**E-Filing Public Use Documentation** 

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# **Starting page**



#### Log On

Log on to Court Data Exchange



#### Account Maintenance

- Forgot your user name?
- Forgot your password?
- · Forgot your security question answers?
- · Password expired?

# ا 🎸

#### Register

Activate your account for access to Court Data Exchange



# FAQ

Frequently Asked Questions



#### Filing Rules

**Download** a copy of the **rules** for submitting filings through Court Data Exchange Filing System.

#### Log on

For already existing users, selecting this will bring you to a page where you can enter your Louisiana Supreme Court user name and password to enter the system.

#### **Account Maintenance**

If you are having trouble logging in, this will bring you to a page with several options that may be used to recover your login information.

#### Register

Users who do not have an account with the system use this link to register with the Louisiana Supreme Court.

#### FAQ

Brings you to a page with a listing of helpful documents.

#### **Filing Rules**

Brings you to a page where you can download PDF document copies of the filing rules.

## Logging in Louisiana Supreme Court (sts.lasc.org)

User name:		Example: lajudicial\username	Please note the use of the "\" (backslash) character. It
Password.			is important that you use the correct character –
	Sign In		typically above the enter
			key on your keyboard.

To login, enter your username and password then click Sign In. Should you have trouble logging in, there are helpful links to the right of the login form that will assist with recovering login information.

	Trouble Logging
f you are having tro	puble accessing your
account try one of t	hese helpful links.
I forgot my user r	name
I forgot my passw	vord
I forgot my passw	vord and my
security answers	
My password has	s expired
I want to change	my security
answers	
None of the reco	very methods are
working for me. L	et me file an
emergency acces	ss filing.
Please contact the	Office of the Clerk of
Court during busine	ess hours if you need
further assistance.	

#### **Registration Page**

The Registration Page consists of several entry boxes sectioned off into relevant pieces. Below is the first section which contains all your name-centric fields:

# Request Access to E-Filing as Attorney Filer

Please fill out the fields below to register a new user account.

# Enter your Name

Prefix	
First Name	*
Middle Name	
Last Name	*
Suffix	

The address follows and will appear one of two ways for the first portion depending on what kind of mailing address you intend to use. If you plan on using a physical street address, it will look like the following:

# Enter your Address

Physical Address O P.O. Box

Street 1

Street 2

Suite/Room

*
_
_

If you plan on using a P.O. Box instead, after clicking the associated radio button, it will look like the following:

# Enter your Address

○ Physical Address ⑧ P.O. Box

P.O. Box

\*

The last portion of the address fields is standard and will always contain the following:

Organization/Firm		
City		*
State	Select One 💙 *	
Zip Code		* -

You will also be asked to provide your contact information:

# Enter your contact information

E-mail Address	*
Phone Number	*

You will then have to supply answers to three security questions as seen in the following:

# Set Up Your Security Questions

Who is your favorite superhero?	÷
Who is your favorite teacher?	*
What is your mother's maiden name?	*

The answers you provide here will be required to reset your password.

Each of your answers must be different from your other answers.

**PLEASE NOTE:** Louisiana Supreme Court policy requires the expiration of passwords every ninety (90) days. In order to maintain access to the Court Data Exchange (CDX) system, you will be required to update your password. Please refer to the "Password Reset" document attached to your registration confirmation email.

And after providing the following you can hit the submit button and complete your access request:

#### Additional information required for access request

Bar Roll #		
How did you hear about LASC E-Filing?	Other	×
Reset Submit		

Once you complete your registration it will require further manual processing at the court, you will see the following screen upon successful completion of your registration.

#### Password Reset Instructions

In order for Attorneys to access the Louisiana Supreme Court E-Filing system, these users need to have a valid LAJUDICIAL account. Contact Help Desk at (504) 310-2300 for any questions and/or if no account is assigned yet to the Attorney. Once they are provided with user accounts, the user must reset their temporary password before they will be allowed to access the system.

After the Attorney has set their initial password, Louisiana Supreme Court policy requires you will need to change it, using the same process outlined below, every ninety (90) days in order to maintain access to the Louisiana Supreme Court E-Filing system.

#### **Password Reset**

Resetting the password is a multi-step process as well and the answers to the questions that the user registered in the Password Registration process are crucial to be able to reset the password. Follow the step by step screen shots. Enter the username i.e. user, etc., answer the 3 questions that set up during the registration process, and then enter a new password.

	Louisiana Suprer Self Service Acc • Forgot your user name • Forgot your password • Forgot your secret que • Password Expired? • Unlock Account?	me Co ount N ? estion answ	urt Aaintenance <sub>vers?</sub>
Sign in		>	Password Registration/Reset Register and Reset your password
User Name: Password: Log on to: LAJUI	DICIAL		Unlock Account Unlock your locked out account
	Login		

#### Figure 1: Enter your user name

nter Username	1		(Example : Jsmith)
Select Domain	LAJUDICIAL	~	
	Type the characters you see in the	picture be	elow.
	Type the characters you see in the	picture be	elow.
	Type the characters you see in the $591295$	picture be	elow.
	Type the characters you see in the $591295$	picture be	elow.

#### Figure 2 - Select email address to get verification code

#### Figure 3 - Check your email, and click on the link

#### Dear User,

We understand that you want to reset your password/unlock account. Please click the link below to proceed: https://SSPR.LAJUDICIAL.GOV:443/accounts/secureLink? operation=reset&Token=d77424fbb75ec96fac40de24a72d5d5d5fd436e43b4040f9284317a e90c533a249f3a28b67816710a64961c64a7078ed05e17bdd2d6b7d567d3ddb2fb30da003

This link is only valid for 30 minutes.

\*\*\* Please do not respond to this e-mail. \*\*\*

Direct any questions or concerns regarding this issue to the LASC IT Help Desk. For information on how to contact the Help Desk, email HelpDesk@lasc.org

DISCLAIMER: This email and any files transmitted herewith are confidential and intended solely for the use of the individual or entity to which they are addressed. If you are not the named recipient, you are hereby notified that any use, disclosure, copying, or distribution of the contents hereof is strictly prohibited. If you have received this email in error please notify the originator of the message. This disclaimer also confirms that this email message has been scanned for the presence of computer viruses. Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of the Supreme Court of Louisiana.

#### Figure 4 - Enter your new password

#### Reset Password

"New Password			
* Confirm New Password			
	• The minimum password age is 1		
	<ul> <li>The maximum password age is 90</li> </ul>		
	The minimum password length is 8		
	No. of Passwords Remembered is 24		
	<ul> <li>The password complexity property is Enabled</li> </ul>		
	Type the characters you see in the picture below	d.	
	493123		
	Letters are not case-sensitive $\varphi   \psi$		
		Cancel	Reset Password

*Figure 5 - Your password has be updated your account is ready to be used* 

Sign in	
User Name:	
Password:	
Log on to:	LAJUDICIAL •
	Login

## **Password Policy**

#### Passwords must meet the following minimum requirements when they are changed or created:

- A. Passwords must not contain the user's entire Account Name value or entire Full Name value. The checking of the names is not case sensitive.
- B. Passwords must contain characters from three of the following four categories:
  - a. Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
  - b. Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
  - c. Base 10 digits (0 through 9)
  - d. Non-alphanumeric characters: ~!@#\$%^&\*\_-+=`|\(){}[]:;"'<>,.?/
- C. Passwords must be at least **8** characters in length.

## **Changing Firms**

There are **3** steps you must complete in order to continue using (or regain access to) the E-Filing system.

- 1. You need to update your Bar Roll information (email address, mailing address, etc.)
- 2. After 48 hours you can request a new account for E-Filing
- 3. Lastly, you need to contact the Clerk of Court about accessing your previous filings (if there are any for which you are still the attorney of record)

About

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	1
Home so	creen					
ar p	My Filings View a list of your pr	<b>evious</b> electronic filings.	<b>My Filings</b> Brings you to a li	sting of yo	ur prior filings.	
4	Submit Case F Submit a filing electr or to attach to an exi include Writs, Briefs Rehearings, Replies, Docket Information.	iling onically to initiate a case isting case. Filing types , Oppositions, Motions, Amicus, and Other	Submit Case Fi Brings you to a p electronic filing.	ling age where	e you may submi	t an
2	FAQ Frequently Asked Que	estions	FAQ Brings you to a p documents.	age with a	listing of helpfu	I



# **Filing Rules**

**Download** a copy of the **rules** for submitting filings through Court Data Exchange Filing System.

## **Filing Rules**

Brings you to a page where you can download PDF document copies of the filing rules.

