

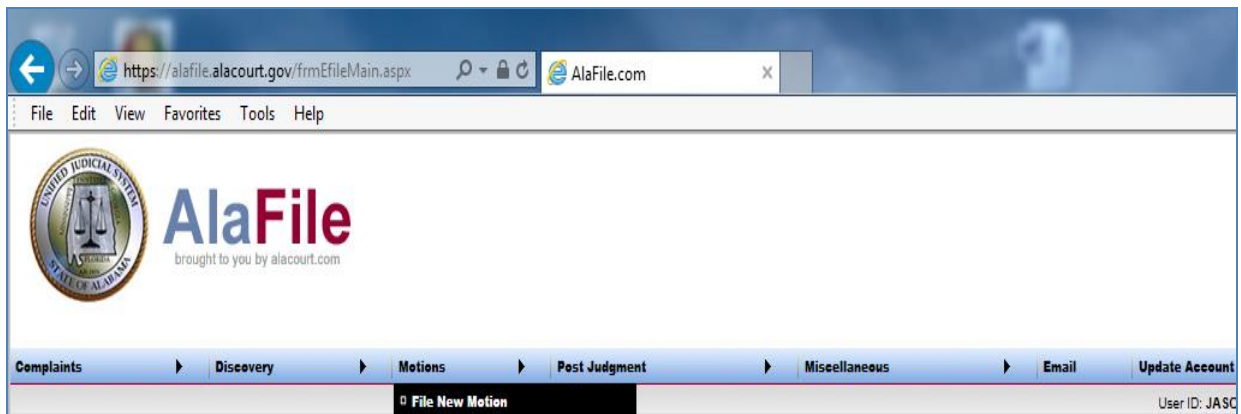
AlaFile – Attorney’s Steps to E-File a Juvenile Motion

(01/01/2015)

Juvenile Motions – Prerequisites

Prior to e-filing a juvenile motion in AlaFile, the attorney must:

- Successfully set up his or her Confidential Access Code in AlaFile.
 - The attorney’s six digit ‘Attorney Code’ (abc123) must be associated with the case.
1. From the main AlaFile Menu, the attorney should select **Motions>File New Motion**.



2. Enter the enter the county, division, case year, case number and case extension then click **Add Case**.

TIP: Make sure and e-file the juvenile motion into *the correct case point extension*.

A screenshot of the 'File New Motion' form. The form has a blue header with the title 'File New Motion'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TEST COUNTY'; 'Select a Division:' with a dropdown menu showing 'JU - JUVENILE'; 'Select a Case Year:' with a dropdown menu showing '2013'; 'Enter a Case Number:' with a text input field containing '000001'; and 'Select an Extension:' with a dropdown menu showing '01'. An 'Add Case' button is located at the bottom right of the form.

3. A "Confidential Access" Code prompt will appear. Access to juvenile cases is limited to attorneys of record in the case. An access code is required to access documents in this case. Enter the "**Confidential Access**" Code then click **Authenticate**.

The screenshot shows a window titled "Confidential Access" Code. At the top, it says "This case is confidential." in red. Below that, it explains that access is limited to attorneys of record and that an access code is required. It provides a link "Click here" to create one. There is a text input field for the code and an "Authenticate" button.

If the filing attorney is not an attorney of record in the case, then he or she will have to paper file a notice of appearance. The AlaFile system will not allow attorneys to e-file a notice of appearance in confidential cases.

If the attorney has never created a confidential access code, he or she should simply click the blue [Click Here](#) link to go to the screen to create one.

SET UP ACCESS CODE IN ALAFILE

To set up the Confidential Access Code in AlaFile, the attorney should complete the steps below:

- Log in to **AlaFile** (<https://alafile.alacourt.gov>)
- From the top menu bar, select **Update Account >Change "Confidential Access" Code**
- Enter a **password** that meets the criteria below
- **Retype** the new Confidential Access Code to confirm
- Click **Submit**

The screenshot shows a window titled "Change Confidential Access" Code. It contains a description of the code and three input fields: "Old Confidential Access" Code, "New Confidential Access" Code, and "Retype Confidential Access" Code". A note specifies that the code must be at least 12 characters long and contain an upper case, lower case, and a special character. There is a "Reset Confidential Access" Code link and a "Submit" button.

