

**CHRISTIAN COUNTY  
38<sup>TH</sup> CIRCUIT  
E-FILING RETURN AND PROCEDURES**

It is the preference of the Circuit Clerk's office to accept rather than return documents.

It is not the responsibility of the Circuit Clerk's Office if the filing party or attorney misses a deadline due to the failure to promptly correct the problem of any returned filings.

If a filing is presented to us that doesn't have the correct amount for the filing fee we will accept it and 1- set it for a case review for 6 PM in seven (7) days to see if the money has been submitted, 2 – make a note in our computer system to be sent out electronically to the attorneys to let them know the case will be dismissed if we do not receive correct payment in seven (7) days.

If a filing for a hearing date that is not an available date we will accept it but make a note in our computer system to be sent out electronically to the attorneys that court is not available on this date and to please re-notice.

The clerk will provide the reason for the return and the information required in the notes field.

**The Return Reasons Are:**

Duplicate filing  
Filer requested return  
Missing Signature  
Filed in the incorrect county  
Garnishment form incomplete or incorrect  
Other – with explanation