



**AlaFile™**  
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# AlaFile User Manual

(Revised 09/15/2021)



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## Introduction

AlaFile is a web-based application designed to allow registered users to file and receive service copies of court documents electronically. It creates a more efficient process for filing documents with the state court system.

## Getting Started

### System Requirements

To use AlaFile the user needs a computer that can connect to the internet. If your computer does not have internet access, please check with your local system administrator. That individual should be able to determine whether you are able to run AlaFile from your computer.

AlaFile is designed around Microsoft Internet Explorer 11 and Microsoft Edge. It is suggested that you have the latest version available for your operating system. AlaFile is **NOT GUARANTEED** to run properly when using other popular web browsers such as Apple Safari, Google Chrome, Mozilla Firefox etc.

## Logging into AlaFile

The AlaFile website address is <https://alafile.alacourt.gov>.



To log into AlaFile the user must first register with the application.

## Special Notes about the AlaFile Registration Process

- Three types of users can register with AlaFile:

A screenshot of the 'Registration' form on the AlaFile website. The form has a blue header with the word 'Registration' in white. Below the header, there is a 'User Type:' label next to a dropdown menu. The dropdown menu is open, showing three options: 'Attorney', 'Account Manager', and 'Pro Se'. The 'Attorney' option is currently selected and highlighted.

1. **Attorneys.** This is the primary group of e-filers within AlaFile.
  - Your **Attorney Code** is issued by the Alabama Administrative Office of Courts. It is a 6-digit code, usually starting with the first three letters of your last name and ending in three numerical digits. If you do not know your

attorney code, please call 1.866.954.9411, Option 1, then Option 2 (the State Judicial Information Systems {SJIS} Help Desk) or local 334.954.5000 Option 1, then Option 2.

- Your **ASB Bar ID** is your identification number issued by the Alabama State Bar. It is an 8-digit code and can be found on your Alabama State Bar Membership Card. If you do not know your Alabama Bar ID, please call 1.800.354.6154 or local 334.269.1515.
2. **Account Managers.** This type of user will be able to log into AlaFile and generate payment history reports (firm administrators or bookkeepers).
  3. **Pro Se's.** Parties that are not represented by an attorney.

## Steps to register with AlaFile as an Attorney

1. Click on the grey **Register** link at the top right of the AlaFile welcome page.



2. Completely fill in the AlaFile registration form.

Registration	
User Type:	Attorney ▼
Firm Name:	<input type="text"/>
Attorney Code:	<input type="text"/>
Retype Atty Code:	<input type="text"/>
ASB Bar ID:	ASB-____-____
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL ▼
Zip Code:	<input type="text"/>
Phone Number:	(____) ____-____
Fax Number:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="password"/>
	Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.
Retype Password:	<input type="password"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
<input type="button" value="Submit"/>	

3. Click **Submit**.

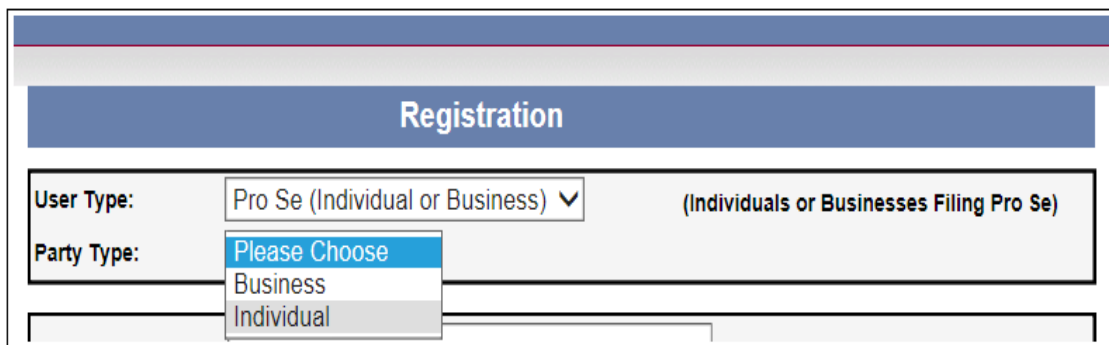
4. An email confirmation will be sent to the registered email address. This email confirmation will contain a verification link. You **MUST** click that verification link to be able to log into AlaFile.



# AlaFile Pro Se Registration Instructions

Individuals or businesses who choose to file as Pro Se may sign up for electronic filing on the AlaFile website by following the steps as outlined below. Registering and Associating a Pro Se Filer is a four step process.

Each filer must register individually. AlaFile does not allow a Pro Se filer that is registered as an “Individual” to eFile on behalf of a business or another party. Likewise, a business that has multiple employees filing on behalf of the business, each employee must register in order to eFile on behalf of the business. Each pro se filer must submit an authorization letter from the business as part of the registration process. (Example: XYZ Company may have multiple employees filing on behalf of the business; all users must register and use their own login to AlaFile). Individuals filing on behalf of a business should select the *business* party type.



The image shows a registration form with a blue header bar containing the word "Registration". Below the header, there are two main sections. The first section is labeled "User Type:" and contains a dropdown menu with the selected option "Pro Se (Individual or Business)" and a checkmark. To the right of this dropdown is the text "(Individuals or Businesses Filing Pro Se)". The second section is labeled "Party Type:" and contains a dropdown menu with the selected option "Please Choose". Below this dropdown, the options "Business" and "Individual" are listed. The "Business" option is highlighted in blue, and the "Individual" option is highlighted in grey.

## STEP ONE: ALAFILE PRO SE REGISTRATION

The pro se filer would browse to the AlaFile website (<https://alafile.alacourt.gov>) and select the Register button in the upper right corner under the Seal of Alabama.



The image shows the AlaFile website interface. At the top, there is a header bar with the AlaFile logo on the left, which includes the text "AlaFile" and "brought to you by alacourt.com". On the right side of the header bar, there are three links: "Register", "Contact Us", and "E-File Information". The "Register" link is highlighted with a red box and a red arrow pointing to it. Below the header bar, there is a "Login" section with a blue header. It contains two input fields: "Email:" and "Password:". Below these fields is a "Login" button. At the bottom of the login section, there is a link that says "Forgot your password? Click here!".

## PRO SE INDIVIDUAL

An individual who wishes to file Pro Se must fill out the registration form on the AlaFile website completely and then click the Submit button to complete Step One of the registration process.

Registration	
User Type:	Pro Se (Individual or Business) ▼ (Individuals or Businesses Filing Pro Se)
Party Type:	Individual ▼
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL ▼
Zip Code:	<input type="text"/>
Phone Number:	( ) -
Fax Number:	<input type="text"/>
SSN Number:	<input type="text"/>
Dri license State:	AL ▼
Dri license Number:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="password"/>
Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.	
Retype Password:	<input type="password"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
<div>Under penalty of perjury, I declare that the above information is true and correct.</div>	
<div>Submit</div>	

## PRO SE BUSINESS

The registration form for the pro se business has a section where the filer must upload an authorization letter on the company's letterhead as part of the registration process. They must select whether the business is a Corporation or Partnership and if the registrant type is an officer or a full-time employee. This letter will be included in step two and three of the registration process.

Registration	
User Type:	Pro Se (Individual or Business) <span>(Individuals or Businesses Filing Pro Se)</span>
Party Type:	Business
Business name: <input type="text"/>	
FEIN:	<input type="text"/> Federal Employer Identification Number
Upload a letter on company letterhead authorizing the user's registration and filing.	
Upload Letter:	<input type="button" value="Browse..."/>
If registering as a partnership, you must be a partner or employee of the partnership. If registering as a corporation, you must be an officer or full-time employee of the corporation. Otherwise, you cannot register or file on behalf of the business entity pursuant to Ala. Code § 12-12-31.	
Business type:	<input type="radio"/> Corporation <input type="radio"/> Partnership
Registrant type:	<input type="radio"/> Officer <input type="radio"/> Full-time employee
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL <input type="button" value="v"/>
Zip Code:	<input type="text"/>
Phone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Fax Number:	<input type="text"/>
SSN Number:	<input type="text"/>
Dri license State:	AL <input type="button" value="v"/>
Dri license Number:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="text"/>
Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.	
Retype Password:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
<input type="button" value="Submit"/>	
Under penalty of perjury, I declare that the above information is true and correct.	

**NOTE:** The Cc: fields are optional. The email address for any other individuals who need to receive a courtesy copy of the e-filing notices should be entered in this section.

Once this registration information has been completely filled out and reviewed for accuracy, the Pro Se applicant will need to click "Submit." A confirmation dialog box should appear stating that registration instructions are being sent to the email address specified when registering. The Pro Se applicant will need to check his or her personal email account, as these registration instructions should be sent within 30 minutes.



Here are the instructions that the Pro Se filer receives in the email that is sent to them after they submit their registration form. We also have a screenshot below of the email.

*Instruction to Complete Your AlaFile Registration*

1. *Print the Pro Se Application and Request for Access to the AlaFile System form by following the link below. [link provided in the email]*
2. *Sign, under penalty of perjury, the Pro Se Applicant and Request for Access System form.*
3. *Take the signed Pro Se Application and Request for Access to the AlaFile System form, a copy of this email, and your driver's license to your local clerk's office for verification.*
4. *Once you have completed steps 1 through 3 you will receive a confirmation email at this email address. You MUST click on the confirmation link contained within the email to verify your account.*

*Once you have completed all of the steps above you will have successfully registered for AlaFile.*

*The information you entered on AlaFile is below.*

Instructions to complete your AlaFile Registration - Message (Plain Text)

From: [enckoo@alafile.com](mailto:enckoo@alafile.com)  
 To:  
 Cc:  
 Subject: Instructions to complete your AlaFile Registration

Instructions to complete your AlaFile Registration

1. Print the ProSe Application and Request for Access to the AlaFile System form by following the link below:  
<http://d02.alafile.com/ProSeAcknowledgment.aspx?VerifyOn=1d5350d>
2. Sign, under penalty of perjury, the ProSe Application and Request for Access to the AlaFile System form.
3. Take the signed ProSe Application and Request for Access to the AlaFile System form, a copy of your driver's license to your local clerk's office for verification.
4. Once you have completed steps 1 through 3 you will receive a confirmation email at this email address. You MUST click on the confirmation link contained within the email to verify your account.

Once you have completed all of the steps above you will have successfully registered for AlaFile.

The information that you entered on AlaFile is below:

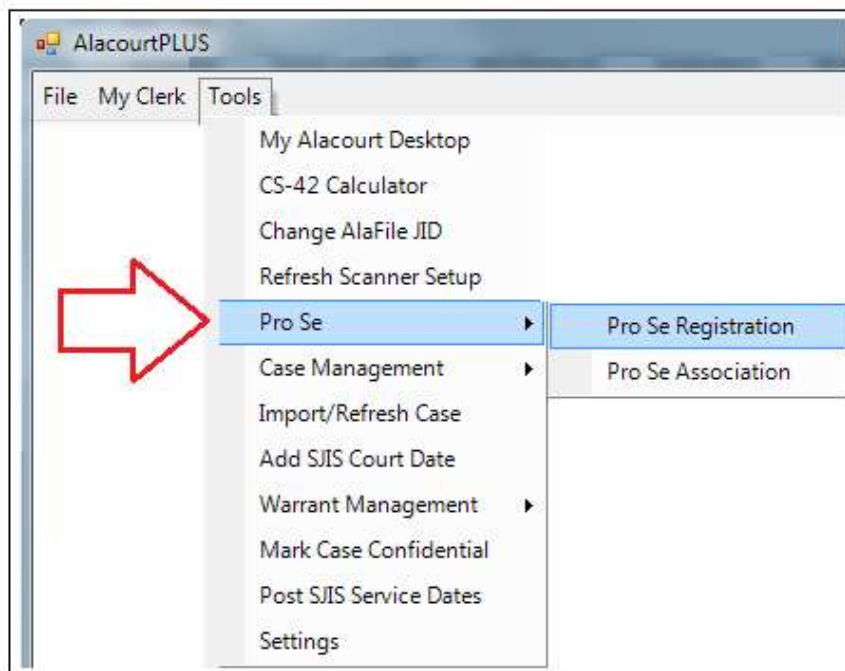
Verification ID: 1d5350d  
 Email:  
 Password:  
 First Name: James  
 Last Name: Brown  
 Address: 123 Easy Street  
 City: Montgomery  
 State: AL  
 Zip: 36104  
 Phone:

<b>STATE OF ALABAMA</b> <b>Unified Judicial System</b> Form _____ Revised 9/07		<b>APPLICATION AND REQUEST FOR ACCESS TO THE ALAFILE SYSTEM</b>		PS----- Verification Code: 1d5350d
<b>NOTICE/DIRECTIONS TO REQUESTER</b>				
<p>In order to process your request for access to the AlaFile system, you must sign this completed form under penalty of perjury. The completed form must then be physically delivered to the office of the Circuit Clerk of the county in which you wish to make e-filings. At the Clerk's office, you will need to present your government issued photo identification for verification. The Clerk will make and retain a photocopy of your government issued photo identification. The Clerk's office will then activate the password that you have selected which will then authorize and allow you to access the AlaFile application from your computer and make e-filings.</p> <p>All filings or other submissions of documents to the Court using this system will be processed and evaluated in accordance with the Alabama Rules of Civil Procedure, Alabama Rules of Judicial Administration, Alabama Rules of Administrative Procedure for Filing, Signing, and Verifying Documents by Electronic Means in the Alabama Judicial System, and all other applicable statutes, rules, or procedures. A copy of Administrative Procedure is available to you at <a href="http://efile.alacourt.gov">http://efile.alacourt.gov</a>.</p> <p>You will not be charged any fees for registering for AlaFile, although you will be subject to the normal and required filing fees that are charged to all parties for similar paper filings and you will be required to pay any convenience fees for any filing fees or other charges that you pay by credit card or debit card.</p>				
Name:				
JAMES	A.	BROWN	NA	
Business - First	Middle	Last	Suffix	
Address:				
123 EASY STREET	MONTGOMERY	AL	36104	
Address	City	State	Zip	
(334) 954-5053	(334) 954-5200	jason.hodges@alacourt.gov		
Phone	Fax	Email		
Driver's License:		Social Security No:		
AL	1234567	123-45-6789		
State of Issuance	Number	SSN		
<b>Acknowledgement:</b> Under penalty of perjury, I declare that the above information is true and correct and that I am the person named and identified above. I understand that there are security risks involved in the use of my password to make e-filings, including the possibility of unauthorized use of my password, if my password is disclosed to or becomes known to unauthorized users. Security for this password is my responsibility. I agree to accept all such risks and agree that for all filings or pleadings entered into AlaFile made after gaining access to the system by use of my password, I have and do hereby waive any claim or contention that such entries and filings were not authorized by me and waive any claim or contention that such pleadings or their contents are not legally binding upon me. By submitting this application, I irrevocably agree that any documents submitted through the use of my password are legally binding upon me.				

## STEP TWO – LOCAL CLERK'S OFFICE VERIFICATION PROCESS

Once this state form has been printed off, the Pro Se will sign and take this form (and driver's license or state identification (picture id) to your local Circuit Clerk's

office so the Clerk's office can verify the registration credentials and register the Pro Se applicant using the AlacourtPlus > Tools > Pro Se > Pro Se Registration menu.



Steps the Circuit Clerk would take to verify a Pro Se Applicant.

1. Obtain the printed paperwork and photo ID from the Pro Se applicant.
2. Login to AlacourtPlus.
3. From the top menu bar click on Tools > Pro Se > Pro Se Registration.
4. On the Pro Se Registration tab enter the First Name and Last Name of the Pro Se applicant on the search menu on the left and then click the Search button.
5. The search menu has the options to search by Verification ID and Driver's License Number as well if you are unable to locate the applicant by their name.
6. If they have completed Step One their name should pull up on the search (on the center right of the screen).
7. Double click on their name or information line.



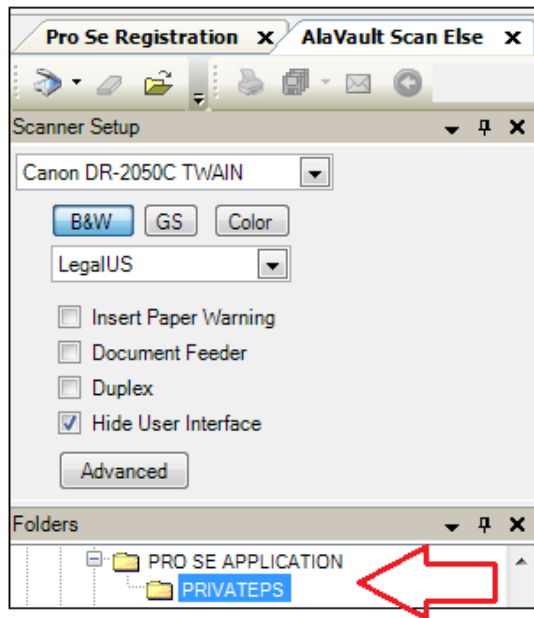


8. The Add Pro Se popup box will display with their information and an Add Pro Se button and a ReSend Sign up Email button.
9. If their paperwork is in order, click the Add Pro Se button to verify their application.
10. This action will prompt an email to be sent to the Pro Se applicant's email address they have registered with.

**NOTE:** If the Pro Se applicant has accidentally deleted the registration email that they receive from AlaFile, you can resend them the email from the Resend Sign up Email button.



11. Scan the paperwork the Pro Se applicant presented into the Pro Se folder from the AlacourtPlus > AlaVault > Scan Else menu.
12. Select the PRIVATEPS sub folder under the PRO SE APPLICATION folder. (All Circuit Clerk's and their designee(s) should have access to this folder.)



13. Scan in the documents and a copy of the Driver's License or Photo ID.
14. On the Document Information menu on the right, enter the Pro Se applicant's information. **NOTE:** On the DESCRIPTION drop down menu there is not an option for Pro Se Application *specifically* nor is there an option for *other*. Please select the best option available for what you are scanning. You can be more specific on the Keywords text box.

 The image shows a 'Document Information' window. It contains the following fields:
 

- TYPE:** A dropdown menu with 'PRO SE APPLICATION' selected.
- 3SSN\_LASTNAME:** A text box containing '123\_ DOUGH'.
- DESCRIPTION:** A dropdown menu with 'ACCESS FORMS' selected.
- NAME:** A text box containing 'DOUGH JANE'.
- DOCUMENT DATE:** A dropdown menu with '05/20/2016' selected.
- KEYWORDS:** A text box containing 'PRO SE APPLICANT - JANE DOUGH (INDIVIDUAL)'.

 At the bottom, there are 'Clear' and 'File' buttons.

15. Once all information is entered, select the File button.

**IMPORTANT!** Once the Pro Se Applicant completes the third part of the process (see below) they will be able to login to AlaFile and file new complaints. However, if they have existing cases that they wish to be associated with so they can eFile into those existing cases via AlaFile, the Clerk's office must associate them with that existing case. They will need to call back and give you the case number after they

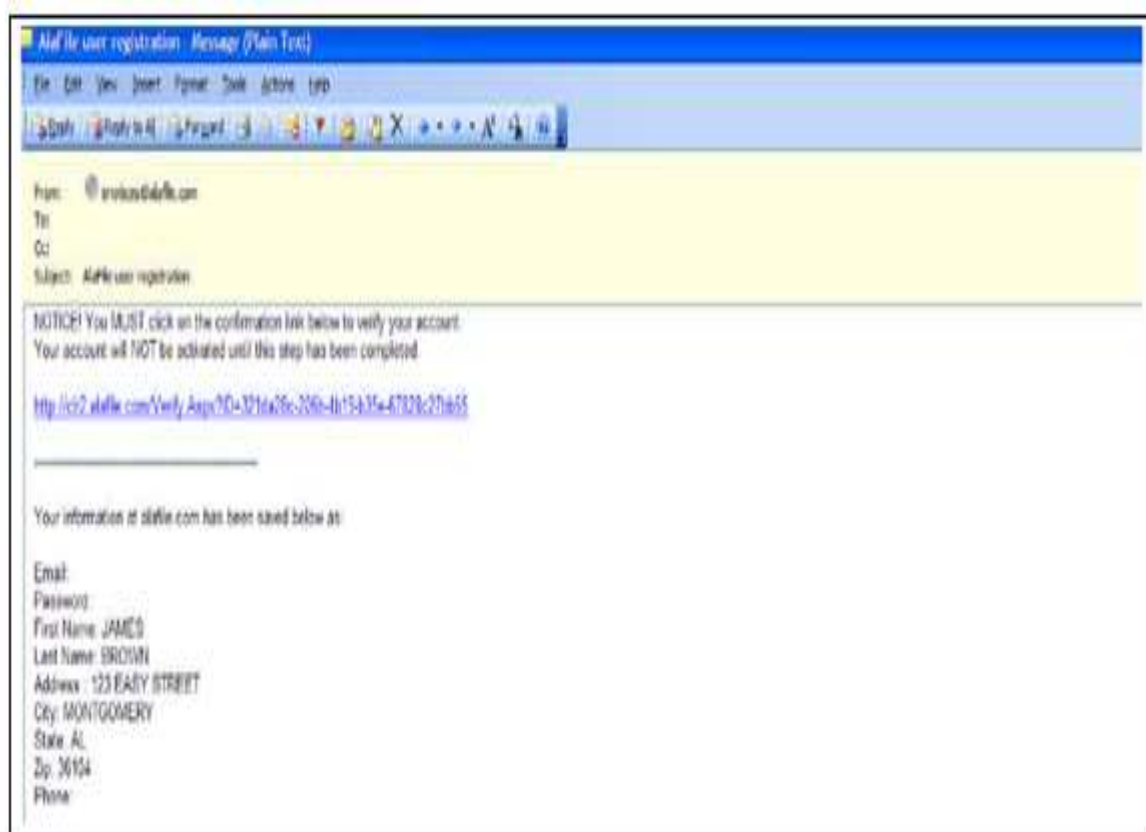


have completed part three below. Perform the steps on page 10 to associate them with an existing case.


