

# Child Support Handbook

---

This document should be used for adding child support cases in the INPCMS system. **It does not link to the ISETS system.** You can generate documents and e-file initial case data and documents as well as subsequent documents from the case.

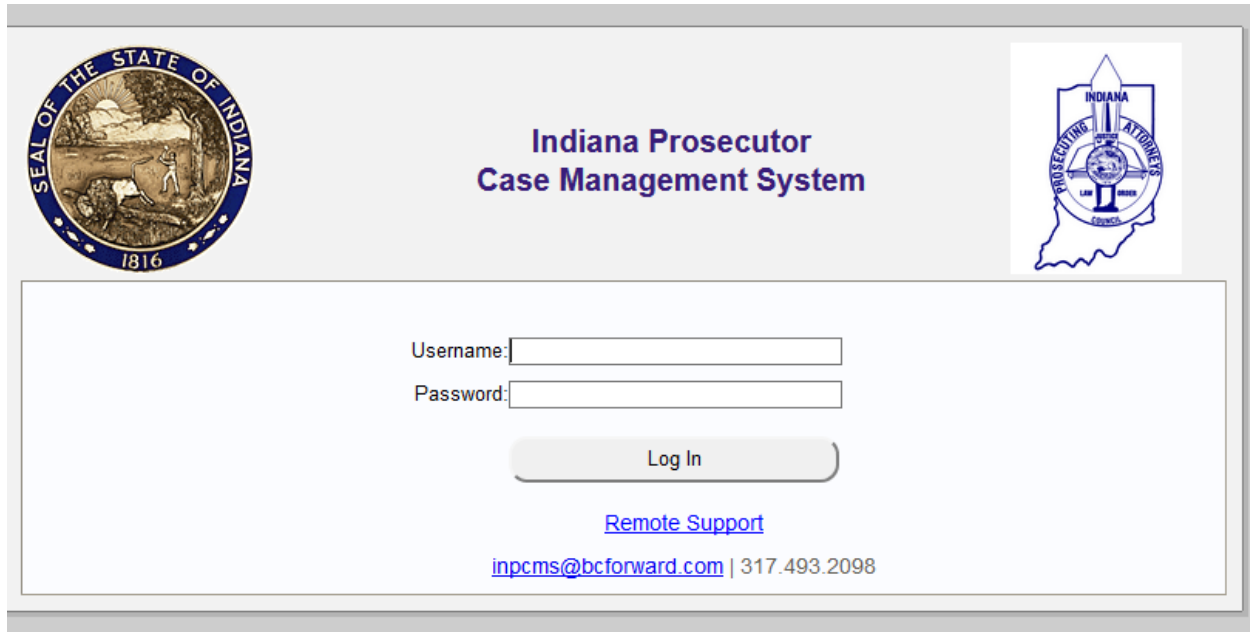
## Table of Contents

Notes about Adding a New Case.....	1
Logging into INPCMS.....	3
Adding New Case .....	4
Building Documents.....	9
Attaching Documents to Tree.....	12
Initial Case E-filing.....	12
Information for Other Handbooks.....	22

# Logging into the System

Go to <https://countyname.inpcms.org>

(Replace your county name for “countyname”, i.e. Greene.inpcms.org)



SEAL OF THE STATE OF INDIANA  
1816

INDIANA  
PROSECUTING ATTORNEYS  
LAW COUNCIL

**Indiana Prosecutor  
Case Management System**

Username:

Password:

Log In

[Remote Support](#)

[inpcms@bcforward.com](mailto:inpcms@bcforward.com) | 317.493.2098

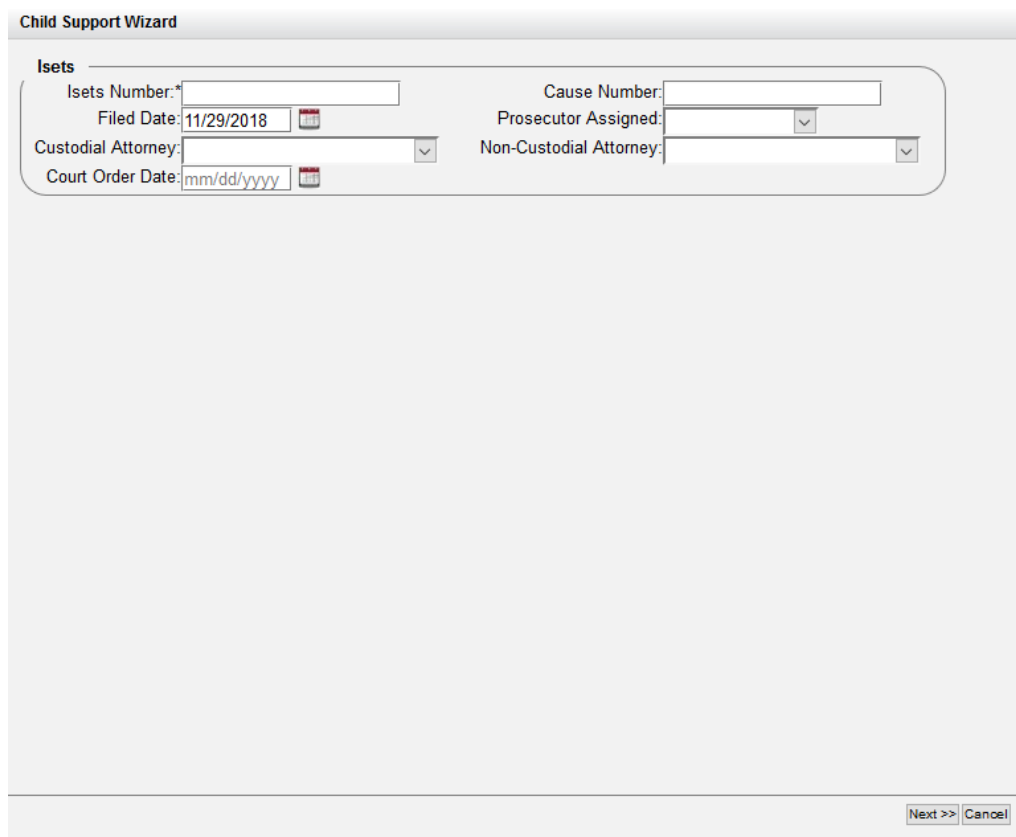
Log in with the credentials given to you.

