

## **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?



### 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

Password:

---

Please note the use of the “\” (backslash) character. It is important that you use the correct character – 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 In?

If you are having trouble accessing your account try one of these helpful links.

[I forgot my user name](#)

[I forgot my password](#)

[I forgot my password and my security answers](#)

[My password has expired](#)

[I want to change my security answers](#)

[None of the recovery methods are working for me. Let me file an emergency access filing.](#)

Please contact the Office of the Clerk of Court during business 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  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  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  \*

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 Supreme Court  
Self Service Account Maintenance

- Forgot your user name?
- Forgot your password?
- Forgot your secret question answers?
- Password Expired?
- Unlock Account?

Sign in

User Name:

Password:

Log on to: LAJUDICIAL

**Password Registration/Reset**  
Register and Reset your password

**Unlock Account**  
Unlock your locked out account

Figure 1: Enter your user name

Forgot your password?

To reset your password, start by entering your domain username and selecting your domain.

\* Enter Username  (Example : Jsmith)

Select Domain

Type the characters you see in the picture below.

591295

Letters are not case-sensitive

Figure 2 - Select email address to get verification code

Get a verification code via email

Select your email address

--- Select Email ID ---

Type the characters you see in the picture below.

495919

Letters are not case-sensitive

Cancel Continue

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=d77424fbb75ec96fac40de24a72d5d5d5fd436e43b4040f9284317ae90c535a249f3a28b67816710a64961c64a7078ed05e17bdd2d6b7d567d3ddb2fb30da003>

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](mailto: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
- The maximum password age is 90
- The minimum password length is 8
- No. of Passwords Remembered is 24
- The password complexity property is Enabled

Type the characters you see in the picture below.

493123

Letters are not case-sensitive

Cancel Reset Password

Figure 5 - Your password has been 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)

## Home Screen



Home screen



### My Filings

View a list of your **previous** electronic filings.

### My Filings

Brings you to a listing of your prior filings.



### Submit Case Filing

Submit a filing electronically to initiate a case or to attach to an existing case. Filing types include **Writs, Briefs, Oppositions, Motions, Rehearings, Replies, Amicus, and Other Docket Information.**

### Submit Case Filing

Brings you to a page where you may submit an electronic filing.



### FAQ

Frequently Asked Questions

### FAQ

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



### 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.

## My Filings

Home **My Filings** Submit Case Filing Filing Rules FAQ Contact Us About

This page lists your current filings with the court.

MY FILINGS

Show 10 entries Search:

Filing #	Action	Docket #	Client Matter #	Filing Type	Status	Filing Date	Case Title	Costs	Balance	Status Date/Time
SC000028	<a href="#">Confirm Filing</a> <a href="#">Make Payment</a>	2012-CQ-007	03-34500	Other	Draft		Other filing	\$50.00	\$50.00	07/30/2012 15:55:36
SC000027	<a href="#">Details</a> <a href="#">Make Payment</a>	2012-OK-1234	0054-12566	Motion	Reviewing	07/30/2012	Motion Filing	\$50.00	\$50.00	07/30/2012 14:49:46
SC000021	<a href="#">Details</a>	2012-CA-98765	002-356123	Opposition	Reviewing	07/30/2012	My Opposition	\$50.00	\$0.00	07/30/2012 11:43:45
SC000019	<a href="#">Details</a> <a href="#">Make Payment</a>	2012-OB-234234	wert	Amicus	Pending	07/27/2012	45345er	\$150.00	\$150.00	07/27/2012 14:02:29
SC000018	<a href="#">Details</a> <a href="#">Make Payment</a>		clv 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

Show 10 entries **A** Search: **B**

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).

Filing #	Action	Docket #	Costs	Balance	Status Date/Time
----------	--------	----------	-------	---------	------------------

These are some of the filing properties; I have several cut out so it can be readable. You will notice two icons (▲) and (▼), these are used to sort the list of filings. This up arrow (▲) means the current sorting order is by *Filing # ascending*, that is to say, (1, 2, 3, 4). If the arrow is (▼), that means it is in *descending* 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 (▼) of that property.

SC000005	<a href="#">Details</a> <a href="#">Make Payment</a>	2012-CJ-1584	\$272.50	\$272.50	07/27/2012 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 **C** **D**

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:

SC000002	<a href="#">Details</a>	2012-K-1859	al	\$272.50	\$0.00	07/27/2012 10:42:32
----------	-------------------------	-------------	----	----------	--------	---------------------

So I click the details link.

Home	<b>My Filings</b>	Submit Case Filing	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.

<b>Filing Summary</b>	Filing Details	Notifications	Attachments	Costs	Status History
-----------------------	----------------	---------------	-------------	-------	----------------

Each filing will have these tabs currently; I am at the filing summary tab.

Filing #	SC000002
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

 <b>Print Filing</b>    <b>My Filings</b>
---

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 APPLICATION DETAILS

Type of Filing **Writ - Application** Filing # **SC000002** Docket # **2012-K-1859**

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

Filing Summary **Filing Details** Notifications Attachments Costs Status History

Filing Data **Civil Priority Sheet**

#### WRIT APPLICATION DETAILS

Type of Writ	Application
Docket #	
Client Matter #	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**

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

Filing Summary **Filing Details** Notifications Attachments Costs Status History

Type of Brief	Other Brief
Docket #	2012-OK-12355
Client Matter #	00-12445
Short Case Title	Brief Filing
Long Case Title	
Filer Notes	This is an example 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

File a Writ Application to **initiate** a case.



### Opposition

File an Opposition to an existing case.



### Amicus

File an Amicus to an existing case.



### Rehearing

File a Rehearing to an existing case.



### Brief

File a Brief to an existing case.