## STEP THREE – PRO SE APPLICANT CONFIRMATION

After the Circuit Clerk's office has completed their registration process in step two above, the Pro Se applicant must complete step three before they can login to AlaFile.

An email will be automatically generated from AlaFile back to the Pro Se applicant once the Circuit Clerk completes step two. The Pro Se MUST click on the blue hyperlink in the email from AlaFile in order to verify their email account before logging in to AlaFile.



The provided link in the verification email will take them to a page on the AlaFile website where they can select a button to complete this process. Once they **Click Here to Complete the Registration**, a message in green font will let them know their registration has been completed and that they can click the link to login to AlaFile.



The screenshot shows a web page titled "Account Verification". It displays the following information: Email Address: jason.hodges@alacourt.gov, First Name: JAMES, Last Name: BROWN, and Attorney Code: none. Below this information, a message states: "To Complete the Registration Process Please Verify the information above and click the button below to finalize the registration." There is a button labeled "Click Here to Complete the Registration" and a link labeled "Click here" to go back to the login page.

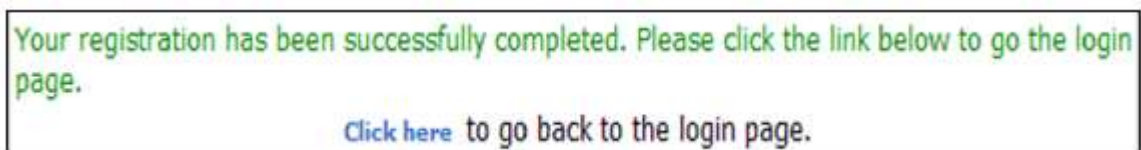
Account Verification

Email Address: jason.hodges@alacourt.gov  
First Name: JAMES  
Last Name: BROWN  
Attorney Code: none

To Complete the Registration Process Please Verify the information above and click the button below to finalize the registration.

[Click Here to Complete the Registration](#)

[Click here](#) to go back to the login page.



The screenshot shows a green message box with the text: "Your registration has been successfully completed. Please click the link below to go the login page." Below this message is a link labeled "Click here" to go back to the login page.

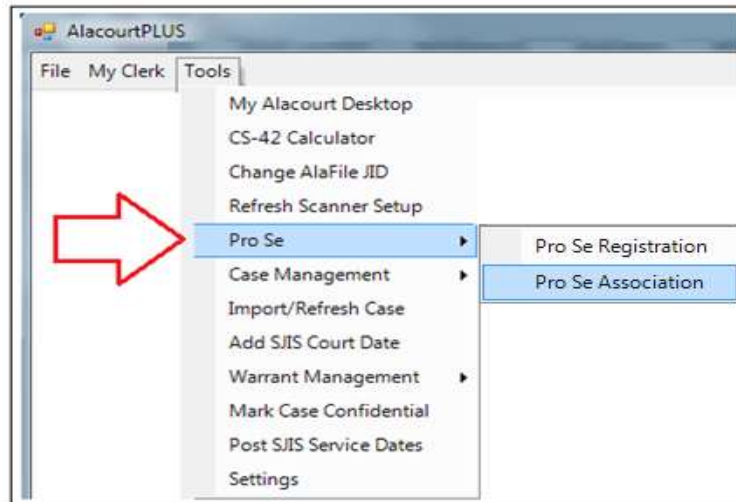
Your registration has been successfully completed. Please click the link below to go the login page.

[Click here](#) to go back to the login page.

Pro Se filers can eFile new complaints once they are able to login to AlaFile. However, if they wish to eFile in an existing case they will need to contact the Circuit Clerk's office and ask that they be associated with the existing case. They would provide the case number(s) to the Circuit Clerk.

**NOTE:** This option is not available in the JU Division at this time.

## ASSOCIATING A PRO SE FILER WITH AN EXISTING CASE



1. Login to AlacourtPlus.
2. From the top menu bar click on Tools > Pro Se > Pro Se Association.
3. From the Pro Se Association tab enter the First and Last Name of the Pro Se filer then click Search.
  - a. There is a Verification ID number option to search by if you cannot locate the Pro Se filer by their name.

**NOTE:** If they have successfully registered their name will display on the center right of the screen.

On the Pro Se Association menu: The Pro Se User Information will appear at the top of the menu. In the middle of the screen there are three buttons; Add Case, Move Case(s), and Remove Case(s). At the bottom portion of the menu will display any cases that the Pro Se User has already been associated with. The County, Case Number, and Party Code will display.

### ADD CASE

1. Click on Add Case button.
2. Enter the Case number and then click on the Lookup button.
3. The parties for that case should display in the Party List box.
4. Select the Pro Se from the Party List and then click the Add Case button.
5. Repeat these steps for all cases that the Pro Se needs to be associated with.

Pro Se Association

Pro Se Name: JANE DOE

Case Search

County: 77 - TESTCOUNTY77

Division: CV - CIRCUIT CIVIL

Case Year: 2016

Case Number: 900002 Ext.: 00

Lookup Reset

Quick Search (e.g. 05-CV-2008-000025.00)

77 = [ ] = [ ] = [ ] - 00

Lookup Reset

Party List:

Party	Type	Name
C001	Plaintiff	DOE JOHN MICHAEL JR.
D001	Defendant	DOE JANE

Add Case Cancel

## MOVE CASE(S)

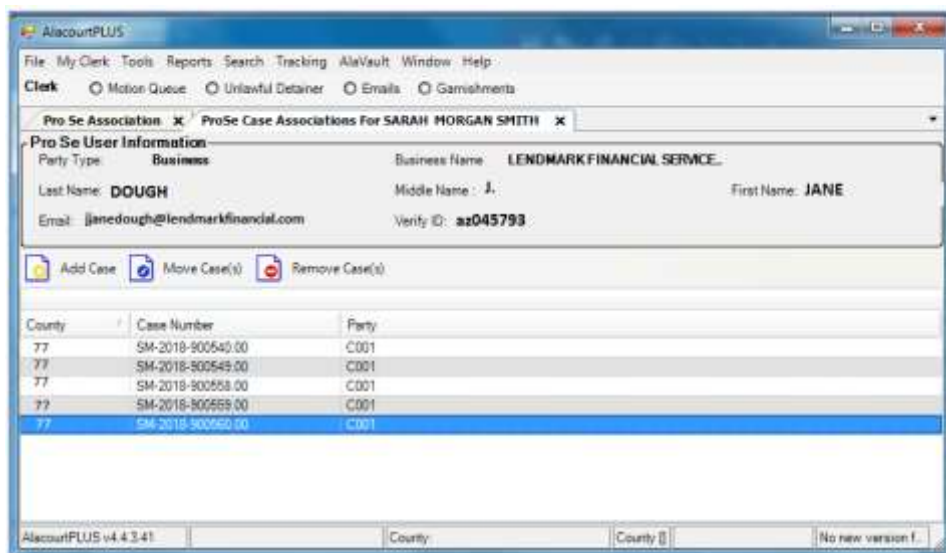
The Move Case(s) button allows cases that are associated with a Business Pro Se user's cases to be transferred to another Pro Se user who is registered to file on behalf of the same business. For example, Employee A works for XYZ Company and has been authorized by the company to eFile on the company's behalf and that employee has completed the registration process and has been associated with cases that the company is a party on. If employee A leaves the company and the company hires employee B to file on their behalf; the MOVE CASES button will allow the Clerk's Office to move XYZ Company's cases that are associated with Employee A over to Employee B.

1. Search for the Pro Se Business user who has been associated with the company's cases who is no longer with the company per steps 1-3 above.
2. The cases should display at the lower portion of the Pro Se User menu.
3. Select the cases to move. To select all cases listed, click on the first case then hold down the SHIFT key on the keyboard and then select the last case so that they are all highlighted blue. This action will activate the MOVE CASE(S) button.
4. Click on MOVE CASE(S).
5. A Pro Se Lookup box will display.
6. Enter the name of the user you wish to move the cases to then click SEARCH.
7. Select the user from the list below then click CONTINUE.
8. The case(s) will be moved once the Continue button is selected.
9. Go to the new Pro Se user for that business to confirm the cases are there in the list.

## REMOVE CASE(S)

To remove cases from a Pro Se party that have previously been associated with them, use the REMOVE CASE(S) button.

1. Look up the Pro Se party by following steps 1-3 above.
2. Select the case(s) to remove.
  - a. If removing more than one case at a time, use the SHIFT key to select more than one case in a row; however, if selecting cases that are not in a row, user the CTRL key to select multiple cases that are not in a row. To do this: Select the first case to remove then hold down the CTRL key on the keyboard and then select the next case and while still holding down the CTRL key, select as many cases as necessary. Once all cases have been selected (highlighted blue) then you can release the CTRL key on the keyboard.
3. Click the REMOVE CASE(S) button.



The designated **Email** and **Password** created at the registration process is what the user will use to login to AlaFile. This information can be customized per the user's discretion.

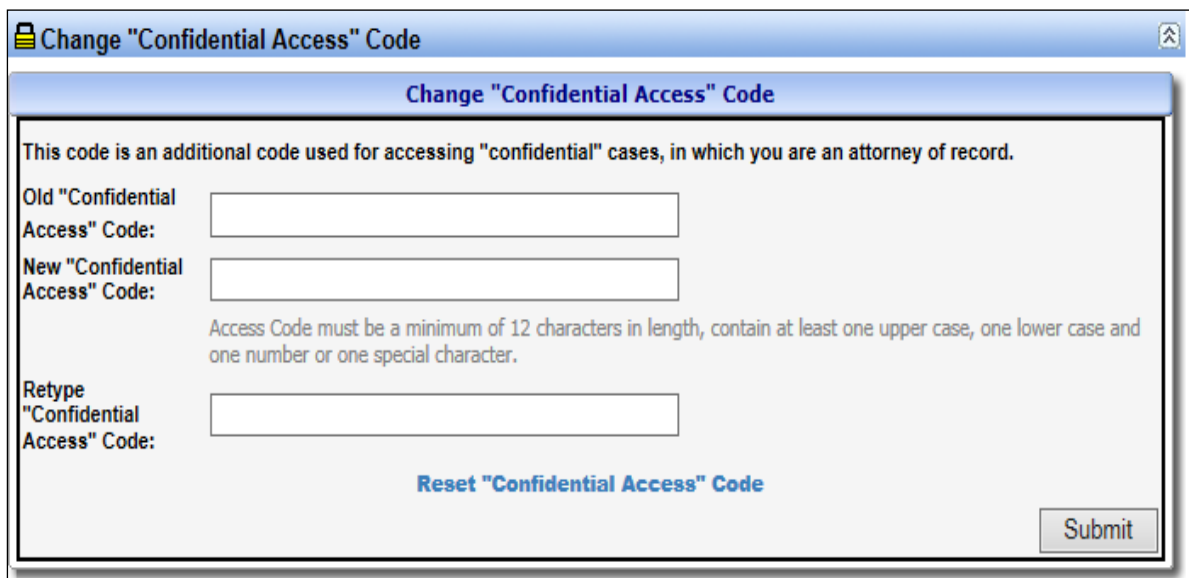
The AlaFile password consists of:

- 9 characters
- At least one upper case character
- At least one lower case character
- At least one number or one special character

AlaFile users who file or access confidential documents will be required to enter a separate confidential access code in addition to the 9-character password required to access the AlaFile application.

The AlaFile confidential access code consists of:

- 12 characters
- At least one upper case character
- At least one lower case character
- At least one number or one special character



The screenshot shows a web browser window with the title "Change 'Confidential Access' Code". The page has a blue header bar with the same text. Below the header, there is a text box containing the instruction: "This code is an additional code used for accessing 'confidential' cases, in which you are an attorney of record." The form contains three input fields: "Old 'Confidential Access' Code:", "New 'Confidential Access' Code:", and "Retype 'Confidential Access' Code:". Below the "New" field, there is a note: "Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character." At the bottom of the form, there is a blue link that says "Reset 'Confidential Access' Code" and a "Submit" button.

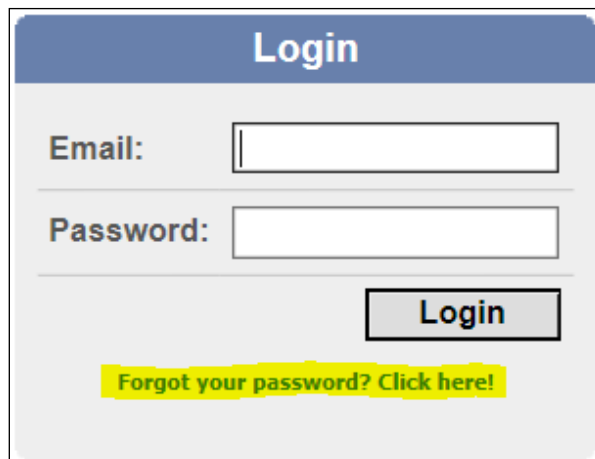
The **CC** (courtesy copy) fields are email addresses of legal secretaries, paralegals or other staff that wish to receive courtesy copies of all notices served via AlaFile. When service copies are sent through the application these CC email addresses will also receive a copy.

Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>

## Steps to Reset an AlaFile Password

To reset your AlaFile Password from the AlaFile login screen, please see steps below.

1. Under the Login button left click on the FORGOT YOUR PASSWORD? CLICK HERE! Link

A screenshot of the AlaFile login interface. It features a blue header bar with the word "Login" in white. Below the header, there are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a button labeled "Login". Below the "Login" button is a yellow rectangular button with the text "Forgot your password? Click here!" in black.

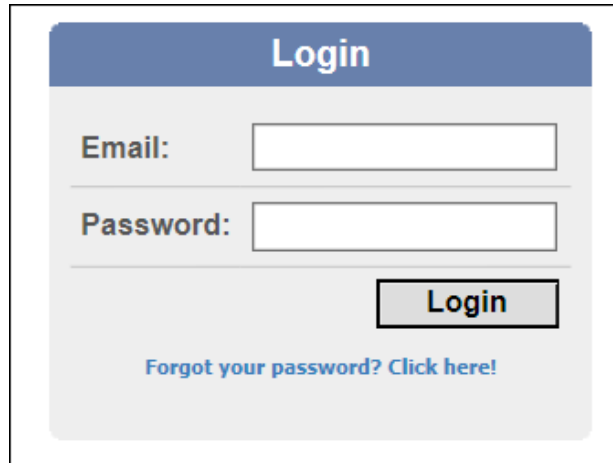
2. Enter your AlaFile email address on the RESET ALAFILE PASSWORD Popup box.
3. Enter the Verification Code that is displayed in red letters (**Note:** The verification code that is pictured is case sensitive; therefore, it must be typed in exactly as shown).
4. Left Click on the RESET button (**Note:** The verification code in the screenshot below is an example; do not use this code.)

5. A message will display stating that an email with a temporary password will be sent to your email address.
6. Verify that the email address listed is accurate
  - a. If so, login to your email account to retrieve the temporary password.
  - b. If not, contact the AlaFile Helpdesk, [ITSupport@alacourt.gov](mailto:ITSupport@alacourt.gov) or 1-866-954-9411 Option 1, Option 4.

7. Leave the AlaFile webpage up but minimize it so you can go to your email account and login or check your inbox for the email from **alafilenotices** with the subject line, 'Reset AlaFile Password'.

8. Copy the temporary password from the email then go back to the AlaFile login page and paste the password into the password field.
9. Enter your email address in the Email field.
10. Left Click on the Login button.



A login form with a blue header bar containing the word "Login". Below the header, there are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the "Login" button is a link that says "Forgot your password? Click here!" in blue text.

**Login**

Email:

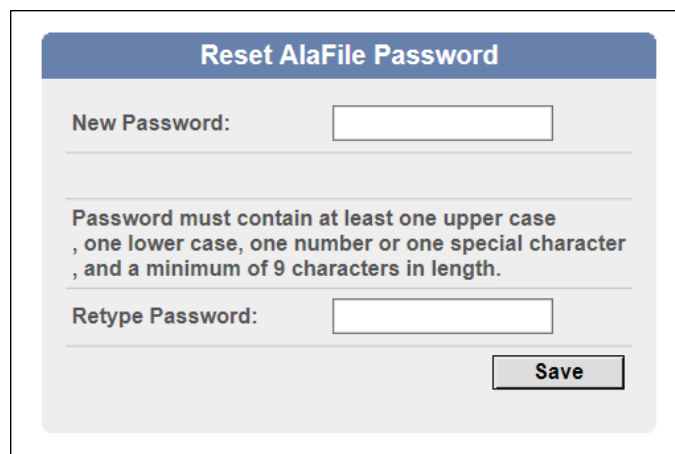
Password:

**Login**

[Forgot your password? Click here!](#)

11. Enter a new password and retype the new password in the RESET ALAFILE PASSWORD box.

12. Left click the SAVE button.

A form titled "Reset AlaFile Password" with a blue header bar. It contains two input fields: "New Password:" and "Retype Password:". Between these fields is a text block stating the password requirements: "Password must contain at least one upper case , one lower case, one number or one special character , and a minimum of 9 characters in length." To the right of the "Retype Password:" field is a "Save" button.

**Reset AlaFile Password**

New Password:

Password must contain at least one upper case , one lower case, one number or one special character , and a minimum of 9 characters in length.

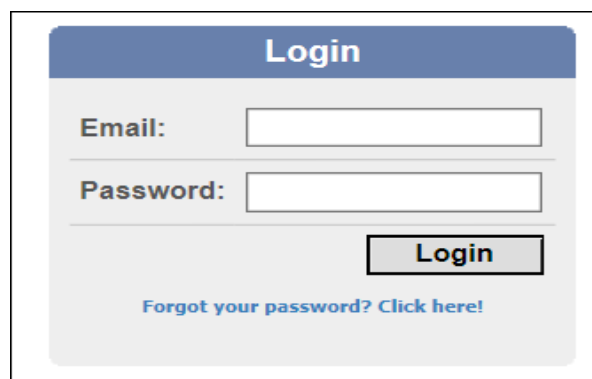
Retype Password:

**Save**

13. The system will kick you back out to the Login screen.

14. Please enter your email address and the new password that you just created.

15. Left click on the Login button.

A login form identical to the one in the first image. It has a blue header bar with "Login", "Email:" and "Password:" input fields, a "Login" button, and a "Forgot your password? Click here!" link.

**Login**

Email:

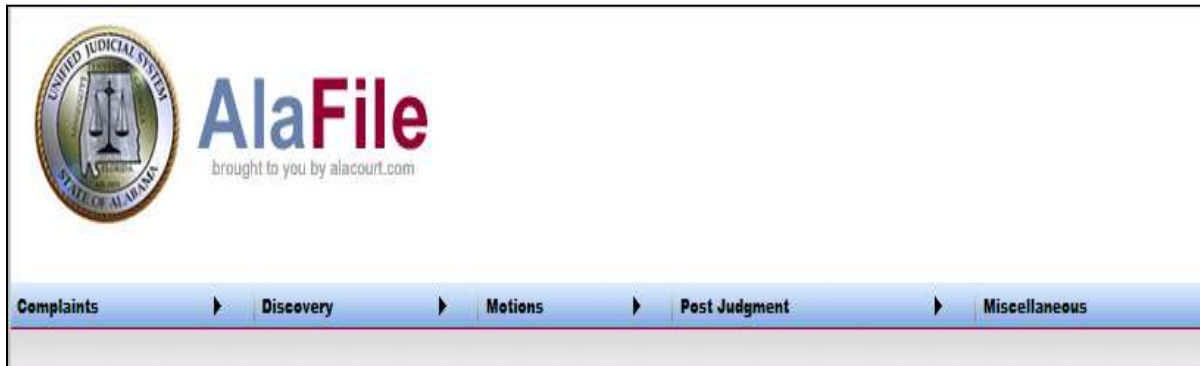
Password:

**Login**

[Forgot your password? Click here!](#)

# Navigating the AlaFile Application

The following section briefly describes various menu options that are currently available within AlaFile. The specific workflow processes within each menu selection are described in further detail within their respective sections.



