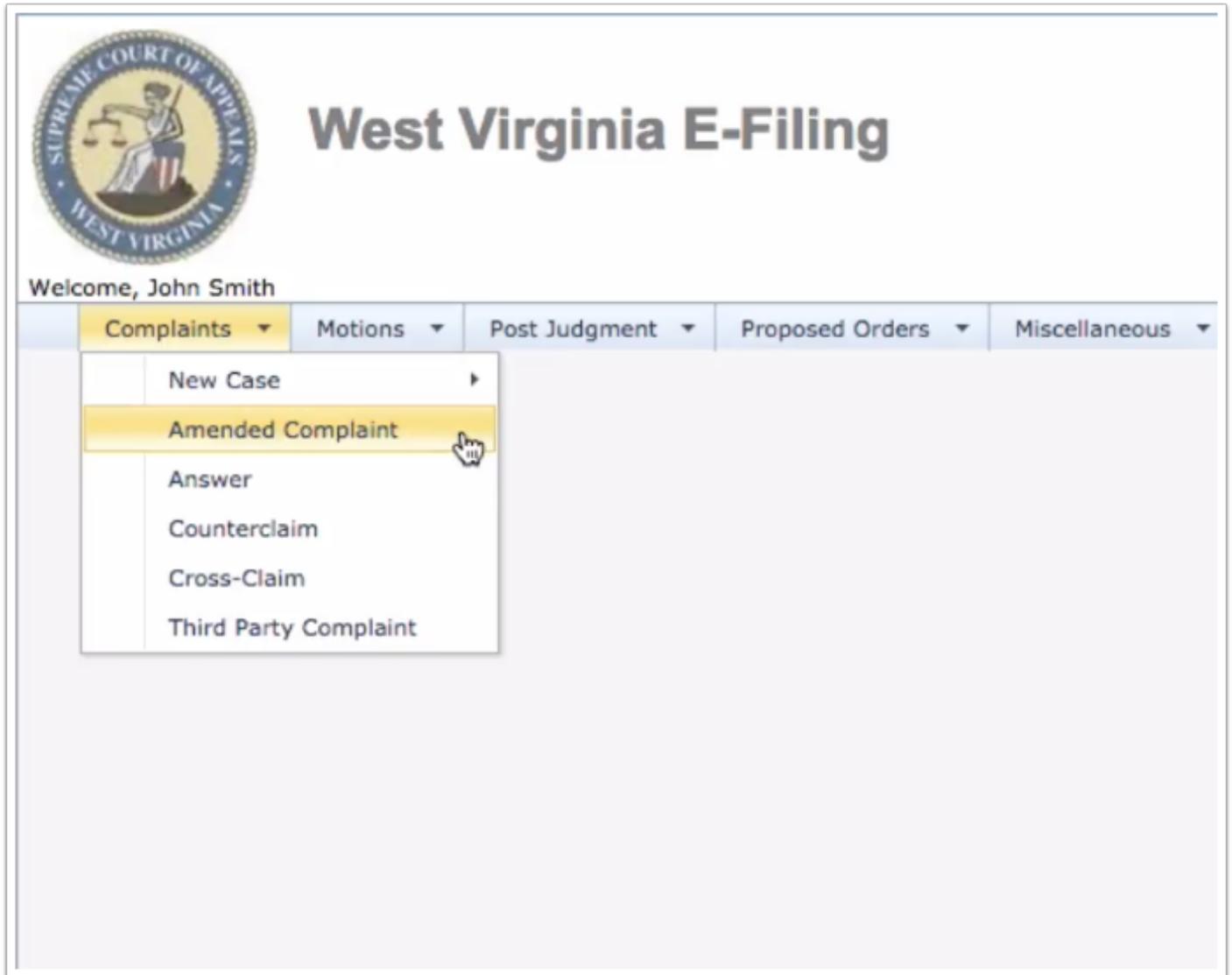




# Amended Complaint

Filing an Amended Complaint

**Begin by selecting Complaints, Amended Complaint from the file menu.**





# Amended Complaint

**Under the Case Lookup Tab, enter the case number, including county, case type, year, and case digits.**

Click Next to proceed to the Case Summary tab.

A screenshot of a web application window titled "File Amended Complaint". The window has a tabbed interface with the following tabs: "Case Lookup", "Case Summary", "Complaint Lookup", "Amended Complaint", "Represented Parties", and "New Def". The "Case Lookup" tab is active. The form contains the following fields:

- County: A dropdown menu with the selected value "32; Monroe".
- Case Type: A dropdown menu with the selected value "Standard", and a secondary dropdown menu with the selected value "C; Civil".
- Year: A dropdown menu with the selected value "2016".
- Case Number: A text input field containing the value "68".

