MONTGOMERY COUNTY, OHIO EFILING

Electronic Filing-Filer Interface

Updated: 05/28/2015

Montgomery County Common Pleas Court, General Division

Montgomery County Clerk of Courts

Table of Contents

Quick Reference for Filers

Link to eFiling Information Site:

http://efiling.mcohio.org

This will take you to the eFiling information site that includes notices, training schedule, user's manual, and the Administrative Order governing eFiling. It also contains a link to our eFiling application.

Link to eFiling Application (Filer's Interface):

https://efiling.mcohio.org

1. Open Internet Browser (Internet Explorer, Firefox, Safari, Chrome)
2. Go to https://efiling.mcohio.org
3. In the Internet Explorer menu, click **Favorites** > **Add to Favorites**,
4. Click OK to the new link as a favorite.
   Hint: Create a bookmark or favorite link in your browser to an address so you do not have to remember it.

Introducing e-Filing

eFiling Basics

With eFiling, attorneys, registered filers (Pro Se, Process Servers), law enforcement, and others, can create paperless documents and submit them to Montgomery County Court of Common Pleas, General Division, electronically.
The process is as follows:

- A filer prepares paperless documents and creates a submission with the documents and appropriate data.
- While making the submission, the filer enters their payment information for filings with deposits needing to be paid upon filing (new cases or certain documents on an existing case). There is no transaction cost (charges for submissions or service) associated with documents filed electronically.
- After any necessary payment is made, the documents are transmitted to the Clerk's server where the documents are date and time stamped and posted for the Clerk to review.
- If a virus is found in the paperless documents, the submission is rejected.

- A clerk reviews the submission.
- If the submission is accepted, the system records the data into the Montgomery County case management system and stores the documents electronically.
- After a submission has been processed, a receipt is returned to the filer. If the submission was to initiate a case, the receipt includes a new case number and other information.

Document Preparation Prior to Login

Creating Documents

To create documents, you will need a word processing application such as Microsoft Word or Corel WordPerfect, Adobe Acrobat (or a PDF printer), and a scanner. You can use any word processing application that enables you to convert documents to PDF format.

Formats

Prepare all documents **(other than Proposed Orders)** in a word processor and save/publish/print them in PDF format -- the required format. This pertains to any document that **DOES NOT** require a signature of a Judge/Magistrate.

Prepare Proposed Orders/Entries, documents **REQUIRING** a signature from a Judge/Magistrate, in a word processing program; submit them in one of the following formats:

- Microsoft Word 2007 (.docx)
- Microsoft Word 98 - 2003 (.doc)
- WordPerfect 6 – 12 (.wpd)

Any paper exhibits should be submitted as scanned images in PDF format. ***Please make sure the scanner is set to scan to PDF format, with a low resolution, and in black and white.***

PDF Basics

Portable Document Format (PDF) is a popular document format created by Adobe Systems Incorporated. A PDF document has the extension .pdf appended to its filename, for example, filename.pdf. Adobe Reader, a free application available from the Adobe website, can read PDF documents. The PDFs are considered final form documents and cannot be edited. Adobe Reader displays them identically on various computers.

If you have a PDF printer driver installed, you can create PDF documents directly from Microsoft Word. Some word processing applications, such as Corel WordPerfect, also include a PDF printer driver with the application. Several vendors sell PDF printer drivers at minimum to no cost.

To download the CutePDF Writer, go to http://www.cutepdf.com and click on the link provided for the free download.

Including Paper Exhibits

Often, with your submission, you need to include paper exhibits not prepared in a word processing program—such as a copy of a contract, a copy of a returned check, or some other item. You must scan these documents into an accepted electronic format to submit them into the eFiling system. To do this, you must have access to a scanner. Please observe court requirements for file size, color, and resolution. The Montgomery County Clerk of Court requests that you use black-and-white settings with a low resolution (250 dpi). This reduces the size of the PDF tremendously. Using color adds to the size of the file, only scan in color when it is a vital element of the exhibit. If color is necessary, lower the resolution to reduce the file size without destroying the ability to view the image. See your scanner's user documentation for more information.