## Complaints

- *File New Complaint*
- *File Amended Complaint*
- *File Answer*
- *File Counter Claim*
- *File Cross Claim*
- *File Third Party Complaint*

## Discovery

- *Notice of Discovery*

## Motions

- *File New Motion (including juvenile division)*
- *Reply/Respond/Supplement to Motion*
- *File Batch Motion*
- *Search Existing Motion*
- *View Pending Motions*
- *View Set Motions*
- *View Disposed Motions*

- *View All Motions*

## **Post Judgment**

- *Garnishments*
- *File Alias Garnishment*

## **Miscellaneous**

- *Notice of Appearance*
- *Subpoena*
- *Alias Summons*
- *Proposed Order*
- *Miscellaneous Document*
- *Affidavit of Substantial Hardship*

## Email / Update Account / Payment History Options



The **Email** tab found on the main navigation bar allows the user to view service copies of court filings (e-notices) that have been sent through the application.

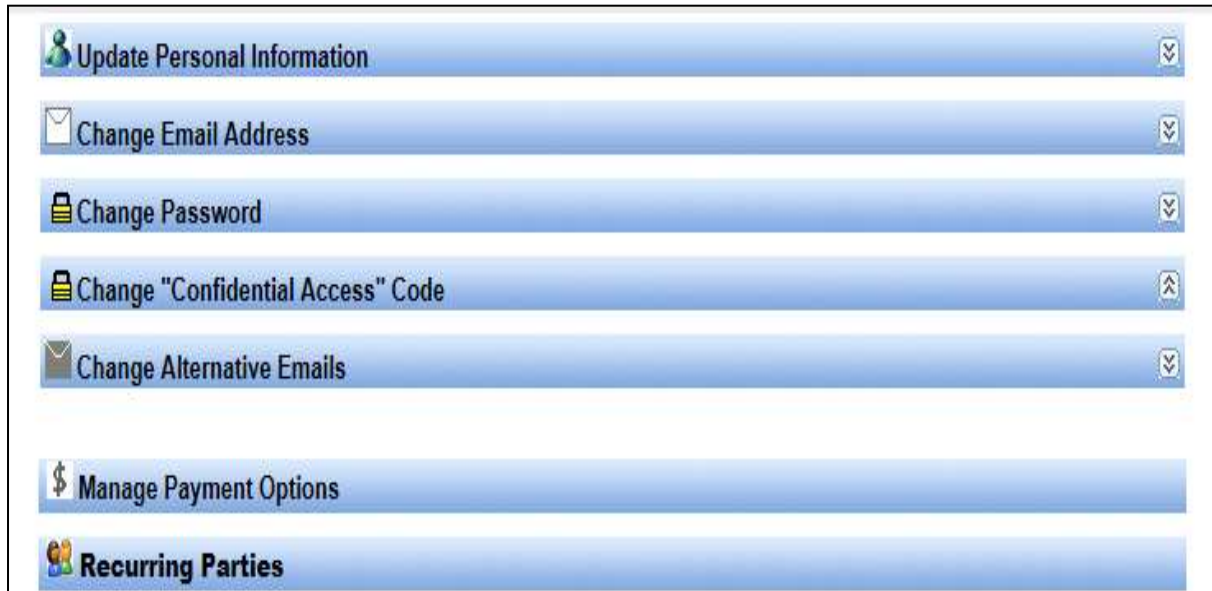
All court e-notices are sent by AlaFile to two locations:

1. the **Email Tab/Inbox within AlaFile** and
2. **the registered users email account.**

In the event of technical difficulties with the registered users email account (i.e. spam / server / ISP issues or an email account that has reached its size limit) the user will still have access to service copies within AlaFile. The user can log into AlaFile and click on the **Email Tab/Inbox** to access a service copy of an electronically filed document.

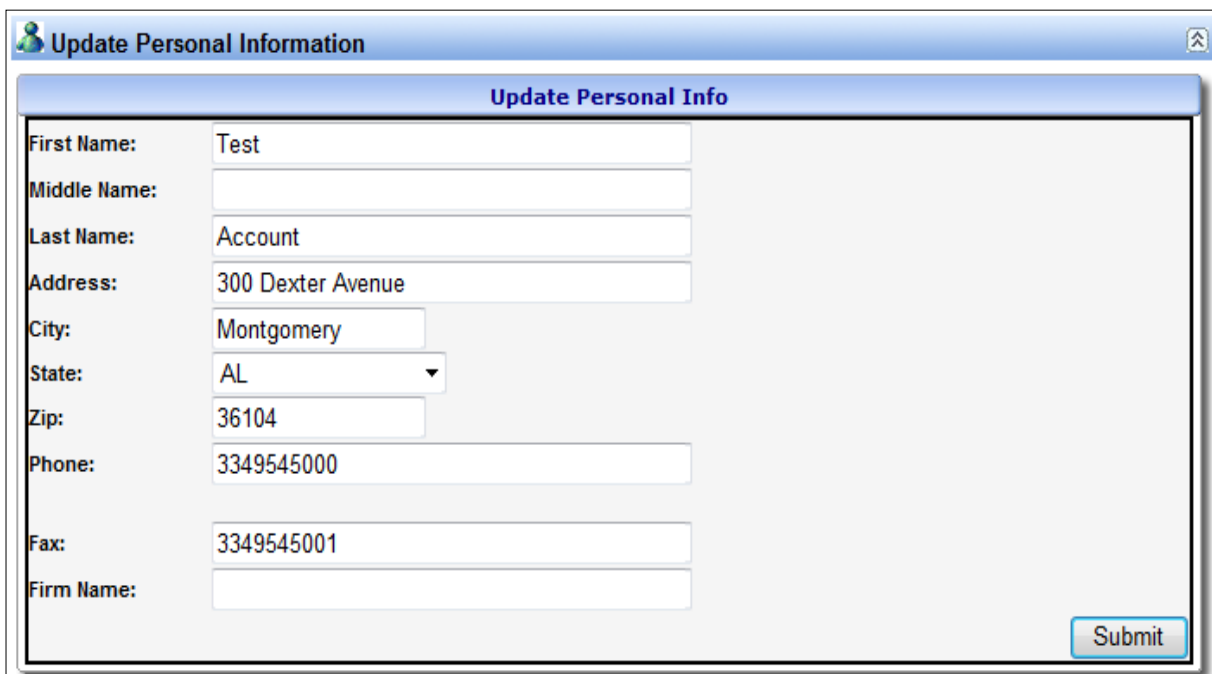
## Update Account

The **Update Account** tab on the main navigation bar allows the user to manage personal information such as names, addresses, email addresses, password, confidential access code, alternative email addresses, payment options and recurring parties.



A vertical list of seven blue navigation buttons with icons on the left and expand/collapse arrows on the right. The buttons are: 'Update Personal Information' (person icon), 'Change Email Address' (envelope icon), 'Change Password' (lock icon), 'Change "Confidential Access" Code' (lock icon), 'Change Alternative Emails' (envelope icon), 'Manage Payment Options' (dollar sign icon), and 'Recurring Parties' (group of people icon).

Under **Update Personal Information** the user can update their personal information including name, address, phone or fax numbers. Whenever any relevant personal information changes, the user must update their information with AlaFile as required by the *Administrative Policies & Procedures for Electronic Filing*.

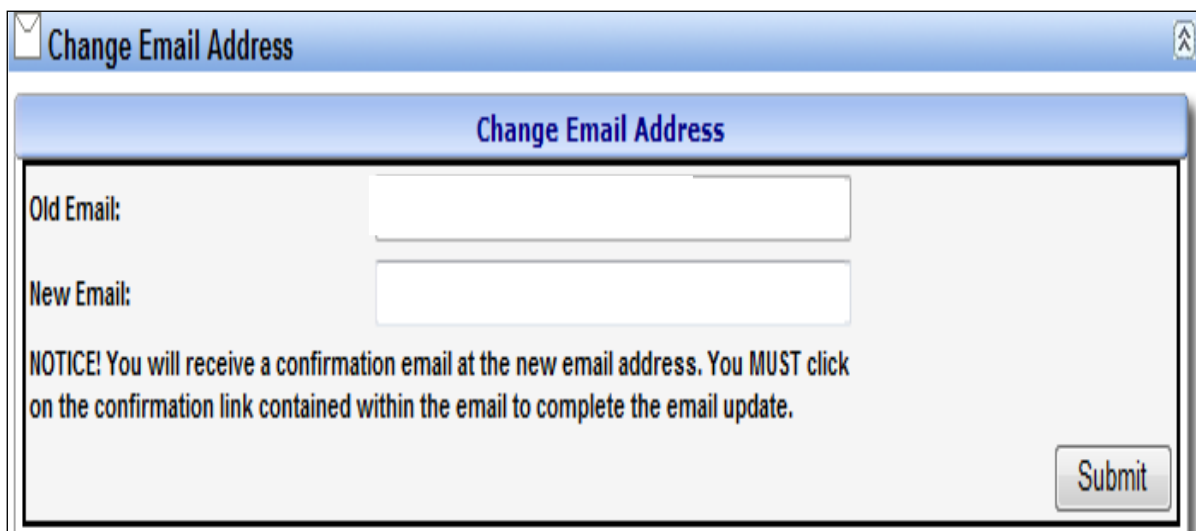


A screenshot of the 'Update Personal Information' form. The form has a title bar 'Update Personal Info' and a 'Submit' button at the bottom right. The form fields are: First Name (Test), Middle Name (empty), Last Name (Account), Address (300 Dexter Avenue), City (Montgomery), State (AL dropdown), Zip (36104), Phone (3349545000), Fax (3349545001), and Firm Name (empty).

It is important to note that practicing attorneys will need to update their contact information with the Alabama State Bar in which the Administrative Office of Courts receives nightly updates into SJIS Mainframe (State Judicial Information Systems). To update personal information, the user should type in the updated information, then click **Submit**.

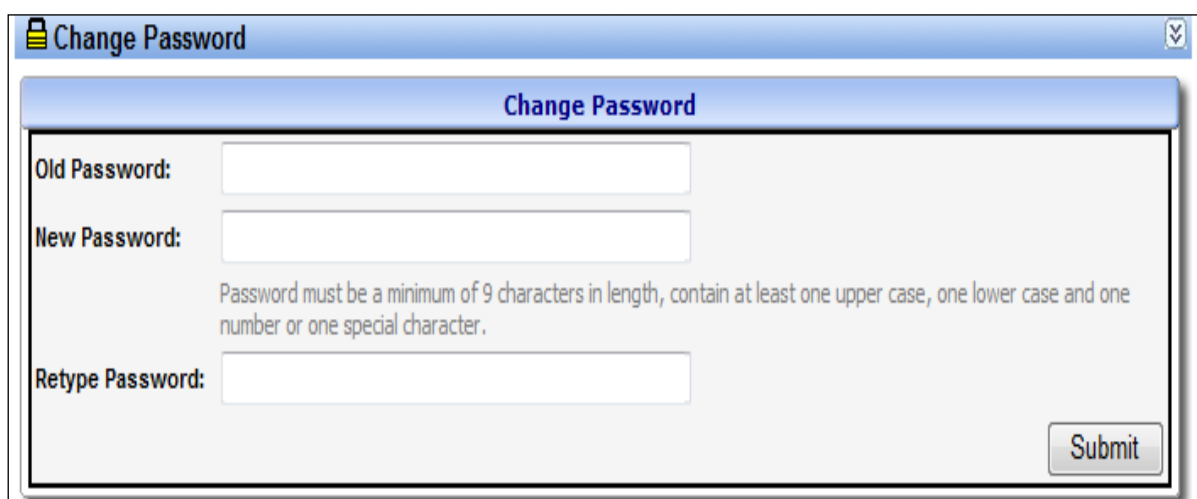
Under **Change Email Address**, the user can update their account to reflect a new email address. This email address update must be done anytime the user changes email addresses pursuant to the *Administrative Policies & Procedures for Electronic Filing*.

The email address on record with AlaFile is the primary address used to provide service copies. To complete the email address change, the user must click on the confirmation link sent to the user's new email address.



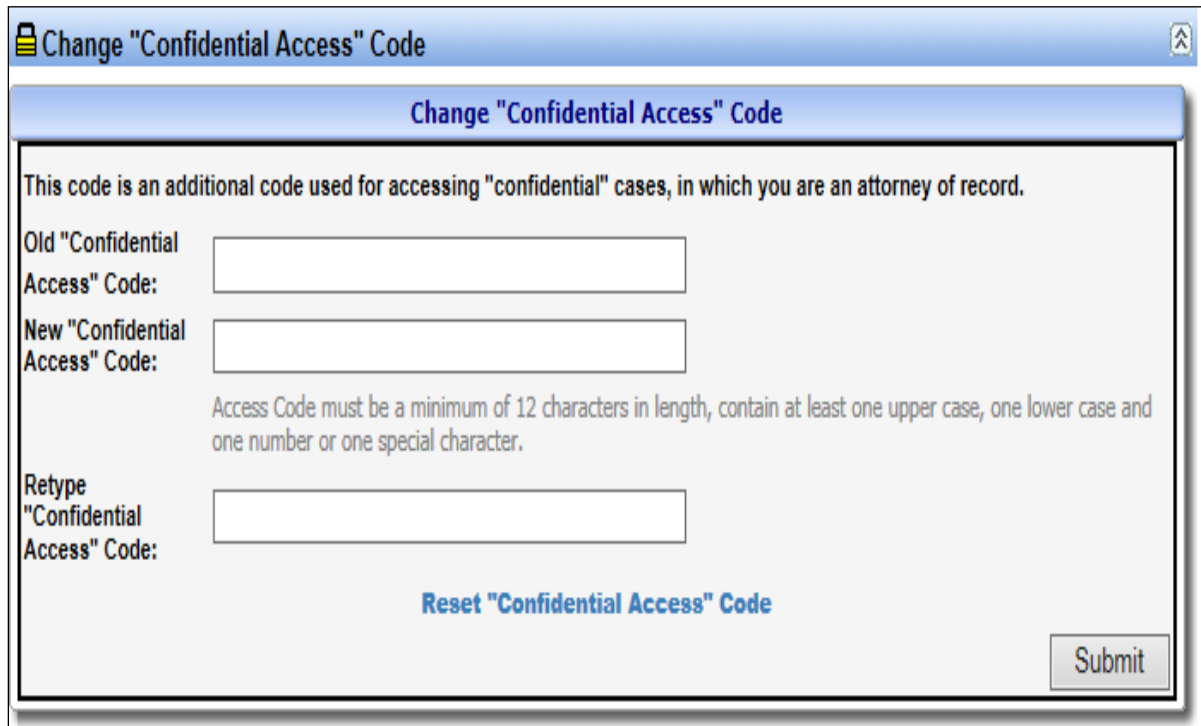
The screenshot shows a web browser window titled "Change Email Address". Inside the window, there is a header bar with the title "Change Email Address". Below the header, there are two input fields: "Old Email:" and "New Email:". Below these fields, there is a notice: "NOTICE! You will receive a confirmation email at the new email address. You MUST click on the confirmation link contained within the email to complete the email update." At the bottom right of the form, there is a "Submit" button.

For security reasons, the user may change their AlaFile password anytime. AlaFile password changes must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character then clicking **Submit**.



The screenshot shows a web browser window titled "Change Password". Inside the window, there is a header bar with the title "Change Password". Below the header, there are three input fields: "Old Password:", "New Password:", and "Retype Password:". Below the "New Password:" field, there is a password requirement notice: "Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character." At the bottom right of the form, there is a "Submit" button.

For security reasons, the user may change their confidential password anytime. Confidential password changes must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character then clicking **Submit**.



The dialog box has a title bar with a lock icon and the text "Change 'Confidential Access' Code". Inside, there is a sub-header with the same text. Below the sub-header is a descriptive text: "This code is an additional code used for accessing 'confidential' cases, in which you are an attorney of record." There are three input fields: "Old 'Confidential Access' Code:", "New 'Confidential Access' Code:", and "Retype 'Confidential Access' Code:". A note below the second field states: "Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character." At the bottom, there is a blue link "Reset 'Confidential Access' Code" and a "Submit" button.

Change "Confidential Access" Code

This code is an additional code used for accessing "confidential" cases, in which you are an attorney of record.

Old "Confidential Access" Code:

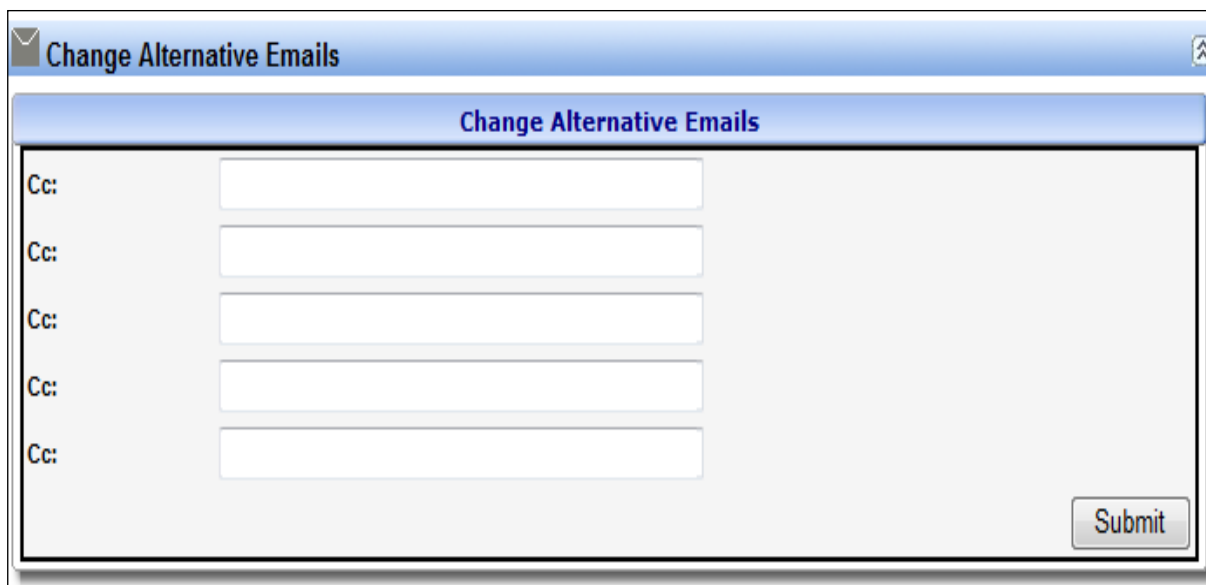
New "Confidential Access" Code:

Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character.

Retype "Confidential Access" Code:

[Reset "Confidential Access" Code](#)

If alternate email addresses are provided in the CC fields during the initial registration process, those email addresses are provided service copies of all emails that are sent by the application to the primary registered email address. If the user wishes to add new email addresses or change existing addresses, click **Change Alternative Emails**, type in the new email address(es) then click **Submit**.



The dialog box has a title bar with an envelope icon and the text "Change Alternative Emails". Inside, there is a sub-header with the same text. Below the sub-header are five input fields, each preceded by "Cc:". At the bottom right is a "Submit" button.

Change Alternative Emails

Cc:

Cc:

Cc:

Cc:

Cc:

AlaFile uses the utmost caution to protect credit card and bank information when making online payments. To ensure security, the filer is given two payment options:

1. **Manually enter payment information at the time of e-filing:**

Using the **Manage Payment Feature** is **OPTIONAL**. You may continue to enter your complete payment information at each transaction. AlaFile will **NOT** store your payment account identifying information in the AlaFile system.

2. **Store payment information for future use:**

If you choose to store payment account information for your convenience or to share your payment account information with others in your firm, then you should use this option. This service stores your payment account identifying information (credit card number or bank account information) securely in a 3<sup>rd</sup> party PCI Certified Data Center which provides AlaFile with a token used to call your payment information for processing. ***Please be aware that each time that you use the token, a \$0.05 charge will be added to the payment convenience charge. By setting up a Payment Option you agree to pay the tokenization charge.***

Steps to add new payment accounts:

1. Click **Manage Payment Options**.




2. Within the manage payment options enter a description then click **Add a Payment Option**.

Payment Options								
<div> <div>\$</div> <div>Manage Payment Options</div> </div>		Description: <input type="text"/>		<input type="button" value="Add a Payment Option"/>		<a href="#">Instructions</a>		
User	Administered By	Type	Description	Account Number			Payment Options	Payment Options
JIMMY ACCOUNT	JIMMY ACCOUNT	Credit Card	test	1111	<a href="#">Add Users</a>	<a href="#">View Existing Users</a>	<a href="#">Update</a>	<a href="#">Delete</a>

3. Enter the required billing information from your debit/credit card and click **Add**.
4. Click on Add Users of an existing payment option to add additional users.



