

## **Instructions for Filing a Petition for Review**

Log in to eFiling and choose 'File a New Case'.

### **Enter Case Information**

Enter Court Location: Western Appellate  
Enter Case Category: Other  
Enter appropriate Case Type: Petition for Review  
Enter Style of Case: Use caption from Judgment  
Enter Attorney Reference: Use Missouri Bar Number

### **Enter Filing Fees**

Enter the \$70.00 filing fee or check the appropriate exemption.

Click Continue.

### **Enter Party Information**

Enter Party Type: Appellant  
Enter Last Name:  
Enter First Name:  
Enter Middle Initial:  
Enter Suffix: optional  
Enter SSN/EIN: optional if not reasonably available  
Enter Date of Birth: optional  
Enter Gender: optional  
Enter Address:  
Enter City:  
Enter State:  
Enter Zip Code:  
Enter Phone Number optional  
Enter Email optional

Click Add New Party.

Enter additional Appellants. When all Appellants have been entered, enter all Respondents. When all Respondents have been entered, add New Party to Case as Attorney for Respondent. If you are asked for Attorney Reference Number – use Missouri Bar Number.

Click Continue.

### **Filing on Behalf of:**

Click the appropriate party for filing on behalf of. You can choose from the boxes for entire groups, or you can choose from list of selected parties.

Click Add.

## **Add Documents**

Enter Document Category: Petition/Application Filed

Enter Document Type: Petition for Review.

Browse to the location where the document is stored on your computer or network.

Enter the Document Title: Petition for Review.

Click Add.

If you have an attachment to the primary document, browse to the location and enter document title: e.g. Copy of Judgment

Click Add.

When all documents have been attached, click Continue.

If your attachments exceed the 21.0 MB limit, do not send additional documents as a new case. When initial filing has been accepted and a case number has been assigned you can submit additional documents "On Existing Case".

## **Review Case Filing**

If case information is correct, click Continue.

If case information is not correct, make corrections.

## **Payment Information**

Pay by Credit Card.

Enter Cardholder Name:

Enter Credit Card Type: Visa/Mastercard

Enter Credit Card Number:

Enter CVV/CVC Code:

Enter Credit Card Expiration:

Review Filing Fee Amount. Update if necessary. Click Continue.

## **Payment Verification/Submission**

Review. Click Submit. Filing is complete and submitted.

## **New Case Filing Confirmation**

Filing confirmation screen can be printed for your records. Filer will also receive a confirmation e-mail from the Missouri Courts E-Filing System when the submission has been accepted by the Court.