

GAJE CHILD SUPPORT E-FILING

Administrative Office of the Courts of Georgia

User Guide

Child Support E-Filing User Guide

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TABLE OF CONTENTS

[About this guide.](#)

[About this guide \(initial version\).](#)

[Introduction.](#)

Operations by all users.

[How to access the child support efilng application.](#)

[How to search for a case.](#)

Operations by the legal preparer.

[How to create the two \\$stars resources needed for efilng by the legal preparer.](#)

[How to file a new case in the court's cms using the efilng application.](#)

[How to confirm that the attorney received a case.](#)

[How to file a subsequent filing into an imported case by the legal preparer.](#)

[How to work on a rejected case rejected by the attorney, or the clerk.](#)

Operations by the attorney.

[How to work on cases sent to the attorney by the legal preparer.](#)

[How to sign a document by the attorney](#)

[How to reject a case by an attorney](#)

Operations by the clerk.

[How to work on cases sent to the clerk by the attorney or the legal preparer.](#)

[How to reject a case by a clerk.](#)

ABOUT THIS GUIDE

The latest version (v7) of this guide is basically reorganization of the contents of the original user guide. We tried to create a document in such a way where the reader can jump into any section without having to start from the beginning of the document to the point of interest. Our intention is, for this user guide to be an on line live document without losing its usefulness when it is printed out in a hard copy. Also, as a consequence, when the application is updated the user guide can be adapted very easily by modifying only the part of it that deals with updated part of the application.

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

ABOUT THIS GUIDE (INITIAL VERSION)

Welcome to the Child Support E-filing Application User Guide!

The objective for the creation of the Child Support E-filing User Guide was to provide you with assistance, support and instruction for processing and executing cases in the Child Support E-filing Application in a timely and efficient manner.

The User Guide is divided into three sections for each pertinent audience, for child support legal preparers, attorneys, and court personnel, in an effort to support you with your child support cases on behalf of the State of Georgia.

Our hope is that you find this User Guide to be a useful tool. This User Guide was written by Sharon C. Arthur, within the Technology and Operations Division of the AOC. In the event that you have any questions about any of the information provided in this document, or comments or feedback, please feel free to provide them to the Child Support E-filing Group of the Administrative Office of the Courts by contacting us at (404) 656-5171.

Sharon C. Arthur, Author

Technology and Operations Division
Administrative Office of the Courts



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

INTRODUCTION

The Georgia Judicial Exchange Program (GAJE), is a joint effort between the Division of Child Support Services (DCSS) of the Georgia Department of Human Services and the Administrative Office of the Courts (AOC) to enable DCSS and the superior court clerks of Georgia to communicate electronically for the purpose of filing civil pleadings and associated documents.

DCSS recognizes that it is perhaps the largest single filer of civil pleadings in the state of Georgia and that the manual filing processes used by the agency are time consuming, not cost effective and are very often burdensome on clerks and their staff. In addition, Georgia's DCSS is a pioneer among states' child support agencies for recognizing the benefits in automating the filing of court related documents using electronic filing.

How does e-filing work?

In a few quick and easy steps, the e-filing system enables DCSS to submit civil pleadings and related documents from their database electronically via the Internet that are then imported into the court's present case management system.

The e-filing program helps courts by automating the current manual workflow process. E-filing benefits the courts and DCSS by enabling internal process improvement and better resource allocation. DCSS and the courts benefit from increased access to data, reports, improved document imaging, and management capabilities.

E-filing can save time and reduce paper usage, storage costs, travel costs, and resources required to produce and file documents.

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

Preparing Documents in the STARS Database

Open the STARS Database:

DOCUMENT GENERATION

	To access Document Generation, select the Common menu in the STARS Toolbar. Then select Doc/Gen.
---	--

Generate the Doc Gen form or scan documents as needed:

Common - Document Generation

*Case Number	County	Office	User ID
<input type="text"/>	BUTTS(018)	FLINT-JACKSON OFFICE(124)	<input type="text"/>
Case Type	Case Subtype	Case Status	Current Function
NON-AFDC(NA)	REGULAR NON-AFDC(NR)	CHANGE OF CP(IAC)	ENFORCEMENT(E)
Parent	Name	ID	SSN
CUSTODIAN(CU)	<input type="text"/>	<input type="text"/>	<input type="text"/>
NON CUSTODIAN(NCP)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Office Number:

User ID:

*NCP Address Sequence:

Court Order Number/FIPS:

- Edit and scan all documents as needed.
- When the document is ready and fully edited and/or scanned, select **File, Print and Printer Name** changes to **PDF Creator**.
- Save your document in C: /  Stars/  Data

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

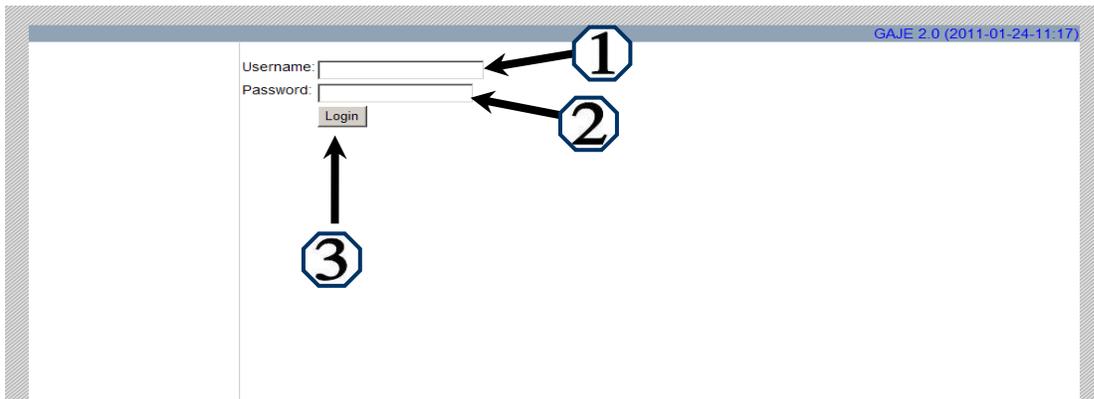
How to access the child support efilng application

To access the Child Support E-filing Application go the internet and go to the Child Support E-filing Application website of: <https://www.gaje.us>.



The application will take you to the login (enter) screen to access the application here at: <https://www.gaje.us/cs/client.faces>.

To login (enter) the Child Support E-filing Application follow these easy steps:



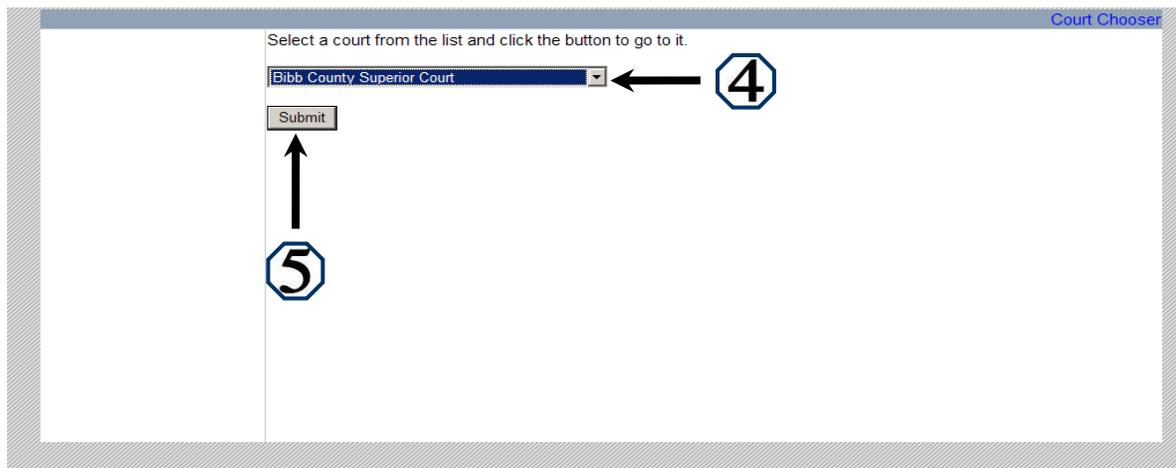
With your mouse, click in each empty box and type your:

- ① Username
- ② Password
- ③ Click on the **Login** button.

