



# eFiling User Guide

[www.henschen.com](http://www.henschen.com)

# I. Begin eFiling

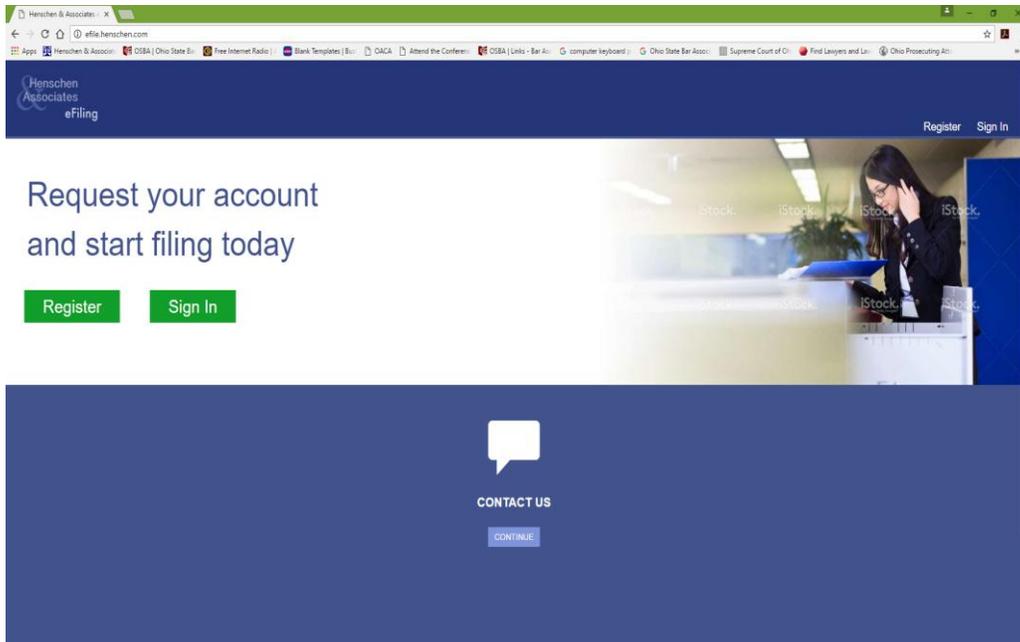


Figure 1

## A. Registration

- Select the **REGISTER** option if a first time user.
- Select the **SIGN IN** option if a return user.

**NOTE:** If questions or concerns, select the **Contact Us** option located in the blue area.

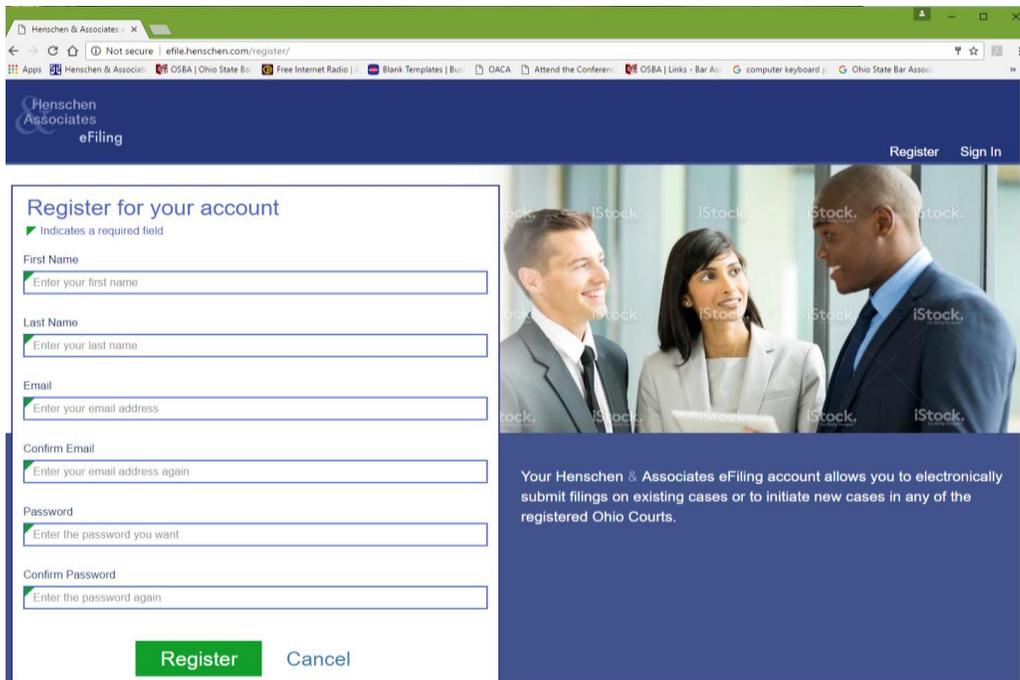


Figure 2

1. Input the requested information.

**NOTE:** Any box that has a **green triangle** in the corner is a mandatory field.

2. Create a password using upper and lower case letters, and numbers. The system will indicate the strength of the password.

