FILE INTO AN EXISTING CASE

A filing through the Odyssey File & Serve is called an "envelope." An envelope can contain more than one document (e.g., a motion and a brief).

The following items can be submitted into an existing case:

Motions

- Motion for Attorney's Fees
- Motion for Law Student to Argue
- Motion for leave to file amicus brief
- Motion of Appellant to extend date for filing brief and appendix
- Motion of Appellant to extend date for filing Reply Brief
- Motion of Appellee to extend date for filing brief
- Motion to admit counsel pro hac vice
- Motion to consolidate
- Motion to file non-conforming brief
- Motion to file supplemental appendix
- Motion to stay appellate proceedings of Appellant
- Motion to stay appellate proceedings of Appellee
- Motion to waive additional fee
- Motion to withdraw as counsel
- Opposition

Notices

- Notice of appearance
- Notice of change of address of attorney
- Notice of change of counsel

Briefs

- Amicus brief
- Appellant brief
- Appellee brief
- Appendix
- Reply Brief

Other

- Civil Appeal Entry Form
- Corporate disclosure statement
- Docketing statement
- Letter pursuant to MRAP 16(l)
- Petition for Rehearing
- Status Report

1. On the screen that displays after you first sign in, click the blue "File into Existing Case" button:

Massachusetts	Gourt System Odyssey File & Serve	≜ -
		Actions -
Filer Dashboard		
My Filing Activity	New Filing	
Pending	Start a New <u>Use a Template</u> Case	
Accepted	Case	
Returned	File into Existing Case	
Drafts	1 Need help getting started?	
Served		
View All		

2. In the File Into Existing Case screen, search for the existing case you wish to file into.

File Into Existing Case			
Location Click to select Location	-		
Case Number			
Case #			
Party is a Business/Agency			
First Name	Middle Name	Last Name	
Case Type	Sort results by		
Search Clear Search	Case Number		

From the Location drop down menu, select "Appeals Court."

There are a number of ways to search for your case:

By Case Number:

If you know the docket number of the case, enter it in the Case Number text field. This is the best method to search for a case.

File Into Existing Case		
Location		
Appeals Court	•	
Case Number 2016-P-2016		
Party is a Business/Agency		
First Name	Middle Name	Last Name
Case Type	Sort results by	
All Case Types	Case Number	•
Search Clear Search		

Click "Search." Your case will appear.

File Into Existir	ng Case			
Case Number	Location	Description	Case Type	
2016-P-2016	Appeals Court	Mary L Jones v John M	Contract dispute	Actions 🔻 🖡
ia a <mark>1</mark> > >i	20 ▼ items per page			1 - 1 of 1 items
Back to Search				

By Party Name:

Enter the full name of a party in the case. Then click search.

File Into Existing Case		
Location		
Appeals Court	•	
Case Number		
Case #		
Party is a Business/Agency		
First Name	Middle Name	Last Name
John		Smith
Case Type	Sort results by	
All Case Types 🗸	Case Number	•
Search Clear Search		

Find your case in the list:

Case Number	Location	Description	Case Type	
1995-P-0082	Appeals Court	Smith v Adams		Unavailable for Filing
1995-P-1782	Appeals Court	Smith v Adams		Unavailable for Filing
1996-P-0543	Appeals Court	Smith, Jr. v Holda		Unavailable for Filing
1997-P-1679	Appeals Court	Smith v Adams Med. Ass	Malpractice: medical	Actions 🔻
2002-P-1512	Appeals Court	Butler et al v Zoning Boa		Unavailable for Filing
2014-P-1851	Appeals Court	Three Registered Sex O	Tort	Actions 🔻
2016-P-0004	Appeals Court	Todd Smith v John Smith	Abuse petition c 209A	Actions 🔻
2016-P-0042	Appeals Court	IN RE: John George Smith	Business/Commercial	Actions 🔻
2016-P-2001	Appeals Court	IN RE: John Smith	Civil service	Actions 🔻
2016-P-2004	Appeals Court	John Smith v Andrew Sm	Administrative law	Actions 🔻
2016-P-2016	Appeals Court	Mary L Jones v John M	Contract dispute	Actions 🔻
H 4 1 > H	20 v items per page			1 - 11 of 11 items
Back to Search				

