

Missouri eFiling System How to eFile on an Existing Case in the Missouri Court of Appeals, Eastern District

Getting Started

Click Logon.

Please have your documents converted or scanned to a PDF file and all of the necessary case filing information before you begin.

Go to the eFilng Log in page at: www.courts. mo.gov/ecf Enter Username: Enter Password:



To File on an Existing Case

Click File on an Existing Case.



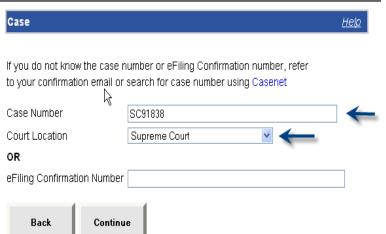
Enter Case Information

Enter Case Number: ED98111

Enter Court Location: Eastern Appellate

Or

Enter eFiling Confirmation Number from previous submission.



Review

Review case information to confirm that it is the case intended for filing.

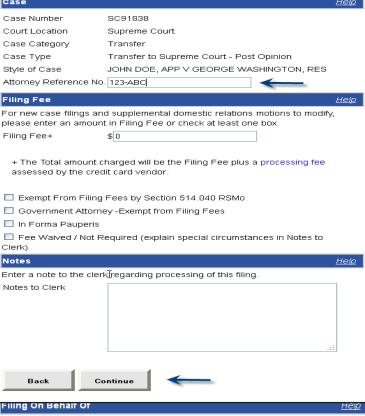
Enter Attorney Reference Number: 123-ABC

Field is optional

Enter any Notes to Clerk.

Field is optional

Click Continue.



Filing on Behalf of

Check the appropriate party for filing on behalf of: Click add.

Add Documents

Enter Document Category: Motion to - Extend Time to File

Enter Document Type: Motion to Extend Time to File Brief

Browse to the location where the document is stored on the computer or network.

Enter the Document Title:

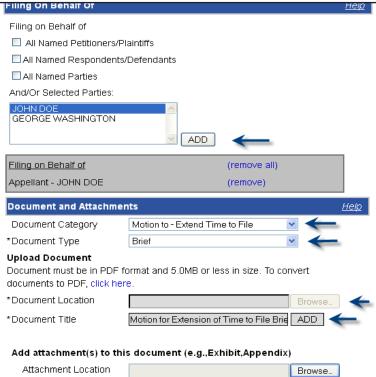
Motion for Extension of Time to File Click Add.

If you have an attachment to the primary document then Browse to the location where the attachment is stored on the computer or network.

Enter the Attachment Title: Click Add.

Click either Add New Document or Continue.

If filing a brief, the appendix must be filed as a separate document.



Attachment Title

Total Size: 0.04MB

Back

Document Title/Attachment

Motion for Extension of Time to File Brief

Add New

Document

ALL Documents and Attachments Size: 0.04MB of 20.0MB limit

Continue

ADD

Size

0.04 MB (remove)

Review Case Filing

If case infomation is correct: Click Continue.

If case information is not correct make corrections.

Please review all information entered. If you need to make any changes to the information, click the **update** link next to the appropriate item. If you need to remove or delete any information, please click the **remove** link next to the appropriate item.

Case <u>Help</u>

Court Case Number: SC91838 (update)

Court Case Description: JOHN DOE, APP V

GEORGE WASHINGTON, RES

Transfer to Supreme Court - Post Opinion filed in

Supreme Court

Attorney Reference Number: 123-ABC

Filing Fee: \$0.00 Notes to Clerk: None entered by filer

Document <u>Help</u>

Click on a title below to view your documents and/or attachments.

Motion to - Extend Time to File - Brief

Motion for Extension of Time to File Brief (update) (remove)

Filed on behalf of: JOHN DOE

Back Submit

Filing on an Existing Case Confirmation

Filing confirmation screen. Can be printed for records.

Filer will also receive a confirmation e-mail from the Missouri Courts eFiling System (mocourtseFiling@courts.mo.gov).

File on Existing Case Confirmation

Thank you for your submission on 8/30/11 at 12:30 PM. Below is important information regarding this submission. You will receive emails from the eFiling System regarding the status of your submission. This page is printer friendly.

If you need to contact the clerk about this submission or if you need to submit another filing and you do not have the case number, please use the following.

eFiling Confirmation Number: EF1980

The following information and documents were submitted with this filing.

Attorney Reference Number: None entered by filer No filing fee or payment information on this filing.

Case

Court Case Number: SC91838

Court Case Description: JOHN DOE, APP V GEORGE WASHINGTON, RES Transfer to Supreme Court - Post Opinion filed in Supreme Court

Notes to Clerk: None entered by filer

Document

Motion to - Extend Time to File - Brief Motion for Extension of Time to File Brief Filed on behalf of: JOHN DOE