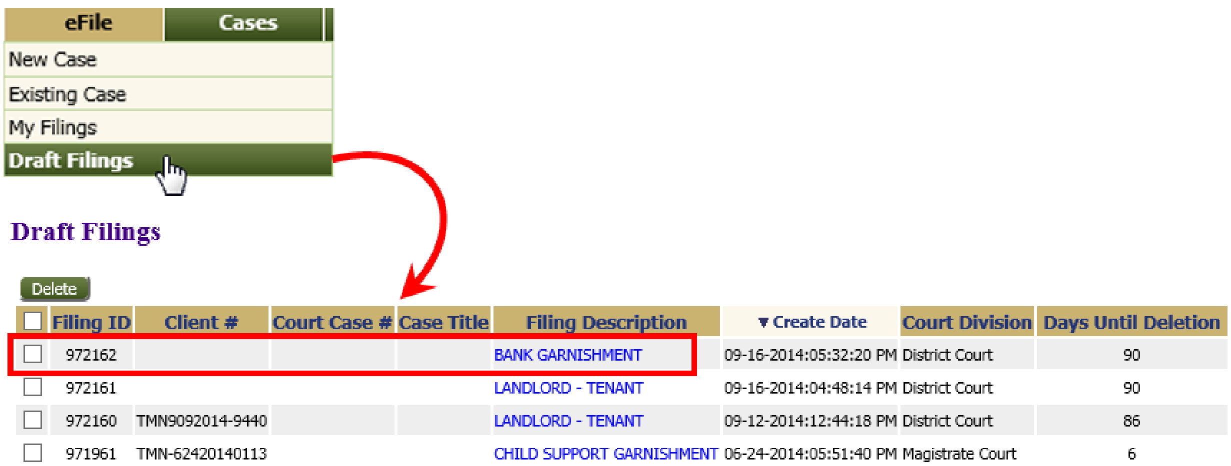
12. **Optional:** If you click on the “View Document” link of each entry, the e-Filing system will copy the document stored in the Court servers back to your local machine so you can view what you uploaded.

13. **Optional:** Click the “Edit Data” icon (next to any listed document) to change the information you entered associated with that document. If there is no information collected for that specific document, no “Edit Data” icon will be displayed. For more information about these special documents, refer to the “Special Document Types” section of this user manual.

14. **Optional:** Clicking the “Remove Document” icon under the “Remove” column will remove that document from your submission.

15. **Optional:** Click **Move to Draft** if you want to finish this submission at a later time. Each time you click on a **Next** button, the Court's servers are updated and the partial information you have entered in this process is recorded with the documents. In addition to a user manually moving a filing to a draft state, once you have begun adding documents, the eFlex system automatically keeps a draft copy of the submission. To access draft filings, select "eFile" on the menu bar and slide down the dropdown menu to "Draft Filings."

Figure 66: Accessing Draft Filings



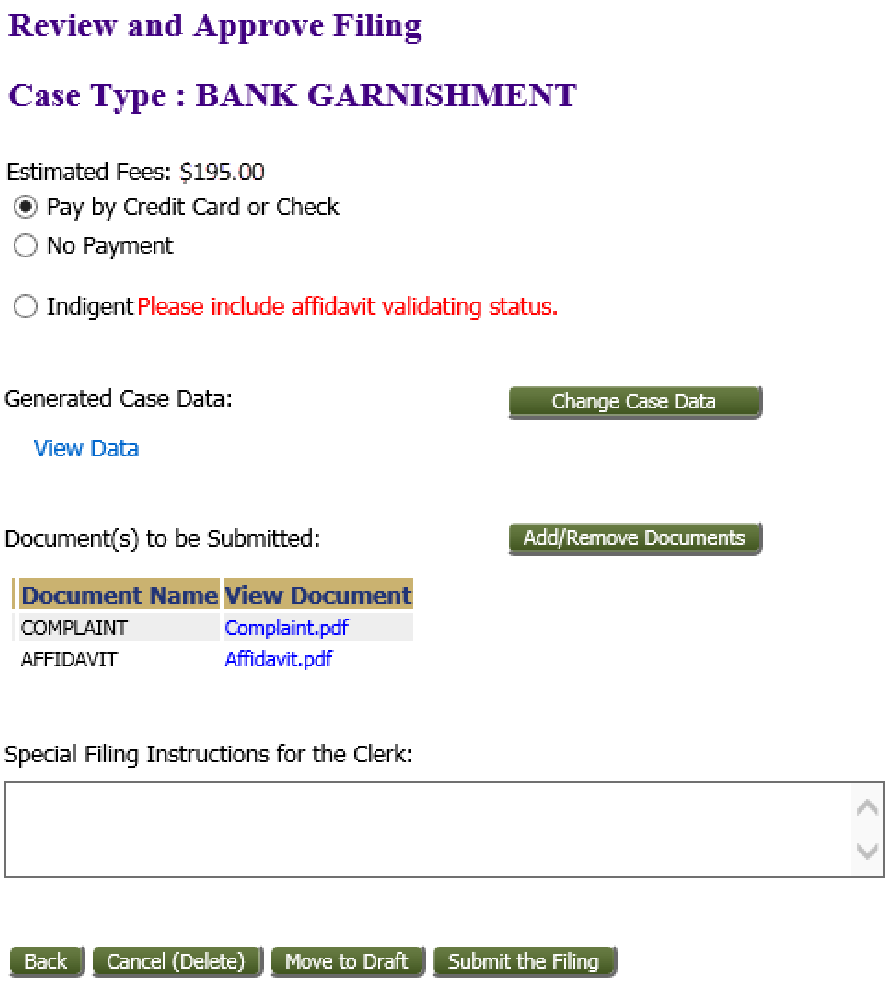
16. Once all documents have been added to the submission, on the "Add a Document" page click the **Next** button at the bottom of the page. The "Review and Approve Filing" page will display.

Submitting the Initial Filing

Once you have clicked **Next** from the "Add a Document" page, you are taken to the "Review and Approve" page. Here you can review and verify the data you entered for this submission as well as select the payment method, change filing information, or add and remove documents. There is also a textbox for entering special instructions.

1. The case type is displayed at the top of the page.

Figure 67: Fee Payment Requirement for Filing



2. The fee amount you owe is displayed on the "Review and Approve" page. Payment of fees must be completed before the filing will be submitted to the court. The "Review and Approve" page provides several payment options. Payment by credit card will most often be the appropriate selection and is, therefore, listed first.

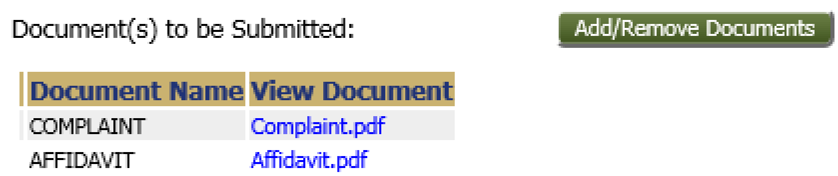
3. In some cases, a waiver of immediate credit card payment may be the appropriate option to choose. Make sure you include appropriate affidavits to support any waiver option you may have selected. <u>Do not select waivers to avoid payment</u>.

