Tennessee Courts eFiling

eFiling

powered by eFlex from Tybera

Tybera

eFlex Electronic Filing

USER'S GUIDE FOR FILERS

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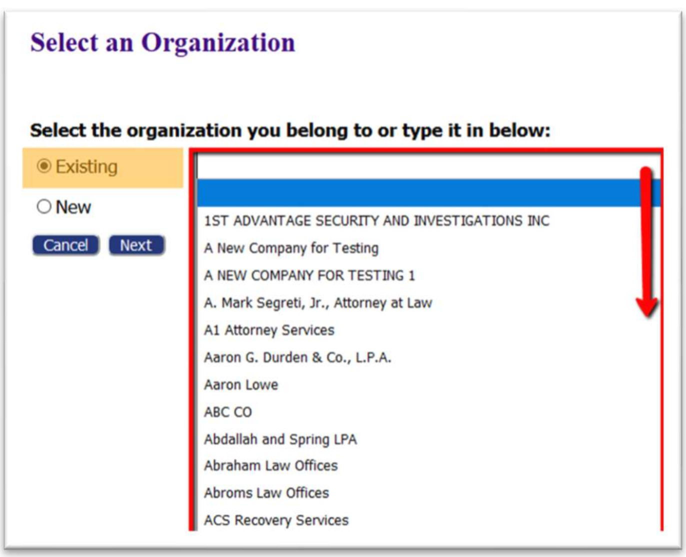
EFILING TRAINING VIDEOS ARE AVAILABLE

Tybera offers online training videos to assist filers with their eFiling experience.
Please visit: https://www.tybera.com/support/tennessee-support/

REQUESTING AN ACCOUNT

1. Click **Request Account** on **Login** page.
2. Read the **User Agreement and Terms of Use.**
3. At the bottom of the screen, click the **Radio Button** *I accept the terms of the user agreement.*
4. Click the **Submit** button.
5. Choose the appropriate **User Role** and click **Next**.
    - **Attorney -** To register as an attorney, you must be licensed to practice law in the State of Tennessee and be in good standing. A Pro Hac Vice attorney cannot register to eFile in the system at this time. Instead, they must work through an attorney licensed to practice in Tennessee.
    - **Firm Financial Manager -** Registering as a Firm Financial Manager does not allow you to eFile. Instead, the purpose of this role is to oversee the system permissions of the firm attorneys when a company credit card is used and to review filing charges for accounting purposes for court fees, transaction fees, subscription fees, and card registration fees made by the firm attorneys
    - **Self-Represented Litigant -** This role is for the Pro Se filer who represents themselves.
6. Select the **Organization** to which you belong. Scroll though the drop-down list in the **Existing** field and click the appropriate organization.

Figure: Select an Organization



7. If the organization is not listed, click the radio button **New** and type the name in the provided field.
8. Create a **User Account Profile**. Fields marked with an asterisk are required. Click **Submit**.
9. A notification will be sent once the account request is approved. **Login** is then available.

REGISTERING THE EFILING CONVENIENCE FEE PAYMENT METHOD

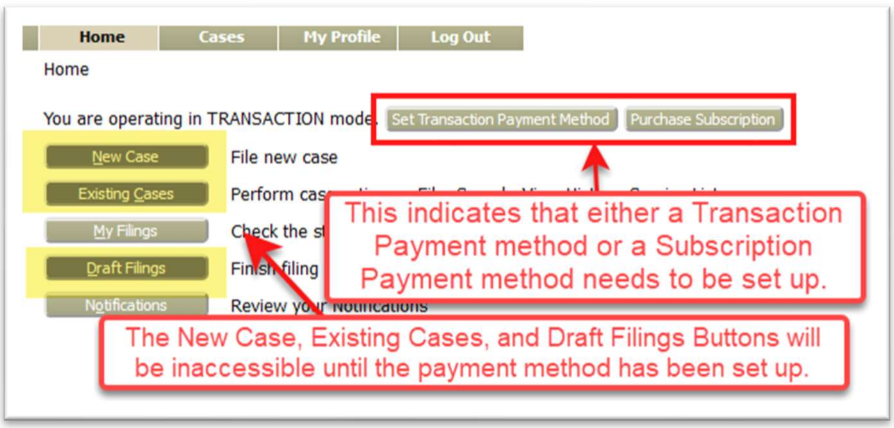
As a newly approved account holder, when you first log into your eFiling account, you'll find that the buttons **New Case**, **Existing Cases**, and **Draft Filings** are inaccessible. You cannot click on them to proceed with any action. In order to access the functionality of the eFiling service, you must first establish the method by which you will pay for the eFiling service. The options are to pay using:

1) a yearly **SUBSCRIPTION FEE** or a

2) *per-filing* **TRANSACTION FEE**.

These buttons are at the top of the **Home page** and are labeled: **Set Transaction Payment Method** and **Purchase Subscription**. Click on either button to proceed. Each will direct you to the third-party vendor's site where the payment set-up may be completed.

Figure: Home screen showing Convenience Fee options

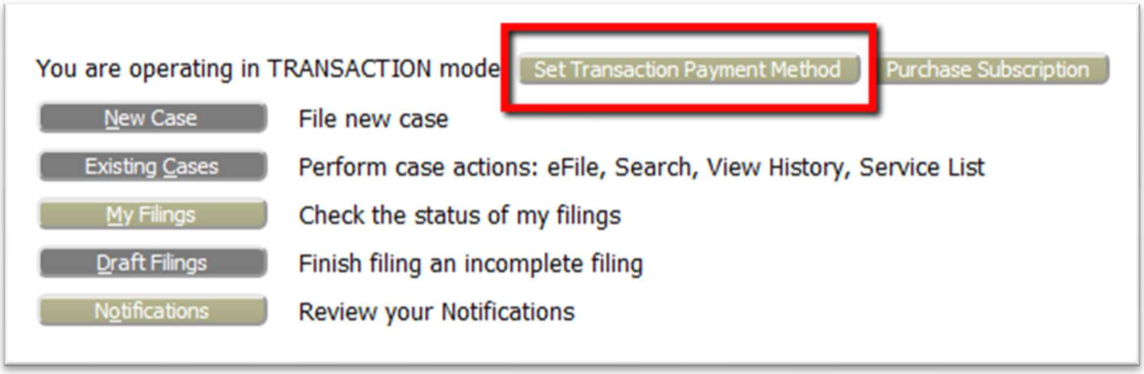


CHOOSING THE TRANSACTION PAYMENT METHOD

Filers electing to use the **Transaction Payment Method** will be charged a $5 fee for each submission through the efiling system regardless of whether or not a court fee is assessed with the filing. The user will also be charged $1.25 per each document download, should they elect to retrieve file-stamped documents from cases on which they are counsel of record. Once the **Transaction Payment Method** is set up (or the **Subscription method** as described below), the user will have ability to file to a new or existing case. They will also be able to access case histories, notifications, filing statuses, etc.

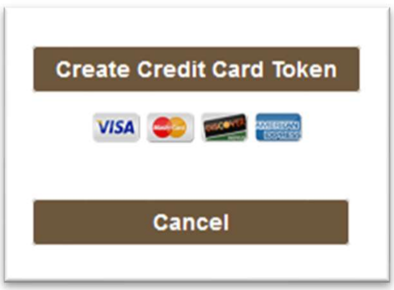
1. On the **Home page**, click the button **Set Transaction Payment Method**. (Alternately, hover over the **My Profile Tab** and select **My Profile** from the drop-down menu. Details for setting up the **Transaction payment method** in this manner from the **My Profile page** are outlined below in the section **Setting up the eFiling Convenience Fee from the User Profile Page instead.)**

Figure: The Set Transaction Payment Method button



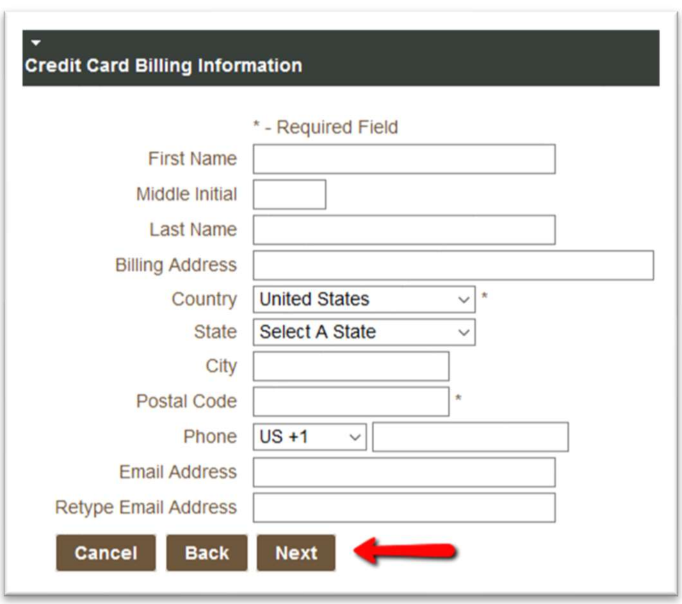
2. You will be directed to the 3rd-party payment vendor's site. (The following steps and screenshots will vary depending on the individual court's payment vendor.) Click **Create Credit Card Token**. Acceptable cards are pictured.

Figure: Payment Vendor accepted credit cards



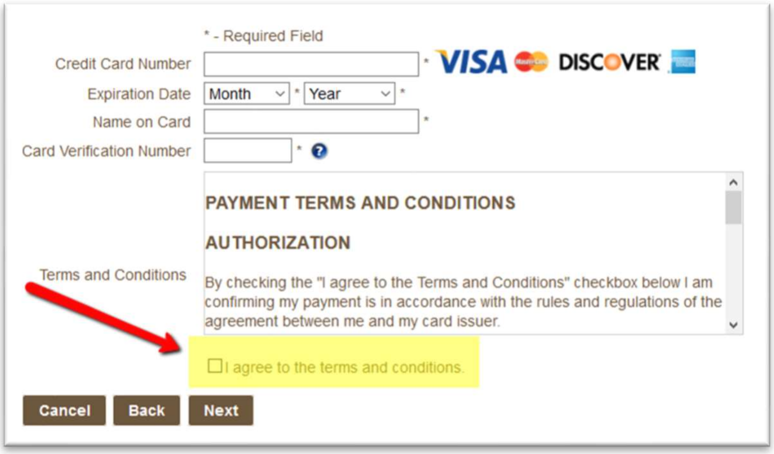
3. Enter the Credit Card Billing information. Fields marked with an asterisk* are required. Information entered must match identically with the account billing information for the credit card.