## Adding a “New Case”

Select “Add New Case “ from the menu bar. This will launch the “Child Support Wizard”.



The first screen that appears is the “ISETS” screen.

A screenshot of the 'Child Support Wizard' application window. The title bar reads 'Child Support Wizard'. The main content area is titled 'ISETS' and contains several input fields: 'Isets Number:' (text box), 'Cause Number:' (text box), 'Filed Date:' (calendar icon, value: 11/29/2018), 'Prosecutor Assigned:' (dropdown menu), 'Custodial Attorney:' (dropdown menu), and 'Non-Custodial Attorney:' (dropdown menu). At the bottom left, there is a 'Court Order Date:' field with a 'mm/dd/yyyy' format and a calendar icon. At the bottom right, there are 'Next >>' and 'Cancel' buttons.

Below is an explanation of the fields on the above screen:

**ISETS** – Enter the ISETS case number here.

**Cause Number** – If a cause number exists for a civil case (i.e Divorce, Paternity, etc), enter that number in this field. You must have a valid cause number entered in this field in order to do Subsequent E-filing.

**Filed Date** – This date will be automatically filled in if you are e-filing an initial paternity case from INPCMS. Otherwise, this field can be used for the date the ISETS case was opened or the date the civil case (i.e. Divorce, etc) was originally filed.

**Prosecutor Assigned** – Add the Prosecutor handling the ISETS case.

**Custodial Attorney** – If the custodial parent has a private attorney, add here. The attorney must be in the “Attorney” database in INPCMS in order to add him/her.

**Non-Custodial Attorney** – If the non-custodial parent has a private attorney, add here. The attorney must be in the “Attorney” database in INPCMS in order to add him/her.

**Court Order Date** – Enter a the order date for child support. It can be the original court order date or the most current, whichever please you prefer.

When you are confident that everything on the screen is correct, click the “Next” button. The “Party” screen appears.

The screenshot displays the 'Child Support Wizard' interface. At the top, there is a 'Party:' input field and a 'Clear Party Form' button. Below this, the form is organized into three main sections: 'Party', 'Party Address', and 'Info'. The 'Party' section includes fields for MPI, Party Type\* (a dropdown menu), First Name, Middle Name, Last Name\*, and Suffix (a dropdown menu). The 'Party Address' section contains Address1 (with a dropdown arrow), Address2, City, State (a dropdown menu), and Zip. The 'Info' section includes fields for DOB (with a calendar icon), Sex (a dropdown menu), Race (a dropdown menu), Phone1, Phone2, and Phone3 (each with a dropdown menu and an example number 'ex. 123-555-5555'), Email (with the example 'anything@email.com'), and SSN (with the example 'ex. 000-00-0000'). At the bottom right of the form, there are navigation buttons: '<< Previous', 'Next >>', and 'Cancel'.

The first thing you want to do is check to see if this “party” is already in the system. In the “Party” field, enter their name (last name, first name).

It will populate the screen with the party’s stored information. Information may be updated or added before moving to the next screen.

**New Case Wizard**

Offender:

<p><b>Offender</b></p> <p>Offender ID: <input type="text" value="435464"/></p> <p>First Name: <input type="text" value="John"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: * <input type="text" value="Doe"/></p> <p>Suffix: <input type="text"/></p> <p>Immigration Status: <input type="text"/></p>	<p><b>Info</b></p> <p>DOB: <input type="text"/></p> <p>Sex: * <input type="text" value="Male"/></p> <p>Race: * <input type="text" value="B - Black"/></p> <p>Height: <input type="text"/></p> <p>Weight: <input type="text"/></p> <p>Eyes: <input type="text"/></p> <p>Eye Variant: <input type="checkbox"/> <input type="text"/></p> <p>Hair: <input type="text"/></p> <p>Phone1: <input type="text" value="Home"/> <input type="text"/></p> <p>Phone2: <input type="text" value="Home"/> <input type="text"/></p> <p>Phone3: <input type="text" value="Home"/> <input type="text"/></p>
<p><b>Location</b></p> <p>Address1: <input type="text" value="1122 Main Street"/></p> <p>Address2: <input type="text"/></p> <p>City: <input type="text" value="indianapolis"/></p> <p>State: <input type="text" value="Indiana"/> Zip: <input type="text" value="46222"/></p>	<p><b>Misc</b></p> <p>SSN: <input type="text"/></p> <p>SID: <input type="text"/></p> <p>FBI: <input type="text"/></p> <p>Gallery Number: <input type="text"/></p>
<p><b>Driver's License</b></p> <p>License Number: <input type="text"/></p> <p>State of Issue: <input type="text"/></p> <p>CDL: <input type="checkbox"/> Motorcycle Endorsement: <input type="checkbox"/></p> <p>Expiration: <input type="text"/></p> <p>Type: <input type="text"/></p>	

The screenshot shows the 'Child Support Wizard' interface. At the top, the title is 'Child Support Wizard'. Below it, the 'Party' field contains 'smith, jan' and a 'Clear Party Form' button. A dropdown menu is open, showing a list of party entries: 'Smith, Janice [#12] [MPI:]', 'Smith, Janice [#21] [MPI:] 123-45-6789', 'Smith, Janice [#22] [MPI:] 123-45-6789', 'Smith, Janice [#23] [MPI:] 123-45-6789', 'Smith, Janice [#8] [MPI:] 123-45-6789', and 'Smithers, Jane [#44] [MPI:]'. Below the dropdown, there are fields for 'Last Name: Smith' and 'Suffix:'. To the right, the 'Info' section contains fields for 'DOB:', 'Sex:', 'Race:', 'Phone1:', 'Phone2:', 'Phone3:', 'Email: anything@email.com', and 'SSN: ex. 000-00-0000'. Below the 'Info' section, the 'Party Address' section contains fields for 'Address1:', 'Address2:', 'City:', 'State:', and 'Zip:'.