### Reply

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

### Writ - Filing Details

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

**Filing Details** @ Notifications Upload Attachments Cost Confirmation Confirm Filing

Type of Writ  \*

Other

Client Matter #

Short Case Title

Long Case Title

Start off your writ by selecting the type of writ

Type of Writ  \*

Other

Should you choose other, you will be required to specify the type of writ you are filing. For this, I am just calling it "my filing."

Short Case Title  \*

Long Case Title

Have there been any other filings in this Court in this matter?  \*

Are you seeking a Stay Order?  \*

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.



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.

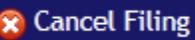
#### Print Filing

#### 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 counsel and unrepresented parties.

 Cancel Filing |  Save |  Next

From here you may:

- 
  - Print the filing
    - You will stay on your current page; this prints a copy of the page.
- 
  - 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 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.
- 
  - Continue to the next step

We'll go ahead and continue, so click next.

 Cancel Filing |  Save | 

*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.



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

Applicant First Name	<input type="text" value="Steve"/>	Applicant Last Name	<input type="text" value="Smith"/>
Application Made By	<input checked="" type="radio"/> State <input type="radio"/> Defendant <input type="radio"/> Other	What is the nature of the priority?	<input type="text"/>
Charge	<input type="text" value="Stealing Sodas from the fridge."/>	Is Defendant in Jail?	<input type="text" value="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?	<input type="text" value="Yes"/> *	→	Date/Time	<input type="text"/>
(If you choose "yes" here, this requirement associates)				
IN PROGRESS Jury Trial?	<input type="text" value="Yes"/> *	→	Any out of state witnesses?	<input type="text"/>
Convicted of	<input type="text"/>	→	By	<input type="radio"/> State <input type="radio"/> Defendant <input type="radio"/> Other
Was relief applied for in the trial court?	<input type="text" value="Yes"/> *	→	Stay	<input type="radio"/> Denied <input checked="" type="radio"/> Grant
(If you choose "yes" here, this requirement associates)				
Ruling of Dist. Court	<input type="text"/>	→	Stay Until	<input type="text"/>
Was an application made to the court of appeal?	<input type="text" value="Yes"/> *	→	Which Circuit	<input type="text"/>
Application was made by	<input type="radio"/> State <input type="radio"/> Defendant <input type="radio"/> Other	→	Date of Court of Appeal action	<input type="text"/>

(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 COUNSEL AND JUDGE INVOLVED IN CASE:			
Name	<input type="text"/>	Home Phone	<input type="text"/>
Day Business Phone	<input type="text"/>	Night Business Phone	<input type="text"/>
Name	<input type="text"/>	Home Phone	<input type="text"/>
Day Business Phone	<input type="text"/>	Night Business Phone	<input type="text"/>
Name	<input type="text"/>	Home Phone	<input type="text"/>
Day Business Phone	<input type="text"/>	Night Business Phone	<input type="text"/>
District Court Judge Name	<input type="text"/>	Home Phone	<input type="text"/>
Day Court Phone	<input type="text"/>	Night Court Phone	<input type="text"/>

**PRINT**

You can print the filing for your records. Once you complete the form, press the "Next" button.

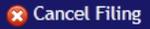
**Print Filing**

**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**

From here you may:

- **Print Filing**
  - Print the filing
    - You will stay on your current page; this prints a copy of the page.
- **Cancel Filing**
  - 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**
  - Continue to the next step

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.



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

Applicant First Name	<input type="text" value="Steve"/>	Applicant Last Name	<input type="text" value="Smith"/>
Case Title	<input type="text" value="Jerry Steals Sodas"/>		

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?	<input type="text" value="Other"/>	Application Made By	<input type="text" value="State"/>
If other, specify	<div style="background-color: yellow; height: 40px;"></div>	OTHER	<input type="text"/>

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

Is a hearing or trial date set?	<input type="text" value="Yes"/>	Date/Time	<input type="text"/>
---------------------------------	----------------------------------	-----------	----------------------

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

IN PROGRESS Jury Trial?	<input type="text" value="Yes"/>	Any out of state witnesses?	<input type="text"/>
Was relief applied for in the trial court?	<input type="text" value="Yes"/>	By	<input type="text"/>
Stay	<input type="text"/>	Stay Until	<input type="text"/>
Ruling of Dist. Court	<input type="text"/>		

Was an application made to the court of appeal?   Which Circuit

Application was made by

(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 COUNSEL AND JUDGE INVOLVED IN CASE:	
Name <input type="text"/>	Home Phone <input type="text"/>
Day Business Phone <input type="text"/>	Night Business Phone <input type="text"/>
Name <input type="text"/>	Home Phone <input type="text"/>
Day Business Phone <input type="text"/>	Night Business Phone <input type="text"/>
Name <input type="text"/>	Home Phone <input type="text"/>
Day Business Phone <input type="text"/>	Night Business Phone <input type="text"/>
District Court Judge Name <input type="text"/>	Home Phone <input type="text"/>
Day Court Phone <input type="text"/>	Night Court Phone <input type="text"/>

**PRINT**

You can print the filing for your records. Once you complete the form, press the "Next" button.

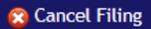
**Print Filing**

**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**

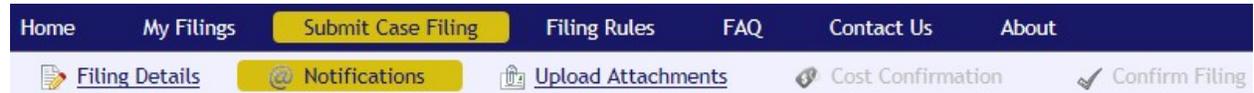
From here you may:

- **Print Filing**
  - Print the filing
    - You will stay on your current page; this prints a copy of the page.
- **Cancel Filing**
  - 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**
  - Continue to the next step

Click next to continue to the notifications page.

