

## FILING A CIVIL MOTION

Use the instructions below to file a motion in a civil case.

### INSTRUCTIONS

- Step 1:** Choose **Civil** in the main menu bar. Under the **Motions and Related Filings** category, select **Motion**.
- Step 2:** The next screen will show a reminder about the proper format required for motions and briefs. Please follow all filing requirements.
- Step 3:** Select the motion type.
- Multiple motion types are allowed.
  - Make sure that the motions selected appear in the **Selected Events** window.



If the specific motion relief is not listed, select **Motion Free**. The system will prompt for a description of the relief requested in a later screen.

- Step 4:** Enter the case number and select **Find This Case**.
- Step 5:** Select the party filing the document from the **Select the Party** window on the right side of the screen.
- Step 6:** Upload the PDF document and exhibits. Click **Browse** to locate the document(s) to be filed.



Be sure to review your document(s) before submitting. A filing **cannot be edited** or changed after it has been submitted.

**Step 7:** Check the docket text. The docket text can be modified, if necessary, by using the drop-down window or the free text window.

**Step 8:** The final docket text is displayed. Confirm that the transaction is correct.



If an error is made during filing, use the **Back** button or click **Civil** in the main menu bar to start over.

**Step 9:** The Notice of Electronic Filing will display. The filing is complete.