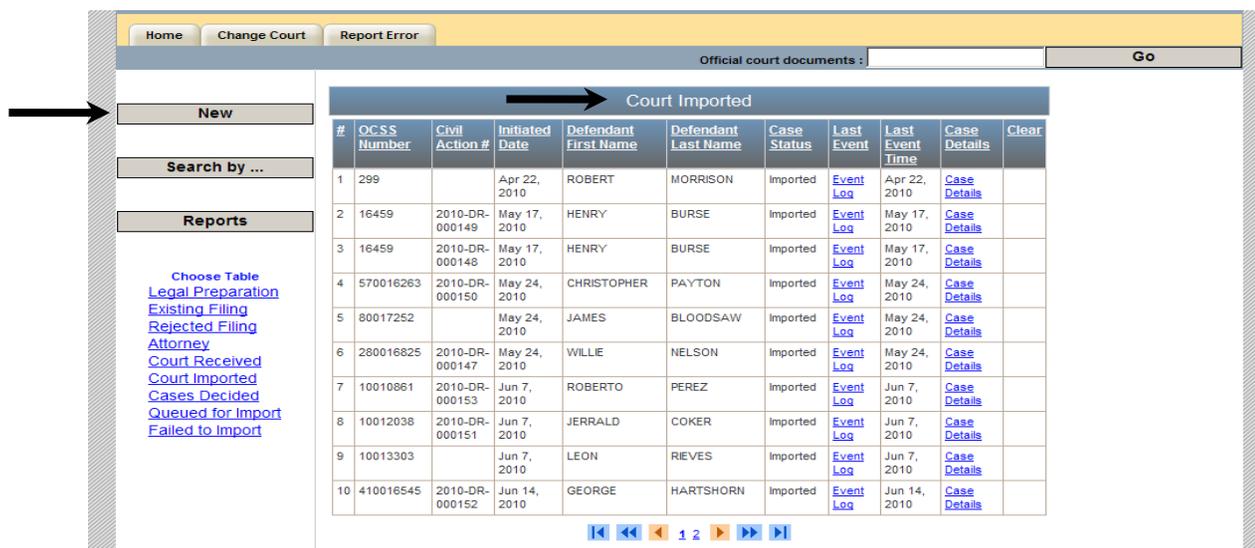
The application will take you to the **Select a court from the list and click the button to go to it** Screen.

- ④ See the (drop down) box. Your court (or available courts) will show in the box.
- ⑤

Click on the **Submit** button:



If you file to just one court then you will be directed to this court's efilings web page.



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

If you are a legal preparer and you want to file a new case click [here](#).

If you are an attorney and you want to work on cases sent to you by the legal preparer click [here](#).

If you are an attorney and you want to sign a document click [here](#).

If you are a clerk and you want to work on cases click [here](#).

If you are a clerk and you want to reject a case click [here](#).

How to file a new case using the efile application

To file a new case into the court's case management system:

1. A legal preparer must do the following (see [below](#)):
 - a. Create a new case in the efile application.
 - b. Verify the accuracy of the information in the case.
 - c. Send the case to the attorney.
2. The attorney upon receiving the case sent by the legal preparer must do the following:
 - a. Verify the accuracy of the information in the case
 - b. Sign the necessary documents of the case.
 - c. Send the case to the clerk.
3. The clerk upon receiving the case must do the following:
 - a. Verify the accuracy of the information in the case.
 - b. Sign the necessary documents of the case.
 - c. Import the case into the court's cms using the cms appropriate tools.

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

How to create a case in the efile application by the legal preparer.

[Jump to the end of this section.](#)

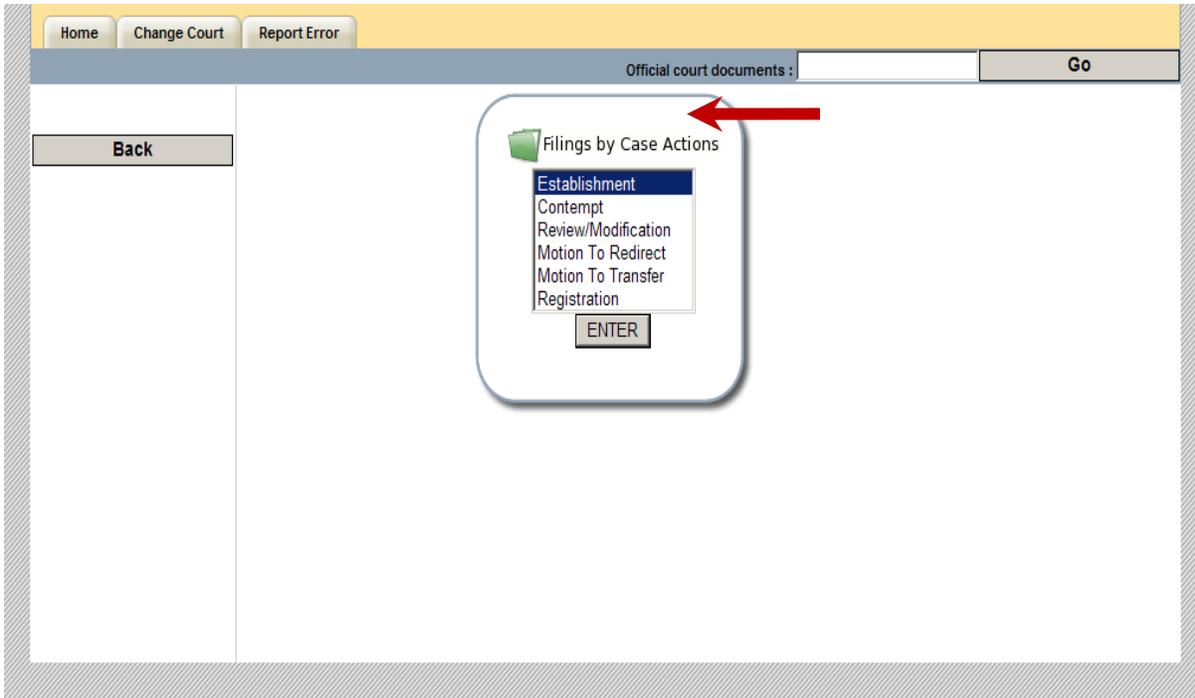
Legal preparers file new cases, although the efile application provides this functionality to the attorneys also. An attorney can file new cases ONLY if he/she has access to the two resources needed from Stars (data file and the proper document package described below).

To file a new case you must create a case in the efile application. To create a case you must first login into the efile application, unless you are already logged in. if you don't know how to login please see section "[How to access the child support efile application](#)".

If you are already logged into the application click on the "NEW" button. If you don't see the "NEW" button click on the "HOME" button. You will be directed to your home page in the application where you will definitely see the "NEW" button. **Remember you can get to your application home page from anywhere by clicking the "HOME" button.**

Once you click on the "NEW" button **do the following:**

On the screen you will see a box with six choices listed:

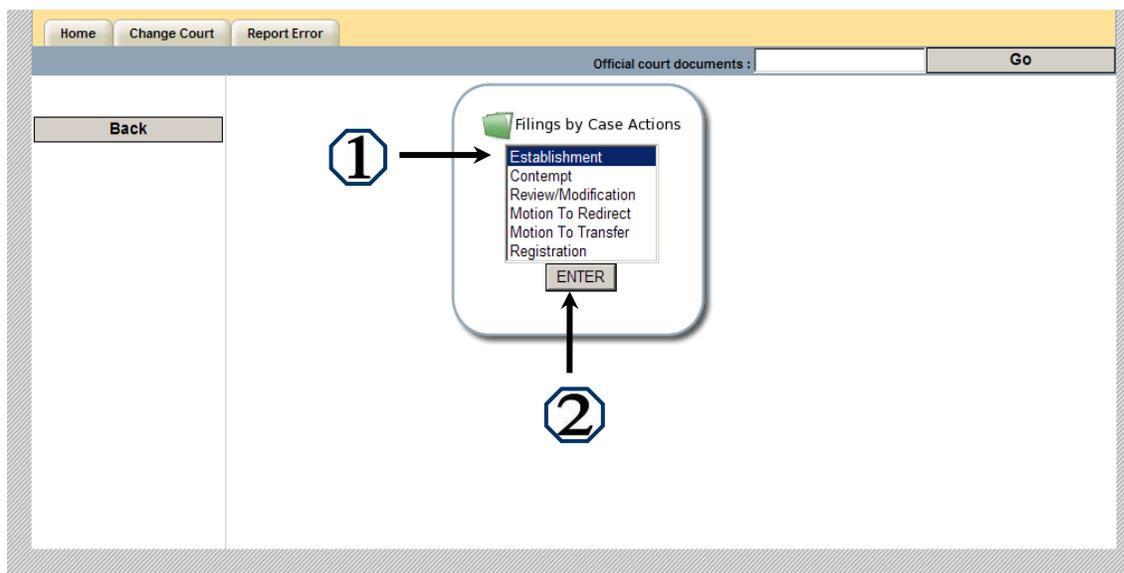


To file a new case into the court using the e-filing application, you must **first create a new case in the e-filing application**. In order to create a new case you must **first upload the necessary documents to the application**. These documents must be prepared in STARS before you begin the Child Support E-filing process. These documents are:

- **Datafile** - Is created by STARS in the DocGen process. A datafile is a text (plain) file that serves as the building block for creating a case in the e-filing application. In this file you will find the information about the case participants. This file can be found under the folder C:/Stars/Data
- **Document package in pdf format** – this package of pdf documents is the electronic image of a Microsoft Word package of documents created from DocGen.

