

Efiling & Reviewing Replevins

Attorney

- Attorney Will Select M Other Civil Case Type & Appropriate Initiating Action Code
- Attorney Will Populate The Party Fields
 - Use All Caps
 - No Special Characters
 - Select Only The Default Address
 - Entering A Zip Code Will Pull City And State
- Attorney Will Then Begin Adding Documents To Be Filed I.E.:
- Case Designation Sheet (Pdf)
- Complaint (Pdf)
- Motion Filed (Pdf)
 - Proposed Order (Word Doc)
- Affidavit Filed (Pdf)
- Instruction For Service (Pdf)
- Notice Of Proceedings & Request for Hearing (Word Doc 2nd Upload/Browse Field)
 - Page 1 is Notice Of Proceedings
 - Page 2 is Request For Hearing
- Submit & Make Payment

Clerk

- Reviews Data Entered For Parties
- Clerk To Review Each Document And Confirm It Is The Proper Document And Document Type Being Submitted.
- Note: Notice Of Proceedings Must Be In A Word Doc Format And Must Have The Request For Hearing As Page 2.
- Clerk Accepts Filing
- Notice of Proceedings & Request For Hearing Will Begin Workflow To The Gatekeeper & Judge.

Judge/Judge Staff

- Will Calculate & Add Bond Amount
- Will Add A Scheduled Hearing Date
- Return The Updated Notice & Request To eFile Order Clerk For Docketing
- Will Send To CMS & notify Clerk , Ready for Service to be done

Clerk

- Print Notices Of Proceedings & Request For Hearing
- All Materials Will Then Be Printed And Sent To Defendant By Certified Mail.
- Include A Notice Of Electronic Filing With Service

Defendant

- If Defendant wishes to participate in a hearing Defendant will return eFile the Request for Hearing (PDF)