3. Select the **REGISTER** option once all the fields have been completed.

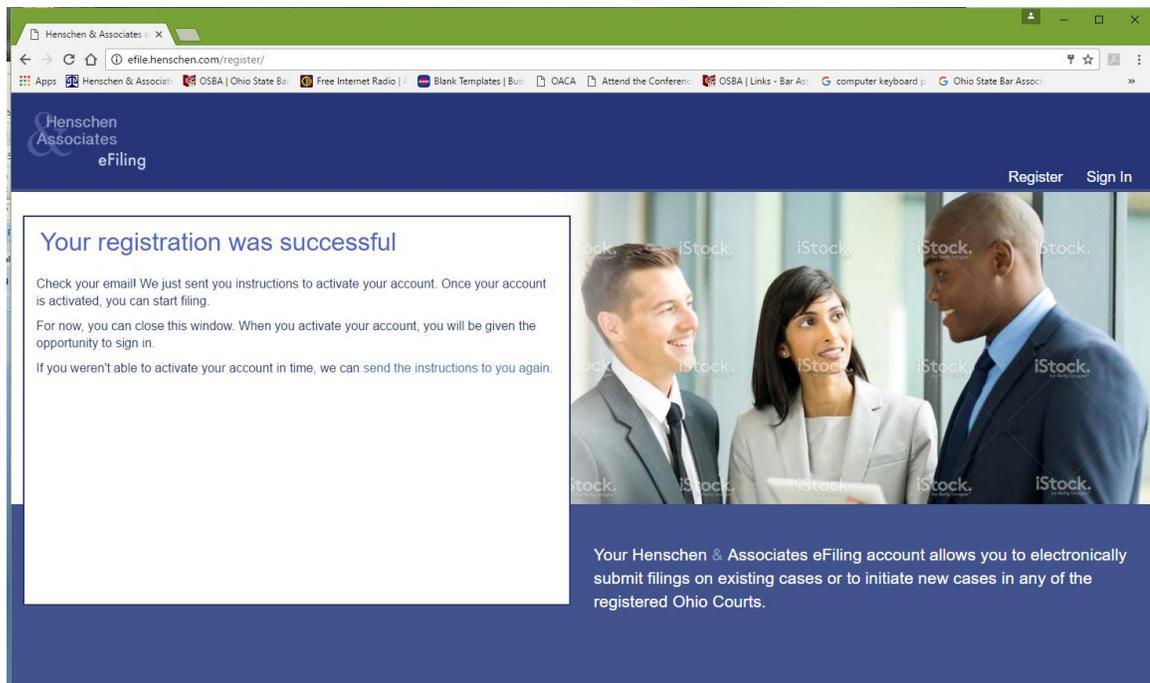


Figure 3

4. After registration, check their email account entered in the account screen to confirm the registration. Select the web link that will display in an email similar to below.

Thank you for registering your Henschen & Associates eFiling account.

Before you can begin filing, you need to activate your account by clicking the link below.

<http://efile.henschen.com/activate/75/893aa180fa1d5e7a566f0b6a42b39bada2b1611a/>

Be sure to act quickly! Your activation link will expire in one hour.

This email was automatically generated, please do not reply.

The screenshot shows a web browser window with the URL [efile.henschen.com/account/info/](http://efile.henschen.com/account/info/). The page title is "Account Information" with a green checkmark and the text "Indicates a required field". The form is divided into two columns of input fields. The left column contains: "First Name" (filled with "Karen"), "Last Name" (filled with "Hosley"), "Jr. / Sr. / etc." (placeholder: "Enter your Jr, Sr, etc."), "Phone Number" (placeholder: "Enter your phone number"), "Fax Number" (placeholder: "Enter your fax number"), and "State ID / Bar #" (placeholder: "(Attorneys only)"). The right column contains: "Address" (placeholder: "Enter your street address"), "Address Line 2" (placeholder: "(P.O. Box, Apt, etc)"), "City" (placeholder: "Enter the city you live in"), "State" (placeholder: "Enter the state you live in"), "ZIP Code" (placeholder: "Enter your ZIP code of residence"), and "Firm / Company" (placeholder: "Enter your company or firm name"). Below the form is a link "Change your password" with the text "You can change your password in the 'Change your password' area." At the bottom right, there are two buttons: a red arrow pointing left and a green arrow pointing right. The browser's address bar shows the URL and the page title. The browser's tabs show "Henschen & Associates" and "efiling clipart - Google". The browser's address bar shows the URL and the page title. The browser's address bar shows the URL and the page title.

Figure 4

5. After selecting the web-link, the system will return to the sign in screen and then display the account screen similar to Figure 4. This will allow the user to enter the necessary additional information to finalize the registration process.

## II. Welcome Screen

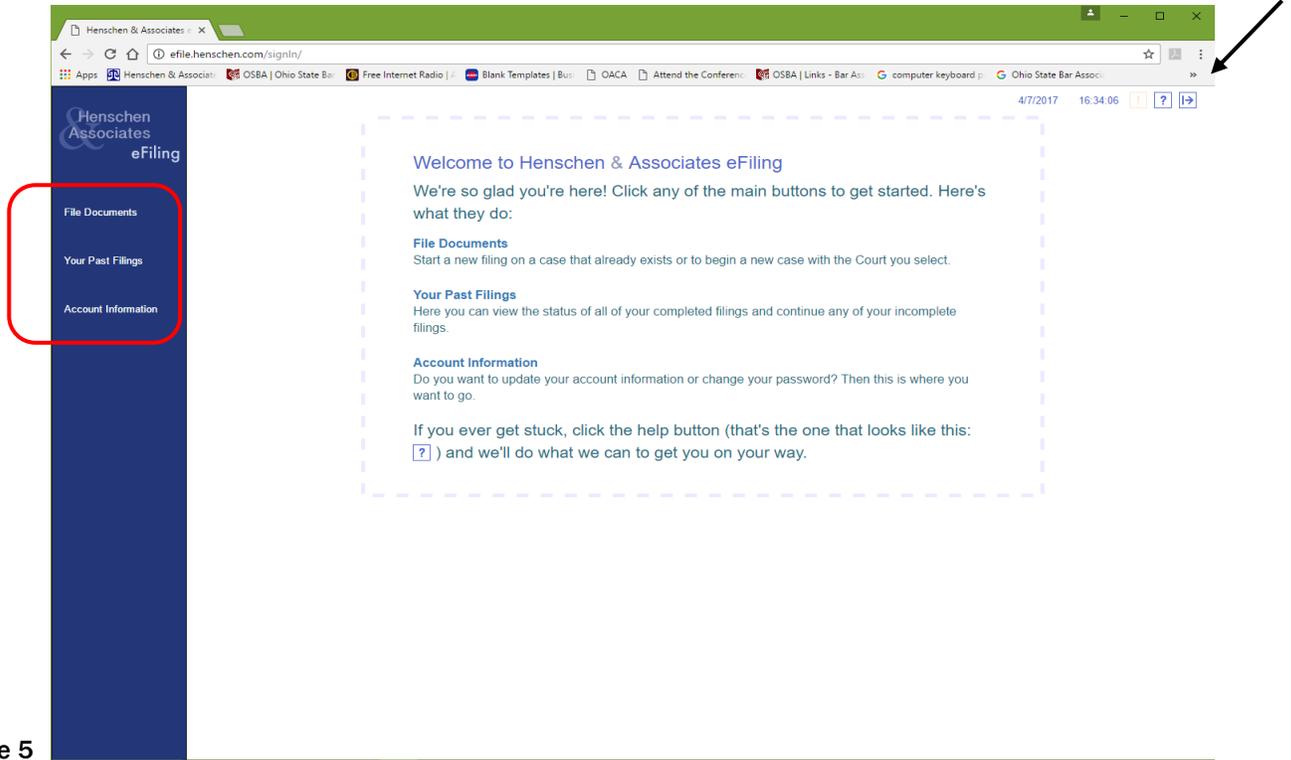


Figure 5

### A. Log In

-This screen will supply the user with definitions for each category listed to the left in the blue margin.