Below the Case Number field is a blue "Next" button with a mouse cursor hovering over it.



# Amended Complaint

## Verify the Case Number and Style of the case.

Take note of the Parties notified electronically and the parties that must be notified by mail.

Click next to proceed to the complaint lookup tab.

File Amended Complaint

Case Lookup | Case Summary | Complaint Lookup | Amended Complaint | Represented Parties | New Def

Case Number: **CC-32-2016-C-68**  
Style: **James Doe v. Mark Smith**  
Judge: **David Sanders**

Parties - Notified Electronically | Parties - Notified by Mail

Party	Name	Attorney	Name	Email
P-001	James R Doe	A-100023	John Smith	tony.hoffman@olis.com

Back | Next



# Amended Complaint

## Highlight the Complaint you intend to amend.

If there are multiple items, use the view button to locate the desired complaint.

If the Complaint you are amending was not electronically filed, select the “Paper filed” radio button.

Select next to proceed to the Amended Complaint tab.

	Type	Filer	Filing #	Filing Date
View	Complaint	John Smith	1	9/13/2016 9:38:22 AM



# Amended Complaint

**If you are requesting Substantial Hardship, place a checkmark in the box.**

Proceed to the Represented parties tab.

File Amended Complaint

Case Lookup Case Summary Complaint Lookup **Amended Complaint** Represented Parties New Def

Description: Amended Complaint

Substantial Hardship Requested (Affidavit of Indigency)

Back Next



# Amended Complaint

## Place a checkmark by the parties whom you represent.

At this time you may add any additional co-counsel who are not already attached to the case.

Proceed to the new defendant tab.

File Amended Complaint

Case Lookup | Case Summary | Complaint Lookup | Amended Complaint | Represented Parties | New Def < >

Party Class:

Add Attorneys

#	Party	Name
<input checked="" type="checkbox"/>	P-001	James R Doe

Back | Next



# Amended Complaint

**If needed, use the add button to add a new defendant.**

Enter any additional defendants or if there are no new defendants, proceed to the served parties tab.

The screenshot shows a web application window titled "File Amended Complaint". At the top, there are several tabs: "Case Summary", "Complaint Lookup", "Amended Complaint", "Represented Parties", "New Defendant", and "Serve". The "New Defendant" tab is currently selected. Below the tabs, there are three buttons: "Add" (with a plus icon), "Edit" (with a pencil icon), and "Delete" (with a trash icon). Below these buttons is a table with the following headers: "Party Type", "Service Type", "Name", and "Address". The table is currently empty, displaying the text "No data to display" in the center. At the bottom of the window, there are two buttons: "Back" and "Next". A mouse cursor is pointing at the "Next" button.



## Select a party to serve, and select the set service button.

Select a service type from the drop down menu. Verify service address if applicable and click ok to continue.

Repeat this process for any parties you wish to serve. Click next to proceed to the documents tab.

The screenshot shows a web application interface for filing an amended complaint. At the top, there are navigation tabs: "Complaint Lookup", "Amended Complaint", "Represented Parties", "New Defendant", "Served Parties", and "Documents". Below these tabs, there are two buttons: "Set Service" and "Remove Service".

The main area contains a table with two columns: "Party" and "Name". The table lists two parties: "P-001 James R Doe" and "D-001 Mark Andrew Smith". The row for "D-001 Mark Andrew Smith" is highlighted in yellow.

A "Set Service" dialog box is open over the table. It has a title bar with a close button. The dialog box contains the following fields and options:

- Party: D-001
- Name: Mark Andrew Smith
- Service Type: A dropdown menu is open, showing the following options:
  - Plaintiff - Certified Mail
  - Plaintiff - Private Process Server
  - Plaintiff - Order of Publication
  - Plaintiff - Out of State Sheriff
  - Circuit Clerk - Certified Mail
  - Circuit Clerk - First Mail
  - Circuit Clerk - First Class Mail (Auditor)
  - Secretary of State - Certified
  - Secretary of State - Certified - Other Country
- Address:
- Address 2:
- City:
- State:
- ZIP:

At the bottom of the dialog box, there are "Back" and "Next" buttons.



