

eFiling Demo for Group Users

December 2014



Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT

[Case.net](#) | [Courts Home](#) | [My Account](#) | [eFiling Info](#)



Log into Your Missouri Courts eFiling

[Help](#)

Username

Password

Logon

[Create an account](#)

[Forgot Username?](#)
[Forgot Password?](#)

eFiling Version 1.3.4.4

Release 10/22/2014

Reminder:

Passwords expire every 90 days!

File a New Case



Case and Filing Fee

Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT

--Select Destination--

Case.net | Courts Home | My Account | eFiling Info
log out agencyuser - government agency 3

Case

Party

Document

Case →
 Party →
 Document →
 Review & File

Required fields are denoted by an asterisk(*).

Case
Help

*Court Location Franklin County - Circuit Court

*Case Category Department of Revenue - Certificate of Tax Lien

*Case Type DOR - Certificate of Tax Lien

*Style of Case DEPARTMENT OF REVENUE V JASON ALDEAN

Filer Reference No ALDEAN - 14

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 Filer - Exempt from Filing Fees
☐ In Forma Pauperis
☐ Fee Waived / Not Required (explain special circumstances in Notes to Clerk)

Status Bar – keeps track of where you are in the process

Navigation Pane – to review submitted information

Asterisks - fields that are mandatory

CASE:

Court Location: **Franklin County – Circuit Court**

Case Category: **Department of Revenue – Certificate of Tax Lien**

Case Type: **DOR – Certificate of Tax Lien**

Style of Case: **DEPARTMENT OF REVENUE V JASON ALDEAN**

Filer Reference No: **ALDEAN - 14** (can be used as internal tracking # or to query)

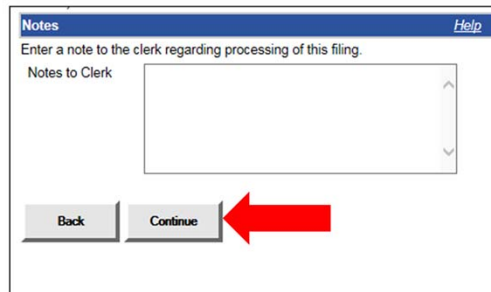
Help links are located in each section and are **“CONTEXT SPECIFIC”**.

FILING FEE:

Check boxes:

Will **default** to checked: Government Filer – Exempt from Filing Fees

Notes to Clerk



Notes

Help

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

Notes to Clerk

Back Continue

Notes to Clerk: **Confidential** note – (Viewable only by court staff) – 1000 characters – can replace a cover letter you may send in the paper world. Also, can act like a sticky note.

Once you click Continue for the first time, a draft is created and will be updated every time you click Continue. The draft is located in “**My Drafts**” folder on the main menu and will remain there until it’s completed or deleted.

Click **CONTINUE**

Adding Petitioner

[Case.net](#) | [Courts Home](#) | [My Account](#) | [eFiling Info](#)

[log out agencyuser1 - TRAINING AGENCY](#)

Case

Party

Document

Case → Party → Document → Review & File

Required fields are denoted by an asterisk(*).

Party [Help](#)

The full Social Security Number (SSN) is required pursuant to Section 509.520 RSMo and pursuant to Missouri Supreme Court Operating Rule 4 if the party is a person and such information is reasonably available. Date of Birth is required pursuant to Missouri Supreme Court Operating Rule 4. For Probate cases, Gender and either the Social Security Number or Date of Birth is required for National Instant Criminal Background Check system (NICS Index).

* Party Type

☒ This party is NOT a person

* Last Name/Organization

First Name

Middle Name/Initial

Suffix

SSN/EIN

Date of Birth

Gender

Status Bar has changed to **Party**.

Navigation Pane now has data in the Case category

The **only** required fields are **Party Type**, **Last Name/Organization** and address info.

Party Type: **Petitioner** (start typing p..... and it will autofill)

Check box: Place a checkmark in the box **This party is NOT a person** to indicate this is an organization.