1. A selection can be made from either the large box or from the list located in the blue margin.
  - a. Select **File Documents** if this is a new eFiling.
  - b. Select **Your Past Filings** if you have already entered an eFiling.
  - c. Select **Account Information** giving you easy access to update or modify account.
  
2. In the upper right hand corner of the screen to the left of the arrow:
  - a. The **ACTUAL TIME** will be displayed for tracking and file stamping purposes.
  - b. The **Orange “!”** will appear if there is a **SPECIAL NOTICE** eFiler will want to read.
  - c. The **blue “?”** is the **HELP** icon.
  - d. The **blue “|->”** is to **LOG OUT**.

## B. Select the Court for eFiling

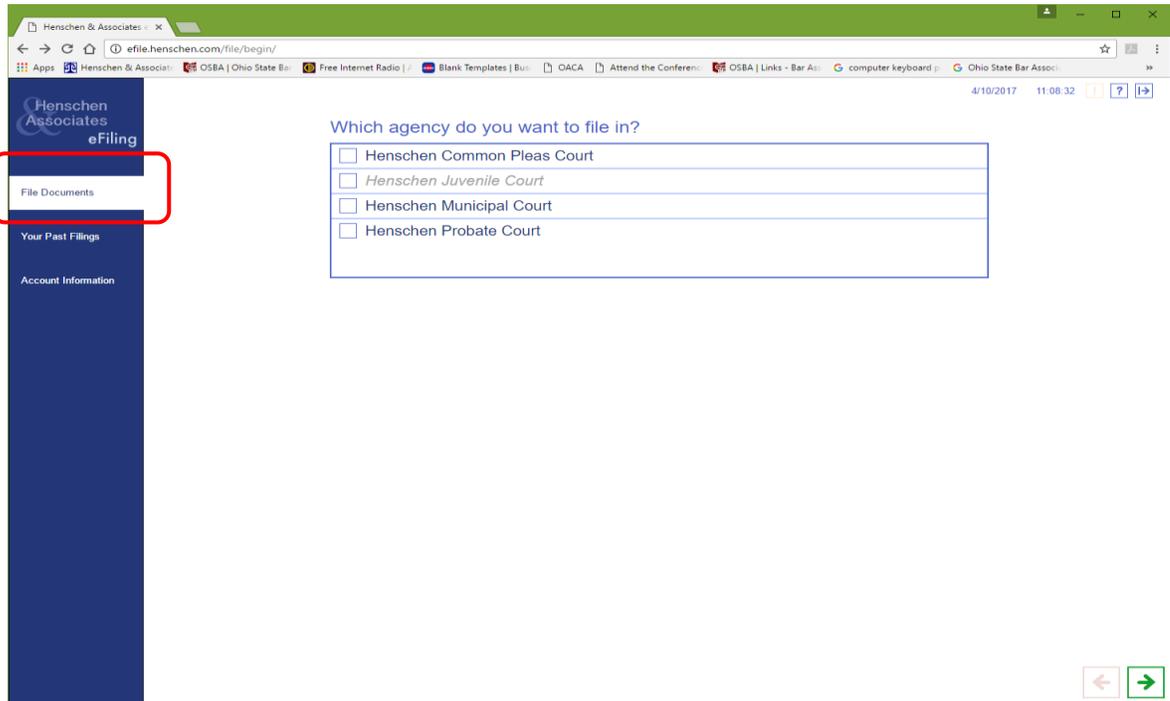


Figure 6

1. Select **File Document** and a listing of Courts that have registered with the H&A eFiling Solution will display.
2. Select the court of choice.

## C. Select a Case Type

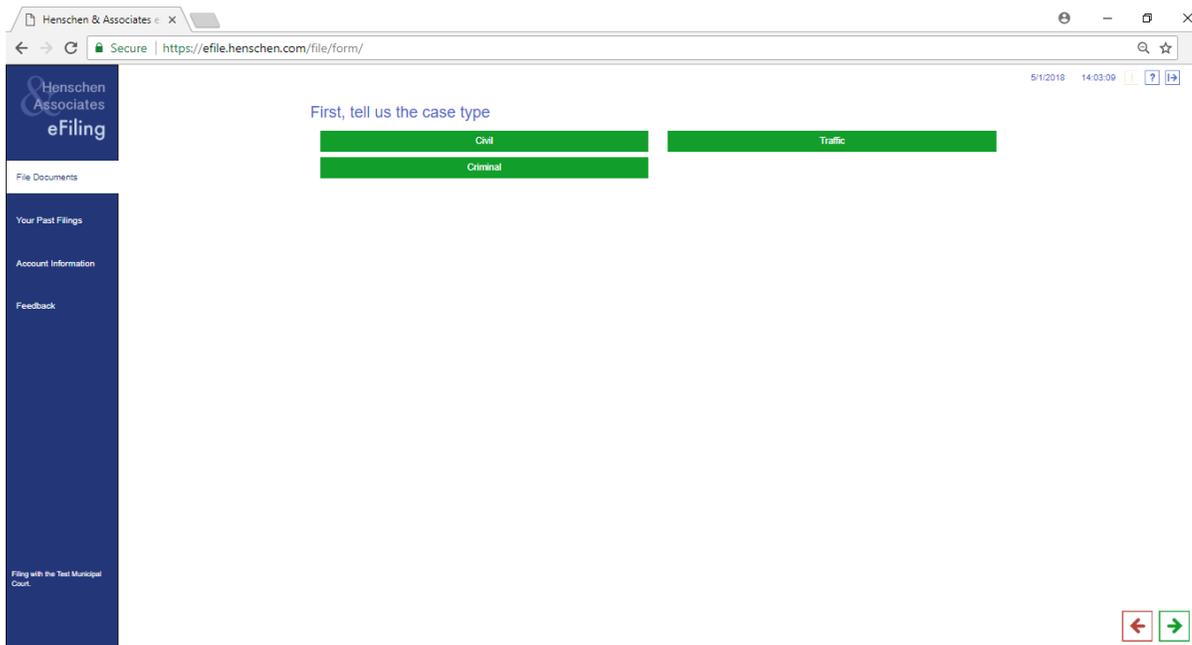


Figure7

1. A screen similar to figure 7 will display for you to select the case type for eFiling.
2. Select the case type.

### III. Forms

Depending upon the court you have chosen above, different forms will display.