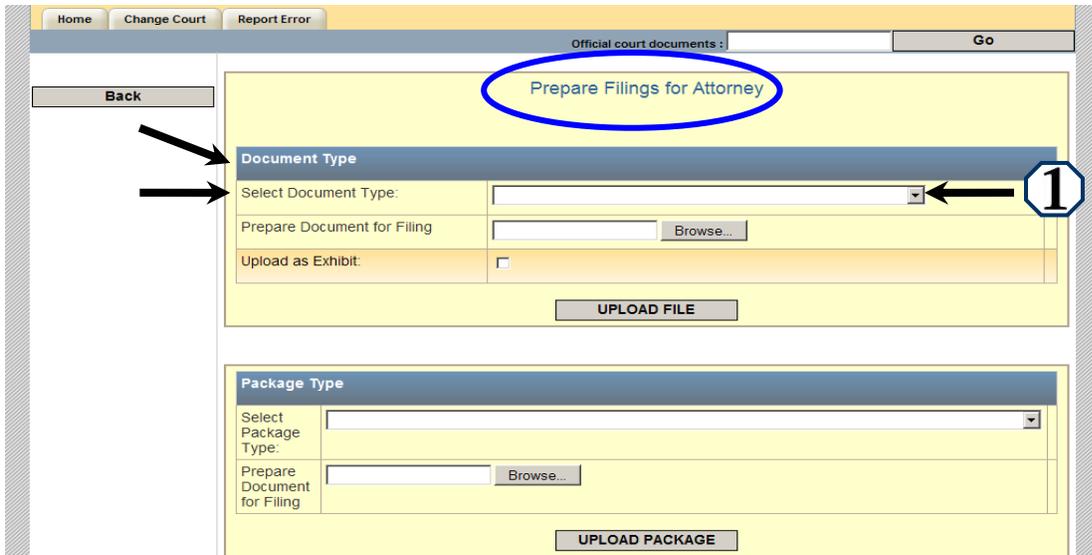
The steps in creating a new case that will eventually be filed are:

- 1 Click a case action, such as Establishment or Contempt, etc.



- 2 Click the button. This action will take you to the **Prepare Filings for Attorney** screen.

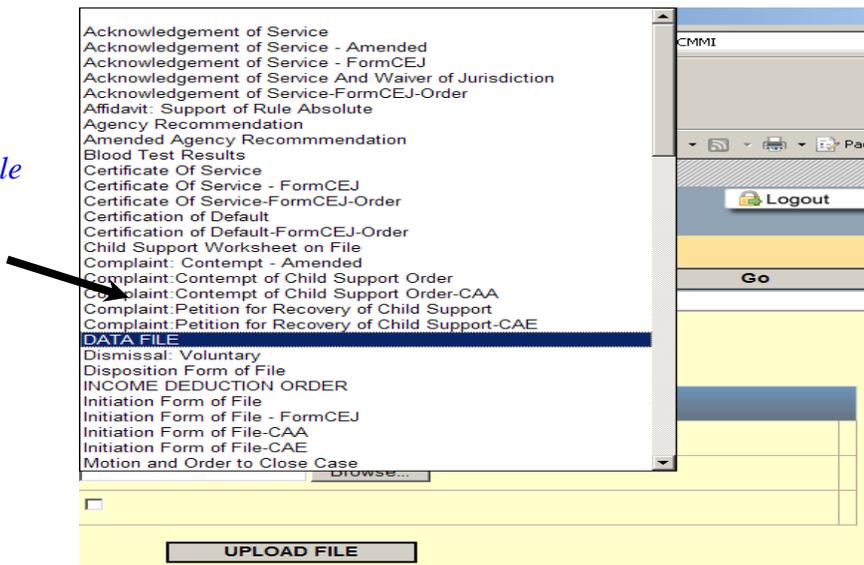
At the **Prepare Filings for Attorney** screen, see the heading **Document Type**. On the next line, see text **Select Document Type**, an empty box and a (drop down arrow) box.



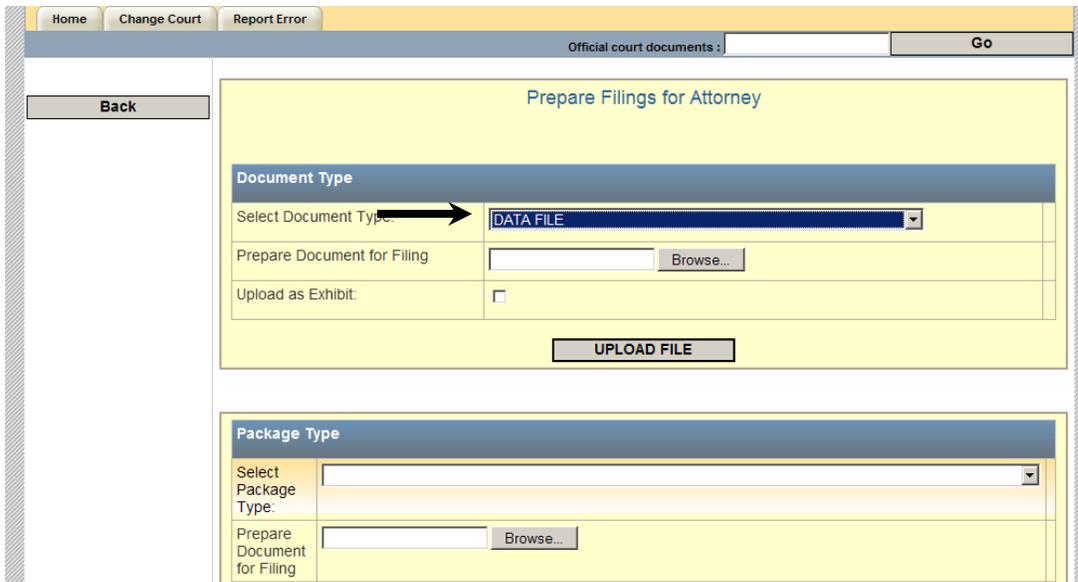
1 Click on the  box.

The box opens and there is a list of items in alphabetical order. Use your mouse and go down the list until you find the item named **DATA FILE**.

2 Click on the file **DATA FILE**



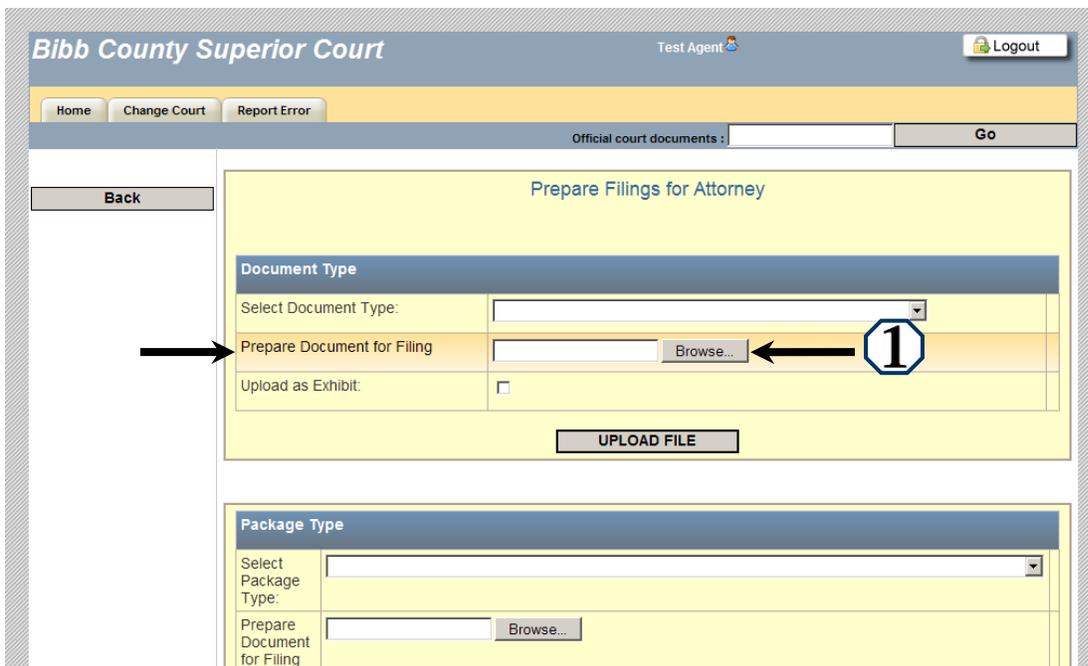
The **Select Document Type** box now shows the **DATAFILE** in the  box.



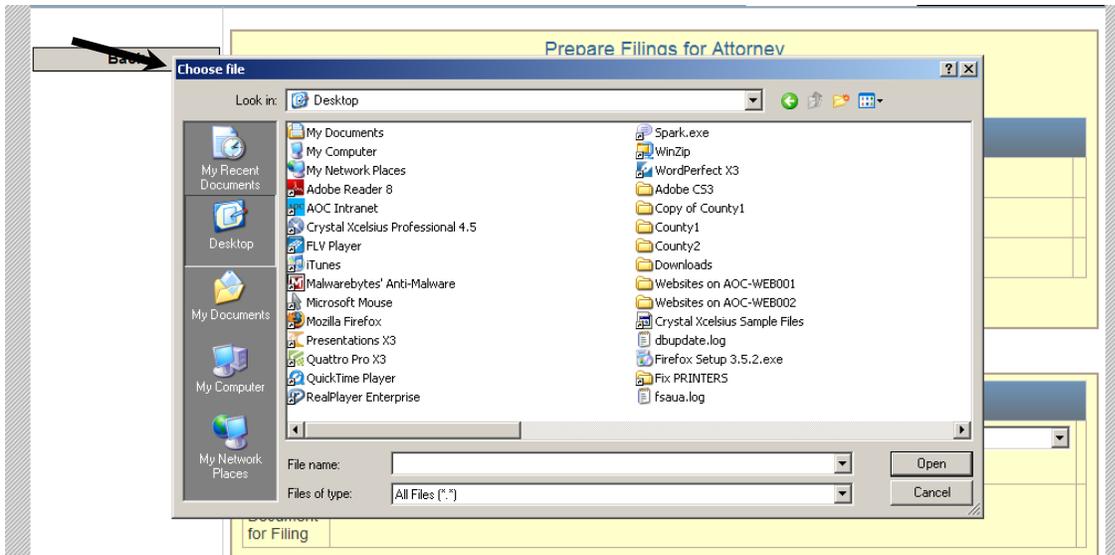
Selecting the Data file.

