



## LEGAL FILE SUBMISSION

- Legal Files on Appellate cases filed by registered users shall now be created and filed through the electronic filing system. (Sup.Ct.R. 81.12)
- PDF software is required to view documents.
- The Legal File will be created by selecting filed documents from the originating circuit court case filings.

### Requirements for filing of a Legal File:

1. Filer must be a registered user and an attorney in good standing.
2. Filer should review the originating circuit court case to determine if all documents are available for selection as an electronic document. Documents that are not available will require a request to the originating circuit court clerk within 10 days after the notice of appeal is filed. The Filer shall submit a written request to the originating circuit court clerk to make the documents available. The written request shall request the document to be scanned and entered in the system by specifying the case number, document title and date of filing.

3. If the Legal File will include confidential documents or documents from confidential cases and the Filer is not the attorney of record on those originating circuit court cases, it is required that the attorney file an entry of appearance on the originating circuit court cases.

Use the case.net logon feature to begin preparation of the Legal File for the case on appeal.

<https://www.courts.mo.gov/casenet/base/welcome.do>

The screenshot shows the 'Your Missouri Courts' website header with a navigation bar containing links for Judicial Links, eFiling, Help, Contact Us, and Print. Below the header is a 'Logon to Case.net' form with fields for 'Users ID:' and 'Password:', and buttons for 'Logon', 'Clear', and 'Cancel'. Below the form are three links: 'My Account', 'Forgot your Username', and 'Forgot your password'.

- Select the Case Number Search feature

The screenshot shows a search interface with the heading 'Click one of the links below to start your search!'. Below this are four search options, each with an icon and a label: 'Litigant Name Search' (person icon), 'Filing Date Search' (calendar icon), 'Case Number Search' (book icon), and 'Scheduled Hearings & Trials Search' (gavel icon).

- Select the appellate division of the case on appeal and enter the appellate case number.
- Select Find.

The screenshot shows the 'Case Number Search' form. It has a section titled 'Required Information' with a dropdown menu for 'Search for cases in:' set to 'Eastern Appellate' and a text input field for 'Case Number:' containing 'ED98282'. A 'Find' button is located at the bottom left of the form.

- The system returns the Case Number Search results.

Case Number Search Results			
Eastern Appellate			
Displaying 1 thru 1 of 1 records returned for case ED98282			
Filing Date	Case Number	Style of Case	Case Type
11/22/2017	<a href="#">ED98282</a>	MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP	AP Civil Appeal Circuit

- Select the Case Number link in blue. The Case Header information is displayed.
- Select the Docket Entries tab.
- Verify the originating circuit court case number is correct.

ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP			
		Case Header	Parties & Attorneys
This information is provided as a service and is not considered an official court record.			
Date Filed: 11/22/2017			Location: EASTERN DISTRICT CT OF APPEALS
Case Type: AP Civil Appeal Circuit			Disposition: Not Disposed
Circuit Court Case Number: <a href="#">17AB-CC00229</a>			

- The Docket Entries are displayed for the appellate case. Note the links in blue located at the upper left of the information returned.

ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP			
		Case Header	Docket Entries
This information is provided as a service and is not considered an official court record.			
<a href="#">Click here to eFile on Case</a> <a href="#">Click here to Respond to Selected Documents</a> <a href="#">Click here to Create Legal File (for authorized pilot attorneys only)</a>		Sort Date Entries: <input checked="" type="radio"/> Descending <input type="radio"/> Ascending	Display Options: <input type="text" value="All Entries"/>
10/25/2017	<input type="checkbox"/>	<a href="#">Acknowledgement Letter Sent</a>	
10/24/2017	<input type="checkbox"/>	<a href="#">NOA Filed in Appellate Court</a>	
10/20/2017	<input type="checkbox"/>	Filing Fee Paid	
	<input type="checkbox"/>	NOA Filed in Circuit Court	

Case.net Version 5.13.17.1

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Released 11/17/2017

- Select the Create Legal File link to select documents to be included in the Legal File. The system returns the Case Verification information. Verify the originating circuit court case number, description and county court information is correct.
- Select Continue.
- The Legal File Generation screen appears.

Legal File Generation  
ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP

**Case Verification** [Help](#)

Please verify the circuit court case information below. If it is not correct, please contact the appropriate appellate court.

Circuit Court Case Number	17AB-CC00229
Circuit Court Case Style	SG LADONNA BAKER V PROGRESSIVE DIRECT INSURANCE CO
Circuit Court Case Location	Franklin County - Circuit Court

Rule 81.12(b)(1)(C) requires that the legal file shall always include by designation: the pleadings upon which the action was tried, the verdict, the findings of the court or jury, the judgment or order appealed from, motions and orders after judgment, and the notice of appeal.