#### A. Choosing the Form for the Case. (Screen similar to Figure 8 will display)



Figure 8

1. Select the desired form from a list of forms that will display based upon the court that was chosen. As indicated in the red square in Figure 8, the court chosen will be notated here.

**NOTE:** If additional forms are necessary to comply with this form eFiling, the system will automatically display the additional forms once the green next arrow is selected upon the completion of the present form. An orange bar may also display at the top of the screen to indicate that additional forms have been selected for this eFiling.

2. By hovering over the “i” box, the cost of this eFiling may be observed as well as if there are any prerequisites needed with this present form when eFiling.

## B. General Case Information

Depending upon the type of form chosen above, there are 2 possible paths of questioning that will take place.

**First Path:** If the doc being filed is on a case already existing in the court, the systems will ask you to search using the case number or person's name.

**Second Path:** The system will prompt you for the case information because the case does not exist at the court until you file your documents and the court processes your eFiling.

## IV. Supporting Documents

### A. Uploading Documents

**NOTE:** All uploaded documents must be in .pdf format.

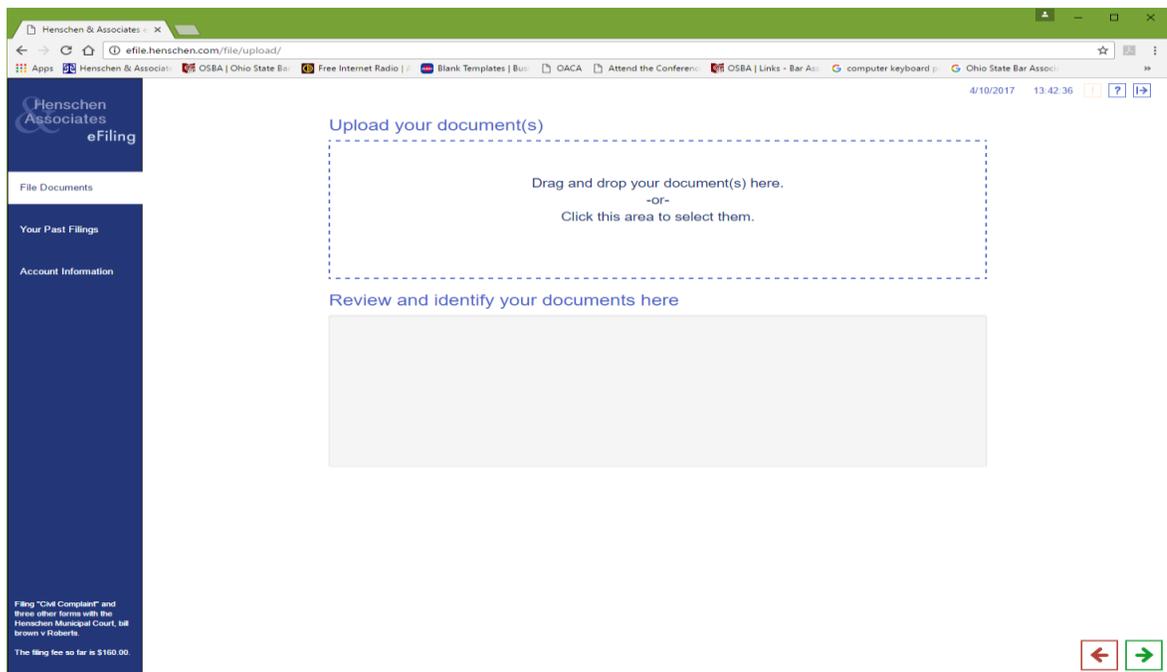


Figure 9

1. As stated in Figure 9, ***“Drag and drop your document(s) here”***

- a. Simply drag the document(s) into the box from where ever they are saved.

**OR**

2, ***“Click the area to select them”*** and a screen, similar to Figure 9, will display to select the .pdf document.

- a. Double click on the single document or select the **Open** option after highlighting the desired form name.
- b. Multiple forms may be added and uploaded at the same time.

**NOTE:** Depending upon your operating system, the dialog box in Figure 10 may look very differently but will function in a similar manner.