By Case Type:

If you know the case type of the case you wish to file into, enter a party name, and select from the Case Type dropdown menu the case type. Click the Search button. Find the appropriate case in the results list:

File Into Existing Case			
Location			
Appeals Court	-		
Case Number			
Case #			
Party is a Business/Agency			
First Name	Middle Name	Last Name	
John		Smith	
Case Type	Sort results by		
Contract dispute	Case Number	•	
Search Clear Search	-		

3. No matter which way you find your case, once you have found it in the search results list, click the "Actions" menu to the right of the case listing:

File Into Existi	ng Case		
Case Number	Location	Description	Case Type
2016-P-2016	Appeals Court	Mary L Jones v John M	Contract dispute
H 4 1 > H	20 ▼ items per page		
Back to Search			

Select "File into Case" from the dropdown menu:

File Into Existing Case				
Case Number	Location	Description	Case Type	
2016-P-2016	Appeals Court	Mary L Jones v John M	Contract dispute	Actions 👻 🤶
H 4 1 - H	20 V items per page			Actions File Into Case File Into Case
Back to Search				View Service

An envelope will be created and appear on your screen with the Case Information and Party Information sections pre-filled in from the Appeals Court database. These sections are not able to be edited, and new parties cannot be added to an existing case via e-filing.

ase # 2016-P-2016 -	Mary L Jones	v John M Smith		
Case Information	-			-
ocation ppeals Court	Category Appeals C	ourt Panel Cases - Civil	Case Type Contract dispute	
ower Court/Agency # Superior Court, Middlesex Count	y Mary L Jor	e nes v John M Smith		
a se # 016-P-2016				
irm Name pe Attorney's Law Firm	Filed By Joe Attorne	еу		
Party Information				
Party Type	Party Name	Lead Attorney		
Defendant/Appellant	John M Smith	Tiffany Knapp		

4. The Filings section of the envelope, which is the only active section when the envelope first appears on your screen, is where you upload documents to be submitted to the court.

Filings							-
Enter the details for this filing							
Filing Type		Filing Code			_		
EFile	-	Click to select Filing	Code	-	0		
Filing Description							
Optional: Enter the name of the doo	ument you	are filing.		0			
Reference Number			Filing Comments				
Optional: Enter your client billing co	de or firm tr	acking number if app	Optional: Any con	nments for court	clerks	0	
Courtesy Copies							
Optional: Enter multiple email addre	esses to	9					
Related Parties							
Click to select Related Parties				0			
					Und	0	Save Changes

Required Fields:

- Filing Code: From this drop down, select the document you wish to submit to the court.
- **Related Parties**: The related party is the party the document is being submitted on behalf of (your client).
- **Lead Document**: Upload the document to be submitted to the court . Only PDF documents are accepted by the system.

Optional Fields:

- Filing Description: The name of the document being filed.
- **Reference Number**: This is for a client billing code or internal tracking number, if applicable. This is for your internal firm use.
- Filing Comments: This field is for any comments you wish for the clerk to see with your filing when it is being reviewed.
- **Courtesy Copies**: Enter the email address of any person you wish to receive a courtesy copy of this filing. They will receive an email containing a link to download your document upon the Court's acceptance of the filing..
- **Description**: When a document is uploaded, a Description field appears below the document. Enter a description of the document here if you would like.

This field is mandatory for multi-volume appendices. See the Appeals Court FAO Guidance for more information.