- **Begin the process of creating the Legal File.**
- **If appropriate add additional cases required for the Legal File. Related case(s) and/or Subcase(s) from the circuit court level may be added to the case if the documents contained in the cases will be necessary for inclusion in the Legal File.**
- **The originating Circuit Court case information appears. Added cases will also appear in the gray field.**
- **The cases eligible for selecting documents for the Legal File are now contained in the gray field. Cases eligible for removal will show a “remove” feature to the far right of the field.**
- **Under the Case field the Filer may enter a reference number for their internal use.**
- **The Notes field may be used to communicate a message to the Appellate Clerk.**

Legal File Generation  
ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP

Required fields are denoted by an asterisk(\*).

**Case List** [Help](#)

If additional case(s) are required in the Legal File, enter case number(s) below and click the Add to Case List button.

Once all cases are listed and a signature is entered below, click Continue to select documents.

**Note: Related case(s) and/or Subcase(s) exist.**

Case Number	<input type="text"/>	<input type="button" value="ADD TO CASE LIST"/>
17AB-CC00229	SG LADONNA BAKER V PROGRESSIVE DIRECT INSURANCE CO	
17AB-CC00228	JAMES HILL V SALLY HILL	<a href="#">(remove)</a>

**Case** [Help](#)

Filer Reference No.

**Notes** [Help](#)

Enter a note to the clerk regarding processing of this filing.

Notes to Clerk

- **In the Filing on Behalf of field enter the appropriate information.**

- If the Filer represents all the Appellants or Respondents check the appropriate check box.
- Select Add
- If the Filer represents a specific Appellant or Respondent select the party the Filer is representing.
- Select Add.
- The Sign Filing field provides the electronic signature of the Filer.
- Enter the name of the filing attorney.
- Select Continue.

Filing on Behalf of

\*Filing on Behalf of Selected Parties

☐ All Named Appellants
 ☐ All Named Respondents

PROGRESSIVE MAX INSURANCE  
LADONNA BAKER

ADD

Filing on Behalf of

Sign Filing

Enter the name that will be added as your signature to the document.

\*Signature (type signature name here) /s/

Back

Continue

- The Legal File Creation returns the documents from the originating circuit court case as well as any additional cases added for manual selection to include in the appellate case Legal File.
- Documents will appear in date order of ascending to descending under each case number.
- If a document is not a blue link and the bubble message of “You are not authorized to view the document. Please contact the circuit court” indicates the Filer is attempting to select a confidential document. This may be remedied by the Filer entering an appearance on the originating circuit court case. If the bubble message continues after an entry of appearance contact the circuit court.
- With multiple related cases the cases will appear in the order the Filer has entered the additional case numbers to be included in the Legal File.
- Select each document to be included in the Legal File using the checkbox next to the document.
- If the Filer wishes to reselect documents there is a Clear feature in the right upper corner of the Documents filed. This will unselect the documents and new selections may be made.

- Select Create after all documents have been selected. The system compiles the documents for the Legal File and Index.
- Selecting the Back function will return the Filer to the Legal File Generator screen to begin the process over.






The screenshot shows a web-based interface for managing legal documents. The main panel, titled 'Documents', contains a list of files organized by date. Under the date 02/18/2016, there is a 'Confidential Filing Sheet - Electronic' and a 'Request for Process Server\_FINAL' (with a checkbox). Under 02/19/2016, there is an 'SPS ORDER\_FINAL\_FINAL' (with a checkbox). Under 02/23/2016, there is a 'Petition\_FINAL'. A 'Create Legal File Document' section at the bottom of the list area contains instructions: 'Select the documents from above that you wish to include in the Legal File then select "Create".' and a 'Create' button. At the very bottom of the window, there is a 'Return to previous window' link and a 'Back' button. The status bar at the bottom indicates 'File Viewer Version 1.3.11.1'.

- An Index to the Legal File is created and viewed using the View Document screen.
- The system automatically creates a docket sheet for each case selected and will be document number 1 or the first document number in the Legal File.
- The system automatically assigns document numbers to each document in the Legal File and the Index provides the document numbers.
- While the View Document screen is open each blue document link represents the document in the originating circuit court case that was selected for inclusion in the Legal File. The Filer may select a document link and view the document.
- Additional documents may be added by selecting the Back button to select the additional documents for the Legal File. The assigned number will be updated.
- The Filer may download and save a copy of the Legal File Index for their records. The blue document links in the Index will not be active in the downloaded documents.
- Select Create after reviewing the Legal File Index and after adding additional documents to the Legal File Index. This creates a new Legal File Index to be reviewed.
- The Legal File contains the certificate of service and electronic signature of the filing attorney.