Last Name: **DEPARTMENT OF REVENUE**

Entering Address

Address Help	
* Address 1	<input type="text" value="PO BOX 3800"/>
Address 2	<input type="text"/>
* City	<input type="text" value="JEFFERSON CITY"/>
* State	<input type="text" value="Missouri"/>
* Zip	<input type="text" value="65105"/>
Phone Number	<input type="text" value="() -"/>
E-mail	<input type="text"/>
<div><input type="button" value="Back"/> <input type="button" value="Add New Party"/> <input type="button" value="Continue"/></div>	



Required fields:

Address 1: **PO BOX 3800**

City: **JEFFERSON CITY**

State: **MO**

Zip: **65105**

Click **Add New Party**

Add Respondent

Case.net | Courts Home | My Account | eFiling Info

log out agencyuser1 -
TRAINING AGENCY

Case

Court Location:
Training - Circuit Court

Case Category:
Department of Revenue -
Certificate of Tax Lien

Case Type:
DOR - Certificate of Tax Lien

Style of Case:
DEPARTMENT OF REVENUE
V PETER PAN

File Reference
Number:
PAN - 123

Filing Fee:
\$0.00

Party

Petitioner:
DEPARTMENT OF REVENUE

Document

Case → Party → Document → Review & File

Required fields are denoted by an asterisk(*)

Party

The full Social Security Number (SSN) is required pursuant to Section 509.520 RSMo and pursuant to Missouri Supreme Court Operating Rule 4 if the party is a person and such information is reasonably available. Date of Birth is required pursuant to Missouri Supreme Court Operating Rule 4. For Probate cases, Gender and either the Social Security Number or Date of Birth is required for National Instant Criminal Background Check system (NICS Index)

* Party Type: Respondent

☐ This party is NOT a person

* Last Name/Organization: PAN

* First Name: PETER

Middle Name/Initial:

Suffix: --None--

SSN/EIN: 489-54-1222

Date of Birth: 10/10/1970

Gender: MALE

Party Type: Respondent (start typing r.....and it will autofill)

Last Name: PAN

First Name: PETER

SSN: 489-54-1222

DOB: 10/10/1970

Gender: MALE

Entering Address

Address [Help](#)

☐ This address is the same address as previous party address.

* Address 1 1313 HIGH ST

Address 2

* City JEFFERSON CITY

* State Missouri ▼

* Zip 65109

Phone Number () -

E-mail

[Back](#) [Add New Party](#) [Continue](#)

1.4

Required fields:

Address: 1313 HIGH ST

City: JEFFERSON CITY

State: MO

Zip: 65109

Click **Continue**

Documents and Attachments

Case.net | Courts Home | My Account | eFiling Info

log out agencyuser1 - TRAINING AGENCY

Case → Party → **Document** → Review & File

Required fields are denoted by an asterisk(*)

Filing On Behalf Of [Help](#)

Filing on Behalf of

☐ All Named Petitioners/Plaintiffs

☐ All Named Respondents/Defendants

☐ All Named Parties

And/Or Selected Parties:

DEPARTMENT OF REVENUE
PETER PAN

Filing on Behalf of

Document and Attachments [Help](#)

Document Category:

* Document Type:

Upload Document
Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location:

* Document Title:

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

Attachment Location:

Attachment Title:

Document Title/Attachment	Size
CERTIFICATE OF TAX LIEN - INDIVIDUAL INCOME TAX	0.06 MB (remove)
Total Size: 0.06MB	

ALL Documents and Attachments Size: 0.06MB of 21MB limit

Status Bar has changed to **Document**.

Navigation Pane now has Party information.

Skip **Filing on Behalf of** section and go to the **Document and Attachments** section.

NOTE: You need to verify all information is correct before uploading because you **WILL NOT** be able to view after adding your document(s).

Documents and Attachments:

Document Category: **Petition/Initial Pleading/Criminal to/for** (Defaults in for a new case) or select from the drop down list.

Document Type: **DOR – Certificate of Tax Lien**

Upload Document: There is a document size limit – **7.0 MB** - May access a **free program** from the “**click here**” link to convert to a PFD **before** uploading.

Document Location: Browse to location where **PDF Documents** are stored **/Certificate of**

Tax Lien

Document Title: Certificate of Tax Lien

(Titles should be as **specific** as possible because this is what will show up on Case.net and what the judge will see.)

Click **ADD** to add the document to the gray box below. If it does not appear, you need to click the Add button again. This box also shows **document(s) size and total filing size**.

To add Attachments:

Attachment Location: Browse to Location where **PDF Documents** are stored.

Click **ADD** to add the document to the gray box below. If it does not appear, you need to click the Add button again. This box also shows **document(s) size and total filing size**.

If you need to attach another document to this filing, click **Add New Document** and follow the same procedures as before. Keep in mind that you can not exceed the **21 MB** for total submission.