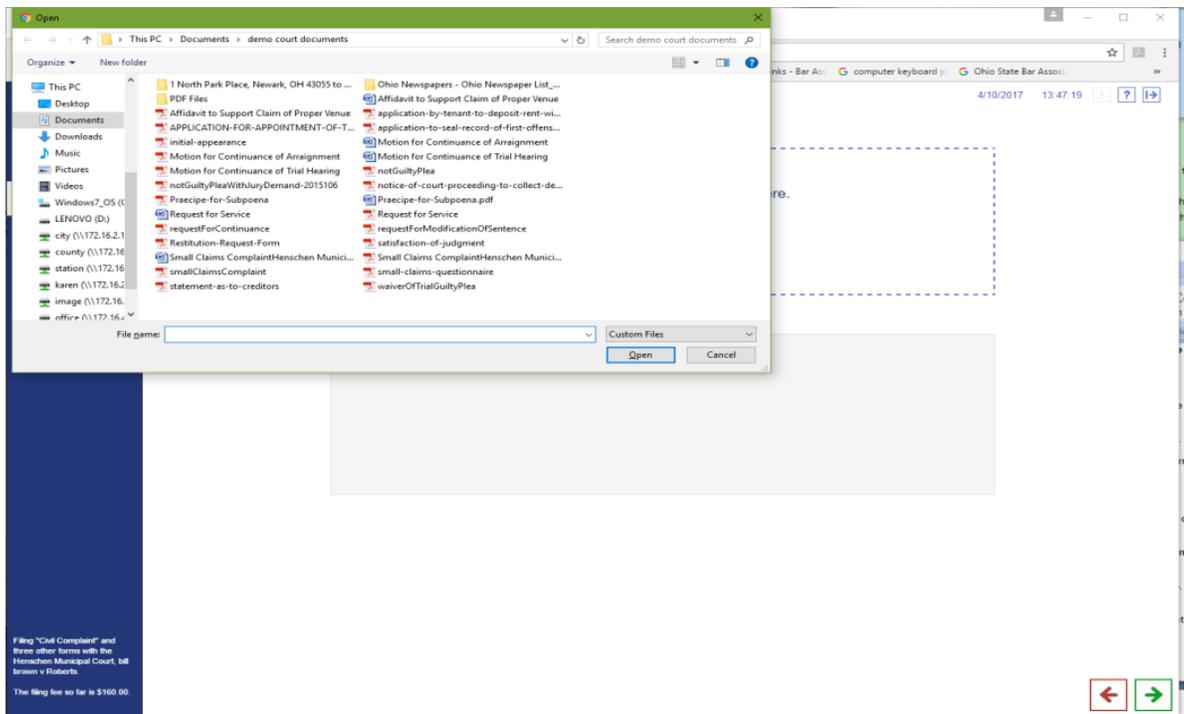


Figure 10

3. As the forms are uploading, the screen will display a black line while the information is loading. (see Figure 11)

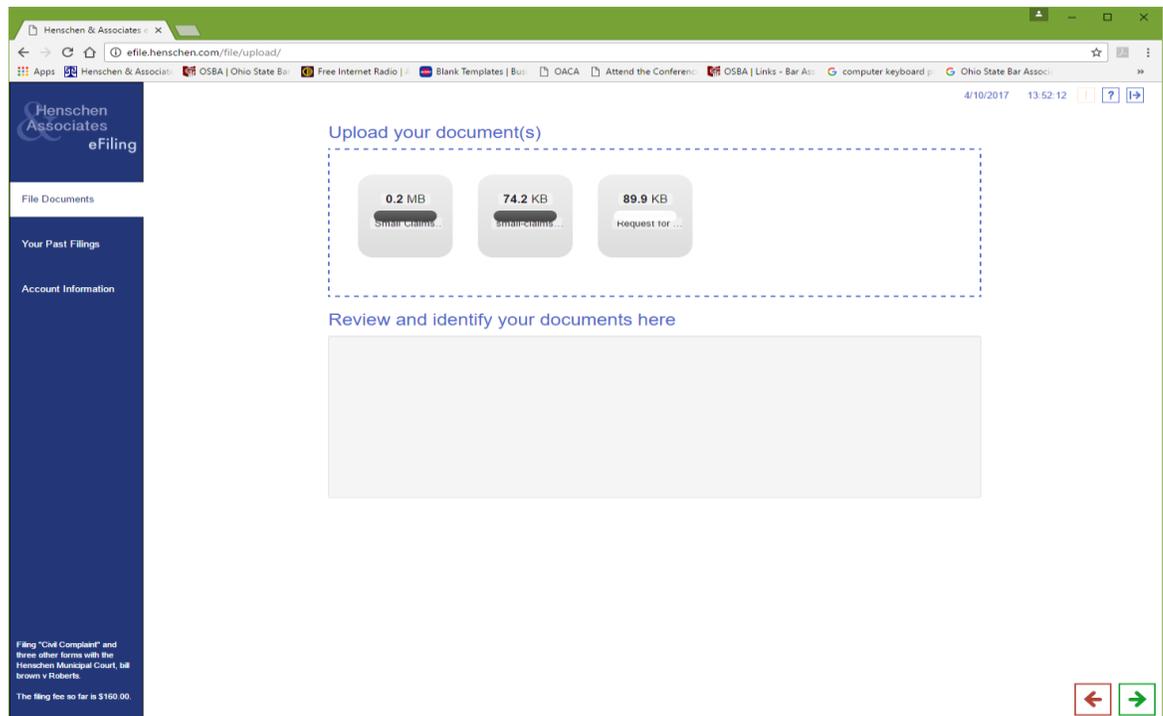


Figure 11

## B. Labeling the Form

1, Once the upload of the forms have completed, hover the cursor over one document at a time. A magnifying glass will display in the upper right corner of the form along with a **red X**. (see Figure 12)

