

Exporting Filing Information from eFS

To run the report:

1. Click the **Filings tab**.
2. Make your selections based on the information you wish to export:
 - a. Filings
 - b. Status
 - c. Location
 - d. Date Range
 - e. Case or Envelope
3. Click **Export**.
4. Enter a file name and save the report to your desired location.
5. Navigate back to the file location to open and view it.