The **Recurring Parties Feature** provides a method to save information associated with a party that the filing party may represent on a regular basis. By setting up this feature and saving the information into AlaFile, the user can access saved data during the filing process to avoid entering this information each time a document is e-filed (such as a complaint). To utilize this feature for a new party, the user should click on **Recurring Parties** and fill in all the requested information and click **Add**. To modify an existing party, click on the name of the party, enter the information and click **Update**. To delete a party, click on the party name and then click **Delete**.

 **Recurring Parties**

**Recurring Parties**

Name
JAMES A BROWN
JOHNNY Q BROWN

Party Type:

Individual

First Name:

Middle Name:

Last Name:

Suffix:

Address:

City:

State:

AL

Zip:

SSN:

Phone:

Email:

Cancel

Delete

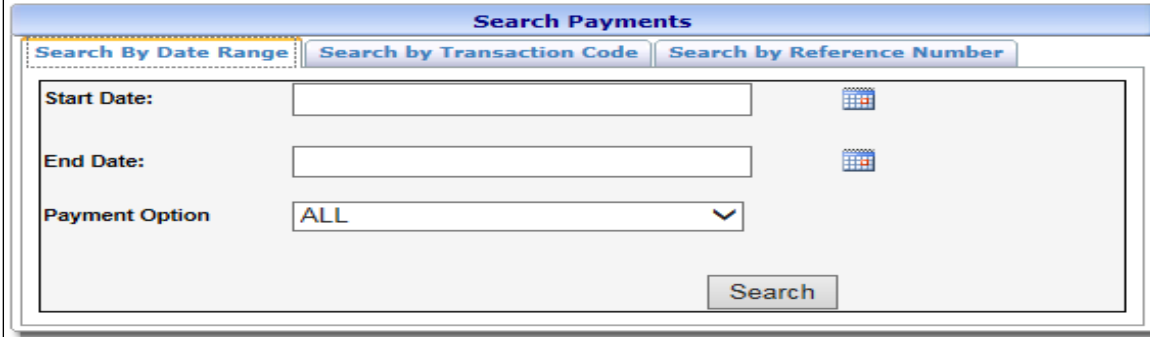
Update

Add

Save

## Payment History

The **Payment History** button on the main navigation bar allows the user to view payment history made through AlaFile. Depending on the report desired, the user can enter the appropriate parameters to obtain information on fees paid through the AlaFile application, either by date range, transaction code or reference number.



The screenshot shows a web form titled "Search Payments". It features three tabs: "Search By Date Range" (which is selected), "Search by Transaction Code", and "Search by Reference Number". Under the "Search By Date Range" tab, there are three input fields: "Start Date:" with a text box and a calendar icon, "End Date:" with a text box and a calendar icon, and "Payment Option" with a dropdown menu currently showing "ALL". A "Search" button is located at the bottom right of the form area.

# Filing Documents

## Complaints

The process of e-filing a complaint in each of the five civil divisions is very similar (circuit civil, district civil, small claims, domestic relations and child support). The general workflows and basic logic can be applied to the other civil divisions described above. For simplicity, this tutorial will explain how to e-file a complaint in circuit civil (CV) division.

## Circuit Civil Complaint

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **File New Complaint** within the **Complaint** menu.
3. Click **Circuit Civil**.



**Note:** Depending on the division chosen, the electronic cover sheet may look different.

4. Select the **County** from the dropdown list.
5. Select the radio button for **Emergency Relief**.
6. Select the radio button for **Filing on Behalf of State Agency**.
7. Note the checkbox for the **Affidavit of Substantial Hardship**. It is important to point out that if this option is selected AlaFile will not suggest the filing fee. When e-filed, the request for a substantial hardship will go directly to the judge hearing the case.
8. At that time, the judge will be able to **grant** or **deny** this hardship.
  - a. If granted: AlaFile will generate a summons and will proceed as a normal complaint.

- b. If denied: AlaFile will send a notice back to the filing part for adjustment of filing fees within a sum certain time (i.e. 5 business days to perfect payment of filing fees or the case will not be recognized by the courts).

File CV Complaint	
<b>Jurisdiction</b>	
County:	<input type="text" value="Select a county"/>
Emergency Relief Requested:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Filing on behalf of State Agency:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/> Substantial Hardship (Check here if you have filing an Affidavit of Substantial Hardship )	

9. Select the **Type of Complaint** from the dropdown selections.
10. Select the **Origin** of the case filing.
11. Select the radio button for **Jury Trial Demanded**.
12. Select the radio button for **Monetary Relief Requested**.
13. Select the radio button for the **Amount of the Claim**. If unknown/undetermined is selected AlaFile will suggest the higher filing fee.
14. Enter the **Total Damages** requested (optional).
15. Select the radio button **for Mediation Requested**.

Matter	
<b>CAUTION:</b> Payment of the filing fee is jurisdictional and set by Ala. Code § 12-19-71. By signing the informational cover sheet (Form ARCIV-93), the attorney is certifying the information contained therein pursuant to Ala. R. Civ. P. 11. Failure to accompany a pleading with the proper filing fee may result in a lack of subject matter jurisdiction over the matter, and the rendition of a judgment which could be deemed void.	
Type of Complaint:	<input type="text" value="Please Choose Complaint Type"/>
Origin:	<input type="text" value="Initial Filing"/>
Jury Trial Demanded:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Monetary Relief Requested:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the amount in controversy in excess of \$ 50,000?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown/Undetermined
Total Damages Requested (Optional):	<input type="text"/>
Mediation Requested:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Undecided

## Adding Parties to the Electronic Cover Sheet

16. Enter the **Total Number of Case Parties** for both plaintiff(s) and defendant(s).
17. Select the **Party Type** drop down (business, individual, government or other).
18. Type the **Party Information** in the boxes provided (all fields marked with an asterisk (\*) are required fields).
19. If additional attorneys are representing the party, click the **Add Additional Attorneys Besides Filer** checkbox. Type in the attorney code of the other attorneys in the boxes that wish to make an appearance in the case.
20. Click **Add**. This adds the party to the red box at the top.
21. When adding a defendant to the complaint you will need to choose the type of service from the **Service Type** dropdown.
  - a. If you choose **Sheriff** service type, you will have to choose the county where the complaint will be served.
  - b. If you choose **Private Process Server** service type, you will need to type in the name of the process server.
  - c. If you choose **Certified Mail** service type there are two options for this service.
    - i. Service to be perfected by the **clerk**.
    - ii. Service to be perfected by **filer**.
  - d. If you choose **Service Waived** a summons will not be generated.

Parties

Number of Plaintiffs:

1

Number of Defendants:

1

Party\*: ☒ Plaintiff ☐ Defendant

My Parties: JAMES A BROWN

Party Type: Individual

First Name: JAMES

Middle Name: A

Last Name: BROWN

Suffix:

Address: 123 EASY STREET

Address 2:

City: MONTGOMERY

State: AL

Zip Code: 36104

Gender: Please Choose

SSN: 999-99-9999

DOB:

Phone: (334) 954-5000

Email: testemail@ALACOURT.GOV

☐ Add additional Attorneys besides Filer.  
(Alabama Attorney Code /e.g. ABC123)

→ Add

Clear

Party	Name	Edit	Delete
No Parties have been added.			

Once parties have been added to the case, the user will see a screen like the one below. As an example, notice that one plaintiff and one defendant have been added to this complaint. When all case parties have been added click continue.

	Party	Name	Edit	Delete
Plaintiff	C001	JAMES A BROWN	<a href="#">Edit</a>	<a href="#">Delete</a>
Defendant	D001	JOHNNY Q BROWN	<a href="#">Edit</a>	<a href="#">Delete</a>

**Note:** If there are multiple plaintiffs or defendants in the case, each party must be added as described above.

The electronic civil cover sheet will be auto-generated by the application and attached to the complaint and other documents that are filed.

## Attaching documents

22. Once the data entry is completed in the steps outlined above, attach your complaint.

**Note:** All documents attached within AlaFile must be in **PDF** format.

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

**Add Document(s) - CV Complaint**

**Attach Document**

C:\Users\... Desktop\Microsoft Wo **Browse...**

**Title:** COMPLAINT

**Description:** Make a good description here

Title	Description	MB	File Type
CIVIL_COVER_SHEET	CIRCUIT COURT - CIVIL CASE	.007	pdf

**Add Document** **Continue**


24. After clicking Continue, you will now see the **Filing Detail Screen**. This screen allows you to check the attached document(s) before filing them with the court.

To view your documents that have been uploaded click the title of the document. To delete documents that have uploaded, click the **red X** beside the document. To add additional documents, click **Add Documents**. If you are ready to file your complaint, click **File Complaint**.

Filing Detail				
County:	77			
Style:	JAMES A BROWN v. JOHNNY Q BROWN			
Filing:	Complaint			
Title	Description	MB	File Type	
CIVIL_COVER_SHEET	CIRCUIT COURT - CIVIL CASE	007	pdf	
COMPLAINT		.002	pdf	✗
<input type="button" value="Add Documents"/>		<input type="button" value="File CV Complaint"/>		

## Explanation of the AlaFile Fee Sheet

25. After clicking **File Complaint**, the user will see the **Fee Sheet** screen like the screen below.



**AlaFile™**  
brought to you by alascourt.com  
**Payments powered by *alipay.com***

**Choose a Payment Option**

CV <= \$50K	\$234.00
VADM FEE	\$45.00
Convenience Fee:	\$11.16
<b>Total</b>	<b>\$290.16</b>

**Enter Billing Information**

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL <input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Billing Reference:	<input type="text"/>

**FAILURE TO ACCOMPANY A PLEADING WITH THE PROPER FILING FEE MAY RESULT IN A LACK OF SUBJECT MATTER JURISDICTION OVER THE MATTER, AND THE RENDITION OF A JUDGMENT WHICH COULD BE DEEMED VOID.**



It is the filing party's responsibility to verify that the correct filing fee is being paid. If the correct filing fee is not suggested on the AlaFile Fee Sheet, please contact the Alabama Administrative Office of Courts Information Technology Support Help Desk, toll-free at 1.866.954.9411 Option 1, then Option 4.

26. By clicking **Continue**, you are completing payment of the filing fees for the complaint.

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

E-File Receipt						
County:	77					
Case Number:	CV201290005900					
Style:	JAMES A BROWN v. JOHNNY Q BROWN					
JID:						
Document Filed:	Other					
Electronic Document Stamp:	CV2012900059009/28/2012 8:55:30 AM27eaa514-580e-4ddb-9098-349a300d0ad8					
The following Documents were attached to this filing:						
Title		Description		Location		
CIVIL_COVER_SHEET		CIRCUIT COURT - CIVIL CASE				
COMPLAINT				C:\Users\	\\Desktop\Test PDF.pdf	
AFFIDAVIT OF SUBSTANTIAL HARDSHIP		test		C:\Users\	\\Desktop\Test.pdf	
Notice of this filing must be served on the following parties:						
Party Number	Name	Address	City	State	Zip	Service
		123 HARD PLACE	MONTGOMERY	AL		Sheriff
				Print View		Continue

## Amended Complaint

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **Amended Complaint** and single click.



3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.

The screenshot shows the 'File Amended Complaint' form. It contains several dropdown menus and a text input field. The values entered are: '77 - TESTCOUNTY77' for 'Select a County:', 'CV - CIRCUIT-CIVIL' for 'Select a Division:', '2012' for 'Select a Case Year:', '1' for 'Enter a Case Number:', and '00' for 'Select an Extension:'. A 'Find Case' button is located at the bottom right of the form.

5. Please read the instructions hyperlinked before attempting to e-file an Amended Complaint. Select the radio button to determine if you are amending the claim amount. If you are amending the claim amount enter that amount in the claim amount field below.

The screenshot shows the 'File Amended Complaint' form at the bottom. It has a section titled 'Are you Amending the Claim Amount?' with two radio buttons: 'Yes' (which is selected) and 'No'. To the right of the radio buttons is a text input field labeled 'Claim Amount\*:', which is highlighted with a red rectangle. A red arrow points from the 'Yes' radio button to the 'Claim Amount\*' field. Another red arrow points from the 'Instructions' link to the right of the form.

- To change existing party information, click **Edit** by the corresponding case party name you wish to amend. Click **Update** when finished updating the party. Once completed, the case party(ies) that have been successfully updated will reflect **green**.

Parties

Party\*: ☒ Plaintiff ☐ Defendant  
Party Type: Individual  
☐ Party Needs To Be Served  
First Name: TESTER  
Middle Name:  
Last Name: WARREN  
Suffix:  
Address: 123 Easy Street  
Address 2:  
City: MONTGOMERY  
State: AL  
Zip Code: 36104  
SSN: 123-45-6985  
DOB: 01/24/1970  
Phone: (334) 555-5555  
Email:  

Update Clear

	Party	Name	Edit	Delete
	Plaintiff	C001 * TESTER WARREN	Edit	
	Plaintiff	C002 WARREN TESTER, II	Edit	
	Plaintiff	C003 W TESTER DBA	Edit	
	Plaintiff	C004 WARREN TESTER	Edit	
	Plaintiff	C005 WARREN TESTER	Edit	
	Plaintiff	C006 WARREN TESTER	Edit	
	Plaintiff	C007 WARREN TESTER	Edit	
	Defendant	D001 DEFENDANT TESTER	Edit	
	Defendant	D002 DEFENDANT TESTER 2	Edit	
	Friend	F001 BANK OF CHOICE/4123321	Edit	
	Friend	F002 BANK OF CHOICE/4123322	Edit	
	Garnishee	G001 GARNISHMENT TEST	Edit	
	Garnishee	G002 GARNISHMENT TEST	Edit	
	Income Withholder	H001 EMP NAME	Edit	
	Intervenor	I001 R	Edit	
	Other	O001 WARREN TESTER	Edit	
	Third Party	T001 DOE JOHN MICHAEL JR.	Edit	

Continue


- Once satisfied amending the complaint party, click **Continue**.

## Attaching documents


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

**Add Document(s) - Amended Complaint**

**Attach Document**

C:\Users\ Desktop\Microsoft Wo **Browse** 

**Title:**  
AMENDED COMPLAINT

**Description:**  
Please type a description of your document. 

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the amended complaint by clicking **File Complaint**. 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.
10. If additional fees are incurred because of the filing of the amended complaint, a **Fee Sheet** will be displayed.

**Filing Detail**

**County:** 77  
**Case Number:** CV-2012-000001.00  
**Style:** JOE DOE, PETITIONER  
**JID:** PPC  
**Filing:** Amended Complaint

Title	Description	MB	File Type	
AMENDED COMPLAINT		.002	pdf	<b>X</b>

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

**E-File Receipt**

**County:** 77  
**Case Number:** CV201200000100  
**Style:** JOE DOE, PETITIONER  
**JID:** PPC  
**Document Filed:** AMENDED COMPLAINT  
**Electronic Document Stamp:** CV2012000001009/24/2012 11:04:41 AMbc7d7322-08c0-4f3e-9760-6a8b74eeef59

## Answer

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **File Answer** and single click.



3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.

A screenshot of the 'File Answer' form. The form has a blue header bar with the text 'File Answer'. Below the header, there are five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77', 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL', 'Select a Case Year:' with a dropdown menu showing '2012', 'Enter a Case Number:' with a text input field containing '1', and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If you are filing on behalf of a state agency make sure and select the **Yes** radio button. Clicking **Yes** will bypass court filing fees (as state agencies are exempt from filing fees).
6. If the case data that appears on the screen is correct, click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
Filing on behalf of State Agency:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Continue"/>	

7. Choose your specific **Answer Type** from the drop-down menu.
8. Select the appropriate radio buttons for a **Counterclaim, Cross-Claim and Third-Party Complaint**.
9. Highlight the **Party** or **Parties** you are answering for. To select multiple parties, hold down the Control Key while clicking on each party you represent.
10. If additional attorneys are representing the party, type in their attorney codes.
11. Select the appropriate radio button for **Jury Trial**.
12. Click **Continue**.

Complaint Denied	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
Answer Type:	Complaint Denied
Are you filing a Counterclaim along with this answer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you filing a Cross-Claim along with this answer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you filing a Third Party Complaint along with this answer?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Choose Party or Parties to Answer for	
<div style="border: 1px solid black; padding: 2px;"> C001 - JOE DOE  C002 - TY T T TY  C003 - T  C004 - JOE DOE II </div>	
Attorney 1:	AOC001
Attorney 2:	AOC003
Attorney 3:	
Attorney 4:	
Attorney 5:	
Attorney 6:	
Jury Trial Demanded: <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

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

**Add Document(s) - Answer**

Attach Document

C:\Users\ Desktop\Microsoft Wo **Browse...**

Title: ANSWER

Description: Make a good description here

**Add Document** **Continue**

14. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the answer by clicking **File Answer**.

**Filing Detail**

County: 77  
Case Number: CV-2012-000001.00  
Style: JOE DOE, PETITIONER  
JID: PPC  
Filing: Answer

Title	Description	MB	File Type	
ANSWER	Make a good description here	.002	pdf	X

**Add Documents** **File Answer**

15. After clicking **File Answer**, the user will be directed to a payment screen if applicable for your filing situation.

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

**E-File Receipt**

County: 77  
Case Number: CV201200000100  
Style: JOE DOE, PETITIONER  
JID: PPC  
Document Filed: Complaint Denied  
Electronic Document Stamp: CV2012000001009/24/2012 1:57:36 PM9d3da4e0-76af-491b-86a0-3e3e7340de11

## Notice of Discovery

1. Hover your mouse over the **Discovery** menu on the main navigation bar.
2. Hover your mouse over **Notice of Discovery** and single click.



3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.

Confirm Case	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	1
Select an Extension:	00
<div>Find Case</div>	

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<div>Continue</div>	



**Note:** If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are answering for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
7. Click **Continue**.

Choose party(s) to file for

County: 77  
Case Number: CV201200000100  
Style: JOE DOE, PETITIONER  
JID: PPC

Choose Party or Parties you are representing

- C001 - JOE DOE
- C002 - TY T T TY
- C003 - T
- C004 - JOE DOE II
- D001 - JOE DOE TEST
- D002 - JIM DOE TEST
- H001 - EMP

Cancel Continue

8. To locate your notice of discovery, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

**Add Document(s)**

**Attach Document**

C:\Users\ Desktop\Microsoft Wo

**Document Type:**  
 NOTICE OF DISCOVERY

**Title of Document:**  
 Make a good description here.

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the notice by clicking **File Notice**.

**Filing Detail**

County: 77  
 Case Number: CV-2012-000001.00  
 Style: JOE DOE, PETITIONER  
 JID: PPC  
 Filing: Notice of Discovery

Document Type	Title of Document	MB	File Type
NOTICE OF DISCOVERY	Make a good description here.	.002	pdf

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

**E-File Receipt**

County: 77  
 Case Number: CV201200000100  
 Style: JOE DOE, PETITIONER  
 JID: PPC  
 Document Filed: NOTICE OF DISCOVERY  
 Electronic Document Stamp: CV2012000001009/24/2012 2:04:44 PMe681dc13-c7a8-491f-822c-9d380e5365c8

The following Documents were attached to this filing:

Title	Description	Location
NOTICE OF DISCOVERY	Make a good description here.	C:\Users Desktop\Microsoft Word - Document1.pdf

## Motions

1. Hover your mouse over the **Motions** menu on the main navigation bar.
2. Hover your mouse over **File New Motion** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

A screenshot of the 'File New Motion' form. The form has a blue header bar with the text 'File New Motion'. Below the header, there are five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77', 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL', 'Select a Case Year:' with a dropdown menu showing '2012', 'Enter a Case Number:' with a text input field containing '1', and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

A screenshot of the 'Case Information' form. The form has a blue header bar with the text 'Case Information'. Below the header, there are five input fields: 'County:' with a dropdown menu showing '77', 'Case Number:' with a text input field containing 'CV-2012-000001.00', 'Style:' with a text input field containing 'JOE DOE, PETITIONER', 'JID:' with a text input field containing 'PPC', and 'Filing on behalf of State Agency:' with radio buttons for 'Yes' and 'No' (the 'No' button is selected). A 'Continue' button is located at the bottom right of the form.

**Note:** If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

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.

C001 - JOE DOE	▲
C002 - TY T T TY	☰
C003 - T	
C004 - JOE DOE II	▼

7. If Oral Arguments are requested, click the **Oral Arguments Requested** checkbox.
8. If the filing party needs to add/create a party to the case, click the **Add/Create Party** checkbox.

