

eFlex Electronic Filing – Filer Interface

Davidson County - Circuit, Probate, General Sessions-Civil Courts

User's Guide for Filers

Metro Government of Nashville and Davidson County
David Briley, Mayor

circuit | criminal | juvenile

efiling

powered by eFlex from Tybera



Welcome to the Metro Nashville-Davidson County E-Filing portal.

One account allows users to file cases in Circuit, Criminal and Juvenile Courts.
Request an account to begin E-Filing today!

Log In
Enter your User Name and Password

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)
[Forgot Your User Name?](#)

New Users
[Request Account](#)



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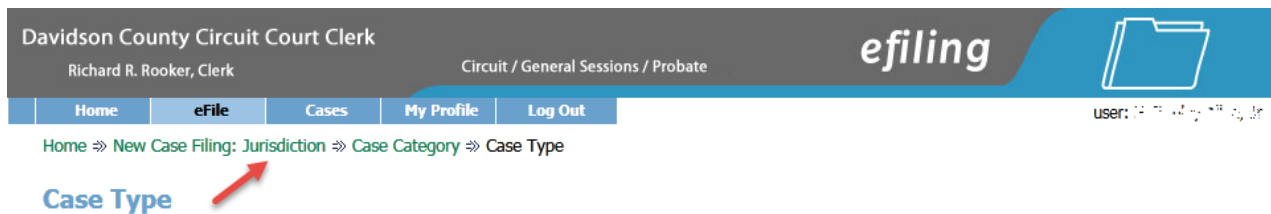
Introduction to E-Filing

Davidson County's E-Filing system will allow attorneys, litigants, court staff and other agencies to electronically file new cases and existing court documents 24 hours a day, 7 days a week, 365 days a year. The system will be robust and automate many functions across each office. Documents will be filed directly with the appropriate Clerk's office without requiring the production of paper copies or the services of a third party. The filer interface also provides the means for users to view case histories, check the status of submissions, send follow up documents, and access service lists.

This user's guide is intended to instruct filers on the features of the eFlex system. Check the Circuit Court Clerk's E-Filing login page for additional information.

Users are strongly encouraged to use only the navigation buttons that are displayed on the E-Filing interface. These will appear at the bottom of each page and will give the user options such as **Back** or **Next**. Another navigation option is the breadcrumb trail displayed at the top of every page. See Figure 1 below

Figure 1: Breadcrumb Navigation



This appears just under the menu bar, and the active links show the pages the user has visited to get to the current page. Clicking on any of these links will take the user back to the page listed. It is important to **avoid using the internet browser back arrow** during the preparation and submission of a filing.

Document Preparation Prior to Login

For most types of cases, the filer will need to attach documents with the initial filing. Documents must be submitted as Adobe Acrobat PDF files (Portable Document Format) or Microsoft Word. Most documents that are submitted as part of a filing will not need to be changed, other than receiving a time stamp, during the filing or clerk approval processes. It is best to have all documents prepared before logging into filer interface. Some documents such as proposed orders may be submitted in Microsoft Word format. The document type will list the acceptable file format type(s) when adding them to your submission. See figure 2 below.

The requirement for submitting documents as PDF files also applies to paper exhibits such as copies of contracts or copies of cancelled checks. The easiest way to prepare such exhibits is to scan and save them as PDFs, and because color scans add to the file size, it is highly recommended that black and white settings be used with a lower resolution setting of 300 dpi (dots per inch) when scanning paper exhibits (unless the loss of the color degrades the value of the evidence).

If you need instruction on creating a PDF or Microsoft Word file, please refer to Appendix A at the end of this user guide.

Note: The size limitation for each submission is 20 MB.

Figure 2: Document Format

The screenshot displays the eFiling interface for Davidson County Circuit Court Clerk Richard R. Rooker. The user is logged in as 'user: Richard Rooker'. The interface shows the 'Add a Document' page for Case Number 19-00000 and Case Title TEST V TEST. The Case Type is CONTRACT/DEBT COMPLAINT. The Document Category is ORDER (PROPOSED) and the Document Type is FINAL ORDER (PROPOSED). There are checkboxes for Sealed, Confidential, and Associate to Previous Filing. The Acceptable File Format(s) field shows (*.DOCK, *.DOC) with a red arrow pointing to it. The Document Location field has a Browse... button. The Add to Submission button is labeled Add. At the bottom, there is a table with columns: Document Name, View Document, On Behalf of, Edit Data, Size, and Remove. Below the table are buttons for Back, Move to Draft, and Next.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
---------------	---------------	--------------	-----------	------	--------

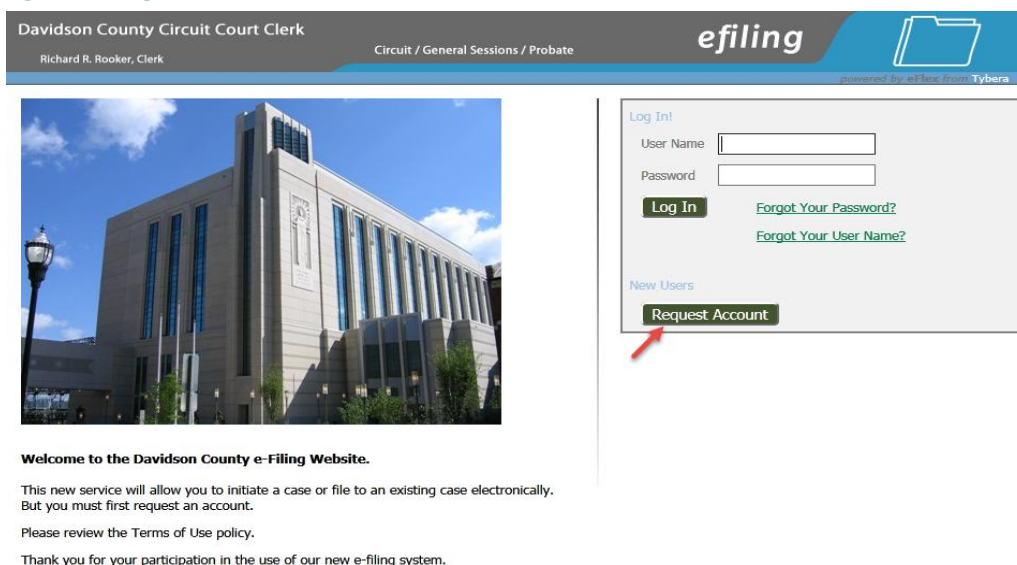
Getting Started

Login

To begin e-Filing you must first go to the “Login” page located at: <https://efile.nashville.gov/> and request an account if you do not already have one.

The “Login” page is the place where, periodically, the system administrator may communicate with filers by posting a message providing links to rules or forms or by posting a message notifying users of upcoming system maintenance that will make the system unavailable for a set time period.

Figure 3: Login Screen



Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk

Circuit / General Sessions / Probate

efiling

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Log In

User Name

Password

Log In

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

Request Account

Welcome to the Davidson County e-Filing Website.

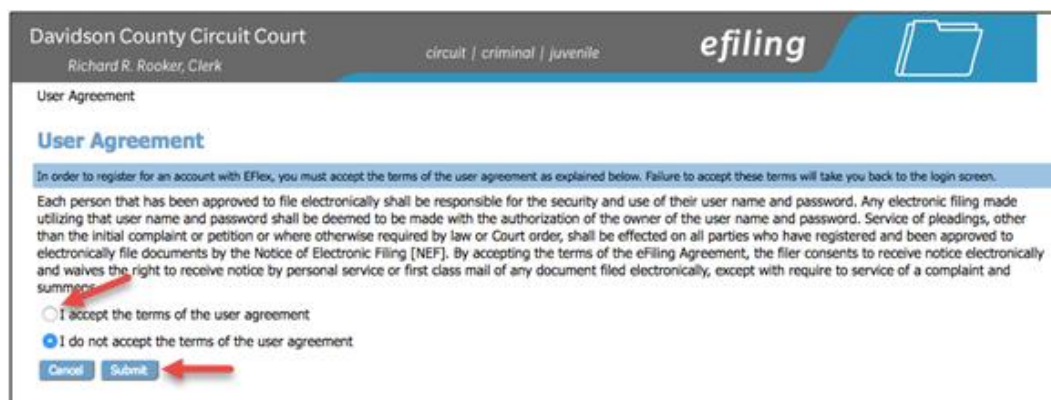
This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-filing system.

1. To begin the registration process, click on the **Request Account** button on the login page.

Figure 4: Read and Accept User Agreement



Davidson County Circuit Court
Richard R. Rooker, Clerk

circuit | criminal | juvenile

efiling

User Agreement

User Agreement

In order to register for an account with eFile, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

Each person that has been approved to file electronically shall be responsible for the security and use of their user name and password. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password. Service of pleadings, other than the initial complaint or petition or where otherwise required by law or Court order, shall be effected on all parties who have registered and been approved to electronically file documents by the Notice of Electronic Filing [NEF]. By accepting the terms of the eFiling Agreement, the filer consents to receive notice electronically and waives the right to receive notice by personal service or first class mail of any document filed electronically, except with require to service of a complaint and summons.

I accept the terms of the user agreement

I do not accept the terms of the user agreement

Cancel Submit

2. The “Terms of Use & E-file Rules” page will open. After reading the agreement, at the end of the screen, accept the terms by selecting the proper radio button as shown below, and click **Submit**. The “User Roles” page will appear.

Figure 5: Association with a Role

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eFiling

User Agreement > Select User Role

USER ROLES

Select your user role:

Agency

Attorney

Filer

Pro Se

Process Server

Cancel Next

- Each user must have an assigned role. Select your user role from the list by marking the appropriate radio button and clicking **Next**. The “Select a User Classification” page will appear.

Figure 6: Associate with an Organization

Davidson County Circuit Court
Richard R. Rooker, Clerk

circuit | criminal | juvenile

eFiling

User Agreement > Select User Role > Select User Organization

Select an Organization

Select the organization you belong to or type it in below:

Existing

New

Cancel Next

- Each user must be associated with an organization. Use the drop-down menu to select a organization that is already a part of the eFlex system. If you are an Attorney registered to practice in the State of Tennessee, choose “**Attorney-In State**”.
- Click **Next**. The “Request a User Account” page will display, as shown in Figure 6.

- For Attorneys licensed to practice in Tennessee, your “User Name” will be your TN BPR number. Your BPR number will also go in the “Bar Number” field below the name fields in the form, as shown in Figure 6 below.

Figure 7: User Profile Information

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David Briley, Mayor

circuit | criminal | juvenile

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User Agreement ⇒ Select User Role ⇒ Select User Company ⇒ Request a User Account

Request a User Account

Company Name: ATTORNEY - IN STATE

User Name: *

Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your user name.

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

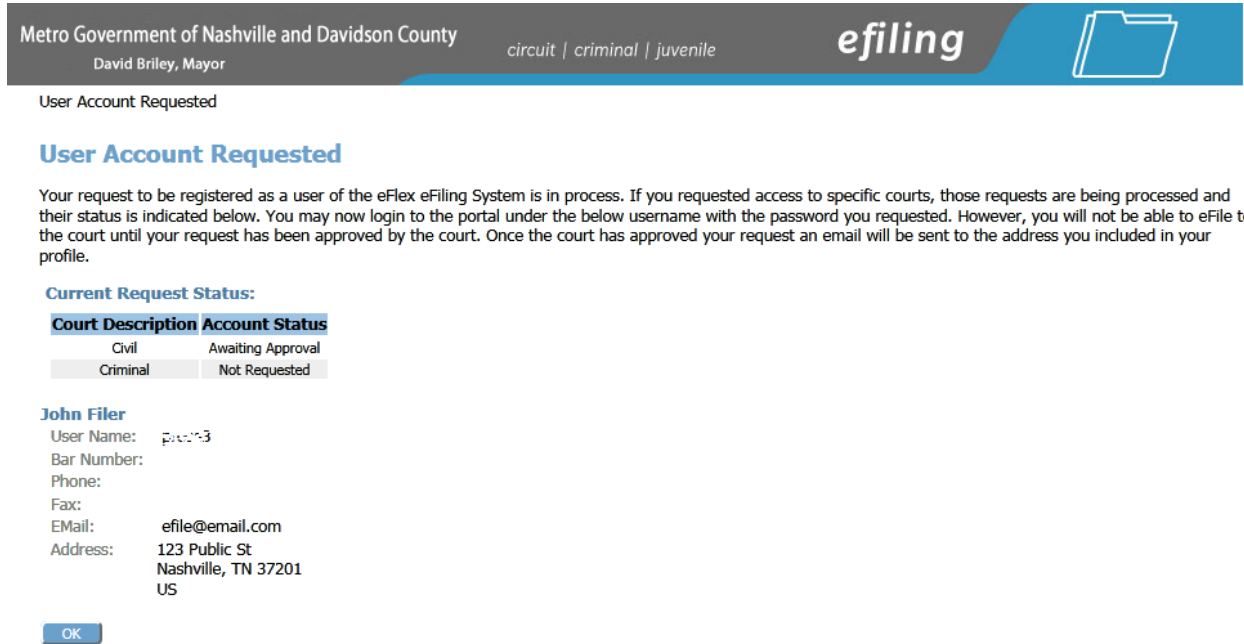
Suffix Name:

Bar Number: *

Pro Hac Vice attorneys: Please put your state as the 1st two digits of your bar number (e.g., VA001234).

