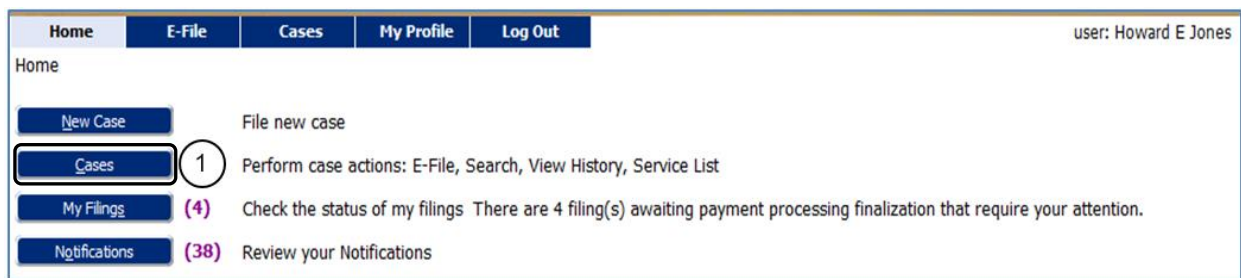# Reference Guide Contents:

Data Correction Processing

If after submitting a document you identify a data entry error, such as a clerical or scrivener's error, a *Request to Correct Data Entry Error* form will need to be e-filed to the court. Examples include circumstances where the names of parties were correctly entered in the pleadings but incorrectly entered by the e-filer or court staff.
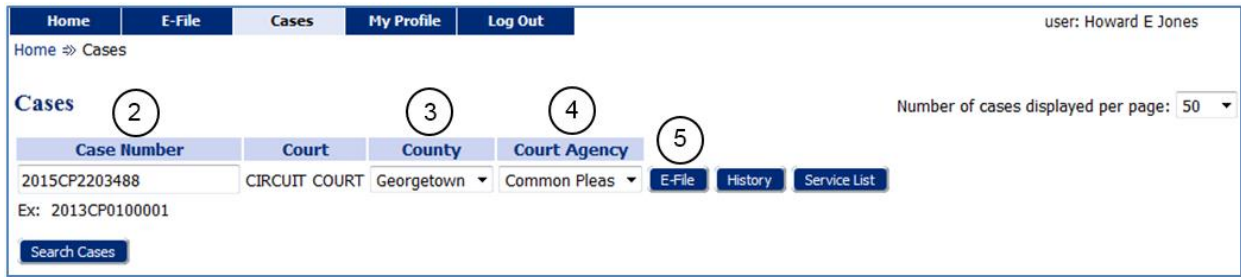
Requests to correct data entry errors will be processed as follows:

➢ Counsel will file a request to correct a data entry error on form *Request to Correct Data Entry Error*.

➢ If it is a true data entry error, the clerk will make the requested correction and file a *Response to Request to Correct Data Entry Error*. If it is not a data entry error, the correction will not be made and the clerk will also file a response.

➢ If the request is unclear to the clerk, it will be forwarded to a judge to determine if the change is appropriate and file a *Response to Request to Correct Data Entry Error*.

