

CHILD SUPPORT E-FILING FOR ATTORNEYS

If you are an attorney you can:

- **Review a case** - review all of the case details and documents for accuracy.
- **Sign documents in a case** - If all the case details and documents are correct, sign the documents.
- **Modify a case** - Change the court date.
- **Reject a case** - If any case details and/or documents are incorrect, reject the case for it to be sent back to the legal preparer for correction.
- **Search** - perform a search to view a specific case.

Accessing the Child Support E-filing Application by an attorney

To access the Child Support E-filing Application, click [here](#).

To go to the end of this section click [here](#).

After logging into Child Support E-filing Application, your screen will show all cases that have been sent to the attorney. Look to the left and see a heading **Choose Table** and **tables** for you to view e-filing information:

Attorney Status - This page shows all cases that need to have some action taken by the attorney.

Rejected Status - This page shows all cases that have been rejected by the Court and sent back to the attorney.

Court Status - This page shows cases that the Court has received but have not imported.

Court Imported - This page shows cases that the court has imported into their case management system.

The screenshot shows the user interface of the Child Support E-filing Application. At the top, there are navigation tabs: Home, Change Court, and Report Error. Below these is a search bar labeled "Official court documents:" with a "Go" button. On the left side, there is a "Search by ..." section and a "Reports" section. The "Reports" section contains a list of options: "Choose Table", "Attorney Status", "Rejected Status", "Court Status", and "Court Imported", all enclosed in a blue bracket. Below this list is a link for "View All Cases". The main content area displays a table with the following data:

#	Initiated Date	Defendant First Name	Defendant Last Name	Case Status	Last Event	Last Event Time	Case Details	Clear
1	Jan 31, 2011	MINNIE	MOUSE	ReceivedByAttorney	Event Log	Feb 2, 2011	Case Details	

Below the table are navigation icons: a left arrow, a double left arrow, a right arrow, a double right arrow, and a refresh icon.

An attorney can see all cases sent to him/her or all cases sent to all attorneys that file for this child support office.

Viewing Filed Cases

To view all cases that have been filed by your child support office, on the left, use your mouse and click on the [View All Cases](#) link on the left.

The screenshot shows a web interface for viewing court documents. At the top, there are navigation tabs: Home, Change Court, and Report Error. Below these is a search bar labeled 'Official court documents :' with a 'Go' button. On the left side, there is a 'Search by ...' section and a 'Reports' section. The 'Reports' section contains links for 'Attorney Status', 'Rejected Status', 'Court Status', and 'Court Imported'. At the bottom of the left sidebar, the link 'View All Cases' is highlighted with a black arrow. The main content area displays a table with the following data:

#	Initiated Date	Defendant First Name	Defendant Last Name	Case Status	Last Event	Last Event Time	Case Details	Clear
1	Jan 31, 2011	MINNIE	MOUSE	ReceivedByAttorney	Event Log	Feb 2, 2011	Case Details	

Below the table are navigation controls: a set of arrows for first, previous, next, and last page, and a 'Clear' button.

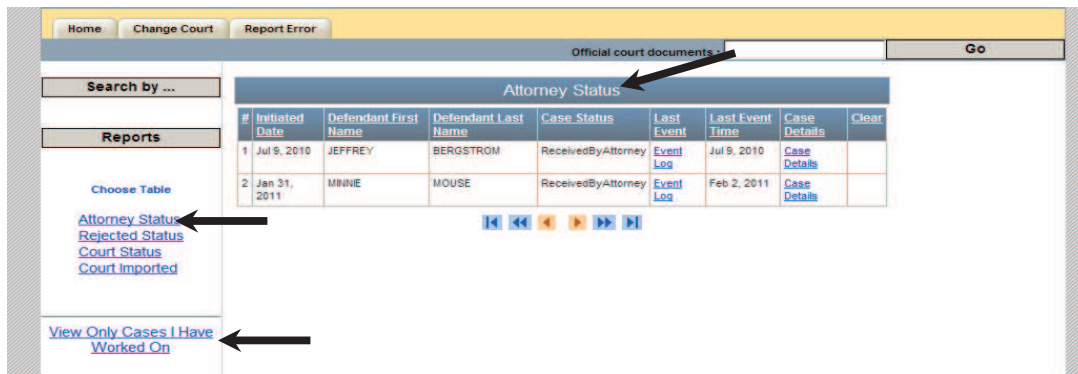
This action will result in all cases being visible and the link will change to [View Only Cases I Have Worked On](#). Now, click on this link, to see the cases sent to you only.