4. **Optional:** From the "Review and Approve" page, you can also go back to change the case information, which includes the party information, by clicking on the **Change Filing Info** button. (Refer to previous instructions to add or remove parties.)

Figure 68: Changing Filing Information

5. **Optional:** You can go back to change the documents you have included in this submission by clicking the **Add/Remove Documents** button. This will re-direct you to the "Add a Document" page. (Refer to previous instructions to add or remove documents.) You can also click the **Back** button at the bottom of the "Review and Approve" page to go back to the "Add a Document" page.

Figure 69: Adding or Removing Documents



6. **Optional:** From the Review and Approve Filing page, you can cancel and discard this submission by clicking on the **Cancel (Delete)** button. This will remove the documents on the Court servers and delete any information about this submission that was not sent. It will be as if the filing never did exist. The Cancel action is a permanent action and cannot be reversed.

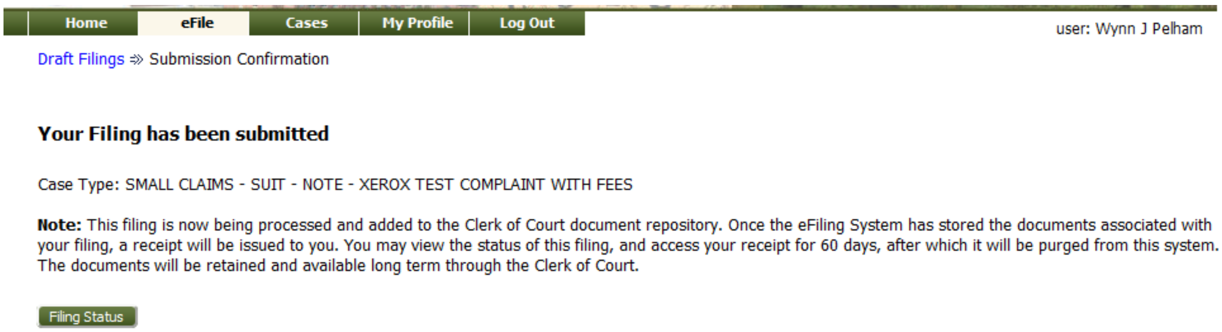
Figure 70: Moving Filing to Drafts

7. **Optional:** You can leave your submission in draft state and finish it later by clicking on the **Move to Draft** button. The filing can then be accessed through the eFile tab on the menu bar and sliding down to select "Draft Filings."
8. After reviewing the information on the Review and Approve Filing page, click **Submit the Filing**. The e-Filing system will contact the payment process to collect money and then transfer the submission for the clerk to review or for the judge to review.

9. A "Your submission is complete" pop-up message appears. Clicking OK redirects you to the "Submission Confirmation" page. When this message is displayed, it means your payment was successful and your submission is being transferred for review.

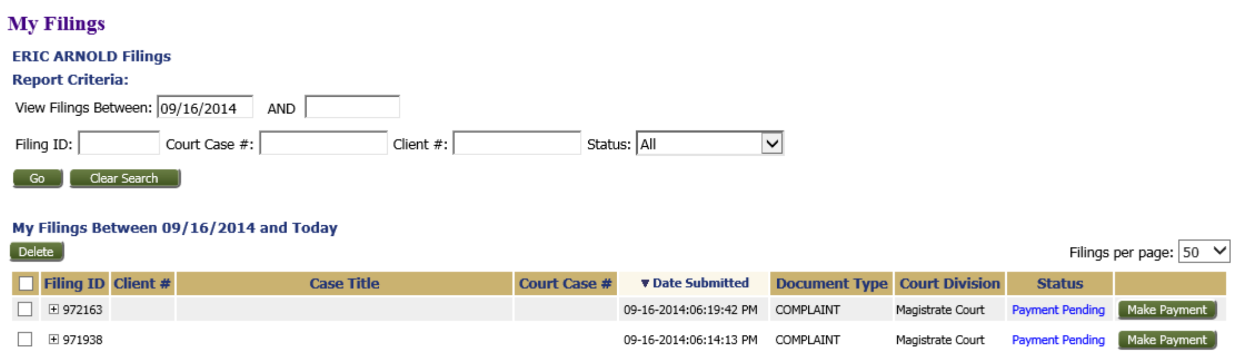
10. **Optional:** Clicking the **Cancel** button on the pop-up dialog box will return you to the “Review and Approve” page.

Figure 71: Filing Submitted Message



1. **Optional:** Click on the **Filing Status** button if you wish to review the status of your submission. The status may take a few minutes to update. If you continue to refresh the status page by clicking **Go**, you will see the status of your submission change. See below for an explanation of the various filing statuses.

Figure 72: Filing Status



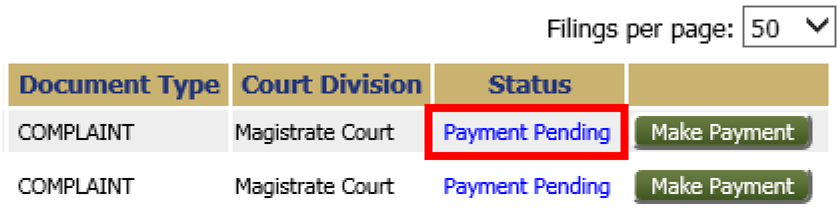
2. Click the **Home** link on the menu bar or any other link to go to a different point in the eFile application.

To View or Print Documents Associated With a Case

The “Filing Status” page will allow you to access documents that were filed with your case for either viewing or printing purposes.

1. To access the “Filing Status” page, select **Filing Status** from the “Home” page or **eFile>My Filings** from the menu bar at the top of any page.

Figure 73: My Filings Page Displays Filings with Links for Additional Information



2. The "My Filings" page will appear, allowing you to either search for the case you need or select from a list. Click on the link under the "Status" column, and you will be directed to the "Filing Status" page for that particular case.

Figure 74: Filing Status Page

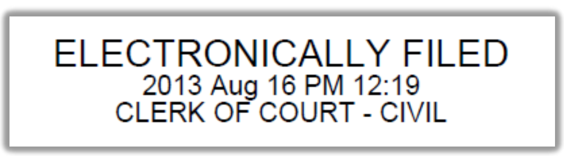
3. The documents you originally submitted may be viewed by clicking the link under "View Documents" in the listing above the horizontal line on the page. These documents do not have the court's time and date stamp.

Figure 75: Viewing Documents from the Filing Status Page

4. Below the horizontal line on the page, you will find a "Response" section. It is in this section that you will be able view, print, or download the receipt for the particular filing or to link to documents that have been processed by the court. The documents listed in the "Response" section will include a court time/date stamp and, if required, the court's electronic signature. In the "Response" section, any document that is listed as "generated.pdf" is a court generated, required document that is based on the information you filed with the case initiation. Do not click on the "form.xml" link as this is simply computer code that the system administrator can use for information in case troubleshooting is necessary.