See the **Prepare Document for Filing** text, an empty box and a **Browse...** button under the  box.

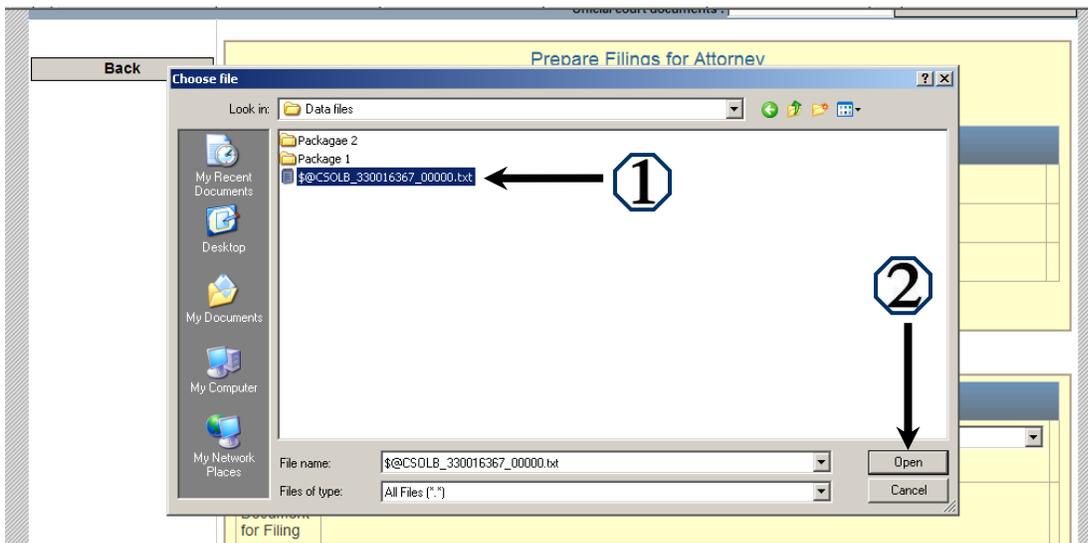
1 Use your mouse and click on the **Browse...** button one time.



This action will open the dialog box (screen) of files on your computer that says **Choose file**.



- 1 Find the **DATA FILE** that you created in STARS at **C: /** **Stars/** **Data** /name of file). When you find the file, use your mouse and click **ONE** time on the file. This action will highlight the file in **blue**.



- 2 Click the **Open** button **ONE** time. This action will move a copy of the file from your computer to the Child Support E-filing Application. View the text in the window.

- 3 Use your mouse and click the **UPLOAD FILE** button.

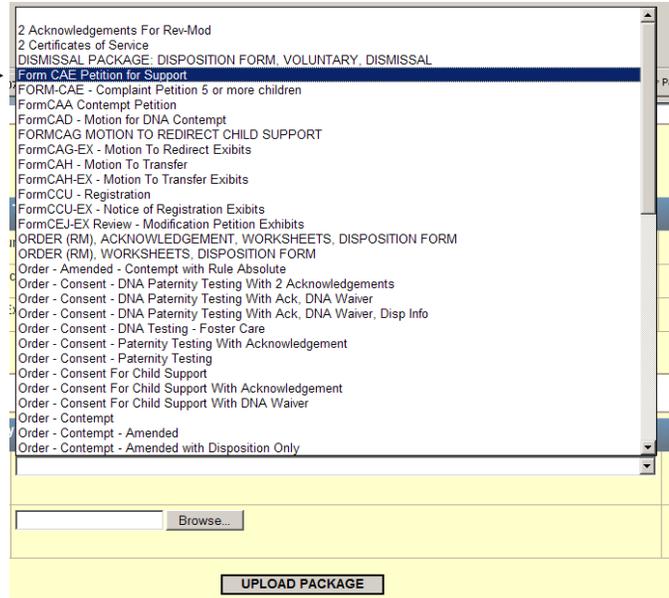
Now that the Data file is uploaded the next step is to upload the document package that will constitute the initial filing. Do the following:

1 Click on the  box.

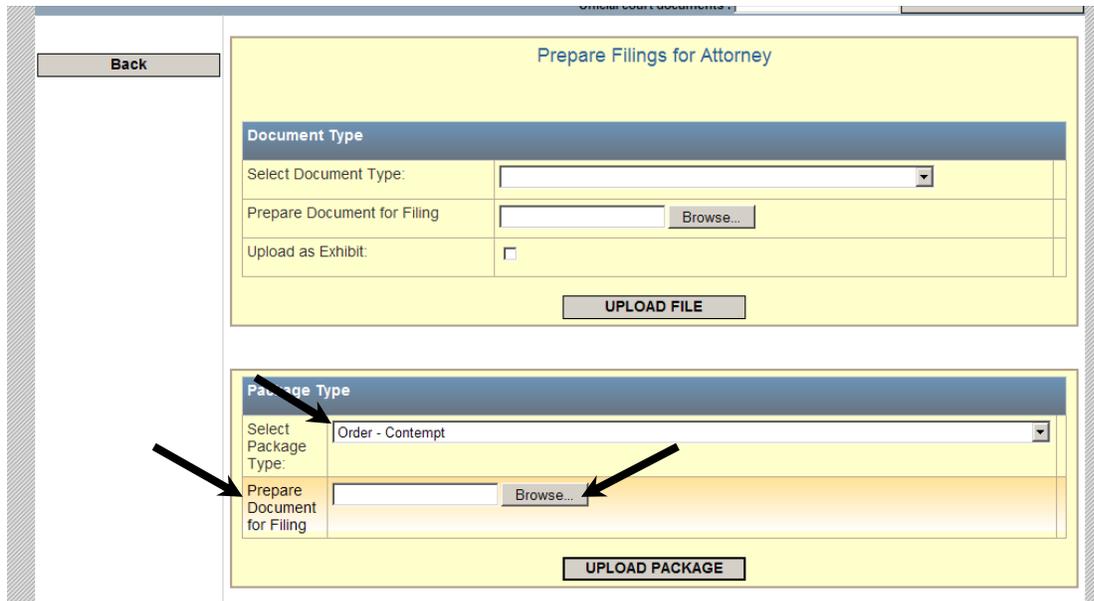
The box will open and there will be a list of items in alphabetical order.

Use your mouse and go down the list until you find the **Package Type** that matches the document that you want to use.

2 Click on the type of document that matches your package.



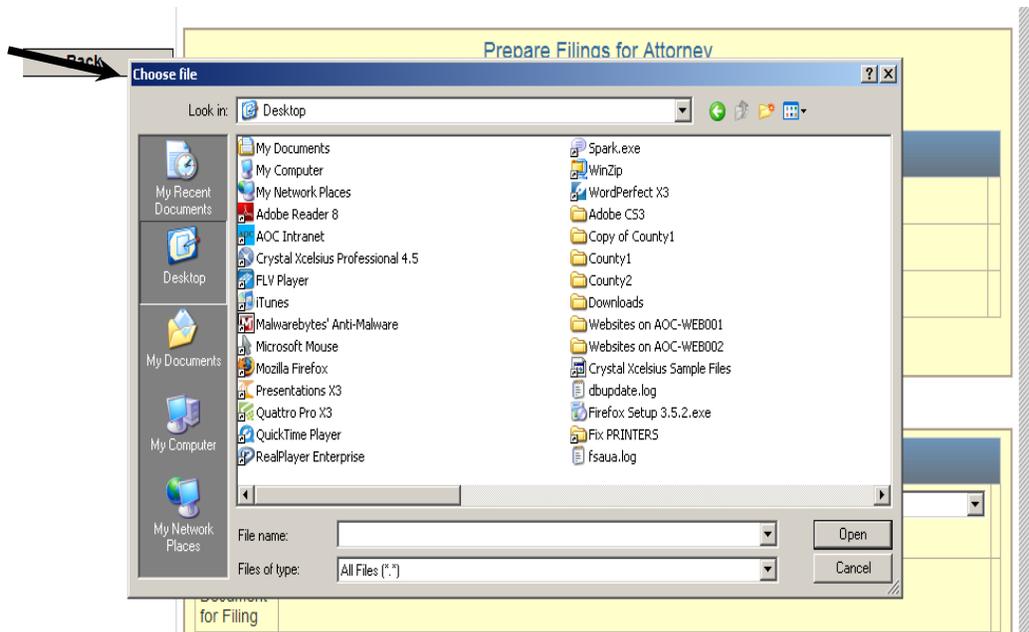
This action puts the package type in the **Select Package Type** window.