Review & File

Case.net | Courts Home | My Account | eFiling Info
log out agencyuser1 - TRAINING AGENCY

Case

Court Location:
Training - Circuit Court

Case Category:
Department of Revenue -
Certificate of Tax Lien

Case Type:
DOR - Certificate of Tax Lien

Style of Case:
DEPARTMENT OF REVENUE
V PETER PAN

Filer Reference
Number:
PAN - 123

Filing Fee:
\$0.00

Party

Petitioner:
DEPARTMENT OF REVENUE

Respondent:
PETER PAN

Document

CERTIFICATE OF TAX LIEN -
INDIVIDUAL INCOME TAX

Review and File

Case

Party

Document

Case
Party
Document
Review & File

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

DEPARTMENT OF REVENUE V PETER PAN (update) ←

DOR - Certificate of Tax Lien

filed in Training - Circuit Court

Filer Reference Number: PAN - 123

This filing is by a government filer exempt from filing fees.

Filing Fee: \$0.00

Notes to Clerk:
None entered by filer

Party Help

DEPARTMENT OF REVENUE - Petitioner (update) ←

PO BOX 3800

JEFFERSON CITY, MO 65105

SSN/EIN: None entered by filer

Phone Number: None entered by filer

E-mail: None entered by filer

PETER PAN - Respondent (update) ←

1313 HIGH ST

JEFFERSON CITY, MO 65109

SSN/EIN: 489-54-1222

Date of Birth: 10/10/1970

Gender: MALE

Phone Number: None entered by filer

E-mail: None entered by filer

Document Help

Petition/Initial Pleading/Criminal to for filed in - DOR - Certificate of Tax Lien (update) ←

CERTIFICATE OF TAX LIEN - INDIVIDUAL INCOME TAX (remove) ←

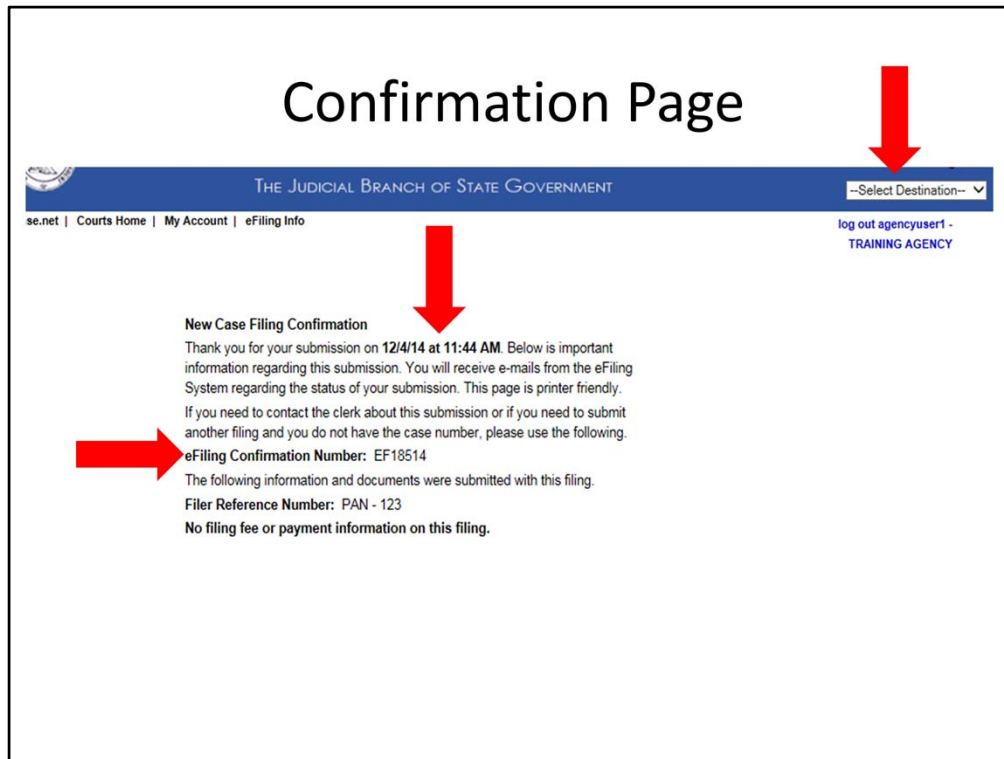
Back
Submit ←

Status Bar has changed to **Review & File**:

You have the ability to **make changes to the case, parties or documents** by using the **update & remove links**.

Party & Document sections of Navigation Pane have filled in.

