



E-FILING INSTRUCTIONS (UNSIGNED APPOINTMENTS):

1. Using the most recent fillable PDF version of the form, ensure all required fields are complete and accurate (e.g. case name, case number, judge & magistrate, **appointment type**, eff. date, party represented, attorney name & SC#), then save to a location on your computer where you will be able to retrieve it.
2. Log in to the eFiling Filer Interface.
3. Click "**File to Existing Case**".
4. Enter the Case Number and the *first letter* of the Participant's Last Name.
5. Click "**Submit**".
6. Using the "Document Category" dropdown box, select "**Assigned Counsel**".
7. Using the "Document Type" dropdown box, select "**Filing Submitted to Magistrate: Appointment of Counsel**" or "**Filing Submitted to Magistrate: Appointment of Guardian ad Litem**".
8. Click "**Browse**", search for the saved appointment, click on the file, then click "**Open**".
9. Click "**Add**".
10. If prompted, select the Participant Name (your client).
11. Click "**Next**". If prompted, Click "**Next**" again.
12. Click "**Submit the Filing**".

E-FILING INSTRUCTIONS (SIGNED APPOINTMENTS):

1. Ensure all required fields are complete and accurate (e.g. case name, case number, judge & magistrate, eff. date, party represented, attorney name & SC#), then scan and save to a location on your computer where you will be able to retrieve it.
2. Log in to the eFiling Filer Interface.
3. Click "**File to Existing Case**".
4. Enter the Case Number and the *first letter* of the Participant's Last Name.
5. Click "**Submit**".
6. Using the "Document Category" dropdown box, select "**Assigned Counsel**".
7. Using the "Document Type" dropdown box, select "**Appointment of Counsel**" or "**Appointment of Guardian ad Litem**".
8. Click "**Browse**", search for the saved appointment, click on the file, then click "**Open**".
9. Click "**Add**".
10. If prompted, select the Participant Name (your client).
11. Click "**Next**". If prompted, Click "**Next**" again.
12. Click "**Submit the Filing**".