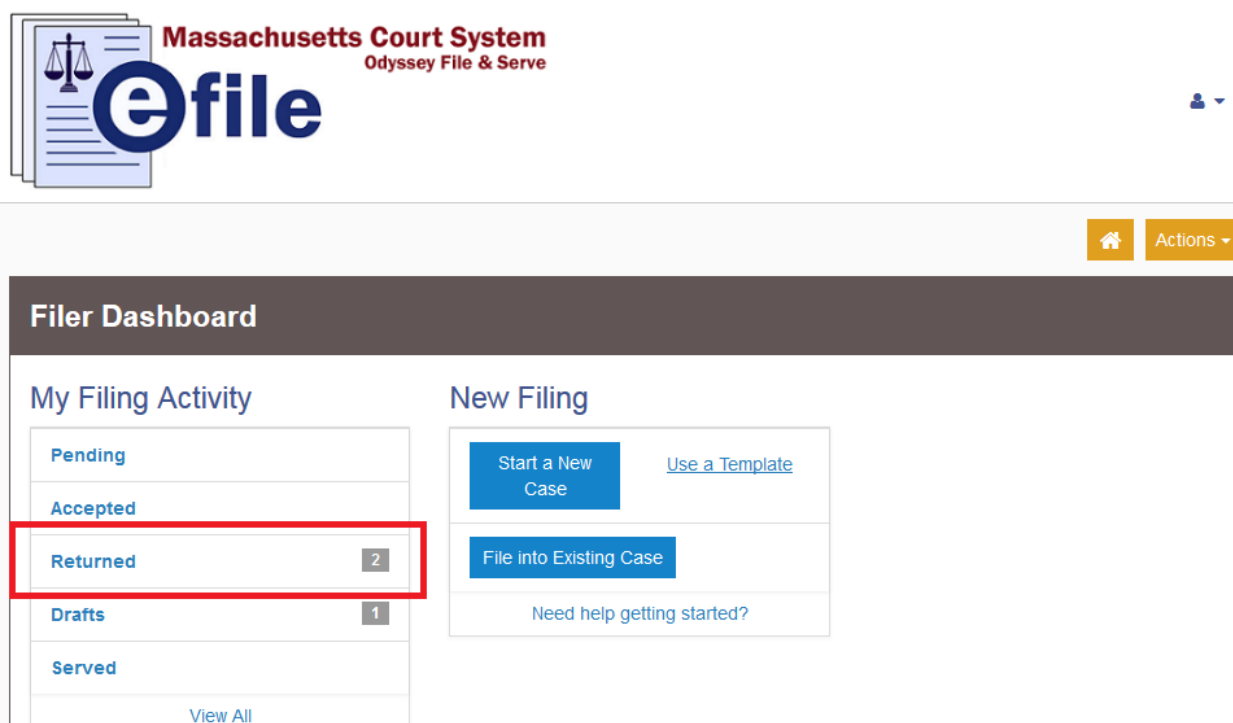


RESUBMITTING A REJECTED FILING

If a filing is rejected, you can resubmit the filing using this process instead of creating an entire new submission envelope from scratch. Using this process also alerts the Clerk's Office that the filing is a resubmission. At the clerk's discretion, filings can be back-dated to their original submission date when the first filing is rejected and a later, conforming filing is submitted in its place.