- Selecting Back returns the Filer to the previous Legal File Creation screen.
- Selecting Continue will take the filer to the Case and Document screen for submission of the Legal File.

View Document
Help

To save a copy of the Legal File document for your records, PDF software is required. Please refer to "Help" for more information.

**Legal File**  
**ED98280**  
 MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS  
 APP  
 Generated on 11/22/2017

[17AB-CC00229](#)    DO NOT USE SHELLEY CASE FOR DEMO

Appeal Doc No.	Document Title	Filing Date
1	<a href="#">Docket Sheet</a>	
2	<a href="#">Answer_FINAL</a>	02/25/2016
3	<a href="#">Offer of Judgment_FINAL</a>	03/09/2016
4	<a href="#">- Electronic Filing Certificate of Ser vice_FINAL</a>	03/09/2016
5	<a href="#">Certificate of Service of Response to Request to Produce and Objections to Interrogatories_FINAL</a>	03/25/2016
6	<a href="#">- Electronic Filing Certificate of Ser vice_FINAL</a>	03/25/2016
7	<a href="#">Motion to Compel Discovery_FINAL</a>	04/05/2016
8	<a href="#">- Electronic Filing Certificate of Ser vice_FINAL</a>	04/05/2016
9	<a href="#">COS Plaintiff Supplemental ROGS RFP to Def_FINAL</a>	04/17/2017
10	<a href="#">- Electronic Filing Certificate of Ser vice_FINAL</a>	04/17/2017

**Filed by:** STEPHEN ANTHONY WILKE  
 Motion for Nunc Certificate of Service.

10/26/2017    **Ackn Notice of Appeal Filed**  
 CERTIFICATION THAT DOCKET FEE HAS BEEN PAID  
 COMPLETED CASE INFORMATION

10/27/2017    **Judge Assigned**

11/07/2017    **Hearing Scheduled**

8.26 x 11.69 in

Back

Continue

- The system provides a summary of the Case and Document information. A docket sheet for the originating circuit court case(s) is also created.
- The appellate case information may be updated.

- Selecting Update in the Case filed will return the Filer to the Legal File Generation screen. This allows for the updating or adding additional originating circuit court cases. Information previously added is retained.
- The Legal File may again be reviewed for completeness using the Legal File link.
- Selecting the Back function will take the Filer to the View Document screen to view the Legal File.
- If all is accurate and complete select Submit.
- 

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	<a href="#">Help</a>
<b>Court Case Number:</b> ED98280 <a href="#">(update)</a> <b>Court Case Description:</b> MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP Civil Appeal Circuit filed in Eastern Appellate <b>Filer Reference Number:</b> None entered by filer <b>Filing Fee:</b> \$0.00 <b>Notes to Clerk:</b> None entered by filer	
Document	<a href="#">Help</a>
Click on a title below to view your documents and/or attachments. <b>Record on Appeal - Legal File, Transcript, etc. - EF Legal File Filed</b> <a href="#">Legal File</a> <b>Filed on behalf of:</b> PROGRESSIVE MAX INSURANCE	
<div>Back</div> <div>Submit</div>	

- The completed Filing on an Existing Case Confirmation is returned containing the date, time and confirmation number, and submission information.



**File on Existing Case Confirmation**

Thank you for your submission on **11/22/17 at 1:32 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:** EF42752

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**

**Court Case Number:** ED98280

**Court Case Description:** MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP

Civil Appeal Circuit filed in Eastern Appellate

**Notes to Clerk:** None entered by filer

**Document**

**Record on Appeal - Legal File, Transcript, etc. - EF Legal File Filed**

Legal File

**Attachments**

Electronic Filing Certificate of Service

**Filed on behalf of:** PROGRESSIVE MAX INSURANCE

**eService****Party**

MARK DAVID MURPHY, Attorney for  
Respondent

**Service E-mail Address**

shelley.gray@courts.mo.gov

EFILING  
MENU

- The Filer may return to the eFiling Menu or log off the system.

## Legal File Accepted After Submission

- The Clerk will now accept the Legal File into the system.
- The accepted Legal File may be viewed through Case.net.
- The Filer will logon to Case.net, select the appellate court, and enter the case number of the appellate case.
- The Case Header screen is returned.
- The LF icon in the upper left corner provides a direct link to the Legal File Viewer.