You will have at least three (3) parties to add, “Custodial Parent”, “Non-Custodial Parent” and “Child” or children if there is more than one. The first thing you want to do is check to see if the first “party” is already in the system. In the “Party” field, enter their name (last name, first name).

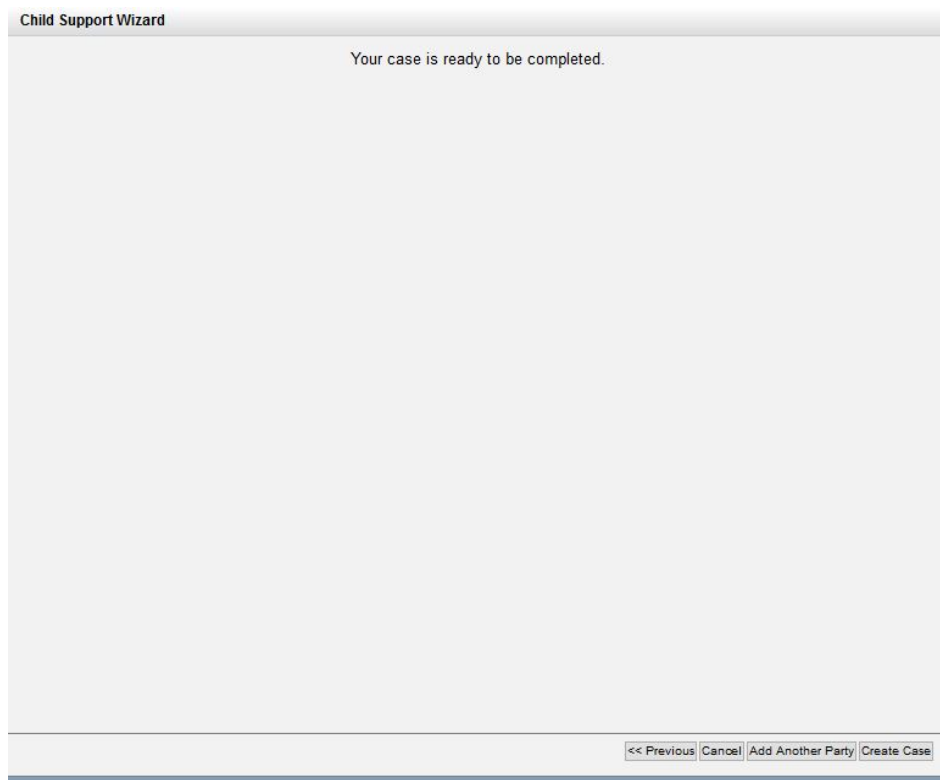
It will populate the screen with the party’s stored information. Information may be updated or added before moving to the next screen.

If the party’s name does not appear in the drop down list, fill in the fields with all available information. Name, sex and race are required fields.

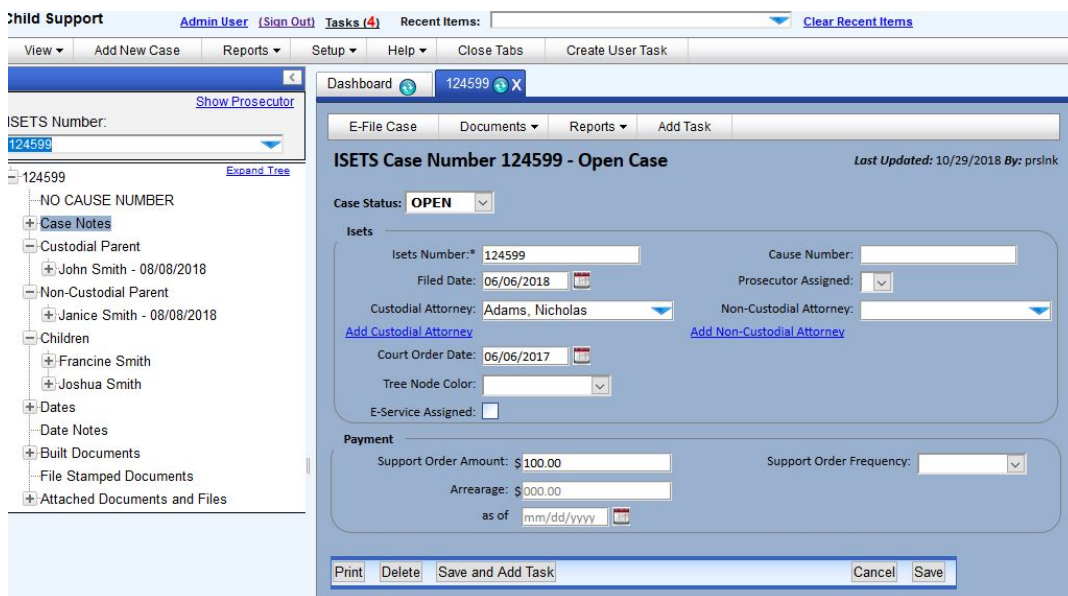
**HOWEVER, it is a good idea to also fill in the “Party Type” field. This field relates to where the parties will be populated on a document that you build through INPCMS. Party types are “Child”, “Custodial Parent” and “Non-Custodial Parent”.**

[NOTE: Putting your cursor on a field or checkbox will bring up a tool tip explaining what the field or checkbox is for.]

Once all of the information has been added or updated, click the “Next” button. The following screen appears:



To enter the next party, click on the “Add Another Party” button. Follow the previous instructions to add the next party. Continue adding parties until they are all added. Once all of the parties are added to the case and you are back to the above screen, click on the “Create Case” button. Once the case is created, it will then build your “tree” with the information you added. (See below).





## Building Documents

Once all of the information has been added to your case, you are now ready to build your documents (i.e. Petition for Contempt, Petition to Modify Support, etc).