## Writ - Notifications



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

Name	Email	Notification Events				
		Received	Accepted	Rejected	Future Case Filings	Final Decision
Your Name	<a href="mailto:name@mail.com">name@mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Name	Email	Notification Events				
		Received	Accepted	Rejected	Future Case Filings	Final Decision
Your Name	<a href="mailto:name@mail.com">name@mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



## Writ - Upload Attachments

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications **Upload Attachments** Cost Confirmation Confirm Filing

### ATTACH DOCUMENTS

Type of Filing **Writ - Other (specify)** Filing # **SC000024** Docket #

*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 Attachment** ✕

File Name  Browse...

Document Type  ▼

Sealed?  ▼

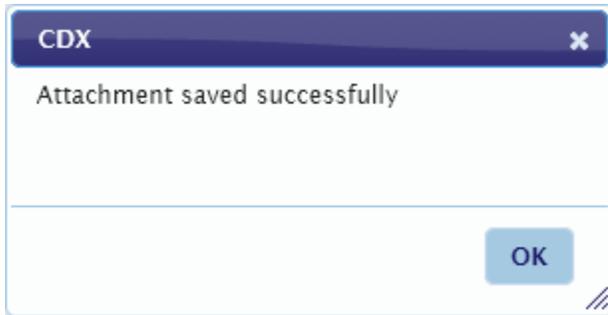
Confidential?  ▼

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	My filing	this is a test			This is a Test.pdf	89.26 KB	View	Remove

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.



### Writ - Cost Confirmation

<a href="#">Home</a>	<a href="#">My Filings</a>	<a href="#">Submit Case Filing</a>	<a href="#">Filing Rules</a>	<a href="#">FAQ</a>	<a href="#">Contact Us</a>	<a href="#">About</a>
<a href="#">Filing Details</a>	<a href="#">Notifications</a>	<a href="#">Upload Attachments</a>	<a href="#">Cost Confirmation</a>	<a href="#">Confirm Filing</a>		

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
			<b>Total Due</b>	<b>\$272.50</b>

*( 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.



## Writ - Confirm filing

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

### CONFIRM FILING

Type of Filing  Filing #  Docket #

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000024				
Docket #					
Type of Filing	Writ				
Filing Date/Time	07/23/2012 10:09:31 AM				
Current Status	Draft				
Status Date/Time	07/24/2012 10:49:44 AM				
Notes					

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.

Cancel Filing	Submit Filing
---------------	---------------

You should see a confirmation box like:

CDX
✕

Your filing was submitted and is pending review by the Clerk of Court.

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](#)

[Filing Details](#)
[Notifications](#)
[Upload Attachments](#)
[Cost Confirmation](#)
[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
			<b>Total Due</b>	<b>\$272.50</b>

La. R.S. 13:4521 | 
 Pay Later |

Pay Now with:



Powered by **PayPal**

***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 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:*

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

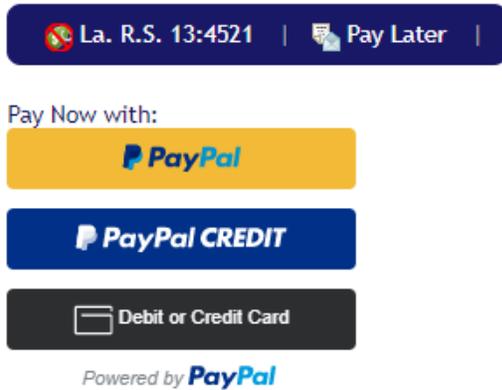
La. R.S. 13:4521 Qualification

Cancel OK

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.



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

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.

Pay Now with:

 Debit or Credit Card

Powered by 

Card number

Expires

CSC

Billing address  

First name

Last name

ZIP code

Mobile  
+1

Email

Pay Now

## Opposition

### Opposition- Filing Details

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation Confirm Filing

#### SUBMIT CASE FILING

Type of Filing **Opposition -** Filing # Docket #

Type of Opposition **Other (specify)** \*

Other **Custom Opposition**

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

Docket # Case Year Case Type Case Number

2012 CA 98765 \*

**2012-CA-98765**

Choose your case type and enter your case number.

Client Matter # 002-356123

Short Case Title My Opposition

Filer Notes  
This is an example opposition filing.

From here you may:

- **Cancel Filing**
  - 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**
  - Continue to the next step

**Cancel Filing** | **Save** | **Next**

Click next to continue to the notifications page.

## Opposition - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details  **Notifications** Upload Attachments Cost Confirmation Confirm Filing

### NOTIFICATIONS

Type of Filing **Opposition - Other (specify)** Filing # **SC000021** Docket # **2012-CA-98765**

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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

Cancel Filing | Save | Next

**Opposition - Upload Attachments**

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

**ATTACH DOCUMENTS**

Type of Filing **Opposition - Other (specify)**    Filing # **SC000021**    Docket # **2012-CA-98765**

*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 Attachment** ✕

File Name  Browse...

Document Type

Sealed?

Confidential?

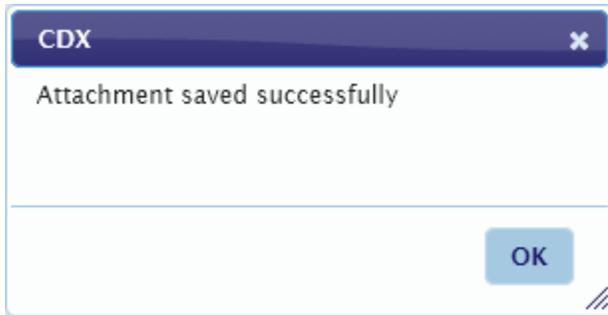
Once your file is selected, next, you will need to type a brief description of it.