- For Attorneys not licensed to practice in Tennessee, your “User Name” will be your own State’s Bar number preceded by your State’s 2 character abbreviation. For example, an Attorney practicing in Kentucky with a ‘KY’ bar number of 8542 would enter KY8542 in the “Bar Number” field. See Figure 6 above.
- Pro se filers should choose a User Name that is easy to remember, unique to themselves, and they will not have a Bar number to enter.
- Fill in the remaining textboxes with the appropriate information. Fields marked with an asterisk are required.
- Be sure that the password you select is one you will remember, contains at least eight characters, including a special character (such as an exclamation point, asterisk, or dollar sign), and is different from your user name.
- Click **Submit**.

Figure 8: Notification of User Account Request

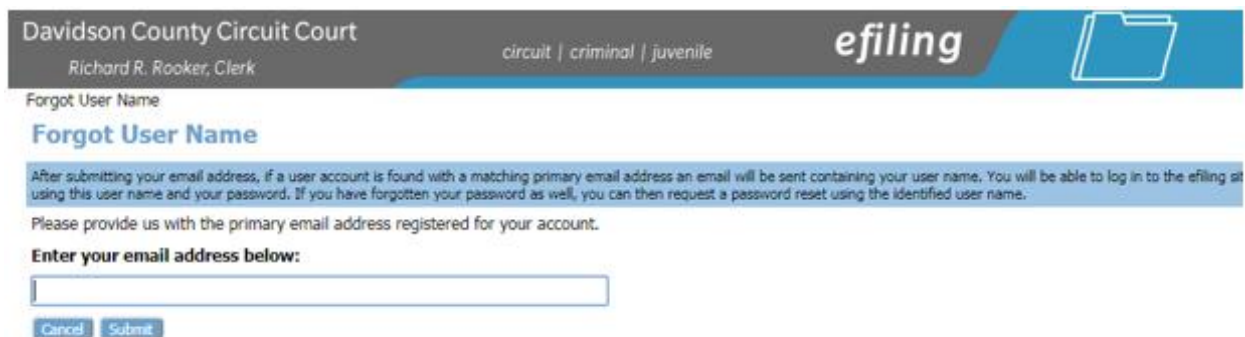


12. A page notifying you that a user account has been requested appears and displays basic user information including the classification with which the user is associated. Click **OK** to be returned to the "Login" page. Once you have completed the registration process and your account has been approved, you will receive an email message that your account is approved. You can then log in to the e-Filing system with your username and the password you established during the registration process.

Requesting Forgotten User Name or Resetting Forgotten Password

1. If you have forgotten your user name, on the “Login” page, click **Forgot Your User Name**. A page will appear asking you to enter the primary email addresses associated with your account.

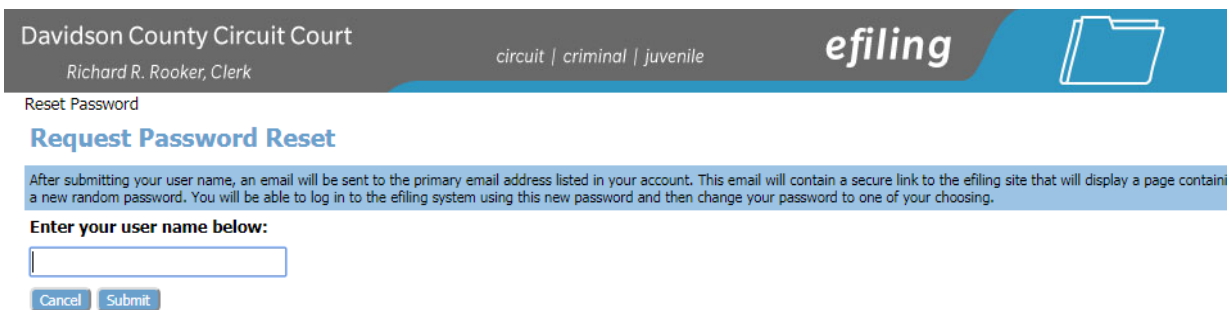
Figure 9: Requesting a User Name Reset



The screenshot shows the top navigation bar with the Davidson County Circuit Court logo, the name Richard R. Rooker, Clerk, and the eFiling logo. Below the navigation bar, the page title is "Forgot User Name". A blue informational box contains the text: "After submitting your email address, if a user account is found with a matching primary email address an email will be sent containing your user name. You will be able to log in to the eFiling site using this user name and your password. If you have forgotten your password as well, you can then request a password reset using the identified user name." Below this box, the text reads: "Please provide us with the primary email address registered for your account." A label "Enter your email address below:" is followed by a text input field. At the bottom of the form are two buttons: "Cancel" and "Submit".

2. Fill in your primary email address, and click **Submit**.
3. Check your email account for a message sent from the eFlex system. It will contain your user name.
4. If you have forgotten your password, on the “Login” page, click **Forgot Your Password**. The “Request Password Reset” page will appear.

Figure 10: Requesting a Password Reset



The screenshot shows the top navigation bar with the Davidson County Circuit Court logo, the name Richard R. Rooker, Clerk, and the eFiling logo. Below the navigation bar, the page title is "Request Password Reset". A blue informational box contains the text: "After submitting your user name, an email will be sent to the primary email address listed in your account. This email will contain a secure link to the eFiling site that will display a page containing a new random password. You will be able to log in to the eFiling system using this new password and then change your password to one of your choosing." Below this box, the text reads: "Enter your user name below:" followed by a text input field. At the bottom of the form are two buttons: "Cancel" and "Submit".

5. Enter your user name and click **Submit**.
6. An email containing a link will be sent to the account listed on your user profile. Upon clicking the link, you will be directed to a page with a temporary password that you may use to login to the eFlex system.
7. After login, proceed to the “Change Password” page. You may also access this page by selecting **My Profiles > Change Password** from the menu bar located at the top of most pages.

Figure 11: Changing Password

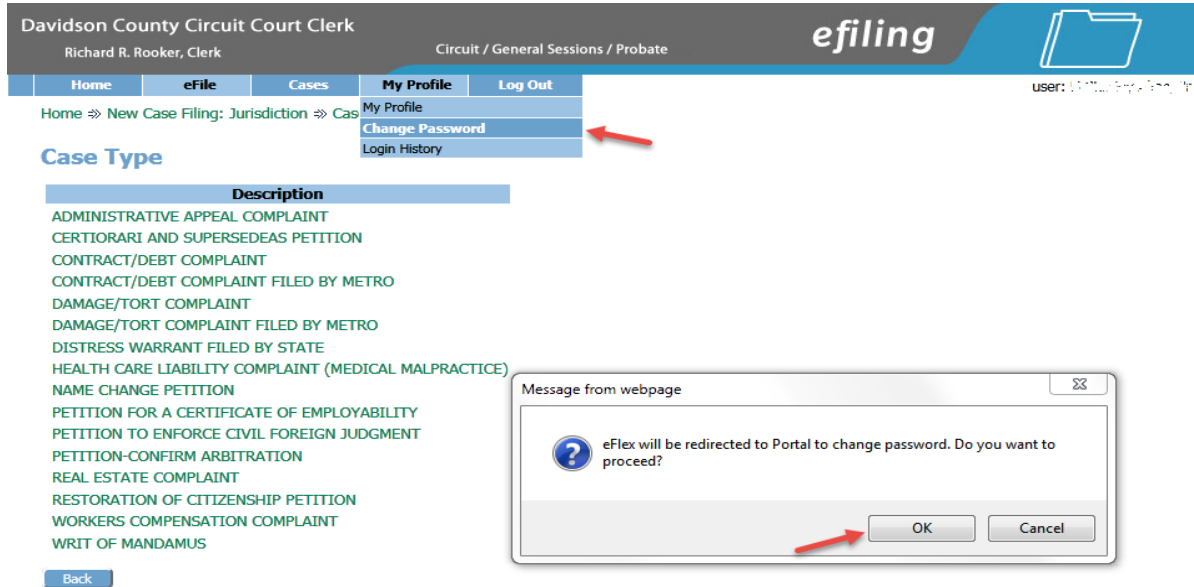
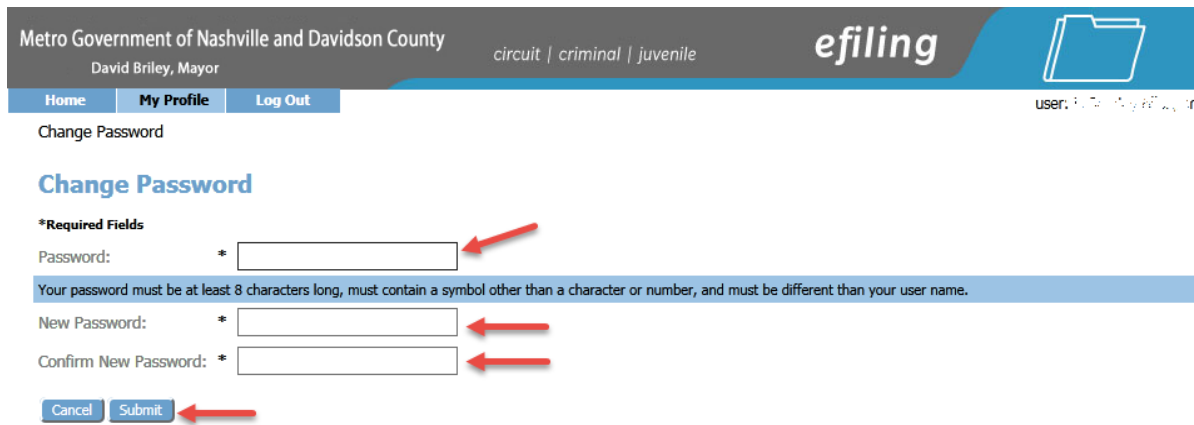


Figure 12: Entering a New Password

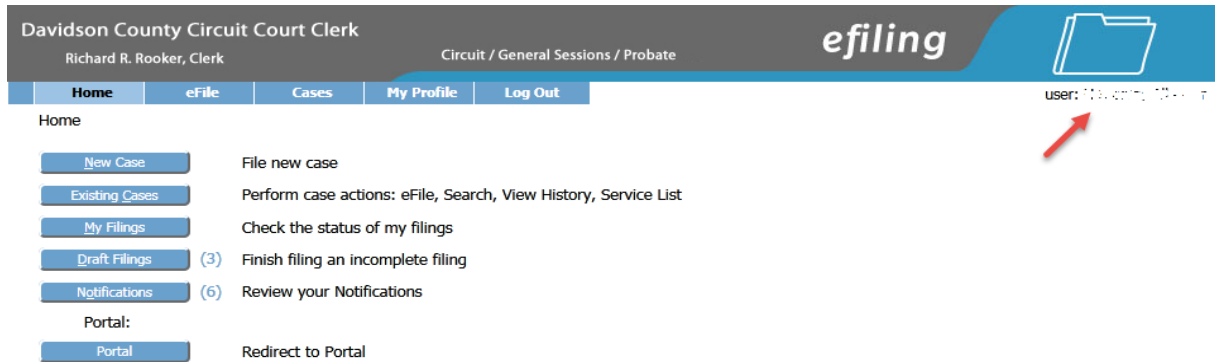


8. Enter your password/temp password in the “Password” field.
9. Create a new password following the password requirements and type it into the “New Password” field. Be sure that the password you select is one you will remember, contains eight characters, including a special character (such as an exclamation point, asterisk, or dollar sign), and is different from your user name.
10. In the “Confirm New Password” field, re-type the password exactly as you entered it in step 8.
11. Click **Submit** to save your changes.
12. Be sure you notify your legal assistant, or any others who may enter your filings for you, of the change in password.

Navigating from the Home Page

The “Home Page” is your starting point as a filer and is the default screen you see when you login. All the basic filer functions are accessed by clicking the appropriate button listed on the home page. You can also navigate using the menu bar that appears at the top of most pages on the website. Roll the mouse over the listings on the menu bar to become familiar with options not available in the list of buttons at the left of the home page. For instance, on the menu bar the “My Profile” drop down list allows you to access pages to view and modify profile information, including changing your password.

Figure 13: Home Page



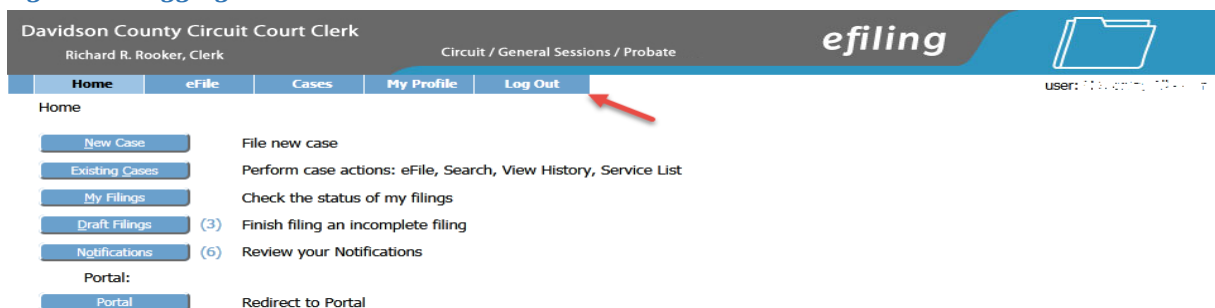
Your username appears on the right side below the banner.

