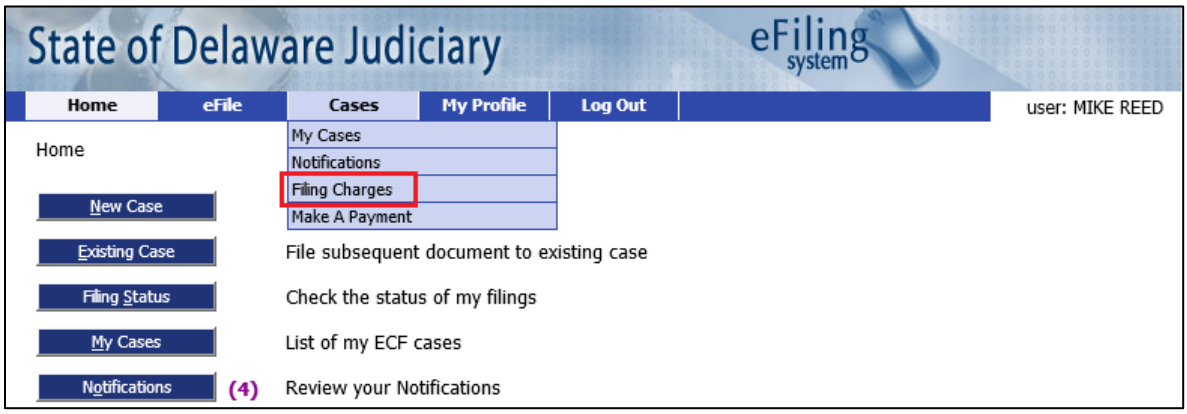
Module 28 – View Filing Charges

You can view charges for past filings or find out the balance in your Court Debit Account. To do this, hover your mouse over the 'Cases' tab.

Select 'Filing Charges' from the drop down list.



This brings you to the 'Filing Charges' Screen. Charges for the current month are displayed. The system keeps a rolling 12 month history of your charges. To see a prior month, click on the 'Report Month' drop down arrow and select a month.

You cannot view receipts from this screen – they must be obtained from the filing within the first 60 days. (See Module 15 – 'Review Receipts' for more details). If the receipt is no longer available through eFlex, you can obtain the receipt number from this screen and contact the Court to request a copy of the receipt.

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Also on this screen you can see the current balance(s) of any Court Debit Accounts on which you are an authorized user. To view the balances, click the 'Show Balance' button and the balances will be displayed. It is your responsibility to maintain a positive balance. If the balance is insufficient to cover the cost of a filing, your filing will be rejected.