



# Self-Represented Litigants

## How to E-File in i2File Step 7: Enter the Party Information



### E-filing Steps


- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information**
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit

## Enter Party Information

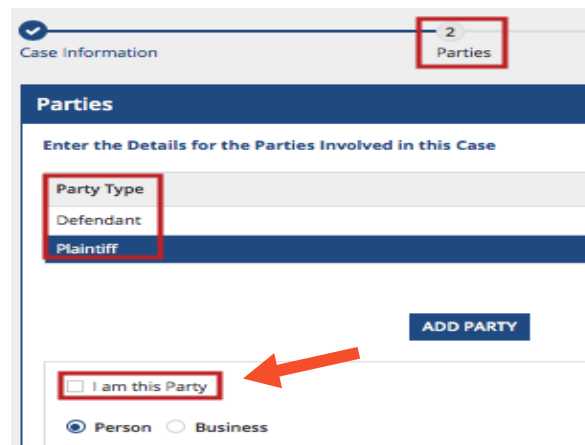
You need to enter information about yourself and the other party before e-filing.

### Enter Your Information

1. The Parties tab will activate once you Click on **Next** in the Case Information tab.
2. Click on the **Party Type** that you are entering. Once you click the Party Type it will be highlighted.

 If you are filing or starting the case, you are the Plaintiff or Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant or Respondent.

3. If you are the highlighted party, click the box that says "I am this party."



4. If you clicked "I am this party" the sections below will automatically appear with your First Name, Last Name, and address you used when you registered for e-filing. If not, you must fill in each section marked with an \*.



5. Once you complete entering the information for the first party, it will automatically save.
6. Scroll up to the "Party Type" box and click on the other party to highlight it and enter the information.

**Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)**

## ➔ Enter the Details of the Other Party or Parties

Now you can begin to enter in all the information for the other party. Fill in each section marked with an \*.

### ➔ Other Party is a Person

1. If the other party is a person, click the button that says Person.
2. You must fill in the other Party's **First Name** and **Last Name**.

Party Type	Name
Defendant	Enter Business Name Here
Plaintiff	

**ADD PARTY**

I am this Party

Person  Business

Party Type\*  
Defendant

First Name\*  
Your First Name

Last Name\*  
Last Name

3. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.
4. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.

### ➔ Other Party is a Business or Agency

1. Click the box that says "Business."
2. Select the "Party Type" from the dropdown menu.
3. You must fill in the **Business Name**.

Party Type	Name
Defendant	Enter Business Name Here
Plaintiff	

**ADD PARTY**

I am this Party

Person  Business

Party Type\*  
Defendant

Business Name\*  
Enter Business Name Here

4. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.
5. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.
6. Once you have entered the Other Party's Business information, the changes will automatically save.

## ➔ Enter Additional Party's Information

If there are more than two parties in your case, you can add another party to your e-filing by clicking on **Add Party**.



1. Once you click Add Party, a blank highlighted line will appear that will look like this.

Party Type	Name	Attorney(s)
Defendant		
Plaintiff		

10

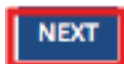
ADD PARTY

2. Select the **Party Type** from a drop down menu.



**i** The **Party Type** drop down menu will have every type of Party there is from Adoptive Child to Ward or additional Plaintiffs or Defendants. If you don't know the party type, ask court staff.

3. If it is a person, you must fill in their **First Name** and **Last Name**. If it is a Business, you need to select that box and enter the **Business Name**.
4. You may fill in the remaining information, but it is not required.
5. The changes will automatically save.
6. Repeat as needed until you have entered the Party Information for all Parties in the case.
7. When you have entered all the Party Information for all Parties in the case, click **Next**.



**You have successfully entered the Party Information.**