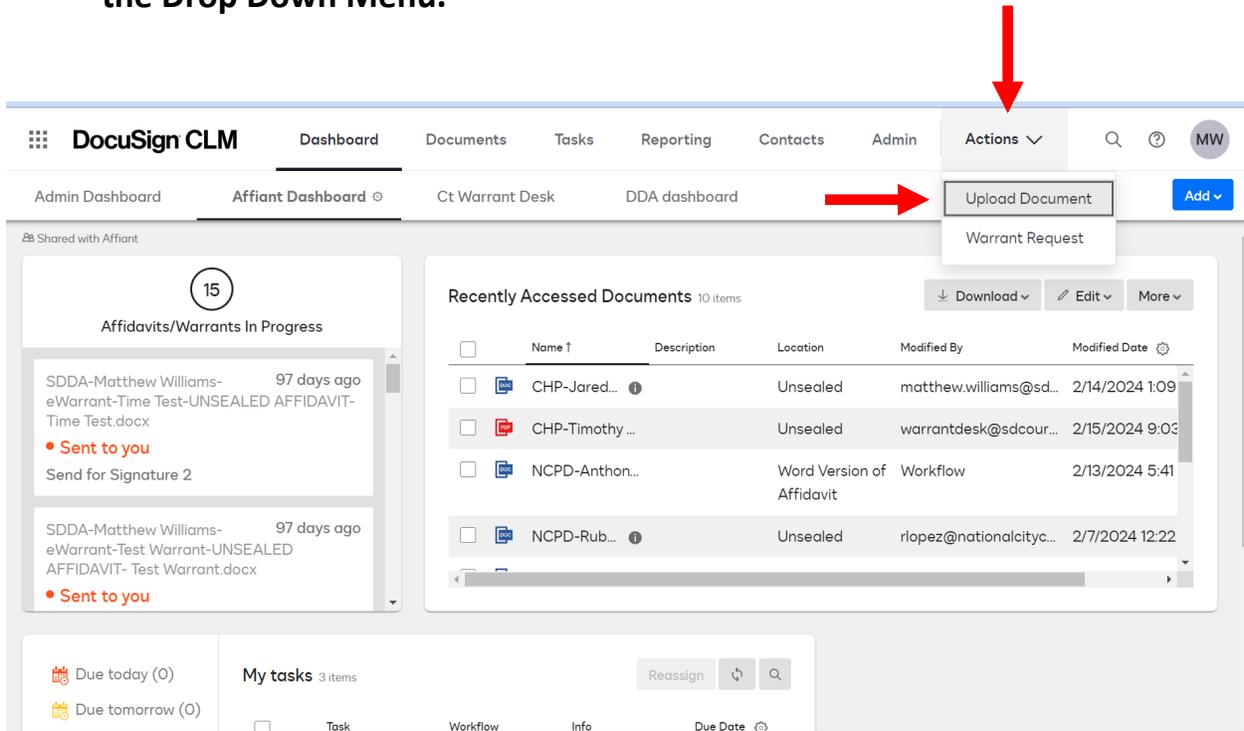


ADDING A SECOND/AMENDED RETURN TO A WARRANT

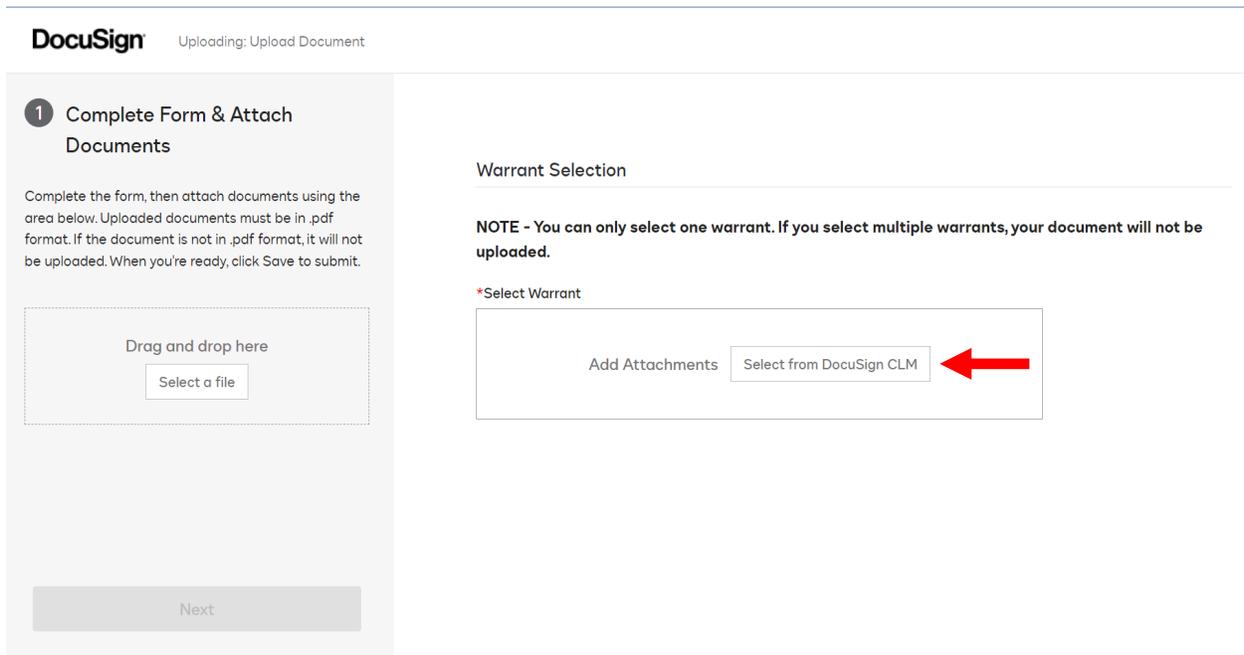
DocuSign CLM

1. In DocuSign CLM select your Actions Tab and then Upload Document from the Drop Down Menu.



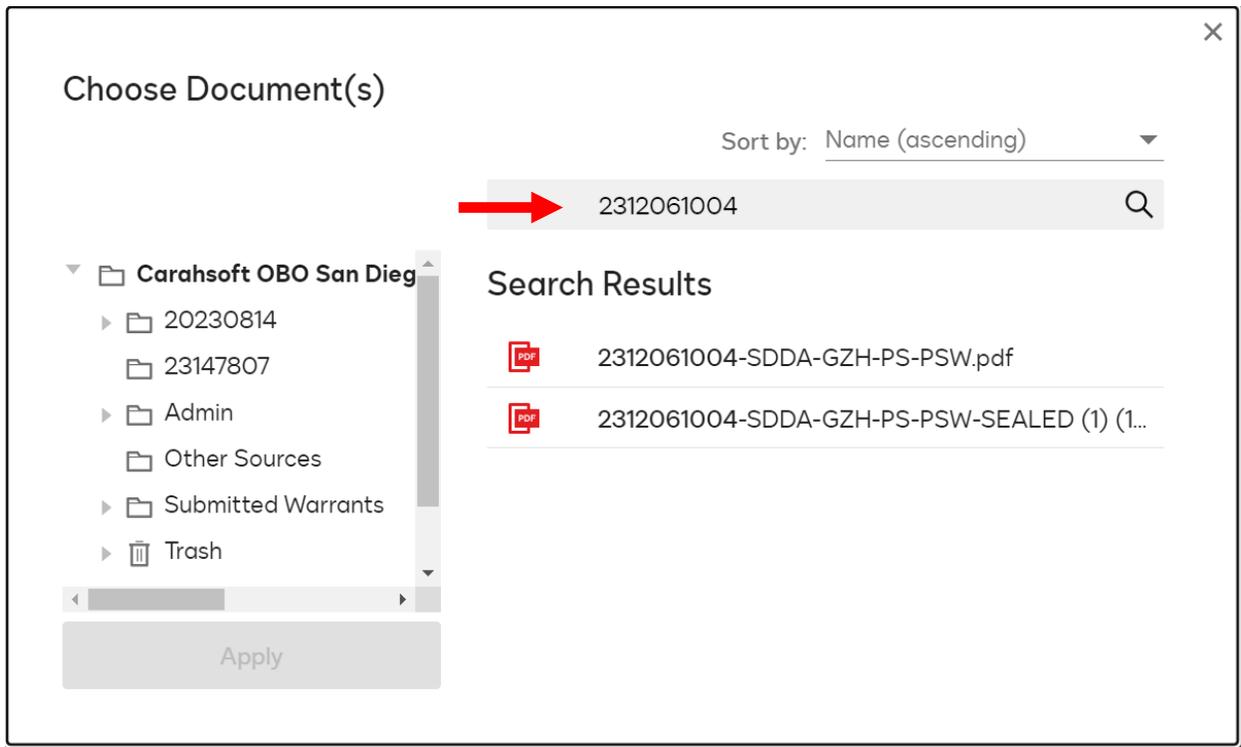
The screenshot shows the DocuSign CLM dashboard. The top navigation bar includes 'DocuSign CLM', 'Dashboard', 'Documents', 'Tasks', 'Reporting', 'Contacts', 'Admin', and 'Actions'. A red arrow points to the 'Actions' dropdown menu, which is open, showing 'Upload Document' and 'Warrant Request'. Another red arrow points to the 'Upload Document' button. The dashboard also displays 'Affidavits/Warrants In Progress' (15 items), 'Recently Accessed Documents' (10 items), and 'My tasks' (3 items).

