

## Submitting eFilings When No Existing Case Information Is Available

When searching for an existing case when eFiling, first choose the jurisdiction for the case is and then enter the case number in the search field before clicking the Search button.

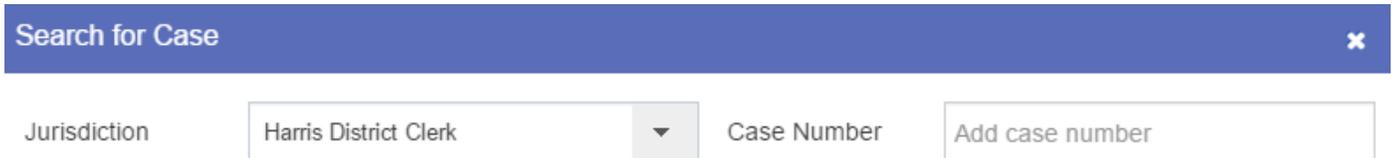


Figure 1, Search for a case

**NOTE:** The case number should be entered exactly how the case number is listed, including dashes, commas, or other special characters (ex. CV-2013-00163-1 or PR 13,5463).

### A. Integrated Counties

When you search for a case in an Integrated County, the case data populates the fields of the Case Information page as shown below.

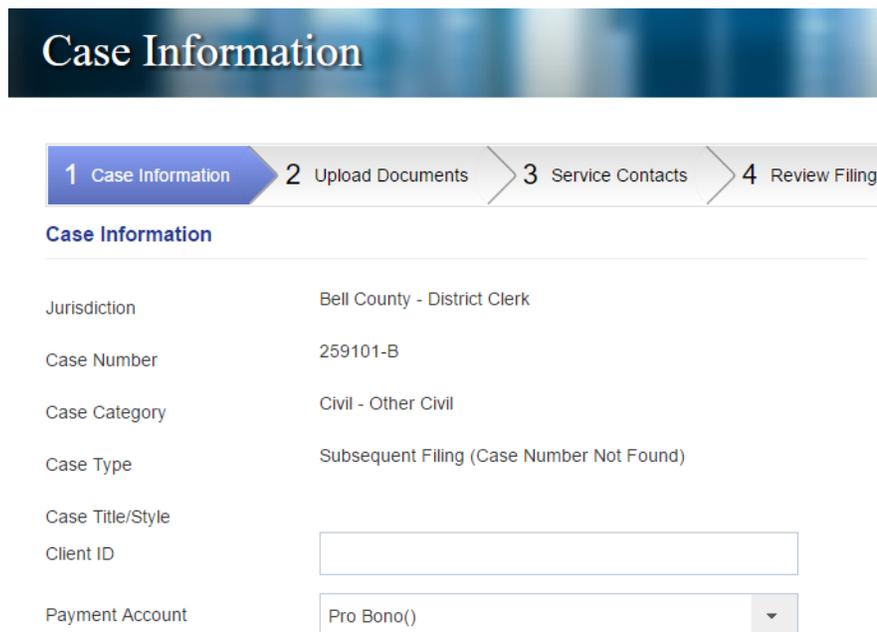


Figure 2, Case Information Page

To begin a subsequent filing, locate the case and click the File button on the right column of the case listing.