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	My filing	this is a test			This is a Test.pdf	89.26 KB	View	Remove

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

<a href="#">Home</a>	<a href="#">My Filings</a>	<a href="#">Submit Case Filing</a>	<a href="#">Filing Rules</a>	<a href="#">FAQ</a>	<a href="#">Contact Us</a>	<a href="#">About</a>
<a href="#">Filing Details</a>	<a href="#">Notifications</a>	<a href="#">Upload Attachments</a>	<a href="#">Cost Confirmation</a>	<a href="#">Confirm Filing</a>		

### COSTS

Type of Filing [Opposition - Other \(specify\)](#) | Filing # [SC000021](#) | Docket # [2012-CA-98765](#)

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

Date	Code	Description	Reason	Amount
07/30/2012 11:02:38 AM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 11:02:39 AM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
			<b>Total Due</b>	<b>\$50.00</b>

*(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.



## Opposition - Confirm filing

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

### CONFIRM FILING

Type of Filing **Opposition - Other (specify)** Filing # **SC000021** Docket # **2012-CA-98765**

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000021				
Docket #	2012-CA-98765				
Type of Filing	Opposition				
Filing Date/Time	07/30/2012 10:50:15 AM				
Current Status	Draft				
Status Date/Time	07/30/2012 10:51:43 AM				
Notes	This is an example opposition 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:

CDX
✕

Your filing was submitted and is pending review by the Clerk of Court.

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.

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

Home My Filings Submit Case Filing Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments **Cost Confirmation** Confirm Filing

**MAKE PAYMENT**

Type of Filing **Opposition - Other (specify)** Filing # **SC000021** Docket # **2012-CA-98765**

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

Date	Code	Description	Reason	Amount
07/30/2012 11:02:38 AM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 11:02:39 AM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
			<b>Total Due</b>	<b>\$50.00</b>

 La. R.S. 13:4521 |  Pay Later |

Pay Now with:

 **PayPal**

 **PayPal CREDIT**

 **Debit or Credit Card**

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.

The screenshot shows a dialog box with a dark blue title bar containing the text "La. R.S. 13:4521 Qualification" and a close button (X). The main content area has a light blue background and contains the following text:

*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:*

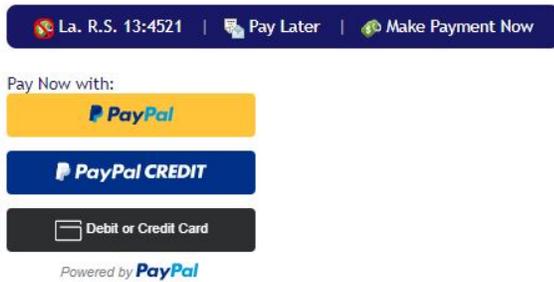
- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

Below the list is a text input field with the label "La. R.S. 13:4521 Qualification" to its left. The field is empty and has a vertical scrollbar on the right side. A red asterisk (\*) is located to the right of the input field. At the bottom right of the dialog box are two buttons: "Cancel" and "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.



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

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

Log In

Having trouble logging in?

or

Create an Account

PayPal \$50.00 USD

Hi, Paypal

Pay with

- Balance \$50.00 USD
  - Make this my preferred way to pay
- CREDIT UNION 1 Checking \*\*\*\*3151
- Visa Credit \*\*\*\*9932

+ Add a debit or credit card

View PayPal Policies and your payment method rights.

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.

Pay Now with:

Debit or Credit Card

Powered by PayPal

Card number

Expires CSC

Billing address  

First name Last name

ZIP code

Mobile +1

Email

Pay Now

## Amicus

### Amicus - Filing Details

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

#### SUBMIT CASE FILING

Type of Filing: Amicus -    Filing #    Docket #

Type of Amicus: Other (specify) \*

Other: Other amicus

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 case type and enter your case number.

Client Matter # 001-2142

Short Case Title My Amicus

Filer Notes  
This is an example amicus filing

From here you may:

- Cancel Filing
  - 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
  - Continue to the next step

Cancel Filing | Save | Next

Click next to continue to the notifications page.

## Amicus - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details **Notifications** Upload Attachments Cost Confirmation Confirm Filing

### NOTIFICATIONS

Type of Filing **Amicus - Other (specify)** Filing # **SC000022** 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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 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.

 Cancel Filing |  Save |  Next

## Amicus - Upload Attachments

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications **Upload Attachments** Cost Confirmation Confirm Filing

### ATTACH DOCUMENTS

Type of Filing **Amicus - Other (specify)** Filing # **SC000022** Docket # **2012-B-12345**

*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 Attachment** ✕

File Name  Browse...

Document Type  ▼

Sealed?  ▼

Confidential?  ▼

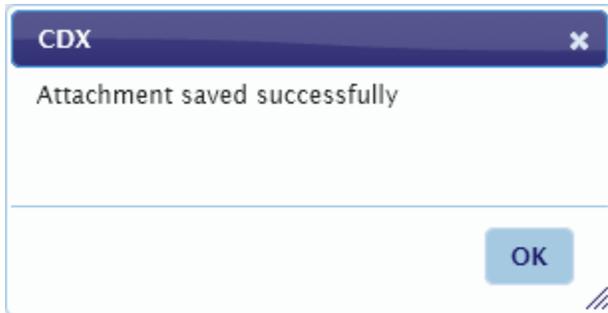
Once your file is selected, next, you will need to type a brief description of it.

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	My filing	this is a test			This is a Test.pdf	89.26 KB	View	Remove

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

Home   My Filings   **Submit Case Filing**   Filing Rules   FAQ   Contact Us   About

Filing Details   Notifications   Upload Attachments   **Cost Confirmation**   Confirm Filing

#### COSTS

Type of Filing    Filing #    Docket #

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

Date	Code	Description	Reason	Amount
07/26/2012 2:45:43 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic 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
			<b>Total Due</b>	<b>\$150.00</b>

(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.



