



Self-Represented Litigants

How to E-File in i2File



Step 8: Upload Your Documents in the Filings Section

E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings**
- 9 • Pay Fees
- 10 • Review Summary / Submit



Upload documents and complete the Filings section

The documents you want to file with the court have to be uploaded into the system. This all happens in the **Filings** section after you have completed the Case Information and Party Information. The whole packet of what you upload to file is called an "envelope" in the e-filing system.

Choose the Filing Code

1. In the "Filings" section, you must enter in all the information that has an * next to it. This manual will cover the required boxes for the document filing. Please see *How to Efile in i2File: Step 9 Pay Fees* for the portions of this section about fees and payment accounts.



There should automatically be a blue check mark in the "E-file" box. But, some Locations may also have Serve or EfileAndServe as the Filing Type. Make sure you select Efile or talk to your court staff about the other options.

2. Click on the **Filing Code** box for the drop down menu. Filing Code means the type of document that you are filing with the court (for example: Complaint, Motion, Waiver).
3. **Click** on the Filing Name of the type of document you are filing.



If you don't know your Filing Code name, ask the court staff so there is no problem with your filing.

The screenshot shows the 'Filings' section of the i2File interface. At the top, there are tabs for 'Case Information', 'Parties', and 'Filings' (the last one is active and highlighted with a red box). Below the tabs is a table titled 'Enter Filing Details' with columns for 'Code', 'Type', 'Description', and 'ReferenceNumber'. The table contains one row with 'E-File' in the 'Type' column. Below the table is a pagination control showing '1' of 10 items and an 'ADD ANOTHER FILING' button. Below the table is a form with a checked 'E-File' checkbox, a 'Select Filing Code*' dropdown menu (highlighted with a red box), and a 'Select Filing Name*' dropdown menu (also highlighted with a red box). A red arrow points from the text in the first information block to the 'E-File' checkbox. Below the main screenshot is a zoomed-in view of the 'Select Filing Code*' dropdown menu, showing a list of options: Affidavit, Application, Complaint, Divorce Cases First Filing/First Appearance/ Answer, Motion, Notice, Petition, Proposed Order, Summons, and Waiver.

4. Once you select the Filing Code, you have the option of filling out three boxes, but they are not required.
 - a. Filing Description (optional)
 - i. This is just for you to remember what you are filing.
 - b. Reference Number (optional)
 - i. This is a tracking number for lawyers to use to know which client's case they are filing in. Since you are representing yourself, you won't use this box.
 - c. Optional Service (optional)
 - i. Unless you need something like certified copies of judgments, a jury demand, or an alias summons, you do not have to do anything in this section. If you need something like that, you can click on the Optional Service menu to see what is offered.
 - ii. Click on the Optional Service you want and then click the right-facing arrow to move it to the Selected Optional Services column. Be sure not to click anything you already selected in the Filing Code, or you will be charged twice.

Select Filing Code*

Complaint ▼

Filing Description

Filing Description

Reference Number

Reference Number

Optional Service

- Alias Summons (\$5.00)
- Appeals over 100 pages (\$150.00)
- Appeals over 200 pages (\$150.00)
- Appeals under 100 pages (\$60.00)
- Certification Fees - Mailings (\$12.00)
- CH - Foreclosure (Residential) Tier #1 (

Selected Optional Services

Upload Documents and Attachments

Documents

Lead Document*	<p>Description</p> <input style="width: 90%;" type="text" value="Document Description"/> <p style="text-align: center;">+ CLICK TO BROWSE</p>	<p>Security*</p> <input style="width: 90%;" type="text"/>
Attachments	<p>Description</p> <input style="width: 90%;" type="text" value="Attachment Description"/> <p style="text-align: center;">+ CLICK TO BROWSE</p>	<p>Security*</p> <input style="width: 90%;" type="text"/>

➤ Explanation of Lead Documents, Attachments, and Document Size

What is a Lead Document?

- Any document that you need the court to look at to be able to give you what you want.
 - For example, if you want the court to grant your request to move your court date, upload your Motion for a Continuance as a Lead Document.
- All notice documents (such as a Notice for Court Date or Notice of Motion) are Lead Documents.
- You can file more than one Lead Document at a time.
 - For example, you could have Lead Document 1: Notice of Motion; Lead Document 2: Motion for a Continuance; and Lead Document 3: Application for Waiver of Court Fees.
 - An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents. If the court already approved your Application for Waiver of Court Fees, you should file a copy of the approved *Order* as an attachment to anything you file after that.

What are Attachments?

