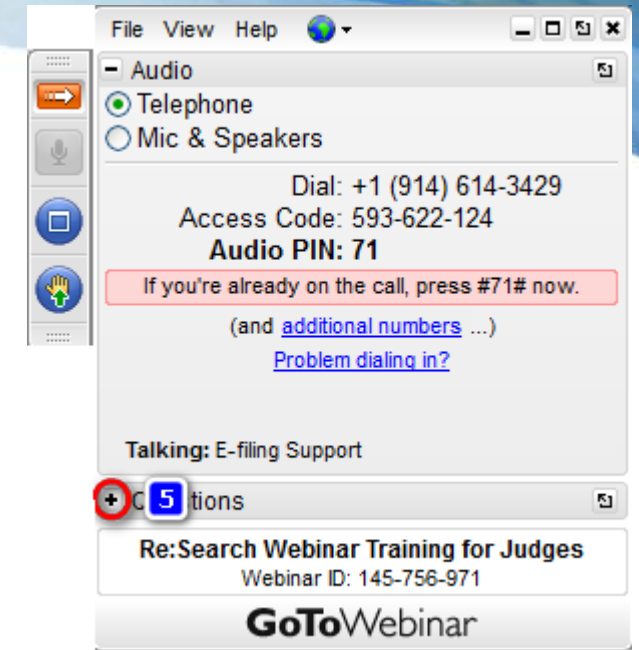
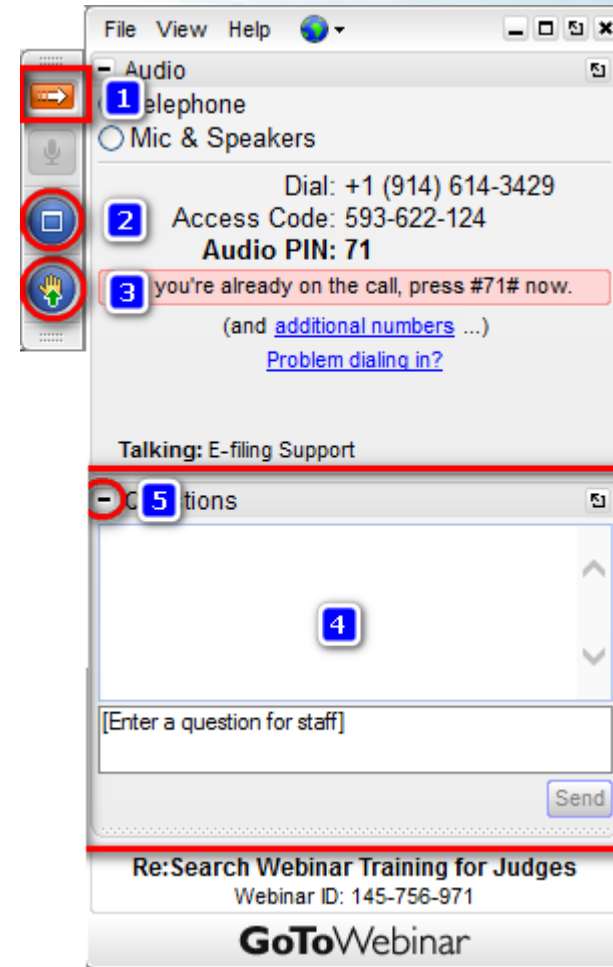


Empowering
people who serve
the public®

Welcome to the eFile and Serve Overview Webinar



1. Maximize and minimize the GoToWebinar tool
2. Make the webinar screen full-screen
3. Raise your hand tool
4. Questions area
5. Collapse and Expand toggle
 1. When a (-) appears, click to collapse
 2. When a (+) appears, click to expand



Agenda

- Introduction
 - Using GoToWebinar functions
 - Polls
- Review and Demo of site
 - Registration
 - Navigation
 - New case initiations
 - Subsequent filings
 - Firm's Service List
- Conclusion
- Q&A

Landing Page

- Court Links and Information
- Self Help – Guides/Videos
- Sign In/Forgot Password
- Registration
 - Firm Admin (also for Solo Practice)
 - Independent User (Pro Se)

My Notes

Dashboard/Navigation

- My Filing Activity
 - Status buckets
- New Filings
 - Start a New Case/Use a Template
 - File into Existing Case
- Actions
 - Help
- View All/Filing History

My Notes

Account Setup

- My Account
 - Manage Account Security
 - Manage Email Notifications
- Firm Admin
 - Managing Payment Accounts

My Notes

Initiating a New Case/New Filings

- New Case button – Dashboard
- Actions > New Case
 - Save as Draft
 - Case Parties
 - Filings and Documents
 - Summary
- Filing Status after submission

My Notes

Subsequent Filings

- File into an Existing Case
 - Locate Case
 - Case Parties
 - Filings and Documents
 - eService
 - Summary

My Notes

Placeholder for notes, consisting of six horizontal grey bars.

Actions Menu

- Templates
- Firm Service Contacts
- Reports
- Help

My Notes

Questions?

Efiling.support@tylertech.com



Thank you for attending!

- What's next?
 - 24x7 online support
 - Training Videos
 - User Guides
 - Quick Reference Guides
 - Firm Admin live webinar training once-a-month
 - Review court website for local rules on eFiling
- Please note: Tyler Technologies can provide technical assistance with the site, but any questions related to the business process of a case should be directed to the appropriate court.
 - Technical assistance includes:
 - How to register, correcting an incorrect registration
 - Setting up payment accounts
 - Help with an error
 - How to navigate the site or help performing a filing
 - Business process questions include:
 - What filing code to select
 - What form should be filed
 - Finding out when a hearing is scheduled
 - Viewing the full case docket