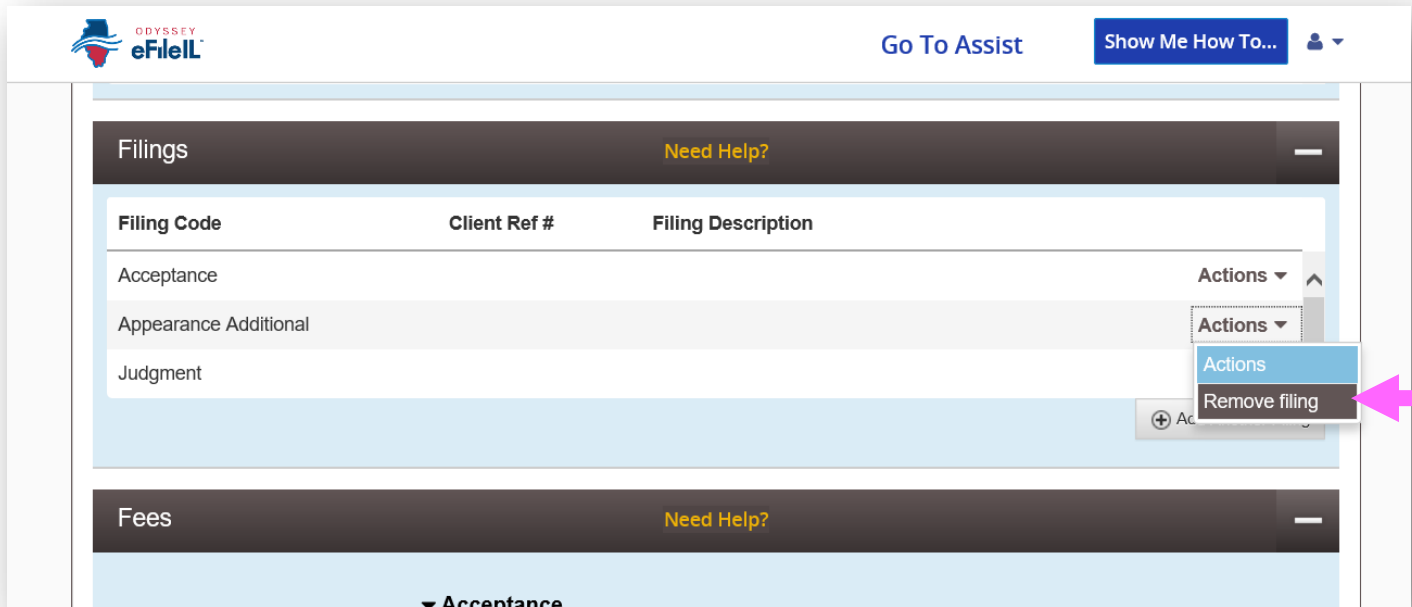


# REMOVING A DOCUMENT FROM A RETURNED ENVELOPE

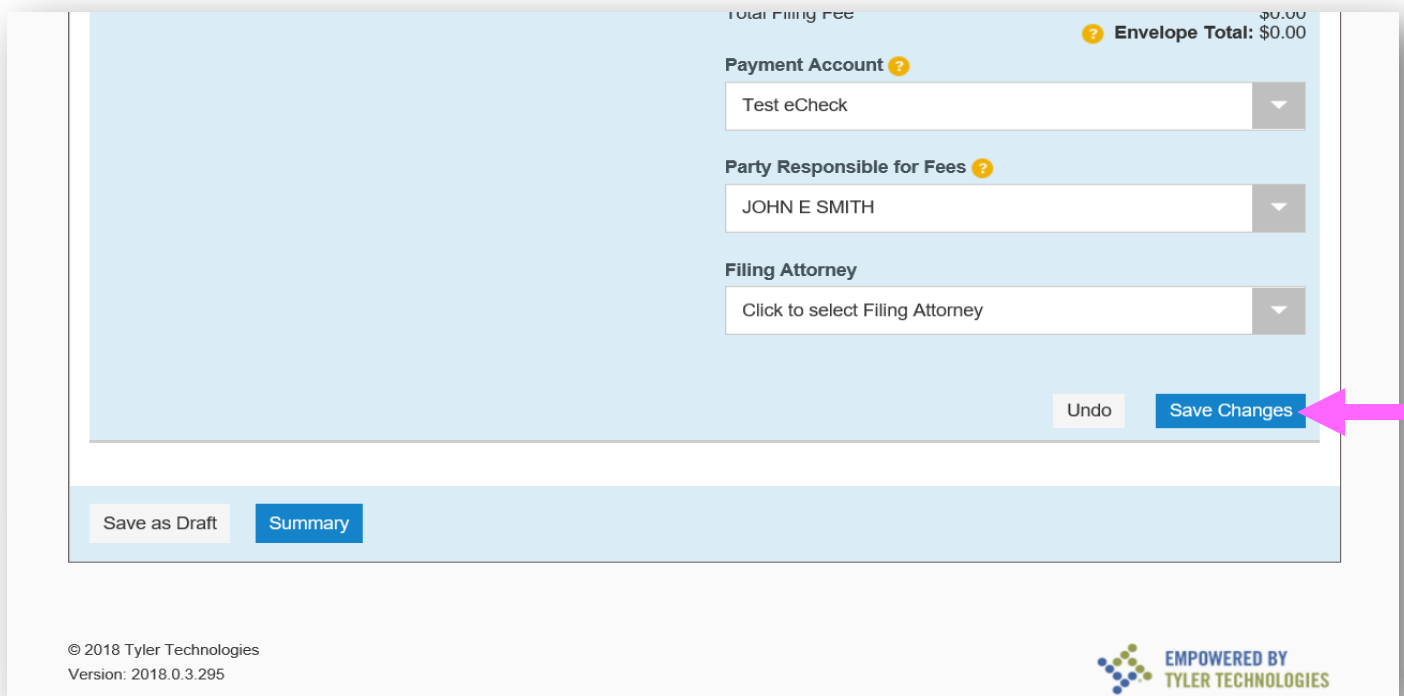
Instructions for how to remove a document from a returned envelope

1. Follow the instructions on [Copying a Returned Envelope](#)
2. From your *Draft* screen scroll down to the *Filings* section and click on the document that you would like to remove and select **Remove Filing** from the *Actions* dropdown menu:



The screenshot shows the eFileLL interface. At the top, there is a navigation bar with the eFileLL logo, a "Go To Assist" button, and a "Show Me How To..." button. 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 table contains three rows: "Acceptance", "Appearance Additional", and "Judgment". To the right of the table, an "Actions" dropdown menu is open, showing options like "Remove filing", which is highlighted by a pink arrow. Below the table is a "Fees" section, also with a "Need Help?" link.

3. Scroll down to the Fees section and click **Save Changes**:



The screenshot shows the Fees section of the eFileLL interface. It includes a "Total Filing Fee" field with a question mark icon and a value of "\$0.00". Below this is an "Envelope Total: \$0.00" label. There are three dropdown menus: "Payment Account" (set to "Test eCheck"), "Party Responsible for Fees" (set to "JOHN E SMITH"), and "Filing Attorney" (set to "Click to select Filing Attorney"). At the bottom right, there are "Undo" and "Save Changes" buttons. The "Save Changes" button is highlighted by a pink arrow. At the bottom left, there are "Save as Draft" and "Summary" buttons.

4. Click the **Summary** button

ODYSSEY eFileLL

Go To Assist Show Me How To...

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

Payment Account ?  
Test eCheck

Party Responsible for Fees ?  
Test Party

Filing Attorney  
Test Attorney

Undo Save Changes

Save as Draft **Summary**

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

Review and submit your envelope

- Case Information +
- Party Information +
- Filings +
- Service Contacts +
- Fees -**

▼ **Affirmative Defenses**

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

Payment Account Test eCheck  
Filing Attorney Test Attorney

Back **Submit**