

## E-Filing – Dos and Don'ts

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### **DO:**

- File a Certificate of Parties and Representation that lists ALL parties unless one is specifically not required by Rule or Statute.
- Add ALL plaintiffs/petitioners and defendants/respondents' names and do so in the order listed on the initiating document.
- Maintain a one inch top margin.
- Ensure all documents fit the standard 8 ½ x 11 inch, portrait orientation.
- Ensure all documents are in black and white, this includes the signature.
- Use care when attaching documents – make sure the main document is attached as the lead document.
- Add self or attorney to the Case Service List as soon as a new case has been accepted.

### **DON'T:**

- Don't include punctuation in names unless it is actually part of the name. For example, do not add the period behind Inc in Made Up Corporation Inc but use the hyphen in a hyphenated last name like Smith-Jones.
- Don't enter the Law Firm's address as a party's address. If you don't have an address for a party, leave it blank.
- Don't use the attorney's bar number as the "Filer ID Number"
- Don't combine documents into one filing code unless all documents are part of the filing code. In general, if a document has a first page, it should be a separate filing code.