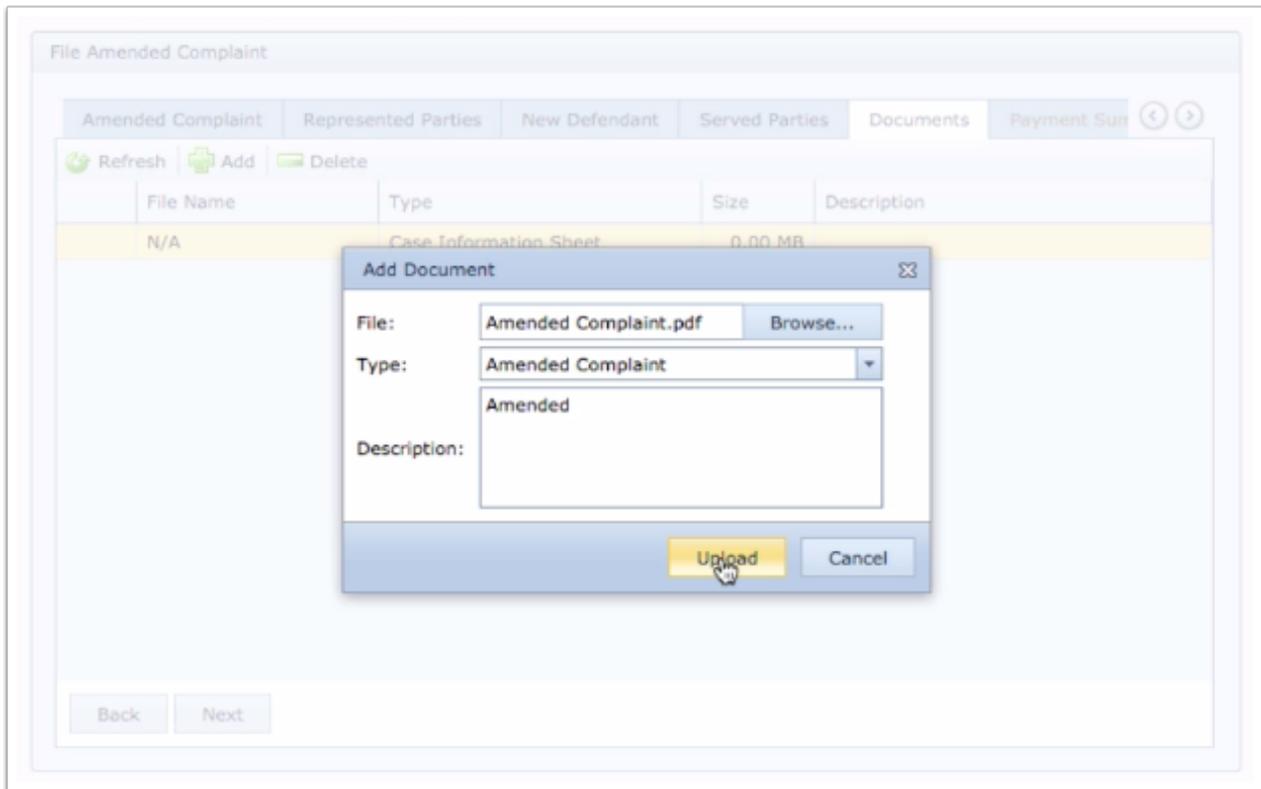
# Amended Complaint

**To attach the amended complaint. Click the add button and browse your computer for the appropriate document.**

Remember all documents must be in PDF format.

Choose the document type Amended Complaint. Enter a description, and press upload to attach the file.

\*To add additional documents repeat this process, choosing the appropriate document type.





# Amended Complaint

**Always verify that you have uploaded the correct document by clicking on the view button.**

Once all your documents have been attached, click next to proceed to the payment summary.

The screenshot shows a web interface titled "File Amended Complaint". It features a navigation bar with tabs: "Amended Complaint", "Represented Parties", "New Defendant", "Served Parties", "Documents", and "Payment Sum". Below the tabs are three action buttons: "Refresh", "Add", and "Delete". A table lists the following documents:

	File Name	Type	Size	Description
	N/A	Case Information Sheet	0.00 MB	
<a href="#">View</a>	Amended Complaint.pdf	Amended Complaint	0.01 MB	Amended

At the bottom of the interface are two buttons: "Back" and "Next".



# Amended Complaint

**If you are filing on behalf of a government agency, place a checkmark in the box, and select your agency from the dropdown menu.**

\*If your filing requires more than one filing fee, select the appropriate fee multiplier.

Press the File Button to proceed.

The screenshot shows a web form titled "File Amended Complaint" with several tabs: "Represented Parties", "New Defendant", "Served Parties", "Documents", and "Payment Summary". The "Payment Summary" tab is active. The form contains the following sections:

- Government Agency:** A checkbox labeled "Filing on behalf of a government agency".
- Fee Multiplier:** A dropdown menu labeled "Select the fee multiplier:" with options 0, 1, 2, 3, 4, 5, and 6. The number 1 is currently selected.
- Payment Summary:** A section with the following labels and values:
  - Payment Amount: 0
  - Convenience Fee: 0
  - Total Charges: 0
- Warning:** A line of text that reads "You will be not be charged [blank] filing." where the blank is likely a placeholder for a value.
- Buttons:** "Back" and "File" buttons at the bottom.