ED98280 - MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP

[LF Legal File Viewer](#) [Case Header](#) [Parties & Attorneys](#) [Docket Entries](#)

This information is provided as a service and is not considered an official court record.

Date Filed: 11/22/2017  
Case Type: AP Civil Appeal Circuit  
Circuit Court Case Number: 17AB-CC00229

Location: EASTERN DISTRICT CT OF APPEALS  
Disposition: Not Disposed

 [Pay By Web](#)  [Track This Case](#)

- The docket Entries tab on the case also provides the LF icon and the docket entries.
- The Filer may use either the LF icon or choose to use the blue document link.
- Select the Electronic LF File link to view the Legal File.

ED98280 - MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP

[LF Legal File Viewer](#) [Case Header](#) [Parties & Attorneys](#) [Docket Entries](#)

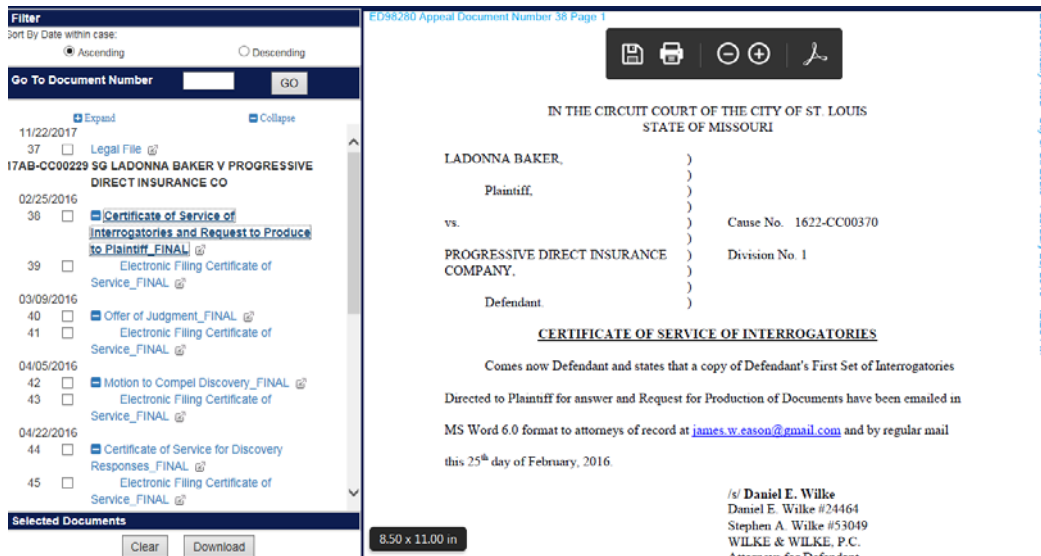
This information is provided as a service and is not considered an official court record.

[Click here to eFile on Case](#) [Click here to Respond to Selected Documents](#) [Click here to Create Supplemental Legal File \(for authorized pilot attorneys only\)](#) Sort Date Entries: ☒ Descending ☐ Ascending Display Options: [All Entries](#) ▼

11/22/2017	<input type="checkbox"/> <a href="#">Electronic LF Filed</a> Legal File; Electronic Filing Certificate of Service. Filed By: PAT J. MERRIMAN On Behalf Of: PROGRESSIVE MAX INSURANCE
10/25/2017	<input type="checkbox"/> <a href="#">Acknowledgement Letter Sent</a>
10/24/2017	<input type="checkbox"/> <a href="#">NOA Filed in Appellate Court</a>
10/20/2017	<input type="checkbox"/> Filing Fee Paid
	<input type="checkbox"/> NOA Filed in Circuit Court

