

## 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**

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

The screenshot shows a web application interface for managing filings. At the top, there is a table with the following data:

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

Below the table, there is a section titled "Enter the details for this filing". The form includes the following fields:

- Filing Type:** EFile (dropdown)
- Filing Code:** Summons Issued (dropdown)
- Filing Description:** Summons Garcia (text input)
- Client Reference Number:** 1 (text input)
- Comments to Court:** (text input)
- Courtesy Copies:** Do Not Use for 'Service Only' (text input)
- Preliminary Copies:** (text input)
- Filing on Behalf of:** Dion Diaz (text input)

Below the form, there is a section titled "Lead Document (Required)". It shows a document named "Summons Garcia.pdf" (181.85 kB) with a description of "Summons Garcia.pdf" and a security setting of "E-Filed Document".

At the bottom, there is an "Attachments" section with options for "Computer" and "Cloud".

The "Add Another Filing" button is highlighted with a red box.

## Option 2 – Add Another Filing during Subsequent Filing

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

The screenshot shows the 'Filings' form interface. At the top, there is a 'Need Help?' link and a close button. The form is titled 'Enter the details for this filing'. It contains several sections: 'Filing Type' (EFileAndServe) and 'Filing Code' (Motion for Default Judgment); 'Filing Description' (Motion for Default Judgment T4CV2020107); 'Client Reference Number' (1) and 'Comments to Court'; 'Courtesy Copies' (Do Not Use for 'Service Only') and 'Preliminary Copies'; 'Filing on Behalf of' (Unfund CCR, LLC); and 'Lead Document' (Motion for Default Judgment T4CV2020107.pdf, 161.65 KB) with a description and security setting (E-Filed Document). At the bottom, there are 'Attachments' options for 'Computer' and 'Cloud'. 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 interface after the first filing has been added. The form is now in a list view, showing the first filing details. At the bottom, the 'Add Another Filing' button is highlighted with a red box. The 'Save Changes' button is also visible at the bottom right.

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' form for a case. At the top, there is a table with columns 'Filing Code', 'Client Ref #', and 'Filing Description'. Below this, the form is titled 'Enter the details for this filing'. The 'Filing Type' is set to 'EFile' and the 'Filing Code' is 'Affidavit of Soldiers and Sailors Relief Act'. The 'Filing Description' is 'Affidavit of Soldiers Sailors T4CV2020107'. The 'Client Reference Number' is '1'. The 'Comments to Court' field is empty. The 'Country Copies' is 'Do Not Use for Services Only' and 'Preliminary Copies' is empty. The 'Filing on Behalf of' is 'United OCR, LLC'. The 'Lead Document' section shows 'Affidavit Soldier Sailor T4CV2020107.pdf' with a description of 'Affidavit Soldier Sailor T4CV2020107.pdf' and a security setting of 'E-Filed Document'. The 'Attachments' section has 'Computer' and 'Cloud' options. At the bottom right, the 'Add Another Filing' button is highlighted with a red box, along with the 'Save Changes' button.

The screenshot shows the 'Filings' form for a case. At the top, there is a table with columns 'Filing Code', 'Client Ref #', and 'Filing Description'. Below this, the form is titled 'Enter the details for this filing'. The 'Filing Type' is set to 'EFile' and the 'Filing Code' is 'Certificate as to the State of the Record and Non-Appearance'. The 'Filing Description' is 'Certificate as to the State of the Record T4CV2020107'. The 'Client Reference Number' is '1'. The 'Comments to Court' field is empty. The 'Country Copies' is 'Do Not Use for Services Only' and 'Preliminary Copies' is empty. The 'Filing on Behalf of' is 'United OCR, LLC'. The 'Lead Document' section shows 'Certificate State of Record T4CV2020107.pdf' with a description of 'Certificate State of Record T4CV2020107.pdf' and a security setting of 'E-Filed Document'. The 'Attachments' section has 'Computer' and 'Cloud' options. At the bottom right, the 'Save Changes' button is highlighted with a red box.