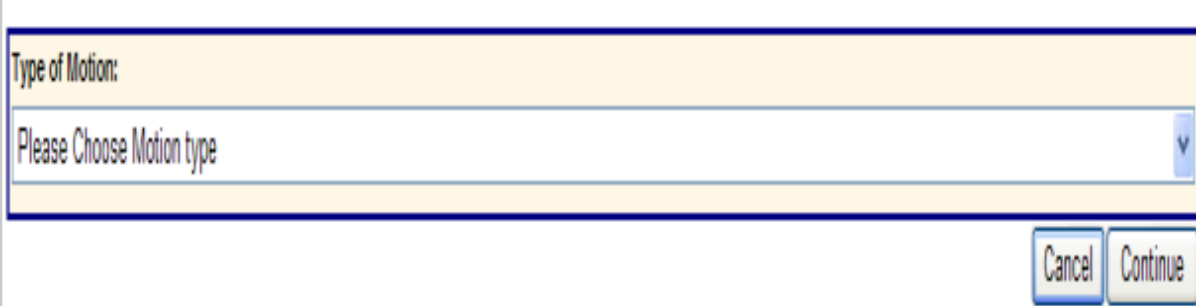
<input type="checkbox"/> Oral Arguments Requested
<input type="checkbox"/> Add/Create Party?

The attorney information will be displayed as a courtesy.

Name, Address, and Telephone No. of Attorney or Party. If not represented.
300 DEXTER AVENUE
MONTGOMERY, AL 36104
3348545053
Attorney Bar No.: JAHXXX

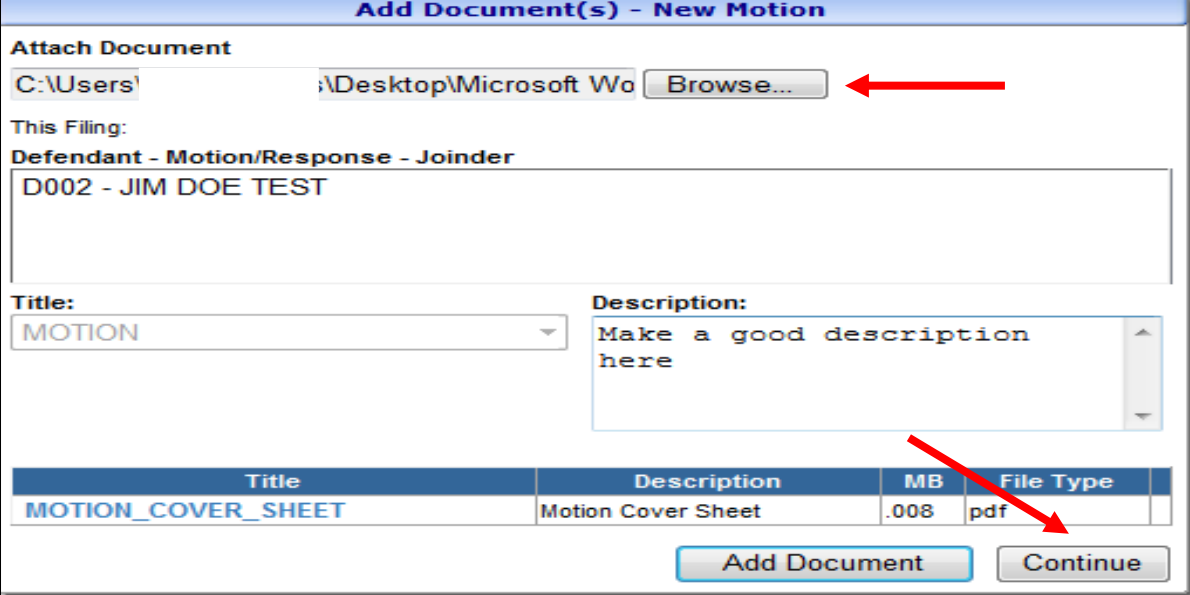
9. Select the specific type of motion being filed from the motion dropdown list.

10. Click **Continue**.



The screenshot shows a window titled 'Type of Motion:'. Below the title is a dropdown menu with the text 'Please Choose Motion type' and a downward arrow. At the bottom right of the window are two buttons: 'Cancel' and 'Continue'.

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



The screenshot shows a window titled 'Add Document(s) - New Motion'. It has a section 'Attach Document' with a text box containing 'C:\Users\...s\Desktop\Microsoft Wo' and a 'Browse...' button. A red arrow points to the 'Browse...' button. Below this is a section 'This Filing:' with a text box containing 'Defendant - Motion/Response - Joinder' and 'D002 - JIM DOE TEST'. Below that is a 'Title:' dropdown menu with 'MOTION' selected. To the right is a 'Description:' text box with the text 'Make a good description here'. Below these is a table with the following data:

Title	Description	MB	File Type
MOTION_COVER_SHEET	Motion Cover Sheet	.008	pdf

A red arrow points to the 'File Type' column of the table. At the bottom right are two buttons: 'Add Document' and 'Continue'.

12. At the **Filing Detail** screen, you may attach a proposed order by clicking **Add Proposed Order**. Ensure the correct documents were uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Joinder			
Title	Description	MB	File Type	
MOTION_COVER_SHEET	Motion Cover Sheet	.008	pdf	
MOTION	Make a good description here	.002	pdf	✖
Add Proposed Order		Add Documents		File New Motion

## Steps to add a Proposed Order:

Type your proposed order or cut and paste the proposed order into the body of the order and make an order title at the top of the screen (note: this order title will appear in the order).

Case Number: 77-CV-2012-000001.00		Order Title: <input type="text"/>	Insert to Filing Details
<p>IN THE CIRCUIT COURT OF TESTCOUNTY77 COUNTY, ALABAMA</p> <p>JOE DOE, TY T T TY, T, JOE DOE II, Plaintiffs,</p> <p>V.</p> <p>JOE DOE TEST, JIM DOE TEST, Defendants.</p> <p>Case No.: CV-2012-000001.00</p>			
Loading... <input type="text"/>			
DONE this[To be filled by the Judge].			
/s/[To be filled by the Judge]			
CIRCUIT JUDGE			

Click the **Insert to Filing Details** Button.

Insert to Filing Details
--------------------------

To add additional documents to the motion (i.e. Affidavit in Support of Motion, Statement of Facts, Deposition Excerpts, etc.) click **Add Documents**.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Joinder			
Title	Description	MB	File Type	
MOTION_COVER_SHEET	Motion Cover Sheet	.008	pdf	
MOTION	Make a good description here	.002	pdf	✗
PROPOSED ORDER	test	.004	pdf	
Add Proposed Order		Add Documents		File New Motion

13. After all desired documents have been added and verified, click **File Motion**.

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**. **NOTE:** This is the only place an **E-File Receipt** will be generated.

E-File Receipt			
County:77			
Case Number: CV-2005-000001.00			
Style:JANE DOE VS JOHN DOE			
JID:CAK			
Motion Number:502			
Motion Filed:Continue			
Electronic Document Stamp:CV2006030001009/8/2008 10:21:00 AM5da32af6-bf77-4134-896b-9b339275713f			
The following Documents were attached to this filing:			
Title	Description	Location	
MOTION_COVER_SHEET	Motion Cover Sheet		
MOTION	Motion to Continue	C:\Documents and Settings	ly Documents\AlaFile\AlaFile - CV Complaint (Test).pdf
PROPOSED ORDER	77-CV200600000100		
MOTION	Be very concise here when making a description...	C:\Documents and Settings	ly Documents\AlaFile\AlaFile - CV Complaint (Test).pdf
The following Documents are now available to the Judge:			
Title	Description	Location	
Order	77-CV200600000100		
Notice of this filing has been electronically served on:			
Party	Attorney	Email	
Notice of this filing must be mailed to:			
Party	Attorney	Address	City
		State	Zip
		Print View	Continue

## Respond, Reply or Supplement to a Motion

Use this option to e-file a response to a motion, reply to a motion or a supplement to a previously filed motion.

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **Respond/Reply/Supplement to Motion** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

Reply/Respond/Supplement to Pending Motion	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	000001
Select an Extension:	00
<div>Find Case</div>	

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<div>Continue</div>	



**Note:** If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

AlaFile will display all previously e-filed motions in the case. Click the desired motion under the **Motion Type** column that you wish to e-file into.




Logout | E-File Information

Complaints | Discovery | Motions | **E-File Document** | Miscellaneous | Email | Update Account | Payment History

Motions for 77-CV-2012-000001.00

County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV201200000100	JOE DOE, PETITIONER	1	Add Party	XXXX003	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		3/21/2012 4:40:04 PM
77	CV201200000100	JOE DOE, PETITIONER	2	Default Judgment (\$50.00)	C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM
77	CV201200000100	JOE DOE, PETITIONER	3	Default Judgment (\$50.00)	C001 - JOE DOE C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM
77	CV201200000100	JOE DOE, PETITIONER	4	Default Judgment (\$50.00)	C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM
77	CV201200000100	JOE DOE, PETITIONER	5	Default Judgment (\$50.00)	C001 - JOE DOE C001 - JOE DOE PRO SE	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		4/17/2012 12:00:00 AM

- Double check the motion details. If the case and motion type information listed on the screen is correct, click **E-File Document** to proceed to the next step.

**Motion Details**

**E-File Document**

**Motion Type:** Default Judgment (\$50.00)  
**Filer:** C001 - JOE DOE (Attorney: PRO SE)  
**County:** 77-TESTCOUNTY77  
**Case Number:** CV-2012-000001.00  
**Style:** JOE DOE, PETITIONER  
**JID:** STL - HON PAULA COLLINS    **Setting Date:** NOT SET  
**Status:** ACTIVE    **File Date:** 4/17/2012  
**Disposition:** PENDING    **Disposition Date:**  
**Disposed By:**

Filing	Party	Attorney
Default Judgment (\$50.00)	C001 - JOE DOE	PRO SE

7. Choose the **Type of Document** from the drop-down list.
8. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
9. Click **Continue**.

**Choose party(s) to file for**

County: 77  
Case Number: CV201200000100  
Style: JOE DOE, PETITIONER  
JID: PPC

Choose Type of Document: Response to Motion

Choose Party or Parties you are representing

- C001 - JOE DOE
- C002 - TY T T TY
- C003 - T
- C004 - JOE DOE II
- D001 - JOE DOE TEST
- D002 - JIM DOE TEST
- H001 - EMP

Cancel Continue

10. To locate your reply/response/supplement to motion, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

**Add Document(s) - Respond To Motion**

Attach Document  
C:\Users\Desktop\Test PDF.pdf Browse...

This Filing:  
Plaintiff - Motion/Response - Response to Motion  
C001 - JOE DOE

Title: BRIEF

Description: Make a good description here

Add Document Continue

11. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the response by clicking **File Response**. Check and make sure

everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document.

Filing Detail				
County:	77			
Case Number:	CV-2012-000001.00			
Style:	JOE DOE, PETITIONER			
JID:	PPC			
Filing:	Response to Motion			
Title	Description	MB	File Type	
BRIEF	Make a good description here	.002	pdf	
<div> <input type="button" value="Add Proposed Order"/> <input type="button" value="Add Documents"/> <input type="button" value="File Response"/> </div>				

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

E-File Receipt	
County:	77
Case Number:	CV201200000100
Style:	JOE DOE, PETITIONER
JID:	PPC
Motion Number:	0
Motion Filed:	Response to Motion
Document Filed:	BRIEF
Electronic Document Stamp:	CV2012000001009/26/2012 10:56:21 AMfe77e718-cbef-4ff6-9061-ffccfd37e58f

## Batch Motions

1. Hover your mouse over the **Motions** menu on the main navigation bar.
2. Hover your mouse over **File Batch Motion** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Add Case**.

The screenshot shows a form titled 'File Batch Motion'. It contains five input fields on the left side: 'Select a County:' with a dropdown menu showing '77 - TEST COUNTY'; 'Select a Division:' with a dropdown menu showing 'CC - CIRCUIT-CRIMINAL'; 'Select a Case Year:' with a dropdown menu showing '2013'; 'Enter a Case Number:' with a text input field containing '1' and a clear button (x); and 'Select an Extension:' with a dropdown menu showing '00'. On the right side of the form is a large empty rectangular area. At the bottom right corner of the form is a blue button labeled 'Add Case'.

5. Enter in the additional case details by selecting the county, division, year and case number. Notice the .01 case extension will be added to the master .00 filing.
6. Click **Add Case**.

**File Batch Motion**

Select a County:	77 - TEST COUNTY	▼
Select a Division:	CC - CIRCUIT-CRIMINAL	▼
Select a Case Year:	2013	▼
Enter a Case Number:	1	
Select an Extension:	01	▼

**Add Case**

7. Enter in the additional case details by selecting the county, division, year and case number. Notice the .02 case extension will be added to the master .00 filing.
8. Click **Add Case**.

**File Batch Motion**

Select a County:	77 - TEST COUNTY	▼
Select a Division:	CC - CIRCUIT-CRIMINAL	▼
Select a Case Year:	2013	▼
Enter a Case Number:	1	
Select an Extension:	02	▼

**Add Case**

9. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

Case Information					
County	Case Number	Style	JID	Case Type	Case Status
77	CC-2013-000001.00	STATE OF ALABAMA V. JO EARLY	STL		OTHER
77	CC-2013-000001.01	STATE OF ALABAMA V. JO EARLY	STL		OTHER
77	CC-2013-000001.02	STATE OF ALABAMA V. JO EARLY	STL		OTHER

**Continue**

10. Select the **Party** you are filing for.

Motion Details				
County	Case Number	Style	JID	Case Type
77	CC-2013-000001.00	STATE OF ALABAMA V. JO EARLY	STL	
77	CC-2013-000001.01	STATE OF ALABAMA V. JO EARLY	STL	
77	CC-2013-000001.02	STATE OF ALABAMA V. JO EARLY	STL	

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.

C001 - STATE OF ALABAMA  
D001 - JO EARLY

11. If Oral Arguments are requested, click the **Oral Arguments Requested** checkbox.

☐ Oral Arguments Requested

The attorney information will be displayed as a courtesy.

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

300 DEXTER AVENUE  
MONTGOMERY, AL 36104  
3349545053  
Attorney Bar No.: JARXXX

12. Select the specific type of motion being filed from the motion dropdown list.

13. Click **Continue**.

Type of Motion:

Please Choose Motion type

Cancel Continue

14. 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) - Batch Motion**

**Attach Document**

C:\Users s\Documents\AlaFile\Ala Browse...

**This Filing:**

**Plaintiff - Motion/Response - Continue**

C001 - STATE OF ALABAMA

**Title:**

MOTION

**Description:**

Batch Motion to Continue for cases .00, .01 & .02.

Add Document Continue

15. At the Filing Detail screen, if the attached document needs to be replaced for any reason, click the **red X** to remove the document and then select the **Add Document** button to browse to attach the replacement pdf document from your computer before selecting the **File Batch Motion** button. You may attach a proposed order by clicking Add Proposed Order. Please ensure the correct documents were uploaded before proceeding.

**Filing Detail**

**Filing: Continue**

County	Case Number	Style	JID	Case Type
77	CC-2013-000001.00	STATE OF ALABAMA V. JO EARLY	STL	
77	CC-2013-000001.01	STATE OF ALABAMA V. JO EARLY	STL	
77	CC-2013-000001.02	STATE OF ALABAMA V. JO EARLY	STL	

Title	Description	MB	File Type	
MOTION	Batch Motion to Continue for cases .00, .01 & .02.	.080	pdf	X

Add Proposed Order Add Documents File Batch Motion

Additional considerations:

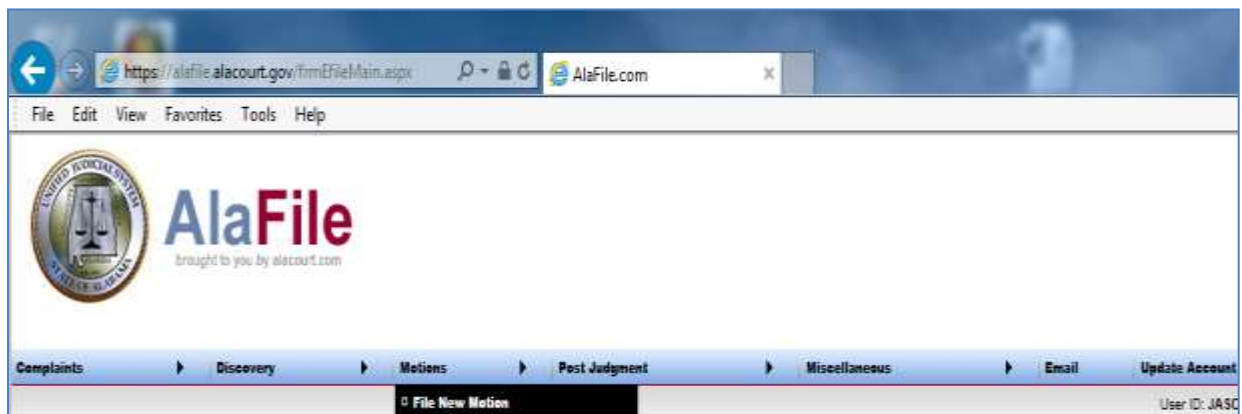
1. The JID (judge identification code) in each case or point case must match.
2. A good rule of thumb is batch orders on batch motions require the same disposition. Otherwise, the judge will need to specify in the order details for each batch motion with different dispositions (i.e. a different order for .01 then .02).

## Juvenile Motions – Prerequisites

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

- Successfully setup their 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 Select **Motions>File New Motion**.



2. Enter the juvenile case number then click **Add Case**.

**Tip:** make sure and e-file the juvenile motion under *the correct case point extension*.

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**.



**"Confidential Access" Code**

**This case is confidential.**

Access to this case is limited to attorneys of record in the case. An access code is required to access documents in this case. If you do not have an Access Code, [Click here](#) to create one.

Enter your "Confidential Access" Code:

If the filing attorney is not a party to the case, then they will have to traditionally paper file a notice of appearance. The AlaFile system will not allow non-related attorneys to e-file a notice of appearance in confidential cases.

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

## Steps to Setup Confidential Access Code within AlaFile:

To setup the Confidential Access Code in AlaFile, please complete the steps below:

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

**Change "Confidential Access" Code**

This code is an additional code used for accessing "confidential" cases, in which you are an attorney of record.

Old "Confidential Access" Code:

New "Confidential Access" Code:

Retype "Confidential Access" Code:

Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character.

[Reset "Confidential Access" Code](#)

**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 authenticate the attorney so they are 1.) able to e-file juvenile motions 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 juvenile 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) in which the attorney is to be associated with. Checkbox the appropriate boxes if oral arguments are requested or if this e-filing is on behalf of a Guardian Ad Litem. 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

Cancel

Continue

7. To locate your juvenile 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**

**Title:**

**Description:**

8. At the Filing Detail screen, the filer may attach additional documents by clicking Add Documents or file the juvenile 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 can be printed or saved by clicking Print View and then clicking **Print**.
10. After the juvenile 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 juvenile motion. **Due to security reasons AlaFile WILL NOT send a copy of the juvenile motion via email.** However, a full copy of the juvenile 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.

FILED ON 8/25/2014 3:15:08 PM

## Search Existing Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **Search Existing Motions** and single click.



3. Enter in the case details by selecting the county, division, year, and case number.
4. Click **Find Case**.

The image shows a web form titled 'Search Existing Motion'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CC - CIRCUIT-CRIMINAL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text input field containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The image shows a web form titled 'Case Information'. It displays the following information: 'County:' with the value '77'; 'Case Number:' with the value 'CC-2012-000001.00'; 'Style:' with the value 'STATE OF ALABAMA V. JESSE JAMES'; and 'JID:' with the value 'JPJ'. A 'Continue' button is located at the bottom right of the form.

**Note:** If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons. If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will

display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. AlaFile will display all motions that have previously been e-filed in the case.



**AlaFile**  
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Logout | E-File Information

Complaints | Discovery | Motions | **2013-0000100** | Miscellaneous | Email | Update Account | Payment History

**Motions for 77-CC-2013-0000100**

County	Case Number	Opp	Motion #	Motion Type	Filer	Status	Disposition	JG	Filing Date	Filing Time
77	CC20120000100	JESSE JAMES	1	Dismiss	CB01 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		5/23/2012 5:19:39 PM
77	CC20120000100	JESSE JAMES	2	Change of Venue	CB01 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/11/2012 2:46:12 PM
77	CC20120000100	JESSE JAMES	3	Continue	CB01 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/12/2012 2:49:58 PM
77	CC20120000100	JESSE JAMES	4	Continue	CB01 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/18/2012 11:37:00 AM
77	CC20120000100	JESSE JAMES	5	Revoke Bond	CB01 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		6/18/2012 11:39:21 AM

## View Pending Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Pending Motions** and single click.



AlaFile displays all pending motions, awaiting a court ruling, that have been e-filed or e-docketed by the clerk in any case where the user is listed as an attorney of record in SJIS. By clicking on the blue linkable motion type, the user may view the motion or file a response, reply or supplement to the motion.