The screenshot shows the same web interface as above, but with two cases listed in the table. The 'View Only Cases I Have Worked On' link at the bottom of the left sidebar is highlighted with a black arrow. The table data is as follows:

#	Initiated Date	Defendant First Name	Defendant Last Name	Case Status	Last Event	Last Event Time	Case Details	Clear
1	Jul 9, 2010	JEFFREY	BERGSTROM	SentToAttorneyAddition	Event Log	Feb 7, 2011	Case Details	
2	Feb 9, 2011	MINNIE	MOUSE	ReceivedByAttorney	Event Log	Feb 10, 2011	Case Details	

Viewing Attorney Status

To view **Attorney Status** cases use your mouse and click on the [Attorney Status](#) text on your left:



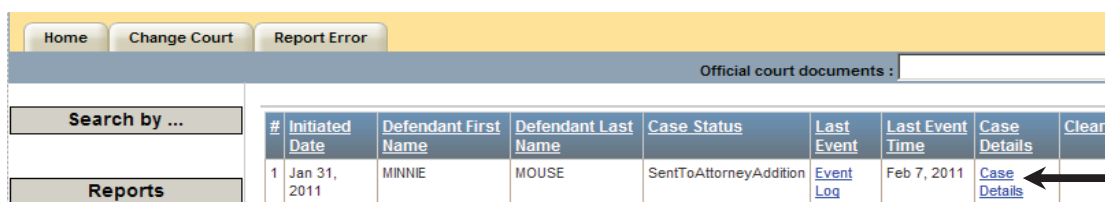
To view cases that only you have worked on click on the [View Only Cases That I Have worked on](#) text.



To return to the [View All Cases](#) screen, use your mouse and click on the [View All Cases](#) link.

Viewing Case Details of a Case

To view details of a case, see the **Case Details** column, click on [Case Details](#) for any case.



This action takes you to a **Case Details Page**. Here, at a **Case Details Page** you can:

- View a case (history, participants and documents)
- Sign a case
- Return to the previous table
- Modify a case
- Reject a case
- Change a case's court date
- Give comments

<p>Back</p> <p>Modify</p> <p>Reject</p> <p>Comments: <input type="text"/></p> <p>Court Date</p> <p>Original Court Date:</p> <p>Proposed Court Date:</p> <p><input type="text"/></p> <p><input type="button" value="Submit"/></p> <p>Reject Reason:</p>	<p>Filer Name: Test Agent</p> <p>Division: Superior Court: Civil Division</p> <p>Case Category: Dom Rel: Support/URES</p> <p>Case Filing Type: Complaint/Petition</p> <p>Case Type: Superior Domestic Case</p> <p>Case Caption: GDHS/MAXIE MOUSE et. al. vs MINNIE MOUSE</p> <p>OCSS Case Number: 330016367</p> <p>Court Case Number:</p> <p>Court Date:</p> <p>Jurisdiction: Bibb</p>
	<p>CASE PARTICIPANTS</p> <p>Initiating Party Organization</p> <p>Name: Georgia Department Of Human Services</p> <p>Address:</p> <p>Initiating Party Person</p> <p>Name: MAXIE MOUSE</p> <p>DEWEY DUCK</p> <p>Defendant Party</p> <p>Name: MINNIE MOUSE</p> <p>Address: -</p> <p>Witness</p> <p>Name:</p> <p>Address:</p>

See [table of contents](#)

To go the start of this section click [here](#)

Signing Case Documents

To go to the end of this section click [here](#)

If you are an attorney and you need to work on cases sent to you by the legal preparer do the following:

First you must log into the efilings application. If you don't know how to log into the application click [here](#). Then locate the case in the attorney table(s), and click the case details link.

Here, on the **Case Details page**, you may review all of a case's detail information and documents that are attached to this page. If all of the information is correct, you can sign a case's documents. To sign case documents:

① See the heading **Sign Document** text.

② Use your mouse and click on the **Sign** button next to each appropriate document to sign it.

Home Change Court Report Error

Official court documents : Go

Back

Modify

Reject

Comments:

Court Date

Original Court Date:

Proposed Court Date:

Submit

Reject Reason:

Filer Name: Test Agent
 Division: Superior Court: Civil Division
 Case Category: Dom Rel: Support/URESA
 Case Filing Type: Complaint/Petition
 Case Type: Superior Domestic Case
 Case Caption: GDHS/MAXIE MOUSE et. al. vs MINNIE MOUSE
 OCSS Case Number: 330016367
 Court Case Number:
 Court Date:
 Jurisdiction: Bibb

