E-FILING WALKTHROUGH - COSA

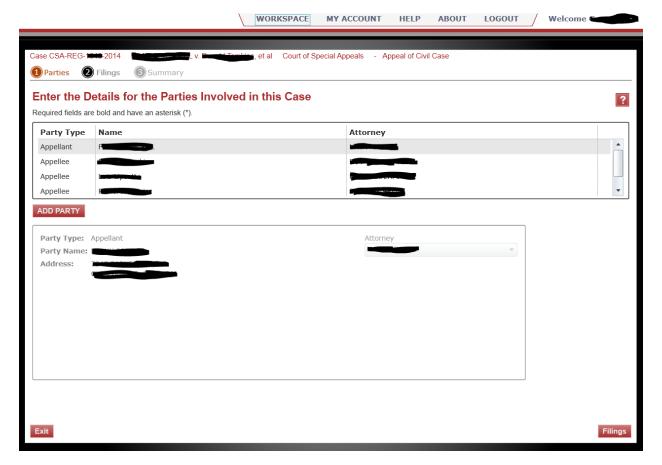
To file a document in the Court of Special Appeals do the following:



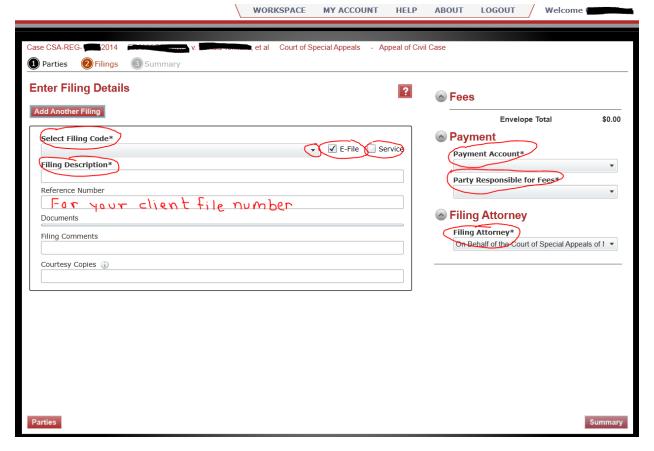
- 1. In the first box circled above select "Court of Special Appeals" from the drop down menu.
- 2. Then enter your case number (see the question above about case numbers).
- 3. DO NOT click "NEW CASE" (that is reserved for initial pleadings i.e. complaints in the circuit court.)
- 4. Click "GO"
- 5. Your screen will look like this (without the blackouts and red pen of course:



- 6. To add a document click the folder circled in red.
- 7. The next screen will look like this (again without the blackouts):



- 8. Confirm that the parties are correct and then click "Filings" button in the lower right corner.
- 9. The next screen will look like this:



10. Fill in the following:

- a. "Select Filing Code" Use the drop down menu to find the type of paper you are filing (e.g. Motion, Stipulation, Civil Information Report).
 Once you select this, a click and browse box will open under "Documents" this is where you will load your document(s). "Lead Document" is the motion, etc. that you are filing. Any attachments, proposed orders etc. can be loaded as attachments.
- b. "Filing Description" This is free text to further describe the type of paper you are filing.
- c. "Reference Number" Your internal client file number.

- d. "Payment Account" select the account you will be drawing on.
- e. "Party Responsible for Fees" normally your client.
- f. "Filing Attorney" is the attorney filing the document, or the attorney on behalf of whom you are filing.
- 11. Click "Summary" button to confirm all of the details and submit.
- 12. In your "Workspace" you will see the new filing and its status.