

# JOURNAL ePORTAL FILING GUIDE

## Important eFiling Information

Document names in the ePortal are organized by document number and type of case.

- Civil Case Types. Documents beginning with a “4” are civil documents. For example, a civil “Notice of Appearance” is document number 455250.
- Criminal And Infraction Case Types. Documents beginning with a “9” are criminal and infraction documents. For example, a criminal or infraction “Notice of Appearance” is document number 955250.
- Small Claims Case Types. Documents beginning with a “7” are small claims documents. For example, a “Notice of Claim” is document number 755810 (with a \$50 filing fee).

### **DOCUMENT NUMBER IS CRITICAL!!!**

Make sure you select the correct document number before filing your document.

**You must efile a document with the correct document number!**

### **DOCUMENT REJECTION – INCORRECT DOCUMENT NUMBER**

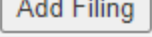
The document name you select in the ePortal has no programming relationship with the document you choose to upload to the ePortal.

If you upload a document with an incorrect ePortal document number, your document will be rejected because the ePortal document name is inaccurate yet will show as the name of the document filed with the Court.

## Step 1 – Search For The Case

Follow the instructions on the Journal ePortal Search Guide to search for a case in which you want to file a document or documents.

## Step 2 – Filing A Document In ePortal

- (1) Add Filing. Click on the “Add Filing” button. 
- (2) eFiling Title. This is an optional field for you if you want to type a title.
- (3) Filing A Document In A Case.
  - Easiest Method – Full Document Number. Type the full document number (if you know it) in the “Document Type” field. Select the document name.
  - Alternative Method – Partial Document Number & Document Name. You can also search by a partial document number.
    - (a) Search. Click on 🔍 search icon.
    - (b) Refine. Click on the “Refine” button.
    - (c) Refining Search. Click on the “Number Contains” and select “starts with”.
    - (d) Partial Document Number. Type at least the first number of the document case type you want to search in the “Number” field.
      - For example, type a “9” if you only want to search for criminal and infraction documents. Type a “4” to search only for civil documents, etc.
    - (e) Search. Click on the “Search” button. Only criminal and infraction documents will appear if “9” was typed with “Number starts with”.
    - (f) Document Name. Select the document name of the document you want to file.

### **PRACTICE TIP – NARROW THE SEARCH**

You may also want to type a document name or partial name in the “Name” field to narrow the search.

For example, type “Proposed” in the “Name” field and “9” in the “starts with Number” field to further refine the search to only criminal and infraction documents with the word “Proposed” in the title.

You can further narrow the search by selecting “Name contains”.

### **PRACTICE TIP – RESULTS 16 THROUGH ???**

Only documents 1 – 15 (in alphabetical order) will show for a search. You may need to select the > caret to view additional search documents.

- **(4) Additional Info.** If you select a document name with a “–” at the end of the name, you will be required to type more information about the document in the “Additional Info” field.
  - **For Example.** If you select “Proposed Order –”, you will be prompted to type the exact name of the proposed order in the “Additional Info” field before the document may be efiled.
- **(5) Filed By.** Click the Filed By ▼ caret and select who is filing the document.
- **(6) Payor Required.** Select the name of the party associated with your document.
- **(7) Upload Document.** Select “Choose File” in the “Document Upload” field to upload the document you want to efile through the ePortal.

**ONLY PDF DOCUMENTS**

Uploaded documents must be in Portable Document Format (PDF). Documents uploaded in another format (such as Microsoft Word) will be rejected.

- **(8) Upload Additional Documents In Same Case.** If you want to upload additional documents in the same case, click “> Additional Document” and follow the same process as above.
  - To add more documents in the same case, click on “+ Additional Document” (highlighted in blue) and follow the same process as above.
- **(9) Proceed.** When you have uploaded your documents, click the “Proceed” button.
- **(10) Pay Selected Items.** If a fee must be paid for the document you selected to efile, you will be taken to a payment page to complete the transaction.
- **(11) Clerk Review.** Your uploaded document(s) will be reviewed by the clerk.
  - **Document Accepted.** You will receive notification that your document has been accepted for filing.
  - **Document Rejected.** You will receive a notification that your document has been rejected along with the reason for the rejection. The document may be efiled after any corrections have been made.
- **(12) Tracking Pending eFiled Documents.** You can track the status of your efiled documents by selecting “Actions” in the top navigation menu and selecting “My Filings” in the drop down menu.