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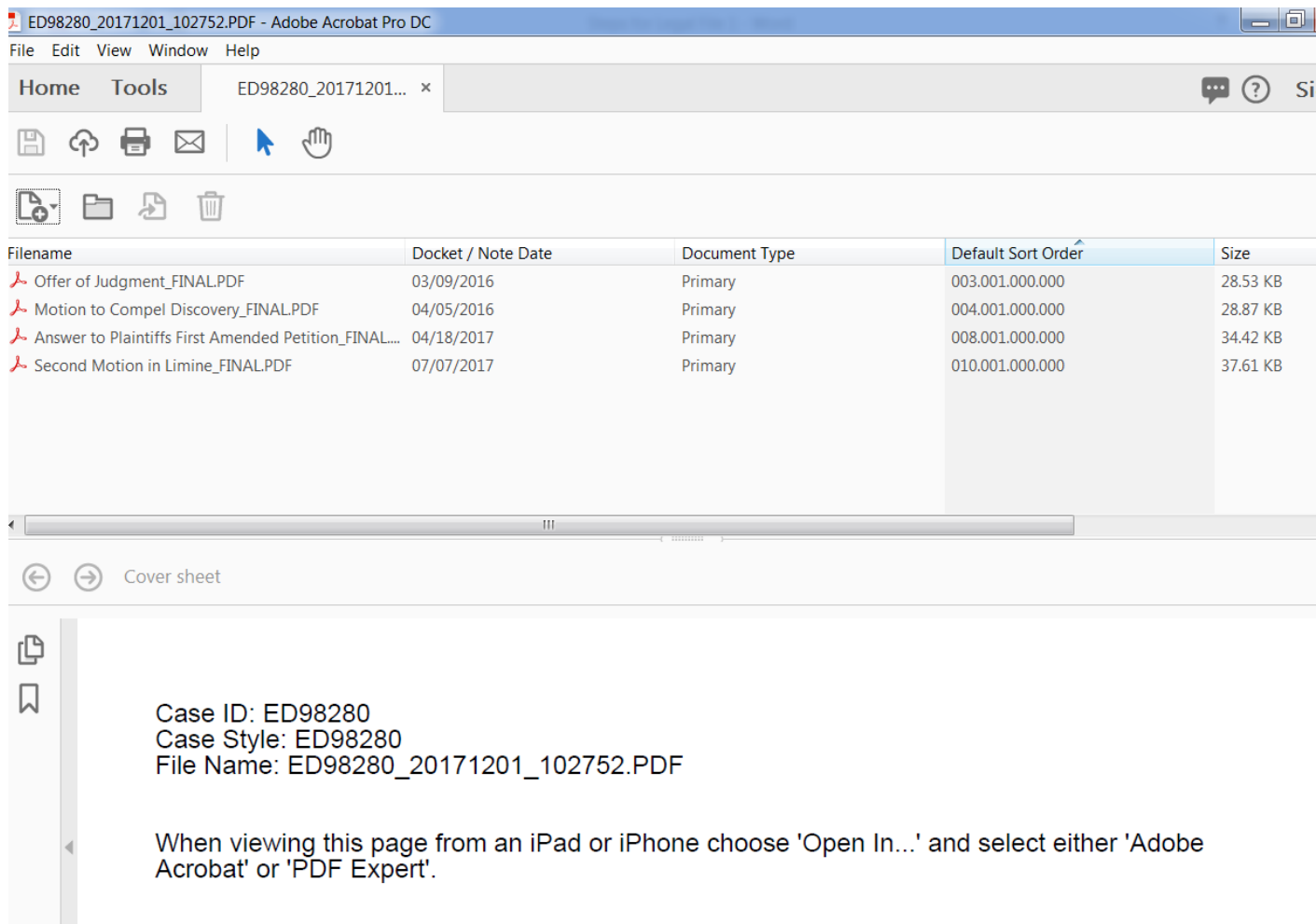
- Select the LF icon and all documents selected for the Legal File are available for viewing.
- The Filter allows for sorting by date within a case by selecting the Ascending or Descending functions.
- Each document will have a unique document number.
- By selecting a document the Filer is able to view the document and note the Document Number as well as the page number of the document in the upper left corner of the document.
- Using the Go To Document Number function allows the Filer to enter a document number and Select Go.



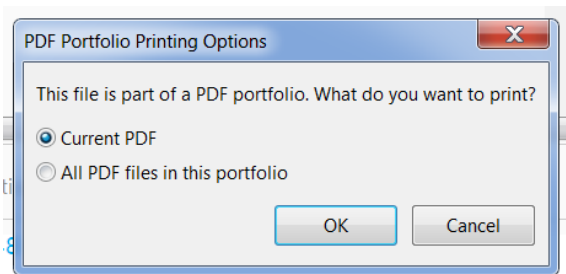
- The document selected appears in the Legal File Viewer, with the document number and page displayed.
- Documents selected may be deselected and reselected using the Clear function.
- Selected documents may be downloaded by using the checkbox next to the document and selecting Download.
- Select Open for the pdf software to open and display the documents selected.