CASE PARTICIPANTS

Initiating Party Organization

Name	Address
Georgia Department Of Human Services	

Initiating Party Person

Name
MAXIE MOUSE
DEWEY DUCK

Defendant Party

Name	Address
MINNIE MOUSE	-

Witness

Name	Address
MICKY MOUSE	-

Plaintiff's Attorney

Name	BarID
Test Attorney	12345

Defendant's Attorney

Name	BarID

DOCUMENTS

Imported Documents		Sign Document
Title	Type	
Uploaded Documents		
Title	Type	Sign Document
Initiation Form of File_CAA	Initiation Form of File-CAA	
Summons and Rule Nisi_CAA	Summons and Rule Nisi-CAA	Sign ← ②
Complaint Contempt of Child Support Order_CAA	Complaint: Contempt of Child Support Order-CAA	Sign ← ③
Summons_CAA	Summons-CAA	
Notice To Produce_CAA	Notice: To Produce-CAA	Sign ← ③
Sheriff's Entry Of Service_Filed	Sheriff's Entry Of Service: Filed	

This action will result in a case documents being electronically signed. The text has now changed from **Sign** to **Signed**.

DOCUMENTS

Imported Documents		
Title	Type	Sign Document
Uploaded Documents		
Title	Type	Sign Document
Initiation Form of File CAA	Initiation Form of File-CAA	
Summons and Rule Nisi CAA	Summons and Rule Nisi-CAA	
Complaint Contempt of Child Support Order CAA	Complaint:Contempt of Child Support Order-CAA	Signed ← View Details
Summons CAA	Summons-CAA	
Notice To Produce CAA	Notice: To Produce-CAA	Signed ← View Details
Sheriff's Entry Of Service Filed	Sheriff's Entry Of Service: Filed	

Viewing Signed Case Documents

To view the signed case documents, use your mouse and click on the document title to see each signed document.

To go to the table of contents click [here](#)

To go to the start of this section click [here](#)

Rejecting a Case

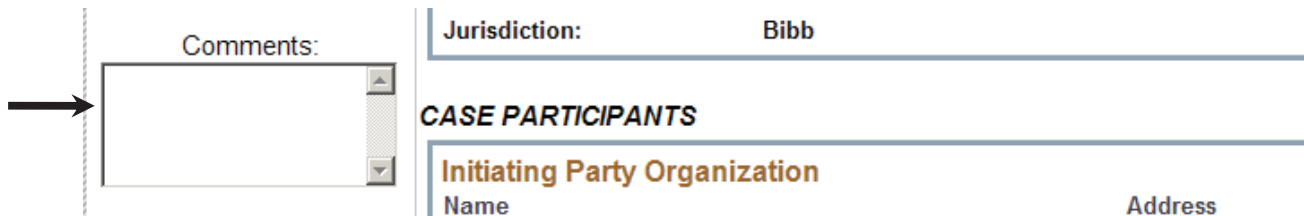
If you are an attorney and you want to reject a case for any reason you must do the following:

From Case Details page of the case the attorney click the **Reject** button. Then type in the Enter Reason for Rejection box. If necessary, click in the (✓) Remove all signed documents when rejected box. **Rejecting a case will send a case back to the legal preparer.**

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Change Court', and 'Report Error' buttons. Below this is a search bar for 'Official court documents' with a 'Go' button. The main content area features a 'Back' button and a large text input field titled 'Enter Reason For Rejection'. Below the text field are three buttons: 'Reject Filing', a checkbox labeled '-- Remove all signed documents when rejected', and a 'Reset' button. An arrow points from the 'Back' button to the 'Enter Reason For Rejection' field.

Adding Comments to a Case

To add comments to a case click in the  box and type your comments.



The screenshot shows a web interface for adding comments to a case. On the left, there is a large text input area labeled 'Comments:' with a vertical dashed line to its left and a black arrow pointing to it. To the right, there is a header section with 'Jurisdiction: Bibb'. Below this is a section titled 'CASE PARTICIPANTS' which contains a table with the following structure:

Initiating Party Organization	
Name	Address

To go to the table of contents click [here](#).

CHILD SUPPORT E-FILING FOR THE COURTS

If you are a clerk you can:

- **View the records in many tables** – imported, received, rejected, queued for import, ready to import, etc. All these views give you the status of any child support case that reached the court.
- **Review a case** - review all of the case details and documents for accuracy.
- **Sign documents in a case** - If all the case details and documents are correct, sign the documents (see [Signing Case Documents](#) below)
- **Modify a case** – file a subsequent filing (such as an order) into an imported case (see [How to file a subsequent filing into an imported case](#))
- **Reject a case** - If any case details and/or documents are incorrect, reject the case (see [Rejecting a case](#) below).

If you don't know how to access the child support application click [here](#)

Once you logged into the application you can choose to view cases that are imported or received or rejected, etc. Most of the time if you are a clerk or deputy clerk you will want to see and process cases sent by the child support office.

To process a case click on the Case Details link of the case record in the table you are interested