Related Parties		
John M Smith 🗙	θ	
Lead Document (Required)		
Motion_to_Extend_Brief_Due_Date.pdf 242.84 kB		×
Description		
Optional		
1		
		Undo Save Changes

When all of the information is properly entered, click the blue "Save Changes" button

Filings					g –
Enter the details for this filing Filing Type EFileAndServe	Filing Code Motion of Appellan	t to extend date for filing	brief an 🔻 🚯		
Filing Description			0		
Reference Number Client #0246		Filing Comments	nents for court clerks	0	
Courtesy Copies jane.p.attorney@gmail.com	0				
Related Parties John M Smith ×			Ð		
Lead Document (Required)					
Motion_to_Extend_Brief_Due_Date.pdf 2 Description Optional	42.84 kB				×
			U	ndo Sav	e Changes

5. You can submit multiple filings for one case within the same envelope. If you wish to submit another filing, click the "Add Another Filing" button at the top of the filings section of the envelope, and complete the information for the additional document:

Filings			-
Filing Code	Reference Number	Filing Description	
Motion of Appeliant to extend dat	Clinet #0246	Smith Motion to Enlarge	Actions -
			Add Another Filing

Filings				_			C -
Filing Code	Referer	nce Number	Filing De	escription			
Motion of Appellant to extend dat	Client #0)246	Smith Mo	tion to Extend Brief I	Due		Actions 💌
Appellant Brief	Client #0						Actions 🔻
Enter the details for this filing Filing Type EFileAndServe	T	Filing Code	rief		v	0	Add Another Filing
Filing Description					0		
					U		
Reference Number				Filing Comments			
Client #0246				Optional: Any con	ments for court c	lerks	0
Courtesy Copies							
jane.p.attorney@gmail.com		0					
Related Parties							
John M Smith 🗙					0		
Lead Document (Required)							
Appellants_Brief.pdf 6.05 MB							×
Description							
Optional							
						Undo	Save Changes

6. When you have completed the Filings section of your envelope and saved changes for all documents to be submitted, continue to the Service Contacts section of the envelope. In this section, you select those parties to be served with the items you are submitting in this envelope.

Service	Contacts		-				
Please s	Please select at least one service contact for service.						
Service c	ontacts will receive service on the filings in this envi	elope.					
Serve	Name	Email					
	: John M Smith - Defendant/Appellant		Actions 🔻 🖍				
	Joe Attorney	joe.attorney.firm@gmail.com	Actions 💌				
▼ Party	: Mary L Jones - Plaintiff/Appellee		Actions 🔻				
	Secretary Eyre	APCefile@yahoo.com					
 Other 	Service Contacts		Actions 🔻				

If the attorney or party you need to serve is not already an associated service contact listed on the case, search for them on the public list. All attorneys who register to e-file must add themselves to the "public list" of potential service contacts

Click the "Actions" dropdown to the right of the party who needs service and select "Add from Public List":

Serve	Serve Name Email				
 Party 	: John M Smith - Defendant/Appellant	Actions 🔻	*		
	Joe Attorney	joe.attorney.firm@gmail.com	Actions 💌		
Party	: Mary L Jones - Plaintiff/Appellee		Actions - Actions		
Other Service Contacts				Firm Se Public I	ervice Contacts List

Type in the name of the attorney in the search box:

Add Service Contact fr	rom Public List			×
First Name	Last Name Eyre	Email	Firm Name	Q x
Show Selected Public	Service Contacts			
Name	Email		Firm	
				total items
				Close Save

Check the box next to the contact you wish to add, and click the "Save" button.

Add Service Contact fro	om Public List			×
First Name	Last Name	Email	Firm Name	
	Eyre			Q 🗙
Show Selected Public	Service Contacts			
Name	Email		Firm	
Secretary Eyre	APCefile@yah	APCefile@yahoo.com		•
				1 total items
				Close Save

Under the appropriate party, ensure that the check box next to the service contact is checked:

Service	Contacts		-				
Service o	Service contacts will receive service on the filings in this envelope.						
Serve	Name	Email					
▼ Party	r: John M Smith - Defendant/Appellant		Actions 🔻 Â				
	Joe Attorney	joe.attorney.firm@gmail.com	Actions 💌				
▼ Party	: Mary L Jones - Plaintiff/Appellee		Actions 🔻				
	Secretary Eyre	APCefile@yahoo.com					
 Other 	Service Contacts		Actions 🔻				

Once you have selected a service contact for all parties that have a representative registered for e-service, move on to the fees section of the envelope.