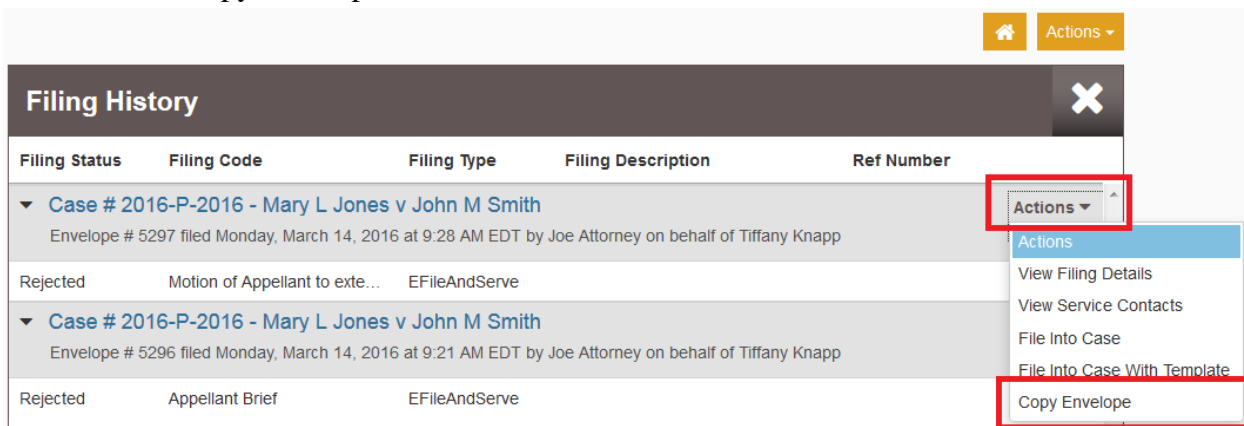
1. On the home screen, a number will appear next to the "Returned" tab indicating how many documents have been returned to you by the court for correction *since the last time you clicked on that tab*. It is important to note that this number resets to zero once you look at the returned filings, regardless of whether or not you have corrected the envelope. It is incumbent upon the filer to keep track of filings that need to be resubmitted.



Click on the returned tab to see a list of filings that have been returned for correction by the court.

Filing History					
Filing Status	Filing Code	Filing Type	Filing Description	Ref Number	
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith Envelope # 5297 filed Monday, March 14, 2016 at 9:28 AM EDT by Joe Attorney on behalf of Tiffany Knapp					Actions ▼
Rejected	Motion of Appellant to exte...	EFileAndServe			
▼ Case # 2016-P-2016 - Mary L Jones v John M Smith Envelope # 5296 filed Monday, March 14, 2016 at 9:21 AM EDT by Joe Attorney on behalf of Tiffany Knapp					Actions ▼
Rejected	Appellant Brief	EFileAndServe			

- Click the "Actions" button beside the envelope you wish to correct. In the dropdown menu, select "Copy Envelope."



This creates a replica of the envelope that was previously submitted and is need of correction:

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

Case Information

Location Appeals Court	Category Appeals Court Panel Cases - Civil	Case Type Contract dispute
Lower Court/Agency # * Superior Court, Middlesex County	Short Title Mary L Jones v John M Smith	
Case # 2016-P-2016		
Firm Name Joe Attorney's Law Firm	Filed By Joe Attorney	

Party Information

Party Type	Party Name	Lead Attorney
Defendant/Appellant	John M Smith	Tiffany Knapp
Plaintiff/Appellee	Mary L Jones	

Filings

Filing Code	Reference Number	Filing Description	Actions
		Motion of Appellant to extend dat...	▼
			⊕ Add Another Filing

Service Contacts

Service contacts will receive service on the filings in this envelope.

Serve	Name	Email	Actions
▼ Party: John M Smith - Defendant/Appellant			▼
<input checked="" type="checkbox"/>	Joe Attorney	joe.attorney.firm@gmail.com	▼
▼ Party: Mary L Jones - Plaintiff/Appellee			▼
<input checked="" type="checkbox"/>	Secretary Eyre	APCeFile@yahoo.com	▼
▶ Other Service Contacts			▼

3. Refer to the rejection email from Tyler and/or the eNotice or paper notice from the Appeals Court regarding the reasons for the rejection of your envelope:

Rejected Filing Notification for filing on case 2016-P-2016 (Mary L Jones v John M Smith) Inbox x

no-reply@tylerhost.net Mar 14 (7 days ago) ☆

to me

This is a notification that the following document was REJECTED for filing in Massachusetts Appeals Court Case No. 2016-P-2016.

Appellant Brief

Date Submitted: 3/14/2016 9:21:58 AM EDT

Filed By: joe.attorney.firm@gmail.com
Attorney: Tiffany Knapp

Reason for rejection: 5. Improper use of Waiver Account. Please re-file with payment.
Additional reason(s) or information:

Please note that a filing rejected for technical non-conformance may be corrected and resubmitted to the court. See <http://www.mass.gov/courts/case-legal-res/rules-of-court/efiling-rules.html#rule5>

This message was automatically generated using Odyssey File & Serve; do not reply to this email.
Should you need technical assistance, please call [\(800\) 297-5377](tel:8002975377).