Note: This is a web application. Your web session will terminate automatically if there is no activity on the webpage for 20 minutes. A session is considered active as long as you are interacting with the web server. For example, if you do not click a **Next** or **Submit** button within 20 minutes, the session will time out and log you off the system. When the system logs you out, the screen doesn't change. It appears that you're still logged on; however, as soon as you click a button, you will be asked to login. Typing in a text field does not count as being “active.”

Logging Out

1. Click the **Logout** button listed on the right side of the menu bar. You will be taken back to the Login screen.

Figure 14: Logging Out



Working with Profiles

My User Profile

When you register for an account, you are required to provide profile information, which can be edited or updated later as needed. There is an option to change your profile information as seen in the example below.

To View or Edit your User Profile:

1. Select **My Profile > My Profile** from the menu. The “User Profile” page will appear and display the information entered when the user account was created or modified.

Figure 15: My Profile

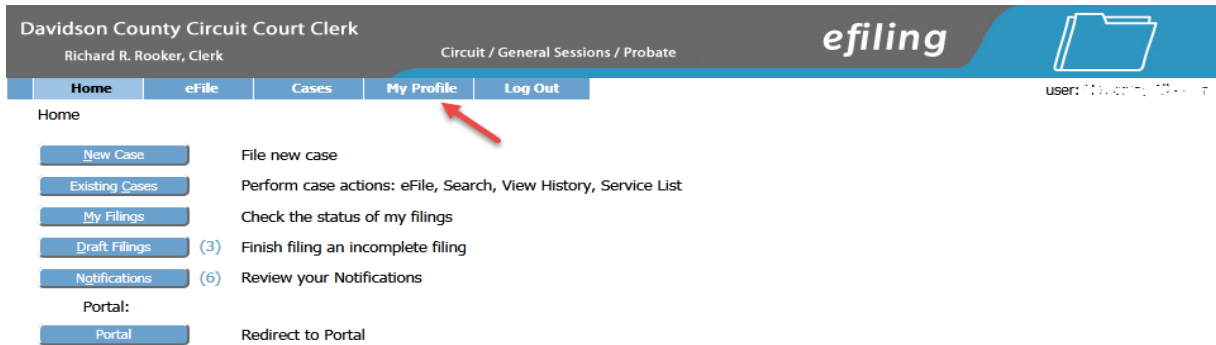


Figure 16: User Profile



2. To change the information in the user profile, click **Modify User Profile** to cause the “Modify User Profile” page to appear. Fields that display a textbox may be modified.

- To change the information in the user profile, click **Modify User Profile** to cause the “Modify User Profile” page to appear. Fields that display a textbox may be modified.

Figure 17: Modify User Profile

Note: It is of the utmost importance that the primary email associated with this account is kept up to date as that is the way the eFlex system communicates with you about activity that has taken place on your cases. If you change your email account and do not record the new email on your user profile, you will no longer receive Notifications of Electronic Filing (NEFs) or any other email correspondence for your cases.

- Optional:** The alternative email addresses are provided so that someone else can receive email notices when you receive courtesy notices on your cases. This may be used for partners or assistants.
- Optional:** The eFlex system default is to automatically send users emails notifying them of status updates for action taken on their filings. If you do not wish to receive email updates on status changes for received filings, approved filings, partially approved filings, or rejected filings on all of your cases, select the appropriate radio button to discontinue that service.
- Click **Submit** to save the changes you have made and be returned to the “User Profile” page.

Note: If modification needs to be made to fields without a textbox, the user will need to contact the system administrator. For instance, a system administrator is able to change a user’s assigned role or the classification with which the user is associated.

Passwords

You may change your password whenever you want. Periodically changing your account password is a wise security measure. We recommend that your password be something that you can remember but is difficult for others to figure out. The Davidson County e-Filing system password requirements state the password must be eight characters in length, contain a special symbol such as a dollar sign or asterisk, and be different from your user name. A good password has symbols, upper and lower case characters, and numbers. Passwords are case sensitive.

To change your password:

1. Select **My Profile > Change Password** from the menu bar at the top of the page or, from the “User Profile” page, click **Change Password**.

Figure 18: Change Password Screen

Metro Government of Nashville and Davidson County
David Briley, Mayor

circuit | criminal | juvenile

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Home My Profile Log Out

user: David Briley, Mayor

Change Password

Change Password

*Required Fields

Password: *

Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your user name.

New Password: *

Confirm New Password: *

Cancel Submit

2. Enter your current password in the “Password” field.
3. Create a new password following the password requirements and type it into the “New Password” field.
4. In the “Confirm New Password” field, re-type the password exactly as you entered it in step 3.
5. Click **Submit** to save your changes.
6. Be sure you notify your legal assistant, or any others who may enter your filings for you, of the change in password.

Note: When you are changing your password using the “Forgot My Password” feature on the log-in page make sure you type in the new temporary password in the first password field. Don’t try to remember your old password because it has been changed.

Login History

The “Login History” screen shows your login failures to help you monitor any unauthorized login attempts. If your account has too many login failures, the system will automatically suspend your account. If this occurs, call support to reset your password. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

To View Login History:

1. Select **My Profile > View Login History** from the menu. The “Login History” page appears displaying a list of the login attempts along with the date, login result, and IP address of the requesting machine.

Figure 19: Login History

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate
efiling
user: [unreadable]

Home eFile Cases My Profile Log Out

Login History

My Profile
Change Password
Login History

Log In History

User Account Status: Active Entries per page: 50

Date Logged In	Log In Result	Requesting IP Address
2019-04-03 16:07:57.32	Succeeded	10.100.20.44
2019-04-03 15:48:29.4	Succeeded	10.100.20.44
2019-04-03 15:30:15.717	Succeeded	10.100.20.44
2019-04-03 15:28:48.73	Succeeded	10.100.20.44
2019-04-03 15:24:48.86	Succeeded	10.100.20.44
2019-04-03 15:11:55.463	Succeeded	10.100.20.44
2019-04-03 14:43:39.213	Succeeded	10.100.20.44
2019-04-03 14:24:39.24	Succeeded	10.100.20.44
2019-04-03 10:00:09.23	Succeeded	10.100.20.230
2019-03-19 11:24:06.61	Succeeded	10.100.96.113
2019-03-19 10:10:33.67	Succeeded	10.100.96.113
2019-03-19 09:25:14.403	Succeeded	10.100.96.113
2019-03-19 09:23:06.637	Succeeded	10.100.96.113

2. Use the menu bar at the top of the page to navigate to your next task.

Working with Cases

There are three options under the menu bar option labeled “Cases”. They are:

- “Cases”
- “Notifications”
- “Filing Charges”

When you initiate a new case or send in a follow-up filing, even if it is just a notification, the case number is added to the “Cases” list if you are a participant, and the e-Filing system recognizes that condition. From the menu bar, clicking on **Cases** will allow you to access a list of cases on which you are a registered participant.

To View My Cases:

Click **Cases** on the home page or select **Cases > Cases** from the menu bar.

Figure 20: List of “Cases”

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate
efiling
User: [Name] [Address] [City] TN

Home eFile **Cases** My Profile Log Out

Cases Number of cases displayed per page: 50

Court: ORGANIZATION - CIRCUIT, PROBATE, GS-CIVIL

Case Number Court Division eFile History Service List

Ex: 070900001

Search Cases

Show Active Show Inactive Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
+ DAMAGE/TORT COMPLAINT		eFile	DAMAGE/TORT COMPLAINT		Circuit	Service List	<input type="checkbox"/>

From here you can:

- View any case history of non-confidential cases that have been initiated electronically by entering a case number and court, then clicking **History**.
- View a case history by clicking the case number.
- View a Service List
- Filter cases by active, inactive, or both.
- View case documents by clicking the plus “+” sign next to the “Case Title.”
- Search for cases by clicking **Search Cases** and entering search criteria.

Attorneys: As a licensed attorney you may see cases listed here that you have not e-Filed on. If you are indexed by the clerk as an attorney representing a party on a case, the e-Filing system will update your list as soon as anyone on the case submits something through the e-Filing system on that case.

Pro Se Filers: If you are a Registered Filer, cases you are currently participating in may not automatically show on your list. Click **efile**, then click “My Filings” to see cases that you have filed.

For Both Attorneys and Pro Se Filers

1. Limit or expand the number of cases listed by clicking on the “Number of Cases Displayed Per Page” drop-down menu in the upper right corner of the page.
2. **Optional:** Search for cases not listed by filling in the case number and the case title in the search boxes at the top of the page and then clicking either **History** or **Service List**. This feature is helpful if you have not e-Filed on a case but need to view the case history or review the list of participants that need service in paper.
3. The “Show Active,” “Show Inactive,” and “Show Both” radio buttons at the right side above the list of cases is another means of filtering what is displayed on the page. The system default is “Show Active.”
4. Filter the cases listed by selecting the “Inactive” checkbox to the right of a case on which there is no current activity. The default setting for the “Cases” page is “Show Active” so cases flagged as “Inactive” will not be displayed on the “Cases” list.

Note: If action is taken on a case you have marked as “Inactive,” you will receive notifications of that action and can then reset the flag to active so the case will display on your “My Cases” list.

5. To reset a case as “Active,” select the **Show Inactive** radio button on the right side above the list. When the inactive cases appear on the page, un-check the “Inactive” checkbox for the entry that has become active. The entry will be reset to “Active” and will display on your “Cases” active list.
6. **Optional:** Click the **Search Cases** button to be directed to a page where you can search the eFlex system for case on which you have filed. The search does not access the Case Management System (CMS). Enter part of the title or case number information as requested, and click **Search**. Cases fitting the criteria will be displayed on the “Search Cases” page.

Figure 21: Search Cases

The screenshot displays the eFiling interface for Davidson County Circuit Court Clerk. The header includes the court name, clerk's name (Richard R. Rooker), and the current page (Circuit / General Sessions / Probate). The navigation bar contains links for Home, eFile, Cases, My Profile, and Log Out. The main content area shows the 'Cases' page with a search bar and a 'Search Cases' button highlighted by a red arrow. The search bar contains the text 'Ex: 070900001'. Below the search bar, there are input fields for Case Title, Case Number, and Court Division. The search criteria are set to 'My Cases'. The search results table shows columns for Judge, Court Division, Service List, and Inactive. The 'Inactive' column has a checkbox that is currently unchecked. The footer contains links for E-Filing Manual, E-Filing Rules, Circuit Local Rules, GS-Civil Local Rules, Probate Local Rules, Payment Policy, and Support.

7. **Optional:** Access additional information about the cases listed on the page by clicking on the “Case Number” link to view the “Case History” or on the “Service List” link to view the lists of both electronic participants and the list of participants who will need notifications in paper.

To Mark a Case Inactive

If you have cases listed and you do not want them on your list because you are no longer a participant on the case, because the case is dismissed, or for some other reason, you can remove cases from your “Cases” list.

1. Click **Existing Cases** on the home page or select **Cases > Cases** from the menu bar.
2. Filter the list of cases displayed by using the drop-down menu at the upper right or by using the “Show Active” and “Show Inactive” radio buttons above the list of cases.
3. Find the case or cases you would like to remove from this view. Click the checkbox to the far right of the listing. Be sure you are selecting the checkbox in the “Inactive” column.

Note: The cases you remove are still on the court server, but they are not in your eFlex account. They can be re-added to your “Cases” list later if new activity occurs and you are a participant on the case at that time. This will occur if you e-File something or get a notification on that case.

Viewing Case History

1. From the “Cases” page, click either the “Case Number” link and a secondary page will open.

Figure 22: Expanded Case History View

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

eFiling

Home eFile Cases My Profile Log Out

Home Cases

Cases

Number of cases displayed per page: 50

Court: ORGANIZATION - CIRCUIT, PROBATE, GS-CIVIL


Case Number	Court Division	eFile	History	Service List
Ex: 070900001				


Search Cases

Show Active
 Show Inactive
 Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
BRANDON...	121101	eFile	FOREIGN COURT SUBPOENA		Circuit	Service List	<input type="checkbox"/>
BRANDON...	121102	eFile	FOREIGN COURT SUBPOENA	JUDGE...	Circuit	Service List	<input type="checkbox"/>
BRANDON...	121103	eFile	FOREIGN COURT SUBPOENA		Circuit	Service List	<input type="checkbox"/>

Figure 23: Case Information





DAVIDSON COUNTY CLERK OF COURTS

Case Number 247071	Plaintiff - SHANEAL JONES
Case Type FOREIGN COURT SUBPOENA	Defendant - JESSIE JONES
Opened 04-03-2019	Judge - JESSIE JONES
Status Pending	Amt. of Claim \$0.00
	Jury/Non Jury Non Jury

Show/Hide Participants ←

PLAINTIFF[s]	Counsel of Record
SHANEAL JONES 1 PUBLIC SQUARE NASHVILLE, TN 37201	JESSIE JONES 1 PUBLIC SQUARE NASHVILLE, TN 37201
DEFENDANT[s]	Counsel of Record
JESSIE JONES 1 PUBLIC SQUARE NASHVILLE, TN 37201	
WITNESS[s]	Counsel of Record
LORI STRATTON 1 PUBLIC SQUARE NASHVILLE, TN 37221	
Judicial Assistant[s]	Counsel of Record
Lori Stratton	


File Date	Case History
04-03-2019 Plaintiff	Filed By: SHANEAL JONES SUBPOENA ISSD PERSONAL-W1
04-03-2019 Plaintiff	Filed By: JESSIE JONES FOREIGN COURT SUBPOENA 247071*1

2. Click the +/- near the upper left corner of the page to show or hide participants such as plaintiffs, defendants, or attorneys listed on the case.

