


Disclaimer regarding sample efilings: The following screen shots are only samples and do not represent and exhaustive list of things that you may file in a particular submission. These samples are not meant to be legal advice in any way but merely to give an example of what the screen *may* look like when submitting a particular document.

Sample: "Add a Document" screen for Efiling a Writ of Summons



PROTHONOTARY

ELECTRONIC FILING



Home
eFile
Cases
My Profile
Log Out

user: Tracy Christman

Draft Filings ⇒ Add a Document

Case Type : CONTRACT

Document Category

Document Type *

Public
 Sealed Order Date: --Enter a comment on what rule you are using--

Confidential Order Date: --Enter a comment on what rule you are using--

Additional Text

Document Location No file chosen

Add to Submission

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form	form.xml			0.01 MB		
COVER SHEET(S) FILED	View Generated Document	<input type="text"/> <input type="button" value="Add"/> JOHN DOE ✖			3	
PRAECIPE FOR WRIT OF SUMMONS ISSUED	Praecipe to Issue Writ of Summons.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE ✖		0.09 MB	1	
COMMENCEMENT OF ACTION FEE		<input type="text"/> <input type="button" value="Add"/> JOHN DOE ✖		0.0 MB		
WRIT OF SUMMONS FILED	View Generated Document	<input type="text"/> <input type="button" value="Add"/> JOHN DOE ✖		<u>0.0 MB</u>	1	

Total Size: 0.09 MB

Sample: "Add a Document" screen for Efiling a Complaint

Case Type : CONTRACT

Document Category
 Document Type *
 Public
 Sealed Order Date: --Enter a comment on what rule you are using--
 Confidential Order Date: --Enter a comment on what rule you are using--
 Additional Text
 Document Location No file chosen
 Add to Submission

	Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
	Form	form.xml	<input type="text"/>	<input type="button" value="Add"/>	0.01 MB		
	COVER SHEET(S) FILED	View Generated Document	JOHN DOE <input checked="" type="checkbox"/>			3	
	NOTICE	Notice to Defend.pdf	<input type="text"/>	<input type="button" value="Add"/>	0.08 MB	1	
	COMPLAINT FILED	Complaint.pdf	JOHN DOE <input checked="" type="checkbox"/>		0.08 MB	1	
	- ATTACHMENT	Exhibits.pdf			0.08 MB	1	
	COMMENCEMENT OF ACTION FEE		<input type="text"/>	<input type="button" value="Add"/>	0.0 MB		

Total Size: 0.24 MB

Sample: "Add a Document" screen for Efiling a Motion to Compel

Case Number : 2016-00129-CT Case Title : DOE, JOHN VS. DOE, JANE

Case Type : CONTRACT

Document Category
 Document Type *
 Public
 Sealed Order Date: --Enter a comment on what rule you are using--
 Confidential Order Date: --Enter a comment on what rule you are using--
 Additional Text
 Document Location No file chosen
 Add to Submission

	Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
	Modify Party Information	Form.xml		<input type="button" value="Add"/>	0.01 MB		
	ORDER (PROPOSED)	Proposed Order.docx	<input type="text"/>	<input type="button" value="Add"/>	0.02 MB		
	MOTION TO COMPEL DISCOVERY BY	Motion to Compel.pdf	JOHN DOE <input checked="" type="checkbox"/>		0.08 MB	1	
	CERTIFICATE OF SERVICE OF MOTION TO COMPEL DISCOVERY	Certificate of Service.pdf	<input type="text"/>	<input type="button" value="Add"/>	0.08 MB	1	
	CERTIFICATION OF GOOD FAITH BY	Certificate of Good Faith.pdf	JOHN DOE <input checked="" type="checkbox"/>		0.08 MB	1	

Total Size: 0.26 MB

Sample: "Add a Document" screen for Efiling a Petition

Home » Existing Case » Add a Document

Case Number : 2016-00129-CT Case Title : DOE, JOHN VS. DOE, JANE

Case Type : CONTRACT

Document Category

Document Type *

Public

Sealed

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Confidential

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Additional Text

Document Location No file chosen

Add to Submission

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Modify Party Information	Form.xml			0.01 MB		
PETITION TO WITHDRAW AS COUNSEL BY	Petition to Withdraw as Counsel.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	
RULE TO SHOW CAUSE	View Generated Document	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.0 MB	1	
CERTIFICATE OF SERVICE OF PETITION TO WITHDRAW AS COUNSEL	Certificate of Service.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	
ORDER (PROPOSED)	Proposed Order.docx	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.02 MB		

Total Size: 0.18 MB

Sample "Add a Document" screen for Efiling a Default Judgment (note* the filing fee cannot be last in the submission under secondary filings)

Home » Existing Case » Add a Document

Case Number : 2016-00129-CT Case Title : DOE, JOHN VS. DOE, JANE

Case Type : CONTRACT

Document Category

Document Type *

Public

Sealed

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Confidential

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Additional Text

Document Location No file chosen

Add to Submission

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Modify Party Information	Form.xml			0.01 MB		
PRAECIPE FOR DEFAULT JUDGMENT	Praecipe for Default Judgment.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.09 MB	1	
CERTIFICATION OF 236 NOTICE	236 Notice.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	
JUDGMENT - DEFAULT FEE		<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.0 MB		
AFFIDAVIT - NON-MILITARY SERVICE OF DEFENDANT	Non Military Affidavit.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	

Total Size: 0.25 MB

Sample Efiling Confidential Filings

On the "Add a Document" Screen:

- Select "Confidential" in "Document Category" and "Confidential Information Form" in "Document Type"
- Select the "Confidential" button and place today's date in the "Order Date" field along with a description in the field next to the Order Date
- Select your Confidential Information Form from your computer in the "Document Location" Field

Home efile Cases My Profile Log Out user: Tracy L. Christman

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 2017-04598-CT Case Title : DOE, JOHN VS. DOE, JANE

Case Type : CONTRACT

Document Category: Confidential

Document Type *: CONFIDENTIAL INFORMATION FORM

Public

Sealed

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Confidential

Order Date: 01/11/2018 Confidential Information Form

Additional Text

Document Location: Choose File Confidential...tion.Form.pdf

Add to Submission **Add**

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Modify Party Information				0.01 MB		

Back **Move to Draft** **Next**

- Add your Redacted Pleading (i.e. Redacted Answer) to the filing
- Complete the "On behalf of" field
- Click Next

Home efile Cases My Profile Log Out user: Tracy L. Christman

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 2017-04598-CT Case Title : DOE, JOHN VS. DOE, JANE

Case Type : CONTRACT

Document Category: Answer

Document Type *:

Public

Sealed

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Confidential

Order Date: MM/DD/YYYY --Enter a comment on what rule you are using--

Additional Text

Document Location: Choose File No file chosen

Add to Submission **Add**

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Modify Party Information	Form.xml			0.01 MB		
CONFIDENTIAL INFORMATION FORM	Confidential.Information.Form.pdf	JOHN DOE	Add	0.09 MB	1	
ANSWER REDACTED ANSWER	Redacted.Answer.pdf	JOHN DOE	Add	0.08 MB	1	

Total Size: 0.16 MB

Back **Move to Draft** **Next**

-Click next to file