2. Click the “Select from DocuSign CLM” button.

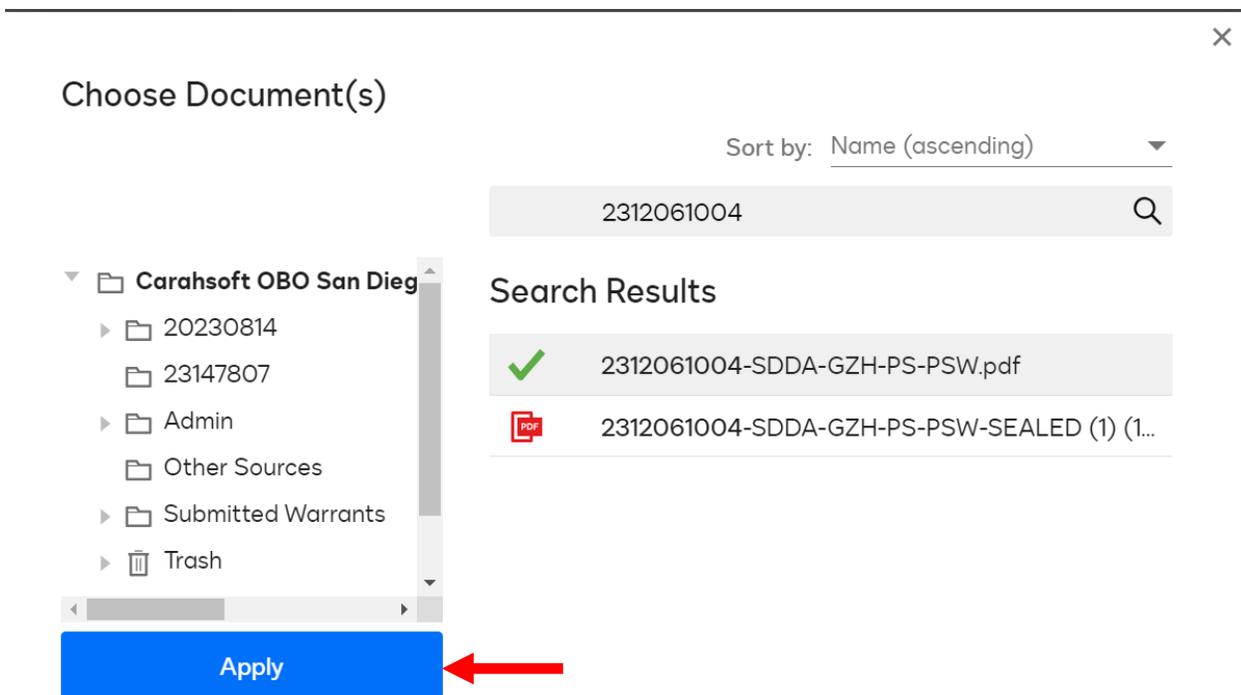


The screenshot shows the DocuSign 'Warrant Selection' form. The form is titled 'Warrant Selection' and includes a 'NOTE - You can only select one warrant. If you select multiple warrants, your document will not be uploaded.' Below the note, there is a section labeled '*Select Warrant' with a button labeled 'Select from DocuSign CLM'. A red arrow points to this button. The form also includes a 'Drag and drop here' area with a 'Select a file' button and a 'Next' button at the bottom.

3. In the Search box enter your Warrant Number (numerical digits only).



4. Select the servable copy of your Warrant and then click “Apply.”



5. Now click on Select a File or Drag and Drop your Amended or Additional Return.

DocuSign Uploading: Upload Document Auto-saved at 9:21 AM on 2/15/2024

1 Complete Form & Attach Documents

Complete the form, then attach documents using the area below. Uploaded documents must be in .pdf format. If the document is not in .pdf format, it will not be uploaded. When you're ready, click Save to submit.

Drag and drop here
Select a file

Next

Warrant Selection

NOTE - You can only select one warrant. If you select multiple warrants, your document will not be uploaded.

*Select Warrant

Add Attachments Select from DocuSign CLM

2312061004-SDDA-GZH-PS-PSW.pdf

6. You will now see both the Amended Return File you uploaded and the Warrant you want that return posted to. If both are correct, click "Next" to complete the process.

DocuSign Uploading: Upload Document

1 Complete Form & Attach Documents

Complete the form, then attach documents using the area below. Uploaded documents must be in .pdf format. If the document is not in .pdf format, it will not be uploaded. When you're ready, click Save to submit.

Your Document

SDSC CRM-172E Receipt Inventory...

Next

Warrant Selection

NOTE - You can only select one warrant. If you select multiple warrants, your document will not be uploaded.

*Select Warrant

Add Attachments Select from DocuSign CLM

2312061004-SDDA-GZH-PS-PSW.pdf

7. Once complete, you can navigate back to your servable warrant in CLM to confirm. You should see your new Amended Return at the top of the Warrant. Please note, your original return will still be a part of the file. We cannot remove documents once they are submitted to the court.

