

Disclaimer regarding sample efilings: The following screen shots are only samples and do not represent and exhaustive list of things that you may file in a particular submission. These samples are not meant to be legal advice in any way but merely to give an example of what the screen *may* look like when submitting a particular document.

Sample: "Add a Document" screen for Efiling a Writ of Summons



## PROTHONOTARY

### ELECTRONIC FILING



Home
eFile
Cases
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user: Tracy Christman

[Draft Filings](#) ⇒ [Add a Document](#)

### Case Type : CONTRACT

Document Category:

Document Type \*:

Public    Order Date:   --Enter a comment on what rule you are using--  
 Sealed    Order Date:   --Enter a comment on what rule you are using--  
 Confidential    Order Date:   --Enter a comment on what rule you are using--

Additional Text:

Document Location:  No file chosen

Add to Submission:

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form	<a href="#">form.xml</a>		<input type="button" value="Add"/>	0.01 MB		
COVER SHEET(S) FILED	<a href="#">View Generated Document</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <span style="color: red;">✗</span>			3	
PRAECIPE FOR WRIT OF SUMMONS ISSUED	<a href="#">Praecipe to Issue Writ of Summons.pdf</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <span style="color: red;">✗</span>		0.09 MB	1	
COMMENCEMENT OF ACTION FEE		<input type="text"/> <input type="button" value="Add"/> JOHN DOE <span style="color: red;">✗</span>		0.0 MB		
WRIT OF SUMMONS FILED	<a href="#">View Generated Document</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <span style="color: red;">✗</span>		<u>0.0 MB</u>	1	

Total Size: 0.09 MB

## Sample: "Add a Document" screen for Filing a Complaint

### Case Type : CONTRACT

Document Category   
 Document Type \*   
 Public  
 Sealed Order Date:  --Enter a comment on what rule you are using--  
 Confidential Order Date:  --Enter a comment on what rule you are using--  
 Additional Text   
 Document Location  No file chosen  
 Add to Submission

	Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
	Form	<a href="#">form.xml</a>			0.01 MB		
	COVER SHEET(S) FILED	<a href="#">View Generated Document</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE			3	
	NOTICE	<a href="#">Notice to Defend.pdf</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.08 MB	1	
	COMPLAINT FILED	<a href="#">Complaint.pdf</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.08 MB	1	
	- ATTACHMENT	<a href="#">Exhibits.pdf</a>			0.08 MB	1	
	COMMENCEMENT OF ACTION FEE		<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.0 MB		
Total Size:					0.24 MB		

## Sample: "Add a Document" screen for Filing a Motion to Compel

Case Number : 2016-00129-CT Case Title : DOE, JOHN VS. DOE, JANE

### Case Type : CONTRACT

Document Category   
 Document Type \*   
 Public  
 Sealed Order Date:  --Enter a comment on what rule you are using--  
 Confidential Order Date:  --Enter a comment on what rule you are using--  
 Additional Text   
 Document Location  No file chosen  
 Add to Submission

	Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
	Modify Party Information	<a href="#">Form.xml</a>			0.01 MB		
	ORDER (PROPOSED)	<a href="#">Proposed Order.docx</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.02 MB		
	MOTION TO COMPEL DISCOVERY BY	<a href="#">Motion to Compel.pdf</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.08 MB	1	
	CERTIFICATE OF SERVICE OF MOTION TO COMPEL DISCOVERY	<a href="#">Certificate of Service.pdf</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.08 MB	1	
	CERTIFICATION OF GOOD FAITH BY	<a href="#">Certificate of Good Faith.pdf</a>	<input type="text"/> <input type="button" value="Add"/> JOHN DOE		0.08 MB	1	
Total Size:					0.26 MB		

## Sample: "Add a Document" screen for Efiling a Petition

Home ⇒ Existing Case ⇒ Add a Document

**Case Number : 2016-00129-CT Case Title : DOE, JOHN VS. DOE, JANE**

Case Type : CONTRACT

Document Category

Document Type \*

Public  
 Sealed Order Date:  --Enter a comment on what rule you are using--  
 Confidential Order Date:  --Enter a comment on what rule you are using--

Additional Text

Document Location  No file chosen

Add to Submission

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
<b>Modify Party Information</b>	Form.xml			0.01 MB		
PETITION TO WITHDRAW AS COUNSEL BY	Petition to Withdraw as Counsel.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	
RULE TO SHOW CAUSE	View Generated Document	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.0 MB	1	
CERTIFICATE OF SERVICE OF PETITION TO WITHDRAW AS COUNSEL	Certificate of Service.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	
ORDER (PROPOSED)	Proposed Order.docx	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.02 MB		

Total Size: 0.18 MB

## Sample "Add a Document" screen for Efiling a Default Judgment (note\* the filing fee cannot be last in the submission under secondary filings)

Home ⇒ Existing Case ⇒ Add a Document

**Case Number : 2016-00129-CT Case Title : DOE, JOHN VS. DOE, JANE**

Case Type : CONTRACT

Document Category

Document Type \*

Public  
 Sealed Order Date:  --Enter a comment on what rule you are using--  
 Confidential Order Date:  --Enter a comment on what rule you are using--

Additional Text

Document Location  No file chosen

Add to Submission

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
<b>Modify Party Information</b>	Form.xml			0.01 MB		
PRAECIPE FOR DEFAULT JUDGMENT	Praecipe for Default Judgment.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.09 MB	1	
CERTIFICATION OF 236 NOTICE	236 Notice.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	
JUDGMENT - DEFAULT FEE		<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.0 MB		
AFFIDAVIT - NON-MILITARY SERVICE OF DEFENDANT	Non Military Affidavit.pdf	<input type="text"/> <input type="button" value="Add"/> JOHN DOE <input type="button" value="X"/>		0.08 MB	1	

Total Size: 0.25 MB