

Quick Guide: E-Filing a Brief with or without Appendix

1. Once you have logged in to the supreme court's e-filing system, select Create Filing in the left-hand menu. You will then land on the Create Filing screen.
2. On the **Create Filing** screen, complete each required field (*) as follows:
 - For **Filing Category**, select Existing Case.
 - Enter your **Case Number** in its entirety, e.g., 2019-0119, not 2019-119.
 - For **Filing Type**, select Brief from the drop-down list.
 - For **Filing Subtype**, select Brief and Appendix Filed if you are filing a brief and a separate appendix document; if you are instead filing a brief that includes the appendix materials within the same document as the brief itself, or you are filing a brief that contains no appendix materials, select Brief Filed.
 - Click Next.
3. On the **Filing Information** screen, check the box next to the name of the party on whose behalf you are filing the brief and any appendix; then click Next. (If the name does not appear, type it into the text box next to Other Filed on Behalf of.)
4. On the **Upload Document** screen, click Browse (depending on your browser, it may say Choose File) to select the document that you have previously prepared and saved as your brief. To add a separate appendix, click Add Another, select Appendix in the drop-down list for Name, and then click Browse (or Choose File) to select the document that you have previously prepared and saved as your appendix. If your Appendix has multiple volumes, repeat this step as many times as necessary. After you have uploaded both the brief and any/all appendices, click Next. (If you are requesting that a document in a public case be treated as confidential, check the Request Confidential box and select a Confidential Reason for that document before clicking Next. See Supplemental Rule 16.)
5. On the **Service Information** screen, select eService as the service method for each person who appears in the Electronic Service Recipients section; select Conventional as the service method, and enter the service date, for each other person who appears in the Non-Electronic Service Recipients section; then click Next. (If the same person appears in both sections, select eService in the Electronic Service Recipients section and then select "Served, see above," and enter the service date, in the Non-Electronic Service Recipients section.)
6. On the **Filing Summary** screen, review the information displayed to make sure that you have accurately completed the various screens; once you have done so, click Add to Cart.
7. On the **Cart** screen, click Submit Filings and then wait a few moments to make sure that the Submission Confirmation screen appears.

8. Your filing has been submitted. The e-filing system will send two e-mail notifications (Filing Queued and Filing Submitted) to you and a service e-mail (Notice) to each person who is an electronic service recipient in the case. The e-mails will include a link to view the document that you have submitted. Once your brief with any appendix has been reviewed by the clerk's office and approved for docketing, you will receive from the e-filing system an additional e-mail (Filing Docketed by Clerk).