## Amicus - Confirm filing

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

### CONFIRM FILING

Type of Filing **Amicus - Other (specify)** Filing # **SC000022** Docket # **2012-B-12345**

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000022				
Docket #	2012-B-12345				
Type of Filing	Amicus				
Filing Date/Time	07/30/2012 11:47:57 AM				
Current Status	Draft				
Status Date/Time	07/30/2012 11:51:11 AM				
Notes	This is an example amicus 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:

**CDX** ✕

Your filing was submitted and is pending review by the Clerk of Court.

OK

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.

*Amicus - Cost Confirmation (after submission)*

Home My Filings Submit Case Filing Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments **Cost Confirmation** Confirm Filing

**MAKE PAYMENT**

Type of Filing **Amicus - Other (specify)** Filing # **SC000022** Docket # **2012-B-12345**

At this point, you can make a payment.

Date	Code	Description	Reason	Amount
07/26/2012 2:45:43 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic 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
<b>Total Due</b>				<b>\$150.00</b>

La. R.S. 13:4521 | Pay Later

Pay Now with:



Powered by **PayPal**

***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 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:*

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

La. R.S. 13:4521 Qualification

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**

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

**Log In**

Having trouble logging in?

or

Create an Account

**PayPal** \$50.00 USD

Hi, Paypal

Pay with

Balance \$50.00 USD

Make this my preferred way to pay

CREDIT UNION 1 Checking \*\*\*\*3151

Visa Credit \*\*\*\*9932

+ Add a debit or credit card

View [PayPal Policies](#) and your payment method rights.

**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.

Pay Now with:

Debit or Credit Card

Powered by **PayPal**

Card number

Expires CSC

Billing address

First name Last name

ZIP code

Mobile +1

Email

**Pay Now**

## Rehearing

### Rehearing - Filing Details

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation Confirm Filing

#### SUBMIT CASE FILING

Type of Filing Rehearing - Filing # Docket #

Type of Rehearing Other (specify) \*

Other Other 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 case type and enter your case number.

Client Matter # 002-42244

Short Case Title My Rehearing

Filer Notes  
This is an example rehearing filing

From here you may:

- 
  - 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 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.
- 
  - Continue to the next step

 |  | 

Click next to continue to the notifications page.

## Rehearing - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details **Notifications** Upload Attachments Cost Confirmation Confirm Filing

### NOTIFICATIONS

Type of Filing **Rehearing - Other (specify)** Filing # **SC000023** Docket # **2012-KA-12563**

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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 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.

 Cancel Filing |  Save |  Next

**Rehearing - Upload Attachments**

Home   My Filings   **Submit Case Filing**   Filing Rules   FAQ   Contact Us   About

Filing Details   Notifications   **Upload Attachments**   Cost Confirmation   Confirm Filing

**ATTACH DOCUMENTS**

**Type of Filing** Rehearing - Other (specify)   **Filing #** SC000023   **Docket #** 2012-KA-12563

*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 Attachment**
✕

File Name  Browse...

Document Type My filing ▼

Sealed? No ▼

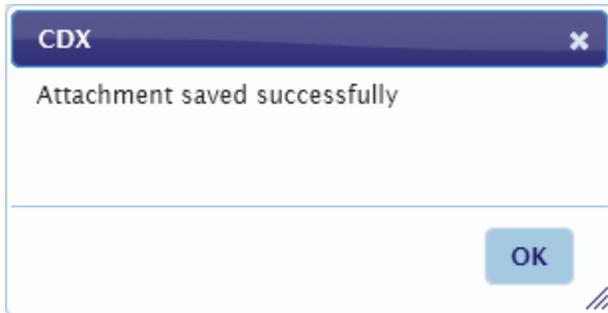
Confidential? No ▼

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	My filing	this is a test			This is a Test.pdf	89.26 KB	View	Remove

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

#### COSTS

Type of Filing [Rehearing - Other \(specify\)](#) | Filing # [SC000023](#) | Docket # [2012-KA-12563](#)

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

Date	Code	Description	Reason	Amount
07/30/2012 12:28:32 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 12:28:32 PM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
<b>Total Due</b>				<b>\$50.00</b>

*( 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.



## Rehearing - Confirm filing

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

### CONFIRM FILING

Type of Filing **Rehearing - Other (specify)** Filing # **SC000023** Docket # **2012-KA-12563**

Filing Summary	Filing Details	Notifications	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 rehearing 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:

CDX
✕

Your filing was submitted and is pending review by the Clerk of Court.

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.

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

[Home](#)
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[Filing Details](#)
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[Upload Attachments](#)
[Cost Confirmation](#)
[Confirm Filing](#)

**MAKE PAYMENT**

Type of Filing 
 Filing # 
 Docket #

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

Date	Code	Description	Reason	Amount
07/30/2012 12:28:32 PM	Electronic Filing Cost	Assessed cost for the submission of an electronic filing.		\$50.00
07/30/2012 12:28:32 PM	State Charge	Electronic Commerce Fee (2.49%) - see R.S. 49:316.1		\$0.00
			<b>Total Due</b>	<b>\$50.00</b>

 La. R.S. 13:4521 | 
  Pay Later |

Pay Now with:

 PayPal

 PayPal CREDIT

 Debit or Credit Card

Powered by  PayPal

***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 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:*

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

La. R.S. 13:4521 Qualification

Cancel OK

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

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

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

**Log In**

Having trouble logging in?

or

Create an Account

**PayPal** \$50.00 USD

Hi, Paypal

Pay with

Balance \$50.00 USD

Make this my preferred way to pay

CREDIT UNION 1 Checking \*\*\*\*3151

Visa Credit \*\*\*\*9932

+ Add a debit or credit card

View [PayPal Policies](#) and your payment method rights.

**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.

Pay Now with:

Debit or Credit Card

Powered by **PayPal**

Card number

Expires CSC

Billing address

First name Last name

ZIP code

Mobile +1

Email

**Pay Now**

## Brief

### Brief - Filing Details

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

#### SUBMIT CASE FILING

Type of Filing  Filing #  Docket #

Type of Brief  \*

Other

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

Docket #  Case Year  Case Type  Case Number  \*

**2012-OK-12355**

Choose your case type and enter your case number.