The screenshot shows the 'My Motions - PENDING' table in the AlaFile interface. The table has the following columns: County, Case Number, Style, Motion #, Motion Type, Filer, Status, Disposition, JD, Setting Date, and Filing Date. The table contains five rows of pending motions.

County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JD	Setting Date	Filing Date
77	CV201100000100	WARREN TESTER VS JENNY TESTER	146	<a href="#">Default Judgment (\$50.00)</a>	C002 - TESTER WILLIAM J AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 11:00:12 PM
77	CV201100000100	WARREN TESTER VS JENNY TESTER	145	<a href="#">Default Judgment (\$50.00)</a>	C001 - TESTER WILLIAM M AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 10:48:14 PM
77	CV201200000100	JOE DOE, PETITIONER	94	<a href="#">Default Judgment (\$50.00)</a>	C002 - TY T TTY AOC TEST ATTORNEYS	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/26/2012 3:27:29 PM
77	CC201200000100	JESSE JAMES	15	<a href="#">Rescheduling Periodic Hearing to An Earlier Date</a>	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/26/2012 9:43:00 AM
77	CC201200000100	JESSE JAMES	14	<a href="#">More Definite Statement</a>	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/25/2012 6:52:57 PM



## View Set Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Set Motions** and single click.



AlaFile will display all e-filed or e-docketed motions in any case where the user is listed in SJIS as the attorney of record and set for a court docket hearing date.





## View Disposed Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Disposed Motions** and single click.



AlaFile will display all e-filed or e-docketed motions that have been disposed of in any case where the user is listed as the attorney of record in SJIS.

The screenshot shows the AlaFile web application interface with the 'Motions' tab selected. Below the navigation bar, there is a table titled 'My Motions - DISPOSED'. The table has the following columns: County, Case Number, Style, Motion #, Motion Type, Filed, Status, Disposition, JD, Setting Date, and Filing Date. The table contains 7 rows of data, all with a status of 'DISPOSED'.

County	Case Number	Style	Motion #	Motion Type	Filed	Status	Disposition	JD	Setting Date	Filing Date
77	CV20160000100	JANE DOE VS JOHN DOE	101	Motion to Dis. purs. to Rule 12(b)	XXXXXX	DISPOSED	10/20/2016			01/20/2016 6:51:26 PM
77	CV20160000100	JANE DOE VS JOHN DOE	102	Disburse Funds	XXXXXX	DISPOSED	10/20/2016			01/20/2016 6:52:11 PM
77	CV20160000100	JANE DOE VS JOHN DOE	103	Designate a Mediator	XXXXXX	DISPOSED	10/20/2016			02/20/2016 7:23:23 PM
77	CV20160000100	JANE DOE VS JOHN DOE	104	Change of Venue Transfer	XXXXXX	DISPOSED	10/20/2016			03/20/2016 8:43:13 PM
77	CV20160000100	JANE DOE VS JOHN DOE	105	More Definite Statement	XXXXXX	DISPOSED	10/20/2016			04/20/2016 10:24:46 AM
77	CV20160000100	JANE DOE VS JOHN DOE	106	Extension of Time	XXXXXX	DISPOSED	10/20/2016			04/20/2016 6:54:26 PM
77	CV20160000100	JANE DOE VS JOHN DOE	107	Settlement	XXXXXX	DISPOSED	10/20/2016			04/20/2016 6:54:26 PM

## View All Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View All Motions** and single click.



AlaFile will display all motions that have been e-filed or e-docketed in any case where the user is listed as an attorney of record in SJIS, regardless of case action status.

The screenshot shows the AlaFile website interface with the 'My Motions - ALL' table displayed. The table has the following columns: County, Case Number, Style, Motion #, Motion Type, Filer, Status, Disposition, JID, Setting Date, and Filing Date. The table contains five rows of data.

County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV201100000100	WARREN TESTER VS JENNY TESTER	146	Default Judgment (\$50.00)	C002 - TESTER WILLIAM J AOC ATTORNEY	ACTIVE	PENDING			9/27/2012 11:00:12 PM
77	CV201100000100	WARREN TESTER VS JENNY TESTER	145	Default Judgment (\$50.00)	C001 - TESTER WILLIAM B AOC ATTORNEY	ACTIVE	PENDING			9/27/2012 10:48:14 PM
77	CV201200000100	JOE DOE PETITIONER	94	Default Judgment (\$50.00)	C002 - TY TTTY AOC TEST ATTORNEYS	ACTIVE	PENDING			9/26/2012 3:27:29 PM
77	CC201200000100	JESSE JAMES	15	Rescheduling Periodic Hearing to An Earlier Date	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING			9/26/2012 9:43:00 AM
77	CC201200000100	JESSE JAMES	14	More Definite Statement	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING			9/25/2012 6:52:57 PM

## Garnishments

1. Under the Post Judgment Menu select File Garnishment.



2. Under the File Garnishment Menu enter in the full case number.

AlaFile will check and make sure that a final judgment has been entered in the case. If a case is older than 10 years old, the system will not allow the garnishment to be e-filed. According to Rule 62 of the Alabama Rules of Civil Procedure, in Circuit Court the garnishment may not be filed until 30 days have passed from the date of the judgment. For District Court, 14 days must pass from the date of judgment before the garnishment can be filed.

3. If an appeal and/or a stay of execution has been entered by the court, or if the filer is filing in aid of a pending action, then the filer cannot proceed electronically and must file traditionally. If all conditions for being able to e-file a garnishment have not been met, a warning message that a garnishment cannot be filed now will display.



**AlaFile**  
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Complaints ▶ Discovery ▶ Motions ▶ Post-Judgment ▶ Miscellaneous ▶ Email ▶ Update Ac

User ID

**File Garnishment**

Select a County:

Select a Division:

Select a Case Year:

Enter a Case Number:

Select an Extension:

If an appeal or post-judgment appeal has been filed and a stay of execution has been entered by the court, you must file traditionally.

Add Case

- From the File Garnishment Screen the case number will appear to reassure the filer what case they are e-filing into.

**File Garnishment**

**Case Information**

County: 77

Case Number: CV-2014-000001.00

Style: JOE BOB V. JIM BOB

JID: STL

- Enter in the Matter.

**Matter**

Judgment Amount:

Interest:

Additional Costs:

Credits:

Other Amounts:

The judgment is based on transaction defined by:

Description:

6. Click and highlight the Person(s) Asserting Claim.

Persons Asserting Claim	
Select the party(ies) you are filing the garnishment on behalf of in order to satisfy a judgment owed to the selected party(ies) (Persons Asserting Claim).	
C001 - JOE BOB	
D001 - JIM BOB	
H001 - TEST	
T001 - DOE JOHN MICHAEL JR.	
T002 - DOE JANE	

7. Enter in the Person Whose Property is Subject to Garnishment.
- a. AlaFile allows service to be perfected by Certified Mail – By Clerk, Certified Mail – By Filer, Sheriff and Private Processor.

Person Whose Property is Subject to Garnishment	
Select the party you are filing the garnishment against (Person Whose Property is Subject to Garnishment).	
C001 - JOE BOB	Service Type*: <div>Please Choose Service Type ▼</div>
D001 - JIM BOB	
H001 - TEST	
T001 - DOE JOHN MICHAEL JR.	
T002 - DOE JANE	

8. Enter the Garnishee Information and the respective service type then click Add.

Garnishee information	
Withholding Type:	Select One
Party*:	<input checked="" type="radio"/> Garnishee
Party Type:	Please Choose Party Type
Service Type*:	Please Choose Service Type
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Address:	
Address 2:	
City:	
State:	AL
Zip Code:	
Gender:	Please Choose
SSN:	
DOB:	
Phone:	
Email:	
<input type="button" value="Add"/> <input type="button" value="Clear"/>	

Party	Name	Edit	Delete
No Parties have been added.			

Print, sign, notarize, and scan back into AlaFile. Per Section 6-10-37, the Notice to Defendant of Right to Claim Exemption from Garnishment will be automatically included for service to the Defendant.

- a. Print, sign, notarize and save to your computer to be scanned back into AlaFile on the next screen. Per Section 6-10-37, the Notice to Defendant of Right to Claim Exemption from Garnishment will be automatically included for service to the Defendant.


9. Browse to attach the ***signed and notarized*** Process of Garnishment.

Add Document(s) - Garnishment	
Attach Document	
C:\Users	Documents\AlaFile\Ala
	<input type="button" value="Browse..."/>
Title:	PROCESS OF GARNISHMENT
Description:	Testing
<input type="button" value="Add Document"/> <input type="button" value="Continue"/>	

10. Double check the filing detail screen to ensure that everything is correct. If needed, click Add Documents, or if correct, click File Garnishment.

Filing Detail				
Filing: Complaint				
County	Case Number	Style	JID	Case Type
77	CV-2014-000001.00	JOE BOB V. JIM BOB	STL	ACCT
Title		Description	MB	File Type
PROCESS OF GARNISHMENT		Testing	.080	pdf
				✖
<input type="button" value="Add Documents"/>			<input type="button" value="File Garnishment"/>	

11. The AlaFile Payment Screen will suggest the garnishment fees.



Payments powered by **alipay.com**

**Billing Information** \* Required field

First Name \*

Last Name \*


Address \*

City \*



Zip/Postal Code \*


Phone Number

Email \*

**Payment Details** 

Card Type \*

☐  Visa
 ☐  MasterCard

☐  Discover

Card Number \*

Expiration Date \*  01  2015

**Your Order**

Total amount

12. If needed print out the receipt at the Payment Screen.

**E-File Receipt**

Credit Card: XXXX-XXXX-XXXX-1111      Reference Number: 15H714G5  
Filing Fee: \$48.38      Subscription Fee: \$0.00      Convenience Fee: \$1.94      Total: \$50.32

Document Filed: GARNISHMENT FILED  
Electronic Document Stamp: CV2012000001005/20/2015 8:41:31 AMe0ad29f5-d796-4fcc-8428-a319c91bc260

**Case Info**

County	Case Number	Style	Judge
77	CV201200000100	JOE DOE, PETITIONER	STL

The following Documents were attached to this filing:

Title	Description	Size	File Type	Location
PROCESS OF GARNISHMENT	test	0.08	pdf	

Notice of this filing has been electronically served on:

Party	Party Name	Code	Attorney	Email
C001	JOE DOE	AOC001	AOC TEST ATTY1	
C001	JOE DOE	AOC007	AOC TEST ATTY 7	

Continue

13. The Garnishment Packet consists of:

- Order of Service and Return
- Affidavit
- Writ of Garnishment (back half of C-21)
- Answer Form
- Instructions

**Note:** The defendant receives a copy of everything except answer form (d).

14. AlaFile allows service on the debtor/defendant and the employer/garnishee to be perfected by:

- Certified Mail – By **Clerk** (the **clerk's office** will issue and process)
- Certified Mail – By **Filer** (the **filer** will process once issued by the clerk's office)
- Sheriff (the **clerk's office** will issue and process)
- Private Processor (the **filer** will process once issued by the clerk's office).



## Alias Garnishments

1. Hover your mouse over the **Post Judgment** tab on the main navigation bar.
2. Hover your mouse over **File Alias Garnishment** and single click.



3. Enter the case details by selecting the county, division, case year and case number.

The screenshot shows the 'File Alias Garnishment' form. It has a blue header bar with the title 'File Alias Garnishment'. Below the header are five input fields: 'Select a County:' with a dropdown menu showing '77 - TEST COUNTY', 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL', 'Select a Case Year:' with a dropdown menu showing '2012', 'Enter a Case Number:' with a text input field containing '1', and 'Select an Extension:' with a dropdown menu showing '00'. An 'Add Case' button is located at the bottom right of the form.

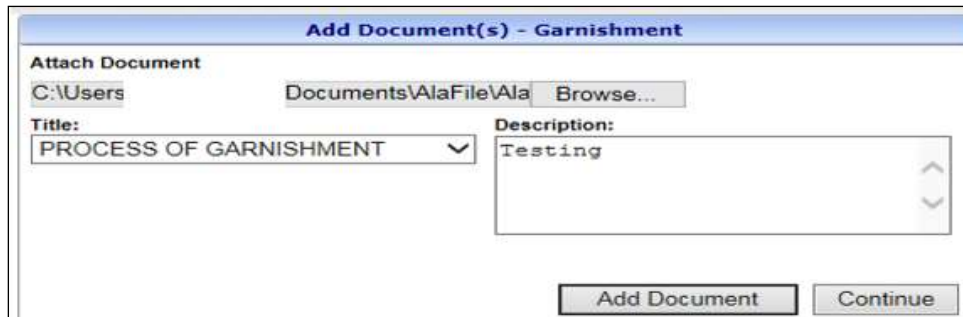
4. Click **Add Case**.
5. Select the garnishment to e-file an alias into by clicking **File Alias**.

Garnishments						
Withholding Type	Amount	Debtor	Garnishee	Filed By	Date	File Alias
Wage Withholding	2500.00	D002 - JIM DOE TEST	G035 - TEST CREDIT UNION	AOC001	11/23/2015 12:25:36 PM	<a href="#">File Alias</a>
Wage Withholding	15000.00	D001 - JOE DOE TEST	G034 - JOHN Q. DOE	AOC009	10/27/2015 1:30:25 PM	<a href="#">File Alias</a>
Wage Withholding	10.00	D001 - JOE DOE TEST	G033 - JOHN MICHAEL DOE JR.	AOC001	10/21/2015 3:13:14 PM	<a href="#">File Alias</a>
Wage Withholding	10.00	D001 - JOE DOE TEST	G032 - JOHN MICHAEL DOE JR.	AOC001	10/21/2015 2:30:25 PM	<a href="#">File Alias</a>
Wage Withholding	1000.00	D001 - JOE DOE TEST	G031 - SUE Q. DOE	AOC009	10/15/2015 7:47:57 AM	<a href="#">File Alias</a>

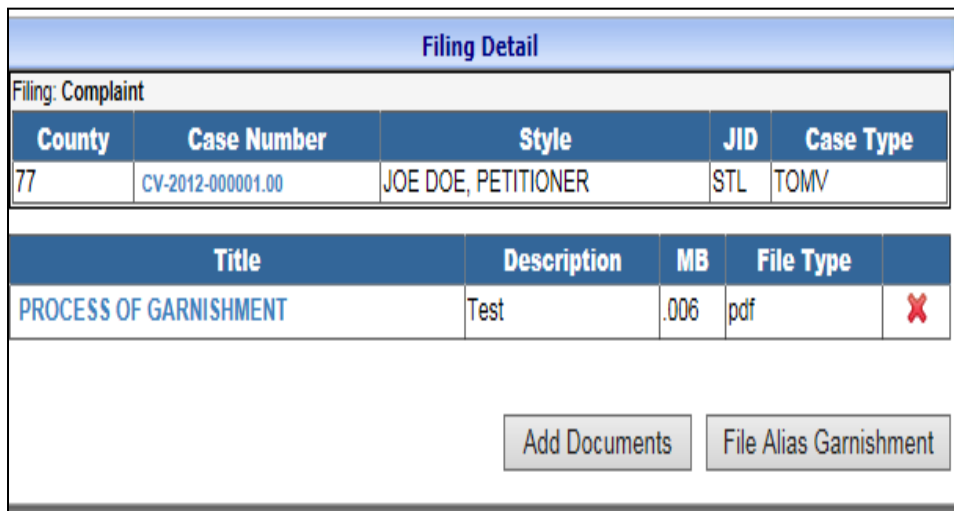
6. To change existing party information, click **Edit** by the corresponding case party name you wish to change. For this example, Test Jim Doe's information will be updated.
7. Once the name has been highlighted, the party's address can be changed. Once the address has been updated, click **Add**.
8. After the party's information has been updated, an **asterisk** will appear by the name as shown below. The case party(ies) that have been updated will reflect **green**.
9. Once the desired changes are completed, click **Print** before clicking **Continue**. The e-filer will need to print, sign, notarize and scan back into AlaFile, Per Section 6-10-37, the Notice to Defendant of Right to Claim Exemption from Garnishment will be automatically included for service to the Defendant.

File Alias Garnishment																
Parties																
<div style="margin-bottom: 5px;"> <b>Party*:</b>    <input type="radio"/> Plaintiff    <input checked="" type="radio"/> Defendant    <input type="radio"/> Garnishee         </div> <div style="margin-bottom: 5px;"> <b>Party Type:</b>    <span style="border: 1px solid black; padding: 2px;">Please Choose Party Type</span> </div> <div style="margin-bottom: 5px;"> <b>Service Type*:</b>    <span style="border: 1px solid black; padding: 2px;">Please Choose Service Type</span> </div> <div style="margin-bottom: 5px;"> <b>First Name:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>Middle Name:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>Last Name:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>Suffix:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>Address:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>Address 2:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>City:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>State:</b>    <span style="border: 1px solid black; padding: 2px;">AL</span> </div> <div style="margin-bottom: 5px;"> <b>Zip Code:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>SSN:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>DOB:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="margin-bottom: 5px;"> <b>Phone:</b>    <span style="border: 1px solid black; padding: 2px;">( ) - -</span> </div> <div style="margin-bottom: 5px;"> <b>Email:</b>    <span style="border: 1px solid black; width: 100%; height: 20px;"></span> </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">Add</span> <span style="border: 1px solid black; padding: 2px 10px;">Clear</span> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th></th> <th>Party</th> <th>Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr style="color: green;"> <td style="background-color: #d9ead3;">Defendant</td> <td style="background-color: #d9ead3;">D002</td> <td style="background-color: #d9ead3;">* DOE TEST JIM</td> <td style="background-color: #d9ead3;"><a href="#" style="color: blue; text-decoration: none;">Edit</a></td> <td></td> </tr> <tr> <td style="background-color: #d9ead3;">Garnishee</td> <td style="background-color: #d9ead3;">G035</td> <td style="background-color: #d9ead3;">TEST CREDIT UNION</td> <td style="background-color: #d9ead3;"><a href="#" style="color: blue; text-decoration: none;">Edit</a></td> <td></td> </tr> </tbody> </table>		Party	Name	Edit	Delete	Defendant	D002	* DOE TEST JIM	<a href="#" style="color: blue; text-decoration: none;">Edit</a>		Garnishee	G035	TEST CREDIT UNION	<a href="#" style="color: blue; text-decoration: none;">Edit</a>	
	Party	Name	Edit	Delete												
Defendant	D002	* DOE TEST JIM	<a href="#" style="color: blue; text-decoration: none;">Edit</a>													
Garnishee	G035	TEST CREDIT UNION	<a href="#" style="color: blue; text-decoration: none;">Edit</a>													
<div style="font-size: small; color: #c00000;">             Print, sign, notarize, and scan back into AlaFile. Per Section 6-10-37, the Notice to Defendant of Right to Claim Exemption from Garnishment will be automatically included for service to the Defendant.           </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid black; padding: 5px 15px; margin-right: 10px;">Print</span> <span style="border: 1px solid black; padding: 5px 15px;">Continue</span> </div>																

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




11. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the alias garnishment by clicking **File Alias Garnishment**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.