Figure: Credit Card Billing information page



4. Click **Next**, and enter the credit card payment information. At the bottom of the page, the *Terms and Conditions checkbox* MUST be marked in order to complete the set-up of the token.

Figure: Payment information page

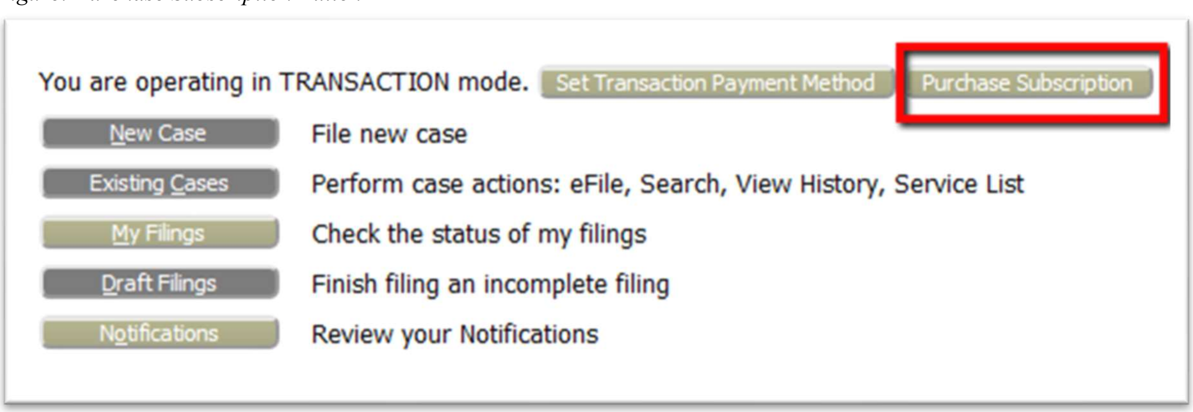


5. Click **Next**.
6. Verify credit card and billing information and click **Create Token**.
   NOTE: Connection to the payment vendor may take a few minutes. **Please do not close the page**. If the following steps are not completed, the token set-up may not be successful.
7. Click the button **Finish** at the bottom of the page to complete this portion of the process.
8. The user will be directed to the **User Profile page** where they may also register for the **Court Fee payment method**. Although the credit card information may be the same, the data input is still required because it sends the submission payment directly to the courts rather than to the eFiling Administrator.

CHOOSING THE SUBSCRIPTION PAYMENT METHOD

Filers electing to use the **Subscription Payment Method** will be charged an *annual subscription fee* of $300 per eFiling account. This allows for unlimited efiling for the account holder as well as unlimited retrieval of file-stamped documents from cases on which the attorney is counsel of record.
Note: The subscription fee pays for the use of the eFiling system only. It does not cover the Court fees incurred with submissions. (For **Court Fee Registration**, hover over the **My Profile Tab** and select **My Profile** from the drop-down menu. You will be directed to the **User Profile page**. The steps for credit card registration are outlined below in the section **Setting up the Court Fee Payment Method**.)

Figure: Purchase Subscription Button

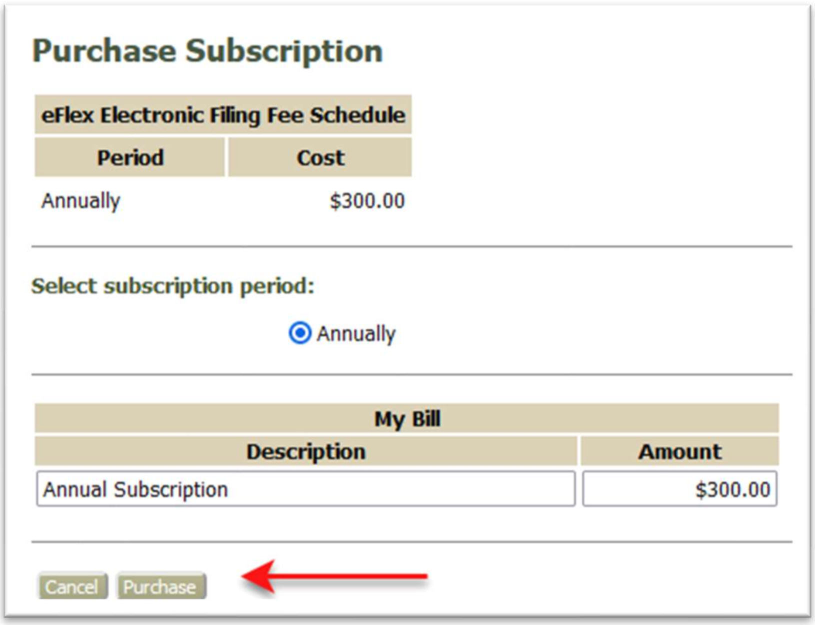


1. On the **Home page**, click the button **Purchase Subscription**. (Alternately, hover over the **My Profile Tab** and select **My Profile** from the drop-down menu. Details for setting up the **Subscription**

Payment Method in this manner from the **User Profile page** are outlined below in the section **Setting up the eFiling Convenience Fee from the User Profile Page.**)

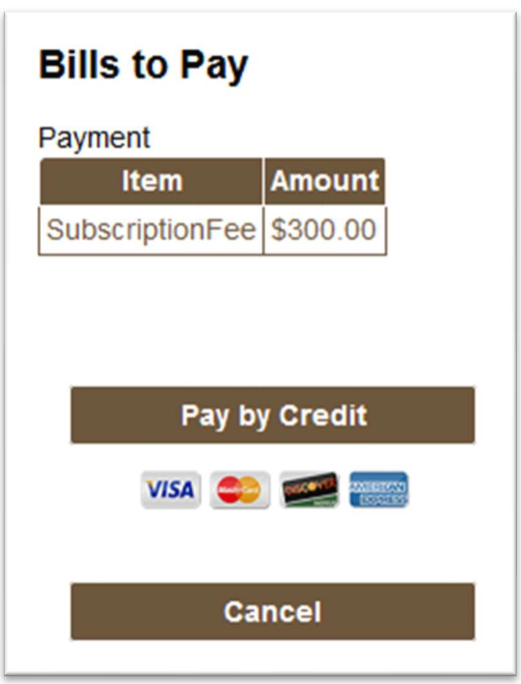
2. On the **Purchase Subscription page**, click the **Purchase button** at the bottom of the screen.

Figure: The Purchase Button



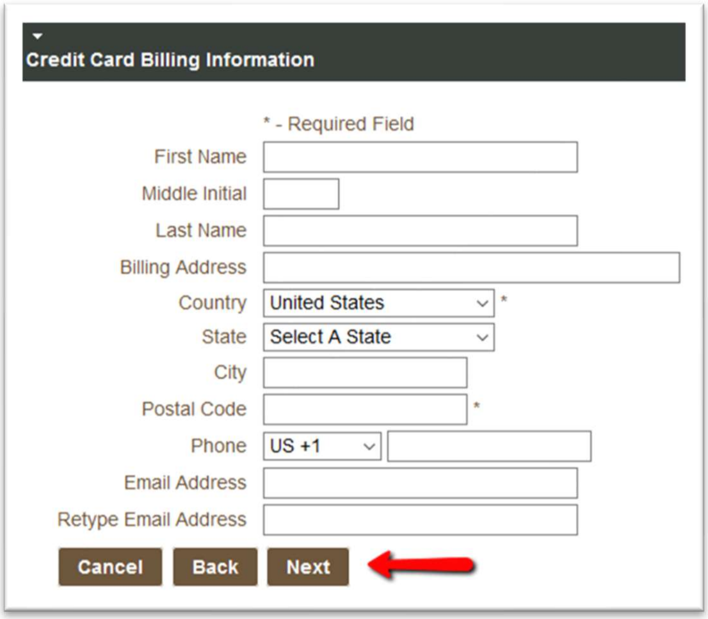
3. You will be directed to the 3rd-party payment vendor's site. (The following steps and screenshots will vary depending on the individual court's payment vendor.) Click **Pay by Credit**. Acceptable cards are pictured.

Figure: Bills to Pay page



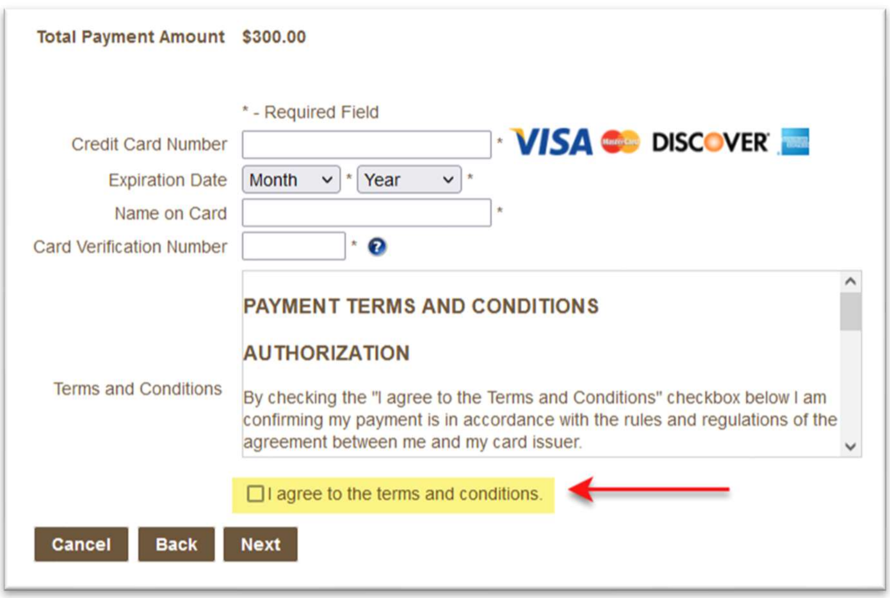
4. Enter the Credit Card Billing information. Fields marked with an asterisk* are required. Information entered must match identically with the account billing information for the credit card. Click **Next** to proceed.

