Module 14 – My Filings (check status of filing)
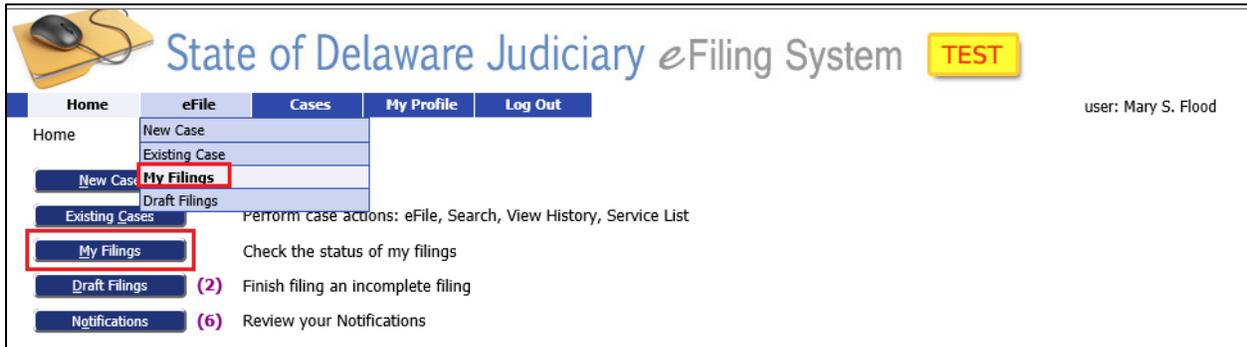
To check the status of your filings you can select 'My Filings from the Home Page or hover your mouse over 'eFile' and select 'My Filings.

This brings you to the 'My Filings' Screen. Filings are displayed based on the date they were filed and remain on this list for 60 days. When you first logon, e-Flex defaults to display only those filings sent to the Court today so your list may be empty if you have not filed anything today.
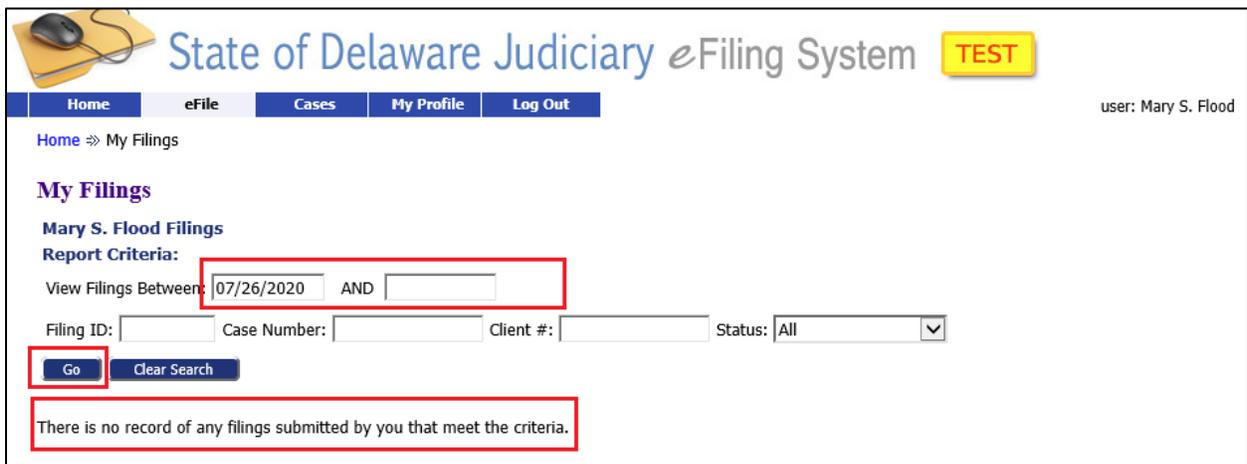
To view filings from prior days, change the date range by clicking in the first date box and typing a new date or by using the drop down calendar to select a date. You can enter a "end" date or leave it blank and it will default to today's date. Click 'Go' to retrieve all filings in the date range entered.

You can also search for filings using the Filing ID, Case Number, Client #, or by Status. Enter the data in the appropriate box and click 'Go' to retrieve all the filings that match the criteria entered.

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There are several different 'Status' codes that will appear on this screen.

'**Awaiting Approval'** means the filing is waiting for a Court clerk to review it.

'**Filed**' means the filing has been reviewed and accepted by the Court. Filed cases will automatically be deleted from this list after 60 days (but the case will remain active in the Courts and continue to be processed).

'**Rejected**' means the filing has been rejected by the Court. Click on the blue Rejected status link to see the reason why or look in your email notifications for the reason. You can resubmit the filing to correct the issue by clicking the 'Resubmit' button. See Module 16 - Correct a Rejected Case, for more information.

'**In Draft'** means this was a previously rejected filing that you have fixed and resubmitted to the Court. This version of the filing will not be used again so may be deleted. In this example notice how the filing with 'Filer Ref No' of "Harris 234" is also shown with a status of 'Filed' indicating it has been resubmitted and accepted.

'**Sending'** within the first few seconds of a filing being submitted, if you click the 'Go' button to refresh the screen, you may see a status of 'Sending'. This is created during the electronic validation steps and should only exist for a few seconds. If it lasts longer than a few minutes it means a system error occurred. The e-Flex system administrator will attempt to resolve this issue but if the status remains for more than a day, call the technical helpdesk to find out why.

'**Received'** – within the first few seconds of a filing being submitted, if you click the 'Go' button to refresh the screen, you may also see a status of 'Received'. This is created during the

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electronic validation steps and should only exist for a few seconds. Received is the 'clock-in' date and time. This is important if you may not submit your filing before a certain date/time or after a date/time.

If you want to review the information in the filing, such as to review a receipt, click on the blue 'Status' link.

When you are done reviewing the filing, click the 'Back' button at the bottom of the page to return to the 'Filing Status' Screen.

If you want to delete a filing from your list, click the box and then click 'Delete'.