County	Case Number	Style	JID	Case Type
77	CV-2012-000001.00	JOE DOE, PETITIONER	STL	TOMV

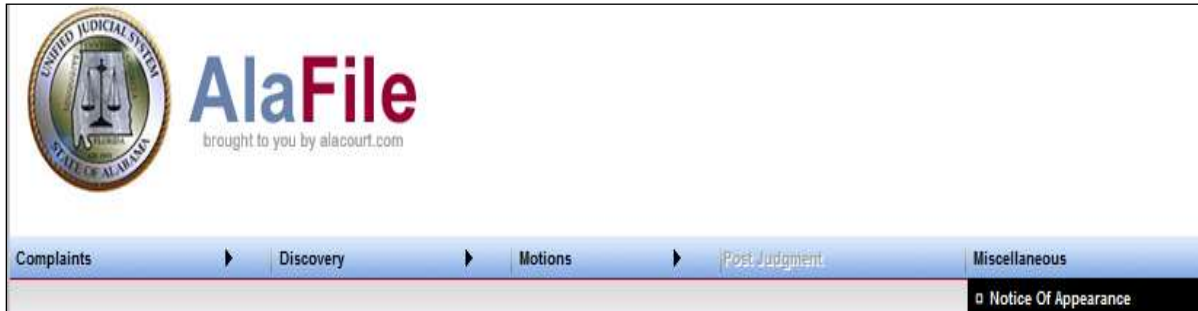
  

Title	Description	MB	File Type	
PROCESS OF GARNISHMENT	Test	.006	pdf	

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

## Notice of Appearance

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Notice of Appearance** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The image shows a form titled 'File Notice of Appearance'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CC - CIRCUIT-CRIMINAL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

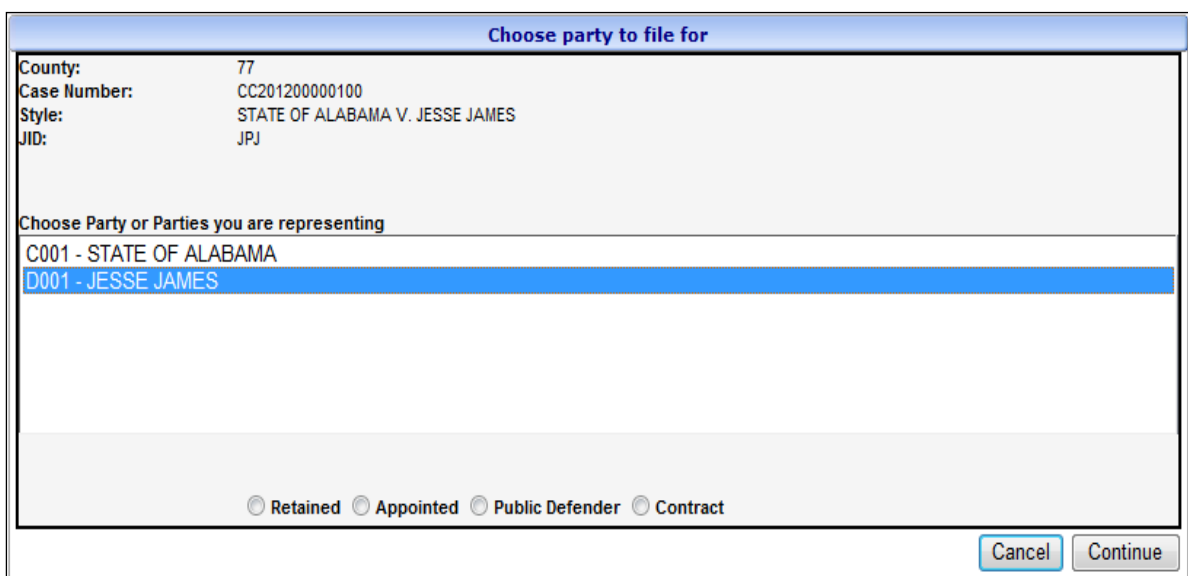
5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The image shows a screen titled 'Case Information'. It displays the following case details: 'County:' with the value '77'; 'Case Number:' with the value 'CC-2012-000001.00'; 'Style:' with the value 'STATE OF ALABAMA V. JESSE JAMES'; and 'JID:' with the value 'JPJ'. A 'Continue' button is located at the bottom right of the screen.

**Note:** If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.
7. For criminal cases check the appropriate radio button to determine if you are **retained, appointed, public defender or contract counsel**.
8. Click **Continue**.



The screenshot shows a dialog box titled "Choose party to file for". It contains the following information:

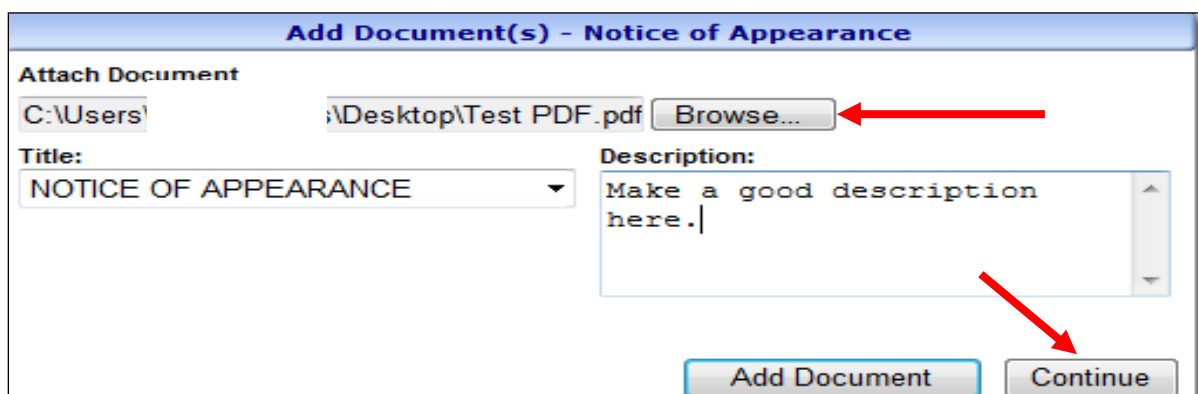
- County: 77
- Case Number: CC201200000100
- Style: STATE OF ALABAMA V. JESSE JAMES
- JID: JPJ

Below this information is a section titled "Choose Party or Parties you are representing" with a list box containing two items:

- C001 - STATE OF ALABAMA
- D001 - JESSE JAMES (highlighted in blue)

At the bottom of the dialog box are four radio buttons: ☐ Retained, ☐ Appointed, ☐ Public Defender, and ☐ Contract. There are also "Cancel" and "Continue" buttons at the bottom right.

9. To locate your notice of appearance, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.



The screenshot shows a dialog box titled "Add Document(s) - Notice of Appearance". It contains the following information:

- Attach Document: C:\Users\...s\Desktop\Test PDF.pdf
- Browse... button (indicated by a red arrow)
- Title: NOTICE OF APPEARANCE (dropdown menu)
- Description: Make a good description here. (text area)
- Add Document button
- Continue button (indicated by a red arrow)

10. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the notice of appearance by clicking **File Notice**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

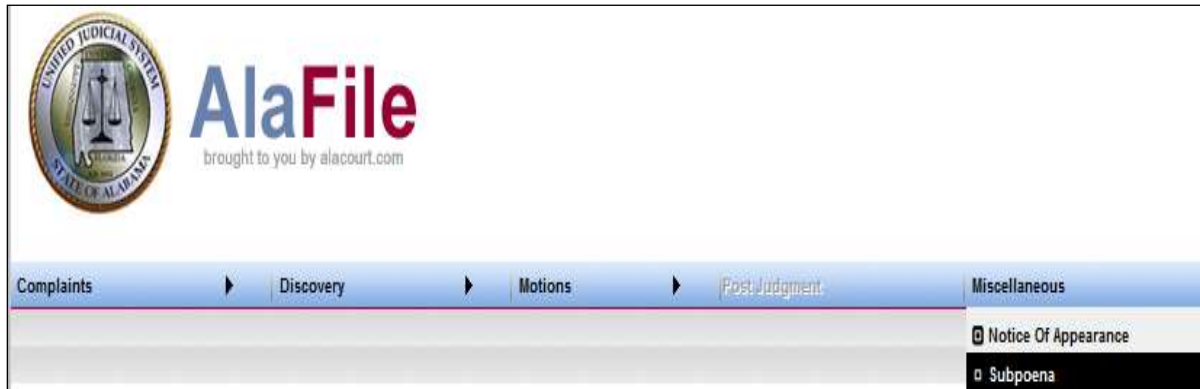
Filing Detail			
County:	77		
Case Number:	CC-2012-000002.00		
Style:	STATE OF ALABAMA V. JESSE JAMES		
JID:	JPJ		
Filing:	Notice of Appearance		
Title	Description	MB	File Type
NOTICE OF APPEARANCE	Make a good description here.	.002	pdf
<input type="button" value="Add Documents"/>		<input type="button" value="File Notice"/>	

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

E-File Receipt		
County:	77	
Case Number:	CC201200000200	
Style:	STATE OF ALABAMA V. JESSE JAMES	
JID:	JPJ	
Document Filed:	NOTICE OF APPEARANCE	
Electronic Document Stamp:	CC2012000002009/26/2012 11:24:21 AM6a8612e4-396d-43d7-babd-7100d0f46818	
The following Documents were attached to this filing:		
Title	Description	Location
NOTICE OF APPEARANCE	Make a good description here.	C:\Users\jason.hodges\Desktop\Test PDF.pdf
<input type="button" value="Print View"/>		<input type="button" value="Continue"/>

## Subpoena

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Subpoena** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a web form titled 'Subpoena'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The screenshot shows a web form titled 'Case Information'. It displays the following data: 'County:' with the value '77'; 'Case Number:' with the value 'CV-2012-000001.00'; 'Style:' with the value 'JOE DOE, PETITIONER'; 'JID:' with the value 'PPC'; and 'Filing on behalf of State Agency:' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Continue' button is located at the bottom right of the form.

6. Enter the appearance date and time, courtroom location and address.
  - a. *It is important to make sure the courthouse address suggested is correct.*  
*If the address suggested is NOT correct please change.*
7. **Highlight the party** requesting the subpoena.
8. Double check before proceeding and edit as necessary.
9. Click **Continue**.

Subpoena	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
Appear Date:	01/01/2014 9:00:00 AM
Room/Location:	Test Judge Courtroom
If the address below is NOT correct please change!	
Address:	Test County
	123 Easy Street
City:	Montgomery
State:	AL
Zip:	36695
Choose Requester	<div>C001 - JOE DOE C002 - TY T T TY C003 - T C004 - JOE DOE II</div>
<div>Continue</div>	

## Adding Witnesses to the Subpoena

10. Select the **appropriate checkbox** for this subpoena. The current options listed within AlaFile are:
  - a. Appear at Trial/Hearing
  - b. Produce Records or Documents
  - c. Appear at Deposition
  - d. Other
11. Select the **Party Type** drop down (business or individual).



12. Select the **Service Type** requested for this subpoena (private processor or sheriff).
13. Type the **Party Information** in the boxes provided (all fields marked with an asterisk (\*) are required fields).
14. If needed, **type additional instructions** into the text box.
15. Click the **Add** button. This adds the party to the top.

**Add, Edit or Remove Witness**

☒ Appear at trial/hearing ☐ Produce records or documents ☐ Appear at deposition ☐ Other

Party\*: ☒ Witness

My Parties: Choose Party

Party Type: Please Choose Party Type

Service Type\*: Please Choose Service Type

First Name:

Middle Name:

Last Name:

Suffix:

Address:

Address 2:

City:

State: AL

Zip Code:

Gender: Please Choose

SSN:

DOB:

Phone:

Email:

Additional Instructions:

Party	Name	Edit	Delete
No Parties have been added.			

16. Additional witnesses may be added as needed by using the same logic as described above.
17. Verify all information is correct then click **Continue**.
18. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the subpoena by clicking **File Subpoena**.

Filing Detail			
County:	77		
Case Number:	CV-2012-000001.00		
Style:	JOE DOE, PETITIONER		
JID:	PPC		
Filing:	Subpoena		

Title	Description	MB	File Type
SUBPOENA	Subpoena for JAMES A BROWN	.058	pdf

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

E-File Receipt			
County:77 Case Number: CV-2006-000001.00 Style:JANE DOE VS JOHN DOE JID:CAK Motion Number:502 Motion Filed:Continue <b>Electronic Document Stamp:</b> CV2006030001009/8/2008 10:21:00 AM5da32af6-bf77-4134-896b-9b339275713f			
The following Documents were attached to this filing:			
Title	Description	Location	
MOTION_COVER_SHEET	Motion Cover Sheet		
MOTION	Motion to Continue	C:\Documents and Settings	My Documents\AlaFile\AlaFile - CV Complaint (Test).pdf
PROPOSED ORDER	77-CV200600000100		
MOTION	Be very concise here when making a description...	C:\Documents and Settings	My Documents\AlaFile\AlaFile - CV Complaint (Test).pdf
The following Documents are now available to the Judge:			
Title	Description	Location	
Order	77-CV200600000100		
Notice of this filing has been electronically served on:			
Party	Attorney	Email	
Notice of this filing must be mailed to:			
Party	Attorney	Address	City
		State	Zip
		<input type="button" value="Print View"/> <input type="button" value="Continue"/>	

## Alias Summons

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Alias Summons** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a form titled 'File Alias Summons'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text box containing '1'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

The screenshot shows a form titled 'Case Information'. It displays the following case details: 'County:' with the value '77'; 'Case Number:' with the value 'CV-2012-000001.00'; 'Style:' with the value 'JOE DOE, PETITIONER'; 'JID:' with the value 'PPC'; and 'Filing on behalf of State Agency:' with radio buttons for 'Yes' and 'No', where 'No' is selected. A 'Continue' button is located at the bottom right of the form.

6. Please read the instructions hyperlinked before attempting to e-file an alias summons.
7. To change existing party information, click **Edit** by the corresponding case party name you wish to change. For this example, John Doe's information will be updated.
8. Once the name has been highlighted, the party's address can be changed. Once the address has been updated, click **Update Party**.
9. After the party's information has been updated, an **asterisk** will appear by the name as shown below.
10. The case party(ies) that have been updated will reflect **green**.
11. Once the desired changes are completed, click **Continue**.

File Alias Summons

[Instructions ?](#)

**Parties**

Party\*: ☒ Plaintiff ☐ Defendant

Party Type: Please Choose Party Type

Service Type\*: Please Choose Service Type

First Name:

Middle Name:

Last Name:

Suffix:

Address:

Address 2:

City:

State: AL

Zip Code:

SSN:

DOB:

Phone:

Email:

Add
Clear

	Party	Name	Edit	Delete
Plaintiff	C001	* DOE JOE	<a href="#" style="color: blue;">Edit</a>	
Plaintiff	C002	TY T T TY	<a href="#" style="color: blue;">Edit</a>	
Plaintiff	C003	T	<a href="#" style="color: blue;">Edit</a>	
Plaintiff	C004	JOE DOE II	<a href="#" style="color: blue;">Edit</a>	
Defendant	D001	JOE DOE TEST	<a href="#" style="color: blue;">Edit</a>	
Defendant	D002	JIM DOE TEST	<a href="#" style="color: blue;">Edit</a>	
Income Withholder	H001	EMP	<a href="#" style="color: blue;">Edit</a>	
Income Withholder	H002	TEST	<a href="#" style="color: blue;">Edit</a>	
Misc.	X001	PARTY FOR TEST	<a href="#" style="color: blue;">Edit</a>	

Continue

12. To locate your alias summons, click **Browse**. After locating the document on your

computer, attach the PDF Document, make a concise description and click **Continue**.

**Add Document(s) - Alias Summons**

**Attach Document**

**Browse...**

**Title:**  
COPY OF COMPLAINT

**Description:**  
Please type a description of your document.

**Add Document** **Continue**

13. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the alias summons by clicking **File Alias Summons**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

**Filing Detail**

County: 77  
Case Number: CV-2012-000001.00  
Style: JOE DOE, PETITIONER  
JID: PPC  
Filing: Alias Summons

Title	Description	MB	File Type	
COPY OF COMPLAINT	Make a good description here.	.002	pdf	✖

**Add Documents** **File Alias Summons**

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

## Proposed Order

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Proposed Order** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

File Proposed Order	
Select a County:	77 - TESTCOUNTY77
Select a Division:	CV - CIRCUIT-CIVIL
Select a Case Year:	2012
Enter a Case Number:	1
Select an Extension:	00
Associate Order with	<input checked="" type="radio"/> Case <input type="radio"/> Motion
<div>Find Case</div>	

**Note:** The user has the option to file a proposed order that is associated with a **Case** or **Motion**. Depending on the case situation, the attorney can e-file a proposed order as a separate document **or** they can associate the proposed order with a specific motion. Use the **Motion** option when the proposed order relates to a specific motion. Otherwise, select **Case**. In this example, the process for submitting a proposed order as a **Case** separate document in a case will be demonstrated.

5. Verify the case details and click **Create Proposed Order**.

Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<div>Create Proposed Order</div>	

6. Type directly into the body of the order, or cut and paste the proposed order from your word processing program (i.e. Microsoft Word) into the body of the order below.

Case Number: 77-CV-2012-000001.00
Order Title:

Insert to Filing Details

IN THE CIRCUIT COURT OF TESTCOUNTY77 COUNTY, ALABAMA

JOE DOE,	)	
TY T T TY,	)	
T,	)	
JOE DOE II,	)	
	)	Plaintiffs,
	)	
V.	)	Case No.: CV-2012-000001.00
	)	
JOE DOE TEST,	)	
JIM DOE TEST,	)	
	)	Defendants.

Loading...

DONE this[To be filled by the Judge].

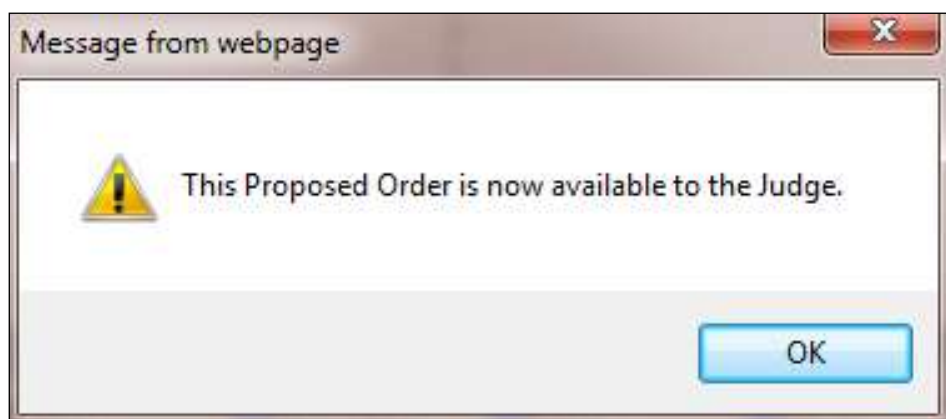
/s/[To be filled by the Judge]

CIRCUIT JUDGE

7. Once the text has been properly entered into the body of the proposed order, make an order title and click **Insert to Filing Details** in the top right corner of the window.



8. A popup confirmation will appear when the order has been successfully submitted.



## Miscellaneous Document

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Miscellaneous Document** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

The screenshot shows a web form titled 'File Miscellaneous'. It contains five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77'; 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL'; 'Select a Case Year:' with a dropdown menu showing '2012'; 'Enter a Case Number:' with a text input field containing '000001'; and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

**Note:** If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

5. Verify the case information then click **Continue**.



Case Information	
County:	77
Case Number:	CV-2012-000001.00
Style:	JOE DOE, PETITIONER
JID:	PPC
<input type="button" value="Continue"/>	

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

7. Click **Continue**.

Choose party(s) to file for	
County:	77
Case Number:	CV201200000100
Style:	JOE DOE, PETITIONER
JID:	PPC
Choose Party or Parties you are representing	
<div style="border: 1px solid black; padding: 5px;"> C001 - JOE DOE  C002 - TY T T TY  C003 - T  C004 - JOE DOE II  D001 - JOE DOE TEST  D002 - JIM DOE TEST  H001 - EMP </div>	
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

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

**Note:** If the document type is not listed in the **Title Drop Down List**, please file the document traditionally. Mislabeling a document during the filing process can cause delays in processing the document.

**Add Document(s) - Miscellaneous**

**Attach Document**

**Title:** **Description:**

Please Select Title	
AFFIDAVIT OF CERTIFIED MAILING OF PROCESS AND COMPLAINT	
AFFIDAVIT OF PUBLICATION OF LEGAL NOTICE	
CASE STATUS REPORT	
EXHIBIT LIST	
GAL REPORT	
JURY CHARGES	
JURY DEMAND	
NOTICE OF REMOVAL	
OFFER OF JUDGMENT	
RECORD FOR JUDICIAL REVIEW OF ADMIN PROCEEDINGS	
RETURN ON SERVICE - NOT SERVED	
RETURN ON SERVICE - SERVED	
RULE 26 EXPERT DISCLOSURE	
STIPULATION OF DISMISSAL	
SUGGESTION OF DEATH	
TRIAL BRIEF	
WITNESS LIST	

☐ By checking here I am agreeing that I have read this notice and understand my responsibility to redact information that should not be made public.

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the document by clicking **File Miscellaneous**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

**Filing Detail**

**County:** 77

**Case Number:** CV-2012-000001.00

**Style:** JOE DOE, PETITIONER

**JID:** PPC

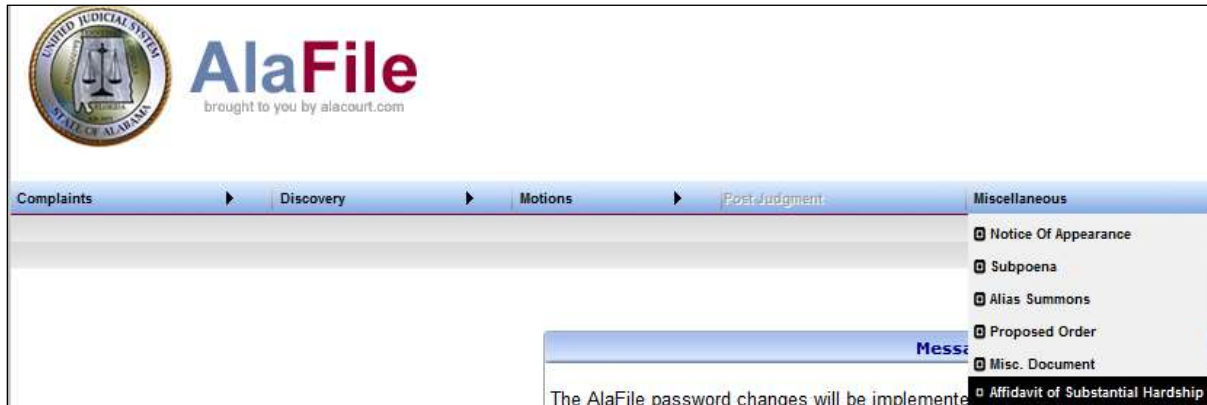
**Filing:** Miscellaneous Document

Title	Description	MB	File Type	
EXHIBIT LIST	Make a good description here	.002	pdf	<b>×</b>

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

## Affidavit of Substantial Hardship

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Affidavit of Substantial Hardship** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case**.

