Creating and Using Templates in eFS

To create a new template:

1. Click **Templates**.
2. Click **New Template**.

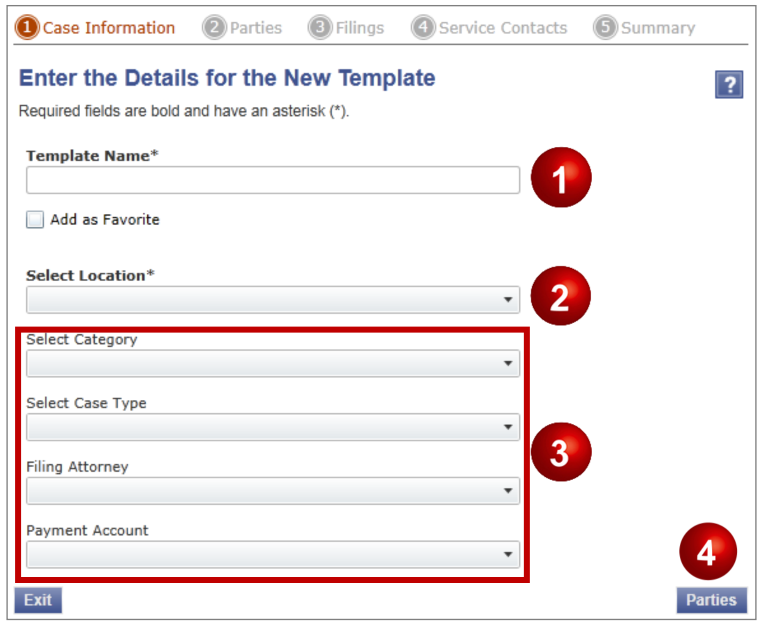
Aside from the template name and location, you are not required to make selections for the remaining fields. Select as few or as many template elements as you would like to meet your needs.

In the Case Information screen:

1. Enter a **Template Name**.

   Check the box if you would like to add this template to your favorites.

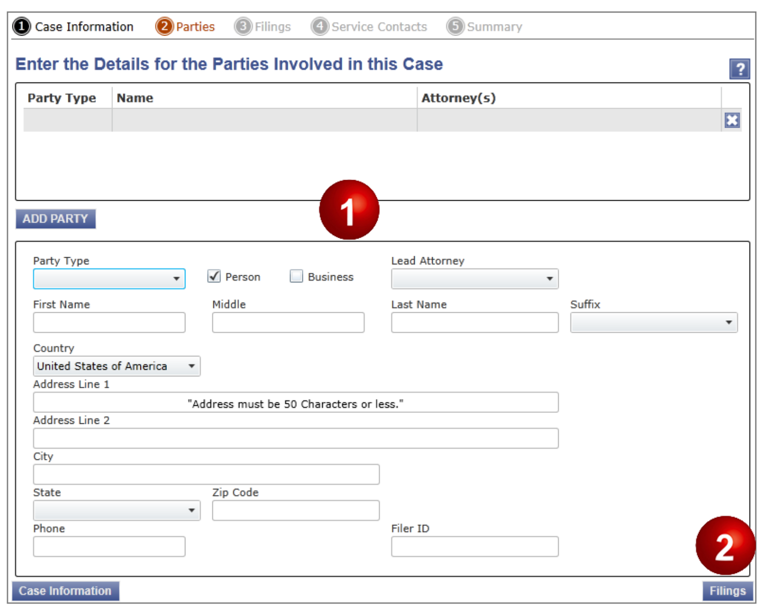
2. Select a **location** from the dropdown menu.
3. Make selections from the remaining dropdown menus as desired.
4. Click **Parties** to continue.



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.



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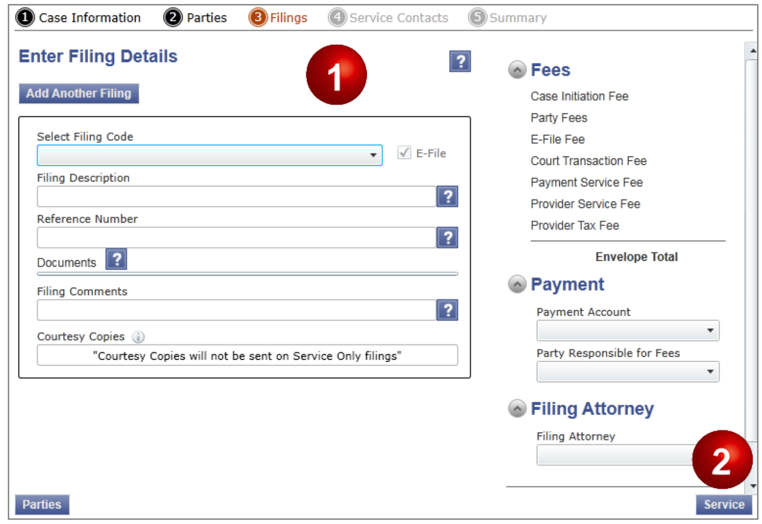
In the Filings screen:

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

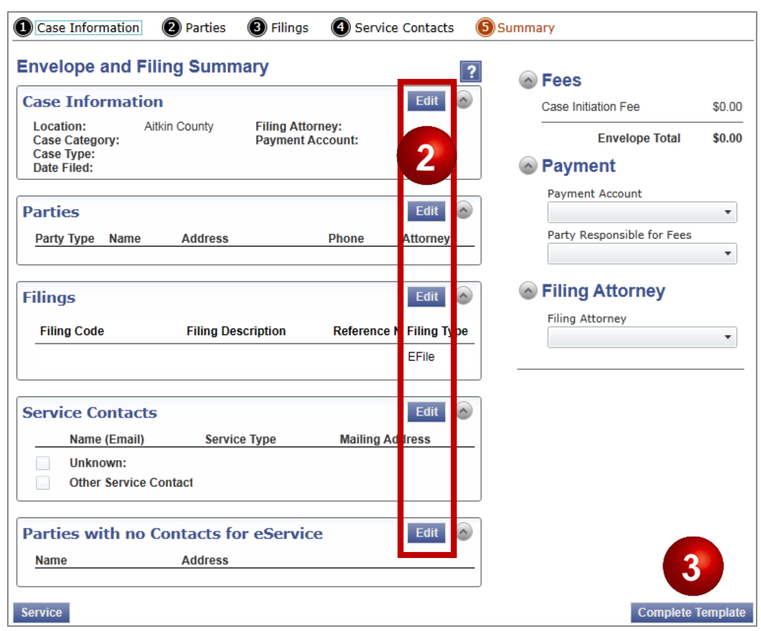


In the Service Contacts screen:

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