Figure: Credit Card Billing Information



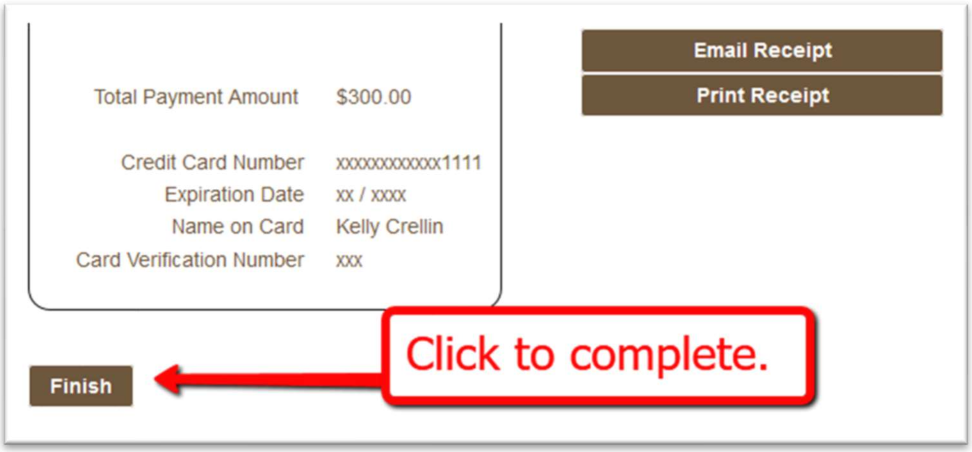
5. On the **Payment Information page**, fill in all required fields. The *Terms and Conditions* checkbox MUST be marked in order to complete the subscription purchase.

Figure: Credit Card Payment Information



6. Click **Next**.
7. Verify that the billing and account information as displayed are correct. Click **Submit Payment**. **NOTE**: Connection to the payment vendor may take a few minutes. **Please do not close the page**. If the following steps are not completed, the subscription set up may not be successful.
8. When the page refreshes and the **Payment Receipt page** displays, use the provided buttons to access either an electronic copy of the receipt or to print the receipt.
9. The user MUST click the **Finish** button to complete setting up the subscription and be returned to the eFiling system. Clicking **Finish** is critical!

Figure: Completing the Set-Up Process



10. The user will be directed to the **User Profile page** where they may also register for the **Court Fee payment method.** Although the credit card information may be the same, the data input is still required because it sends the submission payment directly to the courts rather than to the eFiling Administrator.

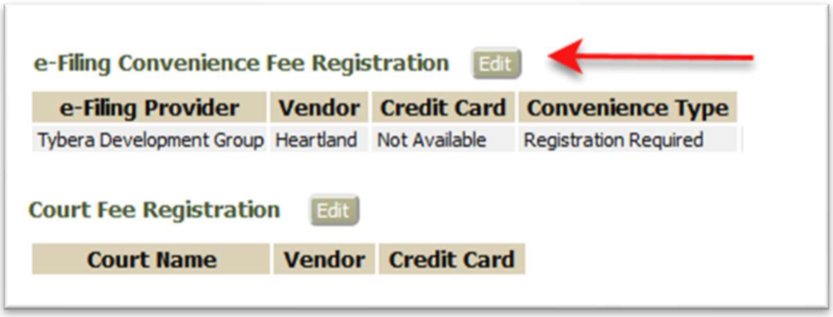
REGISTERING THE EFILING CONVENIENCE FEE FROM THE USER PROFILE PAGE

Figure: Convenience Fee Registration Required

In the above screenshot, "*Registration Required*" displays in the **Convenience Type column** under the **e-Filing Convenience Fee Registration section.** This indicates to the filer that their convenience fee (which pays for use of the eFiling service) has yet to be set up – OR - it could also mean that *if* they had an annual subscription in place, it has now expired, and registration needs to occur again.

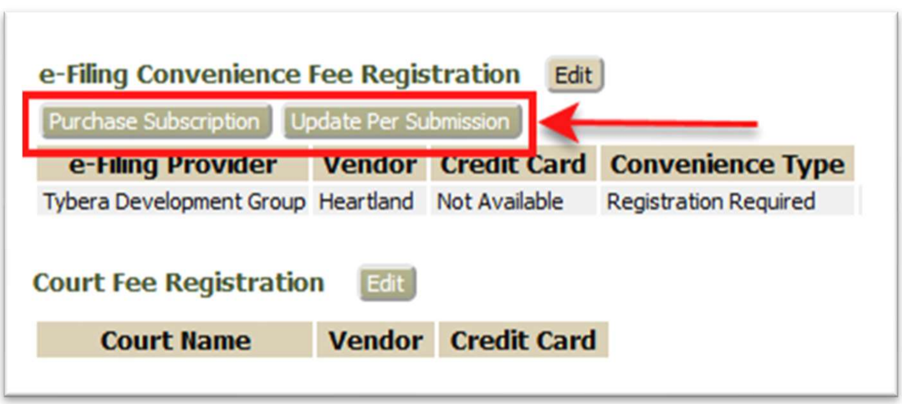
1. Click the **Edit button** to begin the process.

Figure: The Edit button under eFiling Convenience Fee Registration



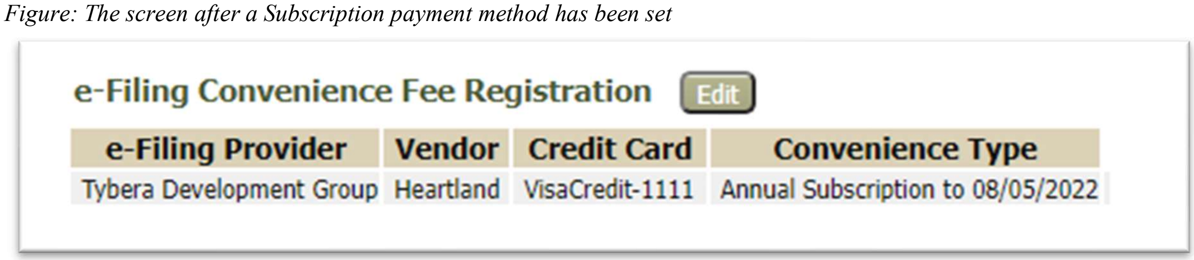
2. The screen will change and two buttons will appear. Click the button which represents the payment option you prefer for the **Convenience Fee registration**.
    a) **Purchase Subscription** - Filers electing to use the **Subscription Payment Method** will be charged an *annual subscription fee* of $300 per eFiling account. This allows for unlimited efiling for the account holder as well as unlimited retrieval of file-stamped documents from cases on which the attorney is counsel of record
    b) **Update Per Submission** - Filers electing to use the **Transaction Payment Method** will be charged a $5 fee for each submission through the efiling system regardless of whether or not a court fee is assessed with the filing. The user will also be charged $1.25 per each file-stamped document they choose to download from the system.

Figure: Select one or the other buttons for Subscription or Transaction Payment Methods



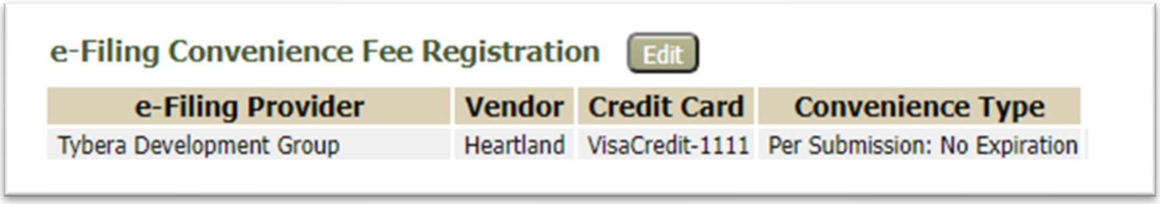
3. Clicking either button will direct the user to the 3rd party Payment Vendor's site where billing and credit card information will be entered.
4. Once this process has been completed, if the filer selected the **Subscription Payment method**, the screen will appear like this and display the time period through which the subscription will be active.

Figure: The screen after a Subscription payment method has been set



5. If the filer selected **Update per Submission**, or the **Transaction Payment method**, the screen will appear like this and indicate that there is "no expiration" because payment will be per each submission:

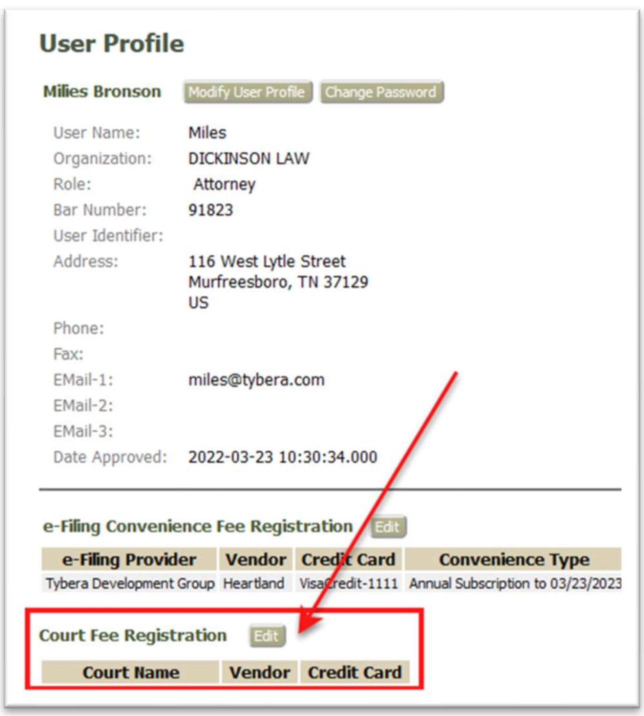
Figure: The screen after a Transaction payment method has been set



REGISTERING THE COURT FEE PAYMENT METHOD

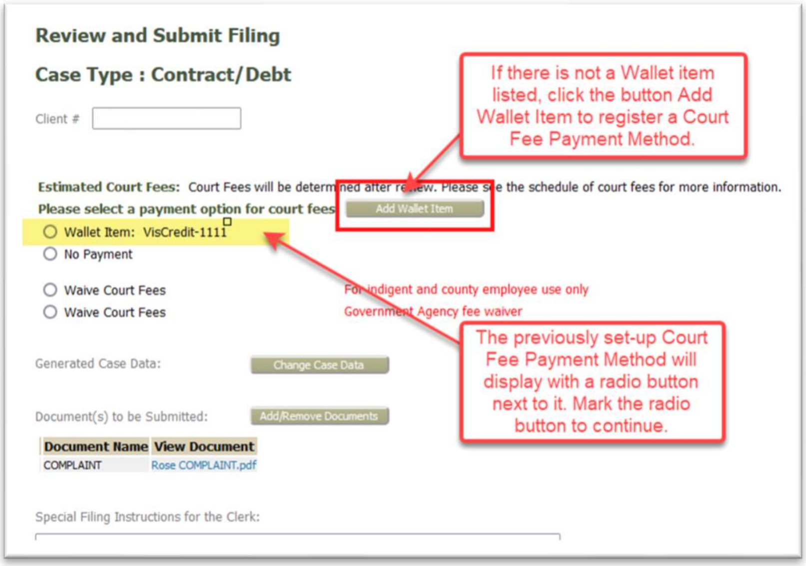
The **User Profile page** is divided into two sections. The top portion displays the account user's personal information and the bottom portion displays the credit card information associated to the user's **eFiling Convenience Fee Registration** (which pays for the *eFiling service*) and their **Court Fee Registration** (which pays for all *statutory court fee payments.)*

Figure: Court Fee Registration on the User Profile Page



When registering the **Court Fee Payment Method**, the user creates a token that allows the eFiling system to communicate with the 3rd party Vendor. Neither Tybera Development, nor the AOC has access to this credit card information. This is all private information handled by the payment vendor. Once created, the *Payment description* will be seen by the filer on the **Review & Submit page** (which is the last page they see before submitting their filing to the court.) Clicking the radio button next to the *Payment description* will identify how the filer will make payment for their court fees associated to their submission. If at that point the filer has not yet registered the **Court Fee Payment Method**, they still will have the option to create one by clicking the button **Add Wallet Item** to start the process.