4. Correct the issue in the duplicate envelope (note: your issue may not be related to the payment account):

Fees

▼ Motion of Appellant to extend date for filing Reply Brief

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
Total Filing Fee \$0.00	
Envelope Total: \$0.00	

Payment Account

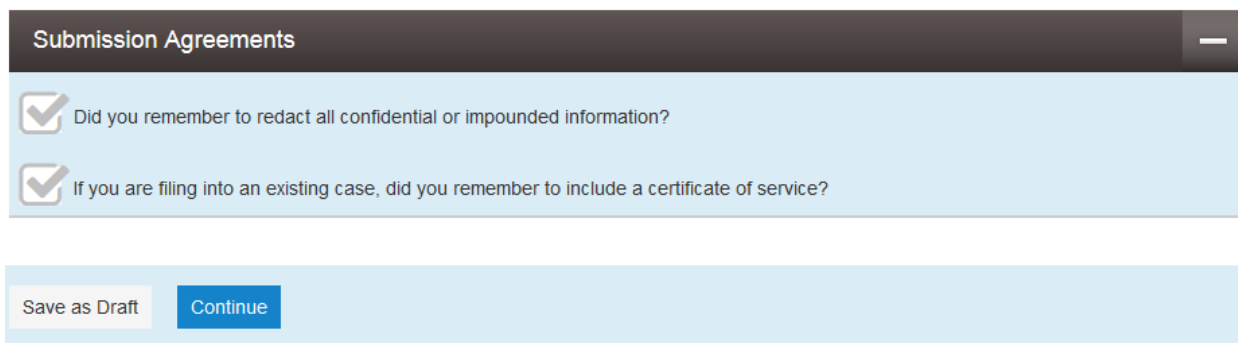
Waiver

Master Card

Waiver

Undo Save Changes

- Once you have corrected the issue, complete the Submission Agreements section as you would with any other envelope:



Submission Agreements

☒ Did you remember to redact all confidential or impounded information?

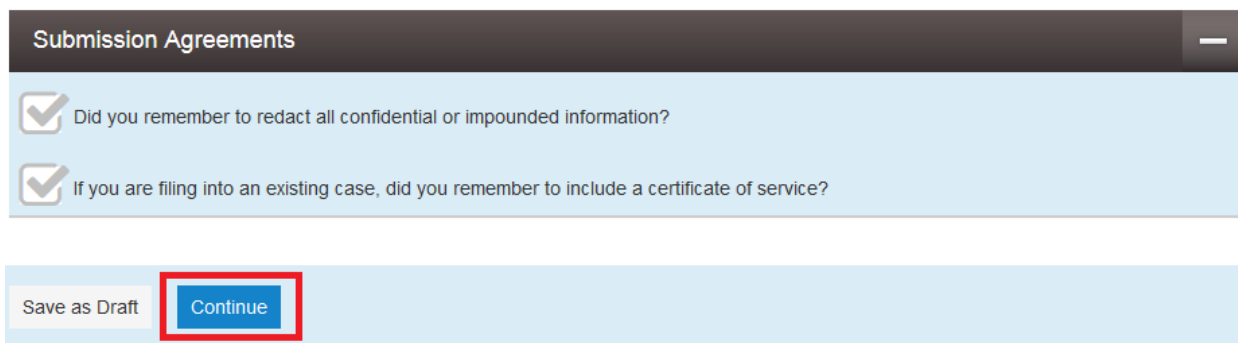
☒ If you are filing into an existing case, did you remember to include a certificate of service?

Save as Draft Continue

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.

Note: Certificates of service are not required for case initiation. In the event this is a case initiating document, just check the box.

- Click "Continue"



