

CORRECTING A SUBSEQUENT FILING FEE

Instructions for correcting fees associated with a document on an existing case

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 the document that needs to be corrected so that it is highlighted in blue and the fields open up.

The screenshot shows the eFileLL interface. At the top, there is a navigation bar with the eFileLL logo, 'Go To Assist', and 'Show Me How To...'. Below this is a 'Filings' section with a 'Need Help?' link. A table lists filings with columns for 'Filing Code', 'Client Ref #', and 'Filing Description'. The first row, 'Affidavit of Wage Deduction \$1,00...', is highlighted in blue. Below the table, there is a form titled 'Enter the details for this filing' with fields for 'Filing Type' (set to 'EFile'), 'Filing Code' (set to '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. Go to the *Filing Code* drop down menu and select the correct *Filing Code* with the appropriate fee.

This screenshot shows the same eFileLL interface as the previous one, but with the 'Filing Code' dropdown menu open. The dropdown menu is expanded to show a list of filing codes and their associated fees. The first option, 'Affidavit of Wage Deduction \$1,000.00 or less - \$15.00', is highlighted in yellow. Other options include 'Affidavit of Service by Publication No Address', 'Affidavit of Wage Deduction \$1,000.00 or less - \$15.00', 'Affidavit of Wage Deduction \$1,000.01 to \$5,000.00 - \$30.00', 'Affidavit of Wage Deduction \$5,000.01 or more - \$50.00', 'Affidavit Service by Publication', and 'Affidavit of Special Process Server'.

5. Then click **Save Changes**

This screenshot shows the 'Optional Services and Fees' section of the Odyssey eFileLL interface. It features 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 yellow arrow points to the 'Save Changes' button.

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

This screenshot shows the 'Fees' section of the Odyssey eFileLL interface. It displays a table with columns for 'Description' and 'Amount'. The table lists 'Filing Fee' with an amount of \$50.00. Below the table, the 'Envelope Total' is shown as \$50.25. A yellow arrow points to the 'Envelope Total'.

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

This screenshot shows the payment and party information section of the Odyssey eFileLL interface. It displays a table with columns for 'Description' and 'Amount'. The table lists 'Total Filing Fee' (\$0.00), 'Court Case Fee' (\$246.00), and 'Payment Service Fee' (\$0.25). Below the table, the 'Envelope Total' is shown as \$246.25. There are also dropdown menus for 'Payment Account' (Test eCheck), 'Party Responsible for Fees' (Test Party), and 'Filing Attorney' (Test Attorney). A yellow arrow points to the 'Save Changes' button.

8. Click the **Summary** button

The screenshot shows the eFile interface with a yellow border. At the top left is the "ODYSSEY eFile" logo. At the top right are "Go To Assist" and "Show Me How To..." buttons. The main content area is a light blue box containing a fee summary and three dropdown menus. The fee summary lists: Total Filing Fee (\$0.00), Court Case Fee (\$246.00), and Payment Service Fee (\$0.25), with an "Envelope Total: \$246.25". The dropdown menus are for "Payment Account" (Test eCheck), "Party Responsible for Fees" (Test Party), and "Filing Attorney" (Test Attorney). Below these are "Undo" and "Save Changes" buttons. At the bottom of the light blue box are "Save as Draft" and "Summary" buttons. A yellow arrow points from the right side of the interface to the "Summary" button. At the bottom of the page, there is a copyright notice: "© 2018 Tyler Technologies Version: 2018.0.3.295" and a logo for "EMPOWERED BY TYLER TECHNOLOGIES".

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

The screenshot shows the "Review and submit your envelope" page. It has a dark header with the title "Review and submit your envelope" in green. Below the header are four expandable sections: "Case Information", "Party Information", "Filings", and "Service Contacts", each with a "+" icon. The "Fees" section is expanded, showing a table with the following data:

| 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 |

Below the table, the "Payment Account" is "Test eCheck" and the "Filing Attorney" is "Test Attorney". At the bottom of the page are "Back" and "Submit" buttons. A yellow arrow points from the right side of the interface to the "Submit" button.