Figure 76: Viewing Court Time/Date Stamp Documents from the Filing Status Page

Figure 77: Court Time/Date Stamp



Note: Once you have opened the receipt listed under the "Response," it is imperative that you print it or save it to your local machine using a "Save As" command as "Response" documents will be removed from your eFiler view in a predetermined amount of time. The Filing Status pages are subject to an automatic clean out process as eFlex is not meant to be a permanent storage system. Generally, this auto-clean out time period is not less than 90 days.

Figure 78: Court Generated Receipt

Confirmation of Receipt

The following information confirms acceptance of your filing by COBB COUNTY MAGISTRATE COURT

Case Information	
Case Caption	HAWTHORNE VS HARRISON ET AL
Case Number	14-J-01052
Case Type	SMALL CLAIMS - SUIT - NOTE (Finance Company)
Judge	PHILIP P TAYLOR
Court Name	COBB COUNTY MAGISTRATE COURT
	Civil
Filing Information	
Filer	Wynn J Pelham
Official File Stamp	09-24-2014:06:45:15 PM
Filer Interface Id	278
Clerk Interface Id	206
Payment Information	
Court Receipt No.	
Payment Method	Waiver/Deferral: TEST
Total Charges	$52.50
Documents	
Affidavit.pdf	AFFIDAVIT-FEE Hawthorne Affidavit

eFiling to An Existing Case

Filing to an existing case is similar to filing a new case.

Adding a Document to an Existing Case

1. Click **Cases** on the home page or select **eFile** > **Existing Case** from the menu bar on the top of any page. The "Existing Cases" page will appear.

Figure 79: Existing Cases

2. You can search for a specific case using the "Case Number" entry field or select from a list of cases. To search for a specific case, enter the case number and click **eFile**. This will open the "Add a Document" page with the case number and title displayed in a yellow banner.

Figure 80: Searching For an Existing Case

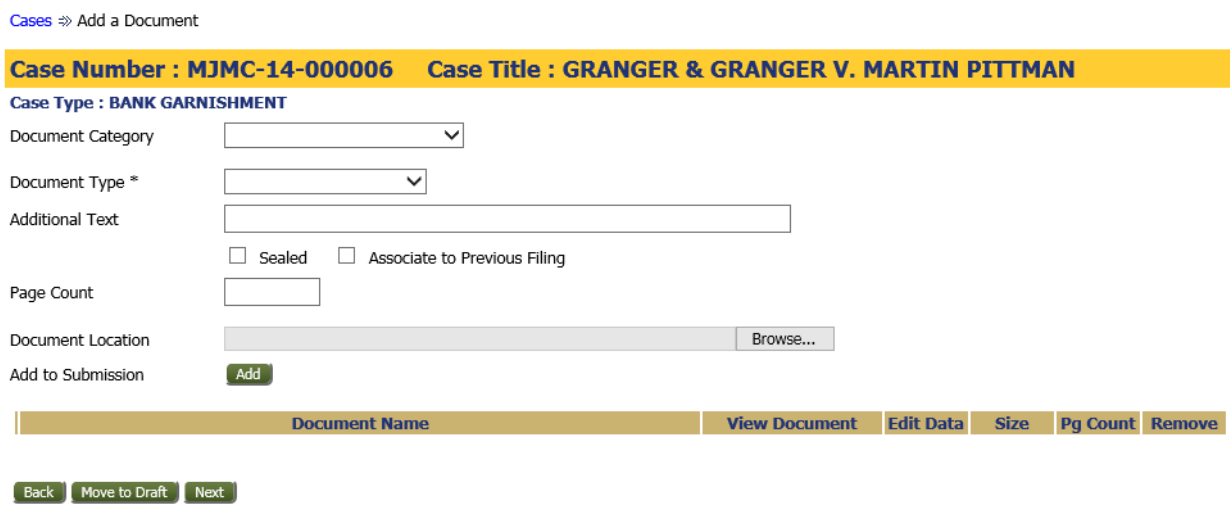
3. From the Cases page, the user can also select the case title link from the list displayed to navigate to the "Add a Document" page.

4. From either method of selecting a specific case, the "Add a Document" page will display. The "Add a Document" page allows you to distinguish between an existing case and a new case by means of a yellow banner near the top of the page. An existing case will have the yellow banner with the case number and name displayed. A new case has no such banner.

5. **Optional:** Use the Document Category dropdown to select a category and limit the list of document types that display to only those associated to the selected Document Category.

Note: If the user leaves the Document Category field blank, the Document Type dropdown will include all the possible document types associated with the case type to which the user is filing.

Figure 81: Yellow Banner on Existing Case Add a Document Page



6. From the "Document Type" pull-down menu, select the document type to add to this submission. You can add more than one document to this submission, but it must be done one document at a time, repeating each of the "Add Document" steps for each document.

7. **Optional:** By default, each document included in the filing has a security level that allows viewing according to standard court rules. If a document's security level should be sealed, the user can select the "Sealed" checkbox. This action alerts the clerk that the document security level needs to be considered but does not guarantee the action of the clerk. If additional information needs to be communicated to the clerk about a particular document's security, use the textbox provided on the "Review and Approve Filing" page.

8. **Optional:** Enter any "Additional Text" in the text field provided. This additional text helps the clerk, judge, or other participants to understand more about the document. The additional text is included in the case history.

9. Locate the document prepared for upload to the court by clicking on **Browse**. The operating system "Open Dialog" will display.

Figure 82: Locating Your Document

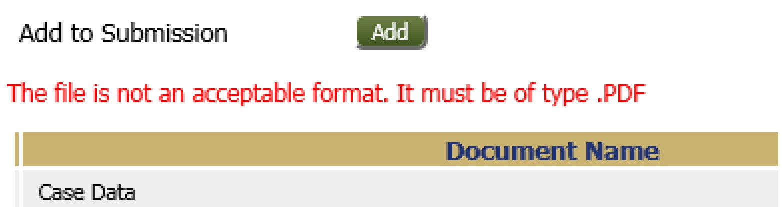
10. Browse to locate your document, select the document, and then click on the **Open** button. This will return the user to the "Add a Document" page with the file path to the document displayed in the "Document Location" field.

11. Click the **Add** button. If the document is large, the user will see a message "UPLOADING DOCUMENT. PLEASE WAIT". This process will copy the document from your local machine to the Court servers. Once the transfer is complete, repeat the steps 2 through 10 on this page to add additional documents to the filing.

12. Some documents, such as a Notice of Appearance for attorney filers or a Notice of Case Association for Pro Se filers, require additional information. If this is so, clicking **Add** will cause a screen to display requesting the additional information. This system generated form is referred to as a "Document Form." Fill out the displayed form as completely as you can, and click **Next**. Your documents will be added to the case at this time.