Click **Submit**



Shows **File Stamp Date and Time**

Shows **Confirmation number**

- Can be used to file something else on a case even if clerk hasn't accepted first submission yet
- Can search on this number to find status of submission
- If it's a new case and you call court with a question about submission, clerk can query with this number

You may print this out but the same information will be sent to you in an email. The email is sent pretty quickly after the Submit button is pressed.

To exit this screen, use the **Selection Destination drop-down list** located in the upper right corner of the screen or the **eFiling Menu button** at the bottom of screen (shown on next screen).

Confirmation Page (cont'd)

Case

DEPARTMENT OF REVENUE V PETER PAN

DOR - Certificate of Tax Lien filed in Training - Circuit Court

This filing is by a government filer exempt from filing fees.

Notes to Clerk: None entered by filer

Party

DEPARTMENT OF REVENUE - Petitioner

PO BOX 3900

JEFFERSON CITY, MO 65105

SSN/EIN: None entered by filer

Phone Number: None entered by filer

E-mail: None entered by filer

PETER PAN - Respondent

1313 HIGH ST

JEFFERSON CITY, MO 65109

SSN/EIN: 489-54-1222

Date of Birth: 10/10/1970

Gender: MALE

Phone Number: None entered by filer

E-mail: None entered by filer

Document

Petition/Initial Pleading/Criminal to/for filed in - DOR - Certificate of Tax

Lien

CERTIFICATE OF TAX LIEN - INDIVIDUAL INCOME TAX

EFILING
MENU



To exit this screen, use the **eFiling Menu button** at bottom of screen or the **Selection Destination drop-down list** located in the upper right corner of the screen (shown on previous screen).

File on an Existing Case



File on an Existing Case (cont'd.)

Your Missouri Courts
THE JUDICIAL BRANCH OF STATE GOVERNMENT

Case.net | Courts Home | My Account | eFiling Info

log out agencyuser - government agency 3

Case [Help](#)

If you do not know the case number or eFiling Confirmation number, refer to your confirmation e-mail or search for case number using [Case.net](#)

Case Number

Court Location

OR

eFiling Confirmation Number

If you have submitted a filing and then want to add something like a document associated to that same filing, you can file on the eFiling number of the original submission even though it has not yet been accepted by the court.

If the filing has a case number, enter the Case Number & Court Location then click **Continue**.

eFiling Confirmation Number: **eFiling number of the File New you just did.**

If you forgot to write it down, then it's a good opportunity to go to **"My Filings"** and see how it can be used (just click the confirmation number link located in the box).

Case and Notes to Clerk

[Case.net](#) | [Courts Home](#) | [My Account](#) | [eFiling Info](#)

[log out agencyuser - government agency 3](#)

Case

Case Number: 14AB-MC00030

Court Location: Franklin County - Circuit Court

Case Category: Department of Revenue - Certificate of Tax Lien

Case Type: DOR - Certificate of Tax Lien

Style of Case: DEPARTMENT OF REVENUE V HOOTY BLOWFISH

Filer Reference Number: BLOWFISH - 41

Filing Fee: \$0.00

Party

Respondent: HOOTY BLOWFISH

Petitioner: DEPARTMENT OF REVENUE - COLLECTION ENFORCEMENT

Document

SATISFACTION OF JUDGMENT

Review and File

Case

Document

Case
Party
Document
Review & File

Required fields are denoted by an asterisk(*).

Case [Help](#)

Case Number: 14AB-MC00030

Court Location: Franklin County - Circuit Court

Case Category: Department of Revenue - Certificate of Tax Lien

Case Type: DOR - Certificate of Tax Lien

Style of Case: DEPARTMENT OF REVENUE V HOOTY BLOWFISH

Filer Reference No:

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 Filer -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:

Status Bar – keeps track of where you are in the process.

Since this is filed on an existing case, the case and party information will be there.

If a case number has not yet been assigned the message **Case Unassigned** displays in the Case Number field.

Filer Reference number: BLOWFISH - 41

Type the same number as in the original submission. When reviewing your filings you will be able to search by Filer Reference number.

Note to Clerk: **Filing a Satisfaction of Judgment (OPTIONAL)**

Click **CONTINUE**

Document and Attachments

Case.net | Courts Home | My Account | eFiling Info

log out agency user - government agency 3

Case → Party → **Document** → Review & File

Required fields are denoted by an asterisk(*).