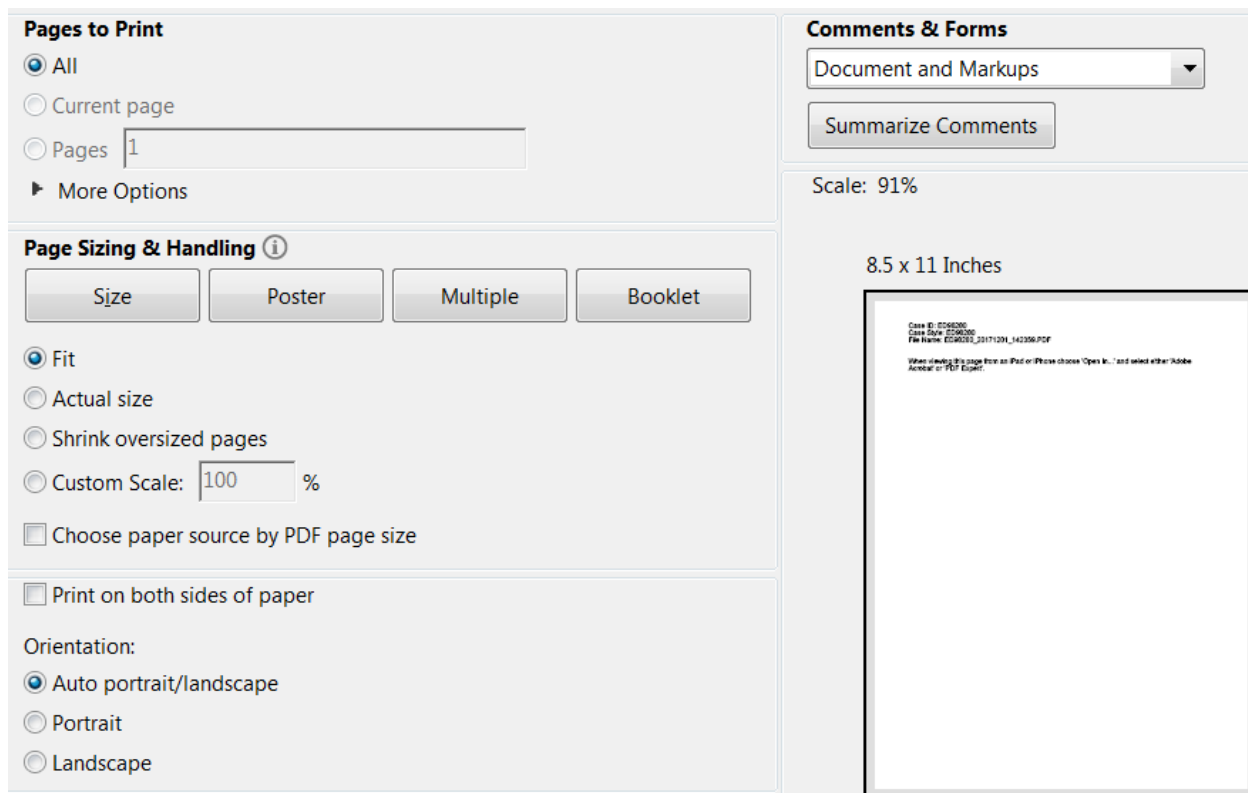
- Each document to be viewed must be opened separately for viewing by double clicking on the document.
- The document will contain the Legal File document and display the document and page numbers in the upper left corner of the document.
- Documents may be saved by the Filer for their records.
- Selecting Download also allows the Filer to select documents for printing.
- The pdf window opens and provides a list of the documents selected.



- The Filer may select ways to print the document selected. Documents may be selected one at a time for printing. Documents may be selected by using the Ctrl and Enter keys at the same time to highlight the documents. All documents may also be selected by right clicking the mouse and selecting the Select All feature.
- Selecting the printer icon will return the printing options.
- If the Filer has selected only one document, the Current PDF would be used for printing the one document.
- If the Filer has selected several documents to be printed, using the All PDF files in this portfolio will print all documents selected.



- **The Filer may need to do some adjusting for the actual printing of the document dependent upon the printer properties and the program being used to view the pdf documents. The Fit option may need to be selected to print the documents.**



## Supplemental Legal File

- After the appellate clerk has accepted the Legal File a Supplemental Legal File may be created using the same steps.

The screenshot shows the 'Your Missouri Courts' website header with a navigation bar containing links for Judicial Links, eFiling, Help, Contact Us, and Print. Below the header is a 'Login to Case.net' form with fields for 'Users ID' and 'Password', and buttons for 'Logon', 'Clear', and 'Cancel'. Below the form are three links: 'My Account', 'Forgot your Username', and 'Forgot your password'.

- Select the Case Number Search feature.

The screenshot shows a section titled 'Click one of the links below to start your search!' with four icons and labels: 'Litigant Name Search', 'Filing Date Search', 'Case Number Search', and 'Scheduled Hearings & Trials Search'.