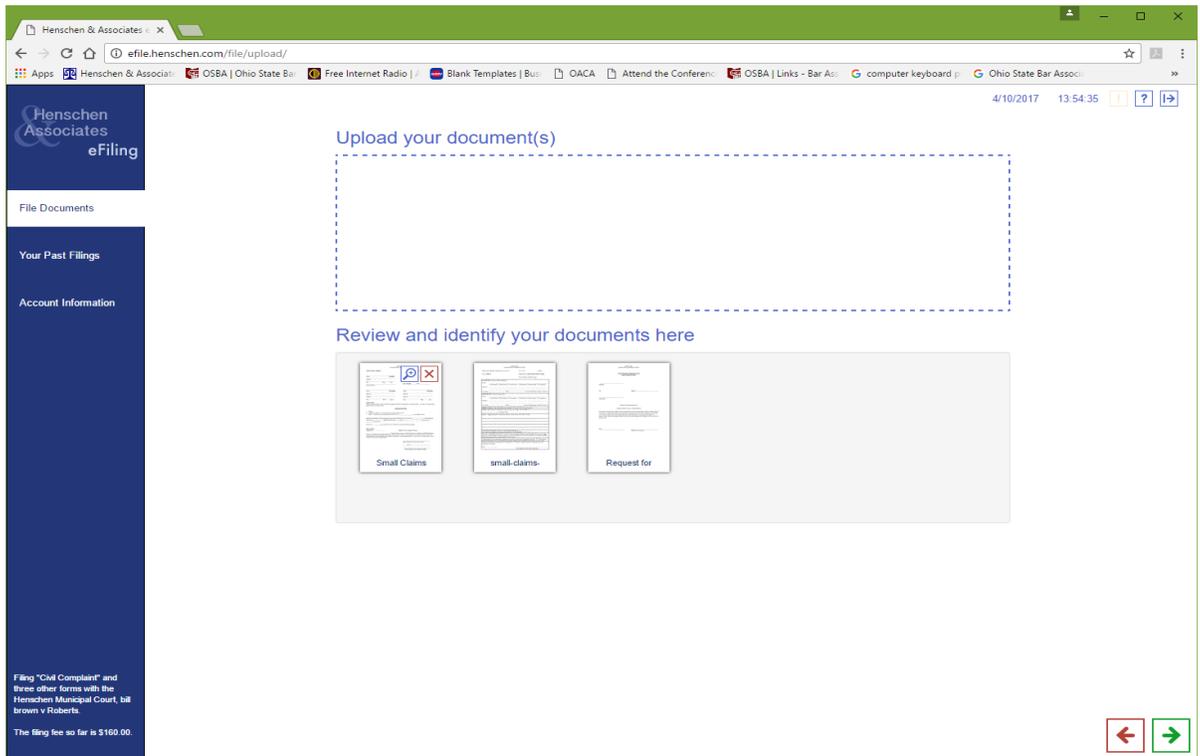


Figure 12

2. Select the magnifying glass icon and the document will enlarge. A drop down will display with names of documents. (see Figure 13)

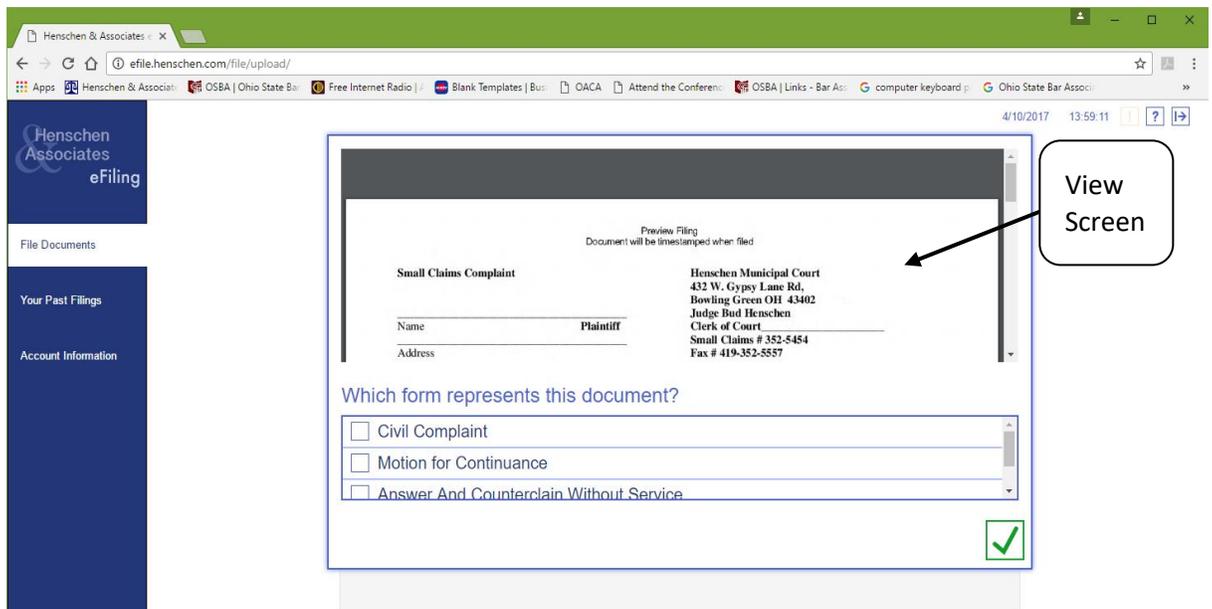


Figure 13

3. Select the correct name for each document by placing an "X" in the box by the desired name and **CLICK** on the **green check mark**. (see Figure 14)
4. If an uploaded document is not needed, select that document and click on the **red X**. A screen will display confirming the deletion. Select **green check mark** again and the document will be deleted.
5. Follow the same procedure to select the correct desired document.

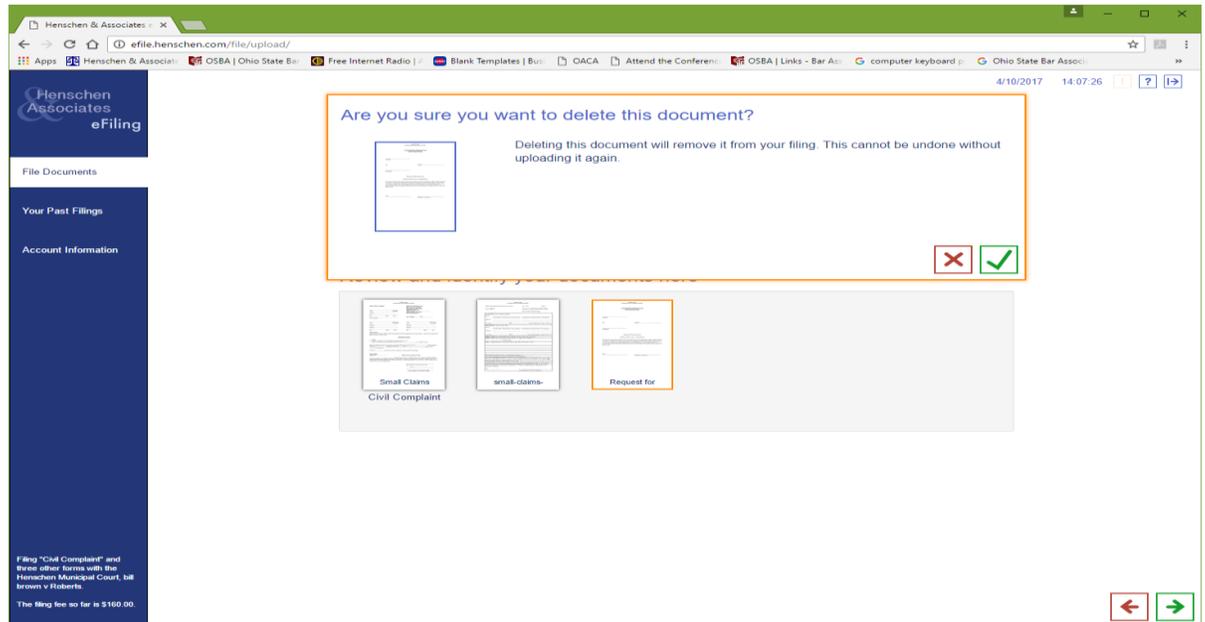


Figure 14

## V. Cost / Payment Screens

1. This screen displays the amount owed if eFiling fees have been incurred.
2. The eFiler must enter the necessary information for payment. (see Figure 15)