Filing On Behalf Of [Help](#)

Filing on Behalf of

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

And/Or Selected Parties:

HOOTY BLOWFISH
 DEPARTMENT OF REVENUE-COLLECTION ENFORCEMENT [ADD](#)

Filing on Behalf of

Document and Attachments [Help](#)

Document Category: [Filing - Other/Miscellaneous](#)

* Document Type: [Satisfaction of Judgment](#)

Upload Document

Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location: [Browse...](#)

* Document Title: [SATISFACTION OF JUDGMENT](#) [ADD](#)

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

Attachment Location: [Browse...](#)

Attachment Title: [ADD](#)

Document Title/Attachment	Size	
SATISFACTION OF JUDGMENT	0.04 MB	(remove)
Total Size: 0.04MB		

ALL Documents and Attachments Size: 0.04MB of 21MB limit

[Back](#) [Add New Document](#) [Continue](#)

The **Status Bar** skipped the **Party tab** then goes to the **Document tab** because you cannot add new parties on an Existing Case.

Skip **Filing on Behalf of** section and go to the **Document and Attachments** section.

NOTE: You need to verify all information is correct before uploading because you **WILL NOT** be able to view after adding your document(s).

Documents and Attachments:

Document Category: **Filing – Other Miscellaneous**

Document Type: **Satisfaction of Judgment**

Upload Document: There is a document size limit – **7.0 MB** - May access a **free program** from the “click here” link to convert to a PFD **before** uploading.

Document Location: Browse to location where **PDF Documents** are stored

Document Title: **Satisfaction of Judgment**

(Titles should be as **specific** as possible because this is what will show up on Case.net and what the judge will see.)

Click **ADD** to add the document to the gray box below. If it does not appear, you need to click the Add button again. This box also shows **document(s) size and total filing size**.

To add Attachments:

Attachment Location: Browse to Location where **PDF Documents** are stored.

Click **ADD** to add the document to the gray box below. If it does not appear, you need to click the Add button again. This box also shows **document(s) size and total filing size**.

If you need to attach another document to this filing, click **Add New Document** and follow the same procedures as before. Keep in mind that you can not exceed the **21 MB** for total submission.

Review and File

Case.net | Courts Home | My Account | eFiling Info log out agencyuser - government agency 3

Case

Case Number: 14AB-MC00030

Court Location:
Franklin County - Circuit Court

Case Category:
Department of Revenue -
Certificate of Tax Lien

Case Type:
DOR - Certificate of Tax Lien

Style of Case:
DEPARTMENT OF REVENUE
V HOOTY BLOWFISH

Filer Reference
Number:
BLOWFISH - 41

Filing Fee:
\$0.00

Party

Respondent:
HOOTY BLOWFISH

Petitioner:
DEPARTMENT OF REVENUE-
COLLECTION ENFORCEMENT

Document

SATISFACTION OF
JUDGMENT

Review and File

Case
Document

Case → Party → Document → Review & File

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: 14AB-MC00030 (update) ←

Court Case Description: DEPARTMENT OF REVENUE V HOOTY BLOWFISH

DOR - Certificate of Tax Lien

filed in Franklin County - Circuit Court

Filer Reference Number: BLOWFISH - 41

Filing Fee: \$0.00

Notes to Clerk:
Filing a Satisfaction of Judgment.

Document Help

Filing - Other/Miscellaneous - Satisfaction of Judgment

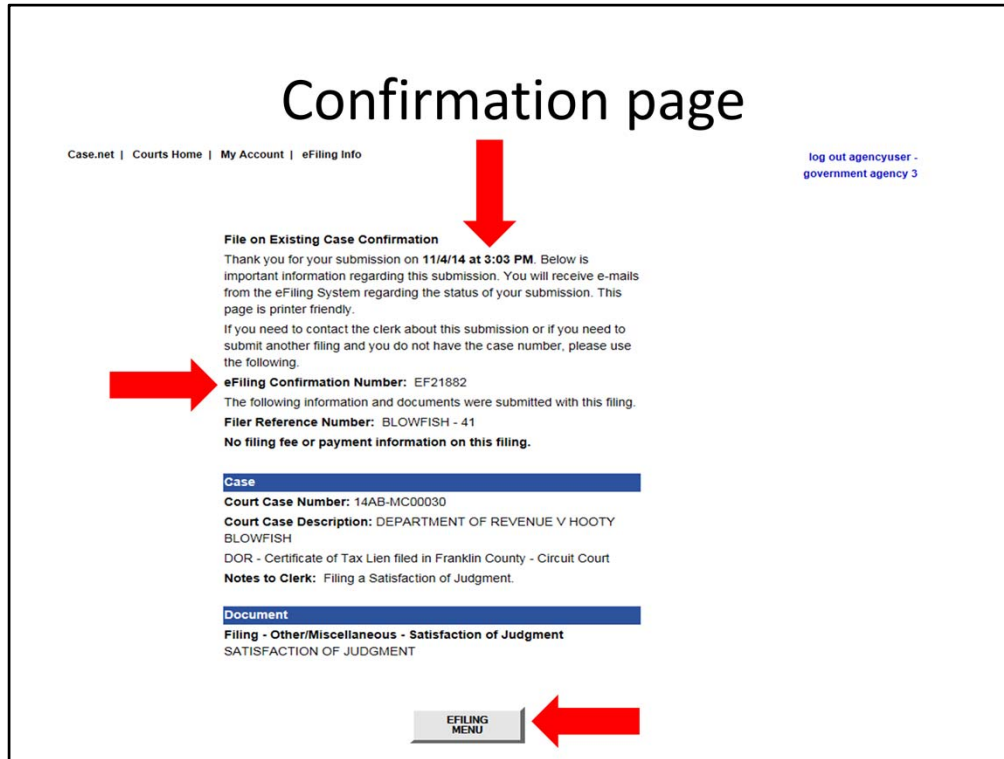
SATISFACTION OF JUDGMENT (update) ←
(remove) ←

