

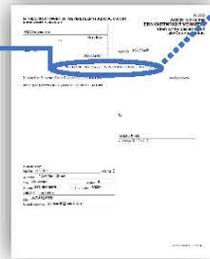
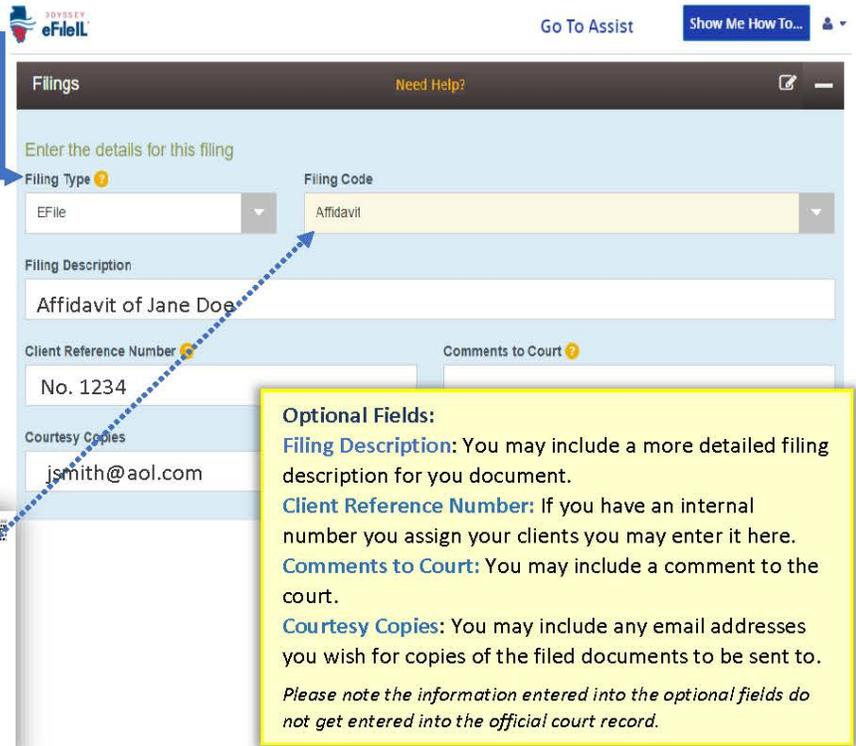
## SUBMITTING MULTIPLE LEAD DOCUMENTS IN ONE TRANSACTION:

### 1. Fill in the required fields:

- **Filing Type**
  - **EFile:** Document will be “Filed” and registered to the case record.
  - **EFile & Serve:** Document will be “Filed,” registered to the case record, and a link to the filed documents will be delivered via email to the selected service contacts.
  - **Serve Only:** Documents will be delivered via email to the selected service contacts. Documents do not get filed or registered with the clerk’s office. This is only to be used for previously filed documents.

**IMPORTANT NOTICE:** Documents in which Service of Process is required cannot be served through the e-filing system.

- **Filing Code**  
Select the Filing Code that best matches your document

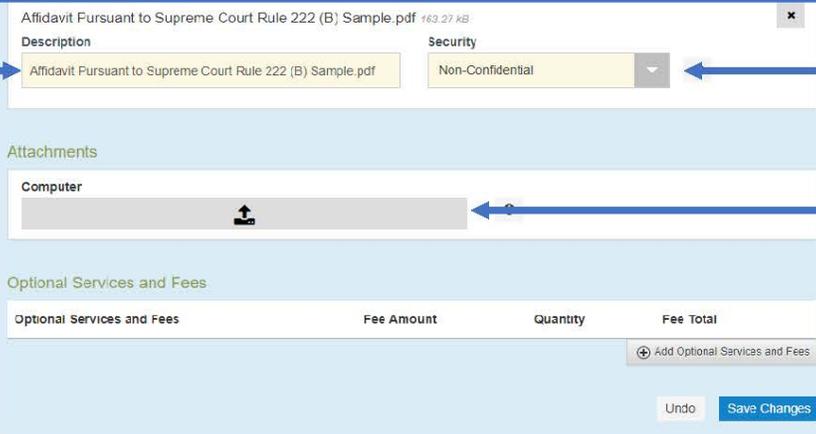



**Optional Fields:**

- Filing Description:** You may include a more detailed filing description for your document.
- Client Reference Number:** If you have an internal number you assign your clients you may enter it here.
- Comments to Court:** You may include a comment to the court.
- Courtesy Copies:** You may include any email addresses you wish for copies of the filed documents to be sent to.

*Please note the information entered into the optional fields do not get entered into the official court record.*

### Lead Document (Required)



### 2. Upload your first “Lead” Document

This document should match the Filing Code you selected.

### 3. Select whether your document is “Confidential” or “Non-Confidential”

(Most documents are Non-Confidential unless ordered by court (or pursuant to SCR) to be filed under seal.

### 4. Upload any Attachments Please note this is for exhibits/supporting documents to be attached to your Lead Document

### 5. Click Save Changes

### 6. Click Add Another Filing

- The “Add Another Filing” will only appear after you click “Save Changes.” The button will appear directly below the “Add Optional Services and Fees” and above “Save Changes”
- If you are using a different EFSP, you will need to locate this button on your screen.

### 7. Repeat for each Document