Figure: Court Fee Registration on the User Profile Page

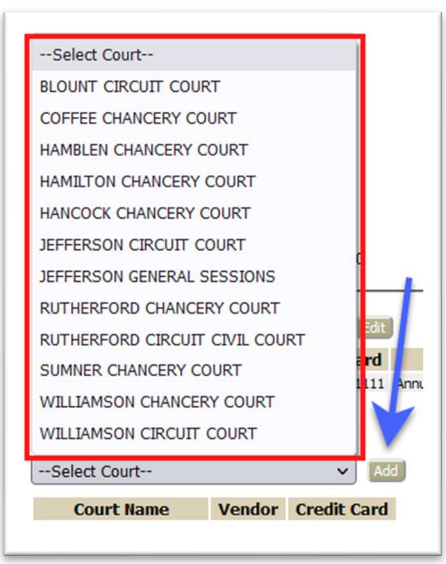


1. On the **User Profile page**, click the **Edit button** next to **Court Fee Registration** to *add* or *edit* existing credit card information.
2. Click the down-arrow in the newly displayed **court field** to display the active courts.

Figure: The Court Field

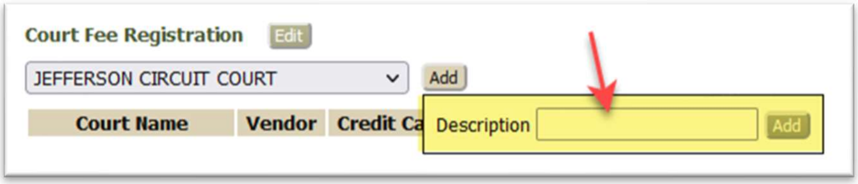
3. Select the desired court and click the **Add button.**

Figure: The Active Court Selection



4. After entering a description in the provided field (i.e. MasterCard), the user will be directed to the respective court's payment vendor's site where the credit card information may be entered.

Figure: The Credit Card Description Field.

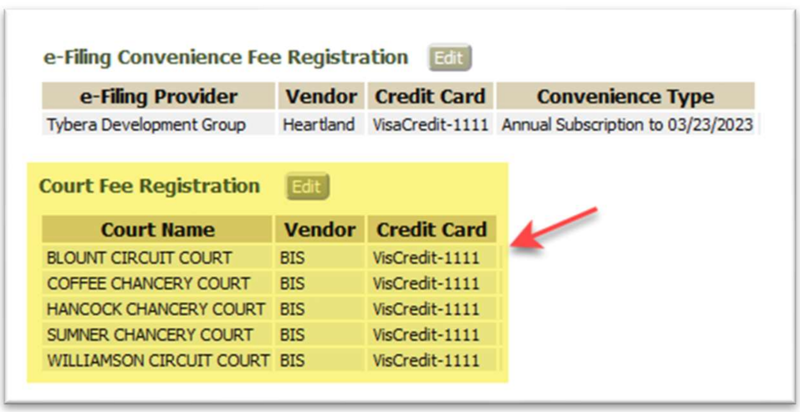


5. When the process is completed, the user will be directed back to the **User Profile Page** where the *credit card description* will display next to the court's name. This token is now available to the filer when they are filing to this specific court.

Figure: Court Fee Registration Section

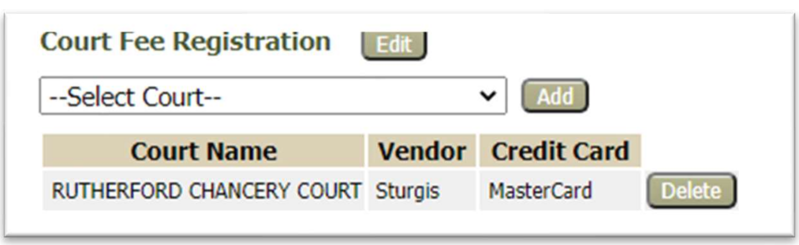
6. Depending on the 3rd party payment vendor, other courts may also be listed in addition to the one that was originally selected by the user, because this vendor's registration covers multiple courts.

Figure: Multiple Courts May Show as Registered When using BIS.



7. Click the **Edit button** to add additional credit card tokens or delete any that are currently displayed.

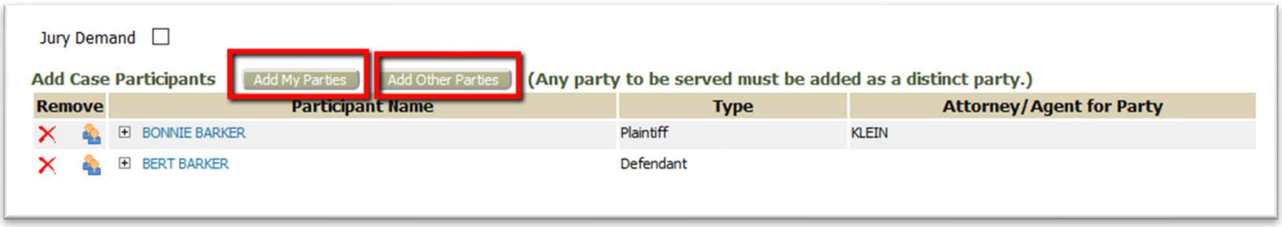
Figure: Editing the Court Fee Registration Section



FILING A NEW CASE

1. Click the **New Case** button on the **Home page**.
2. Select the correct **Case Type**.
3. **Case Initiation Page** – *This page is where case participants are added to the filing.*
   a. Click the button **Add My Parties**. Enter party information. (Required fields are marked with an asterisk.*) Click **Next**.
   b. Click the button **Add Other Parties**. Fill all needed fields. Click **Next.**

Figure: Buttons for Adding Parties



   c. Click the button **Save to Draft** if you choose to finish the submission at a later time. All data will be saved. (When continuing with a draft filing at a later time, hover over the **eFile Tab** and select **Draft Filings** from the drop-down menu.)
   d. Click **Next** to proceed.

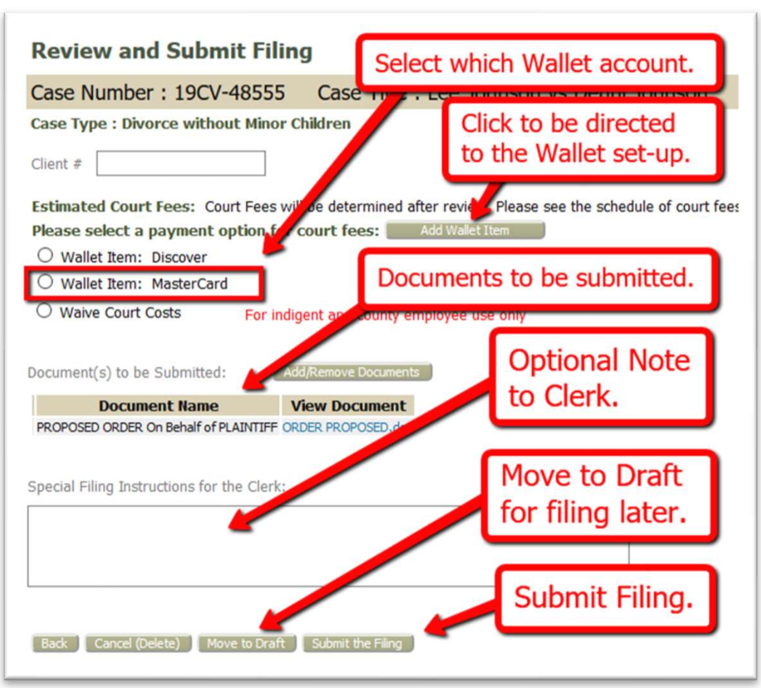
4. **Add-a-Document Page** – *This page is where the user adds documents to the filing.*
   a. In the optional **Document Category field**, select a category from the drop-down list. This will automatically filer the choices that will display in the **Document Type field**.
   NOTE: Some Tennessee Courts have opted not to have document categories. In these instances, filers will need to scroll through the entire list of document types in order to make their selection.
   a. In the **Document Type field**, select the appropriate document type from the drop-down list using the down-arrow.
   b. Enter a **Document Title**, if desired, to describe the document in greater detail.
   c. The default security setting is **Public**. If the judge has previously made a ruling to seal a case or document, select the radio button **Sealed** and enter the date of the order. Likewise, do the same with the radio button **Confidential.**
   d. Click **Browse** to search and select the document from your computer.
   NOTE: Proposed Orders must be in **Word format** with a document file extension of *doc* or *docx* in order to be editable for the judge/magistrate. All other document types must be PDFs. Each document uploaded to the system must be 10 megabytes or less. Multiple documents can be included in a single submission. The size limitation for an entire submission is 30 megabytes.

Figure: Button to Add Uploaded Documents to the Filing

   a. Click **Add** to upload the document to the submission. Add subsequent documents one at a time.
   b. With all items added, click **Next.**

5. **Review and Submit Page** – *This page allows the user to select a payment method and submit their filing*.
   a. The **Client #** is a convenience field for filers who use an internal office filing system to identify their clients. It is a useful tool when filtering for a specific client on the **My Filings page** or the **Filings Charges page**.
   b. Use the radio button to select the payment method. If no payment method is available or you wish to add another, click the **Add Wallet Item** to be directed to the **Wallet set-up page**.