Back Submit ←

Status Bar is now on **Review & File**.

You may **Update** the case or **Update /Remove** a document.

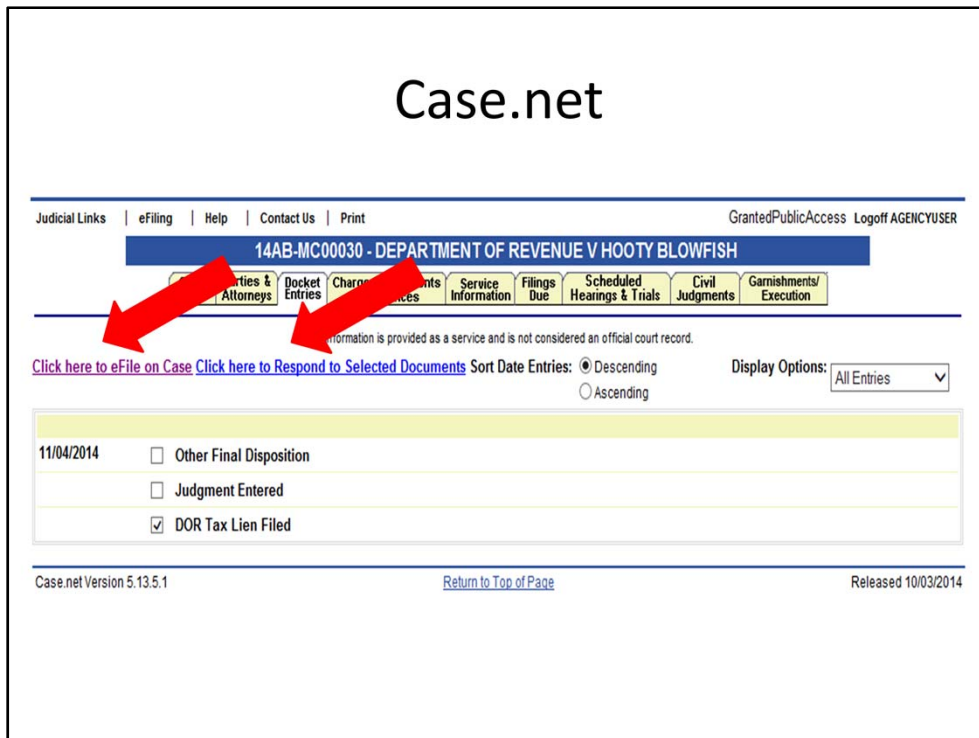
Click **SUBMIT**



Shows **File Stamp Date and Time**

A **separate EF confirmation number** is given each time you submit a filing, but it will be associated to the original filing.

To exit this screen, use the **eFiling Menu button** at bottom of screen or the **Selection Destination drop-down list** located in the upper right corner of the screen.



If you Logon with your User ID & Password, you will have access to your eFiling menu.

Search by Case ID:

Docket Entries tab:

You will not be able to view any documents, but you will be able to see what has been filed on the case.

“Click here to eFile on Case” link is now active. This takes you to the File on an Existing Case screen.

OR

Click the check box next to one of the documents.

“Click here to Respond to Selected Documents” link is now active. This takes you to the Case Screen.

