
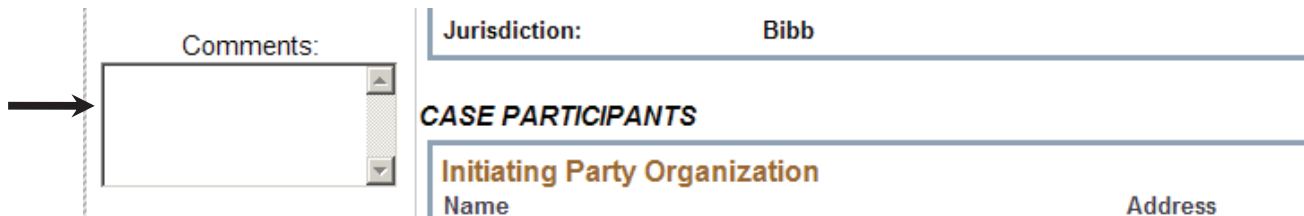


Adding Comments to a Case

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

Home Change Court Report Error

Official court documents : Go

Search by ...

Reports

Choose Table

- New Filings
- Appellate
- Civil
- Child Enforcement
- All Received Filings
- Imported
- Rejected
- Served
- Non-Served
- Cases Decided
- Queued For Import
- Failed To Import

Sort By Column:

- Initiated Date
- Last Event Date

Order Direction:

- Ascending
- Descending

View Only Cases I Have Worked On

View Table

Transmission Error Filings

You Have 0 Transmission Error(s)

New Filings

Navigation icons: Home, Back, Forward, End, Refresh

Home Change Court Report Error

Official court documents : Go

Back

Modify

Set Court Date

Accept Filing

Reject Filing

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: Mar 24, 2011
 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
 MICKEY MOUSE -

Plaintiff's Attorney

Name BarID
 Test Attorney 12345

Defendant's Attorney

Name BarID

DOCUMENTS

Imported Documents	Type	
Uploaded Documents		
Initiation Form of File_CAA	Initiation Form of File-CAA	Sign Document
Summons_and_Rule_Nisi_CAA	Summons and Rule Nisi-CAA	Sign
Complaint_Contempt_of_Child_Support_Order_CAA	Complaint: Contempt of Child Support Order-CAA	Sign
Summons_CAA	Summons-CAA	
Notice_To_Produce_CAA	Notice: To Produce-CAA	
Sheriff_s_Entry_Of_Service_Filed	Sheriff's Entry Of Service: Filed	

Signing Case Documents

Signing a case document must always follow a careful verification of the case participants information and case documents.

If you are a clerk or a deputy clerk and you want to sign a document do the following after verifying the accuracy of the information:

Click at the case details link. If all of the information is correct, you can sign the case 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:
- ③ This action will result in case documents being electronically signed. The text has now changed from [Sign](#) to **Signed**.

Plaintiff's Attorney
Name: Test Attorney BarID: 12345

Defendant's Attorney
Name: BarID:

DOCUMENTS

Imported Documents		Sign Document
Title	Type	
Uploaded Documents		
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	Sign
Summons CAA	Summons-CAA	Sign
Notice To Produce CAA	Notice: To Produce-CAA	Sign
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 text [View Details](#) to see each signed document. When you click on [View Details](#) the selected document will open and you can view your signature on the document(s).

DOCUMENTS

Imported Documents		Sign Document
Title	Type	
Uploaded Documents		
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	

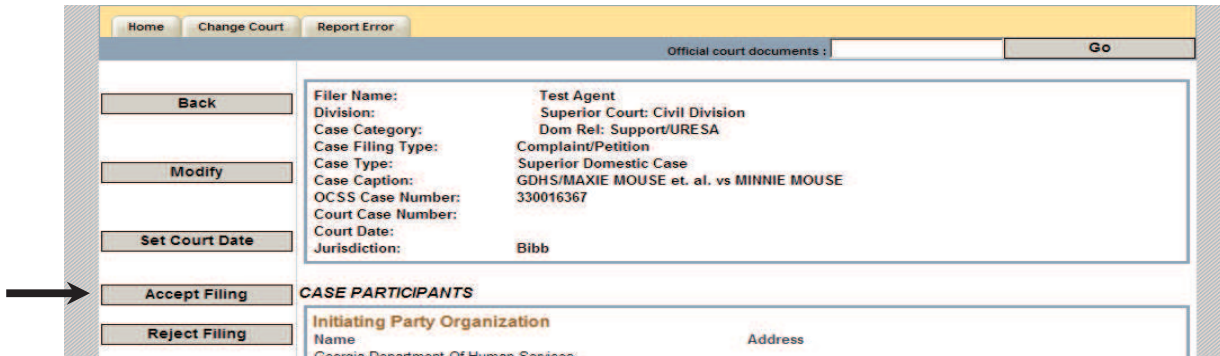
To go to the table of contents click [here](#).