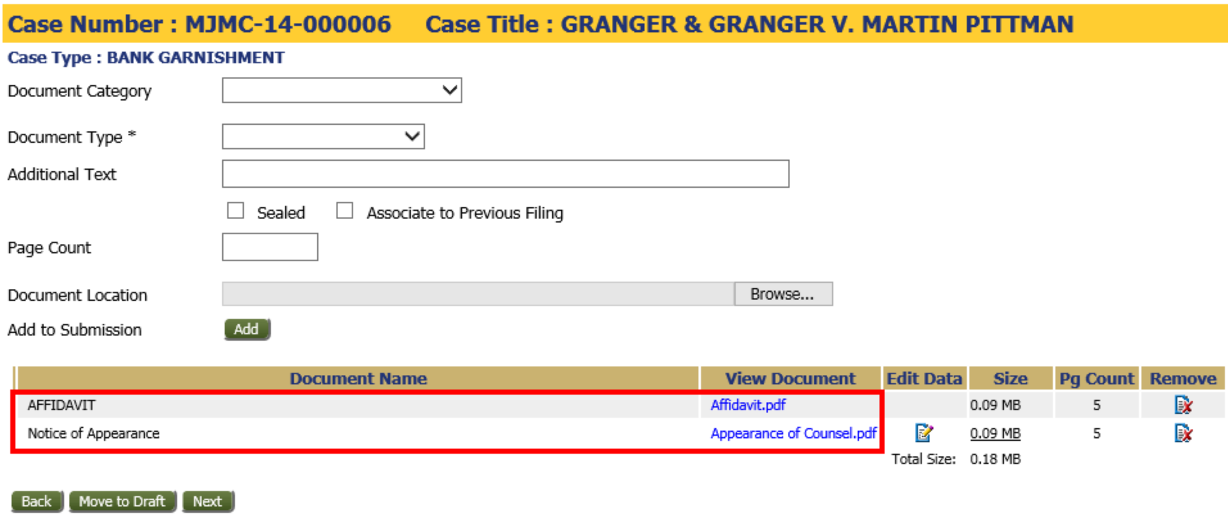
Note: You must file documents in the accepted file format and length. Please see instructions for "Document Preparation Prior to Login" at the beginning of this guide or "Appendix A" at the end of this guide. Failure to attach documents in the correct format will generate an error message.

Figure 83: Incorrect Document File Format



13. Each time you add a document, the document entry is displayed in the lower section of the page as shown below. The picture below shows that an "Amended Complaint" was added with no additional text. The size of each document is also included on the entry as well as the page count.

Figure 84: List of Added Documents



14. **Optional:** If you click on the "View Document" link of each entry, the e-Filing system will copy the document stored in the Court servers back to your local machine so you can view what you uploaded.

15. **Optional:** Click the "Edit Data" icon (next to any listed document) to change the information you entered associated with that document. If there is no information collected for that specific document, no "Edit Data" icon will be displayed. For more information about these special documents, refer to the "Special Document Types" section of this user manual.

16. **Optional:** Clicking the "Remove Document" icon under the "Remove" column will remove that document from your submission.

17. **Optional:** Click **Move to Draft** if you want to finish this submission at a later time. Each time you click on a **Next** button, the Court's servers are updated and the partial information you have entered in this process is recorded with the documents. In addition to a user manually moving a filing to a draft state, once you have begun adding documents, the eFlex system automatically keeps a draft copy of the submission. To access draft filings, select "eFile" on the menu bar and slide down the dropdown menu to "Draft Filings."

18. Once all documents have been added to the submission, on the "Add a Document" page click the **Next** button at the bottom of the page. The "Review and Approve Filing" page will display.

Submitting the Existing Case Filing

Once you have clicked **Next** from the "Add a Document" page you are taken to the "Review and Approve" page. Here you can review and verify the data you have entered for this case as well as select the payment method, change filing information or add and remove documents. There is also a box for entering special instructions.

1. Most existing case filings do not incur a fee, but in the event a fee is incurred, the fee amount owed is displayed on the "Review and Approve" page. Payment of fees must be completed before the filing will be submitted to the court. The "Review and Approve" page provides payment options. Payment by credit card will most often be the appropriate selection and is, therefore, listed first.

2. In some cases, a waiver of immediate credit card payment may be the appropriate option to choose. Make sure you include appropriate affidavits to support any waiver option you may have selected. <u>Do not select waivers to avoid payment</u>.

3. **Optional:** You can go back to change the documents you have included in this submission by clicking the **Add/Remove Documents** button. This will re-direct you to the "Add a Document" page. (Refer to previous instructions to add or remove documents.) You can also click the **Back** button at the bottom of the "Review and Approve" page to go back to the "Add a Document" page.

Figure 85: Adding or Removing Documents

4. **Optional:** From the Review and Approve Filing page, you can cancel and discard this submission by clicking on the **Cancel (Delete)** button. This will remove the documents on the Court servers and delete any information about this submission that was not sent. It will be as if the filing never did exist. The Cancel action is a permanent action and cannot be reversed.

Figure 86: Moving Filing to Drafts

5. **Optional:** You can leave your submission in draft state and finish it later by clicking on the **Move to Draft** button. The filing can then be accessed through the eFile tab on the menu bar and sliding down to select "Draft Filings."

6. After reviewing the information on the Review and Approve Filing page, click **Submit the Filing**. The e-Filing system will contact the payment process to collect money and then transfer the submission for the clerk to review or for the judge to review.

7. A "Your submission is complete" pop-up message appears. Clicking OK redirects you to the "Submission Confirmation" page. When this message is displayed, it means your payment, if any, was successful, and your submission is being transferred for review.

8. **Optional:** Clicking the **Cancel** button on the pop-up dialog box will return you to the "Review and Approve" page.

9. **Optional:** From the Submission Confirmation page, click on the **Filing Status** button if you wish to review the status of your submission. The status may take a few minutes to update. If you continue to refresh the status page, you will see the status of your submission change. When the submission has completed all the steps at the court, your submission will have a "Filed" status.

10. Click the **Home** link on the menu or any other link to go to a different point in the e-File application.

Understanding Filing Status

Whenever you e-File something to the court, the status of your filing is updated to reflect its progress. Each filing will be updated with various different statuses. Some happen so quickly that you may not see all the status changes. The "My Filings" page displays the status of each submission as it is updated until the final status of "Accepted" has been posted. You may use the **Go** button near the top of the page to "Refresh" the page view. A filing can have the status of:

- **Package Pending** - The submission is being prepared for clerk review but not yet sent. (If this status displays for a long period of time, such as a couple hours, there is a problem with the packaging process. Call the help desk.)
- **Packaged** - The submission is prepared and sent for clerk review.
- **Received** - The submission has received a time stamp and will be placed in a queue for further processing.
- **Awaiting Approval** - The submission is in a queue for further processing.
- **Filed** - The clerk has approved submission, and it is being processed. Be patient.
- **Receipt Pending** - An error occurred in communications. Call the help desk.
- **Rejected** - Submission was denied.
- **Filed** - No further action. The filer should look at their case history or receipt of the submission to download signed documents and check for notes from the Clerk.

