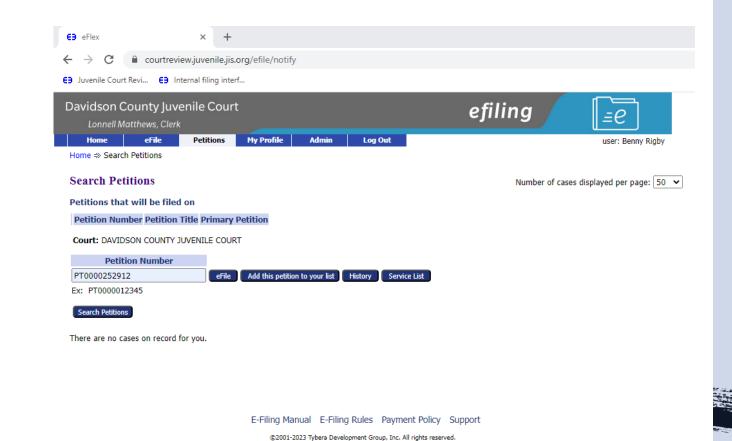
Entering Motions into eFlex

TO be able to file a motion through eFlex you must first be associated to the case in our CMS if you are not associated you will not be able to access all dropdowns to be able to file correctly.

If you find yourself in this situation, please contact juvenileefilesupport@jisnashville.gov with the petition number, attorney name and party they represent.

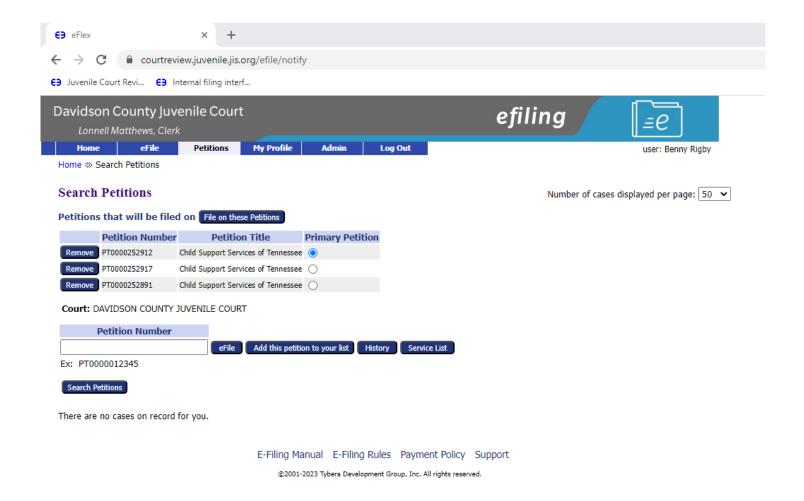
Motions to a single petition.

- From the Home screen select existing Petition.
- Enter petition number in space provided.
- Select efile.



Motions Filed to Multiple Petitions.

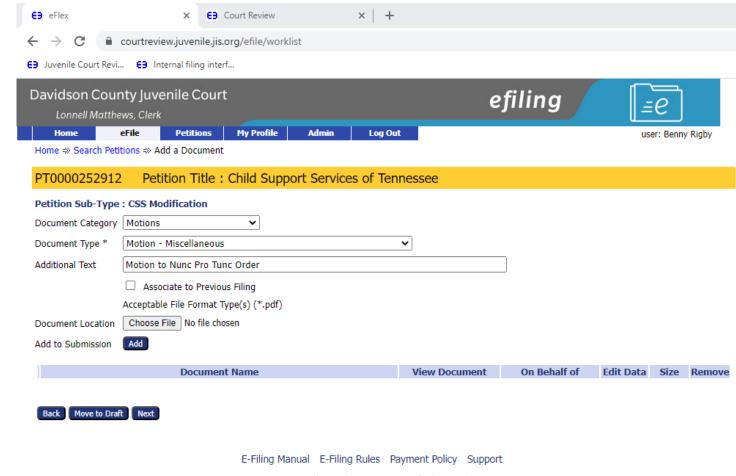
- From the home screen select existing petition.
- Enter petition number in space provided and select "Add this petition to your list"
- Repeat for the next petition, once all petitions have been added to the list.
- Select file on these petitions



No matter if you are filing against one petition or multiple petitions the steps are the same from here on out.