Documents are either available under “Build Documents” or “General Forms”. Those listed under “Build Documents” are the documents you would build for a brand new case your are filing, i.e. Petition to Establish Paternity and will be e-filed through an initial e-filing. Those documents available under “General Forms” are the documents that you would file through subsequent e-filing, i.e. Petition to Modify Support.

Click on the drop down arrow on the “Documents” tab and select the appropriate category. Using “General Forms” as an example, a window will open and it will list the documents available for you to build.

**Build Documents**

[Select all](#) / [Deselect all](#)

- Certificate of Service
- Entry (Enforce Judgment)
- Entry (Rule to Show Cause)
- Interrogatories
- Motion to Enforce Judgment by Proceedings Supplemental
- Notice of Discovery Filing
- Notice of Hearing and Order to Appear
- Request for Production of Documents
- Return of Service
- Rule to Show Cause - Court Issue
- Rule to Show Cause - Information
- Subpoena
- Subpoena Duces Tecum to Employee

**Build Documents** Cancel

Click in the checkbox next to the form or forms you wish to generate. Click on “Build Documents”. Each document will be generated and opened int ehir own “tab”.

Admin User (Sign Out) Tasks (4) Recent Items: | Clear Recent Items

View Add New Case Reports Setup Help Close Tabs Create User Task

Dashboard 124599 Motion to Enforce Judgment by... X

Show Prosecutor

ISETS Number: 124599

Expand Tree

- 124599
  - 28C01-1802-DR-000012
  - Case Notes
    - Custodial Parent
      - John Smith - 08/08/2018
    - Non-Custodial Parent
      - Janice Smith - 08/08/2018
    - Children
      - Francine Smith
      - Joshua Smith
    - Dates
      - Date Notes
    - Built Documents
    - File Stamped Documents
    - Attached Documents and Files
    - Other
      - Full Offense\_List\_Report.pdf - 10/03/2

Add Task

Document Name: \_\_\_\_\_

B I U ABC -- Format -- -- Font Family -- -- Font Size --  
 [Rich Text Editor Icons]  
 STATE OF INDIANA ) IN THE X \*[COURT\_NAME]\*  
 ) SS:  
 COUNTY OF HAMILTON ) CAUSE NUMBER. 28C01-1802-DR-000012  
  
 STATE OF INDIANA and  
 John Smith  
 Petitioner  
  
 vs  
  
 Janice Smith  
 Respondent  
  
 To: Janice Smith  
 345 Smith Rd.  
 Bloomington, IN 47401  
  
 State of Indiana, by the Hamilton County Prosecuting Attorney, respectfully represents that:  
  
 1. On or about x \*[CP SERVICES AGREEMENT DATE]\*, the Petitioner signed an agreement to have the State of Indiana establish and enforce the support rights for his/her child(ren) on Petitioner's behalf under the provision of Title IV-D of the Social Security Act.  
 2. The Petitioner owns a judgment obtained against the Respondent on x \*[LAST COURT ARREARS FINDING DATE]\*, for the sum of \$ x \*[AMOUNT OF ARREARAGE]\*.  
 3. There is no reason to believe that execution against the Respondent will satisfy the judgment.  
 4. The Respondent may have wages, assets, income, profit, or other non-exempt property which can be applied to the satisfaction of the judgment.

The documents can then be edited and printed for filing with the court. Notice in the document you will see sections that looks like the following, as an example: x \*[CP SERVICES AGREEMENT DATE]\* or x \*[LAST COURT ARREARS FINDING DATE]\*. Those are areas that you will have to fill in. To move to the first occurrence in the document of this, click the icon that looks like this:

The screenshot shows a legal case management application. On the left is a navigation tree for case 124599, including categories like Case Notes, Custodial Parent, Non-Custodial Parent, Children, Dates, Built Documents, and Attached Documents and Files. The main area is a document editor with a toolbar and a text area. The text area contains a legal document with the following content:

STATE OF INDIANA ) IN THE X \*[COURT\_NAME]\*  
 ) SS:  
 COUNTY OF HAMILTON ) CAUSE NUMBER. 28C01-1802-DR-000012

STATE OF INDIANA and  
 John Smith  
 Petitioner

vs

Janice Smith  
 Respondent

To: Janice Smith  
 345 Smith Rd.  
 Bloomington, IN 47401

State of Indiana, by the Hamilton County Prosecuting Attorney, respectfully represents that:

1. On or about x \*[CP SERVICES AGREEMENT DATE]\*, the Petitioner signed an agreement to have the State of Indiana establish and enforce the support rights for his/her child(ren) on Petitioner's behalf under the provision of Title IV-D of the Social Security Act.
2. The Petitioner owns a judgment obtained against the Respondent on x \*[LAST COURT ARREARS FINDING DATE]\*, for the sum of \$ x \*[AMOUNT OF ARREARAGE]\*.
3. There is no reason to believe that execution against the Respondent will satisfy the judgment.
4. The Respondent may have wages, assets, income, profit, or other non-exempt property which can be applied to the satisfaction of the judgment.

It will highlight the first occurrence of x \*[...]\* that it finds in the document. Begin typing what goes in that spot. When you are ready to move to the next occurrence, click the icon again. Continue doing that until you get through the entire document.

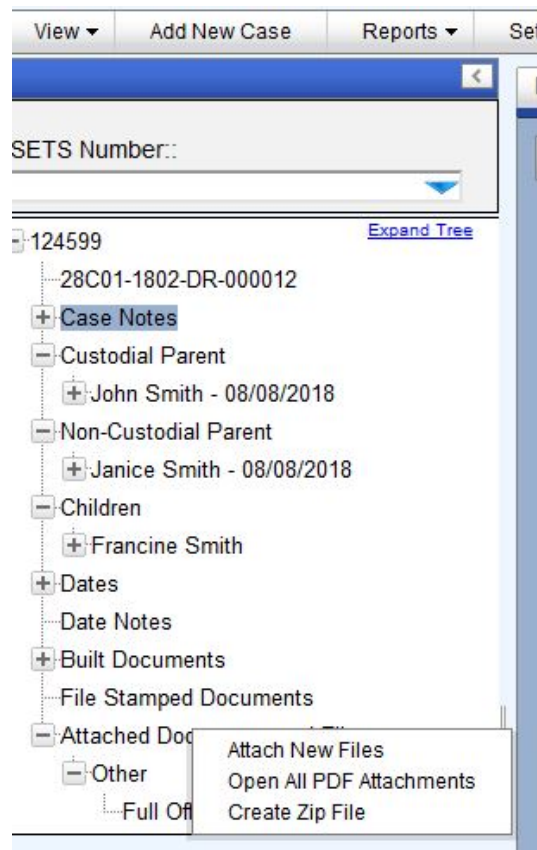
The document is like Microsoft Word in that you can change wording, bold, underline, etc, but it is an HTML document so it doesn't have the full extent of editing that Word does.

