

PROTHONOTARY EFILING INSTRUCTIONS

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IQS E Filing

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Log into the website. If you do not have a user name or password yet, go ahead and click on the 'Sign Up for User Account' link.

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Welcome To E Filing

Recent Activity
09/19/2015 - 09/29/2015

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Here you will see your home screen. At the home screen you will see your recent activity including your received, recorded, and rejected packages. You can get back to this page anytime by clicking on the Home link on the top.

Let's go ahead and submit a new case. Hover your cursor up where it says Create Filing. There a small menu will appear, and click on Create a New Case.

IQS E Filing CREDIT CARD TEST - TEST L

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[Create a New Case](#)
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Welcome To E Filing

Once you click this it will bring you to the screen below. Go ahead and enter in the case information below. Select the case type that is desired and then put on the plaintiffs and defendants.

New Filing - New Case

Step 1: Enter Case Information | Step 2: Add Docket Items

Case Type:

Last Name or Company Name: First Name: Suffix:

Address:

Counsel AOPC#:

Plaintiffs: 0

Defendants: 0

To put in a plaintiff, fill out the information of the plaintiff, and then click the "Add as Plaintiff" button, and likewise with the defendant. After you put a few of them in, the screen will look like the below.

New Filing - New Case

Step 1: Enter Case Information **Step 2: Add Docket Items**

Case Type:
AUDITORS REPORT

Last Name or Company Name: First Name: Suffix:

Address:

Counsel AOPC#:

Plaintiffs: 2

			Name	Address	Counsel
<input type="button" value="Up"/>	<input type="button" value="Dn"/>	<input type="button" value="Remove"/>	SMITH, MICHAEL	123 TEST BLVD LIVERPOOL NY 13090	JAFFE , AARON M.
<input type="button" value="Up"/>	<input type="button" value="Dn"/>	<input type="button" value="Remove"/>	SMITH, MICHELLE	222 TEST ST NORTH SYRACUSE, NY 13212	BURKE , CHARLES R.

Defendants: 1

			Name	Address	Counsel
<input type="button" value="Up"/>	<input type="button" value="Dn"/>	<input type="button" value="Remove"/>	GREGORY, HENRY	3 AMERICAN WAY CICERO, NY 13090	JAFFE , AARON M.

Once finished putting in the plaintiffs and defendants, go ahead and hit the “Add Docket Items” button. This will bring you to the screen below. Choose the type of docket item you want to go with the case and then click the Choose File button to upload the document from your computer. A file dialogue will come up, so go and choose which file you want to upload from your computer. After you choose the file, then hit the button that says Add Docket Item.

New Filing - New Case

Step 1: Enter Case Information
Step 2: Add Docket Items

Docket Item Type: Add Docket Item

Attach File: No file chosen

Total: \$0.00

Now that you have added docket items to the case, your screen will now look like this which will show you the amount of money that is due as you go along...

New Filing - New Case

Step 1: Enter Case Information
Step 2: Add Docket Items

Docket Item Type: Add Docket Item

Attach File: No file chosen

Total: \$1.00

			Item Description	Attached File	Amount
Up	Dn	Remove	AFFIDAVIT	Full page photo.pdf	\$0.00
Up	Dn	Remove	APPEAL FROM ARBITRATION - TAX ASSESSMENT	Full page photo.pdf	\$1.00

When you are finished putting in docket items, go ahead and hit the Proceed to Checkout button. It will bring you to a checkout screen. Go ahead and review the information before hitting the checkout button.

Efiling Checkout

Cancel Checkout

Checkout

Total: \$1.00

New Case: AUDITORS REPORT

Plaintiffs: 2

Name	Address	Counsel
SMITH, MICHAEL	123 TEST BLVD LIVERPOOL NY 13090	JAFFE , AARON M.
SMITH, MICHELLE	222 TEST ST NORTH SYRACUSE, NY 13212	BURKE , CHARLES R.

Defendants: 1

Name	Address	Counsel
GREGORY, HENRY	3 AMERICAN WAY CICERO, NY 13090	JAFFE , AARON M.

Docket Items: 2 Total: \$1.00

Item Description	Attached File	Amount
AFFIDAVIT	Full page photo.pdf	\$0.00
APPEAL FROM ARBITRATION - TAX ASSESSMENT	Full page photo.pdf	\$1.00

When done, hit check out and it will bring you to the billing screen. Here you will put in your credit card.

At the end of the billing process you will get a confirmation that looks like this.

Efiling Confirmation

Package ID:	8A2FB3671948463EA0AFFFA4091D924E
Received Date:	09/29/2015 04:11 PM
Package Status:	Received
Case#:	(New Case)
Caption:	SMITH MICHAEL vs GREGORY HENRY
Docket Items:	AUDITORS REPORT AFFIDAVIT APPEAL FROM ARBITRATION - TAX ASSESSMENT

OK

Print

To add docket items to an existing case, do exactly what we just did but first go to the menu above and click on Add Filing to Existing Case.

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Go to Efilings

[Create a New Case](#)

[Add Filing to Existing Case](#)

It will bring up the following screen.

New Filing - Existing Case

Step 1: Enter Case Information Step 2: Add Docket Items

Existing Case#: Select Case

If you put in a valid case number, it will show you the case information so that you can be sure that this is the case you want to submit to.