Uploading the document package for Filing

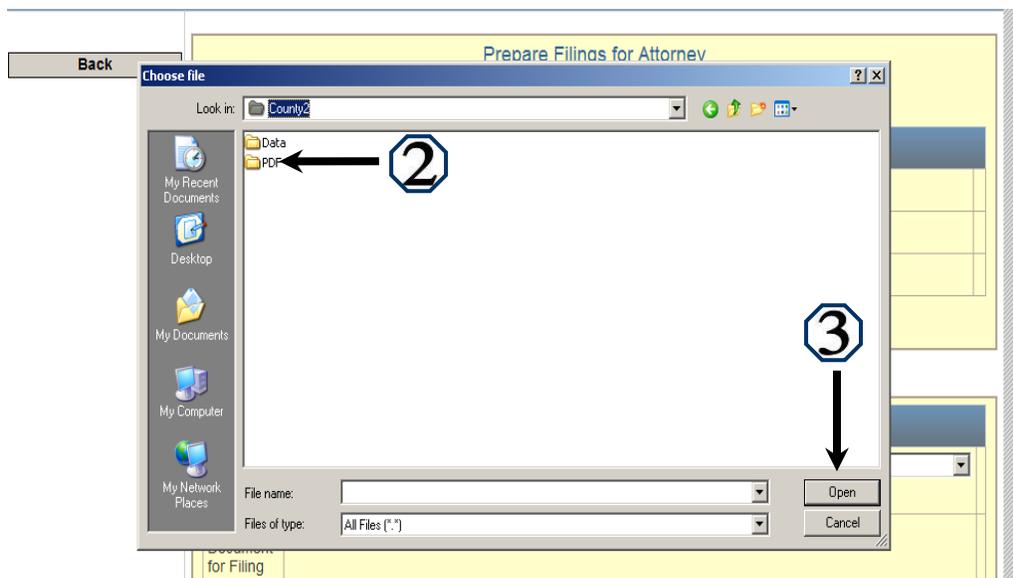
On the right, see the box **Prepare Document for Filing**, an empty box next to it and a **Browse...** button.

1 Use your mouse and click on the **Browse...** button. This action will open the dialog box (screen) of files on your computer that says **Choose file**.



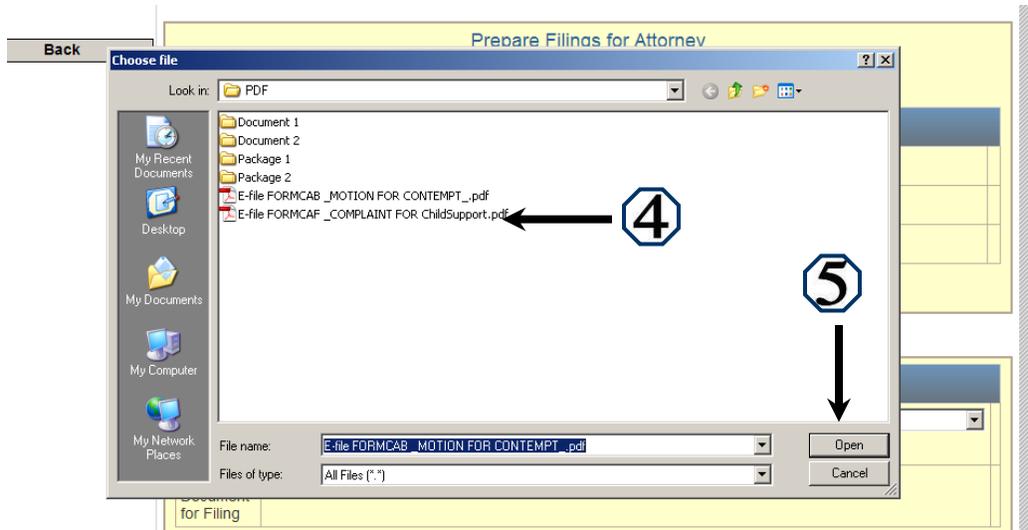
Find the  file (*that you prepared In STARS*) in your “C” Drive, C: /  Stars/  PDF /name of .

② When you find the folder, use your mouse and click ONE time on the  PDF folder.



③ Click the  button ONE time. This action will open the  PDF folder to show all of the  files in the folder.

④ Find the name of the file that you need to E-file. When you find the file, click ONE time on the name of the  file.

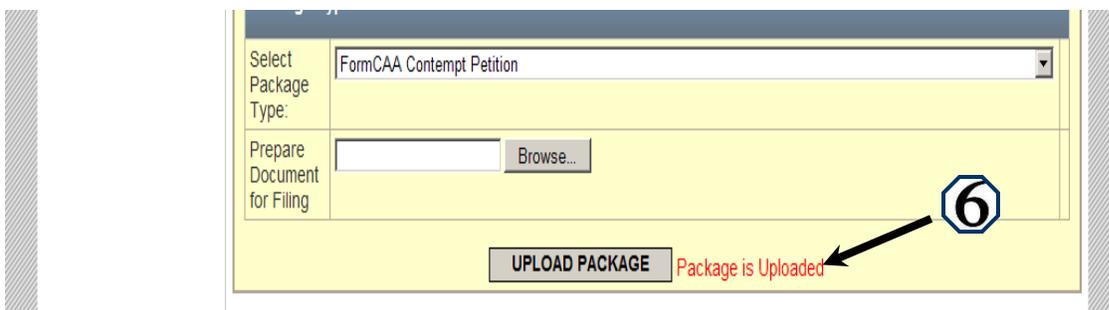


5 Use your mouse and click ONE time on the **Open** button. This action will move a copy of the file from your computer to the Child Support E-filing Application.



6 Use your mouse and click the **UPLOAD PACKAGE** button.

This action will result in the package being uploaded. See the text, **Package is Uploaded**

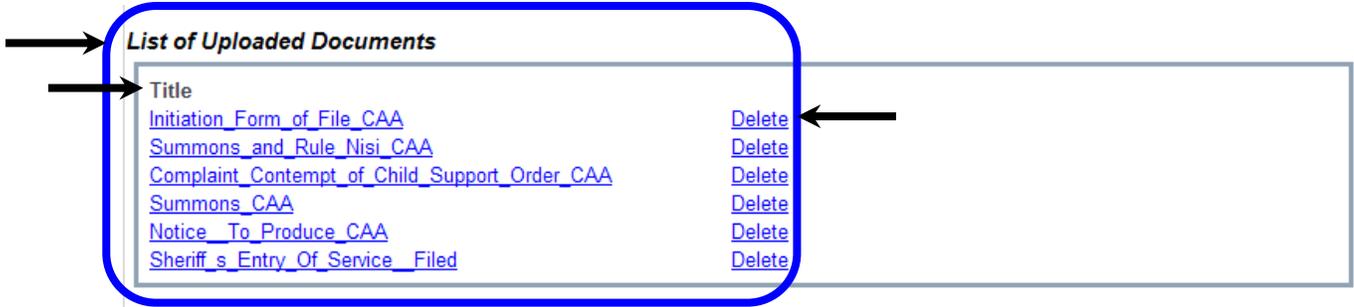


Now that the two resources – data file and document package – are uploaded the case is created in the e-filing application.

The next step is to review the uploaded documents, verify their accuracy by visually inspecting them, and then send the whole case to the attorney. Do the following:

Reviewing the Uploaded Documents

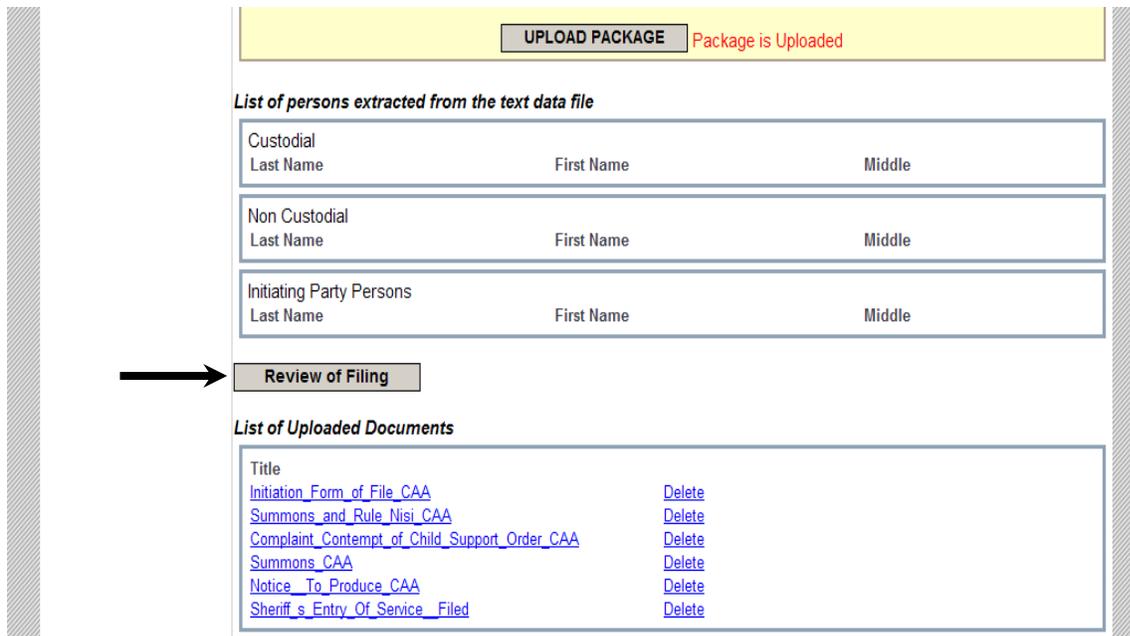
Look at your screen and at the text heading *List of Uploaded Documents*, and below it is the word **Title**. Listed here are the documents that you have uploaded. Look at all of the documents to be sure that they are the right documents that you want to e-file.



If any document is not correct, then use your mouse and click the [Delete](#) text to remove the wrong document and repeat step two again.

