



# Missouri eFiling System

## How to use QuickFile

### What is QuickFile?

QuickFile is a streamlined and efficient way for attorneys to generate, submit to the court and save an *Entry of Appearance* or an *Entry of Appearance, Waiver of Arraignment and Plea of Not Guilty* for a single litigant in a case.

### Can I use QuickFile for any other types of documents?

At this time, the automatic generation of documents is limited to the two documents mentioned above. However, after QuickFile creates the appearance document, you will have the opportunity to file additional documents you have created.

### Who can use QuickFile?

Any attorney registered with the Missouri eFiling System may use QuickFile, but it will not be appropriate for all circumstances. Because you only may use it to enter on behalf of one litigant, if you are representing more than one party you will need to file using 'File on an Existing Case.' Also, although the system will allow you to use QuickFile for any case, it will not create a suitable document for all cases. For example, the use of QuickFile for probate, juvenile and some domestic relations cases may not result in the correct case caption on the document.

### What else do I need to know?

The document that is generated will conform to a standard format that you will not be able to change. Review the document to make sure it is acceptable to you before submitting the document to the court.

### Getting Started

Begin the QuickFile process from either Case.net or the eFiling menu.

Log on to Case.net and find your case.

Click the [Parties & Attorneys](#) tab.

Click the radio button next to the **one** party you are representing: [Stephens, Eric](#)

Click [Click here to QuickFile on behalf of the Selected Party.](#)



**OR**

Log on to the Missouri eFiling System.

Click the [QuickFile](#) icon.



## Enter Case Information

Enter Case Number: [15AB-CR00013](#)

Enter Court Location: [Franklin County – Circuit Court](#)

*Note:* If you started from Case.net, this information will autofill. Verify it is correct.

**Case** Help  
If you do not know the case number or eFiling Confirmation number, refer to your confirmation e-mail or search for case number using [Case.net](#)  
Case Number: 15AB-CR00013  
Court Location: Franklin County - Circuit Court  
OR  
eFiling Confirmation Number:   
**QuickFile Document** Help  
Complete the 'Case' section by entering the 'Case Number' and 'Court Location' then select the 'QuickFile Document Type' you would like to file.  
QuickFile Document Type: Entry of Appearance  
Back Continue

## Enter Type of Document

Enter QuickFile Document Type: [Entry of Appearance](#)

Click [Continue](#).

## Enter Party Information

Enter Party: [Eric Stephens – Defendant](#)

*Note:* If you started from Case.net, the party will be selected already. Verify it is correct.

**QuickFile** Help  
To submit a filing complete the following sections.  
**NOTE:** QuickFile may not be suitable for all circumstances, documents generated through QuickFile are preformatted. Please review your filing before you submit.  
**Party** Help  
Select the party that you will be filing on behalf of. You can only select one party per filing when using QuickFile.  
**NOTE:** All updates to the QuickFile document have to be completed on this screen. Updates completed on any other eFiling screen will not update the QuickFile document.  
\* Party: STATE OF MISSOURI - PLAINTIFF  
ERIC STEPHENS - DEFENDANT  
**Sign Filing** Help  
Enter the name that will be added as your signature to the document and Certificate of Service.  
\* Signature (type signature name here): /s/Jennifer M. Jones  
Back Sign and View Document

## Sign Filing

Enter Signature: [Jennifer M. Jones](#)

Click [Sign and View Document](#)

## Review the Document

Review the generated document and make sure it is acceptable to you. You **cannot edit** anything on the document here but you can click [Back](#) and make changes on the previous screens to update the document.

## Add Additional Documents/Finish

If you wish to file additional documents on this case, click [Add Another Document](#).

If you are finished, click [Continue](#).

**View Document** Help  
Documents generated through QuickFile are preformatted and cannot be altered within the Missouri eFiling System. Please review the document carefully before submitting to ensure the document meets your expectations. If you are unsatisfied with the format of the generated document, you will need to file a separate document through File on an Existing Case.  
To save a copy of the QuickFile document for your records, PDF software is required. Please refer to 'Help' for more information.  
**IN THE 20TH JUDICIAL CIRCUIT COURT, FRANKLIN COUNTY, MISSOURI**  
State Of Missouri,  
Plaintiff,  
vs.  
Eric Stephens,  
Defendant.  
Case Number: 15AB-CR00013  
**Entry of Appearance**  
Comes now undersigned counsel and enters his/her appearance as attorney of record for Eric Stephens, Defendant, in the above-styled cause.  
/s/ Jennifer M. Jones  
Jennifer M. Jones  
Mo Bar Number: 33032  
Attorney for Defendant  
3001 Killy Street  
Statesville, NC 28677  
Phone Number: (873) 634-4567  
jenniferspence@gmail.com  
**Certificate of Service**  
I hereby certify that on January 13th, 2015, a copy of the foregoing was sent through the Missouri eFiling system to the registered attorneys of record and to all others by facsimile, hand delivery, electronic mail or U.S. mail postage prepaid to their last known address.  
/s/ Jennifer M. Jones  
Jennifer M. Jones  
DSGA (10-14) 04230 1 of 1  
Back Add Another Document Continue

## Review Case Filing

If case information is correct: Click [Continue](#).

If case information is not correct: Click [Update](#) or [Remove](#) to make corrections.

Case	Help
<b>Court Case Number:</b> 15AB-CR00013	(update)
<b>Court Case Description:</b> ST V ERIC STEPHENS Felony - Associate filed in Franklin County - Circuit Court	
<b>Filer Reference Number:</b> None entered by filer	
<b>Filing Fee:</b>	
<b>Notes to Clerk:</b> None entered by filer	
Document	Help
Click on a title below to view your documents and/or attachments.	
<b>Filing - Other/Miscellaneous - Entry of Appearance</b> Entry of Appearance	(update) (remove)

[Back](#) [Continue](#) ←

## File on Existing Case Confirmation

This confirms the Missouri eFiling System has accepted your submission.

You may print this screen, but you also will receive a confirmation e-mail from the Missouri eFiling System ([mocourtseFiling@courts.mo.gov](mailto:mocourtseFiling@courts.mo.gov)) with the same information.

### File on Existing Case Confirmation

Thank you for your submission on **1/13/15 at 12:01 PM**. Below is important information regarding this submission. You will receive e-mails 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:** EF23539

The following information and documents were submitted with this filing.

**Filer Reference Number:** None entered by filer

**No filing fee or payment information on this filing.**

Case
<b>Court Case Number:</b> 15AB-CR00013
<b>Court Case Description:</b> ST V ERIC STEPHENS Felony - Associate filed in Franklin County - Circuit Court
<b>Notes to Clerk:</b> None entered by filer
Document
<b>Filing - Other/Miscellaneous - Entry of Appearance</b> Entry of Appearance

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