Figure: Review and Submit Filing page



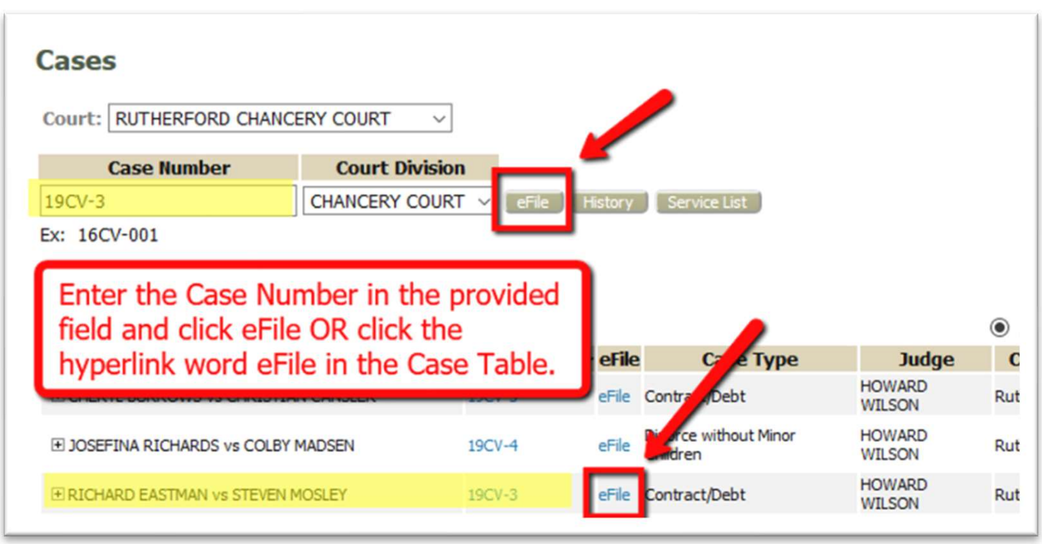
   c. If desired, add a note to the clerk using the text field provided. This is an informal note and is not recorded to the Case History.

d. Click the button **Submit the Filing** to complete the submission, or select the buttons **Back** or **Move to Draft** if needed.
e. Check the status of your filing as it processes through the system by visiting the **My Filings page.** Follow the steps below in the **Checking a Filing's Status** section below.

FILING TO AN EXISTING CASE

1. On the **Home page**, click the **Existing Case** button, or hover over the **eFile Tab** in the **Menu Bar** and select **Existing Case** from the drop-down list.
2. On the **Cases page**, the user's cases will be displaying in a **Case data table**. Under the **eFile column**, click the *hyperlink word* **eFile** in the **eFile column** on the line of the specific case number. The filer will be directed to the **Add-a-Document page.**
   - Each column header in the **Case Information Table** has an *ascending/descending sort feature* by clicking on the header title and controlling the order of the listings with the up/down arrow. This allows for ease in locating a case - sorting by case title, case number, case type, or judge hearing the case in order.
   - Click the *hyperlink* ***Service List*** to view case parties and how they will be served.
   - Click the *hyperlink* **Case Number** in the **Case Number column** to be directed to the **Case Summary page**.
3. Alternately, the user may also be directed to the **Add-a-Document page** by entering the *case number* in the **Case Number field**, selecting the **Court Division**, and clicking the **eFile button** located to the right of the **Court Division field.**
   - Click the **History button** to view the **Case Summary page**.
   - Click the **Service List button** to view the case parties and how they will be served.
4. To assist in managing the displayed listing of cases inside the **Case data table**, the filer may choose to mark the **Inactive checkbox** to identify cases that have been closed. This will remove the case from the **Active list** and place it on the **Inactive list**. The user may then modify the display of the **Case data table** by using the radio buttons **Show Active**, **Show Inactive**, or **Show Both**.

Figure: eFile Button and eFile Hyperlink



5. Continue to completion the filing by following steps 4 & 5 from the section **Filing to a New Case** listed above.

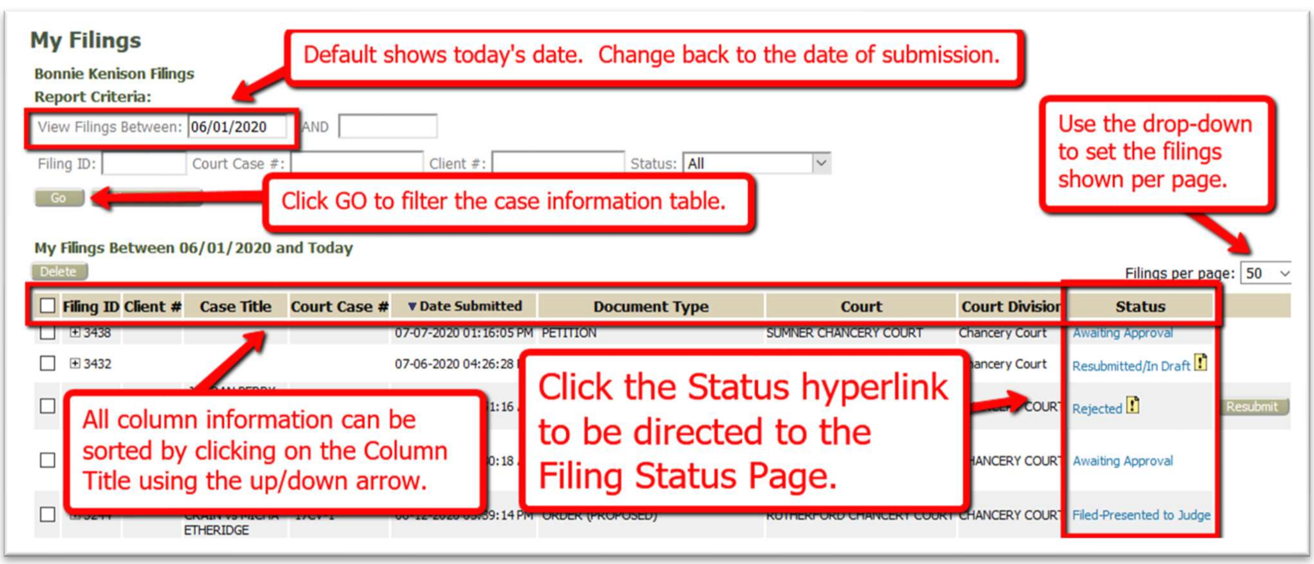
CHECKING THE FILING STATUS OF A SUBMISSION

1. To access the **My Filings page** to check the filing status of a submission, click the **My Filings** button on the **Home** page, or hover over the **eFile tab** on the menu bar and select **My Filings** from the drop-down list.

Figure: Accessing the My Filings page

2. On the **My Filings page**, set the date to include the date of submission, and click **Go** to locate the submission listing. Choose to use other filters, such as *Filing ID, Court Case #, Client #,* or *Status*, to locate the specific filing.

Figure: The My Filings Page



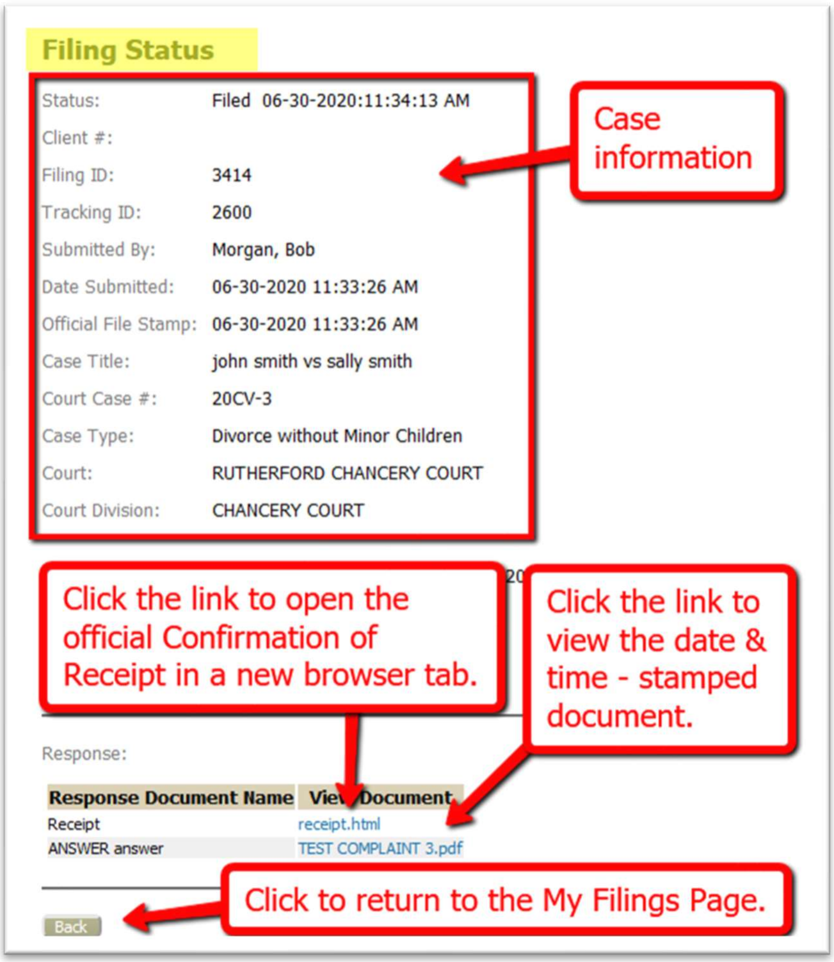
3. The **Status column** is on the right. Click the ***status hyperlink*** to be directed to the **Filing Status Page** where the filer is able to view the filing details. When the filing status is ***Filed*** or ***Filed-Presented to Judge***, the filer is able to view the court-stamped documents as well as access the **Confirmation of Receipt.** If the status is ***Rejected***, the filer has the opportunity to use the one-time use **Resubmit button** to clone the original submission, be directed back to the **Add-a-Document page** to make the

needed corrections before resubmitting the filing back to the court. (See the section below titled **Resubmitting a Rejected Filing**.)

ACCESSING THE RECEIPT AND COURT-STAMPED DOCUMENTS

The **Filing Status Page**, which is accessed by clicking on a submission's ***hyperlink status*** in the **Status Column** on the **My Filings Page**, shows detailed case information. This includes all documents that were sent with the submission, a link to open the official **Confirmation of Receipt** in a new browser tab, and all the **court stamped documents**. Click each document under the **View Document column** to view/download the document(s).

Figure: The Filing Status Page



For filings with a *Filed status*, the **Receipt** may be accessed by scrolling to the **Response section** and clicking the ***receipt.html*** hyperlink. This will open a new browser tab and display the information.