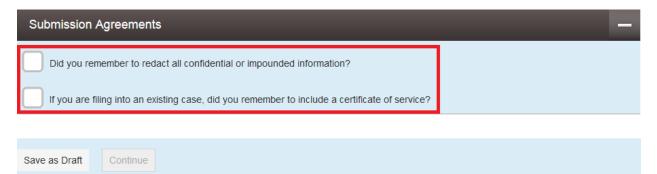
- 7. In the fees section, fill out all required fields:
 - **Party Responsible for Fees:** The party who is incurring the costs of filing. This is whoever you are filing the document on behalf of. If there is more than one appellant, just select the first appellant.
 - **Payment Account:** This dropdown lists all Payment Accounts associated with your firm (see separate guide on how to add payment accounts to your firm). Select the method of payment for the filing fees associated with this filing. Do not use a waiver account unless waiver of court fees has already been approved by the Appeals Court.
 - **Filing Attorney:** The attorney who is filing the document. The dropdown populates from the list of your firm attorneys.

Fees			-
	Motion of Appellant to ex	tend date for filing brief and append	dix
		Description Filing Fee	Amount \$0.00 Filing Total: \$0.00
•	Appellant Brief		
		Description Filing Fee	Amount \$0.00 Filing Total: \$0.00
		Total Filing Fee E-File Fee	\$0.00 \$6.00 Envelope Total: \$6.00
		Party Responsible for Fees	
		Click to select Party Responsible for	r Fees
		Payment Account	
		Click to select Payment Account	-
		Filing Attorney	
		Click to select Filing Attorney	-
			Undo Save Changes

Once all of the information is filled in completely, click the Save Changes button:

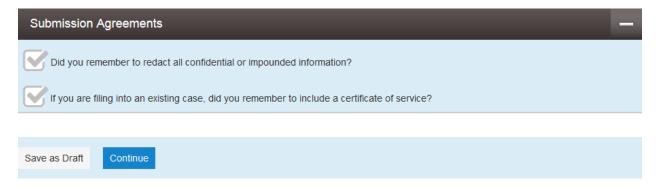
Total Filing Fee Payment Service Fee E-File Fee Party Responsible for Fees	En	\$0.00 \$1.00 \$6.00 velope Total: \$7.00
John M Smith		-
Payment Account		
Master Card		-
Filing Attorney		
Tiffany Knapp		•
	Undo	Save Changes

8. Once you have complete the Fee section and saved your changes, the Submission Agreements section becomes available:



Read both agreements through completely. If the answer to the question is yes, check the box beside the agreement statement. If the answer is no, either restart the process with a redacted document or add a certificate of service to your uploaded document.

9. When both submission agreements have been checked, press the Continue button to proceed to submit your envelope (there is a confirmation page before submission):