Once you've made the changes to your document, you can print it by clicking on the printer icon at the top right and then click the "Save" button on the bottom right of the screen. If you are e-filing the document and do not need to print it, click on the "Save" button. The document will be stored in the case tree under "Built Documents".

## Attaching Documents

If you choose not to build your documents through INPCMS, you can create them in Microsoft Word and upload them to the case tree. You can also upload .pdf document to the case tree as well. [NOTE: Any document that is going to be e-filed must be uploaded to the tree in .pdf format. You cannot e-file a Microsoft Word document.]

To attach documents to the tree, right click on the “Attached Documents and Files” tree node and choose “Attach New Files”.



The “Attached Document” screen appears. **All documents that you are going to e-file must be in .pdf format. You cannot e-file a Microsoft Word document.**

Dashboard || 124599 || John Smith || Attached File Collection

### Attached Document Collection for ISETS Number 124599

	Title (Name Shown in the Tree)	File Type	Date	Time	Hide from EFM
<a href="#">Open File</a> <a href="#">Edit File</a> <a href="#">Info</a>	Full Offense_List_Report.pdf		10/03/2018		<input type="checkbox"/>

Browse... No files selected.

Drop File(s) Here

Cancel

The document(s) you want to attach must be stored on your PC or a shared drive prior to getting to this screen. Click on “Browse” and find the document you want to attach and click “Open” or you can drag and drop it into the “Drop File(s) Here” section. The document will be added to the above screen.

Attached File Info

Select the ▼ icon below to copy the value in the first row for that column to all of the rows.

Remove? ▼	Original File Name	Title (Name Shown in the Tree)	File Type ▼	Date ▼	Time ▼	Hide from EFM:
<input type="checkbox"/>	Participant Agreement Revis	Participant Agreement Revision.pdf				<input checked="" type="checkbox"/>

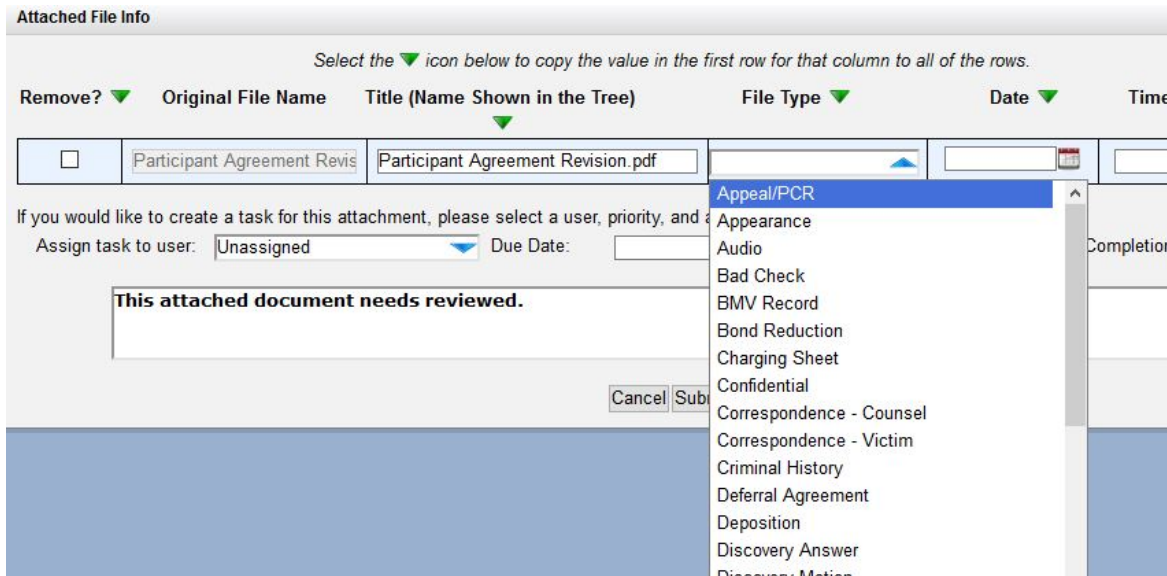
If you would like to create a task for this attachment, please select a user, priority, and add an optional note.

Assign task to user:  Due Date: Priority:  Completion Receipt

**This attached document needs reviewed.**

Cancel Submit

In the “File Type” field, choose from a long list of categories to add your document to in the tree.



The date field can be whatever you want to use it for. It can be the date you attach the document in the tree or the date the document came into your office.

Click the “Submit” button and it will add it to the tree.

## Initial Case E-filing

The e-filing of initial child support case data and documents can be processed through INPCMS. This would be in the case of a brand new paternity or a new Petition to Support if no paternity case or divorce case already exists.

Once you have the ISETS case in INPCMS and you have created your documents through INPCMS or you have uploaded them and attached them under “Attached Documents and Files”, you can then e-file your initial case.

