

## **Tips for Success**

- 1.** When filing into an existing case (i.e. ANY case that exists whether paper or electronic. This means is you are filing anything into even a 2014 case and you know that there has not been any electronic filings, you would always consider this filing into an existing case.)
- 2.** ALWAYS use the complete 12 digit number, including all of the zero's when filing into McLean County. Even ALWAYS use the complete 12 digit number when searching for an existing case.
- 3.** If the papers you are filing which used to be stapled together, then they need to be scanned together.
- 4.** The Lead Document is the only document which receives a file stamp.
- 5.** According to Local Rule 10 – Please include your email address!
- 6.** Review your submission carefully at this time while we are all new at the efilings.
- 7.** Make sure that the payment is included.
- 8.** Orders need to be on a separate page.
- 9.** The Order needs to include a caption and the 12 digit case number.
- 10.** It's important to leave the upper right corner blank. Please leave 2" by 2" area for the file stamp.