10. Review the envelope on the next page, ensuring the information is complete and correct:

Case information Location Appeals Court Panel Cases - Cwir Seperitor Court, Maddeses Courty * Superitor Court, Maddeses Courty * Mary L. Jones V. John M. Smith Case * yee Contract dispute * Contract dispute * Mary L. Jones V. John M. Smith Party Information Files By John M. Smith Lead Attorney Party Type Party Name Lead Attorney Party Type Party Name Lead Attorney Party Type Party Name Lead Attorney Plantit/Appeale Mary L. Jones Titley Responsible for Filing Code Reference Number Filing Description Motion of Appealant to extend date for filing bref and Client #0246 Smith Motion to Extend Bref Oue Date Appealant Bref Service Contacts Service Summary peatforming mail com Party: Mary L Jones - Plaintiff/Appeale Featry: Mary L Jones - Plaintiff/Appeale Party: Mary L Jones - Plaintiff/Appeale Party escretary Eve APCefle@yahoo.com Feas - Appealant Brief Description Filing Fee Party Expension M Smith Party Responsible for Filing Fee Party Responsible for Filing Fee Party Responsible for Filing Attorney Description Filing Attorney Date Filing Fee Payment Account Party Responsible for Filing Attorney Dotal Filing Fee Payment Account Envice Fee Payment Account Filing Att		nith	Smi	s v John∣	L Jones	l6 - Mary I	016-P-2016	ase # 2
Appeals Court Appeals Court Part Cases - Could Part Cases - Could Part Part Part Part Part Part Part Part							ormation	Case Info
Bits Proof Count, Modeleses County Mary L. Jones v John M Smith Signer of Count, Modeleses County Mary L. Jones v John M Smith Party Type Party Mare Lead Attorney Party Type Party Mare Party Mare Party Mare Party Mare Party Mare Party Type Mary L. Jones Party Mare Party Mare Party Mare Party Mare Party Mare Party L. Jones Party Mare Party Mare Party Party Party Party Party Mare Party L. Jones Party Mare Party Mare Party Party Mare Party Party Party Party Party Mare Party L. Jones Party Mare Party Par			s - Civil				ırt	
are if or SP-2016 the Attorney's Law Firm be Attorney Party Information Party Type Party Name Party Responsible for Party Pa				tle	Short Ti	ounty		
Immana Filed By Joe Alterney Party Information Party Type Party Mame Lead Attorney Detendant/Appellant John M Smith Tiffany Knapp Party Responsible for John M Smith Service Contacts Service Contacts Service Contacts Service Contacts Joe Attorney Service Contacts Service Fee Service Fee<!--</td--><td></td><td></td><td></td><td></td><td>mary 2 of</td><td>ounty</td><td></td><td>ase #</td>					mary 2 of	ounty		ase #
Party Information Party Information Party Type Party Name Lead Attorney Detendant/Appeliant John M Smith Tiffany Knapp Party Filing Code Reference Number Filing Description Kotion of Appeliant to extend date for filing brief and expendix Other Service Contacts Serve Name Email Party: John M Smith Defendant/Appeliant Joe Attorney Joe Attorney Joe Attorney Joe Attorney Party: Mary L Jones Plaintiff/Appeliae Fees Fees Party Responsible for Lead Attorney John M Smith Reference Number Party Responsible for Lead Attorney Lead Attorney Lead Attorney Lead Attorney Party: Mary L Jones Plaintiff/Appeliant Party: Mary L Jones Plaintiff/Appeliant Party: Mary L Jones Plaintiff/Appeliant Party Party Plaintiff Plaintif					Filed By)	
Party Type Party Name Lead Attorney Defendant/Appellant John M Smith Tiffany Knapp Plaintiff/Appellee Mary L Jones Filing Code Reference Number Filing Description Motion of Appellant to extend date for filing brief and Client #0246 Smith Motion to Extend Brief Due Date Appellant Brief Client #0246 Smith Motion to Extend Brief Due Date Service Contacts Email Smith Brief Service Contacts joe attorney firm@gmail.com Smith Party: John M Smith - Defendant/Appellee joe attorney firm@gmail.com Smith Party: Mary L Jones - Plaintiff/Appellee scretary Eyre APCelle@yahoo.con Smith Party: Mary L Jones - Plaintiff/Appellee Scretery Eyre APCelle@yahoo.con Smith Chter Service Contacts Scretary Eyre APCelle@yahoo.con Scretary Eyre Scretary Eyre APCelling Prece Chter Service Contacts Scretary Eyre APCelling Prece Scretary Eyre Scretary Eyre Chter Service Contacts Scretary Eyre APCelling Prece Scretary Eyre Scretary Eyre Fees				ney	Joe Attor		's Law Firm	e Attorney