To go back to CHILD SUPPORT E-FILING FOR THE COURTS click [here](#).

Accepting Case Filings

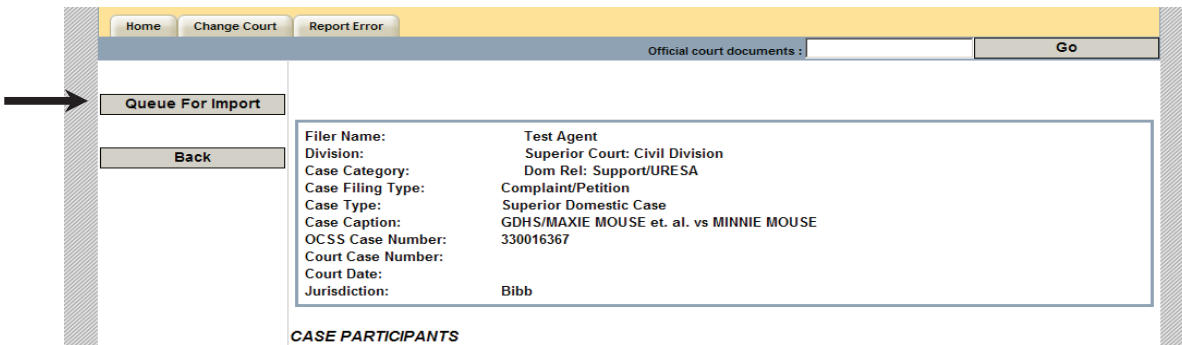
If you are a clerk or a deputy clerk accepting a case means that you have already reviewed the case information, you have checked visually the documents for accuracy, and you have signed the proper documents and you are ready to accept the case.

To accept a case filings use your mouse and click on the **Accept Filing** button.



This action will take you to a case's **Case Details** page.

On the case's **Case Details Page**, review all of the details for a case. If they are correct, click the **Queue For Import** button. **Note -you may now need to import into your case management system. See your software vendor for specific instructions*

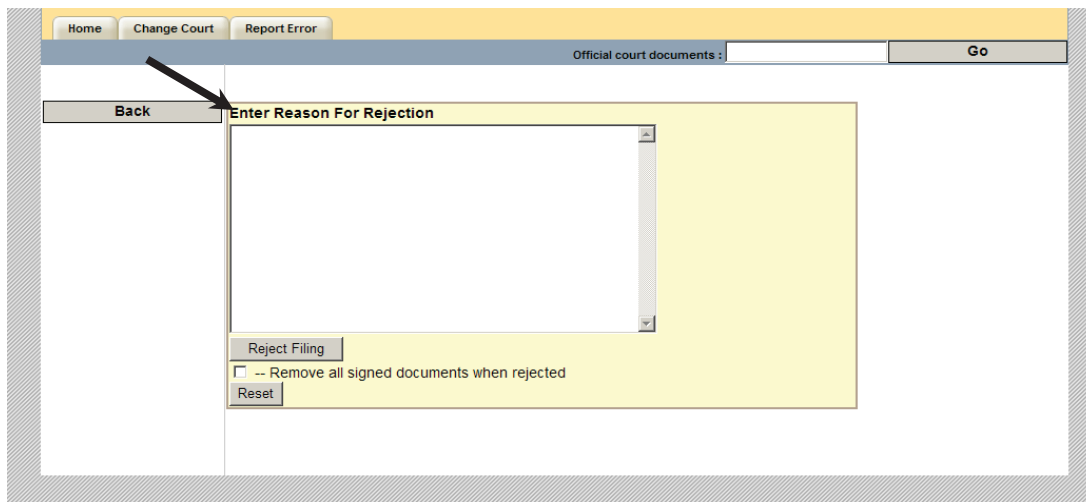


This action will take you to the **Queued for Import** page where you can view a case filing that is queued for import.

