

# REMOVING AN ATTACHMENT FROM A RETURNED ENVELOPE

Instructions for how to remove an attachment 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 need to remove the attachment from so that it is highlighted in blue and the entry 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 the "Party Information" section with a "Need Help?" link. The table below has columns for "Party Type", "Party Name", and "Lead Attorney". The first row shows "Plaintiff", "JOHN E SMITH", and "Pro Se". Below the table is a "Filings" section, also with a "Need Help?" link. It contains a table with columns "Filing Code", "Client Ref #", and "Filing Description". The first row is "Acceptance" and is highlighted in blue. The "Actions" dropdown menu is open for this row, showing a blue arrow pointing to it. Below the table is a form to "Enter the details for this filing" with fields for "Filing Type" (set to "EFile") and "Filing Code" (set to "Acceptance").

3. Scroll down to the *Attachments* section and click the black **X** to remove the attachment:

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 the "Attachments" section. It shows two attachments. The first is "Amnesty Week Results.pdf" (26.56 kB). The second is "Lake County Legal Self-Help Center.pdf" (1.13 MB) and is highlighted in blue. A blue arrow points to the black "X" icon in the top right corner of this attachment's row. Below the attachments is a "Computer" section with an upload icon and a "Cloud" section with icons for Dropbox and OneDrive.

If you do not have any additional documents to upload proceed to Step 7

4. If you need to upload additional “Lead Documents” click **Add Another Filing**

The screenshot shows the Odyssey eFileLL interface. At the top, there is a logo for Odyssey eFileLL, a 'Go To Assist' link, and a 'Show Me How To...' button. Below this, there are two dropdown menus: 'Description' with 'cd' selected and 'Security' with 'Non-Confidential' selected. The 'Attachments' section has 'Computer' and 'Cloud' options. The 'Optional Services and Fees' section includes a table with columns for 'Optional Services and Fees', 'Fee Amount', 'Quantity', and 'Fee Total'. At the bottom right, there is a button labeled 'Add Another Filing' which is highlighted with a blue arrow pointing from the text above.

5. Fill in the following fields:

The screenshot shows the Odyssey eFileLL interface with several fields highlighted and annotated. A yellow box labeled 'Filing Type: E-File' points to the 'Filing Type' dropdown menu which has 'EFile' selected. Another yellow box labeled 'Filing Code: Select item that matches the title of your document the closest' points to the 'Filing Code' dropdown menu which has 'Judgment' selected. A third yellow box labeled 'Upload your document and select your security' points to the 'Lead Document' section, which includes a text input field for 'Description' (containing 'cd') and a 'Security' dropdown menu (containing 'Non-Confidential'). Blue arrows also point from the 'Filing Type' and 'Filing Code' boxes to their respective dropdown menus. The 'Lead Document' section also shows a file name 'Summons-Dissolution Of Marriage #171-223 (Rev 07-18).pdf' and a size of '444.20 KB'.

6. **Save Changes** and repeat for each additional *Lead Document*

7. Make sure you payment information is correct and **Save Changes**

Filing Attorney  
Click to select Filing Attorney

Undo Save Changes

Save as Draft Summary

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8. Then click **Summary**

Party Responsible for Fees  
JOHN E SMITH

Filing Attorney  
Click to select Filing Attorney

Undo Save Changes

Save as Draft Summary

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9. 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
Filing Total:			\$0.00
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

Back Submit