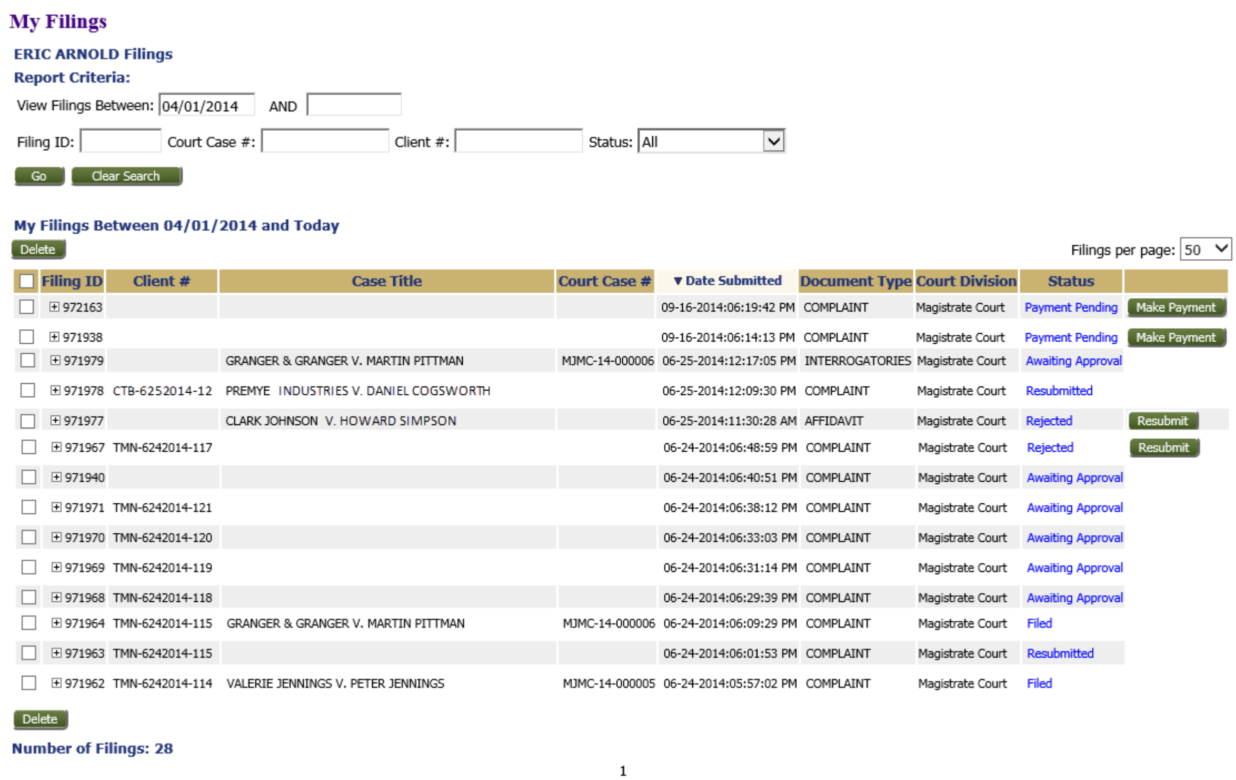
- **Resubmitted** - This submission was “Rejected,” and the filer used the rejected submission information to create a new submission. The status of the rejected/resubmitted submission has no future value, and the filer needs to look at the new submission status.

Each entry in the list represents the status of a filing.

Each entry on the “My Filings” page is temporary and is deleted after a certain period of time. The period of time this information remains is configurable by the eFiling administrator, but is usually not less than 30 days.

Note: You should check each entry. Although a status is complete, there may still be a note from the Clerk of the Court informing you of some condition. Be sure to check each receipt.

Figure 87: Check Filing Status on My Filings Page



Filing ID	Client #	Case Title	Court Case #	▾ Date Submitted	Document Type	Court Division	Status	
972163				09-16-2014:06:19:42 PM	COMPLAINT	Magistrate Court	Payment Pending	Make Payment
971938				09-16-2014:06:14:13 PM	COMPLAINT	Magistrate Court	Payment Pending	Make Payment
971979		GRANGER & GRANGER V. MARTIN PITTMAN	MJMC-14-000006	06-25-2014:12:17:05 PM	INTERROGATORIES	Magistrate Court	Awaiting Approval	
971978	CTB-6252014-12	PREMYE INDUSTRIES V. DANIEL COGSWORTH		06-25-2014:12:09:30 PM	COMPLAINT	Magistrate Court	Resubmitted	
971977		CLARK JOHNSON V. HOWARD SIMPSON		06-25-2014:11:30:28 AM	AFFIDAVIT	Magistrate Court	Rejected	Resubmit
971967	TMN-6242014-117			06-24-2014:06:48:59 PM	COMPLAINT	Magistrate Court	Rejected	Resubmit
971940				06-24-2014:06:40:51 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
971971	TMN-6242014-121			06-24-2014:06:38:12 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
971970	TMN-6242014-120			06-24-2014:06:33:03 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
971969	TMN-6242014-119			06-24-2014:06:31:14 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
971968	TMN-6242014-118			06-24-2014:06:29:39 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
971964	TMN-6242014-115	GRANGER & GRANGER V. MARTIN PITTMAN	MJMC-14-000006	06-24-2014:06:09:29 PM	COMPLAINT	Magistrate Court	Filed	
971963	TMN-6242014-115			06-24-2014:06:01:53 PM	COMPLAINT	Magistrate Court	Resubmitted	
971962	TMN-6242014-114	VALERIE JENNINGS V. PETER JENNINGS	MJMC-14-000005	06-24-2014:05:57:02 PM	COMPLAINT	Magistrate Court	Filed	

Delete

Number of Filings: 28

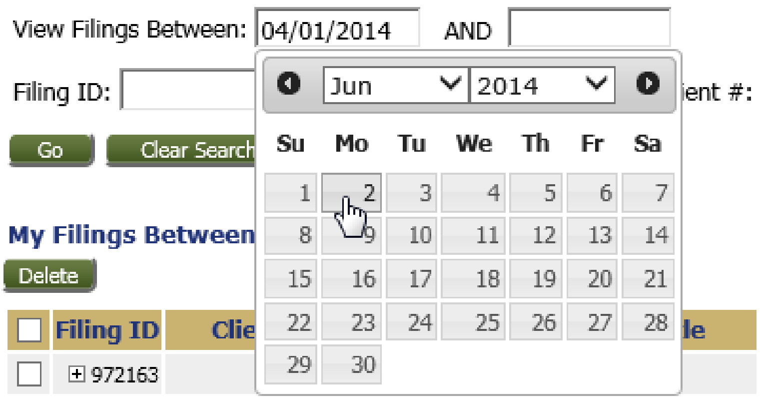
1

To check the status of your submissions:

1. From the Home page, click **Filing Status** or click **eFile** > **My Filings** from the menu bar at the top of any page.

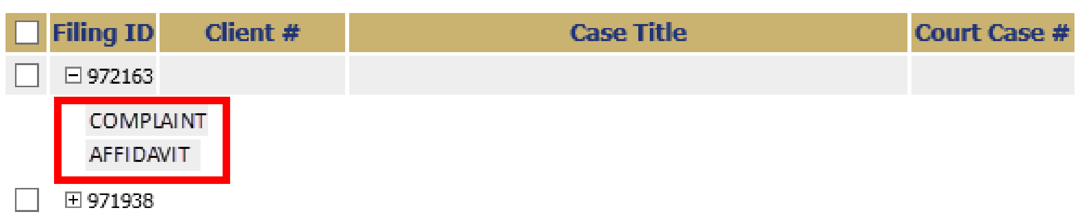
2. **Optional:** Filter the list by using the calendar icons to select a starting and ending date. Then click **Go**. If you leave the end date blank, the system default is today’s date.

