



Second District Filing Facts

Date File Stamp	Filings will be stamped with the date and time the document was submitted rather than the date and time the court staff viewed and accepted the document. The court record will also reflect the date and time of submission.
Filing Codes	It is crucial to file documents under the correct filing code. This will help guarantee that specific document types are not missed. For example, mislabeling a Request for Transcript may result in a delay of processing the request.
Court Case Edits	If necessary, the court may change: the submitted Case Type, Filing Code, Additional Filing Description, and Security Levels for lead documents and attachments. This will be done to ensure the accuracy of the filings and court record.
Subsequent Documents	When submitting a subsequent document, there are three options: E-File Only(default), E-File and Serve, and Service Only. Selecting E-File and Serve will first submit the filing to the court and then, upon acceptance by the court, will electronically serve the filing out to the selected parties. If facing a deadline, the filing may be submitted to the court via E-File Only and then service may be submitted separately, which allows the filing to be served immediately.
Electronic Signatures	There has been no change to the use of electronic signatures; /s/ may be used on electronically submitted documents. Optionally, a signed copy of the document may be scanned in and submitted.
Service	Other than to allow the use of electronic service, there has not been a change to the service rules; service is considered complete upon submission.
Receiving Service	Attaching your name to the service list of a case in File and Serve is considered agreeing to be electronically served on that case. You may only sign up yourself or members from your firm for electronic service on a case. It is up to each

law firm to attach themselves to the Service List and agree to electronic service. Please attach yourself or members of your firm to the Service List immediately upon case initiation and acceptance by the court.

Updating the Case Service List

Nothing will automatically change the service list. Neither, e-filing in a case nor submitting a substitution/withdrawal of counsel will change the service list. This must be done manually on each case. If no longer working on a case, you must remove yourself from the service list.

Case Search

You may search for cases through File and Serve to:

- Submit subsequent filings into a case, or
- Attach yourself or members of your firm to the service list

Access to Case Information

The only information available through File and Serve is the case number, name of the case, and service list. For all other inquiries, it is necessary to access the case through MPA to view other publicly accessible information.

Electronic Case Documents

Documents filed in a case will not be viewable through File and Serve (with the exception of the documents submitted by you available through the Filing Queue). Electronic documents will be viewable at the courthouse, through MPA Courthouse View.

Format

Please maintain a 1" margin on all submitted documents. Currently, only letter size documents are accepted via File and Serve. Documents should be black and white, standard 8 ½ x 11 and submitted with portrait page orientation. Documents submitted in outside of these guidelines may not transfer properly.

Filing Fees

Court filing fees have not changed since the start of e-filing. Tyler Technologies automatically assesses a \$5 credit card convenience fee and a \$3 e-service fee. If there is no statutory filing fee for a document that is being filed, there will be no \$5 convenience fee. The \$3 e-service fee is only charged when e-service is used and does not trigger the \$5 credit card convenience fee unless there is also a statutory filing fee. [Tyler Technologies fees.](#)