Viewing Certificate of Service

1. From the “Cases” page, click either the “Service List” link or use the textboxes to enter the case number, court division, and click **Service List**.

Figure 24: Service List



Service List

Service List RE: EDC1163

Case Number: 18-0003
Judge: HONORABLE ROBERT H. BROWN, JR. CLERK
Court: DAVIDSON COUNTY CLERK OF COURTS
Circuit
Case Title: ESTATE OF BRIGGS

This certificate was automatically generated by the courts auto-notification system.
Date Generated: 04-04-2019:09:47:17 AM

As of 04-04-2019, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:
DAVIDSON COUNTY CLERK OF COURTS

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:
2. ANDREW HUSTON
Address: 517 W. MAIN ST.
DAVIDSON, NC 28036
TEL: 704.333.3700

Already notified through eflix system.

Must be sent conventional certificate of service.

2. A secondary page will open. The “Service List” view will list the electronic participants first. Those participants who need to be notified in paper will be under the heading “The following people need to be notified.”

Viewing Case Documents

From “Expanded Case History View”, shown in Figure 23 above, a case participant can access all documents pertaining to that case. Click the document’s description (green text) under case history to gain access to a document. Your ability to access the documents will depend on the case type, case security level, and document security level. Documents stored here can be found in their latest form, meaning that, if an original document has been added to, edited, signed or otherwise changed by the Court, that latest version will be visible to the Filer, along with any previous versions. See Figure 25 below.

1. Documents are stored as PDFs, therefore, Adobe Acrobat, the free Adobe Reader, or other application capable of rendering PDF documents must be installed on the Filer’s local machine to enable document viewing.
2. From the PDF application that opens with the document, the Filer can view, print or save the document to their local machine.

Notifications

As part of your original account registration, you provided an email address and were given the opportunity to include additional email addresses. The eFlex system automatically generates emails to communicate with participants when action is taken on their cases. All email addresses entered in your profile will receive email messages of both types of notifications generated by the system. The email does not include the documents or all the details of the submissions. The official notice is accessed through the filer interface. The email tells you there is a notice waiting for you to access.

The two types of notifications that can show in your notification list are:

- “Notice of Electronic Filing” (NEF)
- “Courtesy Notifications”

A “Notice of Electronic Filing” (NEF) is a notice of documents that are filed on a case electronically. **For participants on the case that do not have an e-Filing account, Davidson County requires that you continue the practice of service to those participants in paper and includes your service list as part of your documents in this case.**

Note: NEF’s are in reference to original documents submitted by e-Filer’s and the email links will reference the filings as they were submitted. If the filing is rejected, the filer will receive an NEF update. However, if, during the court review process, changes are made to the filing such as a judge replacing a document, a clerk correcting a code associated with the filing, or a clerk setting a security level on the filing, no NEF is sent to the filer. It is the filer’s responsibility to view not only the Notifications but also the Case History. The Case History will contain the documents in their final state and as they will be recorded to be permanently stored in the CMS.

When you receive a “Courtesy Notification,” it means a paper document was submitted to the court, and the clerk scanned the documents into electronic format to be recorded. Links to these scanned documents are included in the courtesy notification. You should have received a paper copy of these documents from the filer if they submitted their documents in paper; however, many Pro Se filers do not understand the rules of service and fail to distribute the service properly. The courtesy notifications help the filers know when this occurs, or the courtesy notification may simply be faster than the time it takes to receive the service in the mail.

Once you have e-Filed on a case and been added as a party to that case by the clerk of court, the case number is stored in a database, and your username is associated with that case. When someone else sends a follow-up submission on any case on which you have been indexed as a participant, you will receive an email and the notification list will be updated with the submission information.

Notifications generally go out when the court records a submission. Notifications are also sent when the submission is accepted or “Returned Not Filed” by the clerk.

Accessing Your Notifications

1. To access your notifications from within the email, you can click on the link embedded in the email. This will launch a web browser and take you to the e-Filing “Login” page. Once you log

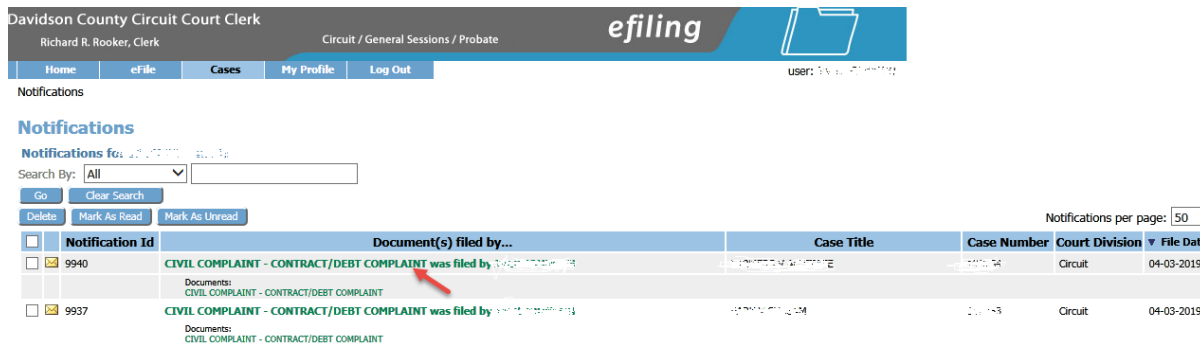
in, you will be transferred to the “Notification Listing.” (If you already have the e-Filing application open, it is not recommended to open a new session by logging into a different browser window.)

Note: If for some reason you do not get your email messages, you can still log in and view your notifications. The e-Filing system holds all notifications, access to the details of the notifications, and the ability to download the documents for **90 days**.

2. To access your notifications from the “Home” page, you can click on the **Notifications** button. Next to the **Notifications** button on the “Home” page may be a number in parentheses such as **(10)**. This number represents the number of notifications you have not accessed yet and does not include the notifications that you have already accessed.
3. You can also access your notifications from the menu bar **Cases > Notifications**.

Note: These notifications are not permanent. They are deleted after a period of time determined by the court. Currently, that time limit is 90 days, but it can change. For more information about your responsibilities for notification in paper, please refer to the Court Rules.

Figure 25: List of Notifications



4. An unopened envelope icon will appear to the left of each email notification you have not yet viewed.
5. Click the email link of the submission you wish to view. A secondary page opens where you can view the service list for the case. The list indicates both participants who have been served electronically by the court and a list of those participants who will need to be served by traditional, paper means.
6. A sub-listing of each email will display the documents that were filed with the case. Click on the document link to download a PDF of the document onto your local computer.
7. The envelope icon will change to an open envelope after you have viewed the email.
8. After you have viewed the email notification and downloaded the related documents, you can delete the notification by selecting the checkbox to the left of the notification and clicking the **Delete** button. The page will refresh, and the deleted notification will no longer appear on the list.

Viewing Filing Charges

Some documents that you file require court fees. Before you submit anything to the court, the final step is to review the data and documents in your submissions. The eFlex system automatically queries the Davidson County system to calculate fees and displays those fees on the “Review and Approve” page for the filer. If one of the documents you included requires a court fee, payment options include payment with a credit card, electronic check and/or escrow account. When payments are made, eFlex records the payments and keeps track of payment information for a twelve month period. Because a Payment Card Industry (PCI) compliant, third party vendor is used for payments, eFlex does not store any credit card information.

To View Filing Charges:

1. Select **Cases > Filing Charges** from the menu.

Figure 26: List of Filing Charges

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

eFiling

Home eFile Cases My Profile Log Out

Filing Charges

View Filings Between: 04/01/2019 AND 04/04/2019

Escrow Number Balance Show Balance

Charges Between 04/01/2019 and 04/04/2019 for

Export to file

Filing ID	Tracking ID	Case Title	Client #	Case Number	Court Division	Description	▲ Date	Account	Authorization Code	Court Fees	Convenience Fee	Total
12308	9761			15116	Circuit	HOSPITAL LIEN	04-01-2019 03:44	000113		\$12.00	\$0.00	\$12.00
12310	9763			15116	Circuit	HOSPITAL LIEN	04-01-2019 03:46	000113		\$2.00	\$0.00	\$2.00
12319	9771			15117	Circuit	HOSPITAL LIEN	04-02-2019 09:57	000113		\$12.00	\$0.00	\$12.00
12320	9772			15117	Circuit	HOSPITAL LIEN	04-02-2019 09:59	000113		\$2.00	\$0.00	\$2.00
12321	9773			15118	Circuit	HOSPITAL LIEN	04-02-2019 10:06	000113		\$25.00	\$0.00	\$25.00
12333	9780			15119	Circuit	FOREIGN COURT SUBPOENA	04-02-2019 10:39	000113		\$6.00	\$0.00	\$6.00
12337	9784			15120	Circuit	FOREIGN COURT SUBPOENA	04-02-2019 10:53	000113		\$6.00	\$0.00	\$6.00
12360	9804			15119	Circuit	CONTRACT/DEBT COMPLAINT	04-03-2019 10:12	000113		\$284.50	\$0.00	\$284.50
12361	9805			15121	Circuit	FOREIGN COURT SUBPOENA	04-03-2019 10:17	000113		\$6.00	\$0.00	\$6.00
12363	9806			15122	Circuit	FOREIGN COURT SUBPOENA	04-03-2019 10:17	000113		\$6.00	\$0.00	\$6.00
12364	9808			15123	Circuit	FOREIGN COURT SUBPOENA	04-03-2019 10:18	000113		\$48.00	\$0.00	\$48.00
12365	9809			15123	Circuit	DAMAGE/TORT COMPLAINT	04-03-2019 10:21	000113		\$284.50	\$0.00	\$284.50
12369	9811			15123	Circuit	CONTRACT/DEBT COMPLAINT	04-03-2019 10:33	000113		\$284.50	\$0.00	\$284.50
12370	9812			15123	Circuit	DAMAGE/TORT COMPLAINT	04-03-2019 10:35	000113		\$284.50	\$0.00	\$284.50
12371	9813			15123	Circuit	CONTRACT/DEBT COMPLAINT	04-03-2019 10:37	000113		\$284.50	\$0.00	\$284.50
12372	9814			15123	Circuit	CONTRACT/DEBT COMPLAINT	04-03-2019 10:38	INDIGENT		\$284.50	\$0.00	\$284.50
Totals:										\$1,832.00	\$0.00	\$1,832.00

2. The current month is displayed by default. Select a month from the “Report Month” drop-down list. Information about each payment made during that month, including the case number, case title, method of payment, and the amount is displayed.
3. You can export filing charges to a Microsoft Excel file by clicking the export to file link above.

Initiating a New Case

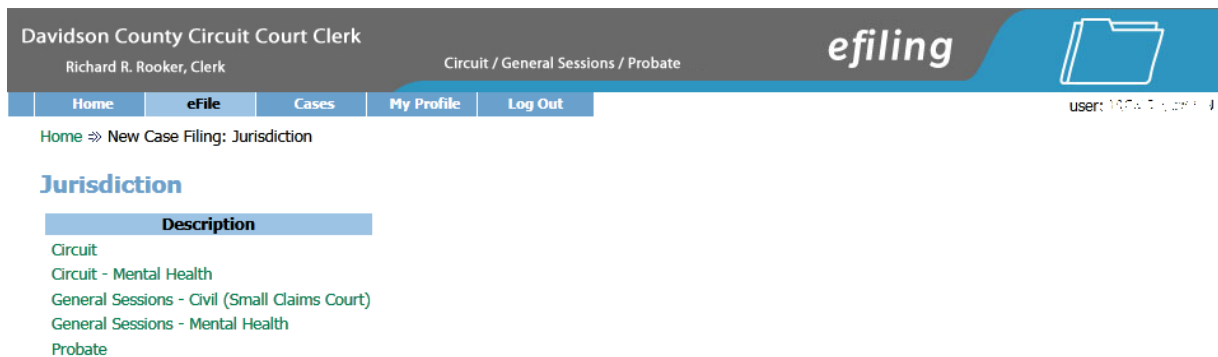
There are four options under the menu bar option labeled “e-File”. They are:

- **New Case**
- **Existing Case**
- **Filing Status**
- **Draft Filings**

Prior to initiating a new case, prepare all documents associated with the case ahead of time. Be sure they are saved as a PDF and/or Microsoft Word format, and are under the 20 MB size limitation. For more information on document preparation, see the “Document Preparation Prior to Login” and the “Appendix A” sections of this manual.

1. From the home page, click the **New Case** button or select **eFile > New Case** from the menu bar at the top of most pages on the website. A “Court” page will appear.

Figure 27: Define the New Case by Selecting the Court



2. Click on the description of the court in which you will be filing. This will cause the “Case Type” page to appear. Figure 29 below shows the case types when “Circuit” is selected.

