

ADDING OPTIONAL SERVICES & FEES

Instructions for how to add miscellaneous fees to a returned envelope

1. Check our [Filing Fee](#) schedule or contact our office to determine the correct fee.
2. Follow the instructions on [Copying a Returned Envelope](#)
3. From your *Draft* screen scroll down to the *Filings* section and click on a document so that it is highlighted in blue and the fields open up.

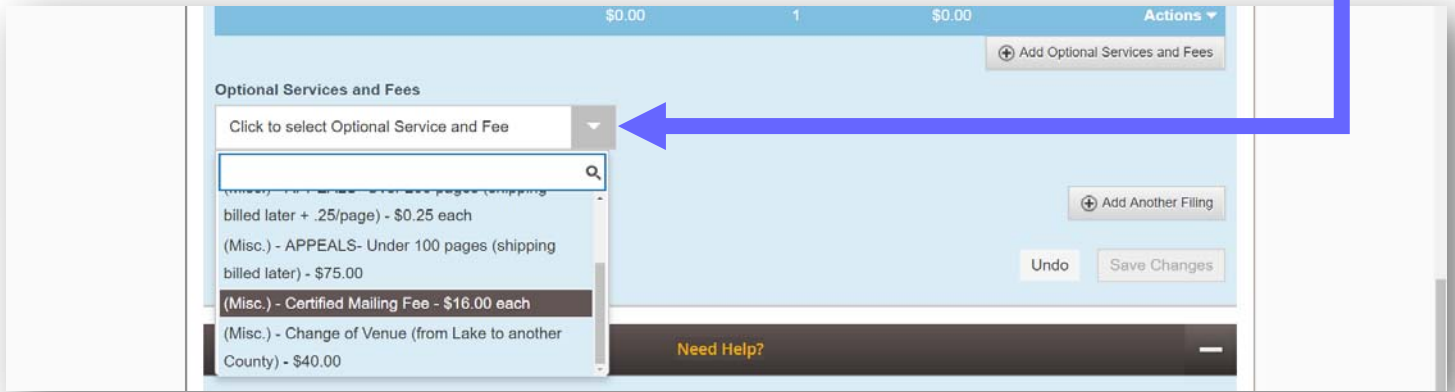
The screenshot shows the 'Filings' section of the eFileLL system. A document titled 'Affidavit of Wage Deduction \$1,00...' is selected and highlighted in blue. The form below it is open, showing fields for Filing Type (EFile), Filing Code (Affidavit of Wage Deduction \$1,000.01 to \$5,000.00 - \$30.00), Filing Description, Client Reference Number, Comments to Court, and Courtesy Copies.

4. Scroll down to the bottom of the *Filings* section and click **Add Optional Services and Fees**.

The screenshot shows the 'Optional Services and Fees' section of the eFileLL system. The 'Lead Document' is 'Copying a Returned Envelope.pdf'. The 'Attachments' section is empty. The 'Optional Services and Fees' table is visible, with a button to 'Add Optional Services and Fees' highlighted by a blue arrow.

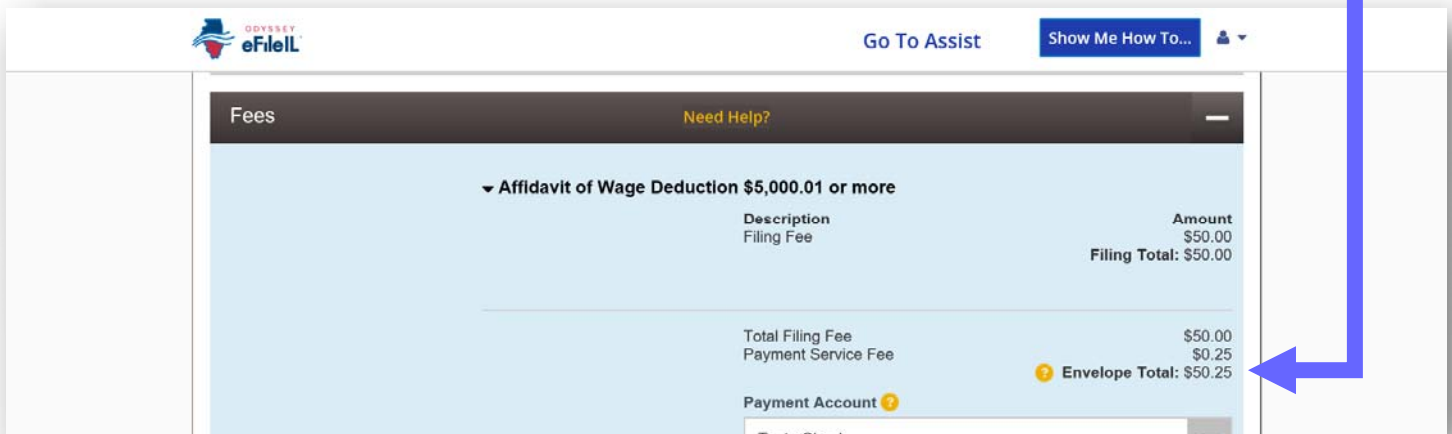
Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			
+ Add Another Filing			