The screenshot shows a web browser window with the URL `efile.henschen.com/file/cost/`. The page title is "Your filing has a filing fee of \$130.00, payable to the Henschen Municipal Court." The main content area displays a summary of charges:

Agency Amount	\$130.00
LexisNexis Service Fee	\$3.50
<b>Total Payment Amount</b>	<b>\$133.50</b>

Below the summary is a form for entering payment information:

First Name\*  Last Name\*   
Billing Zip Code  Email Address\*   
Phone Number   
Payment Type\*  Credit Card  
Credit Card Number\*  Card Expiration\*   
 By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

A "Pay Now" button is located below the form. At the bottom of the page, there is a reminder: "Remember: your filing is not considered 'filed' with the Court until they receive and process it. You will be notified by email when the status of your filing changes."

Figure 15

3. The eFiler will receive a payment confirmation immediately if payment is accepted. (see Figure 16)

The screenshot shows the same web browser window, but the page content has changed to a confirmation screen. The main heading is "Your filing has a filing fee of \$130.00, payable to the Henschen Municipal Court." Below this, it states: "Your payment of \$130.00 to the Henschen Municipal Court was successful. To complete this filing, click the continue button below. This is your receipt. You can print it out if you want."

A "Payment Details" box contains the following information:

Order ID: 0000000090	Date / Time: 2017-04-10 14:25:02
Amount: 130.00	Payer: Karen Hosley
For: Filing fee (000000000483)	Card Number: **** * 0248

At the bottom of the page, the same reminder is present: "Remember: your filing is not considered 'filed' with the Court until they receive and process it. You will be notified by email when the status of your filing changes."

Figure 16

4. The eFiler will receive a confirmation that **“Your filing is complete and will be sent to the Court.”** (see Figure 17)

5. The Court will notify the eFiler by email as to the status of filing completion.

**NOTE:** The eFiling is not considered “filed” until the Court processes the document.

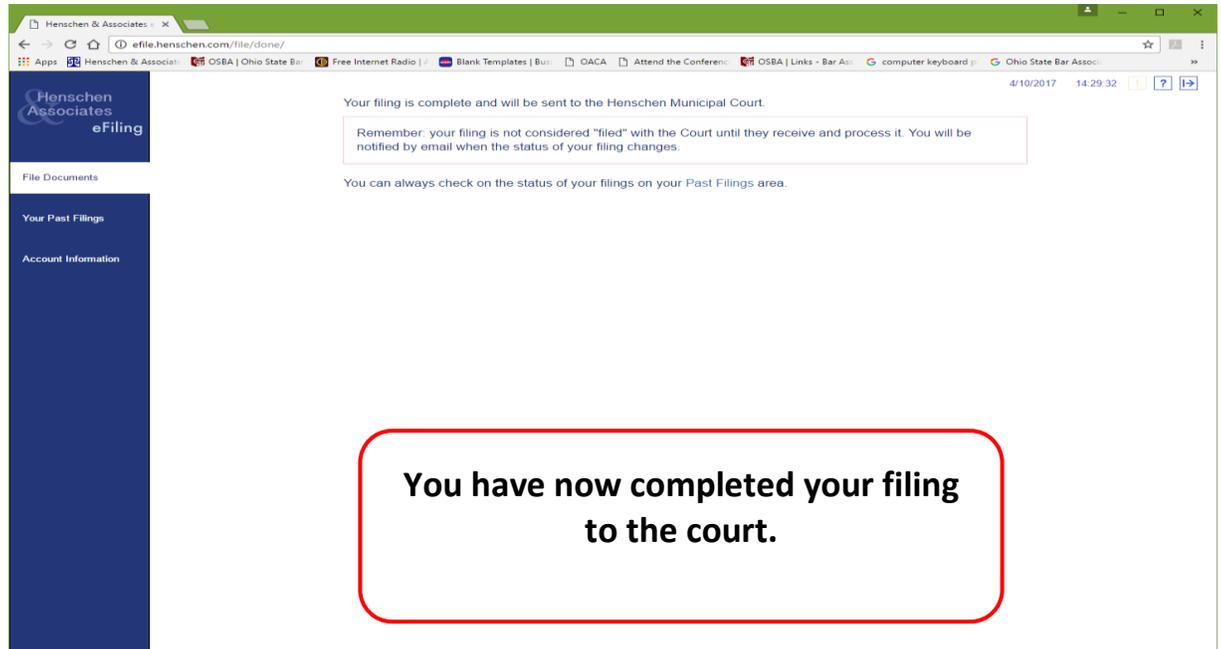


Figure 17

## VI. Past Filings

1. In the listing on the side blue bar, there is an option to display “Your Past Filings.” (see Figure 18) Select this option.

2. Once this option is selected, at the top the displayed screen a drop-down box will allow options to sort completed eFilings up to the last 50 eFilings. (see Figure 18)