This will create an association between original document and your response.

Other options – the “MY’s”



My Filings

Case.net | Courts Home | My Account | eFiling Info log out agencyuser - government agency 3

My Filings - Goldie Locks
Help

Search Options

Enter values in one or more fields below to narrow your search results.

Submitted Date From: 10/25/2014 To: 11/04/2014

eFiling Confirmation Number

Filer Reference Number

Case Number

Court Location

Status

Displaying 3 record(s) for agencyuser for ALL FILINGS between 10/25/2014 and 11/04/2014

Submitted Date	eFiling Confirmation Number	Filer Reference Number	Case Number	Case Style	Court Location	First Document Filed	Status
11/04/2014 3:03:46 PM	EF21882	BLOWFISH - 41	14AS-MC00030	DEPARTMENT OF REVENUE V HOOTY BLOWFISH	Franklin County - Circuit Court	SATISFACTION OF JUDGMENT	SUBMITTED TO CLERK Recall
10/27/2014 10:55:34 AM	EF21727		Unassigned	DEPARTMENT OF REVENUE V JOE COOK	Franklin County - Circuit Court	MOTION FOR A SPECIAL PROCESS SERVER	SUBMITTED TO CLERK Recall
10/26/2014 11:55:07 AM	EF21726		Unassigned	DEPARTMENT OF REVENUE V JOE COOK	Franklin County - Circuit Court	CERTIFICATE OF TAX UEN	SUBMITTED TO CLERK Recall

Note: Based on security restrictions, you may not be able to view all cases and/or document through the links.

eFiling Version 1.3.4.4
Release 10/22/20

My Filings – shows all submissions through the eFiling system; shows the Confirmation Number, the Case Number and the Status such as: Submitted to clerk, Accepted by clerk, Returned, Hold, Recall and Resubmit.

Can be filtered by multiple choices in the Search Options.

Can be sorted by columns.

NOTE: The CSV & PDF options will not work on any device that DOES NOT have Flash Software. Also, when either of these options are selected on a report that has secure cases, it will show <CONFIDENTIAL> next to the case description on the PDF. The padlock will still show when you are just viewing the screen or when in Print View.

NOTE: The first time you print from Print View you will need to adjust your settings.

My Drafts

Case.net | Courts Home | My Account | eFiling Info
log out agencyuser - government agency 3

My Drafts - Goldie Locks
Help

Search Options
Enter values in one or more fields below to narrow your search results. Drafts are only maintained for 30 days since Last Draft Date.

Last Draft Date **on or before**
Case Number
Filer Reference Number

Displaying 3 record(s) for agencyuser for ALL DRAFTS on or before 11/04/2014

Last Draft Date	Filer Reference Number	Case Number	Case Style	Documents And Attachments	Court Location	Status	Action
10/21/2014 10:59:27 AM	SPRINGER 145	Unassigned	DEPARTMENT OF SOCIAL SERVICES V JERRY SPRINGER		Franklin County - Circuit Court	DRAFT	Update Delete
10/27/2014 12:55:35 PM		14AB-PR00054	JOHN O SMITH, DECEASED		Franklin County - Circuit Court	DRAFT	Update Delete
11/04/2014 1:50:56 PM		14AB-MC00030	DEPARTMENT OF REVENUE V HOOTY BLOWFISH		Franklin County - Circuit Court	DRAFT	Update Delete

Note: Based on security restrictions, you may not be able to view all cases and/or document through the links.

filing Version 1.3.4.4
Release 10/22/20

For submissions you are **unable** to complete.

My Drafts allows you to save filings in the middle of an entry and allows you to return to them for 30 days before they are deleted from the system.

A “Draft” is created when the first **CONTINUE** button is clicked when filling out the form. The Draft is updated each time new information is entered and the **CONTINUE** button is clicked again.

Red text means the draft is 23 days old and warns of imminent deletion on the 30th day. You will be sent an email after 23 days that your draft will expire soon. You have the option of **NOT** receiving this email notification by deselecting a checkbox in the “**My Preferences**” folder. If you choose to do nothing, drafts will automatically be deleted on the 30th day.

The **Action Column** (last on right) allows you to update or delete the draft.

NOTE: The CSV & PDF options will not work on any device that DOES NOT have Flash Software. Also, when either of these options are selected on a report that has secure cases, it will show <CONFIDENTIAL> next to the case description on the PDF. The padlock will still show when you are viewing the screen or when in Print View.

NOTE: The first time you print from Print View you will need to adjust your settings.

