

Missouri eFiling System How to eFile a Writ in the Missouri Court of Appeals, Fastern District

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. R You have been successfully logged out mo.gov/ecf Help Enter Username: Log into Your Missouri Courts eFiling Enter Password: Username zacharcn Click Logon Password Logon To File a New Case File on an Existing File New Case Click File New Case My Filings [23] My Drafts [4] Case <u>Help</u> **Enter Case Information** Supreme Court *Court Location Enter Court Location: Eastern Appellate *Case Category Enter Case Category: Writ *Case Type Writ of Mandamus Enter appropriate Case Type: Writ of Mandamus SXR JOHN DOE V. HN JANE DOE *Style of Case Enter Style of Case: STATE EX REL JOHN DOE V. Attorney Reference No. DOEJ123 HON JANE DOE Enter Attorney Reference: DOEJ123 Filing Fee <u>Help</u> Field is optional For new case filings and supplemental domestic relations motions to modify, **Enter Filing Fees** please enter an amount in Filing Fee or check at least one box Enter the \$70.00 filing fee or check the appropri-Filing Fee+ \$70.00 ate exemption. Enter any Notes to Clerk + The Total amount charged will be the Filing Fee plus a processing fee Field is optional assessed by the credit card vendor. Click Continue 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 <u>Help</u> Enter a note to the clerk regarding processing of this filing Notes to Clerk

Back

Continue

Enter Party Information

Enter Party Type: Relator Enter Last Name: DOE Enter First Name: JOHN Enter Middle Name/Initial:

Field is optional

Enter Suffix

Field is optional
 Enter SSN/EIN: 123-12-1234

Field is optional if not reasonably available

Enter Date of Birth:

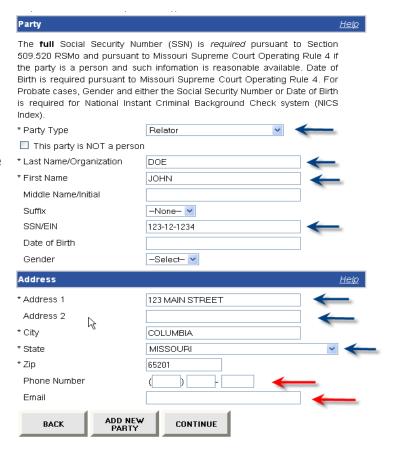
Field is optionalEnter Gender: MALEField is optional

Enter Address: 123 Main Street

Enter City: Columbia
Enter State: Missouri
Enter Zip: 65201
Enter Phone Number:
• Field is optional

Enter Email:

 Field is optional Click Add New Party



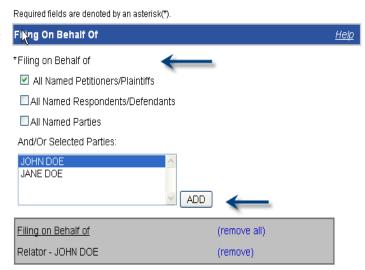
Add New Party to the Case as Party Type Respondent Enter party information. Phone number of respondent is required if a judge. Add New Party to the Case as Attorney for the Respondent

Enter party information. Phone number and email address is required for the attorney for the respondent.

Click Continue

Filing on Behalf of

Check the appropriate party for filing on behalf of: Click Add



Add Documents

Enter Document Category: Filing - Other Enter Document Type: Writ Summary

Browse to the location where the document is

stored on the computer or network.

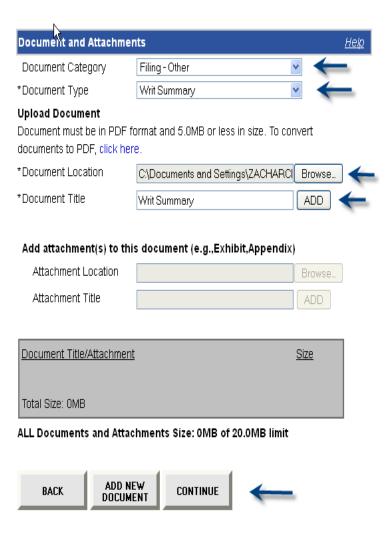
Enter the Document Title:

Writ Summary 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: Click Add

Click either Add New Document or Continue



File the writ documents in the following order:

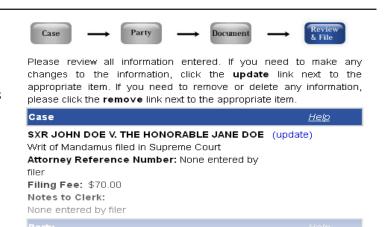
- (1) Writ Summary (Form 16)
 - Document Category: Filing Other
 - Document Type: Writ Summary
- (2) Writ Petition
 - Document Category: Writ Filed In
 - Document Type: Missouri Supreme Court
- (3) Writ Suggestions in Support
 - Document Category: Suggestions for/in/to/of
 - Document Type: Support
- (4) Exhibits (Please place as many exhbits in one attachment as possible).
 - Document Category: Filing Other
 - Document Type: Exhibits Filed

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

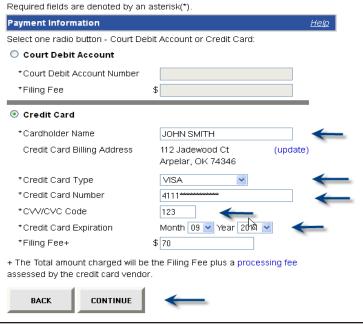
Enter Credit Card Number: 4111*******

Enter CVV/CVC Code: 123

Enter Credit Card Expiration: 09 2011

Review Filing Fee amount. Update if necessary.

Click Continue



Payment Verification/Submission

Review. Click Submit

Filing is complete and submitted to the court.



<u>Help</u>

This is your last chance to edit or remove any information you have entered or any documents you have attached. Select the appropriate link(s) on the left navigation pane to make any changes or deletions.

	Total	\$72 10
	Processing Fee+	\$2.10
Supreme Court	Filing Fee	\$70.00
Court Location	Item Description	<u>Amount</u>

+ This amount is charged by the credit card vendor to process payments.

Cardholder Name: JOHN SMITH

Billing Address: 112 Jadewood Ct
Arpelar, OK 74346

Credit Card Type: VISA
Credit Card Number: ****1111

Press **Submit** to process payment and complete your filing. Press **Cancel** to cancel the payment and return to the Payment Information screen.



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).

w Case Filing Confirmation

- Thank you for your submission on 8/19/11 at 4:00 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: EF1831
 The following information and documents were submitted with this filing.

Attorney Reference Number: DOEJ123
Payment confirmation number: 10000083

 Court Location
 Item Description
 Amount

 Supreme Court
 Filing Fee Processing F