Figure: The Confirmation of Receipt

Confirmation of Receipt

The following information confirms acceptance of your filing by RUTHERFORD CHANCERY COURT

Case Information	
Case Caption	AIMEE FELLERS CRAIN vs MICHA ETHERIDGE
Case Number	17CV-1
Case Type	Order of Protection
Judge	HOWARD WILSON
Court Name	RUTHERFORD CHANCERY COURT
	CHANCERY COURT
Filing Information	
Filer	John Test
Official File Stamp	07-06-2020:06:11:12 PM
Filer Interface Id	3433
Clerk Interface Id	2615
Payment Information	
Payment Method	Payment Collected ($102.56) - Authorization Code: 185728235Y3787022
Charges	$100.00 Filing Fees
	$2.56 Payment Gateway Service Fee
Total	$102.56
Documents	
Test PDF.pdf	COMPLAINT Test

Service List

As of 07-06-2020, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

PRO SE for MICHA ETHERIDGE
MITCH SHANNON-SMYRNA for AIMEE CRAIN

RESUBMITTING A REJECTED FILING

1. If a filing's status is **Rejected**, click the status link to be directed to the **Filing Status page** where one may view the reason for rejection. (The exclamation point inside the yellow icon indicates an available message from the clerk.)
2. A filing rejection will generate a "one-time-use" **Resubmit** button, located to the right of the status column.

Figure: The Resubmit Button

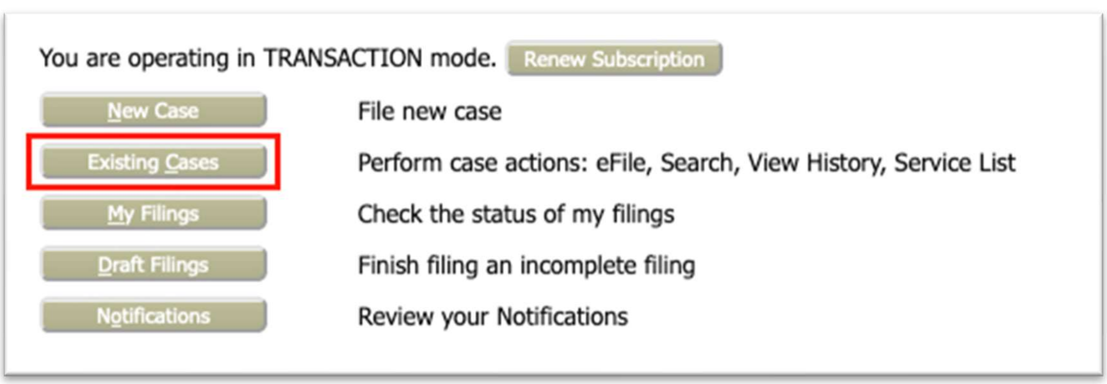
Clicking **Resubmit** will cause the eFlex system to clone the information from the rejected submission for use in a new submission and will route the user to the **Add-a-Document page** where corrections can be made. The user can delete documents and upload new corrected documents. The user then clicks **Next** to be directed to the **Review and Approve Filing page** and clicks **Submit** to send the newly created filing to the court. The **Filing Status page** will display a **Resubmitted status** for the first filing and will create a new line for the resubmitted filing.

Figure: The Resubmit Button

FILING A NOTICE OF APPEARANCE – for Attorneys

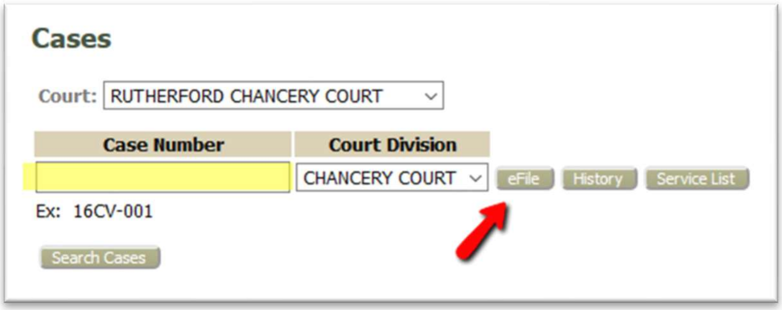
1. On the **Home page,** click to file to an **EXISTING CASE**.

Figure: The Existing Cases Button



2. On the **Cases page**, enter the case number in the provided field and click the button **eFile**.

Figure: The eFile Button on the Cases Page

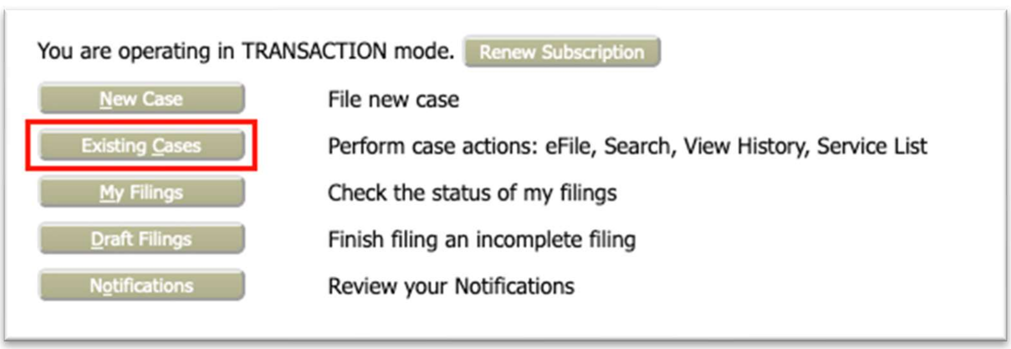


3. On the **Add-a-Document Page,** select **Notice of Appearance** and enter a **Document Title.**
4. Click **Browse** to locate and select the document. Click **Add** to upload.
5. Click **Next** to proceed to the **Review and Submit Filing** page.
6. Click the button **Submit the Filing**.

FILING A NOTICE OF CASE ASSOCIATION – for Pro Se

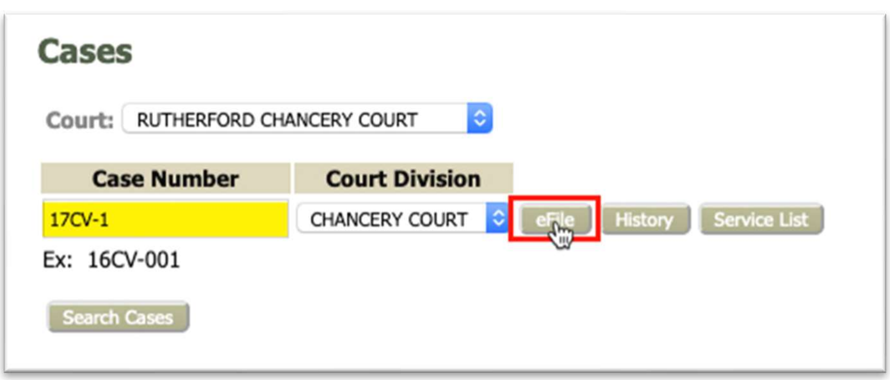
1. On the **Home page** click to file to an **EXISTING CASE**.

Figure: The Existing Cases button



2. On the **Cases page**, enter the case number in the provided field and click **eFile**.

Figure: The eFile Button on the Cases Page



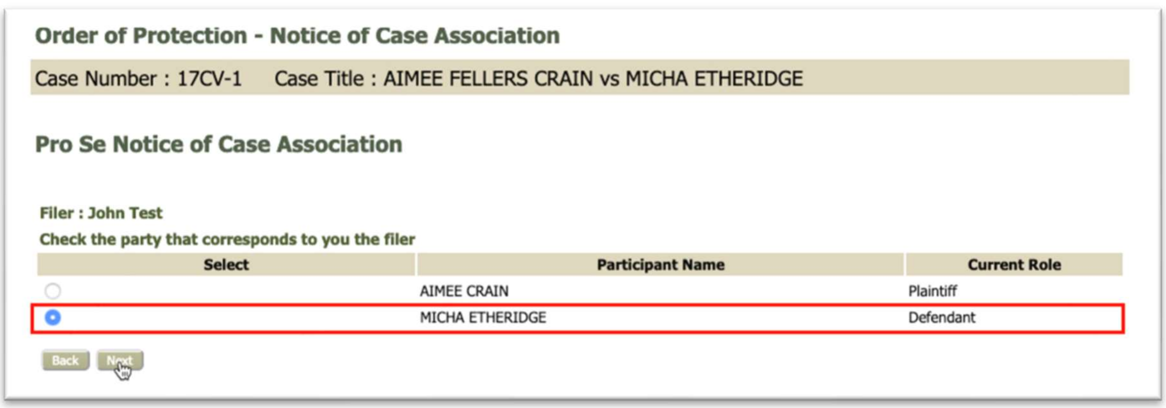
3. On the **Add-a-Document Page,** select **Notice of Case Association** and enter a **Document Title.**

   NOTE: The **Browse Button** will be grayed out and the filer will be unable to click it. Instead, click the **Add** button to be directed to the **Pro Se Notice of Case Association page**.

Figure: The Browse button is Inaccessible with this Doc Type

4. Mark the radio button that corresponds to you, the filer, and click **Next**.

Figure: Select the Radio Button that Identifies You



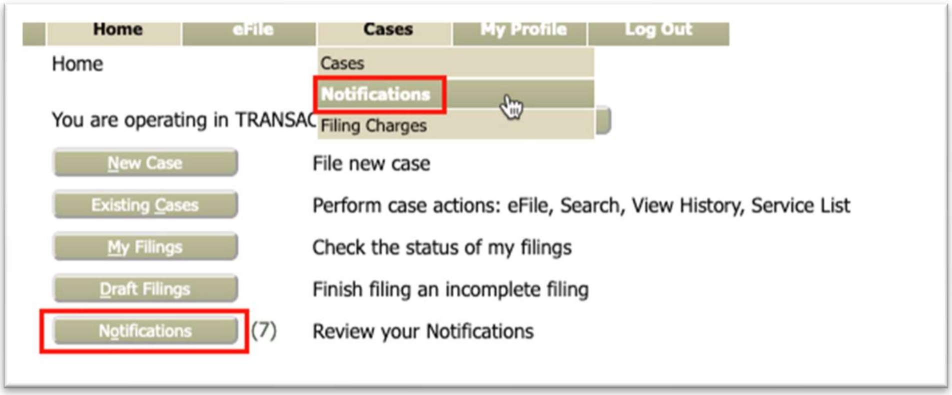
5. This returns the filer to the **Add-a-Document page** where the **Next** button is clicked in order to proceed.
6. On the **Review and Submit Filing** page, click **Submit the Filing**.

VIEWING OFFICIAL NOTIFICATIONS FROM THE COURT

Notifications are the official court communication regarding eFiling activity on a case. To view them, the user must first login to the eFiling system. (The user may also receive unofficial, courtesy emails regarding efilings to the user's cases.)

