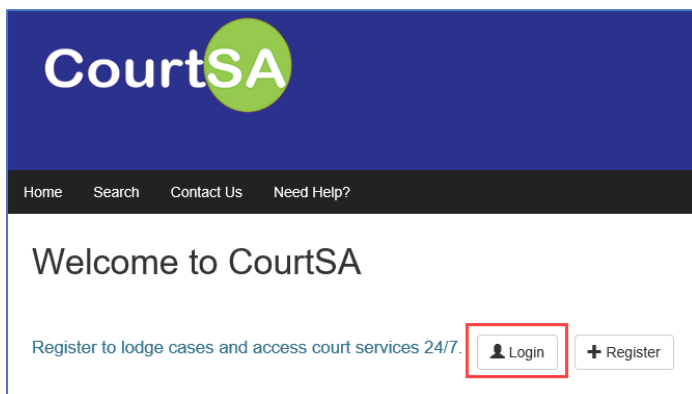


How to find the forms that have been Saved for Later.

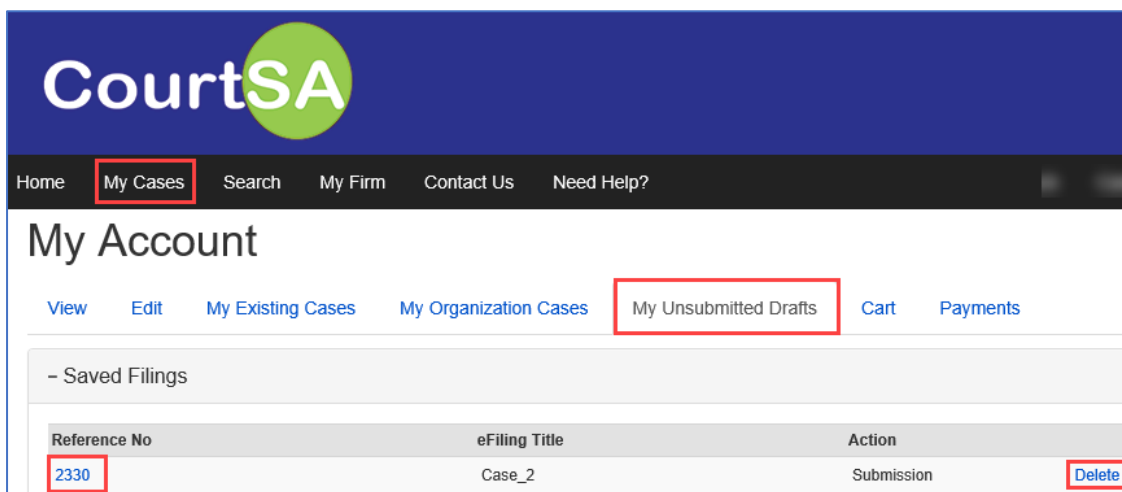
- ✚ Application forms can be **Saved for Later** enabling the user to return to them later to complete and pay for them.
- ✚ Application forms will be saved by the system for 30 days, after which they will be automatically removed.

Launch CourtSA

1. Click **Login & Log into your account.**



2. Select **My Cases**
3. Select **My Unsubmitted Drafts**
 - ✚ Organisation Administrators will be able to see their unsubmitted drafts, and the unsubmitted drafts **Saved for Later** by any lawyer associated with the firm in the **My Unsubmitted Drafts** list.



A list of unsubmitted draft forms that you've **Saved for Later** will appear for you to work with.

4. Click the **Reference No.** to open the form and continue working with it.
5. Click the **Delete** option to delete the form if it is no longer required.