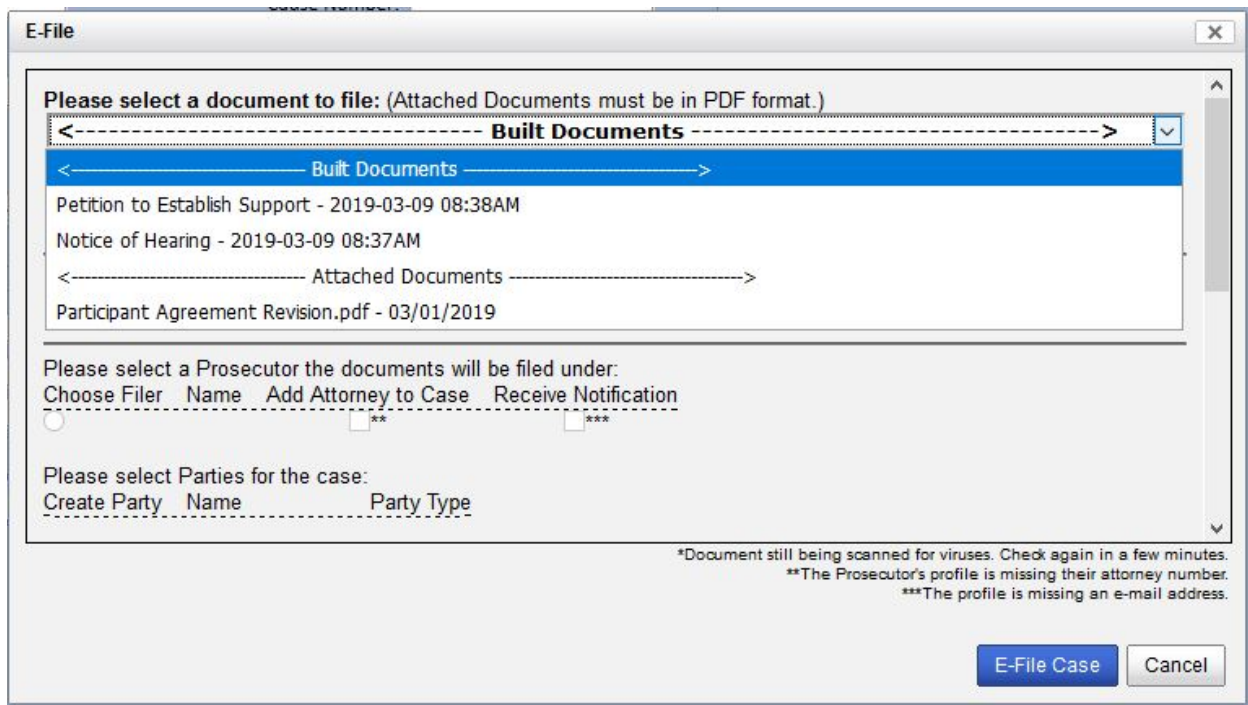
Click on the “E-file Case” button on the ISETS Case Number screen. The following screen appears:

Choose Filer	Name	Add Attorney to Case	Receive Notification
<input type="radio"/>	D. Lee Buckingham II	<input type="checkbox"/>	<input type="checkbox"/> ***
<input type="radio"/>	Admin User	<input type="checkbox"/> **	<input type="checkbox"/>

Create Party	Name	Party Type
<input type="checkbox"/>		

From the drop down list select the document to be e-filed.



**E-File**

Please select a document to file: (Attached Documents must be in PDF format.)

<----- **Built Documents** ----->

<----- Built Documents ----->

Petition to Establish Support - 2019-03-09 08:38AM  
 Notice of Hearing - 2019-03-09 08:37AM

<----- Attached Documents ----->

Participant Agreement Revision.pdf - 03/01/2019

Please select a Prosecutor the documents will be filed under:  
 Choose Filer Name Add Attorney to Case Receive Notification  
 \*\* \*\*\*

Please select Parties for the case:  
 Create Party Name Party Type

\*Document still being scanned for viruses. Check again in a few minutes.  
 \*\*The Prosecutor's profile is missing their attorney number.  
 \*\*\*The profile is missing an e-mail address.

E-File Case Cancel

Click the “Add Filing” button to open the next section. Go back to the list and select your next document and click “Add Filing”. Continue doing that until all of the documents you need to e-file are selected.

#### NOTE: Removing a Filing

A “filing” can be removed at any time prior to clicking the “E-File Subsequent Documents” button. To remove a filing, click on the “Remove Filing” button.

#### Adding “Attachment”

To add an attachment to a main document, select a document from the drop down list under “Please select a document to file:...”.

Most of these will be listed under “Scanned Documents” in the drop down list instead of under the “Build Documents” section. Once you have selected your attachment, click on the “Add Supporting Doc.” Button.



**E-File Subsequent Documents**

Please select a document to file: (Attached Documents must be in PDF format.)

Test Motion - 11/03/2015 12:00AM

Add Filing

**Filings to Submit**

Name: State's Appearance Form

Filing Type: [dropdown]

Document Restrictions: Public document

Comments: [text area]

Remove Filing

Add Supporting Doc.