Defendant/Appellant John M Smith Tiffany Knapp Plaintff/Appellee Mary L Jones Filing Filings Filing Code Reference Number Filing Description Motion of Appellant to extend date for filing brief and Client #0246 Smith Motion to Extend Brief Due Date Appellant Brief Client #0246 Smith Motion to Extend Brief Due Date Service Contacts Service Contacts Service Contacts Service Name Email • Party: John M Smith - Defendant/Appellant							ormation	Party Info
PaintiffXAppellee Mary Lones Filings Filing Code Reference Number Filing Description Motion of Appellant to extend date for filing brief and Client #0246 Smith Motion to Extend Brief Due Date Appellant Brief Client #0246 Smith Motion to Extend Brief Due Date Appellant Brief Client #0246 Smith Motion to Extend Brief Due Date Party: John M Smith - Defendant/Appellant Joe Attorney jee attorney firm@gmail.com Party: Mary L Jones - Plaintiff/Appellee Secretary Eyre APCefile@yahoo.com Elizabeth Jean Harvey elizabeth.harvey@appt1state.ma.us Other Service Contacts Fees Fees Appellant Brief Party Responsible for John M Smith Fees		Lead Attorney		ne	Party Nar			Party Type
Filings Filing Code Reference Number Filing Description Motion of Appellant to extend date for filing brief and appendix Description Party: John M Smith Defendant/Appellant Determine Party: Mary L Jones - Plaintiff/Appellee Service Contacts Fees Fees Fees Fees Fairy Responsible for Filing Fee Payment Service Fee E-File Fee Fairy Responsible for Fees Fairy Responsible for Fees Fairy Mark Marker Card Fairy Responsible for Fairy Marker Card		Tiffany Knapp		nith	John M Sr		Appellant	Defendant/
Filing Code Reference Number Filing Description Motion of Appellant to extend date for filing brief and Cilent #0246 Smith Motion to Extend Brief Due Date Appellant Brief Cilent #0246 Smith Motion to Extend Brief Due Date Service Contacts Serve Name Email Serve Name Email Serve Joe Attorney joe attorney firm@gmail.com Serve Party: Mary L Jones - Plaintiff/Appellee APCeflie@yahoo.com Serve Service Contacts Serve Contacts Serve APCeflie@yahoo.com Elizabeth Jean Harvey elizabeth harvey@appct state ma us Serve Other Service Contacts Serve Service Contacts Serve Fees - Motion of Appellant to extend date for filing brief and appendix Description Filing Fee - Appellant Brief Description Filing Fee Party Responsible for Fees John M Smith Service Fee Filing Fee Party Responsible for Fees John M Smith Service Free En				nes	Mary L Jo		bellee	Plaintiff/App
Motion of Appeliant to extend date for filing brief and Client #0246 Smith Motion to Extend Brief Due Date Appeliant Brief Client #0246 Smith Brief Serve Name Email Party: John M Smith - Defendant/Appeliant Joe Attorney Joe attorney.firm@gmail.com Party: Mary L Jones - Plaintiff/Appeliee Secretary Eyre APCeflie@yahoo.com Elizabeth Jean Harvey elizabeth.harvey@appct.state ma.us Other Service Contacts Fees Fees Party Responsible for John M Smith Party Responsible for Maxier Card								-ilings
Appellant Brief Client #0246 Smith Brief		Filing Description	nber F	Reference N			e	Filing Cod
Service Contacts Serve Name Email Party: John M Smith - Defendant/Appellant Joe Attorney Joe attorney.firm@gmail.com Party: Mary L Jones - Plaintiff/Appellee Secretary Eyre APCeflie@yahoo.com Elizabeth.Jean Harvey elizabeth.harvey@appct.state.ma.us Other Service Contacts Fees Fees Fees Fees Total Filing Free Payment Service Free E-File Free E-File Free Fayment Account Master Card	ite			Client #0246	brief and	d date for filing b	ppellant to extend o	Notion of A
Serve Name Email Party: John M Smith - Defendant/Appellant Joe Attorney Joe Attorney Joe Attorney Joe Attorney Joe Attorney Joe Attorney Joe Attorney firm@gmail.com Party: Mary L Jones - Plaintiff/Appellee Secretary Eyre APCefile@yahoo.com Elizabeth Jean Harvey elizabeth.harvey@appct.state.ma.us Other Service Contacts Fees 		Smith Brief	5	Client #0246			rief	Appellant B
Serve Name Email Party: John M Smith - Defendant/Appellant Joe Attorney Party Responsible for John M Smith Fees Party Responsible for John M Smith Fees Party Responsible for John M Smith Master Card En Party Responsible for Master Card Party Responsible for Master Card Master Card En Party Responsible for Master Card Party Responsible for Master								
