

## New Case Filing Tips

- Select the Appropriate Filing Action – Fees correspond to the filing.
- Document Type: Select “**eFILE Documents filed this date. See attached.**”  
There are no fees associated with this selection.
- Make sure you enter all party information accurately.
- Do not send multiple copies. Only 1 copy is required.
- Payments can be made after each or multiple filings. A shopping cart will keep track of multiple filings and allow a single payment for all transactions.
- PayPal will accept **Visa, Master, Discover and American Express** credit cards.  
Frequent eFilers can setup a **PayPal** Account to eliminate entry of credit card numbers, expiration dates, etc. A PayPal account requires a username and secure password to make payments.  
For more information go to [www.PayPal.com](http://www.PayPal.com).