My Preferences

Case.net | Courts Home | My Account | eFiling Info log out agencyuser - government agency 3

My Preferences

Case

Selecting any of the options below will default these settings when entering case information. [Help](#)

Court Location

Adair County - Circuit Court
 Adair County - Juvenile Office
 Anderson Municipal Court
 Andrew County - Circuit Court
 Andrew County - Juvenile Office

[Court Locations](#) (remove all)
(remove)

Franklin County - Circuit Court

Case Category

--Select--

Payments

NOTE: Payment Information not required for Government Groups.
 Selecting any of the options below will default these settings when entering payment information. [Help](#)

Court Debit Account

Court Location

--select--

Court Debit Account No

Court Debit Account

Credit Card

Cardholder Name

Card Type

--Select--

Electronic Check

Bank Routing Number

Account Type

--Select--

Check Type

--Select--

My Preferences are shortcuts for data entry – **can be a time saver**

Court Location:

Can set a preference of one or more locations. If only one is selected it will default in. If more than one is selected, they will appear at the top of the drop-down list. Makes it easier, but does not preclude you from choosing other locations. Remember to click on **ADD** to add your selections in the Gray box.

Case Category:

May select one specific case category that will default in.

Payments:

Can skip this section due to being a Government Filer.

My Preferences (cont'd)

Group Association [Help](#)

The box below lists any group you are associated with. Selecting "remove" will remove your association with that group.

Group Requests	Status	
government agency 3	ACTIVE	(remove)

E-mail Notifications [Help](#)

All e-mail addresses added below will receive notifications regarding electronic filings sent to the court and updates made by the court.

Notification E-mail

[Notification E-mails](#)

My Drafts

☒ Notification of auto delete - If this box is checked, you will receive electronic notification when any filings have been in "Draft" status for 23 days. Uncheck this box to stop receiving these notifications.

Courtesy eNotice (from courts that have not implemented eFiling)

☐ If this box is checked, you will receive courtesy eNotices from courts that have not implemented eFiling. Uncheck this box to stop receiving courtesy eNotices from courts that have not implemented eFiling.

Group Association:

Allows you to remove yourself from the group. When you click on remove, a Removal Reason is **Required**. The reason text will attach to the email sent to the Group Admin. You have a maximum of 1000 characters.

Email Notifications:

Can enter up to **100** email addresses.

Will allow other people such as secretaries or other assistants to get email notifications.

The only email notifications you will receive are:

Receipt of Filing

Acceptance of Filing

Putting a Filing on **HOLD**

Return a Filing

Recall a Filing

My Drafts: deletes old ones. This notice goes out when the draft is 23 days old. Drafts are deleted after 30 days. Defaults to CHECKED, so if you do **NOT** want to receive these notices of pending deletions, **deselect** the box.

Courtesy eNotices does not apply to Group Users.

My Account

Log out AGENCYUSER1

My Account

If you would like to make changes, click the **update** link next to the section.

Username: agencyuser1 (Update)

Password: [REDACTED] (Update)

MOBAR Number (Add) ←

First Name: Anne

Middle Name/Initial: [REDACTED]

Last Name: Otto (Update)

Suffix: [REDACTED]

Firm/Organization Name: [REDACTED]

E-mail Address: marla.ramsdell@courts.mo.gov

Mailing Address: 1212 High Jefferson City, Missouri 65109 United States

Billing Address: 1212 High Jefferson City, Missouri 65109 United States (Update)

Business Phone: (573) 555-5000

Cell Phone: [REDACTED]

Security Question 1: What is the first and last name of your all-time favorite musician? [REDACTED]

Security Answer 1: [REDACTED]

Security Question 2: What is the first and last name of your all-time favorite movie actor? [REDACTED] (Update)

Security Answer 2: [REDACTED]

Security Question 3: What famous, now deceased person would you like to have me? [REDACTED]

Security Answer 3: [REDACTED]

My Applications

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My Account:

ATTENTION: If you click **Add** to enter your MOBAR Number, it will take you to the MOBAR Validation screen. If you enter your MOBAR number & save, you will be removed from the group and will no longer be able to access any filings located in **My Filings** or **My Drafts** that were completed under the group.

You can update your **email & mailing addresses** here.

Click on the **Back button** to return to the main menu.

Wrap Up

You can call or **e-mail** the Help Desk, or visit www.court.mo.gov/efiling for additional information.

The Help Desk is staffed from 7:30 a.m. to 5 p.m., Monday-Friday.