# **Home Screen**

⁄Iy Filiı	ıgs									
Home	My Filings	Sut	omit Case	Filing	Filing	Rules	FAQ	Cont	tact Us	About
his nago l	ists your cu	ront fillin	as with th	ne court						
iis page i			gs with ti	le court.						
NY FILINGS										
Show 10	entries	_	and the second second	-				Search:		
Filing #	Action 0	Docket #	Client Matter #	Filing Type 0	Status ¢	Filing Date 0	Case Title	Costs 0	Balance ¢	Status Date/Time O
SC000028	Confirm Filing Make Payment	2012-CQ- 007	03-34500	Other	Draft		Other filling	\$50.00	\$50.00	07/30/2012 15:55:36
SC000027	Details Make Payment	2012-OK- 1234	0054-12566	Motion	Reviewing	07/30/2012	Motion Fiting	\$50.00	\$50,00	07/30/2012 14:49:46
	~~~	912-50	~~	111	~~	~~	~~~	~~	~~	47 47 42
$\wedge \wedge \wedge$		$\wedge A \wedge$	$\sim \sim \sim$	$\sim \sim \sim$	$\sim$	$\wedge \wedge \wedge$	$\sim \sim \sim \sim$	$\sim$		MAN
SC000021	Details	2012-CA 98765	002-356123	Opposition	Reviewing	07/30/2012	My Opposition	\$50.00	\$0.00	07/30/2012 11:43:45
\$C000019	Details Make Provised	2012-08- 234234	wort.	Amicus	Pending	07/27/2012	45345ør	\$150.00	\$150.00	07/27/2012 14:02:29
5000018	Details Make Payment		civ 03	Writ	Pending	07/27/2012	Writ - civil priority #3	\$272.50	\$272.50	07/27/2012 11:01:39
Showing 1 to	10 of 18 entries		_				e		_	0 0



On the left we have this dropdown box, (A) which determines how many filings to show on the page. On the right we have a search field marked: (B), this search will look through all of the filing properties (such as filing #, costs, balance etc).

Search:

Filing #	Action \$	Docket # ≎	e	Costs ≎	Balance ≎	Status Date/Time
						v

These are some of the filing properties; I have several cut out so it can be readable. You will notice two icons ( $\bullet$ ) and  $\diamondsuit$ ), these are used to sort the list of filings. This up arrow () means the current sorting order is by *Filing #* <u>ascending</u>, that is to say, (1, 2, 3, 4). If the arrow is ( $\bullet$ ), that means it is in <u>descending</u> order, as in (4, 3, 2, 1). These up and down arrows also show which property is being used to sort by, to select a different property, click the  $\diamondsuit$ ) of that property.

5000005	Details Make	2012-CJ-	P 🔨	\$272.50	\$272.50	07/27/2012
5000005	Payment	1584		\$272.50	\$272.50	10:40:10

Each filing will have action(s) available, they are clickable links, for example, this one has a link to either: the Details page or the Make Payment page.

# Showing 1 to 10 of 18 entries 😮 💿

The bottom of the listing has both an element to show which filings in the list are visible (C) and buttons to navigate to the rest of the filings (D).

## **Details Page**

I am going to select the details of this item: 2012-K-07/27/2012 al SC000002 Details \$272.50 \$0.00 1859 10:42:32 So I click the details link. Submit Case Filing Home My Filings Filing Rules FAQ Contact Us About WRIT APPLICATION DETAILS Type of Filing Writ - Application Filing # SC000002 Docket # 2012-K-1859 The first thing you will see is your filing number; I have taken the liberty of highlighting its location. Filing Summary Filing Details Notifications Status History Attachments Costs Each filing will have these tabs currently; I am at the filing summary tab.

Filing #	SC00002	
Docket #	2012-K-1859	
Type of Filing	Writ	
Filing Date/Time	07/25/2012 9:34:32 AM	
Current Status	Pending	<
Status Date/Time	07/27/2012 10:42:32 AM	
Notes	All these filer notes being entered for criminal priority case	
Notes	All these filer notes being entered for criminal priority case	

🚔 Print Filing | 📑 My Filings

From here you may:

- 🚔 Print Filing
  - This opens a new browser tab to print the filing
- My Filings
  - Returns you to the *My Filings* page.

#### **Details Page (priority sheets)**

In the case of a writ filing, the filing details tab will contain extra information

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
WRIT AP	PLICATION DETAI	LS				
Type of Fili	ng Writ - Application	Filing # SC000002 Doc	:ket # 2012-K-1859		•	$\rangle$

When you click the Filing Details tab it may have a civil or criminal priority sheet. This example has a civil priority sheet.

iling Summary	Filing Details	Notifications	Attachments	Costs	Status History		
Filing Data	Civil Priority	Sheet					
	LICATION DETAI	15					$\sum$
Type of Wr	it	Application	LÉ			Ż	5
Docket #							5
Client Matt	er #	Ci01				_	

On filings without priority sheets you will see something like this:

#### BRIEF DETAILS

	Type of Filing	Brief - Other (specify)	)	Filing # SC000024		Docket #	2012-OK-12355		$\rangle\langle$	
--	----------------	-------------------------	---	-------------------	--	----------	---------------	--	------------------	--

You'll notice the filing data does not have the filing data and civil priority tabs inside, this is the standard filing appearance.

Type of BriefOther BriefDocket #2012-OK-12355Client Matter #00-12445Short Case TitleBrief Filing	F	iling Summary	Filing Details	Notifications	Attachments	Costs	Status History
Docket #     2012-0K-12355       Client Matter #     00-12445       Short Case Title     Brief Filing		Type of Brief	Other Brief				
Client Matter #     00-12445       Short Case Title     Brief Filing		Docket #	2012-OK-12355				
Short Case Title Brief Filing		Client Matter #	00-12445				
		Short Case Title	Brief Filing				
Long Case Title		Long Case Title					
Filer Notes         This is an example brief filing		Filer Notes	This is an examp	ole brief filing			

#### **Submit Case Filing** Home My Filings Submit Case Filing Filing Rules FAQ Contact Us About By choosing "Submit Case Filing" you will be brought to the following menu. Here you may submit an individual filing of your choice. Writ Application Opposition File a Writ Application to initiate a case. File an Opposition to an existing case. Amicus Rehearing File an Amicus to an existing case. File a Rehearing to an existing case. Brief Reply File a Brief to an existing case. File a Reply to an existing case.



# Motion

File a Motion to an existing case.



Other Docket Information File other miscellaneous documents to an existing case.

# Writ Application

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
Filin	ng Details	Ø Notifications	💼 Upload Attachn	nents	🔗 Cost Confirma	tion	🖌 Confirm Filing
Туре о	of Writ	- Select -			*		
Oth	her	Application	Appendix				
Client	Matter #	Supplement Requested S	to Application	formatio	n		
Short (	Case Title	Other (speci	fy)				
Long C Start off y	ase Title your writ by	selecting the type of	of writ				*
Туре о	f Writ	Other (speci	fy)		*		
Oth	ner	my filing					
Should yc calling it '	ou choose o "my filing."	ther, you will be rec	uired to specify	the type	of writ you are	filing. F	or this, I am just
Short Ca	se Title	Soda thieft, Offic	e VS Jerry of Acc	ounting			*
		Jerry of Accountin	ng stands accused	of steali	ng my soda	*	
Long Cas	e Title						

#### Writ - Filing Details

Have there been any other filings in this Court in this matter? Yes 💌 \* Are you seeking a Stay Order? \* \* Yes . No Filer Notes

These selections marked with a red\* are required fields and have to have a choice made.

If you do not fill out the required fields you cannot continue, we will highlight items you need to complete so you can finish the form properly.

Should you skip an item that is required; when you click next we highlight and mark the form. Note the red box around the choice? That means it is required and needs your input in order to continue.

Are you seeking	a Stay Order?
TYPE OF PLEADING	
Pleading Type	Criminal *
Priority Treatment	Civil Priority Filing Criminal Priority Filing None Please check for priority treatment.
Self-Representing	No 💌

**Important:** depending on the "Priority Treatment" choice you choose you may have an extra form to fill out. For example, the above selection will result in the next form being the criminal priority filing.



The Lead Counsel/Pro Se Litigant Information section has two special elements. The allows you the ability to delete an applicant; this will remove the applicant from the form entries. If you would like to add a new one, you can use Add an applicant marked (B). You can add as many as you would like. Immediately below the section for applicants is a section for respondents, which behaves is the exact same manner.

The next few rows are optional:

- Administrative or Municipal Court Information
- DISTRICT COURT INFORMATION
- APPELLATE COURT INFORMATION
- **Rehearing Information**
- PRESENT STATUS

#### With this you finish the first part of the writ form

PRINT
You can print the filing for your records. Once you complete the form, press the "Next" button.
Print Filing
VERIFICATION
By clicking the "Next" button, I certify that the above information and all of the information contained in this application is true and correct to the best of my knowledge and that all relevant pleading and ruling, as required by Supreme Court Rule X, are attached to this filing. I further certify that a copy of this application has been mailed or delivered to the appropriate court of appeal (if required), to the respondent judge in the case of a remedial writ, and to all other coursel and unrepresented parties.
😰 Cancel Filing   🖶 Save   🛶 Next
rom here you may:
Print Filing
• O Print the filing
<ul> <li>You will stay on your current page; this prints a copy of the page.</li> <li>Cancel Filing</li> </ul>
• Cancel the filing
<ul> <li>Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.</li> </ul>
Save
<ul> <li>Save the filing</li> </ul>
<ul> <li>When you save the filing the page will reload but now you may resume at a late date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.</li> </ul>
● Next
<ul> <li>Continue to the next step</li> </ul>
Vo'll go aboad and continue, co click next

😮 Cancel Filing | 📑 Save | 📫 Next

Should you choose a priority treatment at the pleading step, you will either have a criminal or civil priority sheet to fill out in addition to this form. Clicking "Next" will take you there. If you did not choose one, you will be directed to the notifications page

#### Writ - Filing Details (Criminal priority sheet)

Priority Treatment 🛛 🔿 Civil Priority Filing 💿 Criminal Priority Filing 💿 None

If you chose Criminal priority in the *Type of Pleading* section, you will now have the criminal priority sheet to fill out.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 Fili	ng Details	Notifications	💼 Upload Attachn	nents	Ø Cost Confirm	ation	🖌 Confirm Filing