Reviewing the Filing

After you look at the documents and see that they are all correct, you can send them to the attorney to E-file them. To send the case to the attorney, use your mouse and click on the [Review of Filing](#) button to e-file your documents.



This action takes you to a **Case Details Page**.

Here, at a **Case Details Page** you should check a case's details. Open each document to make sure that they are correct to send to the Attorney.

Report Error

Official court documents : **Go**

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: March 24, 2011
Jurisdiction: Bibb

CASE PARTICIPANTS

Initiating Party Organization
 Name: Georgia Department Of Human Services Address: _____

Initiating Party Person
 Name: MAXIE MOUSE
 DEWEY DUCK

Defendant Party
 Name: MINNIE MOUSE Address: -

Witness
 Name: MICKEY MOUSE Address: -

Witness
 Name: MICKEY MOUSE Address: -

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	Sign Document
Summons and Rule Nisi_CAA	Summons and Rule Nisi-CAA	
Complaint Contempt of Child Support Order_CAA	Complaint:Contempt of Child Support Order-CAA	
Summons_CAA	Summons-CAA	
Notice To Produce_CAA	Notice: To Produce-CAA	
Sheriff's Entry Of Service_Filed	Sheriff's Entry Of Service: Filed	

Look at all of the details (information) about a case. If all of a case details are correct, use your mouse and click on the **Send to Attorney** button.

Send to Attorney

Initiating Party Organization
 Name: Georgia Department Of Human Services Address: _____

The case you have created in the eFiling application is sent to the attorney. The attorney will review the case, sign the necessary documents and will send it to the clerk.

To go to the table of contents click [here](#).
To see the start of this section click [here](#).

Confirming That a Case Was Sent to the Attorney

If you are a legal preparer or an attorney and you want to verify that a case has been sent to the attorney **do the following**:

If you are not logged into the application do so. If you don't know how to login see the section [How to access the child support efilng application](#). If you are, then click on the attorney table under "Choose Tables" in the left pane. If you don't see "Choose Tables", then click "HOME" and that will direct you to your home page in the application where you can definitely see "Choose Tables". After you click on attorney table your page will be refreshed with the case on the attorney table.

#	OCSS Number	Civil Action #	Initiated Date	Defendant First Name	Defendant Last Name	Case Status	Last Event	Last Event Time	Case Details	Clear
1	110017730		Jul 9, 2010	JEFFREY	BERGSTROM	SentToAttorneyAddition	Event Log	Feb 7, 2011	Case Details	
2	330016367		Feb 9, 2011	MINNE	MOUSE	ReceivedByAttorney	Event Log	Feb 10, 2011	Case Details	

- **Case Status** - To check that your case has been sent to the attorney, find a case and see the column, **Case Status**. Look in this column to see the status of your case. For a successful result, this status must be, **Sent to Attorney or Received by Attorney**.
- **Case Details** - To see case details, see the column **Case Details**, and click on the link [Case Details](#) to see a case **Details** page.
- **Last Event** - To see all of a case history of a case, see the **Last Event** column. See the [Event Log](#) link for your case and click on it. This action will take you to a case **Record History Page**. Here you can view all of the events (history) for a case.

Official court documents : <input type="text"/> <input type="button" value="Go"/>				
Case Record History				
Content	Event	Event Date Time	Person Who did	Comments
1	Filing Received by Attorney	February 10, 2011 10:48:37 AM EST	Test Agent	no comments
2	Filing Signed by Agent	February 10, 2011 10:48:35 AM EST	Test Agent	no comments
3	Filing Signed by Agent	February 10, 2011 10:48:28 AM EST	Test Agent	no comments
4	Filing Signed by Agent	February 10, 2011 10:48:21 AM EST	Test Agent	no comments
5	Filing Signed by Agent	February 10, 2011 10:48:15 AM EST	Test Agent	no comments
6	Filing Signed by Agent	February 9, 2011 3:11:43 PM EST	Test Agent	no comments
7	Filing Signed by Agent	February 9, 2011 3:11:36 PM EST	Test Agent	no comments
8	Filing Signed by Agent	February 9, 2011 11:31:48 AM EST	Test Agent	no comments
9	Filing Created by Legal preparer	February 9, 2011 11:30:15 AM EST	Test Agent	no comments

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

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

To see how to create a new case in the efileing application, click [here](#).

How to file a subsequent document (into an imported case), by the legal preparer, or a clerk. (To go to the end of this section click [Go to the end of this section](#).)

You can add a document into a case that is imported into the case management system of the court. For example an order can be filed into an existing case that is already filed into the case management system of the court.

To file this additional document into the court you need to “modify” the case in the efileing system. This is the term we use when we want to say that we need to add a document or delete a document or substitute a document for another.

Very important to know: A user can only modify cases in his/her tables.

Examples:

A legal preparer cannot modify a case that is in the attorney’s tables.

A legal preparer cannot modify a case that is in the clerk’s tables.

An attorney cannot modify a case that is in the clerk’s table.

Very important to know: The status of a case indicates what table the case is in. You don’t have to remember the statuses that will allow you to modify a case. **The system will not let you modify a case if you are not supposed to.**

How to modify a case in order to file a subsequent document

In order to modify a case **do the following:**

Search for the case. If you don’t know how to search for case, click [here](#). Once you have located the case you are looking for then use your mouse and click on the **Case Details** link that will take you to the page where the details of the case will be presented.

If you are not permitted to modify a case, you will not see the Case Details link.

Modifying a case

The DCSS # that you searched for will be in the box.

Official court documents : Go

Back

Enter OCSS Number: 330016367

View OCSS Filings Reset

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

Navigation icons: << < > >>

Click on "Modify" button.

Bibb County Superior Court Test Agent Logout

Home Change Court Report Error Official court documents : Go

Back

Modify

Comments:

Send to Attorney

File 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	

After clicking on "Modify", you be directed to the page where you can upload document or package of documents.

Home Change Court Report Error Official court documents : Go

Back

Prepare Filings for Attorney

Document Type

Select Document Type:

Prepare Document for Filing: Browse...

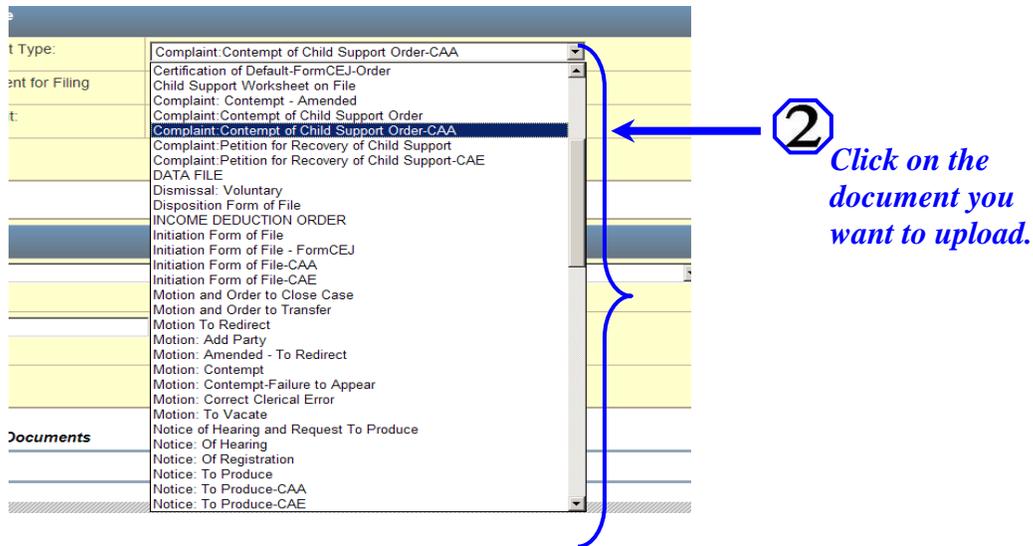
Upload as Exhibit:

UPLOAD FILE

To insert subsequent (additional) documents, you must upload these documents at the **Prepare Filings for Attorney** screen. Under the **Document Type** heading, see **Select Document Type** and the empty box next to the words.

① Click on the  box.

The box opens and there is a list of items in alphabetical order. Use your mouse and go down the list until you find the **subsequent document** that you want to upload.

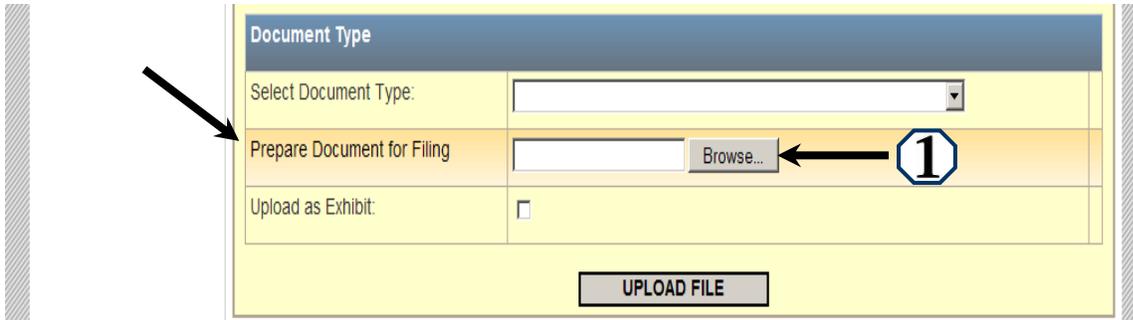


The **Select Document Type** box now shows the **DOCUMENT NAME** in the  box.