Depending on how your case management system imports the case will moved from the Queued for Import table to Imported table at some point within s.

Rejecting a Case

If you are a clerk or a deputy clerk and you want to reject a case do the following:
Log into eFiling application. If you don't know how to log into the eFiling application click [here](#).
To reject a case, locate the case in the received table click on the case details link and then click on the **Reject** button. Type in the **Enter Reason for Rejection**. If necessary, click in the (✓) **Remove all signed documents when rejected** box.



The screenshot shows the eFiling application interface. At the top, there are navigation buttons: Home, Change Court, and Report Error. Below these is a search bar with the text "Official court documents:" and a "Go" button. The main content area is titled "Enter Reason For Rejection" and contains a large text input field. Below the input field, there is a "Reject Filing" button, a checkbox labeled "-- Remove all signed documents when rejected", and a "Reset" button. A black arrow points to the "Back" button in the top left corner of the form area.

To go to the table of contents click [here](#).
To go the child support eFiling for the courts click [here](#).

How to search for a case

All users can search for a case in the eFiling application.
The reasons for searching for a case are:

1. You want to modify a case. In order to modify you must first locate the case by searching for it.
2. You just want to inspect visually the case

To search for a case **do the following:**

Click at the "Search by..." button. If you don't see this button click "HOME" and you will be directed to your home page in the application where you will definitely see the "HOME" button. After clicking the "Search by..." button you will be directed to a page from which you can start your search. You have the following search options:

1. Search by the child support case number.
2. Search by the docket number.
3. Search by first name, last name, middle name.

See below the options.

Home Change Court Report Error

Official court documents : Go

Back

Enter OCSS
Number: 330016367
View OCSS Filings Reset

→ Status Table of Filings for an OCSS Case Number

Initiated Date	Defendant Name	Case Type	Case Status	Last Event	Last Event Time	Case Details
Feb 9, 2011	MINNE MOUSE	Superior Domestic Case	Unsent	Filing Created by Legal preparer	Feb 9, 2011	Case Details
Feb 9, 2011	MINNE MOUSE	Superior Domestic Case	Unsent	Filing Created by Legal preparer	Feb 9, 2011	Case Details
Jan 31, 2011	MINNE MOUSE	Superior Domestic Case	SentToAttorneyAddition	Filing Created by Legal preparer	Feb 7, 2011	Case Details

Navigation icons: << < > >>

Back

Enter OCSS
Number:

View OCSS Filings Reset

Enter DCSS #
Type a case # and click the **View OCSS Filings** button to view the filing.

Enter Civil Action
Number:

View OCSS Filing Reset

Extended Search -- Search Within Court Case Management System

Enter Civil Action #
Type a case # and click the **View OCSS Filings** button to view the filing.

Enter Person Name

First Name

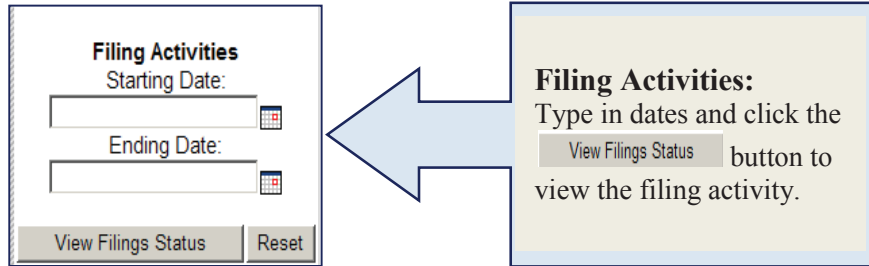
Middle Name

Last Name

Search Defendants Only

View Filings Reset

Enter Person Name:
Type in first and last names and click the **View Filings** button.
Search Defendants Only. Check (✓) the box next to it.



To clear the box:

If you type in the wrong information or make a mistake when typing in any a box, use your mouse and click on the **Reset** button. This will clear the box and you can retype the number. Once you retrieve the case you were looking for then go ahead and work on this case. You can do the following:

1. If the case is in the legal preparer's table you can add or delete a document.
2. If the case is imported in the case management system of the court, you can file a subsequent file into the case.

Please note the system will not let you work on a case unless you are authorized to work on it.

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

To go to back to "how to file a subsequent filing" click [here](#).

