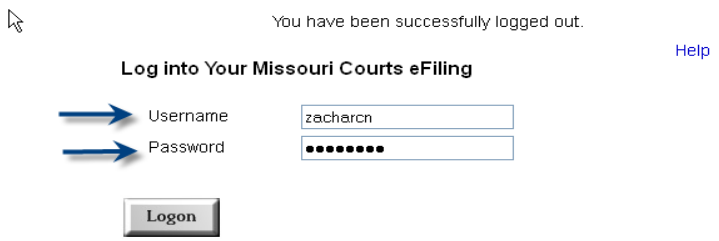
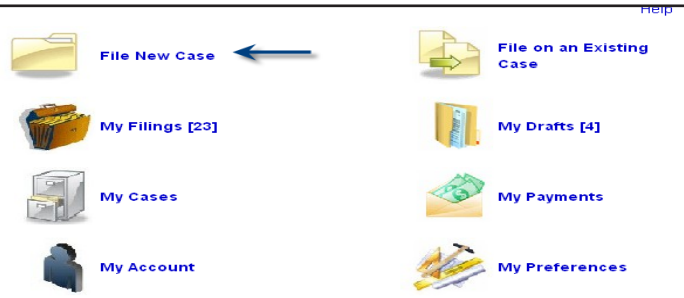
Missouri eFiling System
How to eFile a New Case

Getting Started
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 eFiling Log in page at: www.courts.mo.gov/ecf
Enter Username:
Enter Password:
Click Logon.



To File a New Case
Click File New Case.



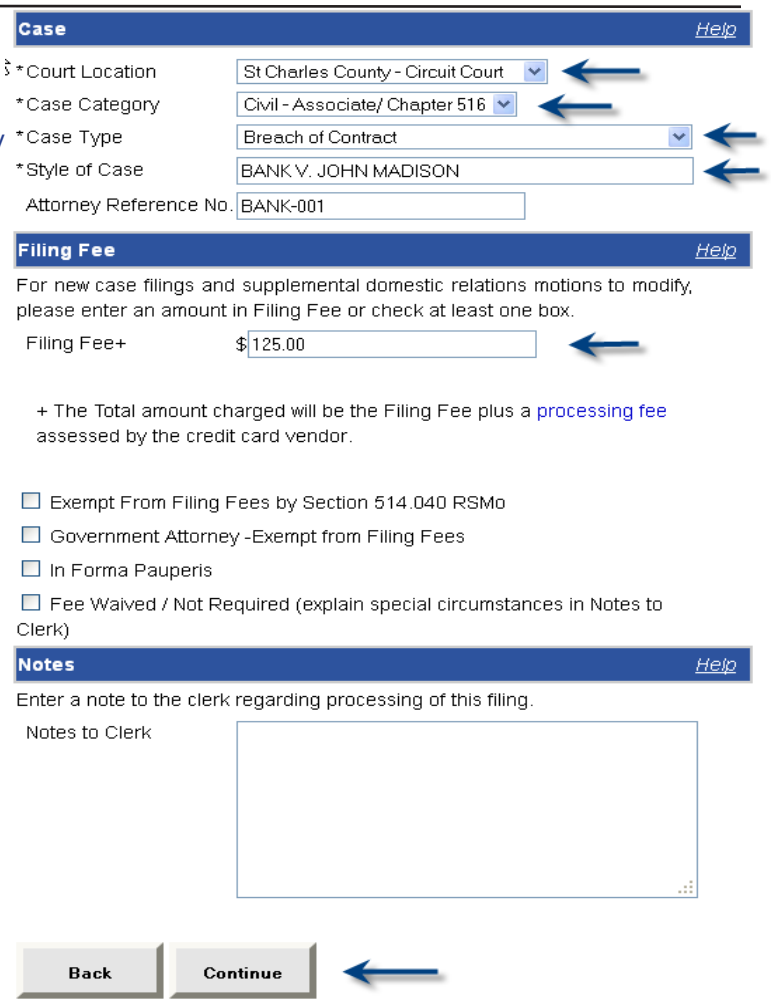
Enter Case Information
Enter Court Location: St. Charles County - Circuit Court
Enter appropriate Case Category: Civil Associate / Chapter 516
Enter appropiate Case Type: Breach of Contract
Enter Style of Case: Bank v. John Madison
Enter Attorney Reference: Bank-001

- Field is optional

Enter Filing Fees
Enter the $125.00 filing fee or check the appropriate exemption.
Enter any Notes to Clerk.

- Field is optional

Click Continue.