Document Size

The court has established a 10MB limit per document. Multiple documents can be included in a single submission. If you have created a document that is larger than 10 MB, it will be necessary to split the document into a set of smaller files. When the large document is split into parts, it is helpful to save the individual parts with file names such as "Part 2 of Complaint," "Part 3 of Complaint," etc. When filing split documents, the lead document should be the beginning of your pleading with the remaining smaller files set as attachments to the lead document.

Documentation Submission Limits

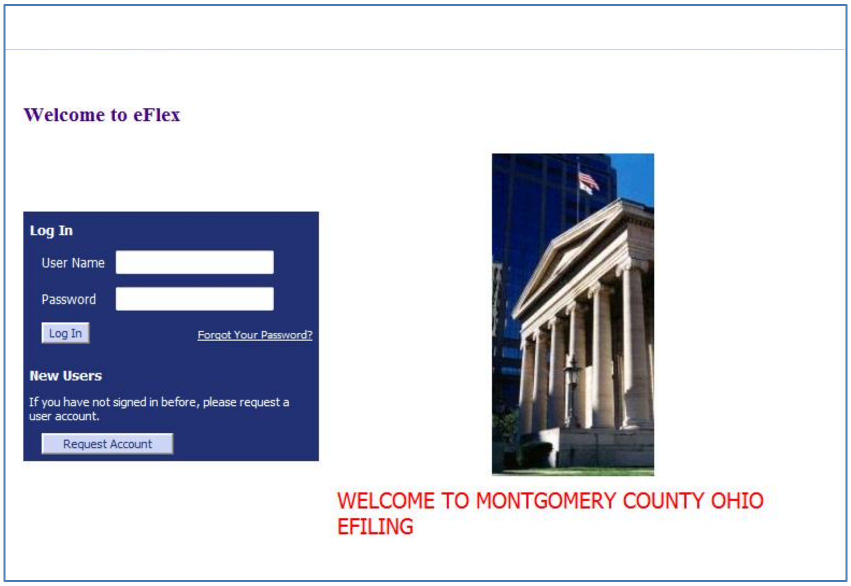
You can include as many documents as you need; however, there is a limit to the total size of the submission. The limit is 30 MB per submission. The Add a Document screen displays the size of each attached document.

Requesting an eFiling Account

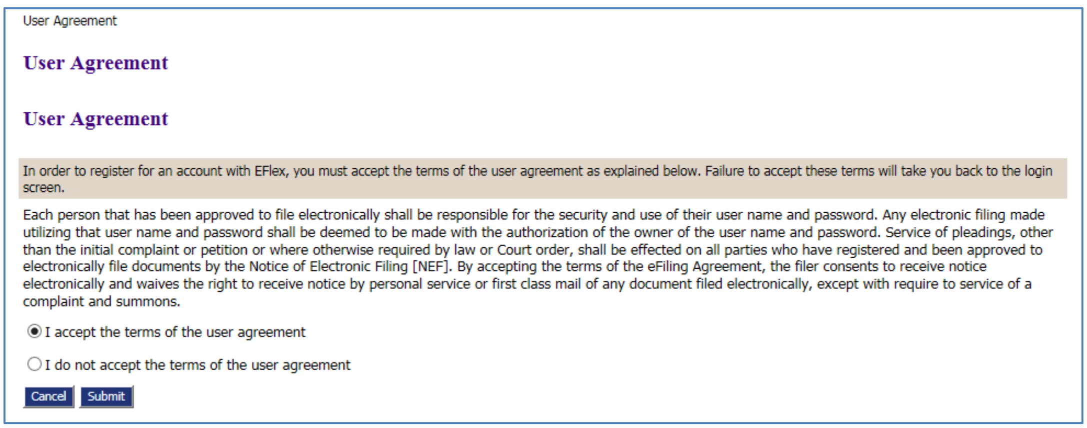
Login

To begin eFiling you must first go to the "Login" page located at https://efiling.mcohio.org and request an account.

