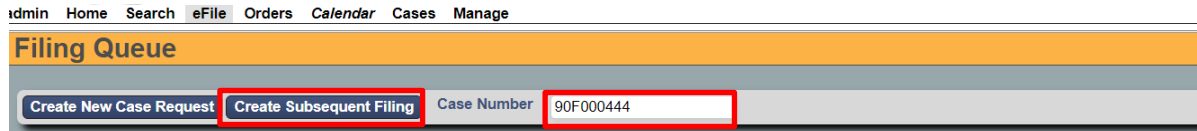


Lake County: Subsequent Filings

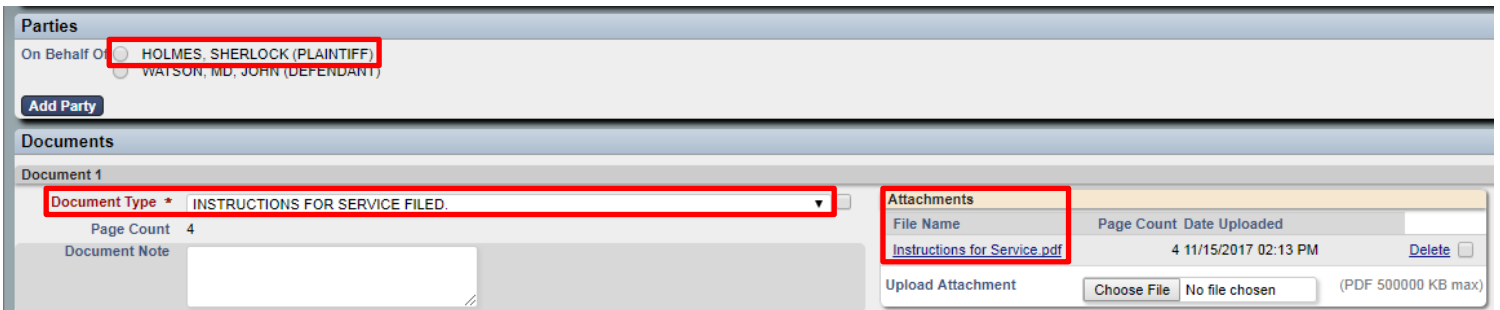
- 1) Log in to your eFiling portal
- 2) Select the **eFile** tab at the top of the screen



- 3) Enter the **Case Number** (including all leading zeroes) tab

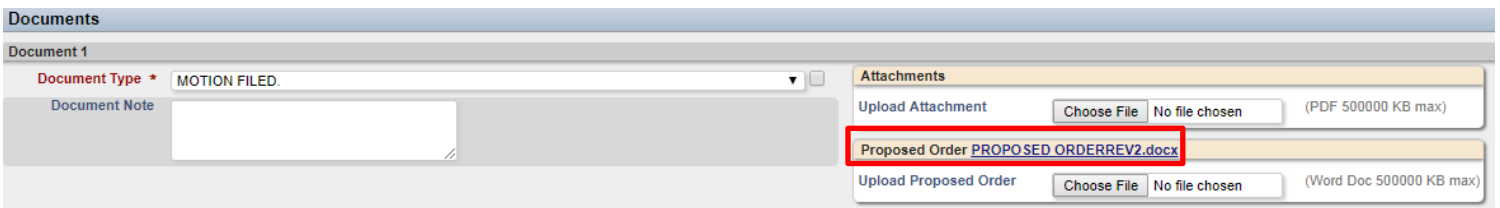


- 4) Select the party you are filing **On Behalf Of**, your filing's **Document Type** from the drop-down menu, then upload your attachment.



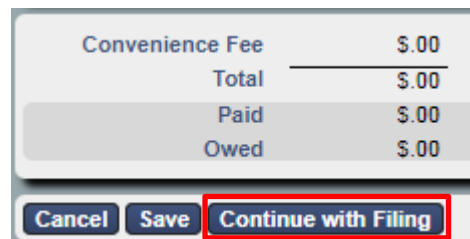
- 5) Please be advised that all **Motions** filed require a **Proposed Order** to be attached.

When the MOTION document type is selected, a secondary attachment slot appears which includes an MS Word template. Users are required to use the MS Word document template provided within the e-filing portal.



Note: This template can be downloaded for future use.

- 6) At the bottom of the page, select **Cancel** to start over, **Save** to save your progress without submitting, or **Continue with Filing**.



- 7) The next page will allow you to review your filing before submission. Select **Return** to start over,



Modify to make changes, or **Submit Filing** to continue.

If your filing requires a deposit, you will be redirected to the PayPal website for payment at this time.

- 8) The Clerks will review your filing. If all necessary criteria are met, you will receive an email notification when your filing is accepted.