Client Matter #

Short Case Title

Filer Notes

From here you may:

- - 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 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.
- - Continue to the next step

| |

Click next to continue to the notifications page.

### Brief - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details  **Notifications** Upload Attachments Cost Confirmation Confirm Filing

## NOTIFICATIONS

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

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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

Cancel Filing | Save | Next

**Brief - Upload Attachments**

Home   My Filings   **Submit Case Filing**   Filing Rules   FAQ   Contact Us   About

Filing Details   Notifications   **Upload Attachments**   Cost Confirmation   Confirm Filing

**ATTACH DOCUMENTS**

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

*No documents have been attached to this filing.*

**Upload an Attachment**

Cancel Filing | Next

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 Attachment** ✕

File Name  Browse...

Document Type  ▼

Sealed?  ▼

Confidential?  ▼

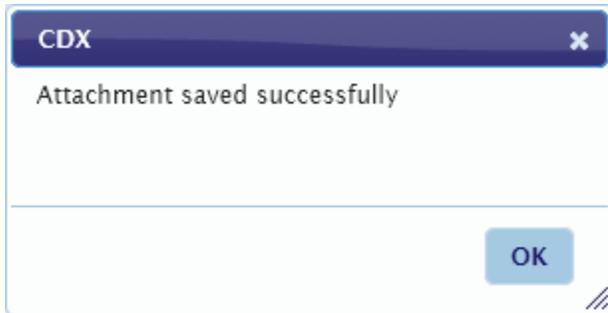
Once your file is selected, next, you will need to type a brief description of it.

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	My filing	this is a test			This is a Test.pdf	89.26 KB	 View	 Remove

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 - Other \(specify\)](#) | Filing # [SC000024](#) | Docket # [2012-OK-12355](#)

Here you will be presented with a listing 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
			<b>Total Due</b>	<b>\$50.00</b>

*( 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.



**Brief - Confirm filing**

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

**CONFIRM FILING**

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

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000024				
Docket #	2012-OK-12355				
Type of Filing	Brief				
Filing Date/Time	07/30/2012 1:43:11 PM				
Current Status	Draft				
Status Date/Time	07/30/2012 1:58:54 PM				
Notes	This is an example brief 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:

**CDX** ✕

Your filing was submitted and is pending review by the Clerk of Court.

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

Filing Details Notifications Upload Attachments **Cost Confirmation** 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
			<b>Total Due</b>	<b>\$50.00</b>

 La. R.S. 13:4521 |  Pay Later |

Pay Now with:

 **PayPal**

 **PayPal CREDIT**

 **Debit or Credit Card**

Powered by  **PayPal**

**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 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:*

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

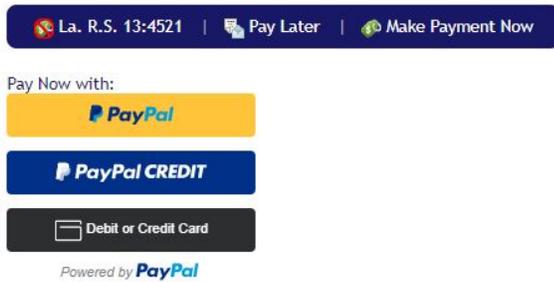
La. R.S. 13:4521 Qualification

Cancel OK

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*.



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

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.

## Reply

### Reply - Filing Details

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

#### SUBMIT CASE FILING

Type of Filing  Filing #  Docket #

Type of Reply

Other

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

Docket #  Case Year  Case Type  Case Number

**2012-OC-63433**

Choose your case type and enter your case number.

Client Matter #

Short Case Title

Filer Notes

From here you may:

- **Cancel Filing**
  - 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**
  - Continue to the next step

Cancel Filing | Save | Next

Click next to continue to the notifications page.

## Reply - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details  **Notifications** Upload Attachments Cost Confirmation Confirm Filing

### NOTIFICATIONS

Type of Filing **Reply - Other (specify)** Filing # **SC000025** Docket # **2012-OC-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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

Cancel Filing | Save | Next

## Reply - Upload Attachments

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications **Upload Attachments** Cost Confirmation Confirm Filing

### ATTACH DOCUMENTS

Type of Filing Reply - Other (specify) Filing # SC000025 Docket # 2012-OC-63433

*No documents have been attached to this filing.*

[Upload an Attachment](#)

[Cancel Filing](#) | [Next](#)

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 Attachment**
✕

File Name  Browse...

Document Type  ▼

Sealed?  ▼

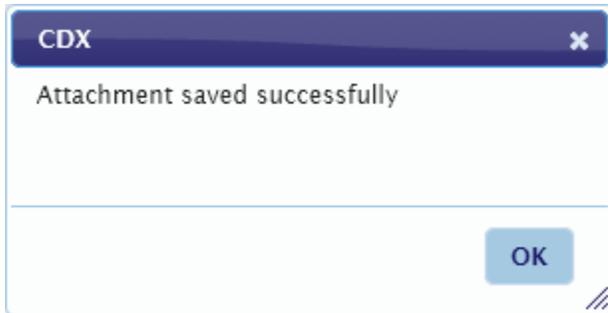
Confidential?  ▼

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	Other Reply	this is a test			This is a Test.pdf	89.26 KB	View	Remove

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.



### Reply - Cost Confirmation

#### COSTS

Type of Filing [Brief - Other \(specify\)](#) | Filing # [SC000024](#) | Docket # [2012-OK-12355](#)

Here you will be presented with a listing 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
<b>Total Due</b>				<b>\$50.00</b>

*( 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.