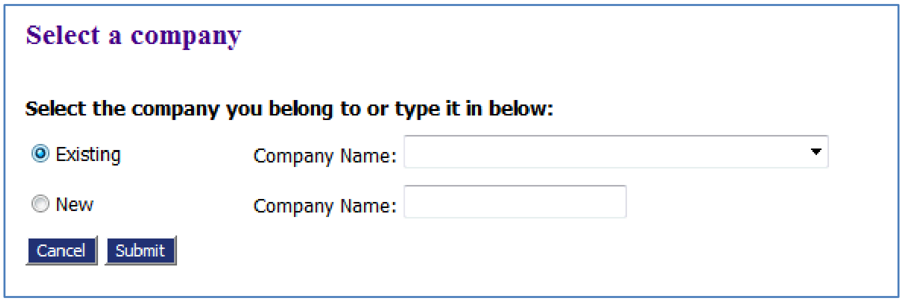
The "Login" page is the place where, periodically, the system administrator may communicate with filers by posting a message notifying users of upcoming changes in eFiling or upcoming system maintenance that will make the system unavailable for a set-time period.



- To begin the registration process, click on the Request Account button on the login page. The "User Agreement" page will open.



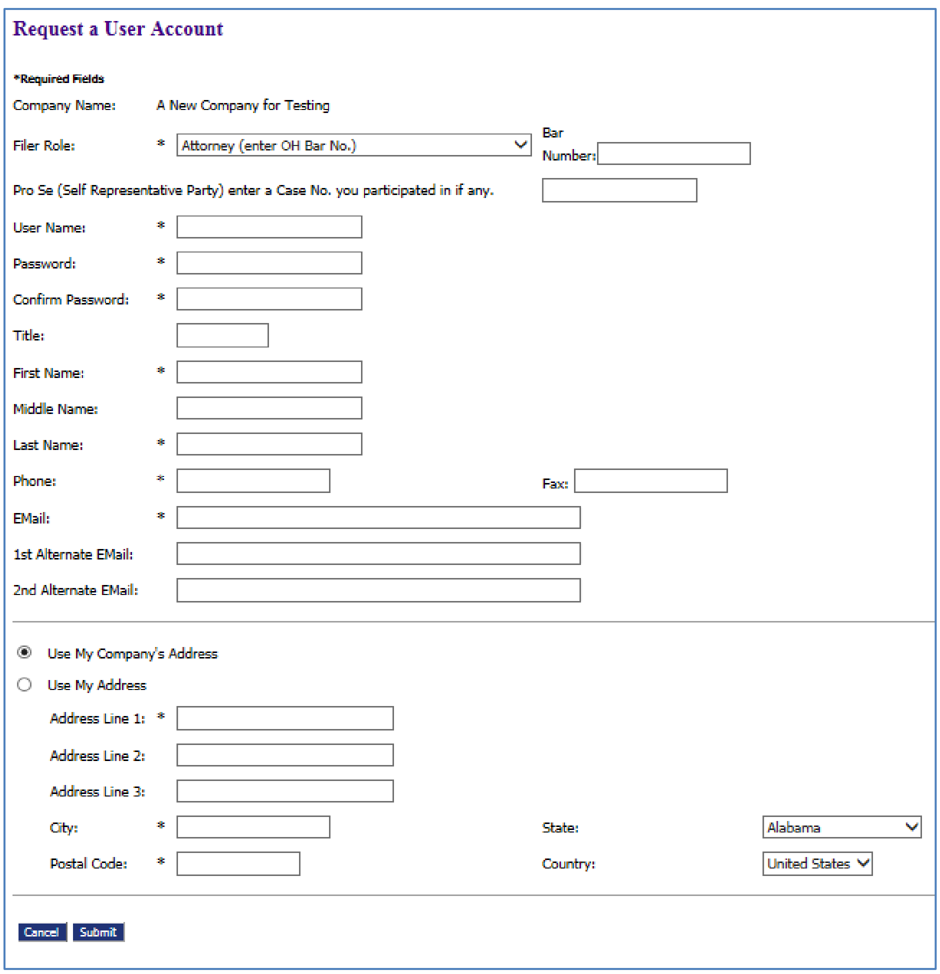
- After reading the user agreement, accept the terms by selecting the proper radio button, and click **Submit**. The "User Roles" page will appear.
- Select the appropriate user role by clicking in the proper radio button.
- Click **Next**. The "Select a Company" page will open.



- Each user must be associated with an organization. On the "Select a Company" page, use the drop-down menu to determine if your organization is already a part of the eFiling system. If the Organization is already created, select "**Existing**" and select your organization. ***Note all Pro Se or self-represented parties should select "Existing" and select the company name "Pro Se."***

- To create an organization account, select "**New**" and fill in the textbox with the organization name for which an account is being established. Make sure that you use the legal name of the organization.