**Filing Options**

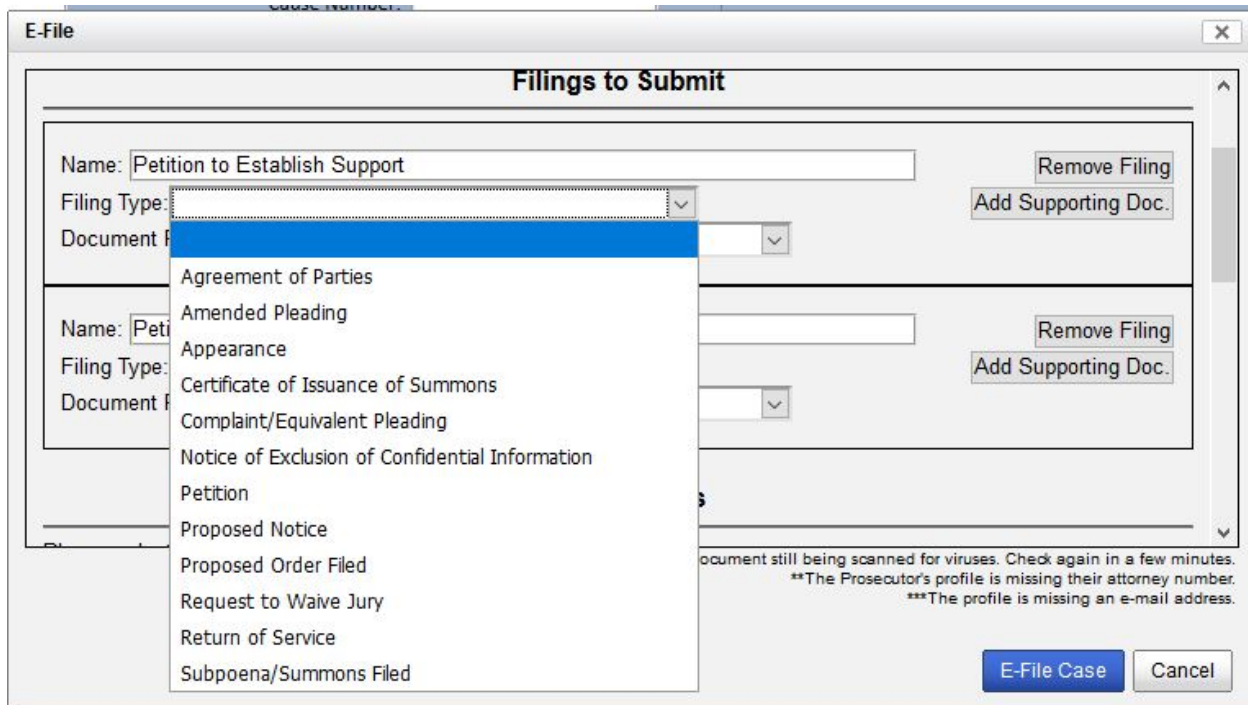
\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

E-File Subsequent Documents Cancel

### “ Filings to Submit”

Fields appear under the “Filings to Submit” section. The “Name” field shows the name of your document the way it is stored in INPCMS. Make sure that the document name is “court appropriate”. For instance, in the field above it shows “State’s Appearance Form”. That is more “court appropriate” than “AF – State”.

The next field is “Filing Type”.



Listed below is a “guide” to each of the options.

- **Agreement of Parties** – *Pretrial Diversion Agreement, Infraction Deferral Agreement, Plea Agreements*
- **Amended Pleading** – *Amended Information, Amended Probable Cause Affidavit, etc.*
- **Appearance** – *Not used for the initial filing of the Appearance at this time. This would be used for filing an “Amended” appearance when a TCN or SID number comes through on the offender sometime after the initial filing.*
- **Certificate of Issuance of Summons** – *Certificate showing that the summons has been issued*
- **Complaint/Equivalent Pleading** – *Might be used for the following type of forms: Petition to Establish Paternity, Petition to Establish Support, etc.*
- **Notice of Exclusion of Confidential Information** – *Administrative Rule 9 forms (confidential documents). The AR 9 form would be the “lead” document. The “attachment” would be the confidential information document.*
- **Petition** – *Might be used for the following type of forms: Petition to Establish Paternity, Petition to Establish Support, etc.*
- **Proposed Notice** – *If you are filing a document, such as a summons or letters, that requires updating by the Clerk, the filer must select this option. The documents should be attached as lead documents. Do not attach proposed notice documents to other pleadings. [Taken from the Indiana Courts website]*

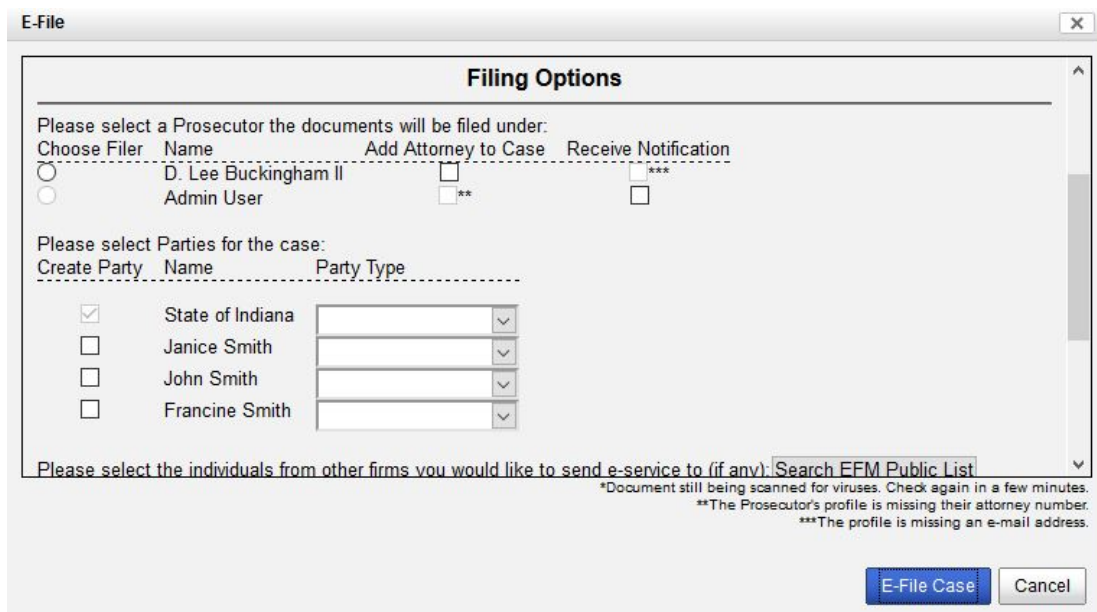
- **Proposed Order Filed** - *If you are filing a proposed order with a motion, the proposed order must be submitted using a separate filing code called "Proposed Order Filed." The proposed order will be the lead document on that filing code. Do not attach a proposed order to other pleadings.*  
[Taken from the Indiana Courts website]
- **Request to Waive Jury** – *As the name states*
- **Return of Service** – *Document showing that service has been had on the defendant.*
- **Subpoena/Summons Filed** – *As the name states*

The next field is “Document Restrictions”. All documents will be a “Public Document” unless it is a document that would normally be filed on “green paper” pursuant to Administrative Rule 9. These documents would now be filed with the document restriction of “Confidential document under Admin. Rule 9”. You would still be required to file the “Notice of Exclusion of Confidential Information” form detailing the legal basis for the exclusion.

