Missouri eFiling System
How to eFile on an Existing 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 eFilng Log in page at: www.courts.mo.gov/ecf
Enter Username:
Enter Password:
Click Logon.



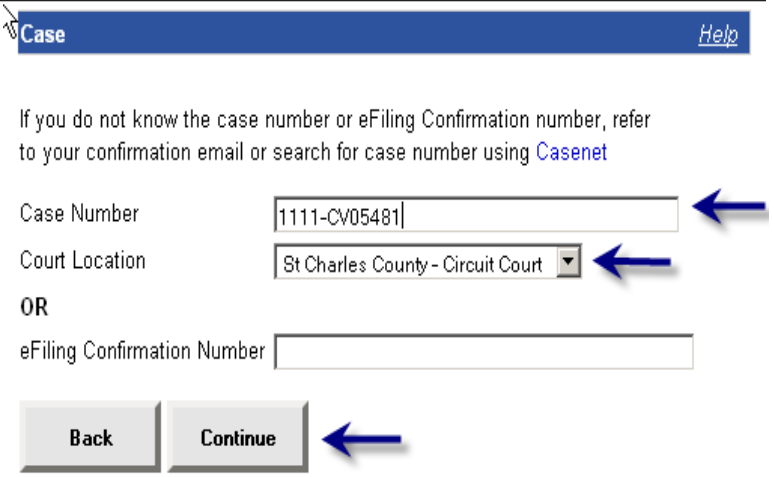
To File on an Existing Case
Click File on an Existing Case.



Enter Case Information
Enter Case Number: 1111-CC05481
Enter Court Location: St. Charles County - Circuit Court

Or

Enter eFiling Confirmation Number from previous submission.



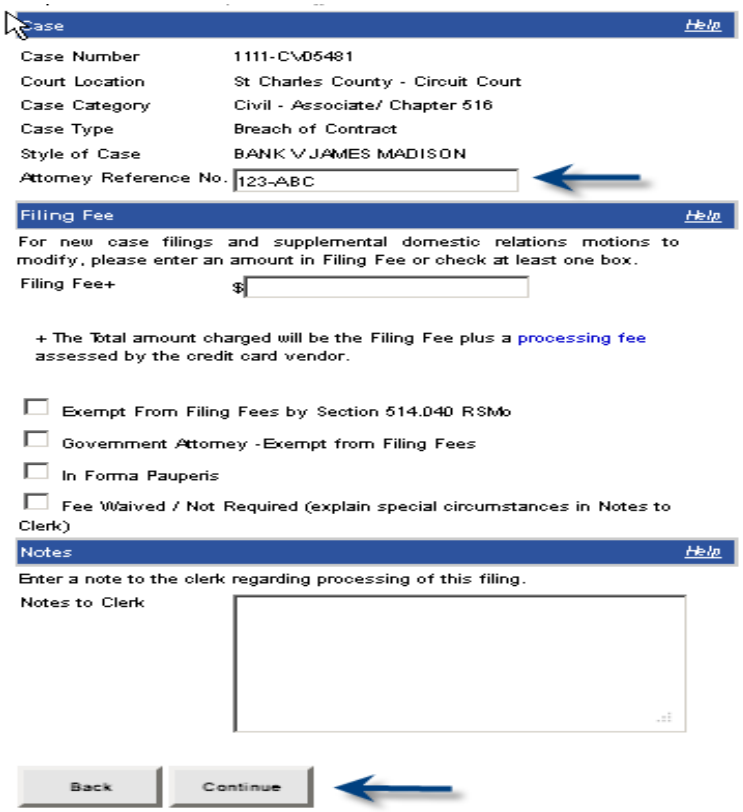
Review
Review case information to confirm that it is the case intended for filing.
Enter Attorney Reference Number: 123-ABC

- Field is optional

Enter any Notes to Clerk.

- Field is optional

Click Continue.



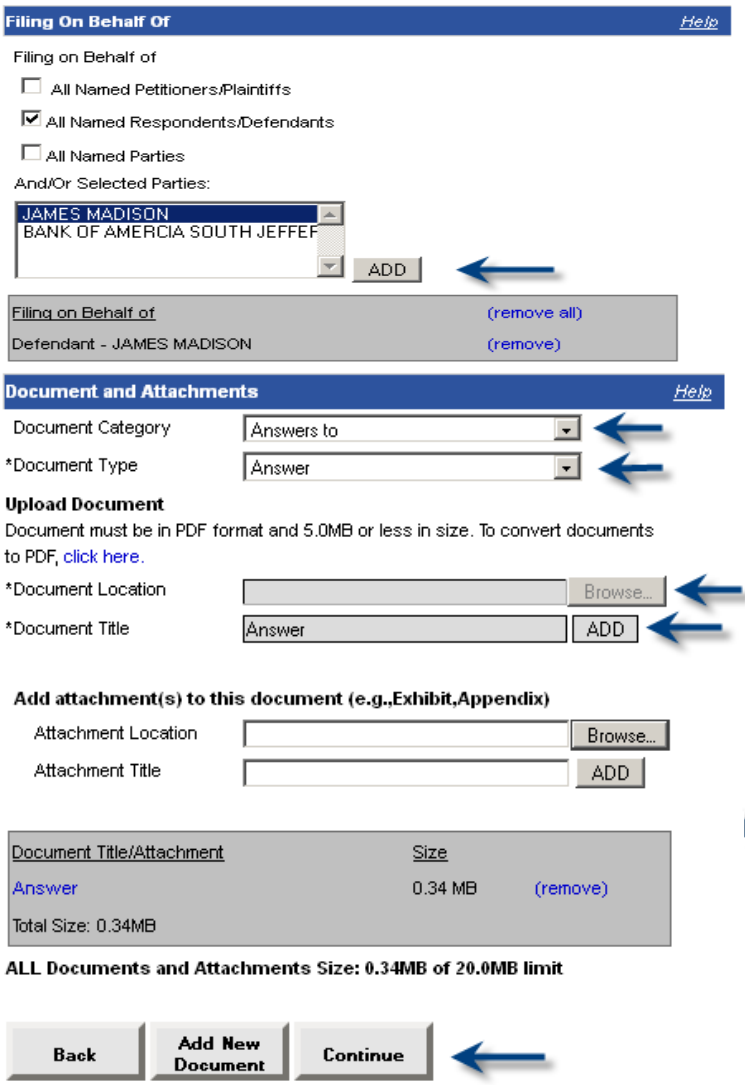
Filing on Behalf of
Check the appropriate party for filing on behalf of:
Click add.