Enter Party Information
Enter Party Type: Petitioner
Enter Last Name: Bank
Enter First Name:
Enter Middle Name/Initial:
- Field is optional

Enter Suffix
- Field is optional

Enter SSN/EIN:
- Field is optional if not reasonably available

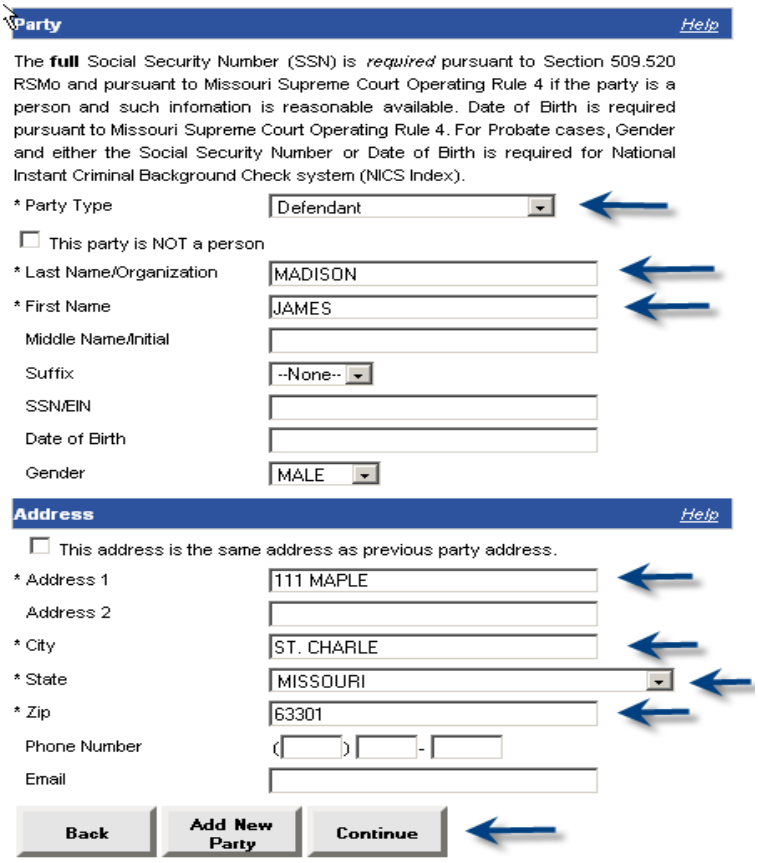
Enter Date of Birth:
- Field is optional

Enter Gender:
- Field is optional

Enter Address: 123 Main Street
Enter City: Jefferson City
Enter State: Missouri
Enter Zip: 651009
Enter Phone Number:
- Field is optional

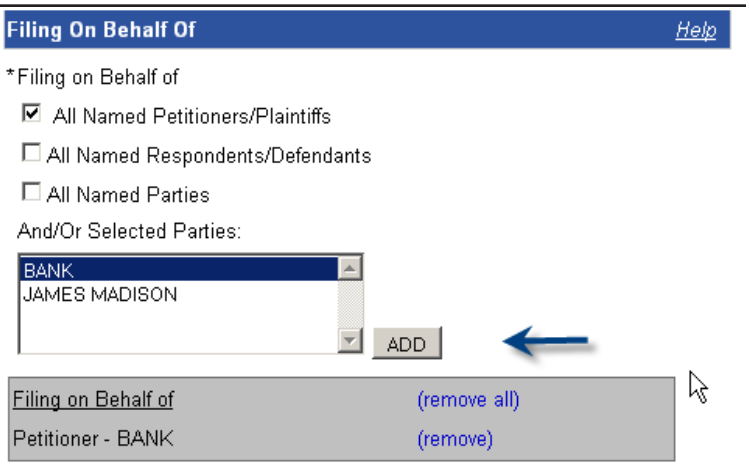
Enter Email:
- Field is optional

Click Add New Party.



Add New Party to the Case as Party Type Respondent.
Enter party information.
Continue to add all parties.
Click Continue.

