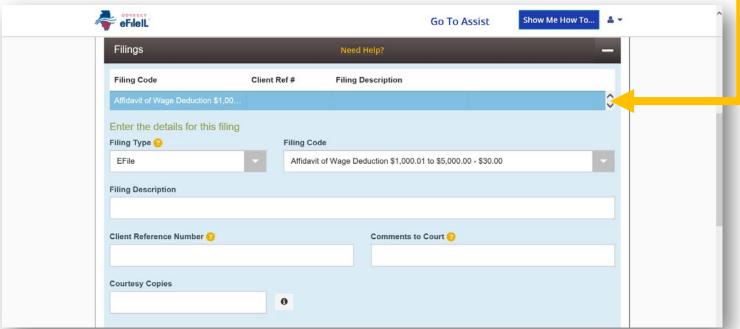
## CORRECTING A SUBSEQUENT FILING FEE

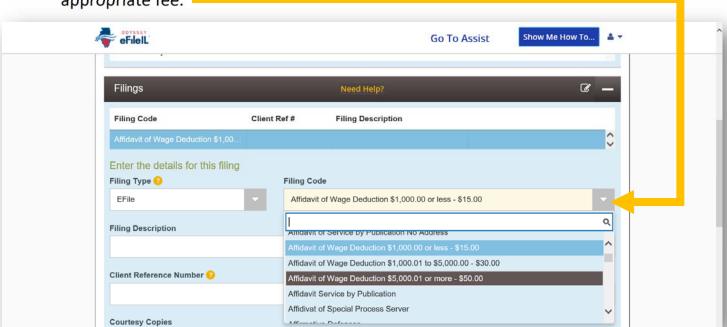
Instructions for correcting fees associated with a document on an existing case

- 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.



4. Go to the Filing Code drop down menu and select the correct Filing Code with the appropriate fee.



5. Then click Save Changes

Optional Services and Fees

Fee Amount

Quantity

Fee Total

⊕ Add Optional Services and Fees

⊕ Add Another Filing

Undo

Save Changes

Fees

Need Help?

→ Affidavit of Wage Deduction \$1,000.01 to \$5,000.00

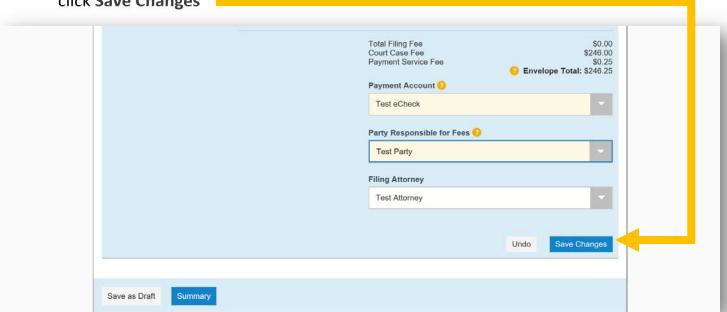
Description

Amount

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



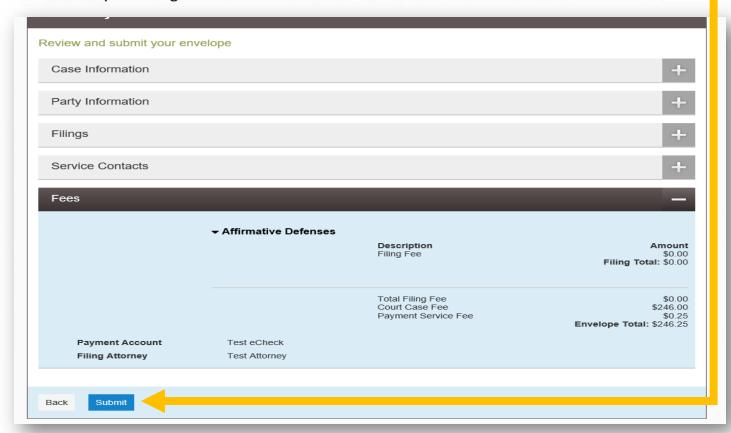
7. Make sure your payment account and any other required items have been selected and click Save Changes





8. Click the Summary button eFileIL Go To Assist Show Me How To... Total Filing Fee Court Case Fee Payment Service Fee \$246.00 6 Envelope Total: \$246.25 Payment Account (9) Test eCheck Party Responsible for Fees 👩 Test Party Filing Attorney Test Attorney Save Changes Summary Save as Draft

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





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