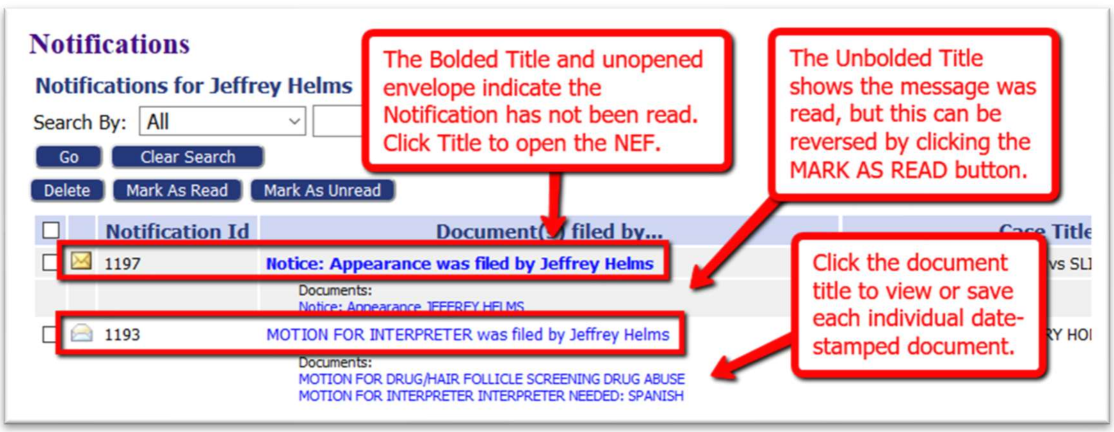
1. On the **Home** page, click the **Notifications** button, or hover over the **Cases** Tab in the menu bar and select **Notifications** from the drop-down list. The number in the parentheses next to the **Notifications** button indicates how many "unread" notifications are currently on the page.

Figure: Accessing the Notifications Page



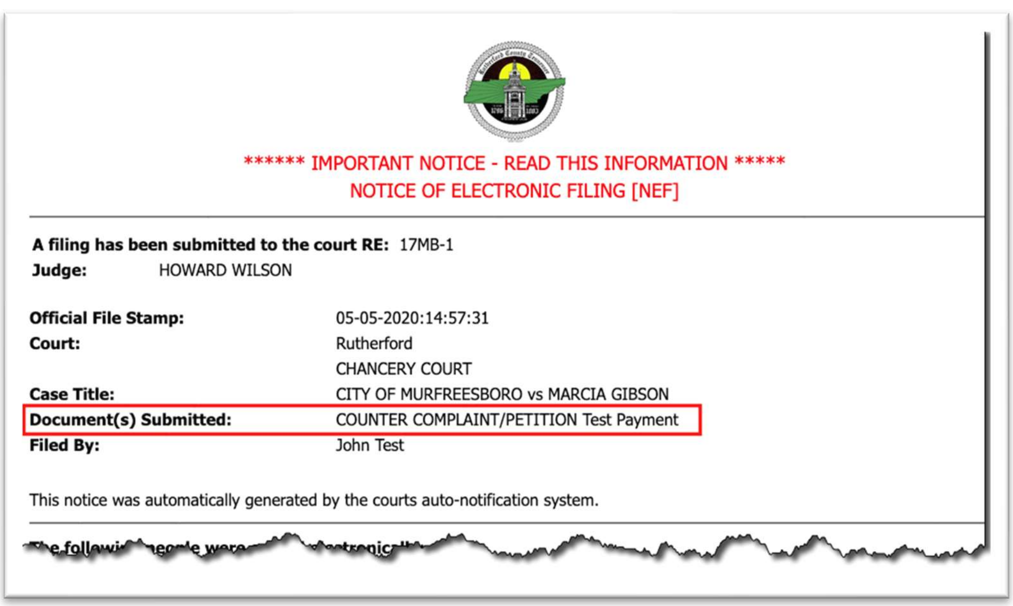
2. Notifications with bolded headings are "Unread" Notifications. Additionally, unread notifications have a *closed envelope* to the left of the **Notification ID**.

Figure: The Notifications Page



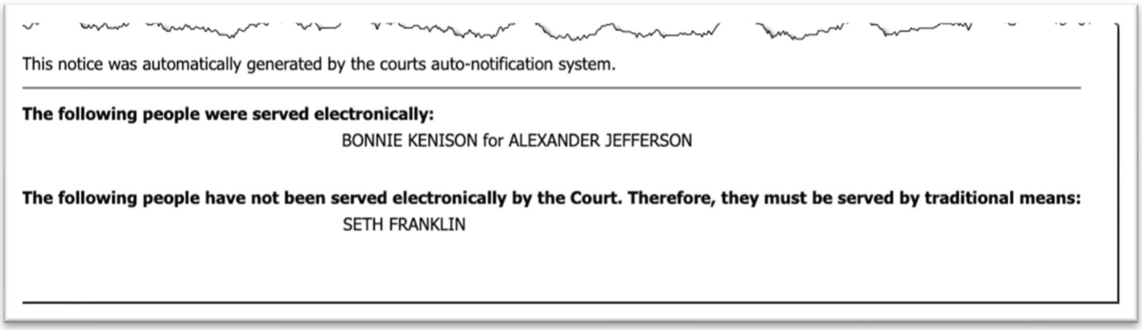
3. To open the official Court Notification, click the bolded hyperlink **Document Title**.
4. The **NEF** (Notice of Electronic Filing) will display in a new browser tab.
   - The top of the NEF contains case-related information, including **document(s)** filed.

Figure: The Top Portion of the Notifications Page



- The bottom portion of the NEF indicates the **service requirements** at the time the listed document was submitted. (Future or past submissions may have different service requirements.)

Figure: The Bottom Portion of the Notifications Page



  - Persons being served electronically are listed first on the NEF.
  - Persons requiring service by traditional means are listed under the second heading.
- To view the document(s) within the filing, click the ***hyperlink document title*** listed under the **NEF title** in the **Documents(s) filed by column**. The time-stamped document(s) will display as a pdf. Users may choose to download hard-copies for their records.

NOTE: The system is coded to auto-clean the notifications after a set period of time as determined by the court.

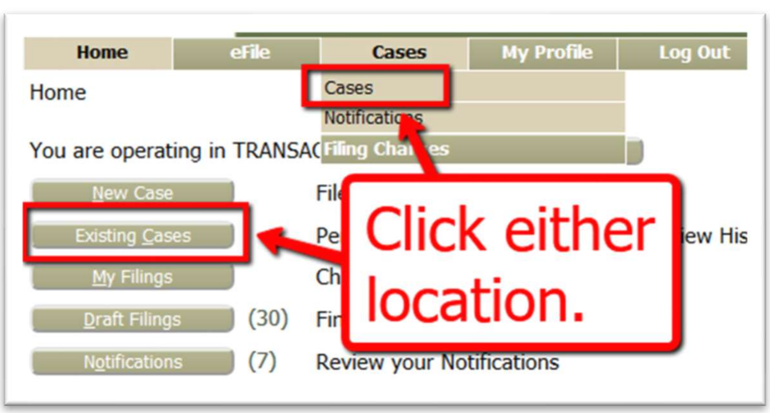
  - Users can manually clean the page by using the checkbox in combination with the delete button.
  - Users may also use the **Mark as Read** and **Mark as Unread buttons** to manually change the
  - display of the envelope.

ACCESSING CASE INFORMATION

The **My Cases page** gives the user easy access to cases, documents filed to the case, and to the service list information associated to a particular case at the time of the query.

1. On the **Home page**, click the button **Existing Cases**, or hover over the **Cases** Tab in the menu bar and select **Cases** in the drop-down list.

Figure: Accessing Case Information

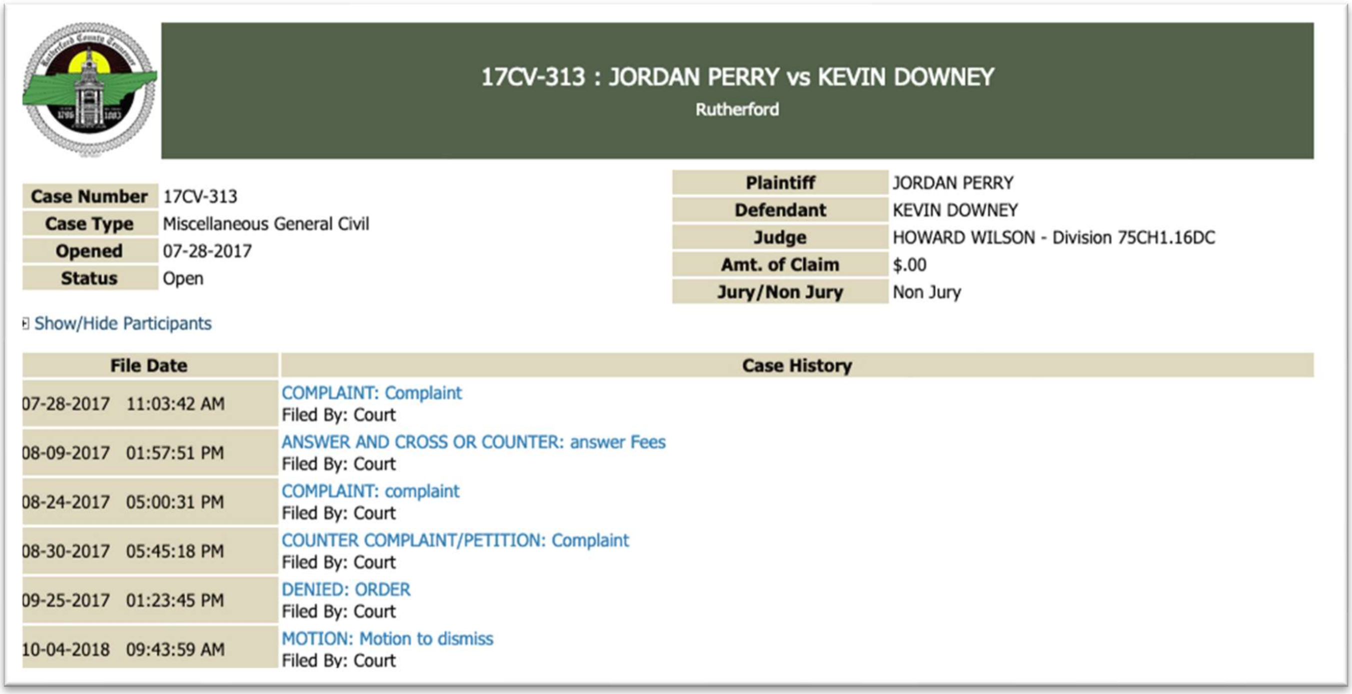


2. The **Case Information Table** has an ascending/descending sort feature by clicking on the header title and controlling the order of the listings with the up/down arrow.
   a) Clicking the **+ sign** next to the **case title** in the **Case Title column** will display the documents filed to the case. Further, clicking the ***hyperlink title*** within this expanded view will allow the filer to either open or save the selected document.
   b) Clicking the ***hyperlink case number*** in the **Case Number column** will open a new browser tab and display the **Case History**, which includes case participant information as well as links to open, view, and print documents.
   c) Clicking the ***hyperlink Service List*** in the **Service List Column** opens a new browser tab and displays the **Certificate of Service**. Here one can view case parties who will receive electronic notification vs. those who must receive notification in the traditional manner.
   d) Click the radio buttons **Show Active**, **Show Inactive** or **Show Both** to alter the cases displayed in the table.
3. One may also quickly access the **Case History** and/or **Service List** of a case by entering its case number in the provided **Case Number field** at the top of the page, selecting the applicable **Court**, and clicking the intended button.