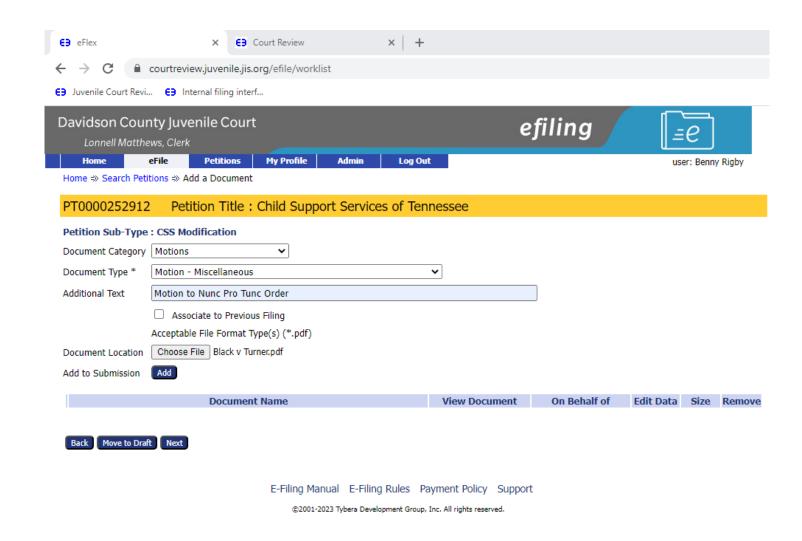
Selecting A Motion type

- Document Category:
 Motion
- Document type: select the type of motion you are filing from the dropdown
- If you chose Motion Misc.
 please indicate what type
 it is in the additional text
 field.



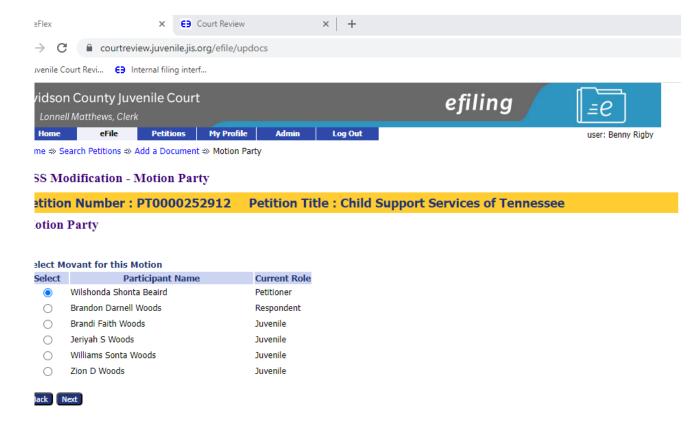
Adding your document to the filing

- Once you have selected your Category and Type you are ready to add your .pdf document to be submitted with the filing.
- Select choose file and select your document form the list on your PC.
- Once you choose your file and it places it on the screen you will then select ADD.