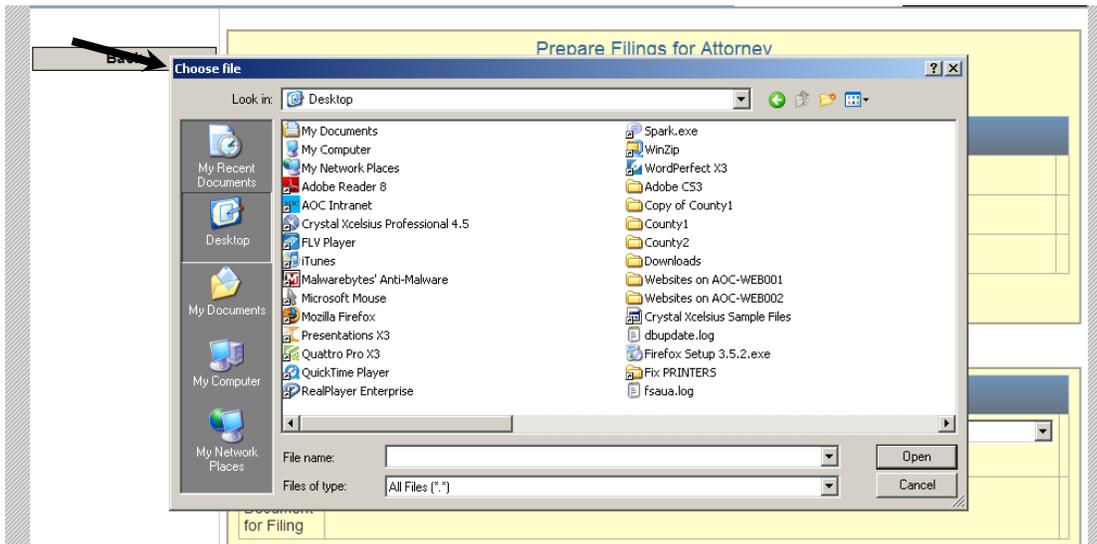


See the **Prepare Document for Filing** text, an empty box and a **Browse...** button under the  box.

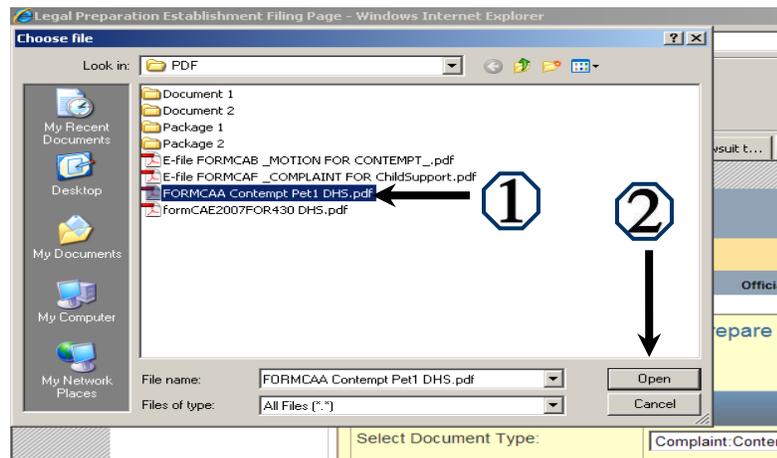
① Use your mouse and click on the **Browse...** button one time.



This action will open the dialog box (screen) of files on your computer that says **Choose file**.



1 Find the **DOCUMENT** that you want to upload in C:/ (name of file). When you find the file, use your mouse and click **ONE** time on the file. This action will highlight the file in **blue**.

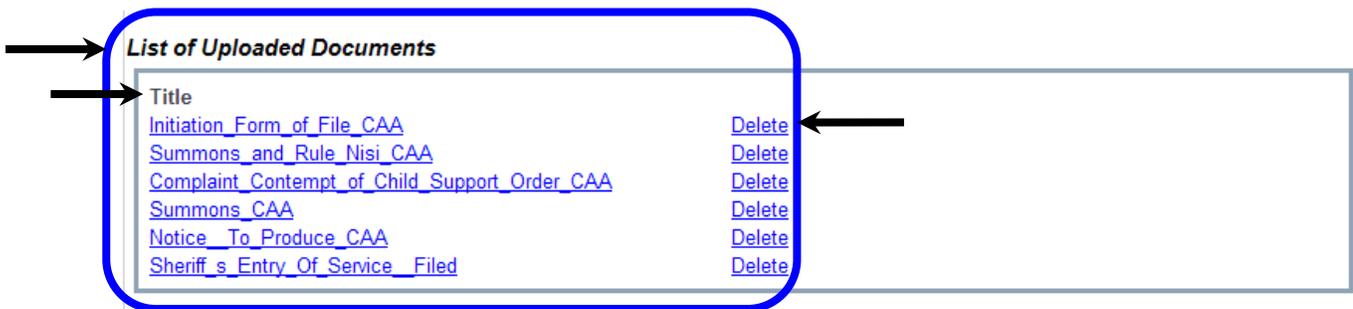


- ② Click the **Open** button ONE time. This action will move a copy of the file from your computer to the Child Support E-filing Application. **View the text in the window.**
- ③ Use your mouse and click the **UPLOAD FILE** button. You have uploaded the subsequent document.



Reviewing the Uploaded Subsequent Documents

Look at your screen and at the text heading *List of Uploaded Documents* and below it is the word **Title**. Listed here are the documents that you have uploaded. Look at all of the documents to be sure that they are the right documents that you want to e-file.



If any document is not correct, then use your mouse and click the [Delete](#) text to remove the wrong document and repeat step two again.

Reviewing the Filing

After you look at the documents and see that they are all correct, you can send a case to the attorney to e-file them. To send a case to the attorney, use your mouse and click on the **Review of Filing** button to e-file your documents.

List of persons extracted from the text data file

Custodial Last Name	First Name	Middle

Non Custodial Last Name	First Name	Middle

Initiating Party Persons Last Name	First Name	Middle

Review of Filing

List of Uploaded Documents

Title	
Initiation Form of File_CAA	Delete
Summons and Rule Nisi_CAA	Delete
Complaint Contempt of Child Support Order_CAA	Delete
Summons_CAA	Delete
Notice To Produce_CAA	Delete
Sheriff s Entry Of Service Filed	Delete

This action takes you to a **Case Details Page**.

After you have modified a case, you need to review the case and then send the modified case to the attorney or to the clerk directly. You choose attorney or clerk based on the type of the document to upload.

Here, at a **Case Details Page**, you should check a case's details. Open each document to make sure that they are correct to send to the Attorney.

Report Error

Official court documents : Go

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: March 24, 2011
 Jurisdiction: Bibb

CASE PARTICIPANTS

Initiating Party Organization
 Name: Georgia Department Of Human Services
 Address:

Initiating Party Person
 Name: MAXIE MOUSE
 DEWEY DUCK

Defendant Party
 Name: MINNIE MOUSE
 Address: -

Witness
 Name: MICKEY MOUSE
 Address: -

Witness
 Name: MICKEY MOUSE
 Address: -

Plaintiff's Attorney
 Name: Test Attorney
 BarID: 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	
Complaint Contempt of Child Support Order_CAA	Complaint: Contempt of Child Support Order-CAA	
Summons_CAA	Summons-CAA	
Notice To Produce_CAA	Notice: To Produce-CAA	
Sheriff's Entry Of Service_Filed	Sheriff's Entry Of Service: Filed	

If all of a case details are correct, use your mouse and click the button that says send to attorney or click the button that says send to clerk.

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

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

To go to child support efilng for the courts click [here](#).

How to modify a rejected case

A case can be rejected by the attorney or the clerk back to the legal preparer for a number of reasons. In most cases the reasons are wrong docket id, wrong spelling, wrong or corrupt document or missing documents. To modify a rejected case do the following:

If you are not logged in the e filing application, do so. If you don't know how to log into the application, click [here](#).

Click on the rejected by attorney or rejected by clerk table. The system will display a table of rejected records. Choose the one you want to work on (modify) by clicking on the Case Details link. Once you are on the case details of the case perform the desired application.

If you want to insert a new document, click [here](#).

If you want to change the court date, go to the Proposed Court Date calendar on the left of your screen and enter the right one, click submit and send to the attorney or clerk

Changing the Court Date

To propose a new court date, use your mouse and click in the **Proposed Court Date** box and click on the  (calendar) and it will become larger. The calendar will show the current day's date. Click on a new day on the calendar



Court Date
Original Court Date:
Feb 21, 2011
Proposed Court Date:

Submit

Reject Reason:

Initiating Party Person
Name
MAXIE MOUSE
DEWEY DUCK

February 2011

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

Today is 02/02/2011

Plaintiff's Attorney
Name
BarID

Type in a new court date and click the **Submit** button. See that the calendar now shows the new date as the original court date.

Court Date
Original Court Date:
Mar 24, 2011
Proposed Court Date:

Submit

Initiating Party Person
Name
MAXIE MOUSE
DEWEY DUCK

Defendant Party
Name
MINNIE MOUSE
Address

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

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](#).