## Reply - Confirm filing

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

### CONFIRM FILING

Type of Filing **Reply - Other (specify)** Filing # **SC000025** Docket # **2012-OC-63433**

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000025				
Docket #	2012-OC-63433				
Type of Filing	Reply				
Filing Date/Time	07/30/2012 2:12:48 PM				
Current Status	Draft				
Status Date/Time	07/30/2012 2:14:57 PM				
Notes	This is an example reply 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:

CDX
✕

Your filing was submitted and is pending review by the Clerk of Court.

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.

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

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[FAQ](#)
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[Filing Details](#)
[Notifications](#)
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[Cost Confirmation](#)
[Confirm Filing](#)

**MAKE PAYMENT**

Type of Filing 
 Filing # 
 Docket #

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
			<b>Total Due</b>	<b>\$50.00</b>

 La. R.S. 13:4521 | 
  Pay Later |

Pay Now with:





 Debit or Credit Card

Powered by 

**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 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:*

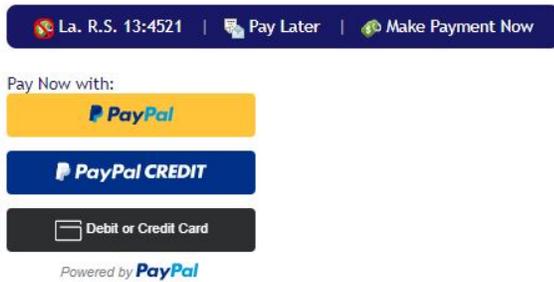
- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

La. R.S. 13:4521 Qualification

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*.



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

PayPal

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

Log In

Having trouble logging in?

or

Create an Account

PayPal \$50.00 USD

Hi, Paypal

Pay with

Balance \$50.00 USD

Make this my preferred way to pay

CREDIT UNION 1 Checking \*\*\*\*3151

Visa Credit \*\*\*\*9932

+ Add a debit or credit card

View PayPal Policies and your payment method rights.

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.

Pay Now with:

Debit or Credit Card

Powered by PayPal

Card number

Expires CSC

Billing address  

First name Last name

ZIP code

Mobile +1

Email

Pay Now

## Motion

### Motion - Filing Details

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

**SUBMIT CASE FILING**

Type of Filing  Filing #  Docket #

Type of Motion  \*  
 Other

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

Docket #  Case Year  Case Type  Case Number \*

**2012-OK-1234**

Choose your case type and enter your case number.

Client Matter #   
 Short Case Title   
 Filer Notes

From here you may:

- **Cancel Filing**
  - 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**
  - Continue to the next step

**Cancel Filing** | **Save** | **Next**

Click next to continue to the notifications page.

## Motion - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details  **Notifications** Upload Attachments Cost Confirmation Confirm Filing

### NOTIFICATIONS

Type of Filing **Motion - Other (specify)** Filing # **SC000027** Docket # **2012-OK-1234**

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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.

Cancel Filing | Save | Next

**Motion - Upload Attachments**

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

**ATTACH DOCUMENTS**

Type of Filing	Motion - Other (specify)	Filing #	SC000027	Docket #	2012-OK-1234
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*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 Attachment** ✕

File Name  Browse...

Document Type  ▼

Sealed?  ▼

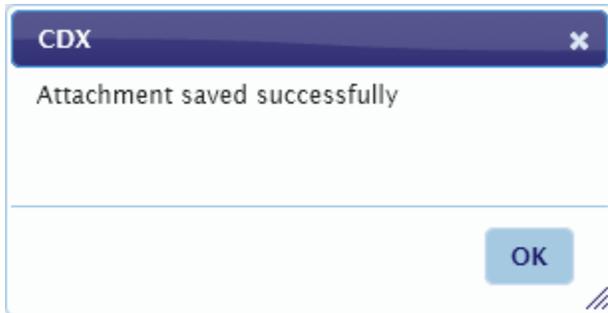
Confidential?  ▼

Description

Notes

Cancel
Upload

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



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.

#	Type	Description	Notes	Flags	File Name	Size		
1	Other Motion	Test document			This is a Test.pdf	89.26 KB	View	Remove

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.



### Motion - Cost Confirmation

#### COSTS

Type of Filing [Motion - Other \(specify\)](#) | Filing # [SC000027](#) | Docket # [2012-OK-1234](#)

Here you will be presented with a listing 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
			<b>Total Due</b>	<b>\$50.00</b>

*( 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.



**Motion - Confirm filing**

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

**CONFIRM FILING**

Type of Filing **Motion - Other (specify)** Filing # **SC000027** Docket # **2012-OK-1234**

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000027				
Docket #	2012-OK-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				

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:

CDX
✕

Your filing was submitted and is pending review by the Clerk of Court.

OK

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.

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

Home   My Filings   Submit Case Filing   Filing Rules   FAQ   Contact Us   About

Filing Details   Notifications   Upload Attachments   Cost Confirmation   Confirm Filing

**MAKE PAYMENT**

Type of Filing **Motion - Other (specify)**   Filing # **SC000027**   Docket # **2012-OK-1234**

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
			<b>Total Due</b>	<b>\$50.00</b>

La. R.S. 13:4521   |   Pay Later   |

Pay Now with:

PayPal

PayPal CREDIT

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:*

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

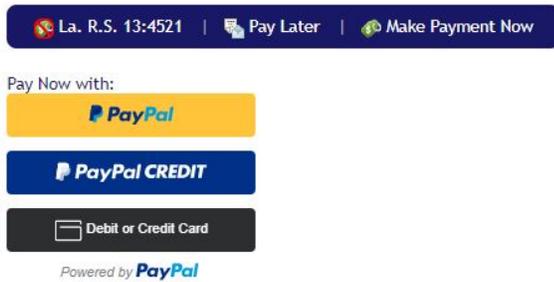
La. R.S. 13:4521 Qualification

Cancel OK

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*.



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

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.