NOTE: All passwords for access to these records for viewing or e-filing must be kept private and not shared with anyone.

- Passwords must be **at least 12** characters long. Each password must contain characters from at least three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (A through Z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example: !, \$, #, %)
- Passwords cannot contain your personal name (username) as part of the password.
- Passwords less than the above-stated requirements will not be accepted.

IMPORTANT: The Confidential Access Code is separate from the main AlaFile Password and Alacourt.com Password. Currently, the Confidential Access Code is used to ensure that the attorney is an attorney of record in the case so he or she is 1.) able to e-file motions in JU cases within AlaFile and 2.) view juvenile cases and juvenile scanned images within Alacourt.com.

4. Make sure and review the case information is correct then click **Continue**.

Case Information					
County	Case Number	Style	JID	Case Type	Case Status
77	JU-2013-000001.01	IN THE MATTER OF TEST-TESTER TESTY	BUL		
Filing on behalf of State Agency: <input type="radio"/> Yes <input checked="" type="radio"/> No					
					Continue

5. Next, the Parties/Service Information screen will appear and display how each party will receive a copy of the motion (either in electronic or paper format).

Parties/Service Information							
Notices will be electronically served to the following parties:							
County	Case Number	Party Number	Party Name	Code	Attorney	Email	
77	JU201300000101	D001	TEST-TESTER TESTY	AOC001	AOC TEST ATTY1		
77	JU201300000101	D001	TEST-TESTER TESTY	AOC002	AOC TEST ATTY2		
77	JU201300000101	D001	TEST-TESTER TESTY	AOC009	AOC TEST ATTY 9		
Notices must be mailed to the following parties:							
County	Case Number	Party Number	Name	Address	City	State	Zip
No Parties will be served by mail.							

The next screen is the Motion Details Screen.

6. Click and highlight the party(ies) who the attorney is representing. Checkbox the appropriate boxes if oral arguments are requested or if a Guardian Ad Litem is e-filing. Next select the **motion type** from the motion dropdown then click **Continue**.

Motion Details

County	Case Number	Style	JID	Case Type
77	JU-2013-000001.01	IN THE MATTER OF TEST-TESTER TESTY	BUL	

Name of Filing Party:
To choose multiple parties click on the first party then hold down the CTRL key on your keyboard while you click on subsequent parties.

X001 - DHR
X002 - Prosecutor/District Attorney
D001 - TEST-TESTER TESTY
K001 - TEST STEPFATHER

Oral Arguments Requested

Guardian ad litem (GAL)

Name, Address, and Telephone No. of Attorney or Party. If not represented.

Type of Motion:

Please Choose Motion Type ▼

7. To locate your motion, click **Browse**. After locating the document on your computer, **attach the PDF Document**, make a concise description and click **Continue**.

Add Document(s) - New Motion

Attach Document

This Filing:
Defendant - Motion/Response - Protective Order

D001 - TEST-TESTER TESTY

Title: MOTION

Description: Protective Order

8. At the Filing Detail Screen, the attorney may attach additional documents by clicking Add Documents or file the motion by clicking **File New Motion**. To view documents previously uploaded, click the title of the document. To delete documents that have uploaded (i.e. in error) click the **red X** beside the document.

Filing Detail

Filing: Protective Order

County	Case Number	Style	JID	Case Type
77	JU-2013-000001.01	IN THE MATTER OF TEST-TESTER TESTY	BUL	

Title	Description	MB	File Type	
MOTION	Protective Order	.080	pdf	X

9. After the transaction is completed, a **receipt will be generated**. The E-File Receipt may be printed or saved by clicking Print View and then clicking **Print**.

E-File Receipt

County: 77

10. After the motion is e-filed, AlaFile will send e-notices to the attorneys of record informing them to log into their AlaFile email inbox to view the contents of the motion. ***For security reasons, AlaFile WILL NOT send a copy of the motion via email.*** However, a full copy of the motion is available within the AlaFile under the Emails Tab.

This case is confidential.

Please log into your email inbox in AlaFile.com to view the content and attachments of this email.

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IT Support

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Montgomery, AL 36104-3741

1-866-954-9411 Option 1, then Option 4

<https://SHARK.alacourt.gov>