Figure: The Cases Page

NOTE: Although any user with a correct case number can file, users will not be able to view a case history unless they are party to the case or counsel of record on the case. Pro Se filers may need to file a *Notice of Case Association* to access the Case History or documents.

Figure: The Case Summary Page



17CV-313 : JORDAN PERRY vs KEVIN DOWNEY

Rutherford

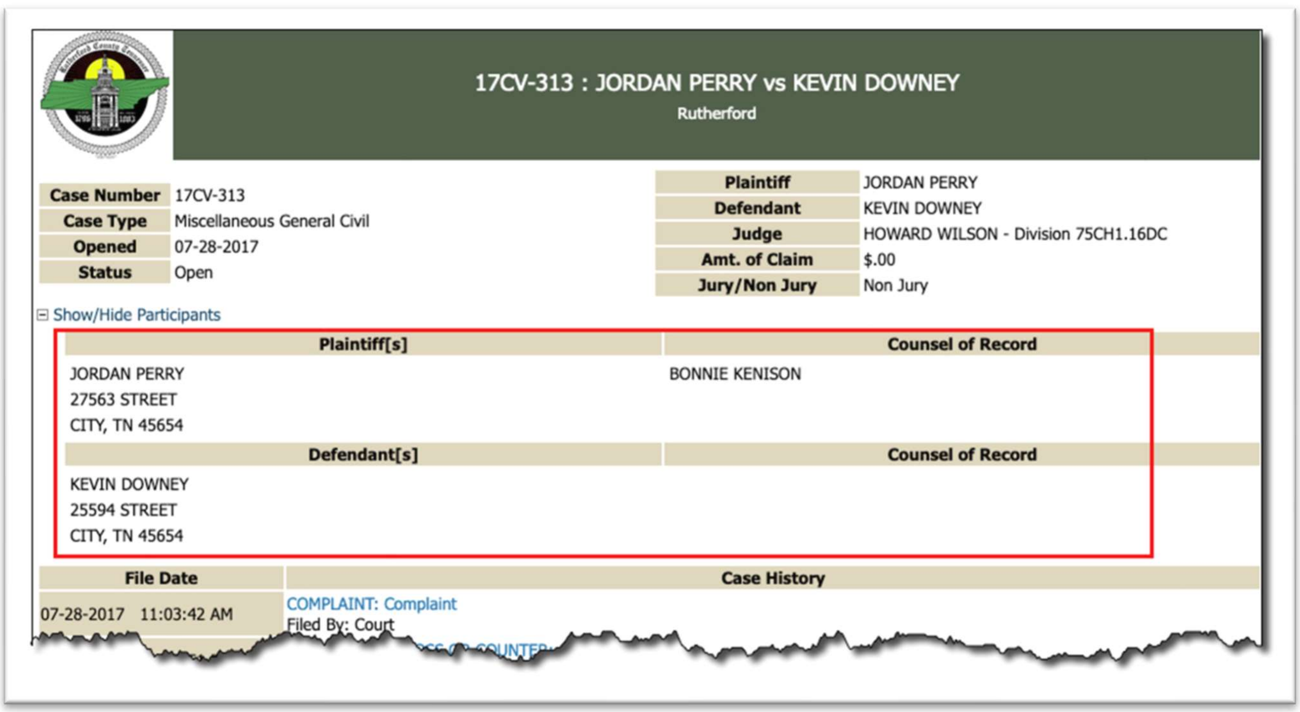
Case Number	17CV-313
Case Type	Miscellaneous General Civil
Opened	07-28-2017
Status	Open

Plaintiff	JORDAN PERRY
Defendant	KEVIN DOWNEY
Judge	HOWARD WILSON - Division 75CH1.16DC
Amt. of Claim	$.00
Jury/Non Jury	Non Jury

⊞ Show/Hide Participants

File Date	Case History
07-28-2017 11:03:42 AM	COMPLAINT: Complaint Filed By: Court
08-09-2017 01:57:51 PM	ANSWER AND CROSS OR COUNTER: answer Fees Filed By: Court
08-24-2017 05:00:31 PM	COMPLAINT: complaint Filed By: Court
08-30-2017 05:45:18 PM	COUNTER COMPLAINT/PETITION: Complaint Filed By: Court
09-25-2017 01:23:45 PM	DENIED: ORDER Filed By: Court
10-04-2018 09:43:59 AM	MOTION: Motion to dismiss Filed By: Court

Figure: The expanded Show/Hide Participants Section on the Case Summary Page



17CV-313 : JORDAN PERRY vs KEVIN DOWNEY

Rutherford

Case Number	17CV-313
Case Type	Miscellaneous General Civil
Opened	07-28-2017
Status	Open

Plaintiff	JORDAN PERRY
Defendant	KEVIN DOWNEY
Judge	HOWARD WILSON - Division 75CH1.16DC
Amt. of Claim	$.00
Jury/Non Jury	Non Jury

⊟ Show/Hide Participants

Plaintiff[s]	Counsel of Record
JORDAN PERRY 27563 STREET CITY, TN 45654	BONNIE KENISON
Defendant[s]	**Counsel of Record**
KEVIN DOWNEY 25594 STREET CITY, TN 45654	

File Date	Case History
07-28-2017 11:03:42 AM	COMPLAINT: Complaint Filed By: Court

Figure: Blue Text Identifies Hyperlinks to Open Documents

File Date	Case History
07-28-2017 11:03:42 AM	COMPLAINT: Complaint Filed By: Court
08-09-2017 01:57:51 PM	ANSWER AND CROSS OR COUNTER: answer Fees Filed By: Court
08-24-2017 05:00:31 PM	COMPLAINT: complaint Filed By: Court
08-30-2017 05:45:18 PM	COUNTER COMPLAINT/PETITION: Complaint Filed By: Court
09-25-2017 01:23:45 PM	DENIED: ORDER Filed By: Court
10-04-2018 09:43:59 AM	MOTION: Motion to dismiss Filed By: Court

Figure: Service List Example

Service List

Service List RE: 19CV-5

Case Number:	19CV-5
Judge:	HOWARD WILSON
Court:	Rutherford CHANCERY COURT
Case Title:	CHERYL BURROWS vs CHRISTIAN CANSLER

This certificate was automatically generated by the courts auto-notification system.

Date Generated: 07-07-2020:16:50:19

As of 07-07-2020, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:

BONNIE KENISON for CHERYL BURROWS

Email: BONNIE KENISON
bkenison@tybera.com

Lists of individuals to be notified **electronically**

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

PRO SE for CHRISTIAN CANSLER

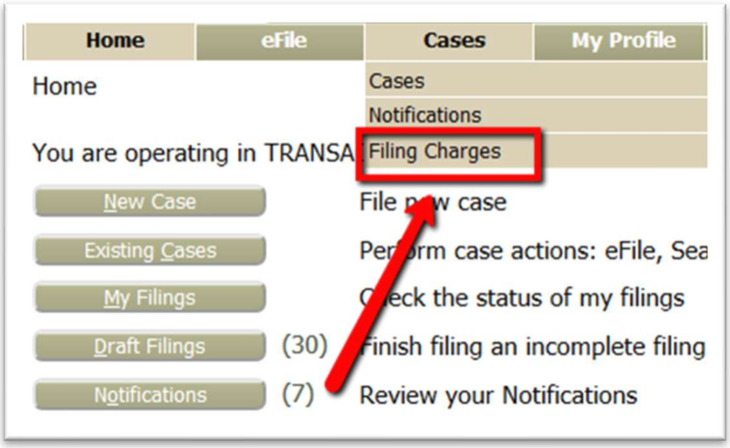
Lists of individuals to be notified by **traditional methods**

REVIEWING FILING CHARGES

There are charges for the service of eFiling – whether that be with transaction or subscription fees. There are also court statutory fees associated to many documents and submissions. When payments are made, eFlex records the payments and keeps track of the charges. Payments made are tracked for a twelve- month period.

1. On the Home page, hover over the **Cases Tab** in the menu bar and select **Filing Charges** from the drop-down list.

Figure: Accessing the Filing Charges Page



2. The information displayed on the **Filing Charges page** can be filtered by date or by type of Fee. Mark the checkboxes as needed to display the desired information.
3. By default, the current month is displayed in the date field. Click the field to make changes. Information about each payment made during that month, including the case number, case title, method of payment, and the amount, will displayed.

Figure: Left Side of the Filing Charges Page

Filing Charges

Show: ☑ Court Fees ☐ Transaction Fees ☐ Subscription Fees ☐ Card Registration Fees

View Filings Between: 04/01/2020 AND 04/30/2020

Go

Charges Between 04/01/2020 and 04/30/2020 for Bonnie Kenison

Export to file

Filing ID	Tracking ID	Case Title	Client #	Case Number	Court
2892	2228	PEGGY JOAN SWEENY vs SEAN MICHAEL SWEENY		15CV-127	RUTHERFORD CHANCERY COURT
2955	2268	PEGGY JOAN SWEENY vs SEAN MICHAEL SWEENY		15CV-127	RUTHERFORD CHANCERY COURT

Figure: Right Side of the Filing Charges Page

Description	▲ Date	Account	Authorization Code	Fees	Convenience Fee	Total
Divorce without Minor Children	04-07-2020 04:19	X9724	4BD18604MA813830A	$1.00	$0.33	$1.33
Divorce without Minor Children	04-29-2020 10:46	X7739	8AJ2886055484931L	$1.00	$0.33	$1.33
			Totals:	**$2.00**	**$0.66**	**$2.66**