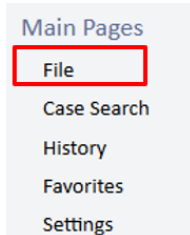


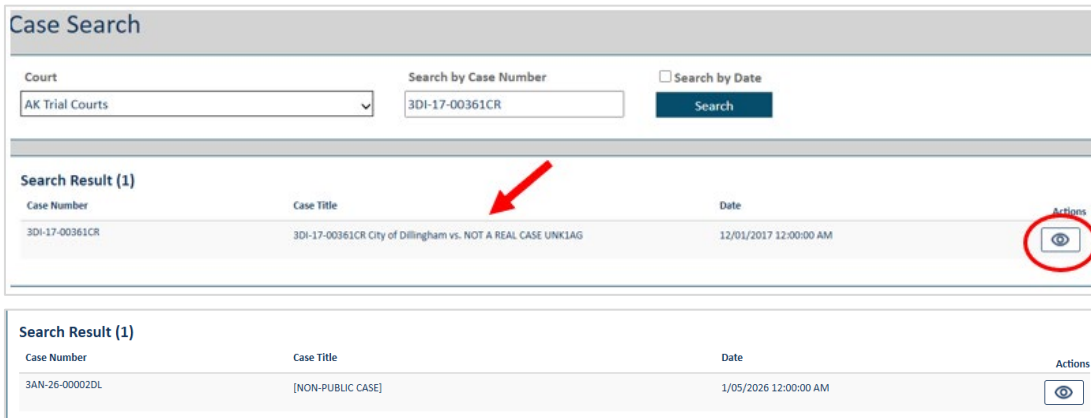
How to File a Subsequent Filing Using TrueFiling

1. First, make sure you have completed the required forms and have saved the signed forms to your computer.
2. If you haven't already done so, create a TrueFiling account: Link to [video](#) demonstrating how to create account and link to TrueFiling [registration page](#).
3. Log in to [TrueFiling](#).
4. From the Main Pages section, click **File**.



5. Click the drop-down menu under Court and select the **AK Trial Courts**.
6. Click the drop-down arrow in the Action field and select **Filing to an existing case**.
7. Enter case number include all leading zeros in **Search by Case Number** field. (Note: Search by Date function does not work; you will need to know the case number to file to a case.) Click **Search**.
8. Verify Case Number and Case Title is correct. Highlight and click on the case or the eyeball icon.

Important: Some case types will not display a Case Title and will instead show **[NON-PUBLIC CASE]** to indicate that the case information is confidential.

A screenshot of the TrueFiling Case Search interface. The search criteria are: Court: AK Trial Courts, Search by Case Number: 3DI-17-00361CR, Search by Date: unchecked. The search results show two entries. The first entry is for case number 3DI-17-00361CR, with case title '3DI-17-00361CR City of Dillingham vs. NOT A REAL CASE UNK1AG' and date 12/01/2017 12:00:00 AM. A red arrow points to the case title, and a red circle highlights the 'Actions' column containing an eyeball icon. The second entry is for case number 3AN-26-00002DL, with case title '[NON-PUBLIC CASE]' and date 1/05/2026 12:00:00 AM. The 'Actions' column for this entry also contains an eyeball icon.

9. Click **File to This Case**.
10. Select the **Filer name** by clicking on the drop-down arrow in the Filer field.
11. The File Document box and Serve Document are automatically checked.
For Non-Public Cases, the Serve Document box is greyed out. Service must be completed outside of TrueFiling. Filers should notate that service was completed on the filing itself or ensure a Certificate of Service is included (this may be attached as the last page of the filing).
Note: Some filings are not served on the other party, and in those instances the Serve Document box should be unchecked.
12. **Upload the documents** and identify each filing type. Be sure to name each filing exactly as shown on the document. When selecting the Filing Type, choose the option that most

closely matches the document you are uploading. Choosing the wrong Filing Type may delay the processing of your filing.

If service is not done in TrueFiling, go to step 14.

13. **Select Service Recipients** and identify each Service Type. Note: When choosing Mail or Personal Service, you are responsible for completing service on that party outside of TrueFiling. At least one party needs to be e-serve when selecting these methods. If no other party is being e-served, you may add or select yourself to meet this requirement.
14. After uploading your documents, click **Next**, then **Submit**.
15. If the document requires a filing fee, complete **Checkout** with one of these options:
 - **Option A:** Credit Card is saved to your TrueFiling Account
 - Review card information. If more than one card is saved, select the appropriate card.
 - Click Submit on the Checkout screen.
 - **Option B:** Credit Card is not yet saved to your TrueFiling Account
 - Click Add Payment Account.
 - Complete the Add New Payment Account screen.
 - Click Add Account.
 - Click Submit on the Checkout screen.
 - **Option C:** Submit a Request for Exemption from Payment of Fees (form TF-920)
 - Click Request Fee Waiver.
 - Select either the first or second radio button on the Fee Waiver Options screen.
 - Click the Choose File button and upload your completed TF-920 form.
 - Click Select.
 - Click Submit on the Checkout screen.
 - **Option D:** Indicate that the case is exempt from filing fees pursuant to an Administrative Rule
 - Click Request Fee Waiver.
 - Select either the third or fourth radio button on the Fee Waiver Options screen.
 - Click Select.
 - Click Submit on the Checkout screen.
 - **Option E:** Indicate there are agency funds on account with the Alaska Court System
 - Click Request Fee Waiver
 - Select fifth radio button on the Fee Waiver Options screen.
 - Click Select.
 - Click Submit on the Checkout screen.
16. Click **OK** at the Submission Successful popup.