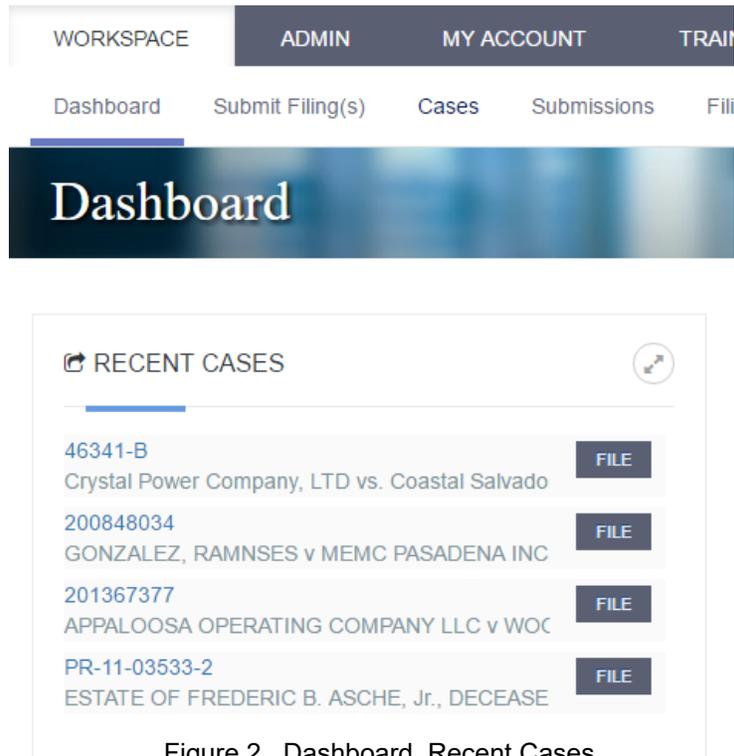
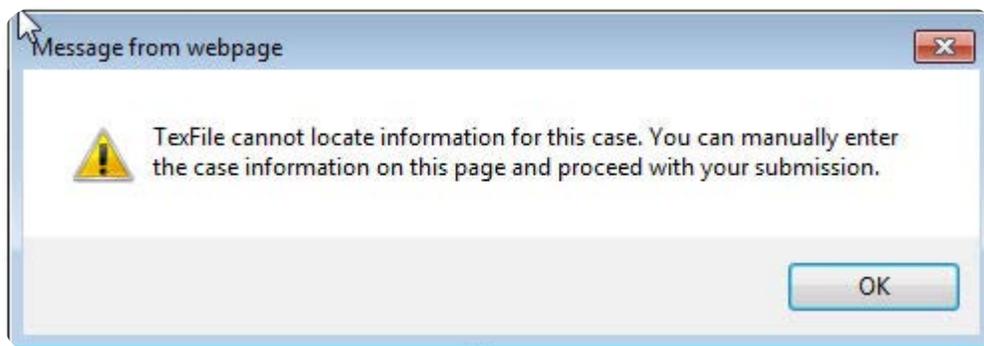


Figure 2, Dashboard, Recent Cases

## B. Non-Integrated Counties

For those counties who do not have integrated Case Management Systems, you search for the case with the same instructions as provided above. However, you will see a message that the case information cannot be found.



Click the **OK** button to proceed with submitting the filing. You will need to manually enter all the Case Information for this initial filing for the case since no information is available for the case yet.

**NOTE:** It is important to understand that you must enter the case number in the correct format (i.e. dashes, commas, or other special character, upper case letter, etc.), as well as make the correct selection for the Location, Category, Case Type, Filer Type, Payment Account, as well as entering the Case Parties information.

## C. FAQ

### 1. What is the difference between an Integrated and a Non-Integrated County?

A county that has full or partial integration refers to the county's Case Management System

who has been connected to the eFiling applications that allow the transmission of data for existing cases when searching by Case Number.

A county with no integration cannot pull data back from their Case Management System when searching for a case.

NOTE: After a case has been successfully filed and accepted by the court, you should be able to search for the case as outlined above and have that case information returned as you experience in integrated counties.

**2. Why do I have to enter the case information again?**

The case information was not able to be pulled back from the court's Case Management System, requiring the you to enter this information for the court to verify for correctness.

**3. Why does it show case initiation fees?**

This will only show in the beginning as the application recognizes this filing as a new case until a filing code has been selected.

**4. Sometimes when I search in a non-integrated court I can see filings and do a subsequent filing into those cases, why does it work sometimes and not others?**

After a case has been filed and accepted, it will now be available for search and subsequent filing the same way as the fully integrated court.