

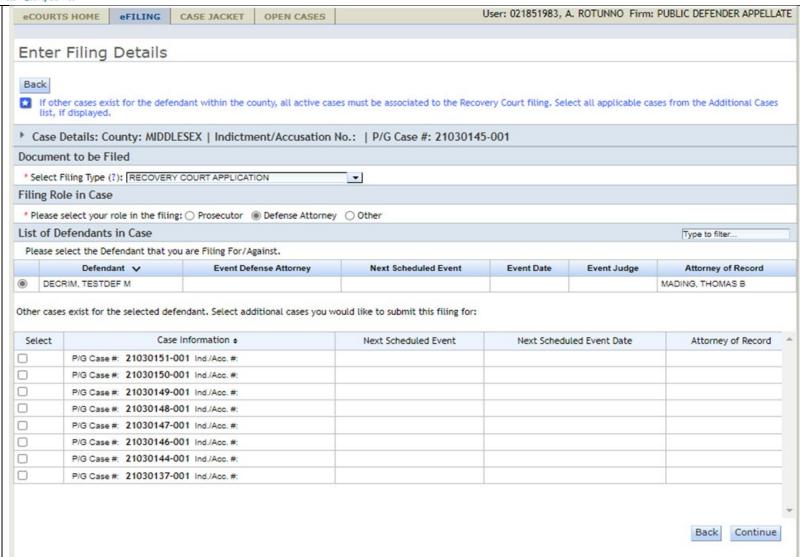


- 3. System displays 'Filing Role in Case' and 'List of Defendants in Case' sections.
- Select appropriate filing role and defendant if system has not made the selection.





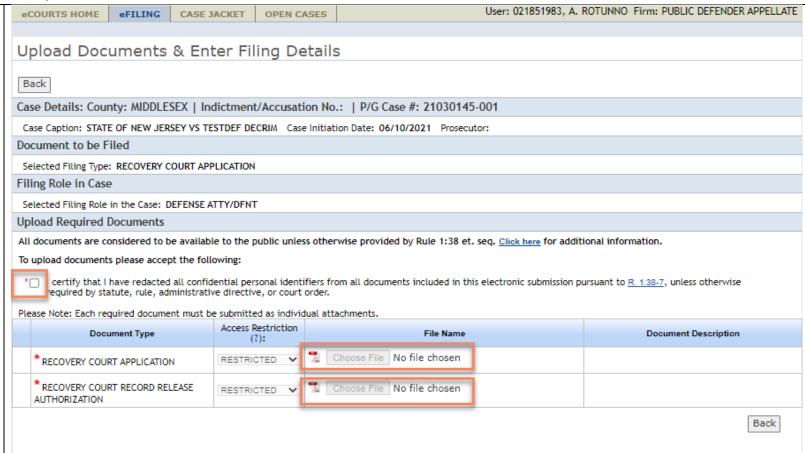
- 5. System displays additional cases section, if the defendant has other cases within the county.
- Select cases that needs to be associated to the Recovery Court Application filing, if applicable.
- 7. Click on 'Continue' button.





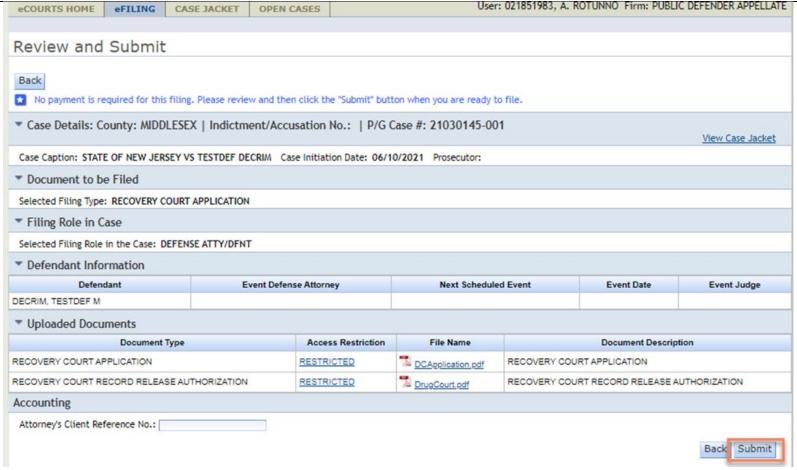
- 8. System navigates to the 'Upload Documents & Enter Filing Details' screen.
 9. Select the certification checkbox to enable the 'Browse' buttons.
 10. Browse and upload the Recovery Court
- Application.

 11. Recovery Court
 Record Release
 Authorization form
 can be uploaded if
 available.
- 12. Click on 'Continue' button.





- 13. System displays the 'Review and Submit' screen.
- 14. Click on 'Submit' button to complete filing.



- Upon successful submission, system generates a DA RECOVERY COURT APPLICATION event in PG for case(s) associated to the filing.
- Notification of filing is sent to the Case Attorney, Case Prosecutor and General Mailbox of the Recovery Court Prosecutor.
- Copy of the filing along with the copy of notification is saved in the Case Jacket of all cases associated to the filing.
- Filing is listed in the Case Management worklist.