System Conventions – Correcting Mistakes

Correcting a Mistake

You can correct a mistake any time before you commit a transaction. However, only clerk's office employees can make changes or corrections once a transaction has been committed.

Do **not** attempt to correct a mistake by using your *Back* browser button. We have learned that, about 15% of the time, using your *Back* browser button will mean that your document does not get attached to your filing, and you won't discover this problem until you get the NEF, which will not have a hyperlink to your filed document.

Therefore, to correct a mistake before you commit your transaction, simply click on the blue menu bar and begin filing your document again. This is the same as aborting your transaction (see below).

Note: To correct a mistake **after** committing a transaction, you must call the appropriate clerk's office help desk number between 8:30 a.m. and 5:00 p.m. and ask the clerk's office staff member who answers the phone to help you correct your mistake.

Aborting a Transaction

If you wish to abort a transaction entirely, simply click on any item on the main blue menu bar at any point before committing the transaction. The system will retain no memory of the steps you took before aborting.