Figure 88: Selecting Start and End Dates



3. Click the "+" symbol in the "Filing ID" column to display the documents associated with the filing.

Figure 89: Displaying Document Associated with Filing



4. **Optional:** Click the document name link that appears when you click the "+" symbol to be view/download the document that was originally submitted. This document is the filer's original document and is not the version of the document with a time-stamp.

5. Click the filing "Status" on the right to be routed to the Filing Status Details page. The Filing Status Details page will display additional information about the filing, including the time-stamp on your submission.

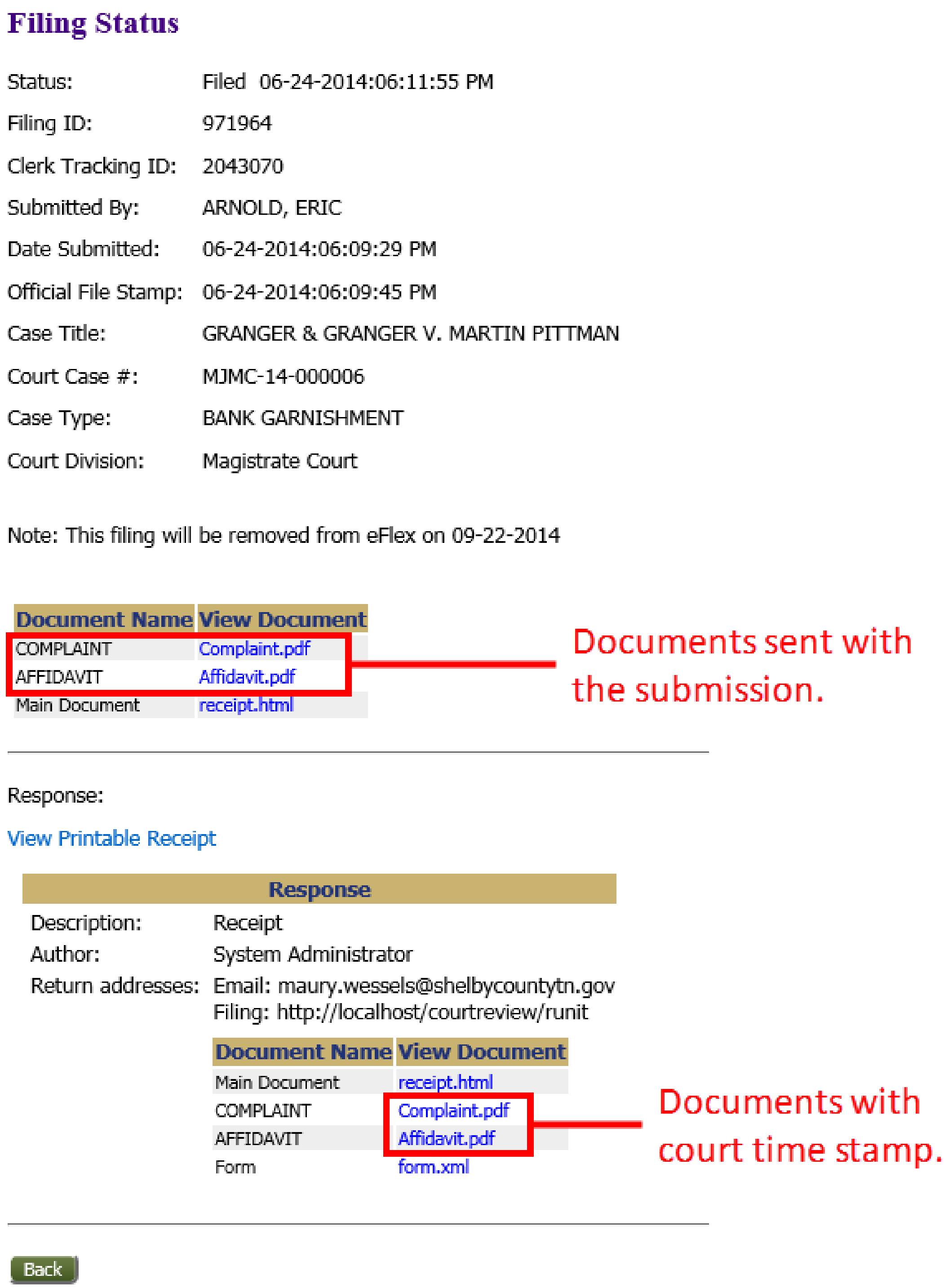
Figure 90: Displaying Additional Details of a Filing

▼ Date Submitted	Document Type	Court Division	Status	
09-16-2014:06:19:42 PM	COMPLAINT	Magistrate Court	Payment Pending	Make Payment
09-16-2014:06:14:13 PM	COMPLAINT	Magistrate Court	Payment Pending	Make Payment
06-25-2014:12:17:05 PM	INTERROGATORIES	Magistrate Court	Awaiting Approval	
06-25-2014:12:09:30 PM	COMPLAINT	Magistrate Court	Resubmitted	
06-25-2014:11:30:28 AM	AFFIDAVIT	Magistrate Court	Rejected	Resubmit
06-24-2014:06:48:59 PM	COMPLAINT	Magistrate Court	Rejected	Resubmit
06-24-2014:06:40:51 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
06-24-2014:06:38:12 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
06-24-2014:06:33:03 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
06-24-2014:06:31:14 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
06-24-2014:06:29:39 PM	COMPLAINT	Magistrate Court	Awaiting Approval	
06-24-2014:06:09:29 PM	COMPLAINT	Magistrate Court	Filed	
06-24-2014:06:01:53 PM	COMPLAINT	Magistrate Court	Resubmitted	
06-24-2014:05:57:02 PM	COMPLAINT	Magistrate Court	Filed	

6. Links to the filer's original documents are displayed in the first table above the horizontal line on the page. Documents in this table do not have the court's time-stamp.

7. In the Response section of the page, the table provides links to a site where the filer can download or print the documents that have been processed by the court and appear on the case history. Documents receiving a time-stamp will be listed in the table.

Figure 91: Filing Status Page



Note: eFlex is not a permanent storage facility. Each entry on the "My Filings" or "Filing Details" pages is temporary and is deleted after a pre-determined period of time. The period of time this information remains is configurable by the eFiling administrator, but is usually not less than 30 days. For permanent storage of filing information, download or print the receipt and associated documents.

Handling a "Rejected" Status

If a submission is "Rejected," the receipt will include a reason field. Although some reasons are entered automatically by the system, for example, if one of the documents contained a virus, the clerk may also enter a note specific to the rejected filing.