Serve Name Email Party: John M Smith - Defendant/Appellant Joe Attorney Party Responsible for John M Smith Fees Party Responsible for John M Smith Fees Party Responsible for John M Smith Master Card En Party Responsible for Master Card Party Responsible for Master Card Master Card En Party Responsible for Master Card Party Responsible for Master							Contacts	Service (
 Party: John M Smith - Defendant/Appellant Joe Attomey joe.attomey.firm@gmail.com Party: Mary L Jones - Plaintiff/Appellee Secretary Eyre APCefile@yahoo.com Elizabeth Jean Harvey elizabeth.harvey@appct.state.ma.us Other Service Contacts Other Service Contacts 				Email			Name	
Joe Attorney joe attorney.firm@gmail.com Party: Mary L Jones - Plaintiff/Appellee Secretary Eyre APCeflie@yahoo.com Elizabeth Jean Harvey elizabeth.harvey@appct state.ma.us Other Service Contacts						the Defenden		
 Party: Mary L Jones - Plaintiff/Appellee Secretary Eyre APCeflie@yahoo.com Elizabeth Jean Harvey elizabeth.harvey@appct.state.ma.us Other Service Contacts Fees Fees For Appellant to extend date for filing brief and appendix Description Filing Fee Party Responsible for Party Responsible for Party Responsible for Motion M Smith Fees				nt	int/Appella	th - Defendar	: John M Smith	
Secretary Eyre APCeflie@yahoo.com Elizabeth.Jean Harvey elizabeth.harvey@appct.state.ma.us Other Service Contacts - Fees - Fees - APCeflie@yahoo.com - Fees - Fees - APCeflie@yahoo.com - Fees - APCeflie@yahoo.com - Fees - APCeflie@yahoo.com - Filing Fee - - <		m@gmail.com	ney.firm@	joe.att			Joe Attorney	
Elizabeth Jean Harvey elizabeth.harvey@appct.state.ma.us Other Service Contacts Fees - Motion of Appellant to extend date for filing brief and appendix Description Filing Fee - Appellant Brief Description Filing Fee Payment Service Fee E-File Fee Payment Account Master Card					Appellee	es - Plaintiff/A	: Mary L Jones	Party
 Other Service Contacts Fees Motion of Appellant to extend date for filing brief and appendix Description Filing Fee Appellant Brief Description Filing Fee Total Filing Fee Party Responsible for John M Smith Payment Account Master Card 		oo.com	@yahoo.	APCef		e	Secretary Eyre	
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Motion of Appellant to extend date for filing brief and appendix Description Filing Fee Appellant Brief Description Filing Fee Total Filing Fee Payment Service Fee E-File Fee En Party Responsible for John M Smith Fees Payment Account Master Card						acts	Service Contac	Other
Motion of Appellant to extend date for filing brief and appendix Description Filing Fee Appellant Brief Description Filing Fee Total Filing Fee Payment Service Fee E-File Fee En Party Responsible for John M Smith Fees Payment Account Master Card								
Motion of Appellant to extend date for filing brief and appendix Description Filing Fee								
				_		_	_	Fees
Filing Fee Appellant Brief Description Filing Fee Total Filing Fee Payment Service Fee E-File Fee En Party Responsible for Fees Payment Account Master Card		for filing brief and appendix	date fo	llant to exten	on of Appe	✓ Motio		
Appellant Brief Description Filing Fee Total Filing Fee Payment Service Fee E-File Fee En Party Responsible for Fees Payment Account Master Card	Amo \$0							
Description Filing Fee Total Filing Fee Payment Service Fee E-File Fee Party Responsible for Fees Payment Account Master Card	Filing Total: \$0		5					
Filing Fee Total Filing Fee Payment Service Fee E-File Fee En Party Responsible for John M Smith Fees Payment Account Master Card					ellant Brief	🗕 Appel		
Total Filing Fee Payment Service Fee E-File Fee En Party Responsible for John M Smith Fees Payment Account Master Card	Amo \$0							
Payment Service Fee E-File Fee En Party Responsible for John M Smith Fees Payment Account Master Card	Filing Total: \$0	Fili						
Payment Service Fee E-File Fee En Party Responsible for John M Smith Fees Payment Account Master Card	\$0	ling Fee	otal Filino					
Party Responsible for John M Smith Fees Payment Account Master Card	\$1 \$6	nt Service Fee Fee	ayment S					
Fees Payment Account Master Card	Envelope Total: \$7	Envelo			n M Smith	or John	Responsible for	Party
								Fees