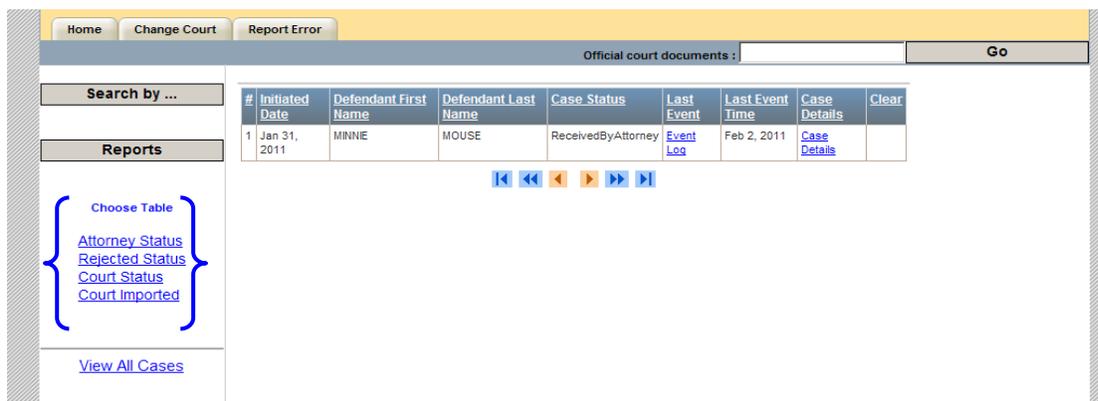
After logging into Child Support E-filing Application, your screen will show all cases that have been sent to the attorney. Look to the left and see a heading **Choose Table** and **tables** for you to view e-filing information:

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 for 'Home', 'Change Court', and 'Report Error'. Below these is a search bar labeled 'Official court documents:' with a 'Go' button. The main content area features a table with the following columns: '#', 'Initiated Date', 'Defendant First Name', 'Defendant Last Name', 'Case Status', 'Last Event', 'Last Event Time', 'Case Details', and 'Clear'. A single row of data is visible: '# 1', 'Initiated Date Jan 31, 2011', 'Defendant First Name MINNIE', 'Defendant Last Name MOUSE', 'Case Status ReceivedByAttorney', 'Last Event Event Log', 'Last Event Time Feb 2, 2011', 'Case Details Case Details', and 'Clear'. Below the table are navigation arrows. On the left side, there is a 'Search by ...' section and a 'Reports' section. The 'Reports' section contains a 'Choose Table' link, followed by a list of reports: 'Attorney Status', 'Rejected Status', 'Court Status', and 'Court Imported', all enclosed in a blue bracket. At the bottom of the left sidebar is a 'View All Cases' link.

#	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	

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 application interface with a yellow header bar containing 'Home', 'Change Court', and 'Report Error' buttons. Below the header is a search bar labeled 'Official court documents :' with a 'Go' button. The main content area features 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 arrows: < << >> >. In the left sidebar, under 'Reports', there are links for 'Choose Table', 'Attorney Status', 'Rejected Status', 'Court Status', and 'Court Imported'. At the bottom of the sidebar, a black arrow points to the [View All Cases](#) link.

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 application interface as above, but the table now contains two rows of data:

#	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	

In the left sidebar, a black arrow points to the [View Only Cases I Have Worked On](#) link.

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**

<input type="button" value="Back"/> <input type="button" value="Modify"/> <input type="button" value="Reject"/> Comments: <input type="text"/> Court Date Original Court Date: Proposed Court Date: <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="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 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

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 eFiling 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

Comments:

Court Date
Original Court Date:
Proposed Court Date:

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
 MICKEY 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	
Complaint Contempt of Child Support Order_CAA	Complaint: Contempt of Child Support Order-CAA	Sign ← ②
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 for rejecting a case. At the top, there are navigation buttons: 'Home', 'Change Court', and 'Report Error'. Below these is a search bar for 'Official court documents' with a 'Go' button. The main content area is titled 'Enter Reason For Rejection' and includes a 'Back' button. The form contains a large text input area for the reason, a 'Reject Filing' button, a checkbox labeled '-- Remove all signed documents when rejected', and a 'Reset' button. An arrow points to the 'Back' button.

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 case management. On the left, there is a vertical dashed line. To its right is a text area labeled 'Comments:' with a scroll bar. An arrow points to this area. To the right of the 'Comments:' area is a horizontal bar labeled 'Jurisdiction:' with the value 'Bibb'. Below this is a section header 'CASE PARTICIPANTS' followed by another horizontal bar. Underneath is 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, Search, Refresh, Print

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		
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
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	Type	Sign Document
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	Type	Sign Document
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

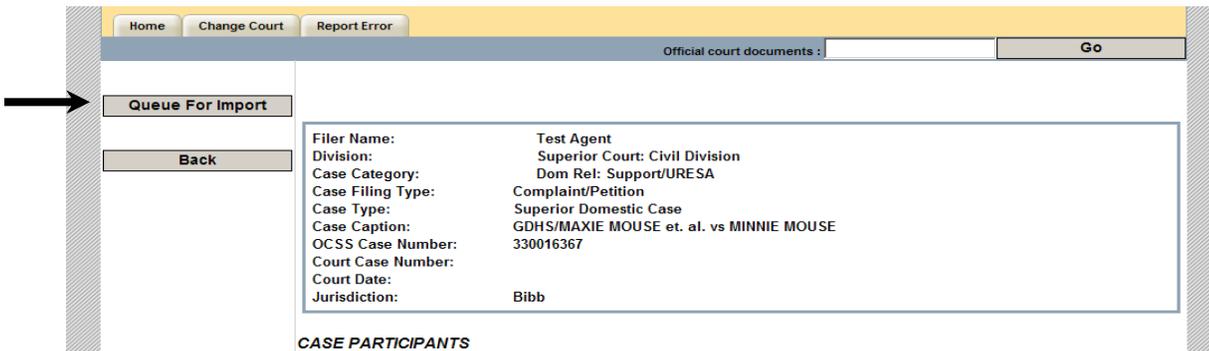
If you are a clerk or a deputy clerk accepting a case means that you have already reviewed the case information, you have checked visually the documents for accuracy, and you have signed the proper documents and you are ready to accept the case.

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.

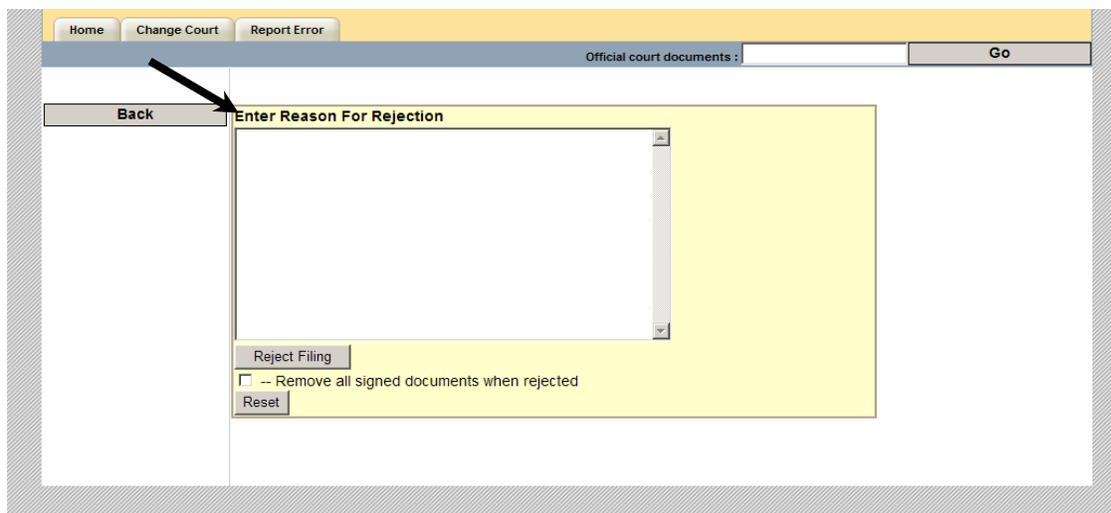
Depending on how your case management system imports the case will moved from the Queued for Import table to Imported table at some point within s.

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 labeled 'Official court documents :' with a 'Go' button. The main content area features a 'Back' button on the left and a large yellow box titled 'Enter Reason For Rejection' in the center. An arrow points to the 'Back' button. Below the yellow box, there is a 'Reject Filing' button, a checkbox labeled '-- Remove all signed documents when rejected', and a 'Reset' button.

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:

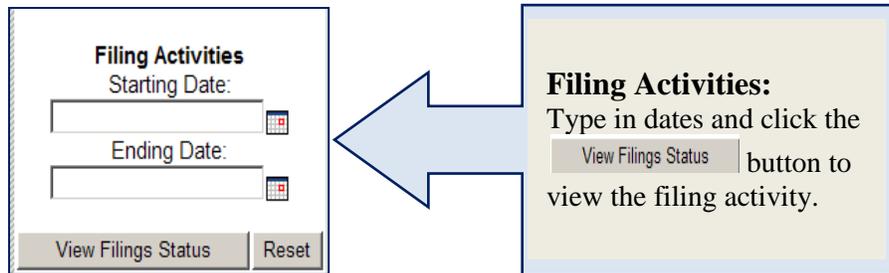
1. You want to modify a case. In order to modify you must first locate the case by searching for it.
2. You just want to inspect visually the case

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.



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](#).