1. When a submission is "Rejected," a **Resubmit** button appears next to the status.

Figure 92: Resubmit Button for a Rejected Filing

Document Type	Court Division	Status	
COMPLAINT	Magistrate Court	Payment Pending	Make Payment
COMPLAINT	Magistrate Court	Payment Pending	Make Payment
INTERROGATORIES	Magistrate Court	Awaiting Approval	
COMPLAINT	Magistrate Court	Resubmitted	
AFFIDAVIT	Magistrate Court	Rejected	Resubmit
COMPLAINT	Magistrate Court	Rejected	Resubmit
COMPLAINT	Magistrate Court	Awaiting Approval	

2. Click **Resubmit** to automatically create a new submission based on the previously rejected submission. The newly created submission retains all information from the original submission. The original submission is now dead and the status changes to "Resubmitted." The new submission has a unique filer id.

3. The filer is routed to the Add a Document page and may modify the filing to address the reason for rejection by either deleting the document in question or correcting the information entered.

4. On the Add a Document page, click the "Remove" icon to remove any document causing rejection.

5. Use the standard process to add a missing document or add a document to replace the removed document.

6. On a case initiation that has been resubmitted, click the "Edit Data" icon in the "Case Data" line to return to the case initiation page. From the case initiation page, the filer can modify case information or party information.

7. Any documents filed in the original submission that required additional information will have an Edit Data icon listed to the right of the document listing. Click the Edit Data icon to edit associated information.

   Note: The "Filing Status" screen is not where you should look for case information; instead, click **Cases** on the "Home" page. From the Cases page, a full case history can be viewed.

Draft Submissions

The "Draft" feature acts as a backup if you are disconnected from the internet. On several pages within the filing process, eFlex provides the user the ability to move the filing to a draft state through activation of a **Save to Draft** or **Move to Draft** button. Additionally, upon reaching the Add a Document page, eFlex records data each time you add a document or advance to the next screen. If your internet connection goes down, the system creates a draft of your submission. When you are back online, you can continue the filing process where you left off. Additionally, each time you log out, the system will list all filings in a draft state prior to completion of the logout process.

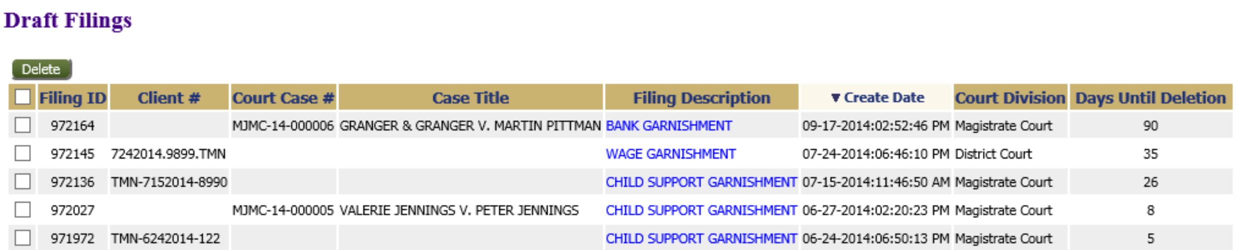
Working On a Draft Filing

1. Click **eFile** > **Draft Filings** on the menu bar to see a list of partially completed submissions.

Figure 93: Draft Filing Navigation from Menu Bar

2. Click the Filing ID hyperlink to navigate to the Add a Document page of the filing. If this was a case initiation, you will return to the "Add a Document" page for a new case. If this was a filing on an existing case then you will return to the "Add a Document" page with the yellow banner.

Figure 94: List of Draft Filings



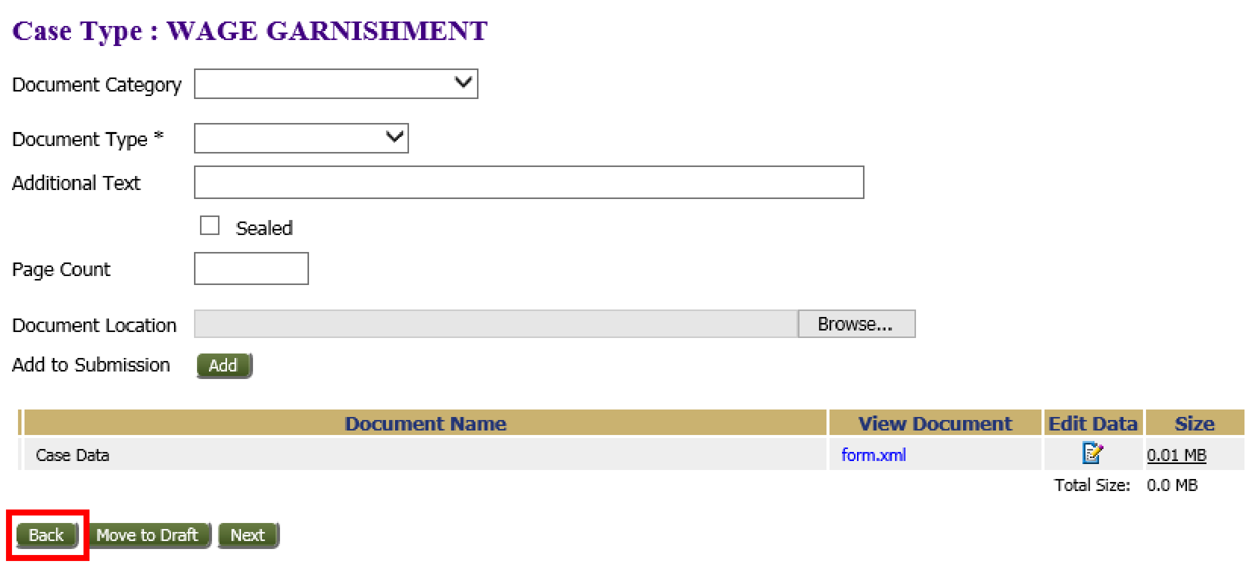
Draft Filings

Delete

Filing ID	Client #	Court Case #	Case Title	Filing Description	▼Create Date	Court Division	Days Until Deletion
972164		MJMC-14-000006	GRANGER & GRANGER V. MARTIN PITTMAN	BANK GARNISHMENT	09-17-2014:02:52:46 PM	Magistrate Court	90
972145	7242014.9899.TMN			WAGE GARNISHMENT	07-24-2014:06:46:10 PM	District Court	35
972136	TMN-7152014-8990			CHILD SUPPORT GARNISHMENT	07-15-2014:11:46:50 AM	Magistrate Court	26
972027		MJMC-14-000005	VALERIE JENNINGS V. PETER JENNINGS	CHILD SUPPORT GARNISHMENT	06-27-2014:02:20:23 PM	Magistrate Court	8
971972	TMN-6242014-122			CHILD SUPPORT GARNISHMENT	06-24-2014:06:50:13 PM	Magistrate Court	5

3. From the Add a Document page, the filer can navigate forward to complete the filing. Additionally, if the draft filing is a new case and the user needs to back up to the "Case Initiation" page, click the **Back** button on the "Add a Document" page. This will then allow you to modify the parties or other case initiation information.

