



Electronic Filing for Courts

What is the Missouri eFiling System?

The Missouri eFiling System allows registered attorneys to file cases and documents electronically in courts participating in the program.

When will courts begin using electronic filing?

The Missouri eFiling System will not be available to every court at the same time. To find what courts are participating in the program, visit courts.mo.gov/efilingstatus.

How much does electronic filing cost?

During the pilot phase there is no additional cost associated with using the system, only the regular cost to file a case. To find local court costs for filing cases and/or documents, visit courts.mo.gov/page.jsp?id=321 and select the county location for the intended filing.

What rules change with electronic filing?

Some changes to the rules include:

- Electronic filing is permitted at all times when the electronic filing system is available.
- The filing deadline for any document filed electronically is 11:59:59 p.m.

- A document is deemed submitted for filing when the electronic filing system receives the document. A confirmation receipt then is e-mailed to the filer.

To view additional rule changes related to filing documents electronically, visit courts.mo.gov/efilingrules.

When is the Missouri eFiling System available?

Optimal time of use for the Missouri eFiling system is Monday thru Friday, from 7 a.m. to 11:59 p.m. The Missouri eFiling System is available 24 hours per day, seven days per week, with some unavailability due to system maintenance. Support is available for the Missouri eFiling system Monday thru Friday, from 8 a.m. to 5 p.m., excluding state holidays. Please check the website (courts.mo.gov) for notification of scheduled maintenance or system issues.

How does electronic filing benefit attorneys?

Benefits of electronic filing for Missouri attorneys include saving time, gas and money – a “going green” approach. Other benefits to using the electronic filing system include:

- Ability to file and view cases or documents seven days a week.
- Electronic service to other registered users.
- Ability to receive notices, orders and judgments from the court electronically.
- Elimination of courier fees.
- Reduction of postage or overnight delivery expenses.
- Less space needed for file rooms.
- Reduction of office supplies and photocopies.

Join the program to find your own benefits or visit courts.mo.gov/efilingFAQ.

What do I need to use the Missouri eFiling System?

To begin electronic filing, you need a computer with Internet access and a web browser. You also may need a scanner.

How do I join the Missouri eFiling System?

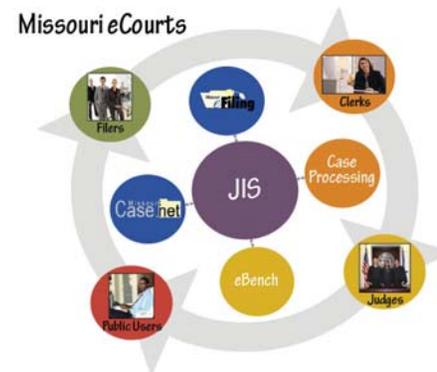
You must be a Missouri attorney in good standing and register with the Missouri eFiling System. To begin the process, go to courts.mo.gov/myaccount.

How does electronic filing benefit courts?

Missouri courts will see benefits that include:

- Reduced file storage.
- Reduced delays in retrieving court records.
- Electronic and automated docketing and scheduling.
- Ability to view electronically filed or scanned cases anytime during the day without searching for the physical case file.

Learn more about other benefits for the courts by visiting courts.mo.gov/efilingFAQ.



Who can use the Missouri eFiling System?

Any Missouri attorney in good standing can file a case or document via the Missouri eFiling System. The Missouri attorney will be required to register with the Missouri courts and maintain information. Out-of-state attorneys admitted *pro hac vice* also will have the ability to file cases or documents via the Missouri eFiling System. Electronic filing for self-represented cases are planned for a later phase. Public access for citizens still is available at the courthouse.

To view rules regarding electronic filing, visit courts.mo.gov/efilingrules.

For more information about electronic filing, visit courts.mo.gov/efiling.

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After you have registered to use the Missouri eFiling System, follow the steps below:

Log in to the Missouri eFiling System by using the Judiciary userid and password you created during the registration process. The Missouri eFiling System website can be accessed at courts.mo.gov/ecf, or by clicking the Electronic Filing link from the Your Missouri Courts web page at courts.mo.gov, or the Case.net web page at courts.mo.gov/casenet.

From the main menu, select what action you would like to perform. The options – and the icons representing each – are described below.



File on a New Case – Select this option to create a new court case. When using this feature, you no longer will need to create the court filing information sheet. Enter the same information as on the court filing information sheet and then simply attach your document(s), which will be sent to the court.



File on an Existing Case – Select this option to file documents in a case that already exists with the court. By selecting this feature, you can enter an existing case number and be provided with information about the case to ensure you have the correct case. Then attach your document(s), which will be sent to the court.



My Filings – Select this option to view any filings you have made in the Missouri eFiling System. This feature allows you to check activities that have occurred no matter what court or case type.



My Drafts – Select this option when you have a filing that you were not able to complete. This feature allows you to save filings in the middle of entry and allows you to return to them for 30 days. You will be sent an e-mail after 23 days that your draft will expire soon.



My Cases – Select this option to see all active cases on which you are an active attorney, no matter what court in which the case is located.



My Payments – Select this option to see payments you have made through the electronic filing system. This feature has options to show information by case number, court, your attorney reference number and other search criteria to aid in finding payment history.



My Account – Select this option to view or change information about yourself. This feature allows you to maintain information about your account.



My Preferences – Select this option to change settings for the Missouri eFiling System. Settings that are available for your control are court location and who else should receive notifications. Additional features will be added in future phases.

Click the “Help” link on any screen if you need additional assistance.



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