Figure 28: Define the Case by Selecting a Case Type

3. Select the link for the appropriate case type. The “Case Initiation” page for the selected case type will appear.

To Add Case Parties and Additional Case Data

Figure 29: Begin Creating the Submission on the Case Initiation Page

1. **Optional:** If your organization has an office filing system for cases, in the “Client #” textbox enter the appropriate filing information for your organization’s tracking purposes. This number only has meaning to your office personnel/office filing system. It is in no way connected to the court system. The number is included for your convenience only.
2. Select any options applicable to the case you are initiating by clicking **Add Plaintiff/Add Defendant**.

Figure 30: Add Plaintiff Information Sample Page

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

eFiling

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Jurisdiction ⇒ Case Category ⇒ Case Type ⇒ Case Initiation ⇒ Add a Party

Add a Party: CONTRACT/DEBT COMPLAINT

Plaintiff/Petitioner

Company Person

Party Type:

Name Prefix:

First Name: *

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

Unknown Address:

Address Line 1: *

Address Line 2:

City: *

County:

State: *

Country:

Zip / Postal Code: *

Add an Attorney for this Party

Last Name	Bar #	Type
X		ATTORNEY

Add Aliases

Type	First Name	Middle Name	Last/Business Name
------	------------	-------------	--------------------

- This allows you to add the plaintiffs, appellants, and petitioners that you represent if you are an attorney. As an attorney, the e-Filing system automatically associates you to the parties you enter using the **Add My Party** button. If you are a Registered Filer/Pro Se, the e-Filing system automatically adds you as a party on the case.
- Use the “Party Type” drop down list to select the correct party type.
- Fill in all the fields that you have the information for. The case data requested will vary dependent upon which court the filing is for.

Note: Fields marked with an asterisk are required by this system; however, this does not mean those are the only fields you must fill in. This means these are the required fields to add a party on the case. Sometimes other information is not known, and in that case, you are not responsible to fill out fields of information you do not have. For example to bypass filling in an address, select the “unknown address” box above. However, if you have the information, it is best to provide it. If the clerk would expect the information and it is not provided, then the clerk may reject the submission or require you to send in an additional submission with more information.

- Click **Next**. This will return you to the “Case Initiation Page.”

Figure 31: Case Initiation Displays Plaintiff Added

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

efiling

Home eFile Cases My Profile Log Out

Home > New Case Filing: Jurisdiction > Case Category > Case Type > Case Initiation

Case Initiation: CONTRACT/DEBT COMPLAINT

Suit Amount

Jury Demand

Add Case Participants Add Plaintiff Add Defendant

Remove	Participant Name	Type	Attorney/Agent for Party
X		PLAINTIFF	

Back Save to Draft Next

7. **Optional:** Add additional plaintiffs following the same procedure listed above.
8. Click **Add Defendant** link, to add a defendant to the case.

Figure 32: Add Defendant Sample Page

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

efiling

Home eFile Cases My Profile Log Out

Home > New Case Filing: Jurisdiction > Case Category > Case Type > Case Initiation > Add a Party

Add a Party: CONTRACT/DEBT COMPLAINT

Defendant/Respondent

Company Person

Party Type: DEFENDANT

Name Prefix:

First Name: *

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

Unknown Address:

Address Line 1: *

Address Line 2:

City: *

County:

State: * TENNESSEE

Country: UNITED STATES

Zip / Postal Code: *

Add an Attorney for this Party

Last Name Bar # Type

Add

Add Aliases

Type First Name Middle Name Last/Business Name

Add

Back Next

9. **Optional:** Add additional defendants following the same procedure listed above.
10. **Optional:** Adding Aliases to a case
11. Click **Add** under Add Aliases located on the right-hand side of screen. The page allowing you to add an alias will appear.

Figure 33: Add Alias

Add Aliases

Type First Name Middle Name Last/Business Name

Add

Add Alias

Business Person

Type

First Name

Middle Name

Last/Business Name *

Cancel Save

Note: Adding Other Parties does not automatically associate you or an opposing attorney to the parties you are adding. You will have the option of adding the attorney for the defendant, but you must accurately enter both the attorney’s last name and their TN bar number.

Do not add a defense attorney, unless all your information is accurate, and you are certain that the attorney will be representing the defendant.

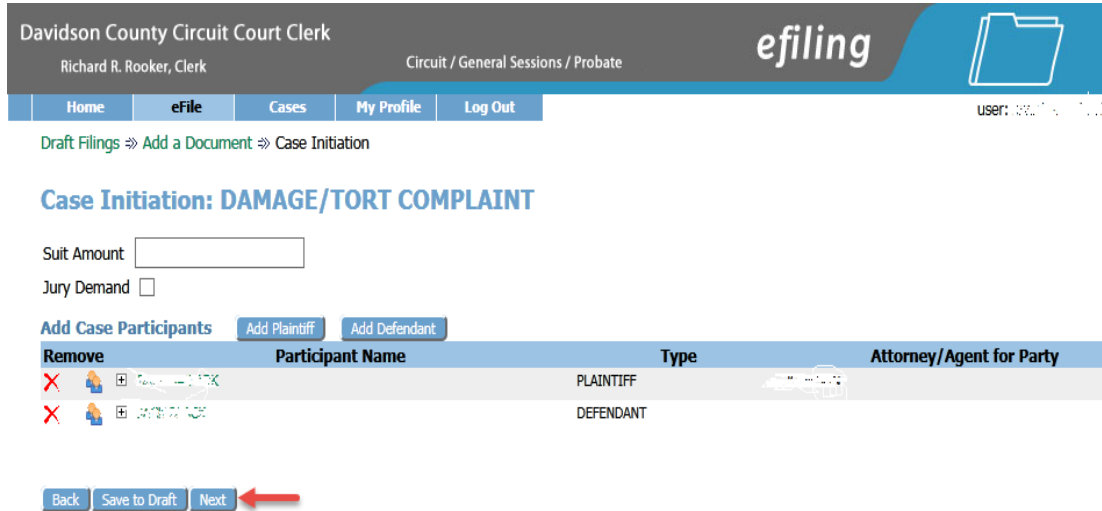
Opposing attorneys will have an opportunity to become associated with the case and parties when they file an “Answer” to the case. See the section “e-Filing to an Existing Case” beginning on page 48 for instructions on how to file an Answer and add attorneys to an existing case.

12. Fill in all the fields that you have the information for.

Note: Fields marked with an asterisk are required by this system; however, this does not mean those are the only fields you must fill in. This means these are the required fields to add a party on the case. Sometimes other information is not known, and in that case, you are not responsible to fill out fields of information you do not have. However, if you have the information, it is best to provide it. **If the clerk would expect the information and it is not provided, then the clerk may reject the submission or require you to send in an additional submission with more information.**

13. Click **Next**. This will return you to the “Case Initiation Page” where the party you added will appear on the list displayed.

Figure 34: Case Initiation Page Displaying Both Parties

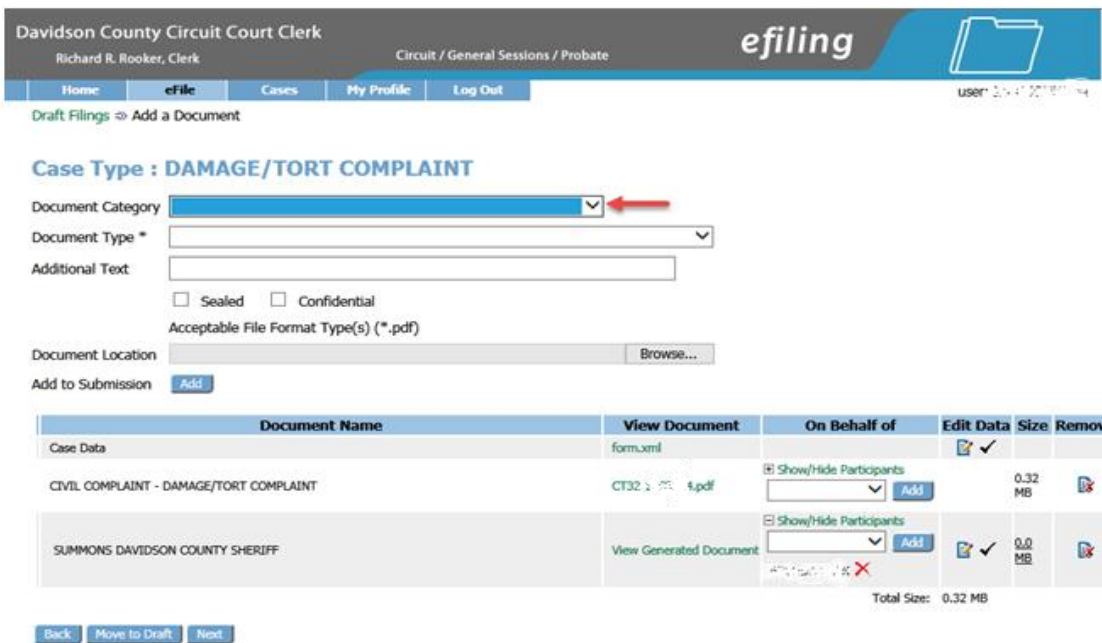


14. **Optional:** Add additional plaintiffs/defendants following the same procedure listed above.

To Add Documents on a New Case

1. Click **Next** on the “Case Initiation” page. The “Add a Document” page will display.

Figure 35: Choosing a Document Category



2. Use the drop-down menu to select a “Document Category.” The “Document Category” selection narrows the scope of the “Document Type” list, making it easier to find the correct “Document Type” from the list of documents shown.

Note: When filing a New Case the initial document type will already be selected based on the type of case you are filing.

Figure 36: Document Category Drop Down

Case Type : DAMAGE/TORT COMPLAINT

Document Category

Document Type *

Additional Text

Document Location

Add to Submission

Case Data

CIVIL COMPLAINT - D

SUMMONS DAVIDSON

Back Move to Draft Next

AFFIDAVITS
ATTACHMENTS (CIVIL)
BANKRUPTCY
CHILD SUPPORT ENFORC. AGENCY (FILINGS)
CHILD SUPPORT ENFORCE. PRO SE MODIFY (DOCUMENTS)
EXECUTION/GARNISHMENT
EXHIBIT
INDIGENT (PAUPER) DOCUMENTS
MOTION
NOTICE
ORDER (JUDGE)
ORDER (PROPOSED)
ORDERS (PROPOSED) SHOWCAUSE/RO & SERVICE
PLEADING
RECORDS (MEDICAL, PHONE, ETC)
REQUEST
SERVICE (ATTACHMENTS)
SERVICE (CLERK USE ONLY)
SERVICE (SUMMONS - CIVIL CASE)
SERVICE (WRITS/NOTICES/MISC.)
STATISTICAL INFORMATION SHEET
SUBPOENA (ISSUANCE & RETURN)

Browse...

View Document	On Behalf of	Edit Data	Size	Remove
form.xml		<input checked="" type="checkbox"/>		
CT32 12/17/14.pdf	Show/Hide Participants [dropdown] Add		0.32 MB	
View Generated Document	Show/Hide Participants [dropdown] Add	<input checked="" type="checkbox"/>	0.0 MB	

Total Size: 0.32 MB

- From the “Document Type” pull-down menu, select the type of document you are going to add to this submission. You can add more than one document to this submission, but it must be done one document at a time, repeating each of the “Add Document” steps for each document.

Figure 37: Document Type Drop Down

Case Type : DAMAGE/TORT COMPLAINT

Document Category

Document Type *

Additional Text

Document Location

Add to Submission

Case Data

CIVIL COMPLAINT - DAMAGE/TORT COMPLAINT

PLEADING

ABSTRACT OF JUDGMENT
ASSIGNMENT OF JUDGMENT
BOND POSTED - CONTACT CLERK BEFORE FILING
BRIEF
COST BOND
INTERROGATORIES
MEMORANDUM
PROOF OF SERVICE
SEALED STATISTICAL INFORMATION
STATEMENT
STIPULATION
WAIVER

Browse...

View Document	On Behalf of	Edit Data	Size	Remove
form.xml		<input checked="" type="checkbox"/>		
CT32 12/17/14.pdf	Show/Hide Participants [dropdown] Add		0.32 MB	

- Optional:** Enter any “Additional Text” in the text field provided. This additional text helps the clerk, judge, or other participants understand more about the document. For example, if you are adding a motion, you may want to give more information about the purpose of the motion.

Figure 38: Adding a Document

5. Locate the document you have prepared by clicking on **Browse/Choose File**. The operating system “Open Dialog” will display. Browse to locate your document on your computer, select the document, and then click on the **Open** button. This will return you to the “Add a Document” page with the file path to your document displayed in the “Document Location” field.
6. Click the **Add** button. If the document is large, you will see a message “UPLOADING DOCUMENT. PLEASE WAIT”. This process will copy the document from your local machine to the Court servers. Once the transfer is complete, repeat the steps 2 through 6 on this page to add additional documents.

Note: You must file documents in the accepted format and length. Please see instructions for “Document Preparation Prior to Login” at the beginning of this guide or “Appendix A” at the end of this guide. Failure to attach documents in the correct format will generate an error message.