Most of it is pretty standard with a few required fields to fill out as you go.

Applicant First Name	Steve	$\langle \rangle$	Applicant Last Name	Smith	
Application Made By	◉ State ○ Defendant ○ Other		What is the nature of the priority?		*
Charge	Stealing Sodas from the fridge.		Is Defendant in Jail?	Yes	

There are a few special fields that you will run into as you fill out the *Criminal priority sheet*; these fields require other associated fields to be filled out when specific values are selected. I'll detail these below by highlighting them and marking with the associated required field a red arrow where appropriate. Beneath them I will also detail the condition of the association.

Is a hearing or trial date set?	Yes 🔹 *	Date/Time	
(If you choose "yes	" here, this requirement asso	ociates)	
IN PROGRESS Jury Trial?	Yes 💌 *	Any out of state witnesses?	*
Convicted of			
Was relief applied for in the trial court?	Yes *	Ву	💿 State 💿 Defendant 💿 Other
(If you choose "yes	" here, this requirement asso	ociates)	
Stay	💿 Denied 💿 Grant	Stay Until	
Ruling of Dist. Court			
Was an application made to the court of appeal?	Yes *	Which Circuit	
Application was made by	💿 State 💿 Defendant 💿 Othe	r Date of Court of Appeal action	

(If you choose "yes" here, this requirement associates)

Court of Appeal action		If you did not apply to the Circuit Court of Appeal, state why.	*
How and when will applicant be adversely affected if relief is not granted?			
LIST OF LEAD CO	UNSEL AND JUDGE INVOLVED IN CASE:		
Name		Home Phone	
Day Business Phone		Night Business Phone	

Day Business Phone		Night Business Phone	
Name		Home Phone	
Day Business Phone	1	Night Business Phone	
Name		Home Phone	
Day Business Phone		Night Business Phone	
District Court Judge Name		Home Phone	
Day Court Phone	1	Night Court Phone	

PRINT
You can print the filing for your records. Once you complete the form, press the "Next" button.
Print Filing
CERTIFICATION
Pursuant to Supreme Court Rule 10, Section 2(e), I have notified all counsel and unrepresented parties by telephone or other equally prompt means of communication that said writ application has been or is about to be filed in this court and that I have served on all par at interest or their counsel, by a means equal to the means used to effect filing in this court.
am requesting 💿 Priority Consideration of this Application 💿 A stay pending consideration of this application *
Email Your.Name@Mail.com Username Your name
Cancel Filing   🚍 Save   🛶 Next
From here you may:
Drint Filing
•
• Print the filing
<ul> <li>You will stay on your current page; this prints a copy of the page.</li> <li>Cancel Filing</li> </ul>
<ul> <li>Cancel the filing</li> </ul>
<ul> <li>Should you choose this option you will be returned the filing page and this filiwill be irrevocably marked as canceled requiring you to restart the filing from the beginning.</li> </ul>
Court the filing
<ul> <li>Save the filing</li> <li>When you save the filing the page will reload but now you may resume at a la date should you need to leave and come back to this. If your current form stines incomplete required fields, the save action cannot be performed.</li> </ul>
• Next
<ul> <li>Continue to the next step</li> </ul>
😰 Cancel Filing   🗧 Save   🛶 Next

Click next to continue to the notifications page.

Writ - Filing Details (Civil Priority Sheet)

Priority Treatment 🛛 💿 Civil Priority Filing 💿 Criminal Priority Filing 💿 None

If you chose civil priority in the *Type of Pleading* section, you will now have the civil priority sheet to fill out.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 🏹 Filin	g Details	Ø Notifications	💼 Upload Attachn	nents	🔗 Cost Confirm	ation	🖌 Confirm Filing
Most of it	t is pretty st	tandard with a few	required fields to	fill out a	as you go.		

Applicant First Name	Steve		Applicant Last Name	Smith	
Case Title	Jerry Steals Sodas		$\geq$		

There are a few special fields that you will run into as you fill out the *Civil Priority Sheet*; these fields require other associated fields to be filled out when specific values are selected. I'll detail these below by highlighting them and marking with the associated required field a red arrow where appropriate. Beneath them I will also detail the condition of the association.

What is the nature of the priority?	Other	Application Made	By State 🔹 *
If other, specify		OTHER	
(If you choose	"other" here, this requireme	nt associates)	
Is a hearing or trial date set?	Yes 💌 *	Date/Time	
(If you choose	"yes" here, this requirement	associates)	
IN PROGRESS Jury Trial?	Yes 💌 *	Any out of state witnesses?	*
Was relief applied for in the trial court?	Yes 💌 *	Ву	*
Stay		Stay Until	
Ruling of Dist. Court			

Was an application made	Vos 💌	2	Which Circuit	
to the court of appeal?		2	which circuit	
Application was made by		5		

(If you choose "yes" here, this requirement associates)

Date of Court of Appeal action			
Court of Appeal action		If you did not apply to the Circuit Court of Appeal, state why.	
How and when will applicant be adversely affected if relief is not granted?			
LIST OF LEAD COU	NSEL AND JUDGE INVOLVED IN CASI	E: Home Phone	
Day Business Phone		Night Business Phone	
Name		Home Phone	
Day Business Phone		Night Business Phone	
Name		Home Phone	
Day Business Phone		Night Business Phone	
District Court Judge Name		Home Phone	
Day Court Phone		Night Court Phone	

PRINT
You can print the filing for your records. Once you complete the form, press the "Next" button.
Print Filing
CERTIFICATION
Pursuant to Supreme Court Rule 10, Section 2(e), I have notified all counsel and unrepresented parties by telephone or other equally prompt means of communication that said writ application has been or is about to be filed in this court and that I have served on all parties at interest or their counsel, by a means equal to the means used to effect filing in this court.
I am requesting 🛛 💿 Priority Consideration of this Application 💿 A stay pending consideration of this application *
Email Your.Name@Mail.com Username Your name
😵 Cancel Filing   📮 Save   🔿 Next
From here you may:
Print Filing
<ul> <li>Print the filing</li> </ul>
<ul> <li>You will stay on your current page; this prints a copy of the page.</li> </ul>
Cancel Filing
<ul> <li>Cancel the filing</li> </ul>
<ul> <li>Should you choose this option you will be returned the filing page and this fil will be irrevocably marked as canceled requiring you to restart the filing from the beginning.</li> </ul>
• Save
<ul> <li>Save the filing</li> </ul>
<ul> <li>When you save the filing the page will reload but now you may resume at a l date should you need to leave and come back to this. If your current form sti has incomplete required fields, the save action cannot be performed.</li> </ul>
<ul> <li>Continue to the next step</li> </ul>
🛛 Cancel Filing 🔰 🗏 Save 📕 📥 Next

Click next to continue to the notifications page.

И	Vrit - Notific	ations							
ŀ	lome My	Filings Submit (	Case Filing	Filing Rules	s FAC	2	Contact Us	About	
	Filing Deta	<u>tils</u> 🛛 🙆 Notifica	tions	Upload Atta	chments	(P	Cost Confirmatio	in 🖌 🤇	Confirm Filing
ΤI	he notificatio	on section is used	to determir	ne who will	receive e	email r	otification ba	sed on the	event
it	ems chosen.								
	Name	Email			Notif	icatior	n Events		
			Received	Accepted	Rejecte	d Fu	ture Case Fili	ngs Final	Decision
	Your Name	name@mail.com	1	1	1				
A	s a default yo	ou will see your n	ame and en	nail as listed	l above. `	You ca	n add an addi <sup>.</sup>	tional perso	on for
e	mail notificat	tion by clicking th	e "Add a No	otification" l	outton.				
	Add a Notifi	cation							
۱۸	/hen the "Ad	ld a Notification"	hutton is cli	icked a new	1 ontry w	ill ho a	added to your	list of pers	ons
v	men the Au			ickeu, a new	v entry w	Notifica	tion Events	list of pers	0113.
N	lame	Email		Received	Accepted 1	Rejected	Future Case Filings	Final Decision	
٧	our Name	name@mail	l.com	121	团	國	21	<b>m</b>	
		)* [		· 🗉	30	11	23	四	🗱 Remove

Each entry added will have its own 🛛 💥 Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



	nouu muu	chinenes					
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
🍺 <u>Filin</u> ş	g Details	@ Notifications	📴 Upload Attachme	nts	🛷 Cost Confirmat	ion	🖌 Confirm Filing
ΑΤΤΑ	сн Docu	JMENTS					
Type o	f Filing W	rit - Other (specify)	Filing # SC	000024	Docket #	)	

Writ - Upload Attachments

No documents have been attached to this filing.

Upload an Attachment

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachme	ent	×
File Name	Browse	
Document Type	My filing	
Sealed?	No	
Confidential?	No 💌	
Once your file is sel	ected, next, you will need to type a brief description of it.	
Description	*	
Notes		
	Cancel Upload	

Once you have completed selecting the file and filing out the relevant fields click upload to start transferring the file.

CDX		×
Attachment saved successfully		
	ОК	

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking the Upload an Attachment button yet again. To look at any of your uploaded file(s), use the IView button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.

When you are done, go ahead and click next.



#### Writ - Cost Confirmation

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
[ Filing	Details	Output Notifications	💼 Upload Attachments	5	Oost Confirmation		Confirm Filing

Here you will be presented with a listing of charges for the filing.

Date	Code	Description	Reason	Amount
07/26/2012 9:46:31 AM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$100.00
07/26/2012 9:46:31 AM	Court Filing Cost	Assessed cost for the submission of a filing to the Clerk of Court.		\$172.50
07/26/2012 9:46:31 AM	Cost Waiver	Cost waived by Clerk		\$0.00
		Т	otal Due	\$272.50

( Numbers may differ from example )

Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



Home My Fili	ngs Submit Ca	se Filing Filir	ng Rules FAQ	Cont	tact Us 🛛 🖌	bout	
Filing Details	Ø Notification	ons 💼 Uploa	d Attachments	🛷 <u>Cost</u>	Confirmation	🚽 🗸 Con	firm Filing
CONFIRM FILIN	G						<u> </u>
Type of Filing Wri	t - Other (specify)	Filing # SC000	024 Docket #			<	$\sum$
Filing Summary	Filing Details	Notifications	Attachments	Costs	Status Hist	ory	
Filing #	SC000024					5	$\sum$
Docket #							$\geq$
Type of Filing	Writ					5	$\leq$
Filing Date/Tim	e 07/23/2012 10:	09:31 AM					
Current Status	Draft						2