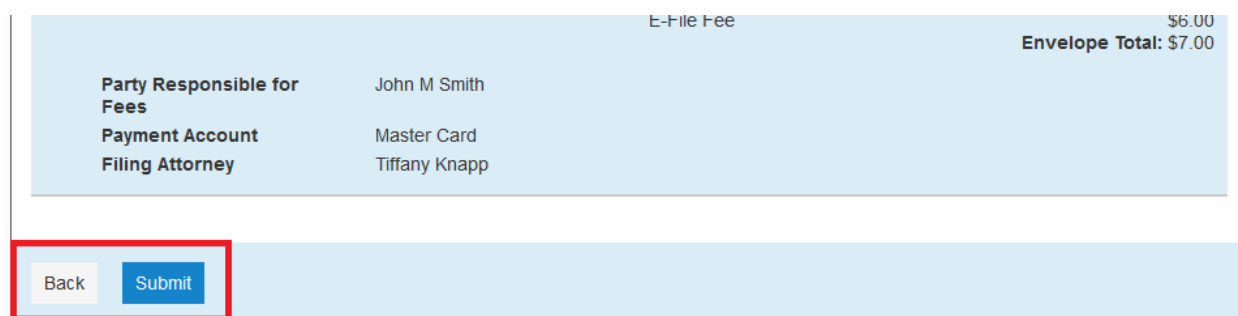
Submission Agreements

☒ Did you remember to redact all confidential or impounded information?

☒ If you are filing into an existing case, did you remember to include a certificate of service?

Save as Draft Continue

- Review your filing on the next page. Ensure you corrected the issues outlined in your rejection email/notice. If a correction needs to be made, click the "Back" button on the bottom of the page. If you are sure the envelope is finished, click the blue "Submit" button.

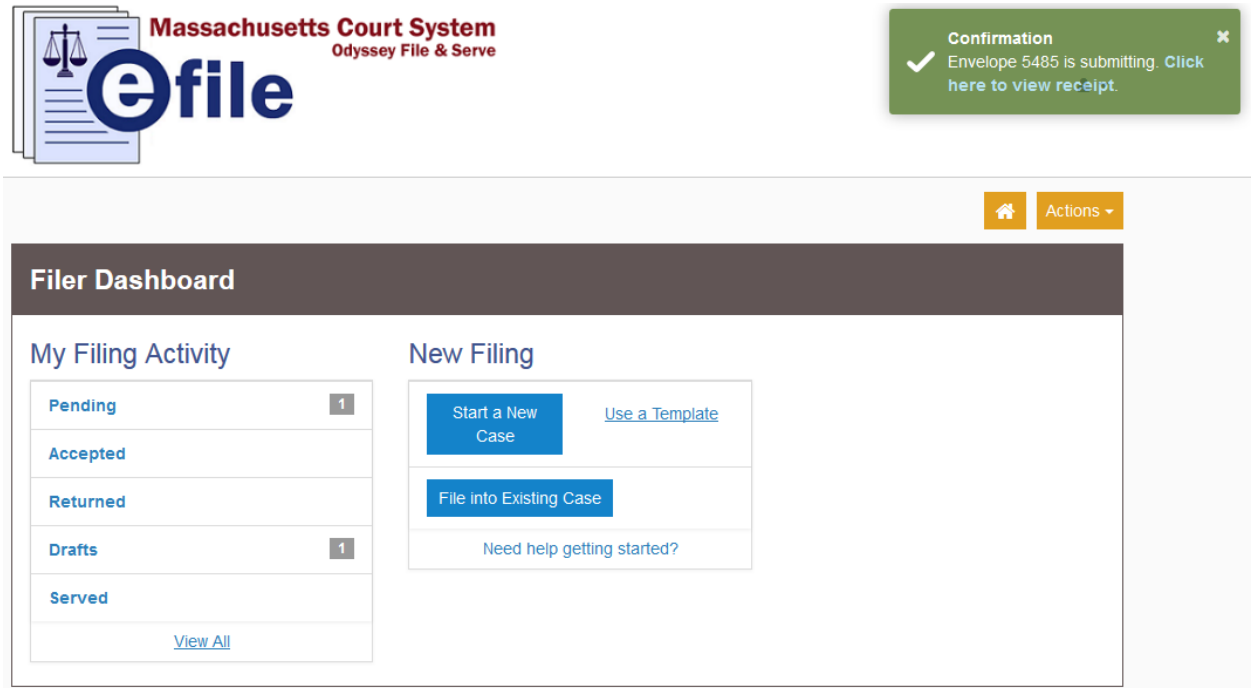


Party Responsible for Fees	John M Smith
Payment Account	Master Card
Filing Attorney	Tiffany Knapp

E-File Fee \$6.00
Envelope Total: \$7.00

Back Submit

8. You will see a green notification that your envelope is submitting in the top right of the screen. You will receive an email confirmation of your submission within a few minutes. Once the submission has been reviewed in the Clerk's Office, you will receive an email notice of acceptance or rejection of your submissions.



Should you encounter any problems resubmitting an envelope 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.