Step 1: Enter Case Information Step 2: Add Docket Items

Existing Case#: 201509301 Clear Case Add Docket Items

Case #: 201509301
Rec Date: 09/29/2015 03:51:44 PM
Doc Grp/Desc: CIV / CONFESSION OF JUDGMENT
Plaintiff: BANK OF AMERICA
7460 MORGAN RD
LIVERPOOL, NY
Counsel: AACH, WENDY LOU MORY
Defendant: DOE JOHN
1234 MAIN ST
LIVERPOOL, NY
Judgments: BANK OF AMERICA AGAINST DOE JOHN 09/29/2015 \$200.00

If you are sure this is the case you want to submit to, click on the button that says Add Docket Items. If it is not the case you want, just hit Clear Case.

Once you hit Add Docket Items, it will bring you to the screen that allows you to upload your docket items. Go ahead and follow the process which was explained above for uploading your documents.

New Filing - Existing Case

Step 1: Enter Case Information **Step 2: Add Docket Items**

Docket Item Type: (Please Select Docket Type)

Attach File: No file chosen

Total: \$0.00

You will be able to see the status of your submission on the Home page after you submitted it. Here you can see if your submission has been just received, has been recorded, or has been rejected.

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Welcome To E Filing

Recent Activity
09/19/2015 - 09/29/2015

- [7 Received Packages](#)
- [1 Recorded Packages](#)
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To see what documents have been received, click on the link that says Received Packages. It will bring up the screen below. By default it will show you activity within the past 10 days. You can change the filter by changing the dropdowns and hitting search.

Search My EFilings

Submit Date:
 Status:

Case #	Caption	Received Date	Status
201507541	PNC BANK NA VS. LOKOS ENTERPRISES	9/28/2015 4:21:31 PM	Received
(New Case)	BOND JAMES vs WILLIAMS MITCH	9/28/2015 4:29:31 PM	Received
(New Case)	DENVER JOHN vs GETMAN & BIRYLA GETMAN & BIRYLA	9/29/2015 8:34:48 AM	Received
(New Case)	THOMAS MIRANDA vs BROWN NANCY	9/29/2015 8:38:44 AM	Received
(New Case)	RODGERS AARON vs CUTLER JAY	9/29/2015 8:45:01 AM	Received
(New Case)	STRONG MIRANDA vs	9/29/2015 9:28:23 AM	Received
(New Case)	CLEMENT WILLIAM vs WILLIAMS BRIAN	9/29/2015 11:38:56 AM	Received
(New Case)	SMITH MICHAEL vs GREGORY HENRY	9/29/2015 4:11:50 PM	Received

To see a particular submission, click on the link for that submission. So to see the PNC BANK NA submission, go ahead and click on the link that says '201507541'. It will bring this up...

View E Filing

1 of 8

09/28/2015 Status: Received
 201507541 [PNC BANK NA VS. LOKOS ENTERPRISES](#)

Now go ahead and hit the drop down that says 'Please Select Item to View' and choose either 'Submitted Data' or 'Submitted Images'. If you choose 'Submitted Data' then it will show you the docket items and their respective page counts, or if you choose 'Submitted Images' it will show you what you submitted.

Docket Items:

Item Description	Page Count
AFFIDAVIT OF INDIGENCY	21
AGREEMENT	21

View E Filing

1 of 8
Submitted Images

09/28/2015 Status: Received
201507541 PNC BANK NA VS. LOKOS ENTERPRISES

and use an additional strip (or strips) of land being identified on the attached "Exhibit A" as above, such strip (or strips) of land being identified on the attached "Exhibit A" as "Temporary Work Space" and "Temporary Access Road".

Grantor acknowledges that part of the consideration herein paid includes payment in full for any damages caused, or to be caused, by the construction of the first pipeline, facilities or improvements hereunder.

The Grantee shall have all other rights and benefits necessary or convenient for the full enjoyment or use of the rights herein granted, including, but without limiting the same to, the free and full right of ingress and egress over and across said lands and other lands of the Grantor to and from said right of way and easement, and the right, from time to time as it may find convenient, to cut or remove all trees, undergrowth and other obstructions from the permanent right of way.

The Grantor will not build any permanent structures on said permanent right of way or any part thereof, will not change the grade of said permanent right of way, or any part thereof, will not plant trees on said permanent right of way, or any part thereof, or use said permanent right of way or any part thereof for a road, or use said permanent right of way or any part thereof in such a way as to interfere with Grantee's immediate and unimpeded access to said permanent right of way, or otherwise interfere with Grantee's lawful exercise of any of the rights herein granted without first having obtained Grantee's approval in writing; and Grantor will not permit others to do any of said acts without first having obtained Grantee's approval in writing. No forbearance by Grantee to cut and remove any trees, undergrowth or other obstructions from the permanent right of way or to exercise any other right provided by Grantee hereunder for any period of time shall constitute a waiver of such right or limit Grantee's ability to exercise such right as it may find convenient.

This Right of Way Agreement and any and all rights of Grantee hereunder shall be freely assignable by Grantee, without the consent or approval of Grantor, and, if assigned by Grantee, any and all acts performable by Grantee hereunder may be performed by its assignee. Any assignment by Grantee, and its success, shall completely relieve the assignor of all of its or their respective rights hereunder shall completely relieve the assignor of all of its or their respective rights hereunder that accrue or arise from and after

You can also likewise view the received documents and rejected documents from the home screen.