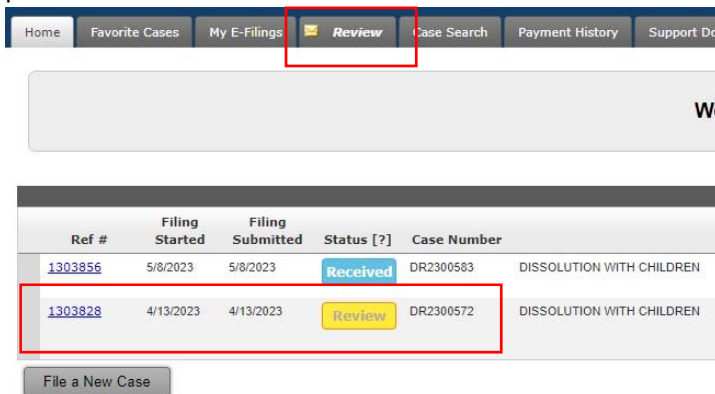


Decree Paperwork Accept / Reject Process – E-filing

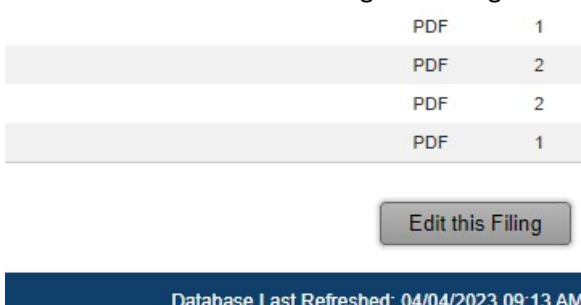
If your dissolution petition and associated documents are rejected by the Docket Office or Clerk of Courts Office, you will need to make the specified corrections and re-upload all of the documents in the e-filing system.

If your dissolution petition and associated documents are accepted by the Court and Clerk of Courts Office, a case number will be assigned and the appropriate documents will be filed on the Clerk’s Docket. Documents associated with your Decree will then be reviewed by the Decree Office. If modifications are needed, those documents will be rejected and be available to review, modify, and resubmit through the e-filing website before they are submitted to the judicial officer. All modifications should be completed prior to the Merit Hearing. Please follow these steps to update and resubmit your decree documents:

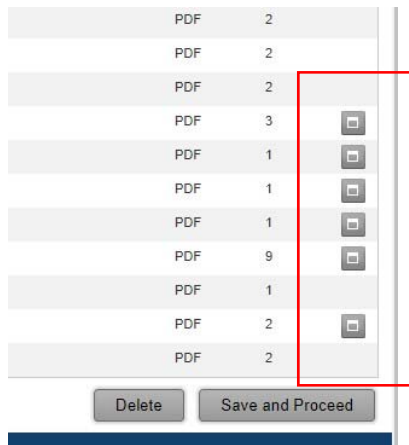
1. If your decree of dissolution documents are rejected by the Decree Office, you will have the opportunity to re-submit the corrected decree documents through a Review tab in your e-filing account. The Review tab will appear if you have a rejection pending from the Decree office. You can click on the Ref # of the document on the Home tab or the Review tab to begin the editing process.



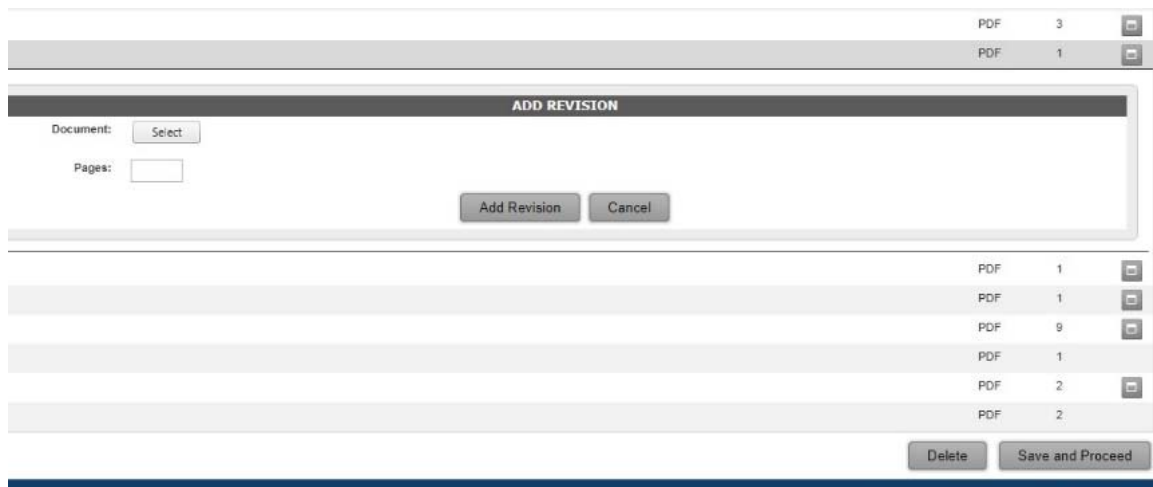
2. You will be taken to the Filing Overview screen. If you came through the Home tab, you will need to click the Edit this Filing tab to begin.



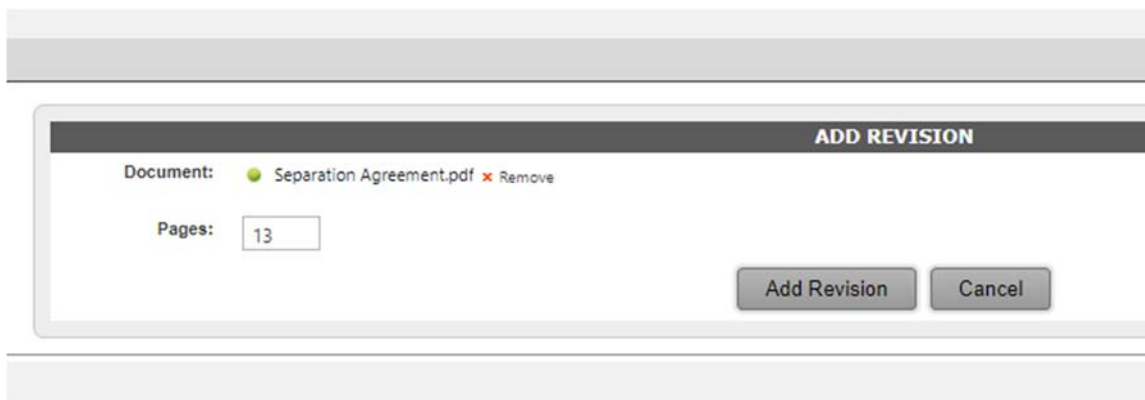
If you came through the Review tab, you will be able to edit the documents by clicking the corresponding edit button.



3. Clicking the edit button opens an Add Revision window to upload the corrected document.



Once you select the document, the program will count the number of pages. Click the Add Revision button to add the corrected document.



4. The new revision will be indicated by time and date stamped in the list of documents. When you are finished uploading corrected documents, click Save and Proceed.

PDF	2	
PDF	2	
PDF	3	<input type="checkbox"/>
<i>Prepared 05/10/2023 11:37 AM</i>	PDF	1 <input type="checkbox"/>
PDF	1	<input type="checkbox"/>
PDF	1	<input type="checkbox"/>
PDF	9	<input type="checkbox"/>
PDF	1	
PDF	2	<input type="checkbox"/>
PDF	2	

5. You may receive a final warning window similar to the following. Click OK if you are finished with the corrected documents. Your filing will be re-submitted to the Decree office.

