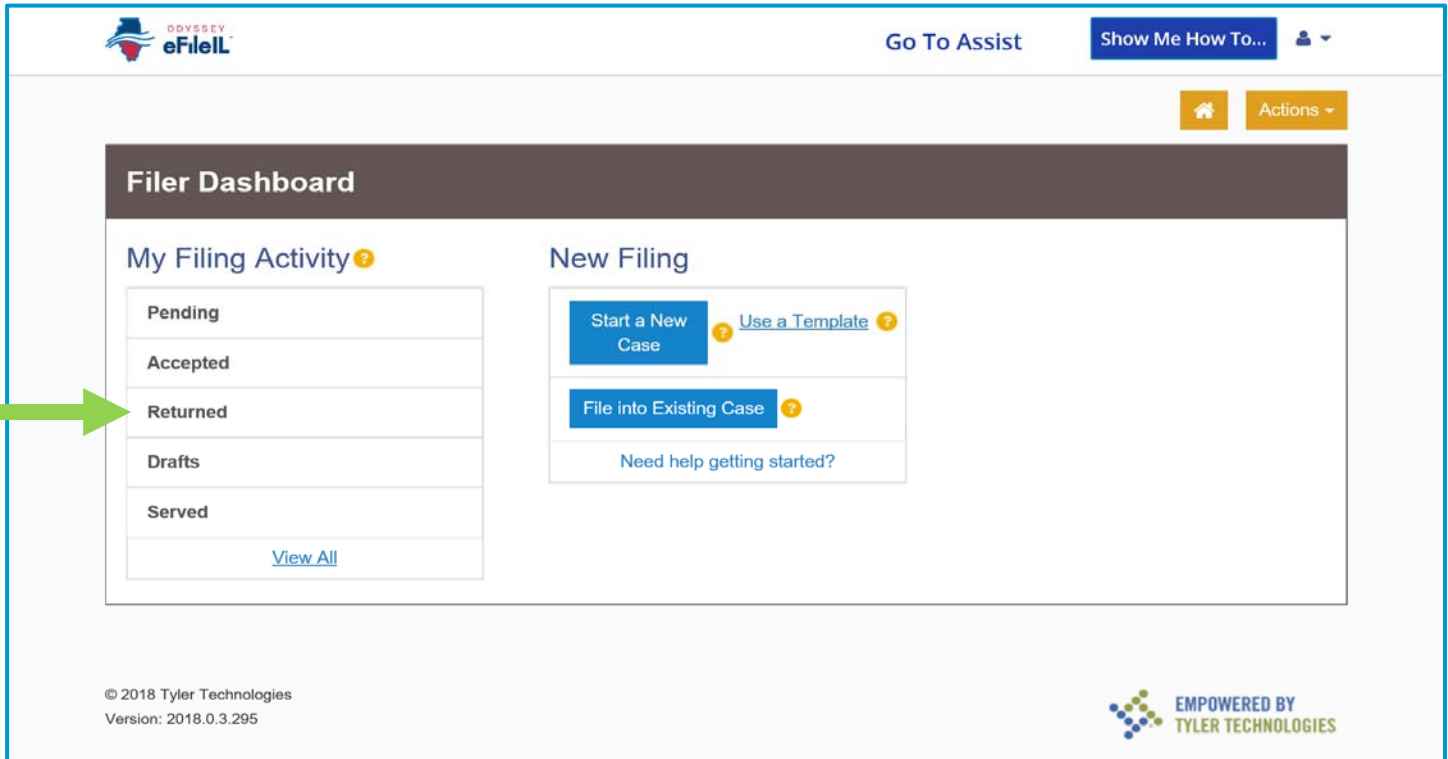


Copying a Returned Envelope

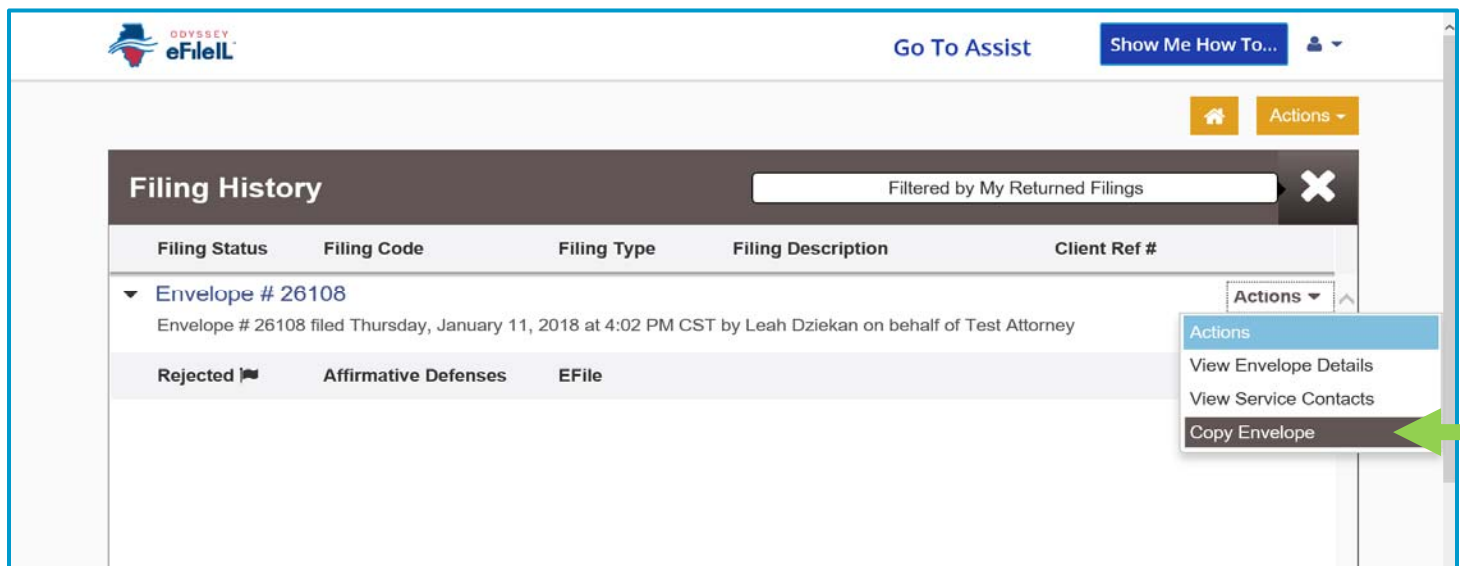
Please Note: Not all EFSPs offer this feature.

1. Login to your EFSP account
2. On your *Filer Dashboard*, under My Filing Activity click on **Returned**



The screenshot shows the eFileL Filer Dashboard. At the top, there is a navigation bar with the eFileL logo, 'Go To Assist', and a 'Show Me How To...' button. Below this is a 'Filer Dashboard' header. The main content area is divided into two sections: 'My Filing Activity' and 'New Filing'. In the 'My Filing Activity' section, there is a list of filing statuses: Pending, Accepted, Returned, Drafts, and Served. A green arrow points to the 'Returned' status. Below the list is a 'View All' link. The 'New Filing' section contains buttons for 'Start a New Case', 'Use a Template', and 'File into Existing Case', along with a 'Need help getting started?' link. At the bottom, there is a copyright notice for Tyler Technologies and a logo for 'EMPOWERED BY TYLER TECHNOLOGIES'.

3. Locate the returned envelope number in which you would like to copy
4. Click on the *Actions* drop down menu and then select **Copy Envelope**



The screenshot shows the eFileL Filing History table. The table is filtered by 'My Returned Filings'. The table has columns for 'Filing Status', 'Filing Code', 'Filing Type', 'Filing Description', and 'Client Ref #'. The first row is expanded to show details for 'Envelope # 26108', which was filed on Thursday, January 11, 2018, at 4:02 PM CST by Leah Dziekan on behalf of Test Attorney. The 'Filing Status' is 'Rejected' and the 'Filing Type' is 'Affirmative Defenses'. An 'Actions' dropdown menu is open over the 'Envelope # 26108' row, showing options: 'View Envelope Details', 'View Service Contacts', and 'Copy Envelope'. A green arrow points to the 'Copy Envelope' option. At the bottom, there is a logo for 'The Cartwright Weinstein Group'.