

# ADDING A REQUIRED DOCUMENT TO A RETURNED ENVELOPE

Instructions for how to add an additional document to a returned envelope

1. Follow the instructions on [Copying a Returned Envelope](#)
2. From your *Draft* screen scroll down to the *Filings* section and click on **Add Another Filing**

The screenshot shows the eFileL interface for adding a new filing. The top navigation bar includes the eFileL logo, "Go To Assist", and a "Show Me How To..." button. The main content area is divided into several sections: "Filing Description" with a text input field; "Client Reference Number" (containing "1") and "Comments to Court"; "Courtesy Copies" with an input field and an information icon; and "Optional Services and Fees" which contains a table with columns for "Optional Services and Fees", "Fee Amount", "Quantity", and "Fee Total". Below the table are buttons for "Add Optional Services and Fees", "Add Another Filing", "Undo", and "Save Changes". A blue arrow points to the "Add Another Filing" button.

3. Make sure your *Filing Type* says **EFile**:

The screenshot shows the eFileL interface for editing a filing. The top navigation bar is the same as in the previous screenshot. The main content area is titled "Enter the details for this filing" and includes an "Actions" dropdown menu. The "Filing Type" dropdown menu is set to "EFile", and a blue arrow points to it. The "Filing Code" field is empty. Below are the same "Filing Description", "Client Reference Number", "Comments to Court", and "Courtesy Copies" fields. At the bottom, there is a "Fees" section with a table showing a "Complaint" fee. Buttons for "Add Another Filing", "Undo", and "Save Changes" are also present.

4. Select the appropriate *Filing Code* from the dropdown menu and fee from the dropdown menu:

The screenshot shows the 'Enter the details for this filing' section of the eFileLL interface. The 'Filing Type' is set to 'EFile'. The 'Filing Code' dropdown menu is open, showing a search bar and a list of options: 'Certificate As to Military Service', 'Certificate By Publication', 'Certificate Certified Mail', 'Certificate In Lieu', 'Certificate of Attorney' (highlighted), and 'Certificate of Fees and Costs'. A blue arrow points to the dropdown menu. Below the form fields are buttons for 'Add Another Filing', 'Undo', and 'Save Changes'. At the bottom, there is a 'Fees' section with a 'Complaint' dropdown and a table with columns for 'Description' and 'Amount'.

5. Click in the gray box under *Lead Document* to upload your PDF

The screenshot shows the 'Lead Document' section of the eFileLL interface. The 'Lead Document' field is labeled '(Required)' and contains the text 'Computer'. A gray box with an upload icon is highlighted, and a blue arrow points to it. Below this is the 'Attachments' section, which also contains a 'Computer' field with a gray box and an upload icon. At the bottom, there is a table for 'Optional Services and Fees' with columns for 'Optional Services and Fees', 'Fee Amount', 'Quantity', and 'Fee Total'. There are buttons for 'Add Optional Services and Fees', 'Add Another Filing', 'Undo', and 'Save Changes'.

6. Select the *Security* level for your document:

The screenshot shows the Odyssey eFileLLC interface. At the top, there is a logo for Odyssey eFileLLC, a 'Go To Assist' button, and a 'Show Me How To...' button. Below the header, there are sections for 'Courtesy Copies', 'Lead Document (Required)', 'Attachments', and 'Optional Services and Fees'. The 'Lead Document' section shows a document titled 'Social Media Guidelines.pdf' with a size of 131.89 kB. A 'Security' dropdown menu is open, showing options: 'Click to select Security', 'Confidential', and 'Non-Confidential'. A blue arrow points to the 'Non-Confidential' option. The 'Attachments' section shows a 'Computer' upload area. The 'Optional Services and Fees' section has a table with columns: 'Optional Services and Fees', 'Fee Amount', 'Quantity', and 'Fee Total'. There are buttons for 'Add Optional Services and Fees' and 'Add Another Filing'.

7. Click **Save Changes**

8. Make sure your payment account and any other required items have been selected and click **Save Changes**

The screenshot shows the Odyssey eFileLLC interface with a summary of fees and payment information. The 'Total Filing Fee' is \$0.00, 'Court Case Fee' is \$246.00, and 'Payment Service Fee' is \$0.25. The 'Envelope Total' is \$246.25. Below the fees, there are dropdown menus for 'Payment Account' (Test eCheck), 'Party Responsible for Fees' (Test Party), and 'Filing Attorney' (Test Attorney). At the bottom right, there are 'Undo' and 'Save Changes' buttons. A blue arrow points to the 'Save Changes' button. At the bottom left, there are buttons for 'Save as Draft' and 'Summary'.

9. Click the **Summary** button

The screenshot shows the eFileIt interface. At the top left is the logo for ODYSSEY eFileIt. At the top right are buttons for "Go To Assist" and "Show Me How To...". The main content area displays a summary of fees and payment information:

Total Filing Fee	\$0.00
Court Case Fee	\$246.00
Payment Service Fee	\$0.25
<b>Envelope Total:</b>	<b>\$246.25</b>

Below the fees, there are three dropdown menus:

- Payment Account**: Test eCheck
- Party Responsible for Fees**: Test Party
- Filing Attorney**: Test Attorney

At the bottom right of the main area are "Undo" and "Save Changes" buttons. At the bottom left, there are "Save as Draft" and "Summary" buttons. A blue arrow points from the right side of the screen to the "Summary" button.

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10. Review your filing information and make sure that it is all correct and click **Submit**

The screenshot shows the "Review and submit your envelope" screen. It features a list of sections that can be expanded or collapsed:

- Case Information (+)
- Party Information (+)
- Filings (+)
- Service Contacts (+)
- Fees (-)

The "Fees" section is expanded, showing a table of affirmative defenses:

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>

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Total Filing Fee	\$0.00
Court Case Fee	\$246.00
Payment Service Fee	\$0.25
<b>Envelope Total:</b>	<b>\$246.25</b>

At the bottom, there are "Payment Account" (Test eCheck) and "Filing Attorney" (Test Attorney) fields. At the bottom left, there are "Back" and "Submit" buttons. A blue arrow points from the right side of the screen to the "Submit" button.