



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”**.