If you need to make changes, click the "Back" button and make your corrections within the envelope.

When you are ready to submit your envelope, click the blue "Submit" button. The system will bring you back to the dashboard page with a confirmation notice at the top right of the screen indicating your envelope has been successfully submitted:

Massachusetts Co Odys	urt System sey File & Serve	Confirmation X Envelope 5168 is submitting. Click here to view receipt.
Filer Dashboard		Actions 🕌
My Filing Activity	New Filing	
Pending	Image: Start a New Case Use a Template	
Accepted	1 File into Existing Case	
Returned	Need help getting started?	
Drafts	Host help getting statted?	
Served		
View All		

You can view your pending envelope by clicking the Pending tab on the dashboard. You will also receive an email confirmation of your submission to the court. In addition, you will receive email notice when your submission is either accepted or rejected for filing.

To review and/or print a receipt of your submission, click the link in the green confirmation notification in the top right of the screen (see image above). A sample receipt is on the next page.

Should you encounter any problems starting a new case in the system, and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.

Case # 2016-P-2016 - Mary L Jones v John M Smith

Envo		Informa-	tion
Enve	lope	Informa	uon

Envelope Id 5168 Submitted Date 3/7/2016 11:44 AM EST Submitted User Name joe.attorney.firm@gmail.com

Case Information

Location Appeals Court

Lower Court/Agency # * Superior Court, Middlesex County

Case # 2016-P-2016

Firm Name Joe Attorney's Law Firm Category Appeals Court Panel Cases - Civil

Motion of Appellant to extend date for filing

Short Title Mary L Jones v John M Smith

Filed By Joe Attorney

Filing Code

brief and appendix

Case Type Contract dispute

Filings

Filing Type EFileAndServe

Filing Description Smith Motion to Extend Brief Due Date

Reference Number Client #0246

Courtesy Copies jane.p.attorney@gmail.com

Related Parties John M Smith

Filing Status Submitted

Lead Document

File Nam Motion_to		ief_Due_Date.pdf	Description		Security		Download Original File
	eService	Details					
	Status	Name		Firm		Served	Date Opened
	Sent	Secretary Eyre		Helpful Law Firm		Yes	Not Opened
Filing Type EFileAndSe			Filing Code Appellant Brief				
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Fees

	Motion of Appellant to extend date for filing brief and appendix				
		Description Filing Fee	Amount \$0.00 Filing Total: \$0.00		
	Appellant Brief				
		Description	Amount		
		Filing Fee	\$0.00		
			Filing Total: \$0.00		
		Total Filing Fee	\$0.00		
		Payment Service Fee	\$1.00		
		E-File Fee	\$6.00		
			Envelope Total: \$7.00		
Party Responsible for Fees	John M Smith	Transaction Amount	\$7.00		
Payment Account	Master Card	Transaction Id	3507		
Filing Attorney	Tiffany Knapp	Order Id	000005168-0		
Transaction Response	Authorized				