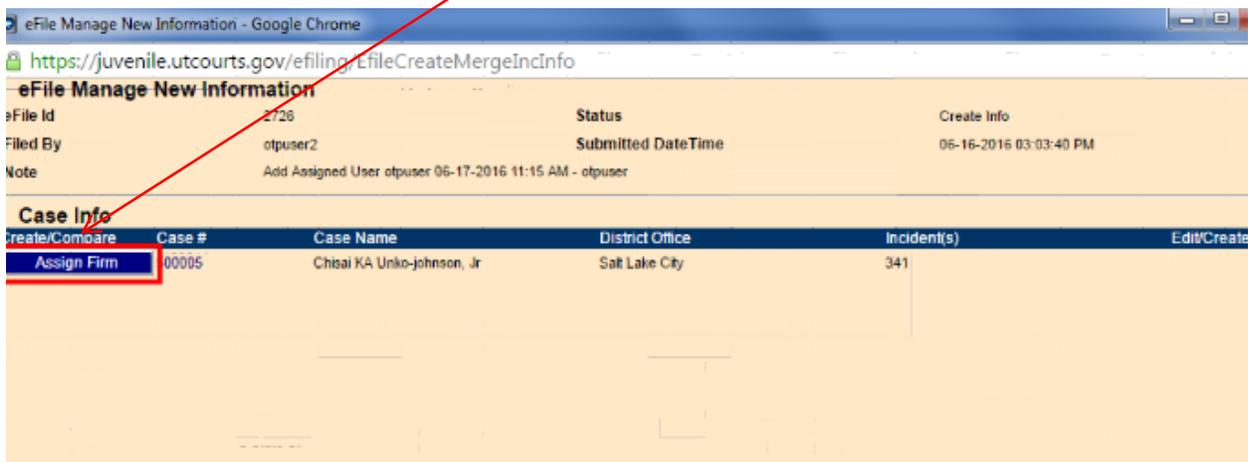


Filing Fees

At this time we are unable to take filing fees through eFiling. Therefore, you will need to send a note to the filer indicating a filing fee is due.

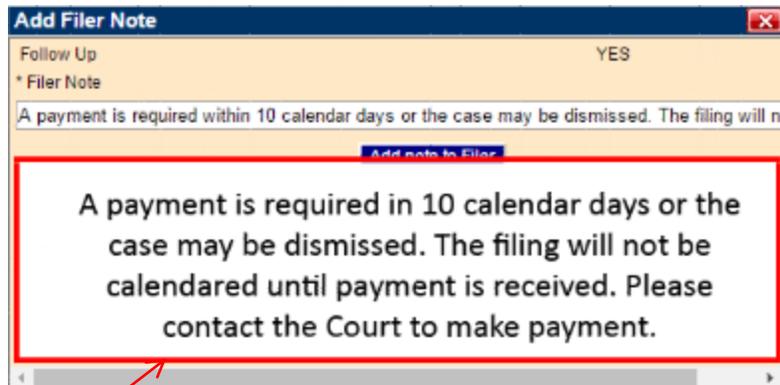
Please refer to the *Clerical How Do I documents* on how to create a case or an incident. Once you have created the case or incident you have the ability to assign a firm. In the event a firm assignment is not already created, DO NOT create a Firm Assignment until you have collected the filing fee.



In order to send the filer a note return to the eFile Queue to view the case. You can send the filer a message to contact the court to make arrangements to pay the filing fee.



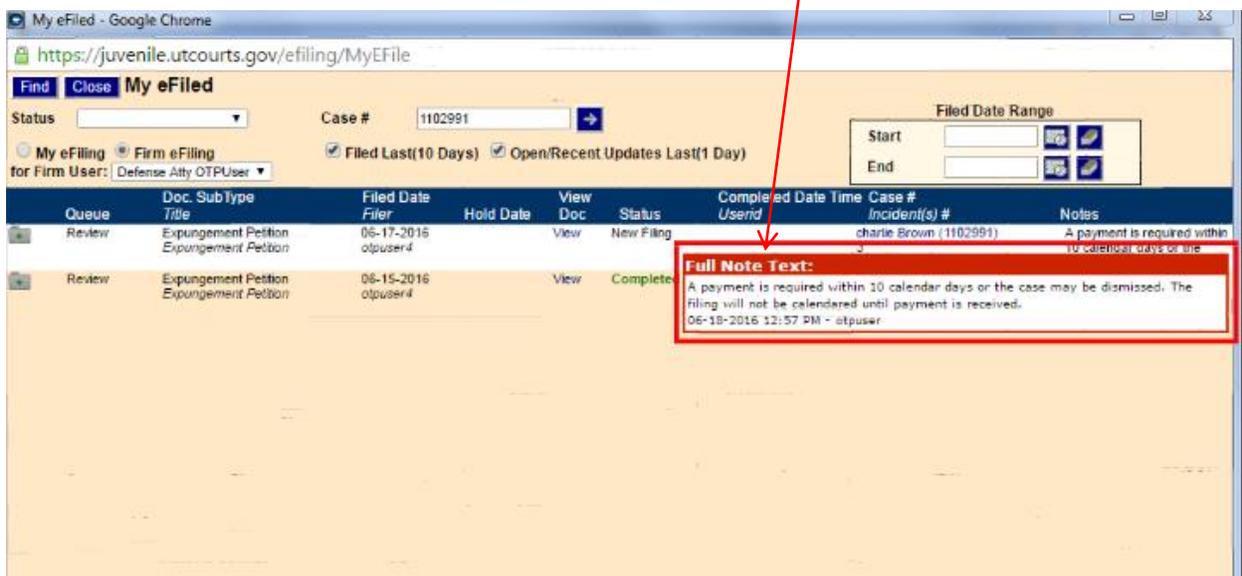
Click the filer name and the pop-up window will allow you to write your message to the filer; there is a limit of 250 characters. Please note you can also only add one note at a time.