5. Select the appropriate service and fee from the dropdown menu:

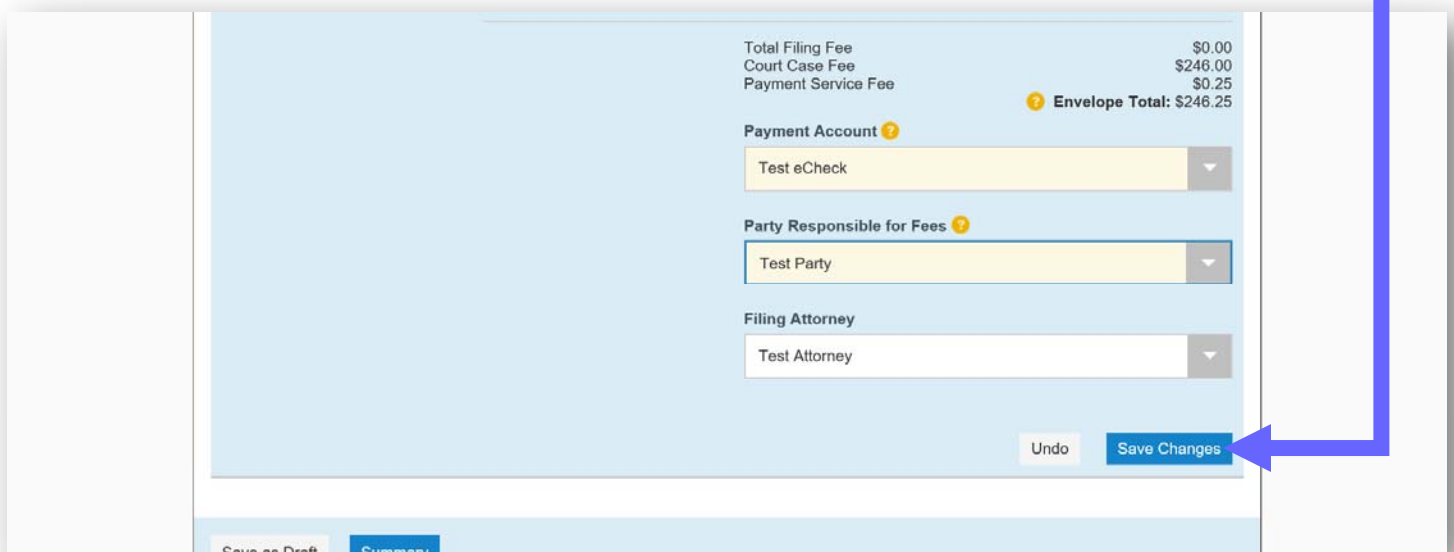


6. Click **Save Changes**

7. If you have no other fees to add scroll down to the *Fees* section, make sure your *Envelope Total* is the corrected amount:



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



9. Click the **Summary** button

The screenshot shows the eFileIt interface with the following details:

- Top left: ODYSSEY eFileIt logo
- Top right: "Go To Assist" and "Show Me How To..." buttons
- Center: Fee summary table:

Total Filing Fee	\$0.00
Court Case Fee	\$246.00
Payment Service Fee	\$0.25
Envelope Total:	\$246.25
- Below fees: "Payment Account" dropdown set to "Test eCheck", "Party Responsible for Fees" dropdown set to "Test Party", and "Filing Attorney" dropdown set to "Test Attorney".
- Bottom right: "Undo" and "Save Changes" buttons.
- Bottom left: "Save as Draft" and "Summary" buttons. A blue arrow points to the "Summary" button.
- Bottom left footer: © 2018 Tyler Technologies, Version: 2018.0.3.295
- Bottom right footer: EMPOWERED BY TYLER TECHNOLOGIES logo

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 with the following details:

- Section list: Case Information (+), Party Information (+), Filings (+), Service Contacts (+), Fees (-)
- Expanded Fees section:

Affirmative Defenses	
Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
<hr/>	
Total Filing Fee	\$0.00
Court Case Fee	\$246.00
Payment Service Fee	\$0.25
Envelope Total:	\$246.25
- Payment Account: Test eCheck
- Filing Attorney: Test Attorney
- Bottom left: "Back" and "Submit" buttons. A blue arrow points to the "Submit" button.