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

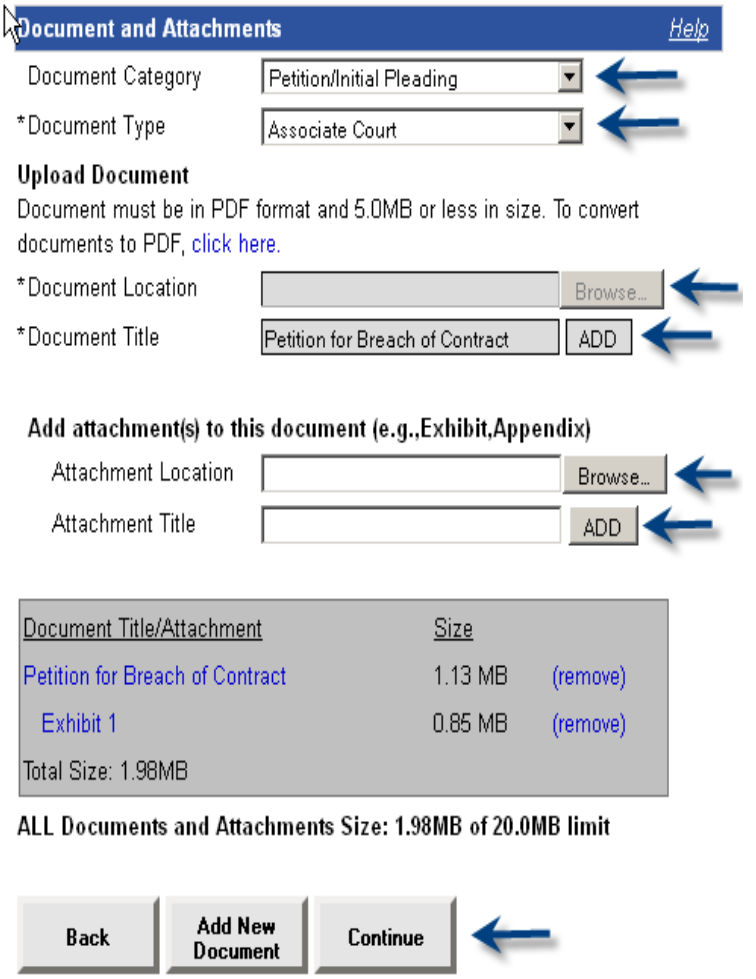


Add Documents
Enter Document Category: Petition/Initial Pleading
Enter Document Type: Associate
Browse to the location where the document is stored on the computer or network.
Enter the Document Title: Petition for Breach of Contract
Click Add.

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 Document Title: Exhbit 1
Click Add.

Click either Add New Document or Continue.



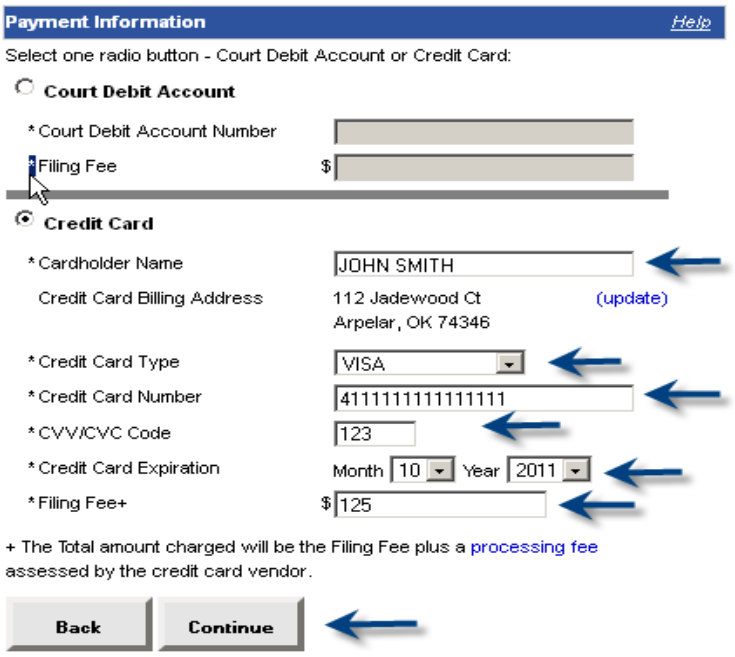
Review Case Filing
If case infomation is correct:
Click Continue.

If case information is not correct make corrections



Payment Information

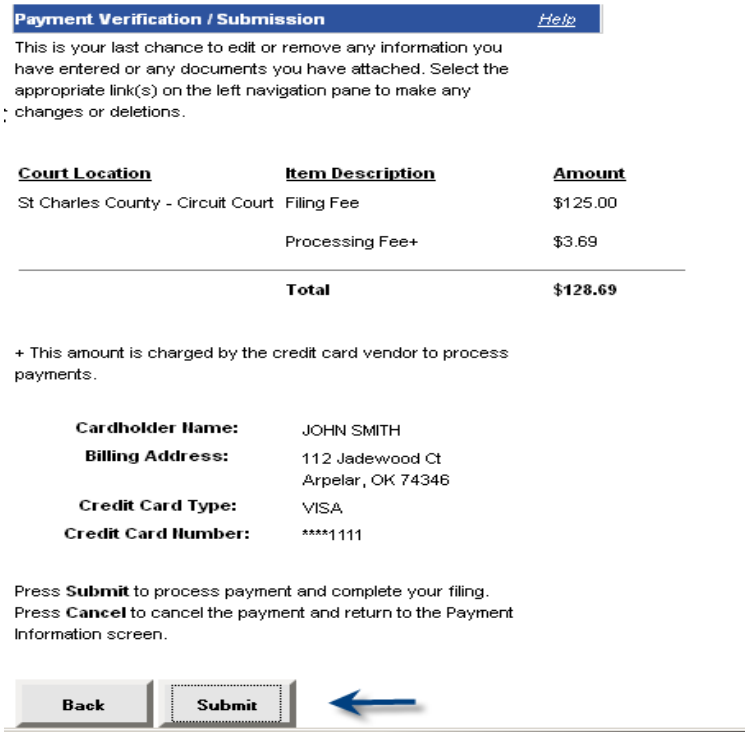
Pay by credit card.
Enter Cardholder Name: John Smith
Enter Credit Card Type: Visa
Enter Credit Card Number: 4111*********
Enter CVV/CVC Code: 123
Enter Credit Card Expiration: 10 2011
Review Filing Fee amount. Update if necessary.
Click Continue.



Payment Verification/Submission

Review.
Click Submit.

Filing is complete and submitted to the court.



New Case Filing 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).