Figure 39: Incorrect Document File Format

The file is not an acceptable format. It must be of type pdf

7. Each time you add a document, the document entry is displayed in the lower section of the page as shown in Figure 39. The picture below shows that a “Complaint” was added. The size of each document is also included on the entry.

Note: If you are adding summons or subpoena documents to eFlex to fulfill service upon parties to a case, you should note the following. You must submit one service document, summons or subpoena, for EACH party being served. A filer may be tempted to list multiple parties on a single summons or subpoena document, and submit it through e-filing. Such a filing will be rejected in Clerk Review. The eFlex system requires that a separate document be submitted for each party served.

Figure 40: List of Added Documents

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml				
CIVIL COMPLAINT - DAMAGE/TORT COMPLAINT	CT30 11111111.pdf	Show/Hide Participants [Dropdown] Add		0.32 MB	
BRIEF	Test Scan 2018_08_23.pdf	Show/Hide Participants [Dropdown] Add		3.57 MB	
Total Size: 3.88 MB					

Back Move to Draft Next

10. **Optional:** If you click on the “View Document” link of each entry, the e-Filing system will copy the document stored in the eFlex system servers back to your local machine so you can view what you uploaded.
11. **Optional:** Click the “Edit Data” icon next to any listed document to change the information you entered that was associated to that document. If there is no information collected that is associated to that specific document, no “Edit Data” icon will be displayed for that document entry. For more information about these special documents, refer to the “Special Document Types” section of this user manual.
12. **Optional:** If you happened to upload the wrong document, you can click on the red “X” icon under the “Remove” column. This will remove that document from your submission, allowing you to then add the correct document.
13. **Optional:** Click the **Cancel** button to discard the submission you just created. This will remove the documents from the eFlex system servers and eliminate the submission information.
14. **Optional:** Click **Move to Draft** if you want to finish this submission at a later time. Each time you click on a **Next** button, the eFlex system servers are updated and the partial information you have entered in this process is recorded with the documents. If your session times out because of inactivity, you will be required to log in again. From the “Login” page, go to **Draft Filings** to finish your submission.
15. On the “Add a Document” page click the **Next** button at the bottom of the page. The “Review and Approve Filing” page will display.

To Submit the Filing

The fee amount you owe is displayed on the “Review and Submit” page. Payment of fees must be completed before the filing will be submitted to the court.

Figure 41: Fee Payment Requirement for Filing

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

efiling

Home eFile Cases My Profile Log Out

user: [username]

Draft Filings » Add a Document » Review and Submit Filing

Review and Submit Filing

Case Type : **CONTRACT/DEBT COMPLAINT**

Client #

Estimated Fees: \$284.50

Indigent (Pauper) Documents Submitted See Clerk's website for instruction to file as pauper. <http://circuitclerk.nashville.gov/Circuit/>
 Government Agency Only those exempt from upfront filing fees by statute
 Court Ordered Transfer Only those exempt from upfront filing fees by statute

Generated Case Data:
[View Data](#)

Document(s) to be Submitted:

Document Name	View Document	On Behalf of
CIVIL COMPLAINT - CONTRACT/DEBT COMPLAINT	Test Scan 2018_08_23.pdf	

Special Filing Instructions for the Clerk:

1. **Optional:** From the “Review and Submit” page, you can also go back to change the case information, which includes the party information, by clicking on the **Change Case Data** button. (Refer to previous instructions to add or remove parties.)
2. **Optional:** You can go back to change the documents you have included in this submission by clicking the **Add/Remove Documents** button. This will re-direct you to the “Add a Document” page. (Refer to previous instructions to add or remove documents.) You can also click the **Back** button at the bottom of the “Review and Submit” page to go back to the “Add a Document” page.
3. **Optional:** You can cancel and discard this submission by clicking on the **Cancel (Delete)** button. This will remove the documents on the Court servers and delete any information about this submission that was not sent.
4. **Optional:** You can leave your submission in draft state and finish it later by clicking on the **Move to Draft** button.
5. You must submit a payment method. If you have an Escrow account, select the radio button to charge filing to your account. To add a credit card, select **Add Wallet Item**. After clicking

“Wallet Item”, You will be redirected to Lexis Nexis Payment Systems,” a PCI compliant secure payment site, that is described in the section below.

Figure 42: Choose Payment Method

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

eFiling

Home | eFile | Cases | My Profile | Log Out

Home » New Case Filing: Jurisdiction » Case Category » Case Type » Case Initiation » Add a Document » Review and Submit Filing

Review and Submit Filing

Case Type : CONTRACT/DEBT COMPLAINT

Client #

Estimated Fees: \$284.50 [Add Wallet Item](#)

Escrow Account: 1 - 003278: Current Balance - \$9,935.00

Indigent (Pauper) Documents Submitted [See Clerk's website for instruction to file as pauper. http://circuitclerk.nashville.gov/Circuit/](http://circuitclerk.nashville.gov/Circuit/)

Government Agency *Only those exempt from upfront filing fees by statute*

Court Ordered Transfer *Only those exempt from upfront filing fees by statute*

Generated Case Data: [Change Case Data](#)

[View Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
CIVIL COMPLAINT - CONTRACT/DEBT COMPLAINT	Thank You.pdf	

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Secure Payment through LexisNexis Payment Systems

The “Select a Payment Method” page, that appears after you submit your filing, is the last screen you will see before eFlex redirects you to a third party payment site, Nexis Lexis Payment Systems, where you can complete your payment. After you complete payment, you will need to return to eFlex to finalize your submission.

Currently, credit cards accepted for payment of fees include Discover, American Express, MasterCard and VISA. When payments are made, eFlex records the payments and keeps track of payment information. Because Lexis Nexis is used for payments and is PCI compliant, neither Davidson County nor the eFlex system stores any credit card information. If you go to the court and make a payment directly to the clerk, those payments will not appear in eFlex.





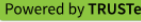
Pay by Credit Card

1. Enter the required credit card information, including your credit card number, expiration date, and CVV number, found next to the signature panel on the back of your card.

Figure 43: Pay by Credit Card

Davidson County General Sessions Civil

Billing Address	Payment Information
Billing First Name* PRO	Alias*
Billing Last Name* SE	Payment Type <input checked="" type="radio"/> Credit Card <input type="radio"/> Personal Check <input type="radio"/> Business Check
Billing Zip Code* 37201	Card Number*
Billing Address Line1* 1	Expiration Date*
Billing Address Line2 	Security Code*
Billing City* Nashville	
Billing State* TN	
E-mail* efile1@jis.nashville.org	
Confirm E-mail* efile1@jis.nashville.org	
Phone Number* (999) 999-9999	

 [Home](#) | [Payment Solutions](#) | [Contact Us](#)
[Terms and Conditions](#) | [Privacy Policy](#)    

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2. Click “Continue”. You are then taken to the “Verify Information” page, where you will verify the transaction before you submit. See Figure 43 below.

Figure 44: Verify Information

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate
efiling
user: RROOKER

Home » New Case Filing: Jurisdiction » Case Category » Case Type » Case Initiation » Add a Document » Review and Submit Filing

Review and Submit Filing

Case Type : CONTRACT/DEBT COMPLAINT

Client #

Estimated Fees: \$284.50

Wallet Item: Wallet 1 - *0248

Indigent (Pauper) Documents Submitted See Clerk's website for instruction to file as pauper. <http://circuitclerk.nashville.gov/Circuit/>

Government Agency Only those exempt from upfront filing fees by statute

Court Ordered Transfer Only those exempt from upfront filing fees by statute

Generated Case Data:

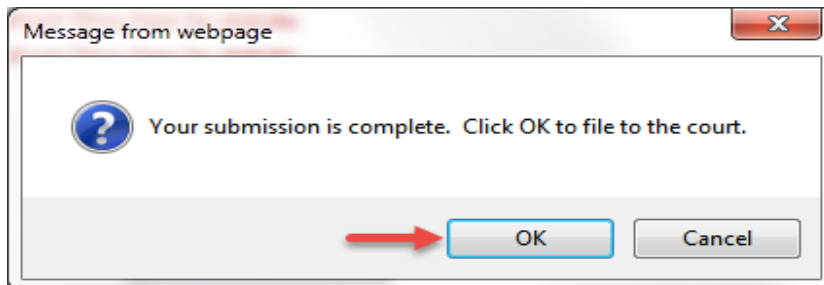
[View Data](#)

Document(s) to be Submitted:

Document Name	View Document	On Behalf of
CIVIL COMPLAINT - CONTRACT/DEBT COMPLAINT	Test Scan 2018_08_23.pdf	

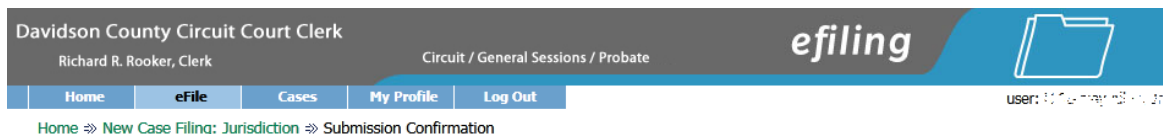
Special Filing Instructions for the Clerk:

3. Click on the **Submit the Filing** button to file the submission. You will see a popup dialog box stating your submission is complete. Click OK to file to the court.



4. **Optional:** Clicking the **Cancel (Delete)** button will cancel the filing and return you to the eFlex home screen.
5. If your payment is successful, the screen “Your Filing has been Submitted” is displayed as shown in Figure 45 below, and your submission is being transferred for review.

Figure 45: Filing Submitted Message



Your Filing has been submitted

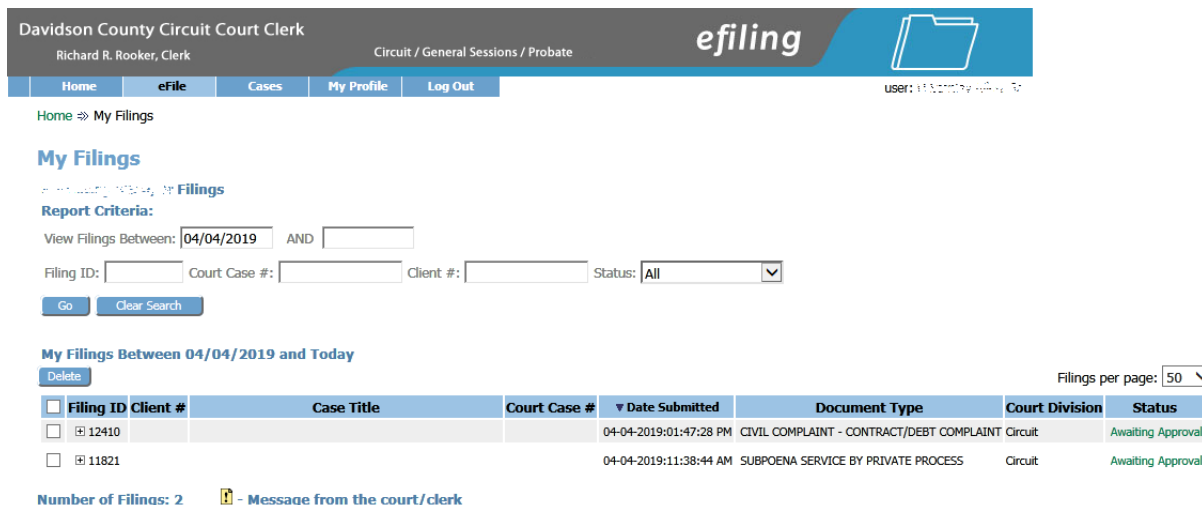
Case Type: CONTRACT/DEBT COMPLAINT - CIVIL COMPLAINT - CONTRACT/DEBT COMPLAINT

Note: This filing is now being processed and added to the Clerk of Court document repository. Once the eFiling System has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.



- Click the “Filing Status” button at the lower left, and you will see your Filings listed, as well as their status. You may click the “Go” button occasionally to refresh the screen, and you can see the status change. “Awaiting Approval” status means that payment has been processed and your submission is ready to be reviewed by a Court Clerk or other Court personnel. See Figure 46 below.

Figure 46: Filing Status



- Click the **Home** link on the menu or any other link to go to a different point in the e-File application.

To View or Print Documents Associated with a Case:

The “Filing Status” page will allow you to access documents that were filed with your case for either viewing or printing purposes. Documents viewed from the links on this page can be considered newly filed documents that have not been through the Clerk Review process, nor have they been otherwise processed by the Court. The following instructions will describe how to view these “unprocessed” documents, including how to view the system-generated date/timestamp, affixed to a document when it is filed. After Clerk Review, case documents are stored permanently in the Davidson County Court’s CMS.

1. To access the “Filing Status” page, select My Filings from the “Home” page or eFile > My Filings from the menu bar at the top of any page.
2. The “My Filings” page will appear, allowing you to search for the case you need. Click on the link under the “Status” column, and you will be directed to the “Filing Status” page for that particular case.