Status Date/Tir	ne 07/24/2012 10:	49:44 AM					$\geq$
Notes							$\sum$
							<

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

\*By checking this box, I agree that this filing conforms to all of the Electronic filing rules and I agree to pay all appropriate fees for this filing.

#### Then submit the filing.

Writ - Confirm filina



You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

#### Writ - Cost Confirmation (after submission)

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 Filin	g Details	Ø Notifications	💼 Upload Attachme	nts	🚱 Cost Confirmat	tion	🖌 Confirm Filing

You should see a payment page similar to the one you visited earlier.

Date	Code	Description	Reason	Amount
07/25/2012 10:08:46 AM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$100.00
07/25/2012 10:08:46 AM	Court Filing Cost	Assessed cost for the submission of a filing to the Clerk of Court.		\$172.50
07/25/2012 10:08:46 AM	Cost Waiver	Cost waived by Clerk		\$0.00
		т	otal Due	\$272.50



#### Writ - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification		
Please state the political subdivi agencies you or the entity on wh qualifies you to claim a waiver o	sion and which of the following types of public tose behalf you are filing has legal status as, which of your filing costs under La. R.S. 13:4521:	
<ul> <li>State agency, board or co</li> <li>Municipal government or</li> <li>Public Charter School (R.S.</li> <li>Hospital service district</li> <li>Public housing authority</li> <li>Parish government or ins</li> <li>Parish school board or pu</li> <li>Law enforcement district</li> <li>Waterworks district</li> <li>Parish and municipal libra</li> <li>Other (specify)</li> </ul>	mmission instrumentality thereof 5. 17:3971-4001) trumentality thereof iblic school aries	
La. R.S. 13:4521 Qualification		~
	Cancel	ОК

Entering the qualification into the text box and clicking ok

#### Writ - Making a payment

When making a payment you are taken to PayPal for payment processing.

<u> 8</u> La. R.S. 13:4521   🐴 Pay Later	I
Pay Now with:	
PayPal	
PayPal CREDIT	
Debit or Credit Card	
Powered by PayPal	

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	לה \$50.00 USD ∨
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	O P Balance	\$50.00 USD
Password	Make this my preferred	way to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking ••••3151	
Log In	Visa Credit •••••9932	
Having trouble logging in?	+ Add a debit or credit card	
or	View PayPal Policies and your payment met	hod rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Card numbe	r
Expires	CSC
ling addre	ss 📕 🔪
First name	Last name
ZIP code	
Nobile -1	

# **Opposition**

<b>Opposition- Fil</b>	ling Details					
Home My Fil	lings Submit Case Filin	g Filing Rules	FAQ	Contact Us	About	
🛛 📄 Filing Details		💼 Upload Attachm	ients	🔗 Cost Confirma	tion	🖌 Confirm Filing
SUBMIT CASE	FILING					
Type of Filing Op	pposition - Filing #	)ocket #				
Type of Opposition	Other (specify)	*				
Other	Custom Opposition					
Select your type	of Opposition filing, if	your type of Oppo	sition fil	ing is unavailab	le, choo	se the other
option and spec	ify in the other field as	indicated above.				
Docket #	Case Year Case Type Cas	e Number				
	2012 CA 💌 98	765	*			
	2012-CA-98765					
Choose your cas	se type and enter your	case number.				
Client Matter #	002-356123					
Short Case Title	My Opposition					
	This is an example oppos	tion filing.		*		
Filer Notes						
The notes						
				Ŧ		
From here you r	nay:					
🔗 Car	cel Filing					
• 🔯 Car						
0	Cancel the filing				:::	
	Should you che	oose this option yo	du will be	e returned the 1	ning pag	ge and this filing

 Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.

# Save

- Save the filing
  - When you save the filing the page will reload but now you may resume at a later date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.
- ⇒ Next
  - o Continue to the next step



Click next to continue to the notifications page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Dilin	ng Details	Notifications	💼 Upload Attachm	ents	🔗 Cost Confirmat	ion 🛛 🧹 Confirm Filing
NOTIF	ICATIONS	5				
Туре о	f Filing Op	position - Other (sp	ecify) Filing	# SC00	0021 Docket	: # 2012-CA-98765

**Opposition - Notifications** 

The notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Notification Events			
Name	Lindu		Accepted	Rejected	
Your Name	Name@Mail.com	$\checkmark$	$\checkmark$	$\checkmark$	
*	*		<b>V</b>		🗱 Remove

Each entry added will have its own **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



oppositi	on opio						
Home	My Filings	Submit Case Filin	g Filing Rules	FAQ	Contact Us	About	
📄 <u>Filin</u> g	g Details	<u>     Notifications   </u>	💼 Upload Attac	hments	🔗 Cost Confirma	tion	🖌 Confirm Filing
ATTA	сн Doc						
Туре о	of Filing (	Opposition - Other	(specify) Fi	iling # SC	000021 Doc	ket # <mark>2</mark> 0	012-CA-98765

#### **Opposition - Upload Attachments**

No documents have been attached to this filing.

#### Upload an Attachment

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachr	nent	×
File Name		Browse
Document Type	e My filing	
Sealed?	No	
Confidential?	No	
Once your file is se	elected, next, you will need to type a brief description of it.	
Description	*	
Notes	•	
L	Cance	I Upload

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.
CDX	×	
Attachment saved successfully		
	ок	
		//

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking the Upload an Attachment button yet again. To look at any of your uploaded file(s), use the View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.

When you are done, go ahead and click next.



#### **Opposition - Cost Confirmation**

Hom	e My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About		
Þ	Filing Details	<u>Notifications</u>	🟦 Upload Attachment	<u>s</u>	Cost Confirmation	• 🗸	Confir	m Filing
Cos	тѕ							
Туре	of Filing Oppositio	n - Other (specify)	Filing # SC000021	Docket #	2012-CA-98765	)		
Here	you will be prese	nted with a listing o	of charges for the	filing.				
Date		Code	Description			Re	ason	Amount
07/3	0/2012 11:02:38 AM	Electronic Filing Cost	Assessed cost for the	submission	of an electronic	: filing.		\$50.00
07/3	0/2012 11:02:39 AM	State Charge	Electronic Commerce	e Fee (2.499	6) - see R.S. 49:3	316.1		\$0.00
					( Numbers	Total	Due	\$50.00
Curre	ntly we do nothi	ng with this page; if	t is here to see the	e cost of th	ne filing befor	e its subn	nissio	n so we

continue to the next step.



position - conj	n ni jinng					
ome My Filing	s Submit Case	Filing Filing	Rules FAQ	Contact	Us About	
🦻 Filing Details	Ø Notifications	💼 Upload A	Attachments	🛷 Cost Con	firmation 🧹 🧹	Confirm Filin
_						
ONFIRM FILIN	G					
vpe of Filing Opp	osition - Other (spec	rify) Filing #	SC000021 D	ocket # 2012	-CA-98765	- <b>X</b>
Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History	
Filing #	SC000021					
Dockot #	2012-CA-99745					
	2012-CA-78785					
Type of Flung	Opposition					
Filing Date/Tim	e 07/30/2012 10:5	0:15 AM				
Current Status	Draft					
Status Date/Tin	ne 07/30/2012 10:5	1:43 AM				
Notes	This is an examp	le oppostion filing	<b>;</b> .			

**Opposition - Confirm filing** 

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

🔲 \* By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.



Then submit the filing.

😢 Cancel Filing Submit Filing

You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About		
🍺 Filir	ng Details	Ø Notifications	💼 Upload Attachmer	nts 🥑	Cost Confirmat	ion	🖌 Cont	firm Filing
MAKE P	AYMENT							
Type of F	iling Oppositio	n - Other (specify)	Filing # SC000021	Docket #	2012-CA-98765	)		
You shou	ld see a payn	nent page similar to	o the one you visit	ted earlie	r.			
Date		Code	Description				Reason	Amount
07/30/20	12 11:02:38 AM	Electronic Filing Cost	Assessed cost for th	e submissio	n of an electroni	c filing.		\$50.00
07/30/20	12 11:02:39 AM	State Charge	Electronic Commerc	ce Fee <mark>(2.4</mark> 9	%) - see R.S. 49:	316.1		\$0.00
						т	otal Due	\$50.00
S L	a. R.S. 13:45	21   🌄 Pay Lat	ter					
Pay Now	/ with:							
	PayPa	d						
	PayPal CR	REDIT						
F	Debit or Crea	dit Card						

# **Opposition - Cost Confirmation (after submission)**

Powered by PayPal

# **Opposition - La. R.S. 13:4521 cost exemption qualification**

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification	
Please state the political subdivision and which of the following gencies you or the entity on whose behalf you are filing has leg malifies you to claim a waiver of your filing costs under La. R.S	ypes of public al status as, which 13:4521:
<ul> <li>State agency, board or commission</li> <li>Municipal government or instrumentality thereof</li> <li>Public Charter School (R.S. 17:3971-4001)</li> <li>Hospital service district</li> <li>Public housing authority</li> <li>Parish government or instrumentality thereof</li> <li>Parish government or public school</li> <li>Law enforcement district</li> <li>Waterworks district</li> <li>Parish and municipal libraries</li> <li>Other (specify)</li> </ul>	
La. R.S. 13:4521 Qualification	^
	Cancel OK

Entering the qualification into the text box and clicking ok.

# **Opposition - Making a payment**

When making a payment you are taken to *PayPal for payment processing*.

🕵 La. R.S. 13:4521	🌄 Pay Later	🐠 Make Payment Now
ay Now with:		
PayPal		
PayPal CREDIT		
Debit or Credit Card		
Powered by PayPal	_	

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	'⊒ \$50.00 USD ~
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	Balance	\$50.00 USD
Password	Make this my preferred v	vay to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking ••••3151	
Log In	Visa Credit ••••9932	
Having trouble logging in?	+ Add a debit or credit card	
or	View PayPal Policies and your payment meth	od rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	r
Expires	CSC
lling addre	ss 📕 🛛
First name	Last name
ZIP code	
Mobile	
+1	

Pay Now

# Amicus

Amicus - Filing Details									
Home I	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About			
📄 🛃 🕞	etails	Ø Notifications	💼 Upload Attachm	ients	Ø Cost Confirma	tion	🖌 Confirm Filing		
SUBMIT CA	se Filing								
Type of Filing	Amicus -	Filing # Docket #	D						
Type of Amicu	us Other (sp	pecify)					*		
Other	Other an	nicus							

Select your type of Amicus filing, if your type of Amicus filing is unavailable, choose the other option and specify in the other field as indicated above.