### 3 Choices to Sort

- Show complete and incomplete
- Show complete
- Show incomplete

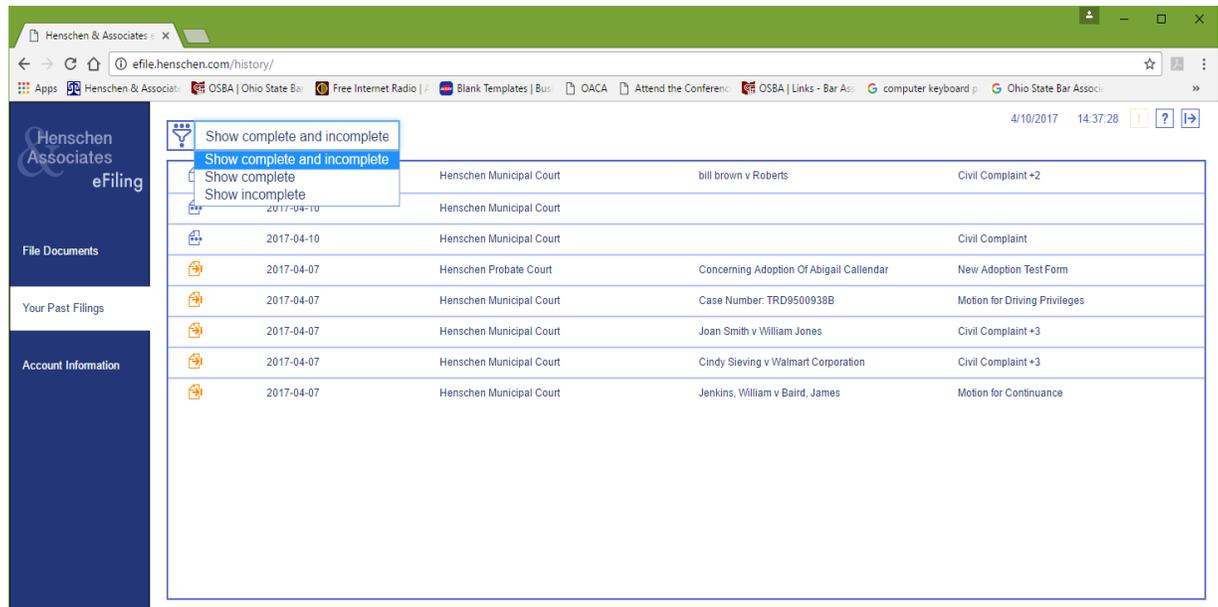


Figure 18

3. The icons to the left of the filings change color to indicate movement status of the form through the court system.

- Orange** – document was received by the Agency
- Green** – the document was accepted by the court
- Purple** – the document is incomplete being sent to the court but not yet received
- Red** – the document has been rejected by the court. This will be accompanied by a note of explanation.
- The little numbers to the right of the file name indicates that additional documents accompany that specific eFiling.

## VII. Account Information

A. The next selection on the side blue bar is the **Account Information**. This screen will display detailing the eFiler's information.

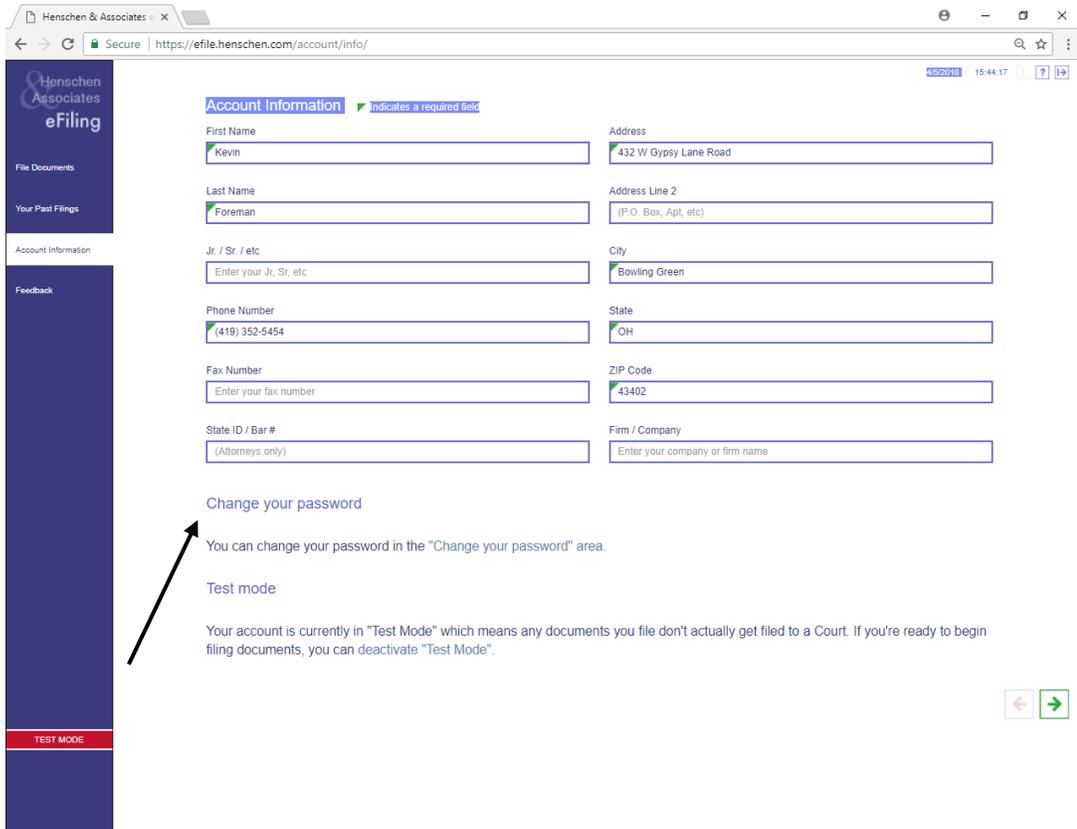


Figure 19

1. The password can be changed on this screen as well as additions and modifications to the general information.

## VIII. Feedback

A. The last selection on the side blue bar is **Feedback**. If you have a comment(s) about this process or program, please feel free to submit your comments and we may respond accordingly. (see Figure 20)

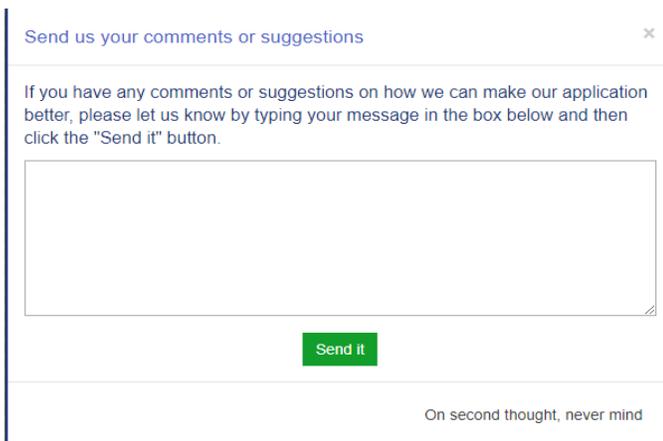


Figure 20