

## FILING A CRIMINAL MOTION

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

### INSTRUCTIONS

**Step 1:** Choose **Criminal** 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:** Enter the case number and select **Find This Case**.

**Step 4:** If there is more than one defendant in the case, the system will display a list of all defendants. Select the defendant(s) the motion applies to.

**Step 5:** Select the party filing the document from the **Select the Party** window on the right side of the screen.

Only choose the party for which the filing user has filed an appearance on the record. The other parties will be greyed out.

**Step 6:** Select the motion type.

- Multiple motions 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 on a separate screen.

**Step 7:** 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 8:** Check the docket text. The docket text can be modified, if necessary, by using the drop-down window or the free text window.

**Step 9:** The final docket text is displayed. Confirm that the transaction is correct.



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

**Step 10:** The Notice of Electronic Filing will display. The filing is complete.