

Subsequent Filing Tips

- Enter Case Number in the correct format.
15 XXX 1234 --- spaces before and after the case type
- Document Type: Select the appropriate type for the filing motion
There are fees associated with each selection.
- Additional comments in the **Notes** section are always helpful.
Criminal/Traffic cases please specify the type of motion being filed:
Continuance / Discovery / Plea
- Do not combine motions. Each motion requires a separate filing.
Motion to Continue and Motion to Strike for the same case requires two separate filings.
- 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.
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