- Select the appellate division of the case on appeal and enter the appellate case number.
- Select Find.

The screenshot shows the 'Case Number Search' form. It has a section titled 'Required Information' with a dropdown menu for 'Search for cases in:' set to 'Eastern Appellate', and a text box for 'Case Number:' containing 'ED98282'. A 'Find' button is located below the form.

- The system returns the Case Number Search Results.

The screenshot shows the 'Case Number Search Results' table. The table has a header row with columns: Filing Date, Case Number, Style of Case, and Case Type. The first row of data shows the filing date '11/22/2017', the case number 'ED98282' (which is a blue hyperlink), the style of case 'IMBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP', and the case type 'AP Civil Appeal Circuit'. Below the table, it says 'Displaying 1 thru 1 of 1 records returned for case ED98282'.

Filing Date	Case Number	Style of Case	Case Type
11/22/2017	<a href="#">ED98282</a>	IMBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP	AP Civil Appeal Circuit

- Select the Case Number link in blue. The Case Header information is displayed.

- Select the Docket Entries tab.

ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP

Case Header Parties & Attorneys Docket Entries

This information is provided as a service and is not considered an official court record.

Date Filed: 11/22/2017 Location: EASTERN DISTRICT CT OF APPEALS  
Case Type: AP Civil Appeal Circuit Disposition: Not Disposed  
Circuit Court Case Number: 17AB-CC00229

- The Docket Entries are displayed for the appellate case. Note the link Click here to Create Supplemental Legal File located at the upper left of the information returned. At this point only a Supplemental Legal File may be created.

ED98282 - MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP

LF Legal File Viewer Case Header Parties & Attorneys Docket Entries

This information is provided as a service and is not considered an official court record.

[Click here to eFile on Case](#) [Click here to Respond to Selected Documents](#) [Click here to Create Supplemental Legal File \(for authorized pilot attorneys only\)](#) Sort Date Entries: ☒ Descending ☐ Ascending Display Options: All Entries

11/22/2017	<input type="checkbox"/> <a href="#">Elect Legal File Filed</a>
	Legal File; Electronic Filing Certificate of Service. Filed By: PAT J. MERRIMAN On Behalf Of: PROGRESSIVE MAX INSURANCE
10/25/2017	<input type="checkbox"/> <a href="#">Acknowledgement Letter Sent</a>
10/24/2017	<input type="checkbox"/> <a href="#">NOA Filed in Appellate Court</a>
10/20/2017	<input type="checkbox"/> Filing Fee Paid
	<input type="checkbox"/> NOA Filed in Circuit Court

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- Select the Create Supplemental Legal File link to select documents to be included in the Supplemental Legal File. The system returns the Case Verification information. Verify the originating Circuit Court case number, description and county court information is correct.
- Select Continue.

Legal File Generation

ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP

Case Verification

Please verify the circuit court case information below. If it is not correct, please contact the appropriate appellate court.

Circuit Court Case Number	17AB-CC00229
Circuit Court Case Style	SG LADONNA BAKER V PROGRESSIVE DIRECT INSURANCE CO
Circuit Court Case Location	Franklin County - Circuit Court

Rule 81.12(b)(1)(C) requires that the legal file shall always include by designation: the pleadings upon which the action was tried, the verdict, the findings of the court or jury, the judgment or order appealed from, motions and orders after judgment, and the notice of appeal.

[Back](#) [Continue](#)

- Begin the process of creating the Supplemental Legal File.

- If appropriate add additional cases required for the Supplemental Legal File.
- The originating circuit court case information appears.
- Under the Case field the Filer may enter a reference number for their internal use.
- The Notes field may be used to communicate a message to the Appellate Clerk.

**Legal File Generation**  
ED98282 - MBLADONNA BAKER, RES V PROGRESSIVE DIRECT INS, APP

Required fields are denoted by an asterisk(\*).

**Case List** [Help](#)

If additional case(s) are required in the Legal File, enter case number(s) below and click the Add to Case List button.

Once all cases are listed and a signature is entered below, click Continue to select documents.

**Note: Related case(s) and/or Subcase(s) exist.**

Case Number

17AB-CC00229	SG LADONNA BAKER V PROGRESSIVE DIRECT INSURANCE CO
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**Case** [Help](#)

Filer Reference No.

**Notes** [Help](#)

Enter a note to the clerk regarding processing of this filing.

Notes to Clerk:

- If the Filer represents all the Appellants or Respondents check the appropriate check box.
- Select Add
- If the Filer represents a specific Appellant or Respondent highlight the party the Filer is representing.
- Select Add.
- The Sign Filing field provides the electronic signature of the Filer.
- Enter the name of the filing attorney.
- Select Continue.