Selecting the Movant for your Motion

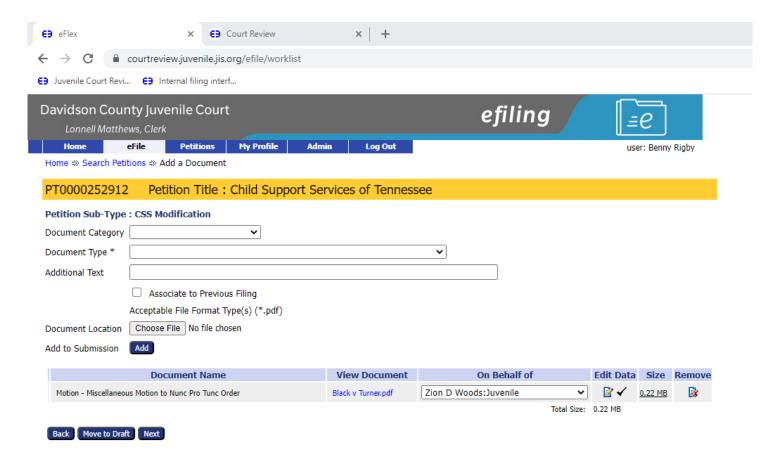
- Once you select ADD the screen where you select the movant appears. The movant is typically the party you represent.
- Once you have selected the correct Movant select next.



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After adding your Motion Document to the filing, you will need to select an On Behalf Of.

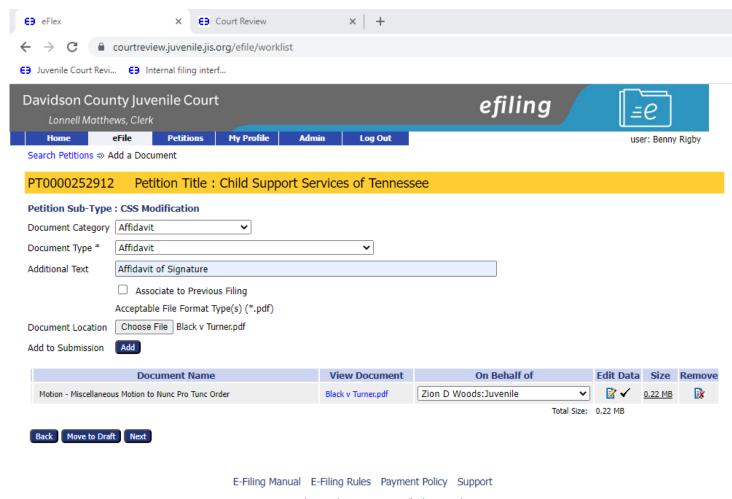
- With Juvenile Court efile the Juvenile must be selected as the On Behalf Of to be able to file you will need to associate the juvenile to any Motion event (if you are not associated to the petition in our CMS it will not give you this option and you can not proceed. Please contact juvenileefilesupport@jisnashville,gov for assistance.
- If the dropdown box under the On Behalf Of populates then select the juvenile at this point.
 If there are multiple Juveniles on the petition only one needs to be selected



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Adding additional document to the same filing.

- Once you select your OBO you can add additional documents to the filing.
- Once you have selected your additional Category and Type you would add any additional text.
- As before you will need to choose the .pdf file you would like to submit and then select ADD.



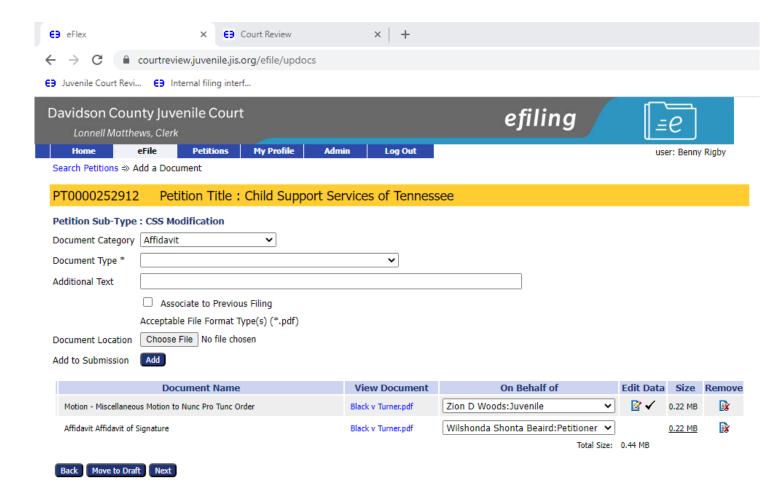
Motion For Rehearing in Front of the Juvenile Court Judge