## Other

### Other - Filing Details

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

### SUBMIT CASE FILING

Type of Filing **Other -** Filing # **Docket #**

Type of Filing  \*

Other

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**

Choose your case type and enter your case number.

Client Matter #

Short Case Title

Filer Notes

From here you may:

- **Cancel Filing**
  - 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**
  - Continue to the next step

**Cancel Filing** | **Save** | **Next**

Click next to continue to the notifications page.

## Other - Notifications

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details **Notifications** Upload Attachments Cost Confirmation Confirm Filing

### NOTIFICATIONS

Type of Filing **Other - Other (specify)** Filing # **SC000028** Docket # **2012-CQ-007**

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.

Name	Email	Notification Events			
		Received	Accepted	Rejected	
Your Name	<a href="#">Name@Mail.com</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 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.

 Cancel Filing |  Save |  Next

**Other - Upload Attachments**

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

**ATTACH DOCUMENTS**

Type of Filing **Other - Other (specify)**    Filing # **SC000028**    Docket # **2012-CQ-007**

*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.

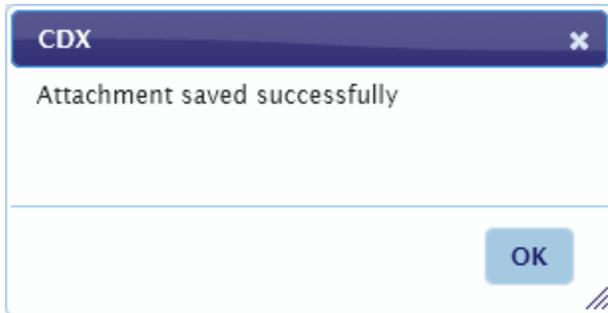
**Upload Attachment** ✕

File Name	<input style="width: 95%;" type="text"/>	<input type="button" value="Browse..."/>
Document Type	<input type="text" value="My filing"/> ▼	
Sealed?	<input type="text" value="No"/> ▼	
Confidential?	<input type="text" value="No"/> ▼	

Once your file is selected, next, you will need to type a brief description of it.

Description	<div style="border: 1px solid #ccc; height: 40px;"></div>
Notes	<div style="border: 1px solid #ccc; height: 60px;"></div>

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



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.

#	Type	Description	Notes	Flags	File Name	Size	
1	Other Filing	test document			This is a Test.pdf	89.26 KB	View  Remove

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### Other - Cost Confirmation

#### COSTS

Type of Filing [Other - Other \(specify\)](#) | Filing # [SC000028](#) | Docket # [2012-CQ-007](#)

Here you will be presented with a listing 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
<b>Total Due</b>				<b>\$50.00</b>

*( 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.



### Other - Confirm filing

Home My Filings **Submit Case Filing** Filing Rules FAQ Contact Us About

Filing Details Notifications Upload Attachments Cost Confirmation **Confirm Filing**

## CONFIRM FILING

Type of Filing **Other - Other (specify)** Filing # **SC000028** Docket # **2012-CQ-007**

Filing Summary	Filing Details	Notifications	Attachments	Costs	Status History
Filing #	SC000028				
Docket #	2012-CQ-007				
Type of Filing	Other				
Filing Date/Time	07/30/2012 3:52:40 PM				
Current Status	Draft				
Status Date/Time	07/30/2012 3:55:36 PM				
Notes	this is a test other 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:

CDX
✕

Your filing was submitted and is pending review by the Clerk of Court.

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.

*Other - Cost Confirmation (after submission)*

Home	My Filings	Submit Case Filing	Filing Rules	FAQ	Contact Us	About
Filing Details	Notifications	Upload Attachments	Cost Confirmation	Confirm Filing		

**MAKE PAYMENT**

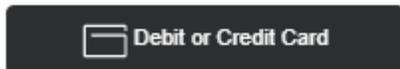
Type of Filing  Filing #  Docket #

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
			<b>Total Due</b>	<b>\$50.00</b>

La. R.S. 13:4521 | Pay Later |

Pay Now with:



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** ✕

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- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other (specify)

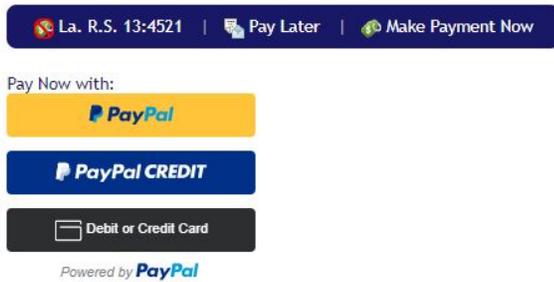
La. R.S. 13:4521 Qualification

Cancel OK

Entering the qualification into the text box and clicking ok

### Other - Making a payment

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PayPal

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

Stay logged in for faster purchases ?

Log In

Having trouble logging in?

or

Create an Account

PayPal \$50.00 USD

Hi, Paypal

Pay with

Balance \$50.00 USD

Make this my preferred way to pay

CREDIT UNION 1 Checking \*\*\*\*3151

Visa Credit \*\*\*\*9932

+ Add a debit or credit card

View PayPal Policies and your payment method rights.

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.

Pay Now with:

Debit or Credit Card

Powered by PayPal

Card number

Expires CSC

Billing address

First name Last name

ZIP code

Mobile +1

Email

Pay Now

## Contact us

Home My Filings Submit Case Filing Filing Rules FAQ **Contact Us** About

Should you need help beyond the information posted in the Filing Rules Page and the FAQ, you can use the Contact us page to request further assistance.

### CONTACT US

*Use this form to send us questions or comments you may have about using this site to submit your filings electronically.*

Your Name	<input type="text" value="John Doe"/> *
Your Email	<input type="text" value="John@mail.com"/> *
Reason for Contacting Us	<input type="text" value="- Select -"/> *
Question/Comment	<input type="text" value="Filing Rules"/> *

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



