

E-Filing in 10th District for ENE Providers:

1. On the home page, insert the case number of your case and click go.
2. Select “start a new subsequent filing into this case.” (Icons on the upper right side of screen).
3. On the Screen that states: “Enter the details of the Parties Involved in this case” select “filings” in the lower right corner of the screen.
4. On the Enter “Filing Details” screen, Please select the correct document filing code when filing:
 - a. Document Code: “Early Neutral Evaluator’s Report” (ENEEVALRPT) for **ENE Evaluator’s Report**
 - b. Document Code: “ENE Financial Agreement” (ENEFINAGR) for **ENE Financial Agreement**, also called **Memo of Understanding & Financial Agreement** (FENE Agreements)
 - c. Document Code: “ENE Memorandum of Custody and Parenting Time Agreement” (ENEMEMCTD) for the **ENE Memorandum of Custody and Parenting Time Agreement** (SENE Agreements)
 - d. Document Code: “Proposed Order or Document” for **Request for Order Extending Timelines for Early Neutral Evaluation and Order**
5. In the Documents section, click on “Click to Browse” and select your document. Do not file cover letters with your documents.
6. You must put in the “Filing Description.”
7. You must also put in a “Reference Number.” (Your own file number works)
8. The screen will show that nothing is owed.
9. You must select a payment account, a responsible party (Petitioner or Respondent works since the amount is zero) and you must select the attorney.
10. You do not need to select a party to attach to the documents—this is not a required field. Please leave it blank.
11. In the section for notes—please type that the document(s) are being e-filed by SENE Providers and [Providers’ Names] and that filing fees are waived as part of the ENE process.
12. Select “Summary” in the lower right hand corner.
13. Select “Submit” on the next screen.