



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 eFiling Log in page at: www.courts.mo.gov/ecf

Enter Username:

Enter Password:

Click [Logon](#).

You have been successfully logged out.

[Help](#)

Log into Your Missouri Courts eFiling

→ Username

→ Password

To File on an Existing Case

Click [File on an Existing Case](#).

eFiling Menu

[Help](#)

[File New Case](#)

[File on an Existing Case](#) ←

[My Filings \[22\]](#)

[My Drafts \[3\]](#)

[My Cases](#)

[My Payments](#)

[My Account](#)

[My Preferences](#)

Enter Case Information

Enter Case Number: [1111-CC05481](#)

Enter Court Location: [St. Charles County - Circuit Court](#)

Or

Enter [eFiling Confirmation Number](#) from previous submission.

Case

[Help](#)

If you do not know the case number or eFiling Confirmation number, refer to your confirmation email or search for case number using [Casenet](#)

Case Number ←

Court Location ←

OR

eFiling Confirmation Number

←

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](#).

Case [Help](#)

Case Number 1111-CV05481
Court Location St Charles County - Circuit Court
Case Category Civil - Associate/ Chapter 516
Case Type Breach of Contract
Style of Case BANK V JAMES MADISON
Attorney Reference No. 123-ABC

Filing Fee [Help](#)

For new case filings and supplemental domestic relations motions to modify, please enter an amount in Filing Fee or check at least one box.

Filing Fee+ \$

+ The Total amount charged will be the Filing Fee plus a [processing fee](#) assessed by the credit card vendor.

☐ Exempt From Filing Fees by Section 514.040 RSMo
☐ Government Attorney - Exempt from Filing Fees
☐ In Forma Pauperis
☐ Fee Waived / Not Required (explain special circumstances in Notes to Clerk)

Notes [Help](#)

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

Notes to Clerk

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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](#).

Filing On Behalf Of [Help](#)

Filing on Behalf of

☐ All Named Petitioners/Plaintiffs
☒ All Named Respondents/Defendants
☐ All Named Parties

And/OR Selected Parties:

JAMES MADISON
BANK OF AMERICA SOUTH JEFFERSON

ADD

Filing on Behalf of (remove all)
Defendant - JAMES MADISON (remove)

Document and Attachments [Help](#)

Document Category Answers to
*Document Type Answer

Upload Document
Document must be in PDF format and 5.0MB or less in size. To convert documents to PDF, [click here](#).

*Document Location Browse...
*Document Title Answer ADD

Add attachment(s) to this document (e.g.,Exhibit,Appendix)

Attachment Location Browse...
Attachment Title ADD

Document Title/Attachment	Size	
Answer	0.34 MB	remove
Total Size: 0.34MB		

ALL Documents and Attachments Size: 0.34MB of 20.0MB limit

Back Add New Document Continue

Review Case Filing

If case information 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