Docket #	Case Year Case Type Case Number
	2012 B 💌 12345 *
	2012-B-12345
Choose your c	ase type and enter your case number.
Client Matter #	001-2142
Short Case Title	My Amicus

This is an example amicus filing

Filer Notes
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From here you may:



o Cancel the filing

- Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.
- Save
  - Save the filing
    - When you save the filing the page will reload but now you may resume at a later date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.
  - ⇒ Next
    - o Continue to the next step



Click next to continue to the notifications page.

<b>Amicus</b>	- Notification	15					
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
🍺 <u>Fili</u>	ng Details	Notifications	💼 Upload Attachme	ents 🔇	Cost Confirmati	on	🖌 Confirm Filing
NOTI	FICATIONS						
Туре о	of Filing Amic	us - Other (specif	y) Filing # S	C000022	Docket #	2012-B	-12345 The

notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Noti	fication Ev		
Name	Linan	Received	Accepted	Rejected	
Your Name	Name@Mail.com	$\checkmark$	$\checkmark$	$\checkmark$	
*	*				🗱 Remove

Each entry added will have its **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



milleus	opiouum	cucinnento				
Home	My Filings	Submit Case Filing	g Filing Rules	FAQ	Contact Us	About
📄 <u>Filin</u>	g Details	@ Notifications	👘 🗓 Upload Attachme	ents	🔗 Cost Confirmati	on 🖌 Confirm Filing
ΑΤΤΑ	сн Docu	JMENTS				
Type of	f Filing Ar	nicus - Other (spe	cify) Filing #	SC0000	22 Docket #	2012-B-12345

Amicus - Upload Attachments

No documents have been attached to this filing.

# Upload an Attachment

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachm	ent	×
File Name		Browse
Document Type	My filing	
Sealed?	No	
Confidential?	No 💌	
Once your file is se	lected, next, you will need to type a brief description of it.	
Description	× *	
Notes	· · · · · · · · · · · · · · · · · · ·	
	Cancel	Upload

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.

CDX		×
Attachment saved successfully		
	ОК	
		11

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking Upload an Attachment button yet again. To look at any of your uploaded file(s), use the View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.



#### **Amicus - Cost Confirmation**



(Numbers may differ from example)

Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



ome My F	ilings	Submit Case	Filing Filing	Rules FAQ	Contact	Us About
≽ <u>Filing Detai</u> l	<u>ls</u>	Output Notifications	💼 <u>Upload</u>	Attachments	🛷 Cost Cor	ifirmation 🦳 🧹 Confirm Filin
NFIRM FIL	ING					
po of Filing 🗸	minur	Other (specify)	Filing # SC(	Doolco	# 2012 P	12245
pe of Fluing	Amicus	- Other (specify		DOCKE	L # 2012-D-	
Filing Summa	ry F	Filing Details	Notifications	Attachments	Costs	Status History
-		-				
Filing #						
1 11115 "	-	SC000022				
Docket #	2	2012-B-12345				<b>\$</b> 5
Docket # Type of Filin	ig /	2012-B-12345 Amicus				
Docket # Type of Filin Filing Date/T	ig /	2012-B-12345 Amicus 07/30/2012 11:4	17:57 AM			
Docket # Type of Filin Filing Date/T Current State	ig / Time ( us (	2012-B-12345 Amicus 07/30/2012 11:4 Draft	17:57 AM			
Docket # Type of Filin Filing Date/T Current State Status Date/	rime ( Time ( Time (	2012-B-12345 Amicus 07/30/2012 11:4 Draft 07/30/2012 11:5	17:57 AM			

Amicus - Confirm filing

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.

 $\mathbf{X}$ 

Then submit the filing.



You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·					
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 Fili	ng Details	Ø Notifications	💼 Upload Attachme	ents	🚱 Cost Confirma	ition	🖌 Confirm Filing
Make P	AYMENT						
Type of F	iling Amicus -	Other (specify) Filing	# SC000022 Dock	et # 2012	2-B-12345		
At this p	oint, you cai	n make a payment.					

## Amicus - Cost Confirmation (after submission)

Date	Code	Description	( Numbers may differ from examp	Amount
07/26/2012 2:45:43 PM	Electronic Filing Cost	Assessed cost for the submission of an elec	tronic filing.	\$50.00
07/26/2012 2:45:43 PM	Court Filing Cost	Assessed cost for the submission of a filing	to the Clerk of Court.	\$100.00
07/26/2012 2:45:43 PM	Cost Waiver	Cost waived by Clerk		\$0.00
			Total Due	\$150.00

💊 La. R.S. 13:4521 🛛 🐴 Pay Later	T
Pay Now with:	
PayPal	
PayPal CREDIT	
Debit or Credit Card	
Powered by PayPal	
👂 Log in to your PayPal account - Google Chrome 🦳 🛛	- X
aypal.com/checkoutnow?sessionID=b0b098013f_mtk6mdy6mj	q& •
PayPal Pay with PayPal With a PayPal account, you're eligible for free return shipping Purchase Protection, and more.	
Email or mobile number	
Password	
Forgot password?	
Stay logged in for faster purchases (?)	
Log in	
or	-
Pay with Debit or Credit Card	

## Amicus - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification		
Please state the political subdivision and wh agencies you or the entity on whose behalf y qualifies you to claim a waiver of your filing	ch of the following types of public ou are filing has legal status as, which costs under La. R.S. 13:4521:	
State agency, board or commission		
<ul> <li>Municipal government or instrumenta</li> </ul>	lity thereof	
<ul> <li>Public Charter School (R.S. 17:3971-4</li> </ul>	001)	
<ul> <li>Hospital service district</li> </ul>		
Public housing authority	d and f	
Parish government or instrumentality     Parish school beard or public school	thereof	
Parish school board or public school     Law enforcement district		
Waterworks district		
Parish and municipal libraries		
Other (specify)		
La. R.S. 13:4521 Oualification		r
	-	,
	Cancel OK	

Entering the qualification into the text box and clicking ok

# Amicus - Making a payment

When making a payment you are taken to PayPal for payment processing.

🚱 La. R.S. 13:4521	🌄 Pay Later	🐠 Make Payment Now
Pay Now with:		
PayPal		
PayPal CREDIT		
Debit or Credit Card		
Powered by PayPal	_	

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	ີ¦໘ \$50.00 USD ∨
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	Balance	\$50.00 USD
Password	Make this my preferred w	ay to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking •••••3151	
Log In	Visa Credit ****9932	
Having trouble logging in?	+ Add a debit or credit card	
or	View PayPal Policies and your payment method	od rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	r
Expires	CSC
lling addre	ss 📕 🗏
First name	Last name
ZIP code	
Mobile	
+1	

Pay Now

# Rehearing

Rehearii	ng - Filing I	Details					
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 🔊 Filin	g Details	Ø Notifications	💼 Upload Attachr	nents	Ø Cost Confirm	ation	🖌 Confirm Filing
SUBMIT	CASE FILIN	G			_		
Type of F	iling Rehearing	g - Filing # Dock	et#				
Type of R	ehearing Othe	er (specify) 🔽 *					
Other	Othe	r Rehearing					

Select your type of Rehearing filing, if your type of Rehearing filing is unavailable, choose the other option and specify in the other field as indicated above.

Docket #	Case Year Case Type Case Number				
	2012 KA 💌 12563	*			
	2012-KA-12563				
Choose your c	ase type and enter your case number.				
Client Matter #	002-42244				
Short Case Title	My Rehearing				

Short Case Title	My Rehearing	
	This is an example rehearing filing	
Filer Notes		
	-	-

From here you may:

- 🔞 Cancel Filing
  - o Cancel the filing
    - Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.
- 🔚 Save
  - Save the filing
    - When you save the filing the page will reload but now you may resume at a later date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.
- \Rightarrow Next
  - o Continue to the next step



Click next to continue to the notifications page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
📄 Filir	ng Details	Notifications	💼 Upload Attachm	ents	🛷 Cost Confirmat	ion 🛛 🧹 Confirm Filing
NOTIF	ICATION	S				
Туре о	f Filing Re	hearing - Other (spe	ecify) Filing #	# SC00	0023 Docket	t # 2012-KA-12563

#### **Rehearing - Notifications**

The notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Noti			
Name	Lindit		Accepted	Rejected	
Your Name	Name@Mail.com	1	$\checkmark$	$\checkmark$	
*	*		<b>V</b>		🗱 Remove

Each entry added will have its **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About		
🍃 <u>Filin</u>	g Details	<u>     Notifications     </u>	👘 🚋 Upload Attachr	nents	🔗 Cost Confirmat	ion 🖌 Confirm Filing		
ATTA	ATTACH DOCUMENTS							
Туре о	f Filing Re	ehearing - Other (:	specify) Filir	ig # SCO	00023 Dock	et # 2012-KA-12563		

#### **Rehearing - Upload Attachments**

No documents have been attached to this filing.

#### Upload an Attachment

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachm	ent	×
File Name		Browse
Document Type	My filing	
Sealed?	No	
Confidential?	No 💌	
Once your file is sel	ected, next, you will need to type a brief description of it.	
Description	*	
Notes	A 7	
	Cancel	Upload

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.

CDX		×
Attachment saved successfully		
	ок	
		11

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking Upload an Attachment button yet again. To look at any of your uploaded file(s), use the View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.



**Rehearing - Cost Confirmation** 

1	Costs						
	Type of Filing	Rehearing	g - Other (specify)	Filing # SC000023	Docket # 2012-KA-12563		
ł	Here you wil	ll be prese	nted with a listing	of charges for the	e filing.		
	Date		Code	Description		Reason	Amount
	07/30/2012 1	2:28:32 PM	Electronic Filing Cost	Assessed cost for th	ne submission of an electronic filin	ıg.	\$50.00
	07/30/2012 1	2:28:32 PM	State Charge	Electronic Commerc	ce Fee (2.49%) - see R.S. 49:316.1		\$0.00
						Total Due	\$50.00
					( Numbers ma	y differ from e	example )

Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



Hon	ne My Filings	Submit Case Filing	Filing R	ules FAQ	Conta	ct Us	About		
F	Filing Details	Motifications	💼 Upload A	ttachments -	🛷 <u>Cost C</u>	onfirmatior	<u>1</u> 🗸	Confirm Filing	
CO Typ	CONFIRM FILING  Type of Filing Rehearing - Other (specify) Filing # SC000023 Docket # 2012-KA-12563								
F	iling Summary	Filing Details No	tifications	Attachments	Costs	Status	History		
	Filing #	SC000023							
	Docket #	2012-KA-12563							
	Type of Filing	Rehearing							
	Filing Date/Time	07/30/2012 12:25:24	PM						
	Current Status	Draft							
	Status Date/Time	07/30/2012 12:28:26	PM						
