

To file a Court Approved Settlement

- Select NEW CASE in the efile system.

Home

New Case	File new case
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings (11)	Finish filing an incomplete filing
Notifications (213)	Review your Notifications
View Queues (7)	List of entries in my queues

- Select Circuit

Jurisdiction

Description
Circuit
Circuit - Mental Health
General Sessions - Civil (Small Claims Court)
General Sessions - Mental Health
Probate

- Select SETTLEMENT

Case Category

Description
ADOPTION/TERMINATION OF PARENTAL RIGHTS
APPEAL (GENERAL SESSIONS/JUVENILE CT.)
CHILD SUPPORT ENFORCEMENT FILINGS
CIVIL
CIVIL (FILED ON COSTBOND)
CONDEMNATION
DISTRESS WARRANT
DOMESTIC/DIVORCE
FOREIGN COURT SUBPOENA
HOSPITAL LIEN
MISCELLANEOUS
ORDER OF PROTECTION
SETTLEMENT (file same-day approvals w/8th Circuit)
TRANSFERS - CIVIL/PROBATE
TRANSFERS - DOMESTIC

[E-Filing Manual](#) [E-Filing Rules](#) [Circuit Local Rules](#) [GS-Civil Local Rules](#) [Probate Local Rule](#)

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- Select COURT APPROVED SETTLEMENT

[Home](#) ⇒ [New Case Filing: Jurisdiction](#) ⇒ [Case Category](#) ⇒ [Case Type](#)

Case Type

Description
COURT APPROVED SETTLEMENT
COURT APPROVED SETTLEMENT - FILED BY METRO
STRUCTURED SETTLEMENT APPLICATION
WORKERS COMPENSATION SETTLEMENT
WORKERS COMPENSATION SETTLEMENT - FILED BY METRO

[Back](#)

- From this screen you will be able to enter the plaintiffs and defendants.
 - Be sure that ALL parties listed in the style of the case are added.

Case Initiation: COURT APPROVED SETTLEMENT

Suit Amount

Jury Demand

Add Case Participants

Add Plaintiff

Add Defendant

Remove

Participant Name

Back

Save to Draft

Next

- To add a minor as an ON BEHALF OF select the ALIAS option to the right of the screen under Add Aliases.
- Choose the appropriate type from the drop down menu, enter the minors name and save.

Plaintiff/Petitioner

Company Person

Party Type:

Name Prefix:

First Name: *

Middle Name:

Last Name: * (or Business Name)

Name Suffix: (Jr, Sr, ...)

Main Address: US International Unknown Address

Address Line 1: *

Address Line 2:

City: *

County:

State: *

Zip / Postal Code: *

[Next](#)

Add an Attorney for this Party

Last Name Bar # Type

Add

Add Aliases

Type First Name Middle Name Last/Business Name

Add

Add Alias

Business Person

Type:

First Name:

Middle Name:

Last/Business Name: *

[Cancel](#) [Save](#)

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- Select next and continue adding all parties.
- Once all parties have been added click next.

- The e filing system will default to the appropriate petition code for a minor settlement. The document type will read COURT APPROVED SETTLEMENT. Upload the petition here.

Case Type : COURT APPROVED SETTLEMENT

Document Category

Document Type *

Additional Text

Sealed Confidential

Acceptable File Format Type(s) (*.pdf)

Document Location No file chosen

Add to Submission

Document Name	View Document	On Behalf of	Edit Data
Case Data	form.xml		<input checked="" type="checkbox"/>

Total Size: 0.0 MB

[E Filing Manual](#) [E Filing Rules](#) [Circuit Local Rules](#) [CC Civil Local Rules](#) [Probate Local Rules](#) [Document Policy](#) [Case](#)

- Once the petition is uploaded the rest of the documents can be uploaded.

Case Type : COURT APPROVED SETTLEMENT

Document Category

Document Type *

Additional Text

Sealed Confidential

Acceptable File Format Type(s) (*.pdf)

Document Location No file chosen

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input checked="" type="checkbox"/>		
COURT APPROVED SETTLEMENT	1727888856031-312.pdf	SOME COMPANY:DEFENDANT		0.12 MB	
EXHIBIT AS COLLECTIVE EXHIBIT	1727888856031-312.pdf	SOME COMPANY:DEFENDANT		0.12 MB	
AFFIDAVIT FOR ATTORNEY FEES	1727888856031-312.pdf	SOME COMPANY:DEFENDANT		0.12 MB	
ORDER- GENERAL (PROPOSED) FOR APPROVAL OF MINOR SETTLEMENT	1727888856031-312.pdf	SOME COMPANY:DEFENDANT		0.12 MB	

Total Size: 0.48 MB

- After all the pleadings have been uploaded to the efile system, hit next and follow the prompts to pay the \$159.50 filing fee and file the settlement with the Circuit Court Clerks Office.