To create a new template:

1. Click Templates.
2. Click New Template.

Aside from the template name and location, you are not required to make selections for the remaining fields. Select as few or as many template elements as you would like to meet your needs.

In the Case Information screen:

1. Enter a Template Name.
   - Check the box if you would like to add this template to your favorites.
2. Select a location from the dropdown menu.
3. Make selections from the remaining dropdown menus as desired.
4. Click Parties to continue.

In the Parties screen:

1. Enter information in the fields of your choice.
2. Click Filings to continue.

If you’re creating a template for a case, complete information on the default parties first. Then add parties as needed.
Creating and Using Templates in eFS

In the Filings screen:

1. Enter information in the fields of your choice.
2. Click Service to continue.

In the Service Contacts screen:

1. Add yourself as a service contact if you’d like to receive service when using this template in future filings.
2. Click Summary to continue.

In the Summary screen:

1. Review the information in the Envelope and Filing Summary.
2. If you need to make a change or correction, click Edit within the section you need to change.
3. Click Complete Template.
Creating and Using Templates in eFS

To use a template that you’ve created:

1. Click Templates.
2. To narrow your results, select filter options from the dropdown menus and click Filter.
3. Click on an action icon next to your desired template:
   a. Add template to favorites
   b. View template details
   c. File using this template
   d. Edit this template
   e. Delete this template