	Notes	This is an example rel	nearing filing						

#### **Rehearing - Confirm filing**

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.



Then submit the filing.



You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

Total Due \$50.00

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About		
📄 Fili	ng Details	Output Notifications	💼 Upload Attachm	ents 🥂 🔗	Cost Confirmati	on	🖌 Con	firm Filing
Make F	AYMENT							
Type of F	Filing Rehearing	g - Other (specify)	Filing # SC000023	Docket #	2012-KA-12563			
You shou	uld see a payn	nent page similar to	the one you vis	ited earlier				
Date		Code	Description				Reason	Amount
07/30/20	)12 12:28:32 PM	Electronic Filing Cost	Assessed cost for t	he submission	of an electronic	filing.		\$50.00
07/30/20	012 12:28:32 PM	State Charge	Electronic Comme	rce Fee (2.499	%) - see R.S. 49:3	316.1		\$0.00

# **Rehearing - Cost Confirmation (after submission)**

La. R.S. 13:4521 | Ray Pay Later
Pay Now with:
Pay Pai
Pay Pai CREDIT
Debit or Credit Card
Powered by Pay Pai

# Rehearing - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification		×
Please state the political subdivi agencies you or the entity on wh qualifies you to claim a waiver o	ision and which of the following types of public hose behalf you are filing has legal status as, which of your filing costs under La. R.S. 13:4521:	
<ul> <li>State agency, board or co</li> <li>Municipal government or</li> <li>Public Charter School (R.S.</li> <li>Hospital service district</li> <li>Public housing authority</li> <li>Parish government or ins</li> <li>Parish school board or pu</li> <li>Law enforcement district</li> <li>Waterworks district</li> </ul>	ommission instrumentality thereof S. 17:3971-4001) trumentality thereof ublic school	
<ul> <li>Parish and municipal libra</li> <li>Other (specify)</li> </ul>	aries	
La. N.S. 15.4521 Quamication		* *
	Cancel	ОК

Entering the qualification into the text box and clicking ok

#### **Rehearing - Making a payment**

When making a payment you are taken to PayPal for payment processing.

🕵 La. R.S. 13:4521	🌄 Pay Later	🐠 Make Payment Now
ay Now with:		
PayPal		
PayPal CREDIT		
Debit or Credit Card		
Powered by PayPal	_	

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	`⊒ \$50.00 USD ~
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	O P Balance	\$50.00 USD
Password	Make this my preferred wa	ay to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking •••••3151	
Log in	Credit ••••9932	
Having trouble logging in?	+ Add a debit or credit card	
or	View PayPal Policies and your payment metho	d rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	r
Expires	CSC
ling addre	ss 📕 🔪
First name	Last name
7IP code	
in code	
Mobile +1	

Pay Now

# Brief

Brief - Fili	ing Detail	S					
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
Filing	Details	Ø Notifications	💼 Upload Attachm	ents	🔗 Cost Confirma	ation	🖌 Confirm Filing
SUBMIT C	ASE FILING						
Type of Filin	g Brief -	Filing # Docket #					
Type of Brief	f Other (s	pecify) 🔽 *					
Other	Other Bri	ief					
Select your	r type of Bi	rief filing, if your typ	e of Brief filing is	s unava	ilable, choose th	ne other	option and
specify in t	he other fi	ield as indicated abo	ove.				
Docket #	Case Ye	ar Case Type Case Numb	er				
	2012	OK 💌 12355		*			
	2012	-OK-12355					
Choose you	ur case typ	e and enter your ca	se number.				
Client Matter	# 00-12445						
Short Case Tit	tle Brief Filing						
Filer Notes	This is an e	xample brief filing	۹ ۲				
From here	you may:						
. 6	) Cancel F	Filing					
	o Canc	el the filing					
	•	Should you choo will be irrevocab the beginning.	se this option yo ly marked as can	u will b celed r	e returned the f equiring you to	filing pa៖ restart t	ge and this filing he filing from
•	Save						
	o Save	the filing					
	•	When you save t	he filing the pag	e will re	eload but now y	ou may i	resume at a later
		date should you	need to leave an	id come	e back to this. If	your cur	rent form still
		has incomplete r	equired fields, th	ne save	action cannot b	e perfor	med.

- 🔿 Next
  - o Continue to the next step



Click next to continue to the notifications page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
🍺 <u>Filin</u>	ng Details 🦳 🥘	Notifications	💼 Upload Attachm	ents	🔗 Cost Confirmati	on 🖌 Confirm Filing
NOTIF	ICATIONS					
Type of	f Filing Brief	- Other (specify)	Filing # SC	000024	Docket # 20	012-OK-12355

**Brief - Notifications** 

The notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Noti			
Name	Linan		Accepted	Rejected	
Your Name	Name@Mail.com	$\checkmark$	$\checkmark$	$\checkmark$	
*	*		<b>V</b>		🗱 Remove

Each entry added will have its **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
🍺 Fili	ng Details	<u>     Notifications     </u>	👘 🚋 Upload Attachmer	its	🔗 Cost Confirmati	on	🖌 Confirm Filing
ΑΤΤΑΟ	H DOCUMEN	тs					
Type of F	Filing Brief - Ot	ther (specify) Filing	# SC000024 Docket	# 2012-0	OK-12355		
No docum	ents have been	attached to this filing.					
Upload a	n Attachment						
😰 Cai	ncel Filing 🕴 🛚	⇒ Next					

#### **Brief - Upload Attachments**

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachm	ent	×
File Name		Browse
Document Type	My filing	
Sealed?	No	
Confidential?	No 💌	
Once your file is sel	lected, next, you will need to type a brief description of it.	
Description	× *	

Notes
Cancel Upload

.

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.

CDX		×
Attachment saved successfully		
	ок	
		11

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking Upload an Attachment button yet again. To look at any of your uploaded file(s), use the View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.



#### **Brief - Cost Confirmation**

Costs				
Type of Filing Brief - O Here you will be prese	ther (specify) Filing	g # SC000024 Docket # 2012-OK-12355 of charges for the filing.		
Date	Code	Description	Reason	Amount
07/30/2012 1:59:01 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 1:59:02 PM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
		т	otal Due	\$50.00
		( Numbers may di	ffer from e	xample )

Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



Brie	f - Confirm fili	ng						
Hon	ne My Filings	Submit Case I	Filing Filing	g Rules FAQ	Contact Us	About		
	Filing Details	<u> </u>	한 Upload	Attachments	🛷 Cost Confirma	ation 🦳 🧹 Confirm Filing		
CON Type	CONFIRM FILING         Type of Filing Brief - Other (specify)         Filing # SC000024         Docket # 2012-OK-12355							
Fi	iling Summary	Filing Details	Notifications	Attachments	Costs Sta	tus History		
	Filing #	SC000024						
	Docket #	2012-OK-12355						
	Type of Filing	Brief						
	Filing Date/Time	07/30/2012 1:43:	11 PM					
	Current Status	Draft						
1	Status Date/Time	07/30/2012 1:58:	54 PM			$\rightarrow$		
1	Notes	This is an example	e brief filing			$\mathbf{i}$		

From this page you can review the filing to check over each section entry and verify things are as you

want them, once you are ready to continue on, check in the box:

By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.



Then submit the filing.

😵 Cancel Filing 🛛 🛛 🛷 Submit Filing

You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

Brief - Cost Confirmation (after submission)							
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
Dilio	ng Details	Ø Notifications	💼 Upload Attachm	ients	🚱 Cost Confirma	ation	🖌 Confirm Filing

# MAKE PAYMENT

Type of Filing	Brief - Other (specify)	Filing #	SC000024	Docket #	2012-OK-12355

You should see a payment page similar to the one you visited earlier.

Date	Code	Description	Reason	Amount
07/30/2012 1:59:01 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 1:59:02 PM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
		т	otal Due	\$50.00



# Brief - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification		
Please state the political subdivi agencies you or the entity on wh qualifies you to claim a waiver of • State agency, board or co • Municipal government or • Public Charter School (R.S • Hospital service district • Public housing authority • Parish government or inst	sion and which of the following types of public tose behalf you are filing has legal status as, which of your filing costs under La. R.S. 13:4521: mmission instrumentality thereof 5. 17:3971-4001) trumentality thereof	
<ul> <li>Parish school board or pu</li> <li>Law enforcement district</li> <li>Waterworks district</li> <li>Parish and municipal libra</li> <li>Other (specify)</li> </ul>	blic school aries	
La. R.S. 13:4521 Qualification		*
	Cancel	ОК

Entering the qualification into the text box and clicking ok

# **Brief - Making a payment**

When making a payment you are taken to PayPal for payment processing.

🕵 La. R.S. 13:4521	🌄 Pay Later	Î	Make Payment Now
Pay Now with:			
PayPal			
PayPal CREDIT			
Debit or Credit Card			
Powered by PayPal	_		

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	`ॢ \$50.00 USD ∨
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	Balance	\$50.00 USD
Password	Make this my preferred wa	ay to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking •••••3151	
Log In	Visa Credit ••••9932	
Having trouble logging in?	+ Add a debit or credit card	
or	View PayPal Policies and your payment metho	d rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	0
Expires	CSC
lling addre	ss 📕 🗏
	Last name
First name	
ZIP code	
ZIP code Mobile +1	

Pay Now

# **Reply**

Reply - I	Filing Detai	ls					
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 🍃 Filii	ng Details	Ø Notifications	💼 Upload Attachr	nents	🔗 Cost Confirm	ation	🖌 Confirm Filing
SUBMIT	CASE FILING						
Type of Fi	ling Reply -	Filing # Docket #	]				
Type of Re	eply Other (s	pecify) 🙀 *					
Other	Other Re	ply					
Select yo	ur type of Re	eply filing, if your t	type of Reply filing	g is unav	ailable, choose	the othe	r option and
specify ir	n the other fi	eld as indicated a	bove.				
Docket #	Case Yea	ar Case Type Case Num	nber				
	2012	OC 💌 63433		*			
	2012-	OC-63433					

Choose your case type and enter your case number.

Client Matter #	013-3556	
Short Case Title	Reply Filing	
	This is an example reply filing	*
Filer Notes		
		-

From here you may:

- 🔞 Cancel Filing
  - o Cancel the filing
    - Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.

# 📑 Save

- o Save the filing
  - When you save the filing the page will reload but now you may resume at a later date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.

