

# Add Multiple Filings per Case through File & Serve

Each pleading should be entered as a separate filing in File & Serve  
by using **Add Another Filing** button

## Examples of when to use **Add Another Filing**

<b>New Case:</b> General Civil	<ol style="list-style-type: none"><li>1. <b>Complaint</b> – add Complaint &amp; supporting documents as Lead Document</li><li>2. <b>Summons w/Blank Answer</b> – add as Lead Document</li></ol>
<b>New Case:</b> Landlord Tenant Forcible Entry Mobile Home Park	<ol style="list-style-type: none"><li>1. <b>Complaint</b> – add Complaint &amp; supporting documents as Lead Document</li><li>2. <b>Summons w/Blank Answer</b> – add as Lead Document</li></ol>
<b>Motion for Default Judgment</b>	<ol style="list-style-type: none"><li>1. <b>Motion for Default Judgment</b> – add Motion &amp; supporting documents as Lead Document</li><li>2. <b>Certificate to the State of the Record</b> – add Certificate &amp; supporting documents as Lead Document</li><li>3. <b>Affidavit of Soldier Sailor or Affirmation of Plaintiff Support of Default Judgement</b> – add Affidavit &amp; supporting documents as Lead Document</li></ol>

## ADD MULTIPLE FILING DURING INITIAL OR SUBSEQUENT FILINGS

### Option 1: Add Another Filing when Opening a New Case

1. Add first filing, then click **Save Changes**

The screenshot shows the 'Filings' interface with the following details:

- Filing Type:** EFile
- Filing Code:** OPN: Complaint Filed
- Filing Description:** Complaint for Money Due Garcia
- Client Reference Number:** 1
- Comments to Court:** (empty)
- Courtesy Copies:** Do Not Use for 'Service Only'
- Preliminary Copies:** (empty)
- Filing on Behalf of:** Dion Diaz
- Lead Document (Required):** Complaint\_Garcia.pdf (101.05 KB)
  - Description:** Complaint\_Garcia.pdf
  - Security:** E-Filed Document
- Attachments:** Computer and Cloud options are visible.

The **Save Changes** button at the bottom right is highlighted with a red box.

2. Then click **Add Another Filing** and add second filing

**Filings**

Filing Code	Client Ref #	Filing Description	Actions
OPN: Complaint Filed	1	Complaint for Money Due Garcia	Actions ▾ ▲
Summons Issued	1	Summons Garcia	Actions ▾ ▼

Enter the details for this filing

Filing Type:  Filing Code:

Filing Description:

Client Reference Number:  Comments to Court:

Courtesy Copies:  Preliminary Copies:

Filing on Behalf of:

Lead Document (Required)

Summons Garcia.pdf 181.85 kB

Description:  Security:

Attachments

Computer  Cloud

**Add Another Filing**

Undo Save Changes

## Option 2 – Add Another Filing during Subsequent Filing

1. Add first filing, then click **Save Changes**

The screenshot shows the 'Filings' form with the following details:

- Filing Type:** EFileAndServe
- Filing Code:** Motion for Default Judgment
- Filing Description:** Motion for Default Judgment T4CV2020107
- Client Reference Number:** 1
- Comments to Court:** (empty)
- Courtesy Copies:** Do Not Use for 'Service Only'
- Preliminary Copies:** (empty)
- Filing on Behalf of:** Unifund CCR, LLC, \*
- Lead Document (Required):** Motion for Default Judgment T4CV2020107.pdf (181.85 KB)
  - Description:** Motion for Default Judgment T4CV2020107.pdf
  - Security:** E-Filed Document
- Attachments:** Computer and Cloud options are visible.

At the bottom right, the **Save Changes** button is highlighted with a red box.

2. Then click **Add Another Filing** and add second filing

The screenshot shows the 'Filings' form with the following details:

- Filing Code:** Motion for Default Judgment
- Client Ref #:** 1
- Filing Description:** Motion for Default Judgment T4C...

The form fields are identical to the previous screenshot. At the bottom right, the **Add Another Filing** button is highlighted with a red box.

3. To add another filing, click **Add Another filing** and add third filing then **Save Changes**.

4. Proceed with filing

*Multiple filings can be added up to 35 MB*

The screenshot shows the 'Filings' interface with a table of existing filings and a form to enter details for a new filing. The table lists 'Motion for Default Judgment' and 'Affidavit of Soldiers and Sailors Relief Act'. The form fields include Filing Type (EFile), Filing Code (Affidavit of Soldiers and Sailors Relief Act), Filing Description (Affidavit of Soldiers Sailors T4CV2020107), Client Reference Number (1), Comments to Court, Courtesy Copies (Do Not Use for 'Service Only'), Preliminary Copies, Filing on Behalf of (Unifund CCR, LLC), and Lead Document (Affidavit Soldier Sailor T4CV2020107.pdf). The 'Attachments' section has options for Computer and Cloud uploads. A red box highlights the 'Add Another Filing' button at the bottom right of the form.

The screenshot shows the 'Filings' interface with a table of existing filings and a form to enter details for a new filing. The table lists 'Motion for Default Judgment', 'Affidavit of Soldiers and Sailors Relief Act', and 'Certificate as to the State of the Record and Non-Appearance'. The form fields include Filing Type (EFile), Filing Code (Certificate as to the State of the Record and Non-Appearance), Filing Description (Certificate as to the State of the Record T4CV2020107), Client Reference Number (1), Comments to Court, Courtesy Copies (Do Not Use for 'Service Only'), Preliminary Copies, Filing on Behalf of (Unifund CCR, LLC), and Lead Document (Certificate State of Record T4CV2020107.pdf). The 'Attachments' section has options for Computer and Cloud uploads. A red box highlights the 'Save Changes' button at the bottom right of the form.