

# Electronic Documents Now Available to Attorneys in Lakeshire Municipal Division

The Lakeshire Municipal Division began scanning all filings September 1, 2018 and attaching these filings to docket entries. Cases initiated prior to that date, but active on that date, are being scanned as the cases appear on the dockets of judges using electronic document files.

**Beginning May 1, 2022, Lakeshire Municipal Division will only accept Entries of Appearance and all other filings through eFiling. Faxed or mailed filings will not be accepted.**

As a licensed attorney in Missouri, you can access the documents in these files remotely by 1) registering for a Missouri Judiciary account and 2) subscribing to the Missouri eFiling System. There currently is no charge for this access.

## REGISTER FOR A MISSOURI JUDICIARY ACCOUNT

- Go to the [www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet) to access Missouri Case.net. Click **Logon** in the upper right area of the screen.
- Click **My Account** located below the Logon Box.
- You will be directed to a page titled **Log in to Your Missouri Judiciary Account**. Click **Create an account**.
- Complete the registration process using your Missouri Bar PIN from the lower right corner of your Missouri Bar card.
- At the end of the process, you will be returned to the Missouri eFiling System logon page.
- If you need assistance with registering for a Missouri Judiciary account, please contact the Help Desk at (888) 541-4894.

## SUBSCRIBE TO THE MISSOURI EFILING SYSTEM

- After receiving the confirmation e-mail from [mocourts.registration](http://mocourts.registration), wait five minutes and then follow the link provided to log into the Missouri eFiling System. Enter the user ID and password from the account you created.
- Complete the two subscription screens, **Subscribe to eFiling** and **Accept the Missouri Electronic Filing User Agreement**.
- When you see the **eFiling Menu**, your registration and subscription are complete.
- If you need assistance with subscribing to the Missouri eFiling System, please contact the Help Desk at (888) 541-4894.

## DOCUMENTS IN SECURE CASE.NET

When you log into secure Case.net, the items appearing in docket entries for a selected case that are **blue and underlined** are electronic documents that can be viewed by clicking on the item. A 'lock' icon beside the item indicates it is sealed or otherwise secured and cannot be viewed over the Internet. If you need assistance with Case.net, please contact the Help Desk at (888) 541-4894.