The “Filing Comments” field is used to alert the Clerk to certain additional information for use only by the Clerk. These comments are not seen by the Court. You might check with your Clerk to see what type of information he/she might want in this field.

### “Filing Options”

There are three sections here. (See next page).



**E-File**

**Filing Options**

Please select a Prosecutor the documents will be filed under:

Choose Filer	Name	Add Attorney to Case	Receive Notification
<input type="radio"/>	D. Lee Buckingham II	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Admin User	<input type="checkbox"/>	<input type="checkbox"/>

Please select Parties for the case:

Create Party	Name	Party Type
<input checked="" type="checkbox"/>	State of Indiana	<input type="text"/>
<input type="checkbox"/>	Janice Smith	<input type="text"/>
<input type="checkbox"/>	John Smith	<input type="text"/>
<input type="checkbox"/>	Francine Smith	<input type="text"/>

Please select the individuals from other firms you would like to send e-service to (if any):

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

**E-File Case** **Cancel**

In the first section you must choose a Prosecutor that the documents will be filed under. In most cases this would be the Assigned Prosecutor.

In the second section, select the parties for the case. **Each Party listed must have their name and a “Party Type” selected.**

The third section is for you to select individuals from other firms that you would like to notify by e-service. If the person’s name is not listed you can click on the “Search EFM Public List” button.

The screenshot shows a dialog box titled "E-File Subsequent Documents" with a close button (X) in the top right corner. The main content area is titled "Filing Options" and contains three sections of instructions and options:

- Section 1:** "Please select a Prosecutor the documents will be filed under:" with two radio button options: "James Baldwin" (selected) and "Michael Bozoian".
- Section 2:** "Please select the individuals you would like to receive e-mail notification from the EFM (if any):" with four checkbox options: "James Baldwin \*\*\*", "Michael Bozoian \*\*\*", "Ryan Cage", and "Test User".
- Section 3:** "Please select the individuals from other firms you would like to send e-service to (if any):" with one checkbox option: "Gmail User [State of Indiana]".

A red rectangular box highlights the "Search EFM Public List" button located to the right of the third section. At the bottom of the dialog box, there are two buttons: "E-File Subsequent Documents" (blue) and "Cancel" (grey). Below the main content area, there are three lines of small text: "\*Document still being scanned for viruses. Check again in a few minutes.", "\*\*The Prosecutor's profile is missing their attorney number.", and "\*\*\*The profile is missing an e-mail address."

The following screen appears where you can search for an attorney or other person related to the case.

The screenshot shows a window titled "EFM Public List" with a search interface. It includes input fields for "First Name", "Firm Name", "borsch", and "E-mail". A "Search" button is located below the input fields. Below the search area is a table with one row of results:

	First Name	E-mail	Firm Name
<input type="button" value="Add"/>	Lindsey Borschel	<a href="mailto:lindsey.borschel@courts.in.gov">lindsey.borschel@courts.in.gov</a>	Rath Law Office (Test Account)

An "OK" button is located at the bottom right of the window.

Once you find the person and click "OK", that person's name will appear under the "Filing Options" list.

Click the "Add" button and a message will tell you that it's been added to the subsequent filing list. The name will appear on the subsequent documents screen.

The screenshot shows a window titled "E-File Subsequent Documents" with a list of individuals and checkboxes for selection. A red arrow points to the "Lindsey Borschel [Rath Law Office (Test Account)]" entry.

Please select at least one individual. The documents will be filed under:

- James Baldwin
- Michael Bozoian

Please select the individuals you would like to receive e-mail notification from the EFM (if any):

- James Baldwin \*\*\*
- Michael Bozoian \*\*\*
- Ryan Cage
- Test User

Please select the individuals from other firms you would like to send e-service to (if any):

- Gmail User [State of Indiana]
- Lindsey Borschel [Rath Law Office (Test Account)]

Did you submit any proposed orders as a separate document?  
 Did you mark any document as confidential (i.e. "green sheet")? If so, did you also submit a Notice of Exclusion as a

\*Document still being scanned for viruses. Check again in a few minutes.  
\*\*The Prosecutor's profile is missing their attorney number.  
\*\*\*The profile is missing an e-mail address.

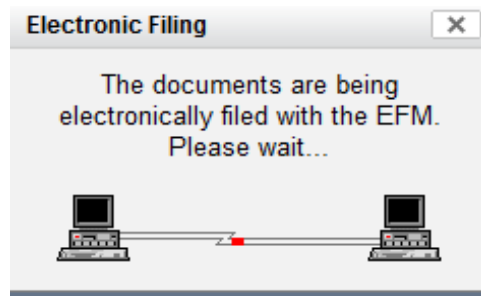
Before you can submit your documents you must select the following rules:

- *Did you submit any proposed orders as a separate document?*

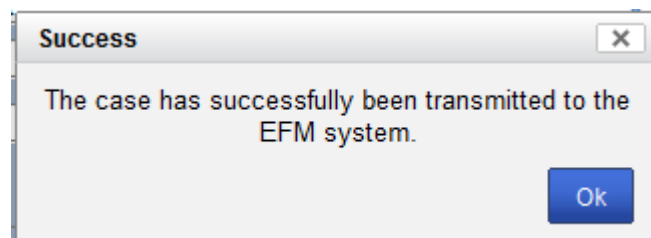
- *Did you mark any document as confidential (i.e. “green sheet”)? If so, did you also submit a Notice of Exclusion as a separate filing per Administrative Rule 9?*

**Even if neither one of these apply to the documents you are submitting, they must still be selected.**

Once finished adding all of your filings, o submit your document(s), by clicking on the blue “E-File Subsequent Documents” button. The following screen will appear:



Once the documents have successfully been e-filed the following message will appear:



In order to do “Subsequent E-filing” and “Tasks”, please see the following handbooks under “Help > INPCMS > Manuals”:

“Subsequent E-filing Handbook”

“Task Handbook”