

Filing Papers with the Court

“Filing” a document means that you submit it to the Court to be processed, included in the case, and uploaded to the case docket. This is the only way for a judge to view a document. Filing options for pro se parties include:

Option 1: (Not for filing new cases. New cases may be filed ONLY using eSR or in-person at either court location).	Upload your documents using the court’s Pro Se Document Upload tool.
Option 2:	Mail your papers to the appropriate court location
Option 3:	Bring documents to the clerk’s office at either court location .