Module 20 – Additional Filing on Existing Case

To file a document on an existing case for situations such as withdrawing or satisfying a case, filing an answer or a writ or motion, etc. click the 'Existing Case' button. You can also refer to Modules 21 through 25 for some specific examples concerning adding/substituting an attorney or Form 50 Agent or correcting a filing.

This will bring you to the 'Cases' screen. To find your case you can:

- Scroll through the listing of cases to locate the case and click the blue 'eFile' link or
- Enter the case number in the box and click the 'eFile' button or
- Click the 'Search Cases' button and enter the full or partial Case Title, or Case Number, or Court location and click 'Submit'. Once the case shows on the list, click the blue 'eFile' link

    See Module 17 – Existing Cases for more information.

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This will bring you to the 'Add a Document' Screen with the Case banner in yellow showing the case number and title. Add your documents like you did when filing an initial filing.

Document Category: Select a Category or leave blank to see all entries
Document Type: Select appropriate Type.
Additional Text: Enter text if needed to clarify type of document attached.
Page count: Enter the number of pages for the scanned document.
Document Location: Browse to the document and select it.
Add to Submission: Select the 'Add' button.

NOTE: After attaching the first document for a given Document Type, do not use that same Document Type for additional attachments. Instead, use a Document Type of "ATTACHMENT TO FILING" for all subsequent documents on this same filing. Also note that when filing the same action for multiple defendants, such as a subpoena, each filing must be done separately.

Click 'Next' to continue the process which will vary depending on the type of filing you are doing.

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CASE NUMBERS

The JP Court assigns numbers to each case. Depending on when the case was filed you might see slightly different formats.

Old system number: **9904002312** (YY MM nnnn CC)
   Where nnnn=next sequential number, and CC=Court # where filed.

As converted to current system: **J9904002312**
   Appended to add a 'J' to the front of the number.

Current Case Management System Numbers: **JP13-21-000005**

Court
Location
Year
Sequential Number