Figure 47: My Filings Page Displays Filings with Links for Additional Information

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

eFiling

Home eFile Cases My Profile Log Out

My Filings

My Filings

Report Criteria:

View Filings Between: 04/04/2019 AND

Filing ID: Court Case #: Client #: Status: All

Go Clear Search

My Filings Between 04/04/2019 and Today

Delete Filings per page: 50

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Court Division	Status
12410		CIVIL COMPLAINT - CONTRACT/DEBT COMPLAINT		04-04-2019:01:47:28 PM	CIVIL COMPLAINT - CONTRACT/DEBT COMPLAINT	Circuit	Awaiting Approval
11821		FOREIGN COURT SUBPOENA - PETITION/NOTICE SUBPOENA SERVICE BY PRIVATE PROCESS		04-04-2019:11:38:44 AM	SUBPOENA SERVICE BY PRIVATE PROCESS	Circuit	Awaiting Approval

Number of Filings: 2 - Message from the court/clerk

3. The documents you originally submitted may be viewed by clicking the link under “View Documents” in the listing above the first horizontal line on the page. These documents do not have the court’s date and time stamp.
4. Below the first horizontal line on the page, you will find a “Response” section. It is in this section that you will be able to view or print documents that have been received by the court. The documents listed in the “Response” section will include a court date/time stamp. Do not open the “form.xml” link as this is simply computer code that the system administrator can use for information in case troubleshooting is necessary.

Figure 48: Viewing Documents from the Filing Status Page

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

Home eFile Cases My Profile Log Out

My Filings ⇒ Filed

Filing Status

Status: Filed 04-03-2019:10:21:58 AM
Client #:
Filing ID: 12365
Tracking ID: 9809
Submitted By:
Date Submitted: 04-03-2019:10:21:14 AM
Official File Stamp: 04-03-2019:10:21:14 AM
Case Title:
Court Case #:
Case Type: DAMAGE/TORT COMPLAINT
Court Division: Circuit

Note: This filing will be removed from eFlex on 06-02-2019

Document Name	View Document
CIVIL COMPLAINT - DAMAGE/TORT COMPLAINT	View Document

Response:

Response Document Name	View Document
RECEIPT	View Document
CIVIL COMPLAINT - DAMAGE/TORT COMPLAINT	View Document

Back

Note: Once you have opened a document listed under the “Response,” it is imperative that you print it or save the signed document to your local machine using a “Save As” command as “Response” documents will be removed from this temporary repository after 90 days.

e-Filing to an Existing Case

Filing to an existing case is similar to filing a new case.

1. Click **Existing Case** on the home page or select **eFile > Existing Case** from the menu bar on the top of any page. The “Existing Cases” page will appear.

Figure 49: Existing Cases

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

Home eFile Cases My Profile Log Out

Home ⇒ Cases

Cases

Number of cases displayed per page: 50

Court: ORGANIZATION - CIRCUIT, PROBATE, GS-CIVIL

Case Number	Court Division	eFile	History	Service List
Ex: 070900001				

Search Cases

Case Title	Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
FOREIGN COURT SUBPOENA	070900001	eFile	FOREIGN COURT SUBPOENA		Circuit	Service List	<input type="checkbox"/>
FOREIGN COURT SUBPOENA	070900002	eFile	FOREIGN COURT SUBPOENA		Circuit	Service List	<input type="checkbox"/>
FOREIGN COURT SUBPOENA	070900003	eFile	FOREIGN COURT SUBPOENA		Circuit	Service List	<input type="checkbox"/>
FOREIGN COURT SUBPOENA	070900004	eFile	FOREIGN COURT SUBPOENA		Circuit	Service List	<input type="checkbox"/>
DIVORCE COMPLAINT- PARTIES HAVE MINOR CHILD(REN)	070900005	eFile	DIVORCE COMPLAINT- PARTIES HAVE MINOR CHILD(REN)		Circuit	Service List	<input type="checkbox"/>
ID DIVORCE NO CHILD	070900006	eFile	ID DIVORCE NO CHILD		Circuit	Service List	<input type="checkbox"/>

2. If you are not yet registered as a participant on the case, you must enter the Court and a Case Number. Click **Search Cases, eFile or History** in the upper section of this page.
3. If you entered a case number that doesn't exist, you will receive an error message, and you must repeat the process. When you use this search function, be sure to double check all of the information returned to confirm this is your targeted case.
4. If you are already registered on the case, you can select a case from the list on the page and click eFile as displayed in Figure 49.
5. From either method of selecting a specific case, the "Add a Document" page will display.

Figure 50: Existing Case Add a Document Page

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate
eFiling
user: [REDACTED]

Home eFile Cases My Profile Log Out

Home » Cases » Add a Document

Case Number: [REDACTED] Case Title: [REDACTED]

Case Type: FOREIGN COURT SUBPOENA

Document Category: [REDACTED] ▼

Document Type *: [REDACTED] ▼

Additional Text: [REDACTED]

Sealed Confidential Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location: [REDACTED] Browse...

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
---------------	---------------	--------------	-----------	------	--------

Back Move to Draft Next

6. Use the drop-down menu to select a "Document Category." The "Document Category" selection narrows the scope of the "Document Type" list, making it easier to find the correct "Document Type" from the list of documents shown.
7. From the "Document Type" pull-down menu, select the type of document you are going to add to this submission. You can add more than one document to this submission, but it must be done one document at a time, repeating each of the "Add Document" steps for each document.
8. **Optional:** Enter any "Additional Text" in the text field provided. This additional text helps the clerk, Judge, or other participants understand more about the document. For example, if you are adding a motion, you may want to give more information about the purpose of the motion.

Note: The "Additional Text" field is **not to be used** for 'instructions' to the court, such as "Strike my motion" or "Have the Judge call me".

9. Locate the document you have prepared by clicking on **Browse**. The operating system "Open Dialog" will display. Browse to locate your document on your computer, select the document, and then click on the **Open** button. This will return you to the "Add a Document" page with the

file path to your document displayed in the “Document Location” field.

10. Click the **Add** button. If the document is large, you will see a message “UPLOADING DOCUMENT. PLEASE WAIT”. This process will copy the document from your local machine to the Court servers. Once the transfer is complete, repeat the steps 6 through 10 on this page to add additional documents.

Note: You must file documents in the accepted format and length. Please see instructions for “Document Preparation Prior to Login” at the beginning of this guide or “Appendix A” at the end of this guide. Failure to attach documents in the correct format will generate an error message.

Figure 51: Incorrect Document File Format

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission

The file is not an acceptable format. It must be of type pdf

11. Each time you add a document, the document entry is displayed in the lower section of the page as shown in Figure 52. The picture below shows that a “Motion” was added. The size of each document is also included on the entry.

Figure 52: List of Added Documents

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

efiling

Home eFile Cases My Profile Log Out user: [redacted]

Home ⇒ Cases ⇒ Add a Document

Case Number: [redacted] Case Title: [redacted]

Case Type : CONTRACT/DEBT COMPLAINT

Document Category: MOTION

Document Type * [redacted]

Additional Text [redacted]

Sealed Confidential Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
MOTION (GENERAL)	Thank You.pdf	Show/Hide Participants [redacted] <input type="button" value="Add"/>	<input type="checkbox"/> <input type="checkbox"/>	0.33 MB	<input type="button" value="X"/>

Total Size: 0.33 MB

12. **Optional:** If you click on the “View Document” link of each entry, the e-Filing system will copy the document stored in the eFlex system servers back to your local machine so you can view what you uploaded.
13. **Optional:** If you happened to upload the wrong document, you can click on the red “X” icon under the “Remove” column. This will remove that document from your submission, allowing

you to then add the correct documents.

14. On the “Add a Document” page click the **Next** button at the bottom of the page. The “Review and Submit Filing” page will display.

Figure 53: Review and Submit Page for Existing Cases—No extra Fees

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate
efiling

Home efile Cases My Profile Log Out

Home > Cases > Add a Document > Review and Submit Filing

Review and Submit Filing

Case Title : [REDACTED]

Case Type : CONTRACT/DEBT COMPLAINT

Client # [REDACTED]

Document(s) to be Submitted: [Add/Remove Documents]

Document Name	View Document	On Behalf of
MOTION (GENERAL) Thank You.pdf		

Special Filing Instructions for the Clerk:

[REDACTED]

Back Cancel (Delete) Move to Draft **Submit the Filing**

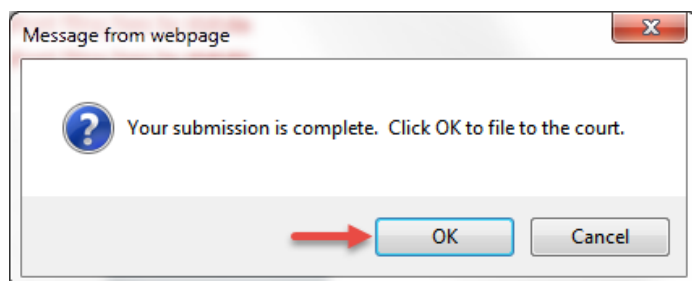
15. **Optional:** Click the **Cancel** button to discard the submission you just created. This will remove the documents from the eFlex system servers and eliminate the submission information.
16. **Optional:** Click **Move to Draft** if you want to finish this submission at a later time. Each time you click on a **Next** button, the eFlex system servers are updated and the partial information you have entered in this process is recorded with the documents. If your session times out because of inactivity, you will be required to log in again. From the “Login” page, go to **Draft Filings** to finish your submission.

To Submit a Filing to an Existing Case

In general, there are no fees for follow-up filings, however, there are a few documents in certain courts such as Probate that do require fees. The fee amount you owe, if any, is displayed on the “Review and Submit” page. Payment of fees on an existing case must be completed before the filing will be submitted to the court. The options given on the “Review and Submit” page, and the following page, “Select a Payment Method”, are the same as for a New Case Filing. Refer to payment instructions for New Case Filings for details.

1. If you do not owe fees, click the **Submit the Filing** button. A message will appear indicating your filing has been submitted. Click the **Filing Status** button at the bottom of the message to be returned to the “My Filings” page. In some cases indigency may be required. Make sure you include appropriate affidavits to support the option you may have selected.

Figure 54: Filing Has Been Submitted



2. **Optional:** From the “Review and Submit” page, you can also go back to change the case information (such as motion date), and you can go back to change the documents you have included in this submission by clicking the **Add/Remove Documents** button. This will re-direct you to the “Add a Document” page. (Refer to previous instructions to add or remove documents.) You can also click the **Back** button at the bottom of the “Review and Submit” page to go back to the “Add a Document” page. (Refer to previous instructions to add or remove parties.)
3. **Optional:** You can cancel and discard this submission by clicking on the **Cancel (Delete)** button. This will remove the documents on the Court Judicial Branch servers and delete any information about this submission that was not sent.
4. **Optional:** You can leave your submission in Draft state and finish it later by clicking on the **Move to Draft** button.
5. Click on the **Submit the Filing** button to file the submission.
6. If you owe fees, click the radio button to select your escrow account or wallet item. Refer to payment instructions for New Case Filings for details.

Filing an Answer to an Existing Case

If you were not added as an attorney for the defendant when the case was initially filed, you will automatically be added as a party when you file an “Answer” to the case through eFlex. The instructions are the same, whether you are a single attorney representing one or more clients, or multiple attorneys representing multiple clients. Regardless, as parties retain their own counsel, their newly hired attorneys must associate themselves with their clients by filing a type of “Answer.” The example below illustrates a single attorney filing an answer for a single defendant.

1. After you choose a type of “Answer” as response to an existing case, and submit your document, you will be presented with the screen below. Your name will automatically be listed, and you will place a checkmark next to the party or parties that you will represent. See Figure 56 below. Click “Next” to return to the “Add a document page”, and “Next” again to go to the “Review and Submit Filing” page and the following payment screens

Figure 55: Filing an Answer to an Existing Case

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
Circuit / General Sessions / Probate

Home eFile Cases My Profile Log Out

Home » Cases » Add a Document » Answer

CONTRACT/DEBT COMPLAINT

Case Title: [REDACTED]

Does your answer contain a jury demand? No Yes

Attorney Representation

Last Name	Middle Name	First Name	Bar #	Type
X JAMES	B	BROWN	000013	ATTORNEY

Add

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	CONTRACT COMPLAINT	PLAINTIFF	CONTRACT COMPLAINT
<input checked="" type="checkbox"/>	ANSWER AFFIDAVIT	DEFENDANT	

Back Next

- If other attorneys will be assisting you in representing your client, you will have the opportunity to add their names on this screen as well, in effect, associating them with your client and the case. After you have submitted your “Answer”, and see the screen as shown in Figure 55 above, Click the “Add” button under your name to add another attorney. The “Add Attorney” dialog box will appear, as shown in Fig 56 below.

Figure 56: Adding Another Attorney to the Case

Add

Search Attorney

Last Name: [REDACTED] Bar Number: [REDACTED]

Organization: All

Cancel Clear Save Add New Attorney Search

- Enter the attorney’s last name, bar number, and Role Type they will play in the case. Click “Save” and you will see the attorney’s name listed below yours, as seen in Figure 58.

Figure 57: Adding an Attorney and Selecting Party

Add

Search Attorney

Last Name: [REDACTED] Bar Number: [REDACTED]

Organization: All

Cancel Clear Save Add New Attorney Search

Select and Add Attorney(s)

Title	Last Name	Middle Name	First Name	Suffix Name	Bar Number	Type	Address	Phone/FAX	E-Mail	Organization
<input checked="" type="checkbox"/>	JAMES	B	BROWN		000013	ATTORNEY	1 Nashville TN 37201 UNITED STATES [Firm]		efile1@jbs.nashville.org	ATTORNEY - IN STATE

Cancel Clear Save Add New Attorney

- After adding your attorneys, place a check mark next to the party you are representing and click “Save” to go to the “Review and Submit Filing” page and click “Next” to proceed to the following paymentscreens.