➢ The judge's decision will be issued in a *Data Entry Error Order*.
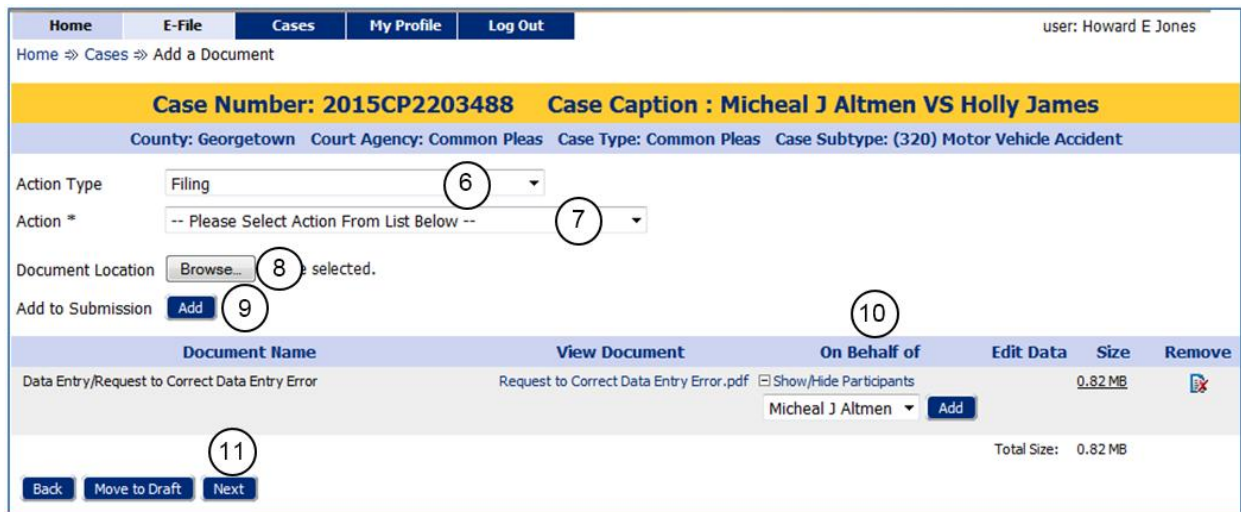
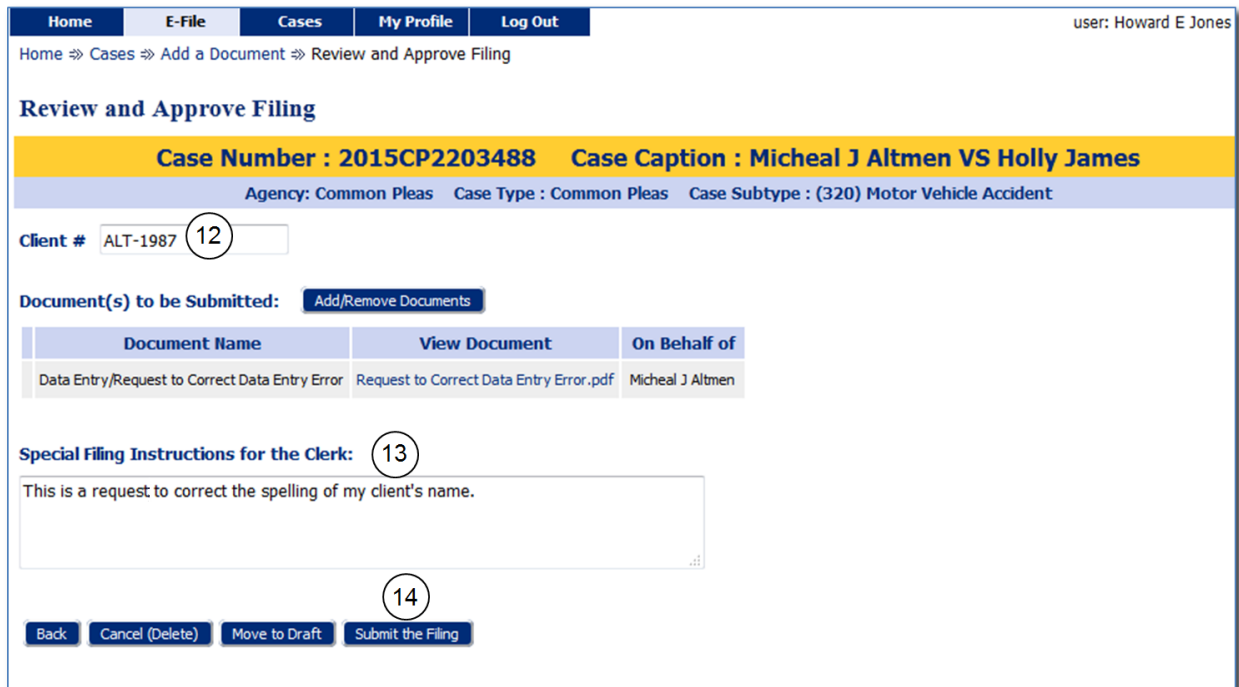## E-Filing a Data Correction Form

1. Click the **Cases** button on the Home screen.

2. Enter the complete **Case Number**.

3. Choose the **County** where the case was filed.

4. Select the proper **Court Agency**.

5. Click the **E-File** button.

6. Choose the **Action Type** of **Filing**.

7. Choose the **Action** of **Data Entry/Request to Correct Data Entry Error**.

8. Click **Browse** to locate the document on your computer.

9. Click **Add** to attach the document.

10. Choose the party or parties being represented in the **On Behalf of** column.

11. Click **Next** to continue.

12. Add a **Client #** (optional). This number is not used by the court but will assist you in tracking your filings.

13. Include **Special Filing Instructions for the Clerk**.

14. Click **Submit the Filing** and you will be directed to the Submission Confirmation page.

Response from the Clerk

All case parties will be notified by NEF when the response is issued by the court. The response from the court can be accessed in the Case History within E-Filing as well as the Trial Court Public Index.

Response from the Judge

All case parties will be notified by NEF when the *Data Entry Error Order* is issued by the judge. The order from the judge can be accessed in the Case History within E-Filing as well as the Trial Court Public Index.