

## Granicus Filing Instructions

Starting from the Application Information Tab –

Enter a Bar # if you have one, and enter in the phone number if not already filled in.

Select if this is a New Case Filing, or if the filing is in an already existing case.

When completed, click 'Next'



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### County Clerk's E-Filing

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#### Application Information



Do you have a bar number? \*

- Yes  
 No



Please enter your phone number \*



Please select if you are filing for a new or existing case. \*

- E-file a new case  
 E-file for an existing case

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From the E-File tab, enter in the case number (if filing a New case, this box will not be present).

Select the Case Category.

Select the Case Type. If the specific case type is not present, please select the closest option.



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## County Clerk's E-Filing

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### E-File for an Existing Case

Please provide the case number and select the respective case category, type, and document(s) that you are e-filing. Only PDFs are accepted.

Requests for certified copies are done later in the process.



Case number \*

Please include all dashes in case number



Case category \*



Case type \*

Case documents \*

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After Selecting the Case Category, and Case Type – a list of documents will appear. Select the type of documents to upload. If your specific document is not named, select the 'Other' option. Once your documents have been selected, click 'Next'.



## County Clerk's E-Filing

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E-File Summary

### E-File for an Existing Case

Please provide the case number and select the respective case category, type, and document(s) that you are e-filing. Only PDFs are accepted.

Requests for certified copies are done later in the process.

Case number \*

✓

Please include all dashes in case number

Case category \*

✓

Case type \*

✓

Case documents \*

- Affidavit / Declaration ✓
- Abstract of Judgment (Prep) - \$5 plus \$1/pp TBD
- Arbitration Request for Mandatory Arbitration
- Case Information Coversheet
- Complaint / Petition
- Counter Claim / Cross Claim / 3rd Party Claim
- Extension of Judgment
- Jury Demand(6 Member Jury)
- Jury Demand(12 Member Jury)
- Motion
- Note for Calendar
- Notice
- Notice of Appearance
- Objection
- Order
- Prepare Change of Venue - \$20 plus \$0.25/pp TBD
- Request
- Request for Trial de Novo
- Response
- Summons
- Supplemental Proceedings
- Writs - Attachment, Garnishment, Execution on Real Property, Restitution
- Other

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From the Document Upload Tab, you can drag your documents into the upload area, or click on the 'Upload Here' button, and locate the documents on your computer. The uploaded documents must be **PDF's ONLY**. As you upload your documents, they will start to appear in a list below the upload box.

Once your documents have been uploaded, click the 'Next' button.

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## County Clerk's E-Filing

Start Here Your Details Application Information E-File for an Existing Case **Document Upload** Additional Services

E-File Summary

### Document Upload

Upload all PDF documents you are submitting to be e-filed using the field below.  
Maximum file size allowed: 10MBs

Drop files here to upload - [Upload Here](#) ✓

Accepted file types: .pdf Uploaded: 1 of 10

[CIVIL.pdf](#) ✕

Please contact County Clerk if file size limitations occur.

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On the Additional Services tab - the customer has the option to select if they would like the uploaded documents to be signed in the Ex parte calendar. Currently, we are **Unable To Accept Fees** through Granicus. At this time, please select, 'No'. After that selection is complete, click the 'Next' button.



## County Clerk's E-Filing

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E-File Summary

Additional Services

Please select desired additional services below.

Certified Copies: \$5 first page, \$1 each additional page. No charge for Domestic Violence cases

Ex Parte Service: \$30

Ex Parte Service

Would you like to include Ex Parte Service to your E-Filing? \*

No ✓

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From the E-File Summary tab, Review your upload information. If everything looks correct, click the 'Submit' button.



## County Clerk's E-Filing

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### E-File Summary

#### E-File Summary

Below is a summary of estimated fees.

*Per page charges are not included in this estimate.*

After submitted documents have been reviewed and validated, a request for payment will be sent to the email address on file.

#### Case category

Civil

#### Case type

Personal Injury \$0.00

#### Case document(s)

Document Cost

Motion \$0.00

Note for Calendar \$0.00

#### Additional Services

#### Certified Copies

Document Cost

#### Total

Estimated Fees \$0.00

All fees are due by the end of the next business day or the submission will be rejected.

Documents are not considered filed until full payment has been collected and County Clerk confirms acceptance.

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[✔ Submit](#)



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This brings you to a Review page. Click on 'Continue' to be taken back to the Granicus homepage.



Your reference number is FS-Case-8246566.

Thank you for submitting County Clerk's E-Filing

details:

Your name	Your email address	Your address	Your phone number	Are these details correct?
Chris Smiley	[REDACTED]	...		Yes

Do you have a bar number?: No

Please enter your phone number: [REDACTED]

Please select if you are filing for a new or existing case.: E-file for an existing case

Case number: 20-2-00000-29

Case category: Civil

Case type: Personal Injury

Case documents: Motion, Note for Calendar

Upload all PDF documents you are submitting to be e-filed using the link below: CIVIL.pdf

Would you like to include Ex Parte Service to your E-Filing?: No

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