5. **Optional:** If you need to file more than one “Answer”, repeat the process by adding more documents, until all “Answers” and parties are added, then click “Next” to go to the “Review and Submit Filing” page and the following payment screens.
6. **Optional:** If there are multiple defendants or plaintiffs, multiple attorneys can independently file answers to associate themselves with their respective clients.

Note: When you file an answer, and you find that your role is incorrect, you may delete and re-add yourself to change the type of role you are assuming on the case.

Understanding Filing Status

Whenever you e-File something to the court, the status of your filing is updated to reflect its progress. Each filing will be updated with several different statuses. Some happen so quickly that you may not see all the status changes. The “My Filings” page displays the status of each submission as it is updated until the final status of “Accepted” has been posted. You may use the **Go** button near the top of the page to “Refresh” the page view. A filing can have the status of:

- **Package Pending** - The submission is being prepared for clerk review but not yet sent.
- **Packaged** - The submission is prepared and sent for clerk review.
- **Received** - The submission has received a time stamp and will be placed in a queue for further processing.
- **Awaiting Approval** - The submission is in a queue for further processing.
- **Filed** - The Clerk has approved submission, and it is being processed. Be patient.
- **Receipt Pending** - An error occurred in communications. Call the e-Filing administrator.
- **Rejected** - Submission was denied. See the note from the clerk for an explanation. To start the resubmission process, click **Resubmit**.
- **Filed** - No further action. The filer should look at their case history or receipt of the submission to download signed documents and check for notes from the Clerk.
- **Filed-Presented to Judge** –Accepted and routed to a Judicial Queue for a judge to review. This means that even though the submission has been filed, the proposed document may not have been reviewed at this time, but it has been presented to a judge.
- **Resubmitted** - This submission was “Rejected,” and the filer used the old submission to create a new submission. The status of this submission has no future value, and the filer needs to look at the new submission status.

Figure 58: Review Filing Status on My Filings Page

<input type="checkbox"/>	12233	RESTRANING ORDER	19-0002	03-29-2019:10:53:20 AM	RESTRANING ORDER (PROPOSED)	Circuit	Filed-Presented to Judge
<input type="checkbox"/>	11737	ORDER TO SET CIVIL CASE	17-0005	03-29-2019:10:31:59 AM	ORDER TO SET CIVIL CASE (PROPOSED)	Circuit	Awaiting Approval
<input type="checkbox"/>	11486	SUBPOENA SERVICE BY PRIVATE PROCESS	18-0008	03-29-2019:10:31:29 AM	SUBPOENA SERVICE BY PRIVATE PROCESS	Circuit	Filed
<input type="checkbox"/>	11981	RETURN OF SERVICE BY SHERIFF/PERSONAL SERVICE	18-0010	03-29-2019:10:27:47 AM	RETURN OF SERVICE BY SHERIFF/PERSONAL SERVICE	Circuit	Filed
<input type="checkbox"/>	12112	PETITION/MOTION FOR CONTEMPT	19-0009	03-27-2019:03:28:07 PM	PETITION/MOTION FOR CONTEMPT	Circuit	Filed-Presented to Judge
<input type="checkbox"/>	12202	AFFIDAVIT OF SERVICE OF PROCESS (CERTIFIED MAIL/SECRETARY OF STATE)	19-0005	03-27-2019:03:12:36 PM	AFFIDAVIT OF SERVICE OF PROCESS (CERTIFIED MAIL/SECRETARY OF STATE)	Circuit	Filed

Each entry in the list represents the status of a filing.

Each entry on the “My Filings” page is temporary and is deleted after a **90 days**.

Note: You should check each entry. Although a status is complete, there may still be a note from the Clerk of the Court informing you of some condition. Be sure to check each receipt.

To Check the Status of your Submissions:

1. From the Home page, click **My Filing** or click **eFile > My Filings** from the menu bar at the top of any page.

2. **Optional:** Filter the list by using the calendar icons to select a starting and ending date. Then click **Go**. If you leave the end date blank, the system default is today's date.
3. Click the “+” symbol in the “Filing ID” column to display the documents associated with the filing.
4. **Optional:** Click the document name link that appears when you click the “+” symbol to view/download the document.
5. Click the filing “Status” on the right to display additional details about the filing. This will include information such as the time-stamp on your submission.

Figure 59: Check Status of Submissions by Date Range

The screenshot shows the eFiling interface for Davidson County Circuit Court Clerk. The header includes the court name, clerk's name (Richard R. Rooker), and the eFiling logo. The navigation menu has options for Home, eFile, Cases, My Profile, and Log Out. The user is identified as 'USER: JACOB.BREEDON'.

The 'My Filings' section is active, showing a 'Report Criteria' area with search filters. A red arrow points to the 'View Filings Between' date range, which is set to '3/1/19' and 'AND'. Below this are fields for 'Filing ID', 'Court Case #', 'Client #', and 'Status' (set to 'All'). 'Go' and 'Clear Search' buttons are present.

Below the search area, the results are titled 'My Filings Between 3/1/19 and Today'. A 'Delete' button is on the left, and 'Filings per page: 50' is on the right. A table lists the filings:

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Division	Status
<input type="checkbox"/>	12405		BRUCE W. ROOKER, JR. AND KATHLEEN M. ROOKER, JR. V. PARK PLACE OF GEORGIA LIVING TRUST AGREEMENTS	1220015	04-03-2019:03:58:19 PM	EXHIBIT	Circuit	Filed

A red arrow points to the '+' icon in the 'Filing ID' column for the first entry. Below the table, there are status indicators: 'EXHIBIT', 'NEW Receipt', and 'NEW EXHIBIT'.

Handling a “Returned Not Filed” Status

If a submission is “Not Accepted,” the receipt will include a reason field. Although some reasons are entered automatically by the system, for example, if one of the documents contained a virus, the clerk typically types in the reason for the rejection.

1. When a submission is “Not Accepted,” a **Resubmit** button appears next to the status.
2. Click the yellow exclamation point to see the message from the clerk on why the submission was rejected.
3. Change what was rejected by either deleting the document in question or correcting the information entered.
4. Click **Resubmit** to automatically create a new submission based on the previously rejected submission.

Figure 60: Resubmitting a Rejected Filing

<input type="checkbox"/>	11724	DAVIDSON COUNTY	11724-0	03-07-2019:03:48:19 PM	ORDER TO SET CIVIL CASE (PROPOSED)	Circuit	Rejected	Resubmit
<input type="checkbox"/>	11723	DAVIDSON COUNTY	11723-0	03-07-2019:03:47:25 PM	ORDER TO SET CIVIL CASE (PROPOSED)	Circuit	Rejected	Resubmit
<input type="checkbox"/>	11722	DAVIDSON COUNTY	11722-0	03-07-2019:03:46:33 PM	ORDER TO SET CIVIL CASE (PROPOSED)	Circuit	Rejected	Resubmit
<input type="checkbox"/>	11720	DAVIDSON COUNTY	11720-0	03-07-2019:03:45:06 PM	ORDER TO SET CIVIL CASE (PROPOSED)	Circuit	Rejected	Resubmit

Note: The “Filing Status” screen is not where you should look for case information; instead, click **Cases** on the “Home” page.

Figure 61: Filing Status Messages from the Court

Davidson County Circuit Court Clerk
Richard R. Rooker, Clerk
efiling
📁

Home | eFile | Cases | My Profile | Log Out
user: DAVIDSON

My Filings ⇒ Rejected

Filing Status

Status: Rejected 03-15-2019:09:50:57 AM

Reason: PAUPERS OATH DENIED

Client #:

Filing ID: 11601

Tracking ID: 9237

Submitted By: JUDITH M. COLE

Date Submitted: 03-01-2019:11:27:13 AM

Official File Stamp:

Case Title: TORT CLAIM

Court Case #: 19A 412

Case Type: DAMAGE/TORT COMPLAINT

Court Division: Circuit

Note: This filing will be removed from eFlex on 05-14-2019

Document Name	View Document
CIVIL COMPLAINT - DAMAGE/TORT COMPLAINT	CCT 107125.pdf
AFFIDAVIT OF INDIGENCY OF P1	AF.pdf
EXHIBIT	E.pdf

[Back](#)


Draft Submissions

The “Draft” feature acts as a backup if you are disconnected from the internet. Whenever you begin creating a new submission, eFlex records data each time you advance to the next screen, including any document data you have loaded. If your internet connection goes down, the system creates a draft of your submission. When you're back online, you can continue the process where you left off. Each time you log out, you will be prompted if you have any partially completed submissions.

To Resume Work on a Draft Filing:

1. Click select **Draft Filings** from the “Home” page or **eFile > Draft Filings** on the menu bar to see a list of partially completed submissions.

Figure 62: List of Draft Filings



The screenshot shows the eFiling interface for Davidson County Circuit Court Clerk. The header includes the court name, clerk's name (Richard R. Booker, Clerk), and the eFiling logo. The navigation bar has links for Home, eFile, Cases, My Profile, and Log Out. The main content area is titled "Draft Filings" and contains a table with the following columns: Filing ID, Client #, Court Case #, Case Title, Description, Create Date, Court Division, and Days Until Deletion. The table lists several draft filings with their respective details.

Filing ID	Client #	Court Case #	Case Title	Description	Create Date	Court Division	Days Until Deletion
12392				DAMAGE/TORT COMPLAINT	04-03-2019:02:57:11 PM	Circuit	60
12326				FOREIGN COURT SUBPOENA	04-02-2019:10:13:32 AM	Circuit	59
12324				FOREIGN COURT SUBPOENA	04-02-2019:10:11:58 AM	Circuit	59
11513				DIVORCE (IRRECONCILABLE DIFFERENCES/AGREED) - PARTIES HAVE NO MINOR CHILDREN	02-27-2019:10:17:46 AM	Circuit	25
11406				PETITION TO ENFORCE CIVIL FOREIGN JUDGMENT	02-25-2019:11:08:47 AM	Circuit	23
11398				DAMAGE/TORT COMPLAINT	02-25-2019:10:54:14 AM	Circuit	23
10953				WORKERS COMPENSATION COMPLAINT FILED ON COSTBOND	02-25-2019:10:21:35 AM	Circuit	23

2. Click the “Filing Description” name to return to the last page you worked on.
3. Continue with the submission. For most submissions the default is to go to the “Add a Document” page. If you need to back up to the “Case Initiation” page on some submissions, press the **Back** button on the “Add a Document” page.

Many times filers forget they already redid the submission. You can delete entries if you no longer need the information or if you completed the submission by starting over. Each time you log off the e-Filing system, if there are entries in draft status, you will be notified that you have entries in draft, and you will have to answer whether you want to exit or not.

Appendix A: Creating a PDF and Other Document Display Information

PDF Basics

PDF (Portable Document Format) is a popular format created by Adobe® Systems Incorporated. Documents using this format can be read by Adobe Reader®, a free application available from the Adobe website. This type of document is considered a final form document because it is not designed to be edited. It is fixed and appears the same on nearly every machine using Adobe Reader, making it a convenient way to ensure that the information you are sending is being viewed in the same layout format as you intend it to be. A PDF document has the extension “.pdf” appended to the file name.

If you have a PDF printer driver installed, you can create PDF documents directly from Microsoft® Word. Some word processing applications, such as Corel® WordPerfect®, include a PDF printer driver as part of the application. There are several vendors that sell PDF printer drivers. Also, you can search the internet for free PDF creators such as CUTE or 995.

Creating Documents

All documents must be submitted as a PDF or Microsoft Word file.

To create your original documents, you'll need a word processing application, such as Microsoft Word, WordPerfect, or another word processor. You need to use standard fonts when you are creating the original document. Times New Roman or Arial fonts are common and generally convert to PDF consistently. The font you select also needs to be a “TrueType” font. Selecting standard fonts will help ensure the document formatting converts correctly.

Microsoft Word 2007-2010 has an Acrobat tab on the right side of the menu bar. When you have your original document file opened, the “Create PDF” will allow you to save a copy of the document as a PDF. Many users of other word processing programs will install a PDF printer driver as that is the common way to create PDF documents. There are some free PDF printer drivers as well as products you can purchase. Adobe Acrobat® Standard or Pro editions include printer drivers.

Including Paper Exhibits

With your submission you may need to include copies of paper documents such as a copy of a contract, a copy of a bounced check, or some other item. These paper documents will need to be submitted in the court-accepted electronic format, PDF. To do this you must have access to a scanner. The easiest way to prepare such exhibits is to scan and save them directly as a PDF. In your scanner control dialog box, be sure to select the “Scan to PDF” option. This option will create a file ready to attach to your filing.

Pay attention to court requirements for file size, color, and resolution. The Court’s Document Management System requests that you use black-and-white settings with a low resolution (300 dpi) resulting in 25 to 50 KB per page in size. Using color adds to the size of the file, so you should only scan using color settings when color is a vital element of the exhibit. If your scan includes color, lower the resolution enough to reduce the file size but not to destroy the ability to view the image. See your scanner's user documentation for more information.