**Filing on Behalf of** [Help](#)

\*Filing on Behalf of Selected Parties

☐ All Named Appellants

☐ All Named Respondents

PROGRESSIVE MAX INSURANCE LADONNA BAKER	<input type="button" value="ADD"/>
--	------------------------------------

**Sign Filing** [Help](#)

Enter the name that will be added as your signature to the document.

\*Signature (type signature name here) /s/



- The Supplemental Legal File Viewer returns the Documents from the originating circuit court case for manual selection to include in the appellate case Supplemental Legal File.
- Select each document to be included in the Legal File. *Documents previously selected for the Legal File will not be available for selection. Documents previously selected for the Legal File will be noted in the selection list and unavailable for selection* ( [Offer of Judgment\\_FINAL](#) ).
- Select Create after all documents have been selected from the originating circuit court case. This compiles the documents for the Supplemental Legal File.

**Documents** Help

Expand Collapse Clear

17AB-CC00229 DO NOT USE SHELLEY CASE FOR DEMO

02/18/2016

- ☒ Confidential Filing Sheet - Electronic Filing\_CONFIDENTIAL\_FINAL
- ☐ Request for Process Server\_FINAL [\[icon\]](#)
- ☒ Petition\_FINAL

02/19/2016

- ☐ SPS ORDER\_FINAL\_FINAL [\[icon\]](#)

02/23/2016

**Create Legal File Document**

Select the documents from above that you wish to include in the Legal File then select "Create". Create

Return to previous window Back

File Viewer Version 1.3.11.1

- An Index to the Supplemental Legal File is created and available for downloading for the Filer's internal use. Each blue document link represents the document in the originating circuit court case that was selected for inclusion in the Legal File.
- The Filer may select a document link and view the document.
- If additional documents are needed select the Back button to select the additional documents for the Legal File.
- After adding the additional documents select Create.
- This will create a new Legal File to be reviewed.
- The Supplemental Legal file contains the certificate of service and electronic signature of the filing attorney.

**Supplemental Legal File**  
ED98280  
MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS  
APP  
Generated on 11/22/2017

[17AB-CC00229](#) DO NOT USE SHELLEY CASE FOR DEMO

<u>Appeal Doc No.</u>	<u>Document Title</u>	<u>Filing Date</u>
60	<a href="#">Request for Process Server_FINAL</a>	02/18/2016
61	<a href="#">Answer_FINAL</a>	02/25/2016
8.26 x 11.69 in 62	<a href="#">Motion for New Trial_FINAL</a>	08/11/2017

- The system provides a summary of the Case and Document information for the Supplemental Legal File.
- The Case information may be updated, and the Supplemental Legal File may again be reviewed.
- The system provides a summary of the Case and Document information.
- The appellate case information may be updated.
- Selecting Update in the Case field will return the Filer to the Legal File Generation screen to begin the process of adding the originating circuit court case information and party representation over.
- The Supplemental Legal File may again be reviewed for completeness using the Legal File link.
- Selecting the Back function will take the Filer to the View Document screen to view the Supplemental Legal File.
- If all is accurate and complete select Submit.

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	Help
<b>Court Case Number:</b> ED98280	(update)
<b>Court Case Description:</b> MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP	
Civil Appeal Circuit filed in Eastern Appellate	
<b>Filer Reference Number:</b> None entered by filer	
<b>Filing Fee:</b> \$0.00	
<b>Notes to Clerk:</b> None entered by filer	
Document	Help
Click on a title below to view your documents and/or attachments.	
<b>Record on Appeal - Legal File, Transcript, etc. - EF Legal File Filed</b>	
<a href="#">Legal File</a>	
<b>Filed on behalf of:</b> PROGRESSIVE MAX INSURANCE	

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Submit

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#### **Case**

**Court Case Number:** ED98280

**Court Case Description:** MBLADONNA BAKER RES V PROGRESSIVE DIRECT INS APP

Civil Appeal Circuit filed in Eastern Appellate

**Notes to Clerk:** None entered by filer

#### **Document**

**Record on Appeal - Legal File, Transcript, etc. - EF Legal File Filed**

Legal File

##### **Attachments**

Electronic Filing Certificate of Service

**Filed on behalf of:** PROGRESSIVE MAX INSURANCE

#### **eService**

##### **Party**

MARK DAVID MURPHY, Attorney for  
Respondent

##### **Service E-mail Address**

shelley.gray@courts.mo.gov

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