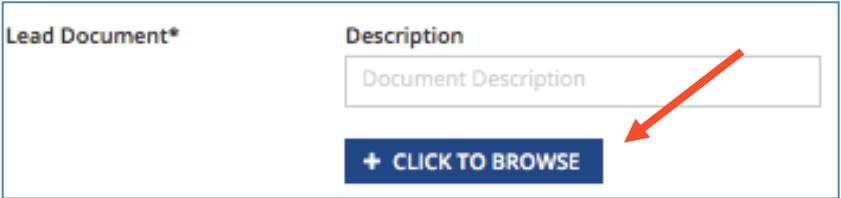
- A category of filing that is only an option in some counties and for some types of Filing Codes. If you don't see Attachments as an option, file everything in the Lead Document section. You can do that by making the Lead Document and any attachments/exhibits one PDF, and upload as a Lead Document.
- Any document that you reference in your Lead Document, but is not technically part of the Lead Document. They are usually called exhibits or attachments.
 - For example, if you write an Answer in an eviction case saying why you shouldn't be evicted, that written explanation is the Lead Document. In the Answer, you reference a receipt for paying rent. The copy of the receipt could be labeled Exhibit or Attachment 1 and would be an Attachment, not a Lead Document.

What are the Document Size Limits?

- For Trial Courts, each document cannot be larger than 25MB and a combined total of 50MB per filing.
- For the Supreme Court and the Appellate Courts the file size limit is to 150MB.

➔ Lead Document (Required)

1. Click on the “+ **Click to Browse**” under the Lead Document heading.



The screenshot shows a form with two columns. The left column has the heading 'Lead Document*'. The right column has the heading 'Description' and a text input field containing 'Document Description'. Below the input field is a blue button with the text '+ CLICK TO BROWSE'. A red arrow points from the right side of the input field down to the button.

2. A Window will pop up where you will select your document.
3. Find where the document is saved on the computer (desktop, documents folder, flash drive).
4. Select the document you would like to file and click **Open**. The Filing Code name will appear in the Description box.

5. If you selected the wrong document, you can delete it by clicking on the **X** in the right corner.

Lead Document*  Complaint.pdf 


Description

Security* 





6. Once you have the correct document, select the drop down menu for the **Security** box. Click whether the document is public (non-confidential) or confidential. For some case filings, the Security options are different. If there is only one option like Case Manager, select that. If you see multiple Security Options, speak to court staff.

Security*

Select Security 

Select Security
Confidential

Non-Confidential 

 **Most court documents are public (non-confidential) even though they contain personal information that you may like to keep confidential. Please speak to court staff before selecting confidential on your document.**

7. Once you select the Document, you have the option of filling out four boxes, but they are not required.

- a. Filing Comments (optional)
 - iii. These comments are for the court reviewer to read when assessing your document.
- b. Courtesy Copies (optional)
 - iv. You may enter a list of email addresses (separated by a comma) for where you want the document sent.

Filing Comments

Courtesy Copies



 **Note: this is a courtesy and does NOT qualify for service of process or proper notice.**

8. You may add additional Lead Documents by clicking the **Add Another Filing** at the top of the page and then following these same instructions.

Filings

Enter Filing Details

Code	Type	Description	ReferenceNumber
	E-File		

➔ Upload Attachments (Optional)

1. Click on the “+ **Click to Browse**” under the Attachments heading.

2. A Window will pop up where you will select your document.

3. Find where the document is saved on the computer (desktop, documents folder, flash drive).

The screenshot shows a window titled "Attachments". It contains a "Description" label above a text input field with the placeholder text "Attachment Description". Below the input field is a blue button with a white plus sign and the text "+ CLICK TO BROWSE". The button is highlighted with a red rectangular border.

4. Select the document you would like to file and click **Open**. The Filing Code name will appear in the Description box.

5. If you selected the wrong document, you can delete it by clicking on the X in the right corner.

The screenshot shows the "Attachments" window with a document titled "Self Represented Litigants 3-12.pdf". Below the title is a "Description" field containing the word "Application" and a "Security*" dropdown menu. A red "X" icon is located in the top right corner of the window, with a red arrow pointing to it from the right.

6. Once you have the correct document, select the drop down menu for the **Security** box. Select whether the document is public (non-confidential) or confidential.

i **Most court documents are public (non-confidential) even though they contain personal information that you may like to keep confidential. Please speak to court staff before selecting confidential on your document.**

7. You may add additional Attachments by clicking the “+ **Click to Browse**” under the next Description and Security boxes that appear after you upload an attachment.

The screenshot shows the "Attachments" window with two document entries. The first entry is titled "b9a5f026-bfbc-49ea-9a84-782761367328.pdf" with a description of "Petition" and a "Security*" dropdown menu. Below this entry is a blue button with a white plus sign and the text "+ CLICK TO BROWSE". The second entry has a description of "Attachment Description" and a "Security*" dropdown menu. A red rectangular box highlights the "+ CLICK TO BROWSE" button under the second entry.



You have successfully uploaded your documents/completed the document portion of the Filings section.

Need Help? Contact i2File's Filer Support at support@i2file.net