A screenshot of the 'File Affidavit of Substantial Hardship' form. The form has a blue header with the title 'File Affidavit of Substantial Hardship'. Below the header are five input fields: 'Select a County:' with a dropdown menu showing '77 - TESTCOUNTY77', 'Select a Division:' with a dropdown menu showing 'CV - CIRCUIT-CIVIL', 'Select a Case Year:' with a dropdown menu showing '2012', 'Enter a Case Number:' with a text input field containing '000001', and 'Select an Extension:' with a dropdown menu showing '00'. A 'Find Case' button is located at the bottom right of the form.

5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue**.

A screenshot of the 'Case Information' screen. The screen has a blue header with the title 'Case Information'. Below the header are four rows of case data: 'County:' with the value '77', 'Case Number:' with the value 'CV-2012-000001.00', 'Style:' with the value 'JOE DOE, PETITIONER', and 'JID:' with the value 'PPC'. A 'Continue' button is located at the bottom right of the screen.

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

7. Click **Continue**.

The dialog box has a title bar that reads "Choose party to file for". Below the title bar, the following information is displayed:

County:	77
Case Number:	CV201200000100
Style:	JOE DOE, PETITIONER
JID:	PPC

Below this information is a section titled "Choose Party or Parties you are representing". It contains a list box with the following items:

- C001 - JOE DOE (highlighted in blue)
- C002 - TY T T TY
- C003 - T
- C004 - JOE DOE II
- D001 - JOE DOE TEST
- D002 - JIM DOE TEST
- H001 - EMP

At the bottom right of the dialog box are two buttons: "Cancel" and "Continue".

8. To locate your affidavit of substantial hardship, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue**.

The dialog box has a title bar that reads "Add Document(s) - Affidavit of Substantial Hardship". Below the title bar, the following information is displayed:

**Attach Document**

C:\Users\ Desktop\Test PDF.pdf **Browse...** (A red arrow points to the "Browse..." button.)

**Title:** AFFIDAVIT OF SUBSTANTIAL HARI (dropdown menu)

**Description:** Make a good description here. (text area with a red arrow pointing to it)

At the bottom right of the dialog box are two buttons: "Add Document" and "Continue".

9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the document by clicking **File Affidavit**. Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

**Filing Detail**

County: 77

Case Number: CV-2012-000001.00

Style: JOE DOE, PETITIONER

JID: PPC

Filing: Affidavit of Substantial Hardship

Title	Description	MB	File Type	
AFFIDAVIT OF SUBSTANTIAL HARDSHIP	Make a good description here.	.002	pdf	✖

Add Documents

File Affidavit

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

## **Miscellaneous**

To e-file an Attorney Fee Declaration please visit the Office of Indigent Defense Services Website (OIDS) at <http://oids.alabama.gov>

## AlaFile Frequently Asked Questions (FAQ's)

**Note:** This FAQ will be updated as needed. Please take note of the latest update date in the footer and check back often for updated information. Each menu in AlaFile is designed for that item. Please make every effort to file in the appropriate menu as each menu has been specifically designed for that file type. Filing in an incorrect menu may result in your filing not receiving the proper attention it needs to process correctly. This may cause delays in your case. In addition, certain menus or fields are designed to redact information that should be redacted to protect parties such as witnesses or plaintiff's in PFA related cases. Please be careful to enter the proper information in the proper fields especially PFA cases and regarding SSN fields, etc.

**\*\*** Certain menus or options may only be available in specific divisions as shown on that menu.

## Menus Currently in AlaFile

### Complaints Menu

- New Complaint
  - Circuit Civil (CV)
  - District Civil (DV)
  - Small Claims (SM)
  - Domestic Relations (DR)
  - Child Support (CS)
- Amended Complaint
- Answer
- Cross Claim
- Counter Complaint
- Third Party Complaint
- Unlawful Detainer Complaint
- DV 88 Complaint
- Application for Default Judgment
- Application for Writ of Possession
- Modifications
- Contempt / Rule NISI
- CS 41 (Income Statement Affidavit)
- CS 42 (Child Support Guidelines)
- CS 43 (Notice of Compliance)
- Income Withholding Order (IWO)

## Discovery Menu

**Important!** Discovery itself *should not* be electronically filed. Please continue to process discovery the traditional method. Only the *Notice* may be e-filed.

- Notice of Discovery

## Motions Menu

- New Motion (All Divisions)
- Response to Motion
- Reply to Motion
- Supplement to Pending Motion
- Batch Motion (Criminal Only) Note: The Style of the Case AND the JID Must match on all Cases.

## Post Judgment Menu

- Garnishments
- Alias Garnishment

## Miscellaneous Menu

- Notice of Appearance
  - NOA in *confidential cases* must be filed traditionally (in Paper)
- Subpoena – to Appear Only
  - (*RULE 45 Production of Documents* is not available now.)
- Alias Summons
- Proposed Order
- Miscellaneous Document
  - Affidavit of Certified Mailing of Process of Complaint
  - Case Status Report
  - Exhibit List
  - GAL Report
  - Jury Charges (Not on DR)
  - Jury Demand (Not on DR)
  - Notice of Removal
  - Offer of Judgment (Not on DR)
  - Return on Service – Not Served
  - Return on Service - Served
  - Rule 26 Expert Disclosure
  - Stipulation of Dismissal
  - Suggestion of Death
  - Trial Brief
  - Witness List
  - Agreement (Only in CS and DR)
  - Answer & Waiver (Only in DR)



- Testimony (Only in DR)
- Affidavit of Substantial Hardship

## Paper Filed These Documents

- Criminal Rule 32 Petitions for Post-Conviction Remedies
- Documents Filed Under Seal
- Documents or Exhibits that cannot be scanned and converted to a PDF (i.e., video or audio tapes, large maps, etc.)
- Elections Contests
- Exhibits offered at trial or hearing
- Expungements
- Petitions for Minor Name Change
- Post Judgment Filings (i.e., execution of judgments, etc.), other than Garnishments and Motion Practice
- Pro Ami Complaints (filed by defendant instead of plaintiff)
- Summons for Service by Publication
- Worker's Compensation "Walk-Through" Complaints (filed by the defendant instead of the plaintiff)
- Miscellaneous Filings:
  - Genetic Test Results (CONFIDENTIAL)
- Documents filed by self-represented (PRO SE) parties (Pro Se parties may register for AlaFile and file electronically in some divisions – Not JU)

## Frequently Asked Questions (FAQ's)

- What documents are auto generated by the AlaFile system?
  - Civil Cover Sheet
  - Summons Service Packet
- Notice (Suggestion) of Bankruptcy – e-file as a **Motion > Stay**
- Notice of Conflict – e-file as a Motion
- Waiver of Service – Attach as an attachment to the Original Complaint
- Petition for Lump Sum Settlement or Proposed Settlement – e-file as an attachment to the Original Complaint OR as a Motion if the Complaint has already been filed
- Letters Rogatory – This is DISCOVERY and cannot be e-filed now; paper file
- Interrogatories and Request for Production – Exchanging of Discovery should be done the traditional way (between the parties) – Not via AlaFile
- Foreign Judgment – File as a Complaint (select Foreign Judgment as the complaint type)
- Request for Admissions (to Admit) – Part of Discovery; file traditional method (between the parties) – Not via AlaFile
- Revised, Amended, or Terminated Income Withholding Order (IWO) – File as Income Withholding Order – (Options will be available after entering the case number.

File Withholding Order - Withholding Order	
County:	77
Case Number:	DR201200000100
Style:	HIM VS HER
JID:	JIB
<input type="radio"/> ORIGINAL INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT <input checked="" type="radio"/> AMENDED IWO <input type="radio"/> ONE-TIME ORDER/NOTICE – LUMP SUM PAYMENT <input type="radio"/> TERMINATION OF IWO	
<a href="#">View Withholding form for reference</a>	

- Pendente Lite or Standing Pendente Lite Order – e-file as a Proposed Order
- Petition for Custody – If no dependency (JU) or no Paternity (CS) then e-file as a DR Complaint (Choose the Petition for Custody Complaint type)
- Writ of Execution – Post Judgment (Paper File); usually has \$30 fee associated
- Suggestion of Judgment – Post Judgment (Paper File)
- Motions for Conditional Judgment against Garnishee is considered post judgment and should be paper filed now.
- Attorney Fee Declaration – All AFD should be e-filed with the Office of Indigent Defense (OIDS) – Contact their helpdesk with any questions (334) 242-7059.
- Notice of Intent to Serve Subpoena on a Non-Party (Notice and Subpoena) - paper file
- **Note:** If a contested divorce becomes uncontested, the plaintiff's attorney may need to file the defendant's answer and waiver. File this under the miscellaneous menu NOT the Answer menu... Filing under the answer menu will cause the system to show the filer as representing the plaintiff AND defendant.
- Filing a Notice of Change of Address with the Court is not necessary. The Alabama State Bar (ASB) electronically sends all Attorney address information updates to AOC each night. If you have updated your address with the ASB please allow 24 hours for AOC to receive the update.
- Complaint case type *Adult in Need of Protective Services* may only be filed in the Circuit Civil division and they have been marked as confidential in the court system. Marking these case types as confidential includes any new cases filed and all previous cases filed. *Per ALA CODE § 38-9-6 (e) which states: "Any record of the department or other agency pertaining to such person shall not be open for public inspection. Information in a record shall not be disclosed publicly in such a manner as to identify individuals, but may be made available on application for cause to persons approved by the commissioner of the department or by the court."*
- **REMEMBER:** Cases marked as Confidential in the Alabama Court System may be e-filed into in AlaFile but case details and images are not available in Alacourt.com. Therefore, if you attempt to access a case in Alacourt.com and that case is not marked as YO or JU then you will have to obtain case information and images directly from the Circuit Clerk's office.

\*If you have any questions regarding this FAQ or need help e-filing using the AlaFile website, please contact IT Support.

Add Document(s) - Miscellaneous

Attach Document

Browse...

Title:

Please Select Title

▼

Description:

Please type a description of your document.

⬆  
⬇

AlaFile FAQ (Check Here First)

Suggest Document Not Listed on FAQ

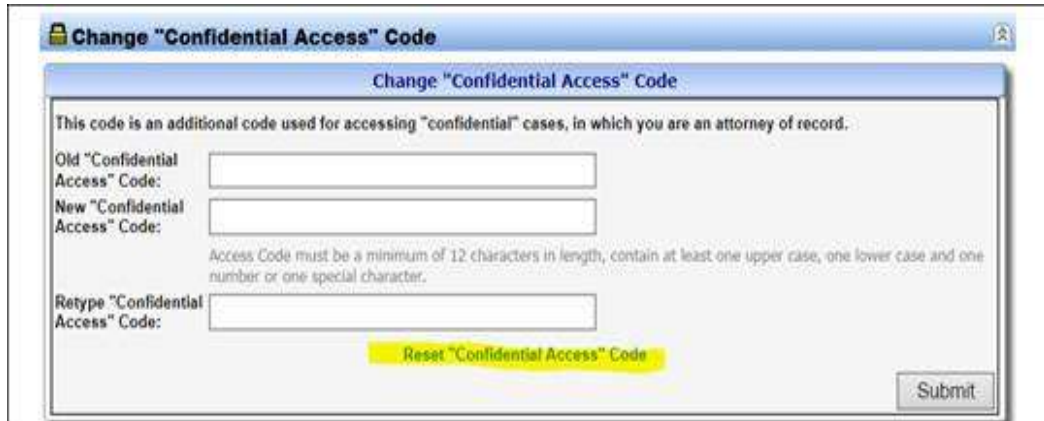
⬅

Add Document

Continue

## Steps to Setup (or Reset) a Confidential Access Code within AlaFile

1. Login to AlaFile
2. Click on Update Account from the top menu bar
3. Click on Change Confidential Access code



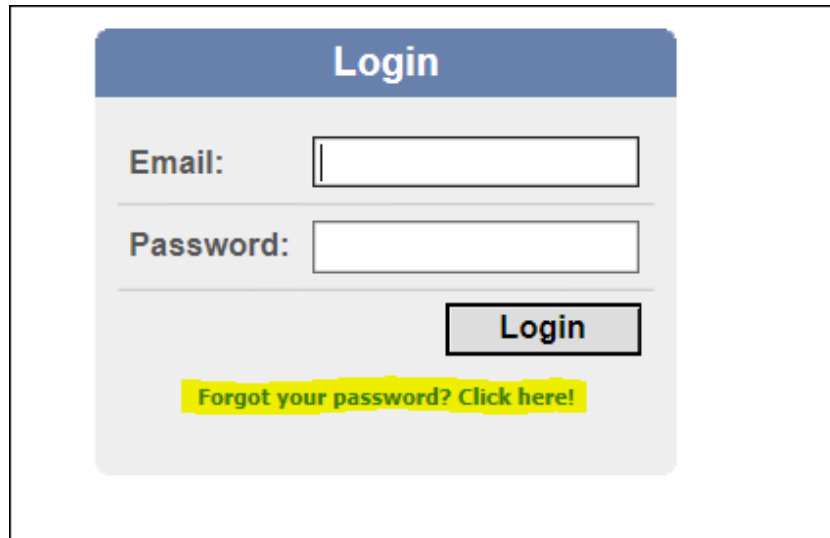
The screenshot shows a web browser window titled "Change 'Confidential Access' Code". Inside the window, there is a sub-header "Change 'Confidential Access' Code" and a descriptive text: "This code is an additional code used for accessing 'confidential' cases, in which you are an attorney of record." Below this, there are three input fields: "Old 'Confidential Access' Code:", "New 'Confidential Access' Code:", and "Retype 'Confidential Access' Code:". A note specifies: "Access Code must be a minimum of 12 characters in length, contain at least one upper case, one lower case and one number or one special character." At the bottom of the form, there is a yellow button labeled "Reset 'Confidential Access' Code" and a grey "Submit" button.

4. Click on the **Reset Confidential Access Code** link at the bottom
5. A message will display telling you that a temporary Access Code has been sent to your email account (leave AlaFile open)
6. Login to your email account then highlight and copy the temporary Access Code from the email
7. Come back to AlaFile and paste the copied Access Code into the *Old Confidential Access Code* field
8. Enter in a New Confidential Access Code then retype it to confirm
9. Click on the Submit button to complete the process

## Steps to Reset AlaFile Password

To reset your AlaFile Password from the AlaFile login screen, please see steps below.

1. Under the Login button left click on the Forgot your password? Click Here! Link

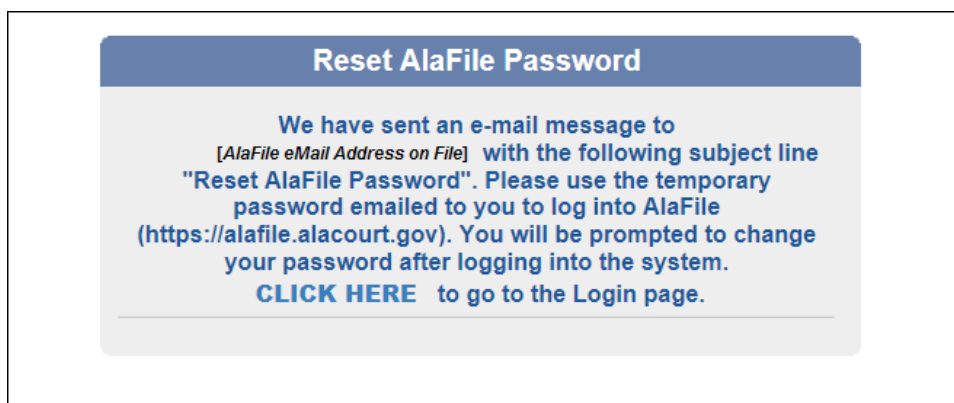
A screenshot of the AlaFile login interface. It features a blue header with the word "Login" in white. Below the header, there are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the "Login" button is a yellow button with the text "Forgot your password? Click here!".

2. Enter your AlaFile email address on the Reset AlaFile Password Popup box.
3. Enter the Verification Code that is displayed in red letters (**Note:** the verification code that is pictured is case sensitive; therefore, it must be typed in exactly as shown).
4. Left Click on the Reset button (**Note:** the verification code in the screenshot below is an example; do not use this code.).

A screenshot of the "Reset AlaFile Password" popup box. It has a blue header with the text "Reset AlaFile Password". Below the header, there is a "Your email:" label followed by an input field. Below that is a "Picture:" label followed by a red, stylized verification code "pPMoA". Below the verification code is a label "Enter Verification Code:" followed by an input field. At the bottom, there are two buttons: "Cancel" and "Reset".

5. A message will display stating that an email with a temporary password will be sent to your email address.
6. Verify that the email address listed is accurate:
  - a. If so, login to your email account to retrieve the temporary password

- b. If not, contact the AlaFile Helpdesk, [ITSupport@alacourt.gov](mailto:ITSupport@alacourt.gov) or 1-866-954-9411 Option 1, Option 4.



7. Leave the AlaFile webpage up but minimize it so you can go to your email account and login or check your inbox for the email from **alafilenotices** with the subject line, 'Reset AlaFile Password'.
8. Copy the temporary password from the email then go back to the AlaFile login page and paste the password into the password field.
9. Enter your email address in the Email field.
10. Left Click on the Login button.

A screenshot of the AlaFile login page. It has a blue header with the word "Login" in white. Below the header, there are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the input fields and button, there is a link that says "Forgot your password? Click here!" in blue text.

11. Enter a new password and retype the new password in the Reset AlaFile Password box.

12. Left click the Save button.

A screenshot of a web form titled "Reset AlaFile Password". The form has a blue header bar with the title. Below the header, there is a label "New Password:" followed by a text input field. Below this, there is a paragraph of text: "Password must contain at least one upper case , one lower case, one number or one special character , and a minimum of 9 characters in length." Below this text is a label "Retype Password:" followed by another text input field. At the bottom right of the form is a button labeled "Save".

**Reset AlaFile Password**

New Password:

Password must contain at least one upper case , one lower case, one number or one special character , and a minimum of 9 characters in length.

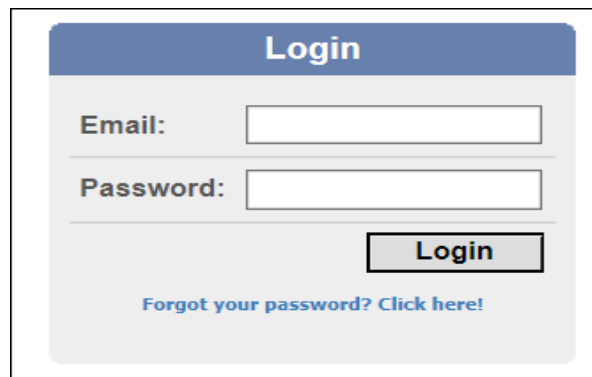
Retype Password:

**Save**

13. The system will kick you back out to the Login screen.

14. Please enter your email address and the new password that you just created.

15. Left click on the Login button.

A screenshot of a web form titled "Login". The form has a blue header bar with the title. Below the header, there is a label "Email:" followed by a text input field. Below this is a label "Password:" followed by another text input field. At the bottom right of the form is a button labeled "Login". Below the button is a link that says "Forgot your password? Click here!".

**Login**

Email:

Password:

**Login**

[Forgot your password? Click here!](#)

**Note:** If you do not receive the email from [alafilenotices@alacourt.gov](mailto:alafilenotices@alacourt.gov) please contact IT Support.

## Contact Information

Alabama Administrative Office of Courts Information Technology Support Helpdesk  
1-866-954-9411 Option 1, then Option 4 or email [itsupport@alacourt.gov](mailto:itsupport@alacourt.gov)

## IT Support

Administrative Office of Courts  
300 Dexter Ave  
Montgomery, AL 36104-3741  
1-866-954-9411 Option 1, then Option 4  
<http://SHARK.alacourt.gov>



## Website Information

AlaFile Website: <https://alafile.alacourt.gov>

E-Filing Information and Promotional Webpage: <http://efile.alacourt.gov>

The Administrative Office of Courts Webpage: <http://www.alacourt.gov>