- If you are filing a Motion for Rehearing, you will need to add the event that asses the rehearing fee to your filing. This is done by following the steps below.
 - Document Category: Accounting
 - Document Type: Assess Motion for Rehearing Before a Juv. Court Judge Cost
 - Chose who you represent in the on behalf or drop-down box.
 - You must be associated to your client in our CMS for the on behalf of dropdown menu to populate. If you do not see this selection, then please contact
 - <u>juvenileefilesupport@jisnashville.gov</u> with the petition number and your client's name.



Final steps before filing

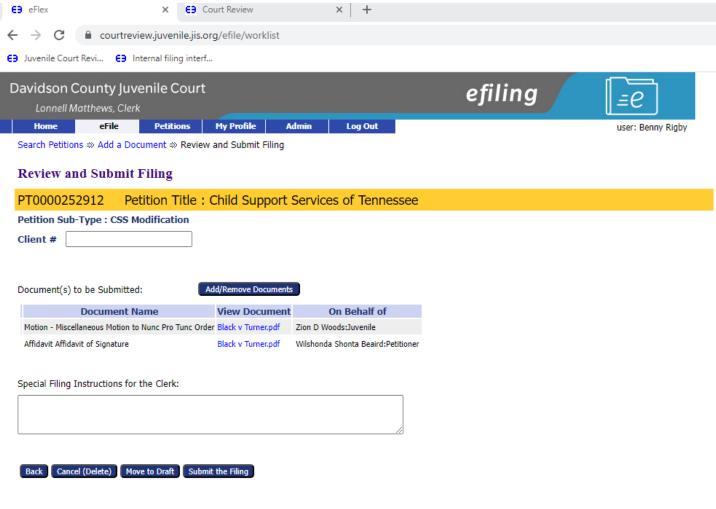
 After adding all of the documents you would like to add to this filing, verifying the petition number/s are correct and you have selected the OBO's for those filings you will select next.



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Review and Submit Filing

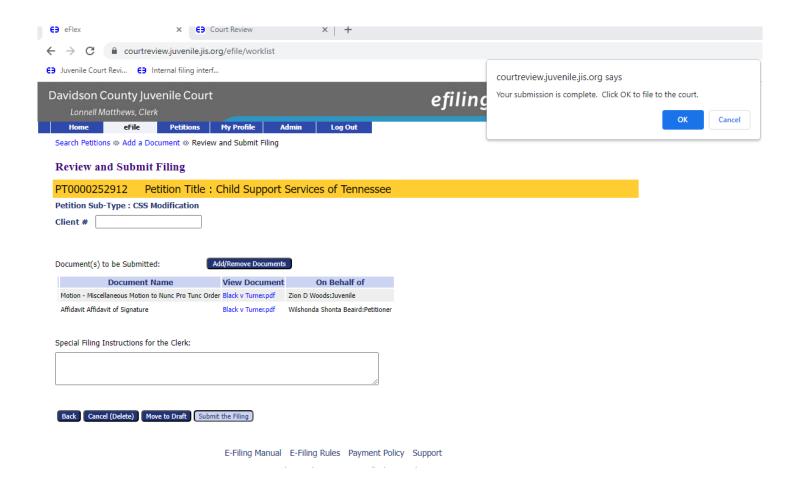
- Double check the petition number/s you are filing against.
- Make sure you have all of your document categories and types attached that you would like.
- Make sure all of the attachments are included.
- Make sure the correct OBO's are selected. (Remember the juvenile has to be selected as the obo on the motion event.
- Include any special notes to the clerk in the space provided.
- Select Submit The Filing



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Once Submit filing is selected it ask if it is ok to file or cancel.

 To complete the filing you will click on OK at the top of the screen. Then it will give a conformation screen like the one on the next slide confirming your submission.



Submission Confirmation Screen