## → Next

o Continue to the next step



Click next to continue to the notifications page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
🝺 Filin	g Details 🦷 🧕	Notifications	💼 Upload Attachme	ents	🔗 Cost Confirmati	ion 🛛 🧹 Confirm Filing
NOTIF	ICATIONS					
Type of	Filing Reply	- Other (specify)	Filing # SC	000025	Docket # 2	012-0C-63433

The notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Noti			
Name	Linan	Received	Accepted	Rejected	
Your Name	Name@Mail.com	$\checkmark$	$\checkmark$	$\checkmark$	
*	*		<b>V</b>		🗱 Remove

Each entry added will have its **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



#### **Reply - Notifications**

Home	My Filings	Submit Case Fil	ing Filing Rules	FAQ	Contact Us	About	
🍺 <u>Fili</u>	ng Details	Ø Notifications	👘 🤠 Upload Attachm	nents	🔗 Cost Confirmat	tion 💊	Confirm Filing
ΑΤΤΑΟ	H DOCUME	NTS					
Type of	Filing Reply -	Other (specify)	Filing # SC000025	Docket # 2	012-OC-63433		
No docun	nents have bee	n attached to this fi	ling.				
Upload	an Attachmen	t					
😮 Ca	ancel Filing	⇒ Next					

#### **Reply - Upload Attachments**

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachme	ent	×
File Name		rowse
Document Type	My filing	
Sealed?	No	
Confidential?	No 💌	
Once your file is sel	ected, next, you will need to type a brief description of it.	
Description	*	
Notes		
	Cancel	Upload
		11.

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.

CDX	×
Attachment saved successfully	
	ок

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking Upload an Attachment button yet again. To look at any of your uploaded file(s), use the I View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.



**Reply - Cost Confirmation** 

COSTS



(Numbers may differ from example)

Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



ny - conji m	Jung					
ome My Fili	ngs 💦 Submit Cas	e Filing Filing	g Rules FAQ	Contact	Us About	
Filing Details	Motification	ns 💼 Upload	Attachments	🛷 Cost Con	firmation 💦	🗸 Confirm Filing
	G					
	0					$\rightarrow \leftarrow$
pe of Filing Rep	oly - Other (specify)	Filing # SCOO	00025 Docket #	2012-OC-6	3433	
Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History	
						$\overline{}$
Filing #	SC000025					
Docket #	2012-OC-63433					$\langle \rangle$
Type of Filing	Reply					
Filing Date/Tin	ne 07/30/2012 2:1	2:48 PM				
Current Status	Draft					
Status Date/Ti	me 07/30/2012 2:1	4:57 PM				
Notes	This is an exam	ple reply filing				

Reply - Confirm filing

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.



Then submit the filing.

😵 Cancel Filing 🛛 🛛 🥪 Submit Filing

You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

ксріу	cost conjin		missionj				
Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
📄 <u>Fil</u>	ing Details	Ø Notifications	💼 Upload Attachn	nents	📀 Cost Confirma	tion	🖌 Confirm Filing
MAKE	PAYMENT						
Turnet	Filler Dealer		# 5000025	Dealast #	2012 05 (2422		
Type or	Fitting Repty -	Other (specify)	ng # SC000025	Docket #	2012-00-03433		

#### **Reply - Cost Confirmation (after submission)**

You should see a payment page similar to the one you visited earlier.

Date	Code	Description	Reason	Amount
07/30/2012 1:59:01 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 1:59:02 PM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
		т	otal Due	\$50.00

<u> 8</u> La. R.S. 13:4521 🕴 🌄 Pay Later
Pay Now with:
PayPal
PayPal CREDIT
Debit or Credit Card
Powered by PayPal

# Reply - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification		
Please state the political subdivi agencies you or the entity on wh qualifies you to claim a waiver o	sion and which of the following types of public nose behalf you are filing has legal status as, which of your filing costs under La. R.S. 13:4521:	
<ul> <li>State agency, board or co</li> <li>Municipal government or</li> <li>Public Charter School (R.S.</li> <li>Hospital service district</li> <li>Public housing authority</li> <li>Parish government or insi</li> <li>Parish school board or pu</li> <li>Law enforcement district</li> <li>Waterworks district</li> <li>Parish and municipal libra</li> <li>Other (specify)</li> </ul>	mmission instrumentality thereof 5. 17:3971-4001) trumentality thereof iblic school aries	
La. R.S. 13:4521 Qualification		*
	Cancel	ОК

Entering the qualification into the text box and clicking ok
## **Reply - Making a payment**

When making a payment you are taken to PayPal for payment processing.

🚱 La. R.S. 13:4521	🌄 Pay Later	🐠 Make Payment Now
Pay Now with:		
PayPal		
PayPal CREDIT		
Debit or Credit Card		
Powered by PayPal	_	

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	'및 \$50.00 USD ∨
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	Balance	\$50.00 USD
Password	Make this my preferred wa	y to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking •••••3151	
Log In	Visa Credit ••••9932	
Having trouble logging in?	+ Add a debit or credit card	
no	View PayPal Policies and your payment method	l rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	0
Expires	CSC
lling addre	ss 📕 🗏
	Last name
First name	
ZIP code	
ZIP code Mobile +1	

Pay Now

# **Motion**

Home My	Filings ails FILING tion - Other (	Submit Notifi specify)	t Case Fili cations Filing #	ing I টি I SC000027	Filing Rules	s FAQ	Contact Ø Cost (	Us a	About n	🖌 Confirm Filin
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Select your typ	pe of Mo	tion fili	ng, if yc	our type	of Motic	on filing is	unavailable	e, choose	e the o	ther option ar
specify in the	other fie	ld as ind	dicated	above.						
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Filer Notes						Ŧ				
From here you	u may:									
	•									

- 😭 Cancel Filing
  - o Cancel the filing
    - Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.

# Save

- o Save the filing
  - When you save the filing the page will reload but now you may resume at a later date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.

## 🔿 Next

• Continue to the next step



Click next to continue to the notifications page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filin	g Details 🛛 🧕	Notifications	💼 Upload Attachme	ents	🛷 Cost Confirmat	ion 🛛 🧹 Confirm Filing
NOTIF	ICATIONS					
Type of	Filing Motio	n - Other (specify	y) Filing # S	C00002	7 Docket #	2012-OK-1234

#### Motion - Notifications

The notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Noti			
Name	Linan	Received	Accepted	Rejected	
Your Name	Name@Mail.com	1	$\checkmark$	$\checkmark$	
*	*		<b>V</b>		🗱 Remove

Each entry added will have its **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



Home	My Filings	Submit Case Filin	g Filing Rules	FAQ	Contact Us	About	
📄 <u>Filin</u>	g Details	Ø Notifications	👘 Upload Attachme	ents	🛷 Cost Confirmat	ion 🖌	Confirm Filing
Αττα	H Docu	MENTS					
Type of	Filing Mot	ion - Other (specify	y) Filing # SCO	00027	Docket # 201	2-OK-1234	

#### Motion - Upload Attachments

No documents have been attached to this filing.

#### Upload an Attachment

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachm	ent	×
File Name		Browse
Document Type	My filing	
Sealed?	No	
Confidential?	No 💌	
Once your file is sel	ected, next, you will need to type a brief description of it.	
Description	*	
Notes		
	Cancel	Upload

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.

CDX		×
Attachment saved successfully		
	ОК	
		11

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking Upload an Attachment button yet again. To look at any of your uploaded file(s), use the I View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.



**Motion - Cost Confirmation** 



Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



My Filings Submit Case Filing Filing Rules FAQ Contact Us About   Filing Details   @ Notifications @ Upload Attachments @ Cost Confirmation Confirm Filing   Pe of Filing Motion - Other (specify) Filing # SC000027 Docket # 2012-OK-1234 Filing # SC000027 Docket # 2012-OK-1234 Filing # SC000027 Docket # 2012-OK-1234 Filing # Details Notifications Attachments Cost S Status History Filing # Context Particular Part	uon - conjn m	Juny					
Filing Details @ Notifications Departments Cost Confirmation Confirm Filing   Por of Filing Motion - Other (specify) Filing # SC000027   Filing Summary Filing Details   Notifications Attachments   Costs Status History	ome My Filing	s Submit Case	Filing Filin	g Rules FAQ	Contact Us	About	
Pe of Filing Motion - Other (specify) Filing # SC000027   Docket # 2012-0K-1234   Filing # SC000027   Docket # 2012-0K-1234   Type of Filing Motion   Filing Date/Time 07/30/2012 2:39:15 PM   Current Status Draft   Status Date/Time 07/30/2012 2:45:54 PM   Notes This is a test motion filing	Filing Details	Ø Notification	s 💼 Uploa	d Attachments	🛷 Cost Confirma	ation 🦳 🧹 Cont	firm Filing
Filing SummaryFiling DetailsNotificationsAttachmentsCostsStatus HistoryFiling #SC000027Docket #2012-0K-1234Type of FilingMotionFiling Date/Time07/30/2012 2:39:15 PMCurrent StatusDraftStatus Date/Time07/30/2012 2:45:54 PMNotesThis is a test motion filing	ONFIRM FILING	on - Other (specify)	Filing # SC	000027 Docket	# 2012-OK-1234		
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Status Date/Time     07/30/2012 2:45:54 PM       Notes     This is a test motion filing	Current Status	Draft					
Notes This is a test motion filing	Status Date/Time	e 07/30/2012 2:45	:54 PM				
	Notes	This is a test mo	tion filing				

Motion - Confirm filing

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.

Then submit the filing.

😵 Cancel Filing 🛛 | 🛷 Submit Filing

You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About		
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'ou shoι	uld see a payı	ment page similar t	o the one you visi	ted earl	ier.			
Date		Code	Description				Reason	Amount
07/30/20	)12 1:59:01 PM	Electronic Filing Cost	Assessed cost for the	e submiss	ion of an electron	ic filing.		\$50.00
07/30/20	)12 1:59:02 PM	State Charge	Electronic Commerc	e Fee (2.	49%) - see R.S. 49	:316.1		\$0.00
						То	otal Due	\$50.00
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	PayP	al						
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#### *Motion - Cost Confirmation (after submission)*

Debit or Credit Card

Powered by PayPal

## Motion - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification	
Please state the political subdivision and which of the following types of public agencies you or the entity on whose behalf you are filing has legal status as, which qualifies you to claim a waiver of your filing costs under La. R.S. 13:4521:	