Add Documents
Enter Document Category: Answers to
Enter Document Type: Answer
Browse to the location where the document is stored on the computer or network.
Enter the Document Title: Answer
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.

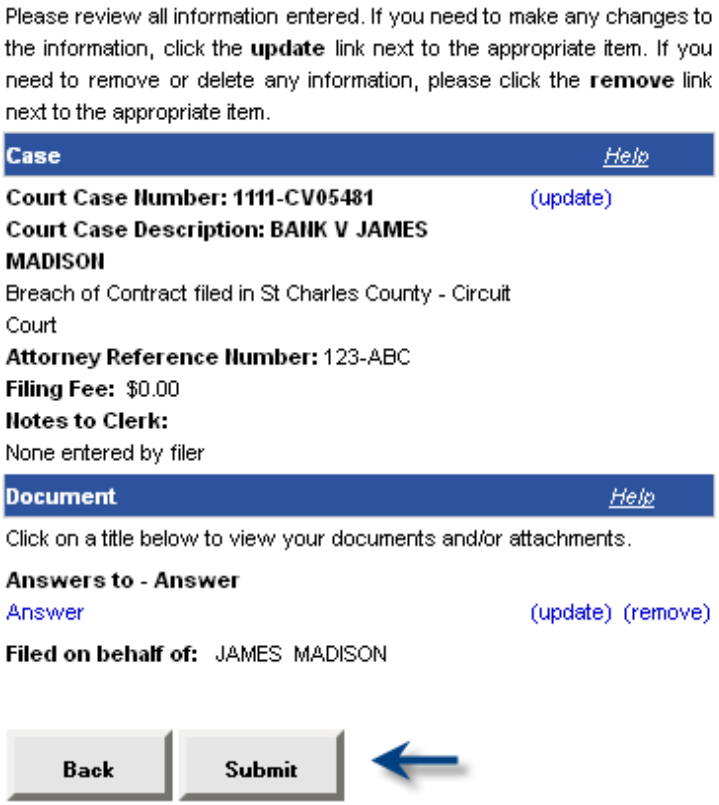
Enter the Attachment Title:
Click Add.

Click either Add New Document or Continue.



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 *Help*

Court Case Number: 1111-CV05481 (update)
Court Case Description: BANK V JAMES MADISON
Breach of Contract filed in St Charles County - Circuit Court
Attorney Reference Number: 123-ABC
Filing Fee: $0.00
Notes to Clerk:
None entered by filer

Document *Help*

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

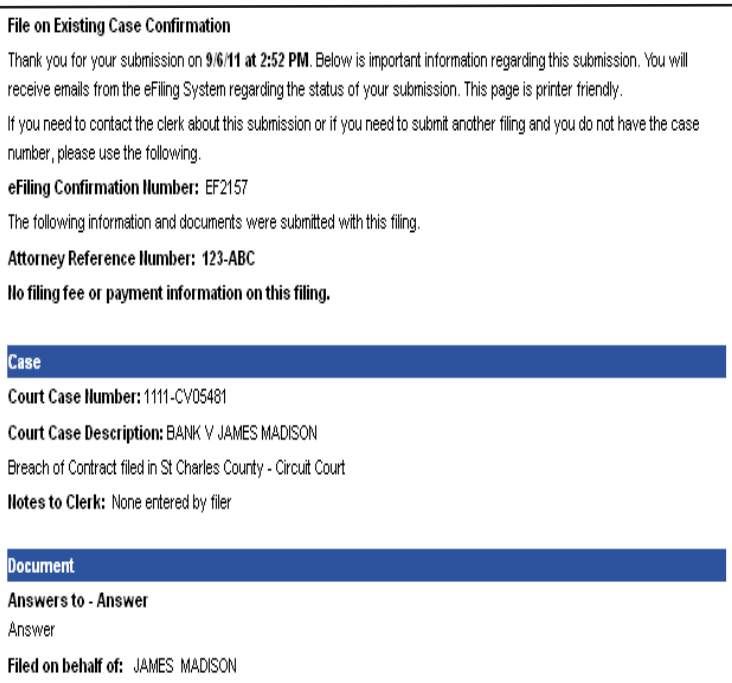
Answers to - Answer
Answer (update) (remove)

Filed on behalf of: JAMES MADISON

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 **9/6/11 at 2:52 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: EF2157

The following information and documents were submitted with this filing.

Attorney Reference Number: 123-ABC

No filing fee or payment information on this filing.

Case

Court Case Number: 1111-CV05481

Court Case Description: BANK V JAMES MADISON

Breach of Contract filed in St Charles County - Circuit Court

Notes to Clerk: None entered by filer

Document

Answers to - Answer
Answer

Filed on behalf of: JAMES MADISON