



Carroll County eFiling 101: Subsequent Filings on eFiled Cases

What are Subsequent Filings?

Subsequent Filings are Filings that are being filed against cases that have already been created and assigned a case number in the Clerk's office

- 1) Log in to your eFiling portal
- 2) Select the **Search** tab at the top of the screen



- 3) Select the **Case Number** tab

- 4) Type in the case number (including all leading zeroes), then click **Search**

- 5) Click the blue eFile button next to your party's name



- 6) Select the party you are filing **On Behalf Of**, your filing's **Document Type** from the drop-down menu, then upload your attachment.



- 7) Please be advised that all **Motions** filed may have a **Proposed Order** attached.

When the MOTION document type is selected, a secondary attachment slot appears



- 8) At the bottom of the page, select **Cancel** to start over, **Save** to save your progress without submitting, or **Continue with Filing**.



- 9) The next page will allow you to review your filing before submission. Select **Return** to start over, **Modify** to make changes, or **Submit Filing** to continue.

If your filing requires a deposit, you will be redirected to the Fivepoint website for payment at this time.

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

[Return](#) [Modify](#) [Submit Filing](#)

- 10) The Clerks will review your filing. If all necessary criteria are met, you will receive an email notification when your filing is accepted.