<ul> <li>State agency, board or commission</li> <li>Municipal government or instrumentality thereof</li> <li>Public Charter School (R.S. 17:3971-4001)</li> <li>Hospital service district</li> <li>Public housing authority</li> <li>Parish government or instrumentality thereof</li> <li>Parish government or public school</li> <li>Law enforcement district</li> <li>Waterworks district</li> <li>Parish and municipal libraries</li> <li>Other (specify)</li> </ul>	
La. R.S. 13:4521 Qualification	*
	+
Cance	а ок

Entering the qualification into the text box and clicking ok

### Motion - Making a payment

When making a payment you are taken to PayPal for payment processing.

🔇 🕵 La. R.S. 13:4521	🌄 Pay Later	🐠 Make Payment Now
Pay Now with:		
PayPal		
PayPal CREDIT		
Debit or Credit Card		
Powered by PayPal	_	

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal	PayPal	'⊒ \$50.00 USD ~
Pay with PayPal	Hi, Paypall	
Purchase Protection, and more.	Pay with	
Email or mobile number	Balance	\$50.00 USD
Password	Make this my preferred v	vay to pay
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking ••••3151	
Log In	Visa Credit ••••9932	
Having trouble logging in?	+ Add a debit or credit card	
or	View PayPal Policies and your payment meth	od rights.
Create an Account	Pay Now	

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	r
Expires	CSC
lling addre	ss 📕 🗏
First name	Last name
ZIP code	
Mobile	
+1	

Pay Now

## Other

Other - Filin	g Details						
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SUBMIT CASE	E FILING						
Type of Filing	Other - Fi	iling # Docket #	D				
Type of Filing	Other (spe	cify) 💌 *					
Other	Other Filin	g					

On this form there is only 1 choice, choose the other as your Type of Filing and specify in the other field as indicated above.

Docket #	Case Year Case Type Case Number	
	2012 CQ 007	*
	2012-CQ-007	

Choose your case type and enter your case number.

Client Matter #	03-34500	
Short Case Title	Other filing	
	this is a test other filing	*
Filer Notes		
		-

From here you may:

- 🔞 Cancel Filing
  - o Cancel the filing
    - Should you choose this option you will be returned the filing page and this filing will be irrevocably marked as canceled requiring you to restart the filing from the beginning.

### 📑 Save

- o Save the filing
  - When you save the filing the page will reload but now you may resume at a later date should you need to leave and come back to this. If your current form still has incomplete required fields, the save action cannot be performed.
- ⇒ Next
  - o Continue to the next step



Click next to continue to the notifications page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About	
🍺 Filir	ng Details 🦷 🧔	Notifications	💼 Upload Attachme	nts	Ø Cost Confirmatio	on 🖌	Confirm Filing
NOTIF	ICATIONS						
Type of	f Filing Other	- Other (specify)	) Filing # SC	000028	Docket # 20	012-CQ-00	)7

The notification section is used to determine who will receive email notification based on the event items chosen.

As a default you will see your name and email as listed above. You can add an additional person for email notification by clicking the "Add a Notification" button.

Add a Notification

**Other** - Notifications

When the "Add a Notification" button is clicked, a new entry will be added to your list of persons.

Namo	Email	Noti			
Name	Linan	Received	Accepted	Rejected	
Your Name	Name@Mail.com	$\checkmark$	$\checkmark$	$\checkmark$	
*	*		<b>V</b>		🗱 Remove

Each entry added will have its **\*** Remove button which can be used to remove that individual entry.

Once you have added all of your desired entries, click next to continue to the attachments page.



	<i>p</i>					
Home	My Filings	Submit Case Filin	g Filing Rules	FAQ	Contact Us	About
📄 <u>Filin</u>	g Details	@ Notifications	👘 Upload Attachme	nts	🔗 Cost Confirmatio	on 🖌 🖌 Confirm Filing
Αττα	сн Docu	JMENTS				
Туре о	f Filing Ot	her - Other (spec	ify) Filing # S	C000028	8 Docket #	2012-CQ-007

**Other - Upload Attachments** 

No documents have been attached to this filing.

### Upload an Attachment

From this page you are able to attach case related documents. To start the process, click the "Upload an Attachment" button.

This "Upload Attachment" window will display when you click the "Upload an Attachment" button. Please click browse and select your file.

Upload Attachme	ent 🛛 🗙
File Name	Browse
Document Type	My filing
Sealed?	No
Confidential?	No 💌
Once your file is sel	ected, next, you will need to type a brief description of it.
Description	*
Notes	
L	Cancel Upload

Once you have completed selecting the file and filling out the relevant fields click upload to start transferring the file.

CDX	×
Attachment saved successfully	
	ок

On completion of your transfer you will be notified via this window that your transfer has succeeded.

The upload page will now display an entry for your new attachment.



At this point you may add another attachment by clicking Upload an Attachment button yet again. To look at any of your uploaded file(s), use the I View button. If this was not the file you intended to upload you can use the **Remove** button to remove it from the page.



**Other - Cost Confirmation** 

COSTS



Currently we do nothing with this page; it is here to see the cost of the filing before its submission so we continue to the next step.



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pe of Fiting Oth	er - Other (specify)	Fitting # SCU	Docket	2012-CQ-007	J A
Filing Summary	Filing Details	Notifications	Attachments	Costs Sta	atus History
Filing #	SC000028				
Docket #	2012-CQ-007				Z
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Filling Date/Tim	0//30/2012 3.32	:40 PM			<b>T</b>
Current Status	Draft	:40 PM			$\sim$
Current Status Status Date/Tim	Draft 07/30/2012 3:55	:36 PM			

#### Other - Confirm filing

From this page you can review the filing to check over each section entry and verify things are as you want them, once you are ready to continue on, check in the box:

By checking this box, I certify that I have read and understand Louisiana Supreme Court Rule XLII and its appendices, that this electronic filing conforms to all applicable Louisiana Supreme Court filing rules and that I will remit all applicable fees and costs in connection with the electronic filing of the subject document.



Then submit the filing.



You should see a confirmation box like:



At this point the filing has been submitted to the system and when you click ok, you will be brought to the cost confirmation page.

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About		
🕞 Fili	ng Details	Ø Notifications	💼 Upload Attach	nments	🚱 Cost Confirmat	tion	🖌 Cont	firm Filing
MAKE F	PAYMENT							
Type of F	iling Other -	Other (specify) Fili	ng # SC000028	Docket #	2012-CQ-007			
You shou	Ild see a pay	ment page similar t	o the one you	visited ear	lier.			
Date		Code	Description				Reason	Amount
07/30/20	12 1:59:01 PM	Electronic Filing Cost	Assessed cost for	r the submis	sion of an electron	ic filing.		\$50.00
07/30/20	12 1:59:02 PM	State Charge	Electronic Comm	nerce Fee (2	.49%) - see R.S. 49	:316.1		\$0.00
						Т	otal Due	\$50.00
	a. R.S. 13:4	521 🗏 🖳 Pav La	ter					
Pav Nov	v with:							
C .	P PavP	al						
	PayPal C	REDIT						
Ē	Debit or Cre	edit Card						

**Other - Cost Confirmation (after submission)** 

Powered by PayPal

## Other - La. R.S. 13:4521 cost exemption qualification

This window will show when you claim an exemption based on La. R.S. 13:4521 qualification for the filing.

La. R.S. 13:4521 Qualification			×
Please state the political subdivi agencies you or the entity on wh qualifies you to claim a waiver o	sion and which of the following types of public tose behalf you are filing has legal status as, which If your filing costs under La. R.S. 13:4521:		
<ul> <li>State agency, board or co</li> <li>Municipal government or</li> <li>Public Charter School (R.S.</li> <li>Hospital service district</li> <li>Public housing authority</li> <li>Parish government or inst</li> <li>Parish school board or put</li> <li>Law enforcement district</li> <li>Waterworks district</li> <li>Parish and municipal libration</li> <li>Other (specify)</li> </ul>	mmission instrumentality thereof 5. 17:3971-4001) trumentality thereof blic school		
La. R.S. 13:4521 Qualification		*	ż
	Cancel	ОК	

Entering the qualification into the text box and clicking ok

## Other - Making a payment

When making a payment you are taken to PayPal for payment processing.

🔇 🕵 La. R.S. 13:4521	🌄 Pay Later	🐠 Make Payment Now
Pay Now with:		
PayPal		
PayPal CREDIT		
Debit or Credit Card		
Powered by PayPal		

Click on the PayPal Button, and login into your Paypal account, and proceed with payment

PayPal			
Pay with PayPal	Hi, Paypall		
Purchase Protection, and more.	Pay with		
Email or mobile number	Balance	\$50.00 USD	
Password	Make this my preferred w	ay to pay	
Stay logged in for faster purchases (?)	CREDIT UNION 1 Checking ••••3151		
Log In	Visa Credit ****9932		
Having trouble logging in?	+ Add a debit or credit card		
or	View PayPal Policies and your payment method	od rights.	
Create an Account	Pay Now		

You can also pay with a Credit Card by clicking on the Debit or Credit Card button. Fill out the form information for your payment, and click Pay Now.

Powered by	PayPal
Card numbe	C
Expires	CSC
lling addre	ss 📕 🗸
First name	Last name
ZIP code	
ZIP code <sup>Mobile</sup> +1	

Pay Now

# **Contact us**

HomeMy FilingsSubmit Case FilingFiling RulesFAQContact UsAboutShould you need help beyond the information posted in the Filing Rules Page and the FAQ, you can use<br/>the Contact us page to request further assistance.End of the Filing Rules Page and the FAQ, you can use

CONTACT US			$\geq$ <	
Use this form to send us qu	lestions or comments you n	may have about using this site to submit your filings electronically.	$\mathbf{z}$	$\sum$
Your Name	John Doe	*	$\rightarrow$	2
Your Email	John@mail.com	*	$\sum_{i \in \mathcal{I}} \langle i \rangle$	2
Reason for Contacting Us	- Select -			$\rangle$
Question/Comment	Website Questions Other (specify below)			$\geq$
		* *	1	1

Once you have completed the form above, click the button below and your question will be sent.

🥖 Submit your Question/Comment