Figure 95: "Add a Document" Page



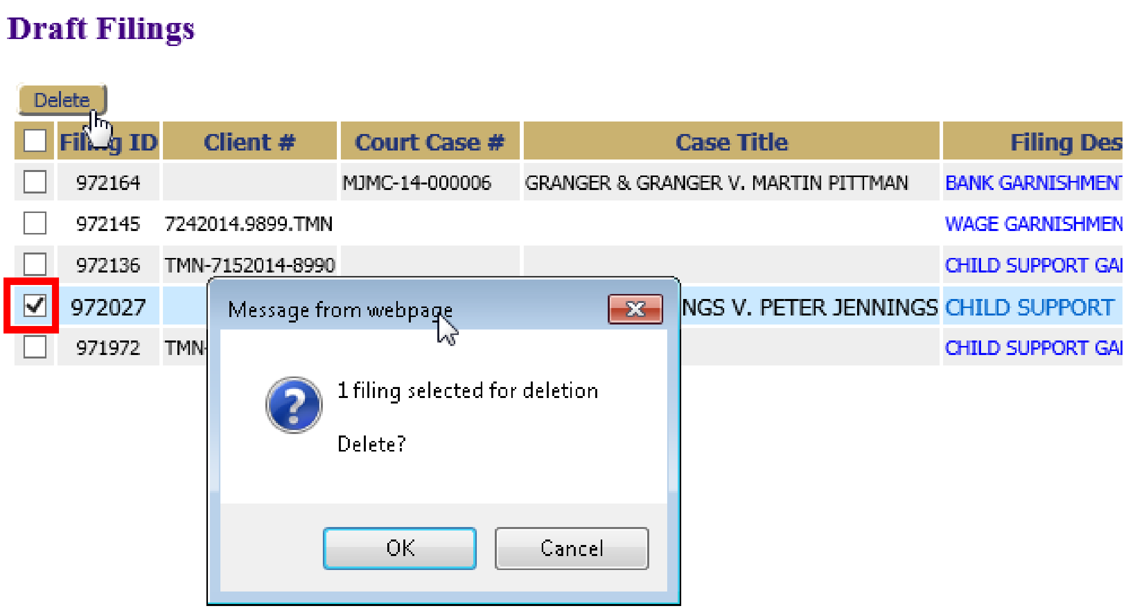
Deleting a Draft Filing

A user can delete entries if the information is no longer.

1. Select the draft filing you want to delete by clicking on the checkbox to the left of the listing. Click the **Delete** button.

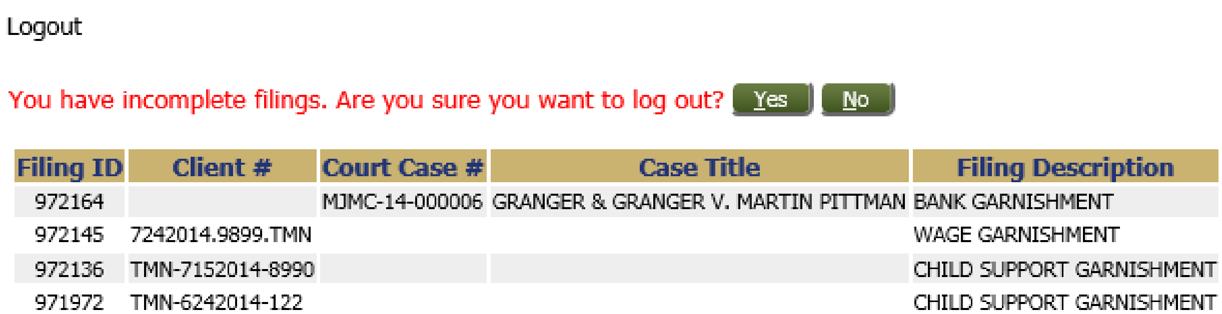
2. Click "OK" when asked to proceed with the deletion.

Figure 96: Deleting a Draft Filing



3. Each time you log off the e-Filing system, if there are entries in draft status, you will be notified that you have entries in draft, and you will have to answer whether you want to exit or not.

Figure 97: Incomplete Filing



4. Clicking "Yes" completes the log out process. Clicking "No" routes the user back into an active draft filings page from which he can navigate to complete one or more draft filings.

Appendix A: Creating a PDF and Other Document Display Information

PDF Basics

PDF (Portable Document Format) is a popular format created by Adobe Systems Incorporated. Documents using this format can be read by Adobe Reader®, a free application available from the Adobe website. This type of document is considered a final form document because it is not designed to be edited. It is fixed and appears the same on nearly every machine using Adobe Reader. Because the document looks the same regardless of the machine, the court's policy is to send documents as PDF documents except for specifically identified documents such as "Proposed Orders." When saving to a PDF format, if there is a choice as to type of PDF, select "PDF A" as this creates a searchable PDF. A PDF document has the extension ".pdf" appended to the file name.

If you have a PDF printer driver installed, you can create PDF documents directly from Microsoft® Word. Some word processing applications, such as Corel® WordPerfect®, include a PDF printer driver as part of the application. There are several vendors that sell PDF printer drivers.

Creating Documents

For "Proposed Orders" or any other document types specifically identified by the Cobb County Magistrate Court, you should prepare these documents in a word processor and submit them in one of the following formats:

- Microsoft Word 2007 and Up (.docx)
- Microsoft Word 98 - 2003 (.doc)

To create your original documents, whether "Proposed Orders" or another document, you'll need a word processing application, such as Microsoft Word, WordPerfect, or another word processor. You need to use standard fonts when you are creating the original document. Times New Roman or Arial fonts are common and generally convert to PDF consistently. The font you select also needs to be a "TrueType" font. Selecting standard fonts will help ensure the document formatting converts correctly.

Note: All documents eventually will be converted to a PDF file. "Proposed Orders" submitted in a word processing format will be converted by the court later in the e-Filing process.

Except for "Proposed Orders," after you create your document, you need to convert it from the word processing format to Adobe PDF file.

If the user is working in Microsoft 2007 or newer version of Microsoft Word, there is a built in Acrobat pdf creator included, generally on a tab on the menu bar. Many users of other word processing programs will install a PDF printer driver as that is the common way to create PDF documents. There are some free PDF printer drivers as well as products you can purchase. Adobe Acrobat Standard or Pro editions include printer drivers. It doesn't matter what operating system or word processing application you use to create your original document as long as you can convert the finished document to a PDF document.

Proposed Orders must be submitted in Microsoft Word format (.docx or .doc). When the court is finished editing the document the court will convert from the Microsoft Word format to PDF.

Including Paper Exhibits

With your submission you may need to include copies of paper documents such as a copy of a contract, a copy of a bounced check, or some other item. You must scan these types of paper exhibits into PDF to e-File them. To do this you must have access to a scanner. In your scanner control dialog box, be sure to select the "Scan to PDF" option.

Pay attention to court requirements for file size, color, and resolution. The Court's system requests that you use black-and-white settings with a low resolution (300 dpi) resulting in 25 to 50 KB per page in size. Using color adds to the size of the file, so you should only scan using color settings when color is a vital element of the exhibit. If your scan includes color, and then lower the resolution enough to reduce the file size but not to destroy the ability to view the image. See your scanner's user documentation for more information.