Inform the filer that *“A payment is required within 10 calendar days or the case may be dismissed. The filing will not be calendared until payment is received. Please contact the Court to make payment.”* Filing fees should be accepted in any form that they are currently being accepted by the Juvenile Court. You may want to provide the filer with a phone number to contact the court.

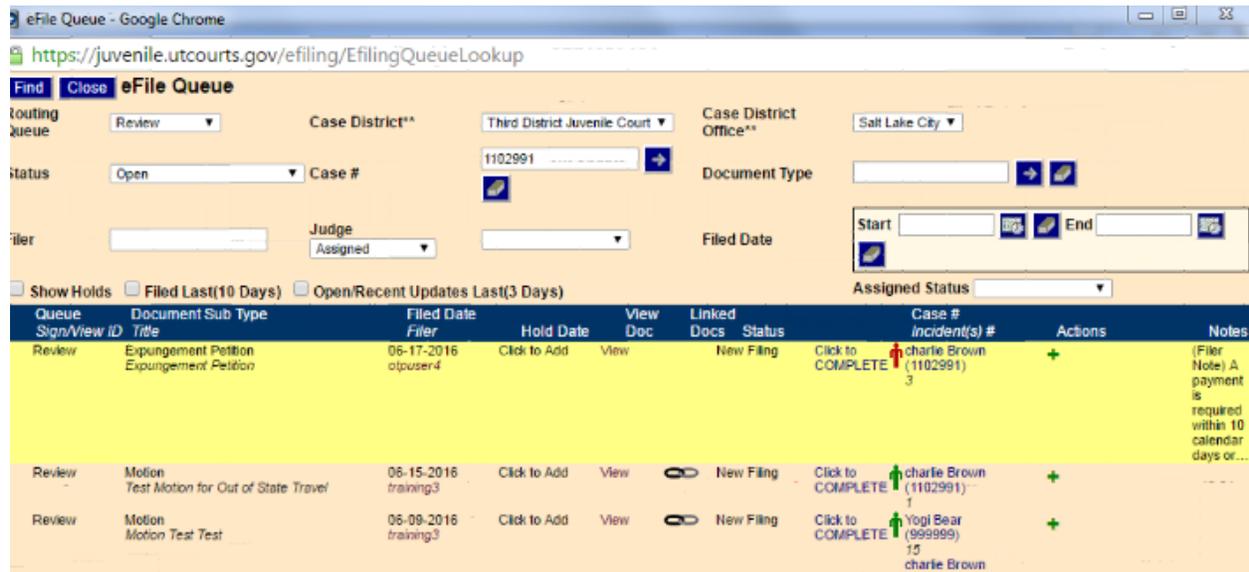
Please note that further direction will be sent out following the next Board of Juvenile Court Judges meeting on what to do if the filing fee is not paid in 10 days. In the interim check with your local Clerk of Court or Judge to determine next steps.

The filer will only see this note if they view the case from their “My eFiled” screen. The filer will not be able to reply to your note via eFiling, it is a one-way message.



In order to track these cases you can allow these to sit in the eFile Queue or you can enter a hold date of 10 days and the matter will return to the queue by the 10th day. Each district

should determine what process will work best for your specific district. You will notice in the screen shot below the filing will appear in yellow when a note has been sent to the filer.



Filing Fee Tips:

- Do not enter a Firm Assignment until you have collected the filing fee.
- Send a Note to the filer that a filing fee is due within 10 days and to contact the court.
- Track the Filing fees in the eFile Queue either by entering a 10 day hold or by leaving the document in the Queue.
- If a note has been sent to the Filer the filing will appear in yellow in the eFile Queue.
- After the 10 day period has ran and if there has not been a filing fee paid on the case check with your local Clerk of Court on next steps and/or judge. More information will be provided on this step in the future.