- Click **Submit**. The "Request a User Account" page will display.



- Fill in the textboxes with the appropriate information. Fields marked with an asterisk are required.

- **Bar Number**: Attorneys are required to include their bar number when they register for an account. The Clerk's Office will not approve an account if the request does not include an attorney Bar number.

  Special Note for Out-of-State Attorneys: *The system is configured for Ohio's seven-digit bar number. If you are an out-of-state attorney, enter your state's abbreviation at the beginning of your bar number, i.e., KY11111, IN22222, or MI33333. If there is not enough space for your entire bar number enter as much of the bar number that the system will permit. Then enter the **entire bar number** in the "**Title**" textbox. Please note that except for a petition for an issuance of subpoena duces tecum for an out-of-state case an out-of-state attorney is required to obtain a pro hac vice certificate of registration from the Ohio Supreme Court in order to represent a party in this Court. See Ohio GOV. BAR R. XII for details. Please enter your pro hac vice registration number and the specific case number in the textbox identified "**Pro Se Enter a Case Number**." If you plan to file a petition for an issuance of subpoena duces tecum please enter "subpoena" in the "**Case Number"** box.*

- **User Name**: Enter a user name of your choice. The system will determine if your username is unique. If it is not unique, you will receive a message asking you to select a different username.

- **Phone**: Your phone number. This can be a work or a cell phone. The number provided will be the number used by the Court.

- **Email**: Your main email address where courtesy email notices will be sent. Users are required to provide at least one email address.

- **1st & 2nd Alternate email**: Alternative email addresses are provided so that courtesy e-mail notices can be sent to any others who are involved with your cases, such as partners, paralegals, or assistants.

- **Address**: Enter the mailing address or the default address of the firm.

- Click **Submit**. A page notifying you that a user account has been requested appears and displays basic user information including the company with which the user is associated.

- Click **OK** to return to the "Login" page. Once your account has been approved, you will receive an email message that your account is approved. You can then log in to the eFiling system with your username and the password you established during the registration process.

Resetting Forgotten Password

- If you have forgotten your password, on the "Login" page, click **Forgot Your Password**. The "Request Password Reset" page will appear.

- Enter your user name and click **Submit.** An email containing a link will be sent to the email address listed in your user profile.

- Upon clicking the link you will be directed to a page with a temporary password that you may use to login to the eFiling system.

- You will be prompted to change your password immediately upon sign in.

Working with Profiles

To view or edit your user profile:

- Select **My Profile** > **My User Profile** from the main menu.

- To edit your profile, click **Modify User Profile** to display editable information; then make the necessary changes. Fields marked with an asterisk (*) are required.

  Note: The eFiling system will not permit the user to modify their Organization. If a user goes to a different firm/organization, it is necessary to contact the Clerk of Courts office to modify the organization in the user profile.

- To change your password, click **Change Password**, then enter a new password.

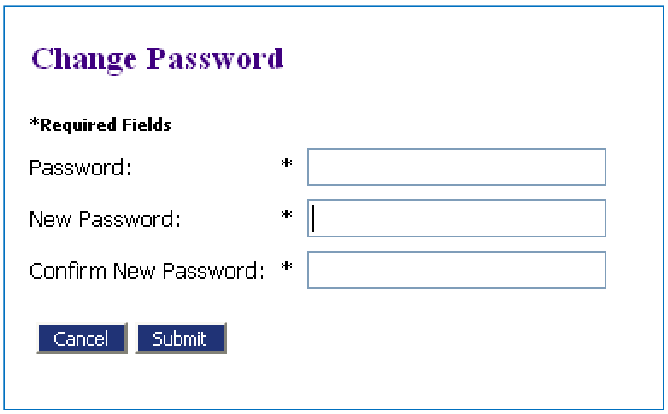
- **Note:** Only the System Administrator can view your profile information. Other users cannot view it. The System Administrator does NOT have access to your password.

Passwords

You can change your password whenever you want. We recommend that your password be easy for you to remember but difficult for others to figure out. A strong password includes symbols, characters, and numbers.

To change your password:

- Select **My Profile** > **Change Password** from the menu.



- Enter your current password.
- Enter your new password, and then enter it again in the Confirm New Password field to confirm it.
- Click **Submit**.

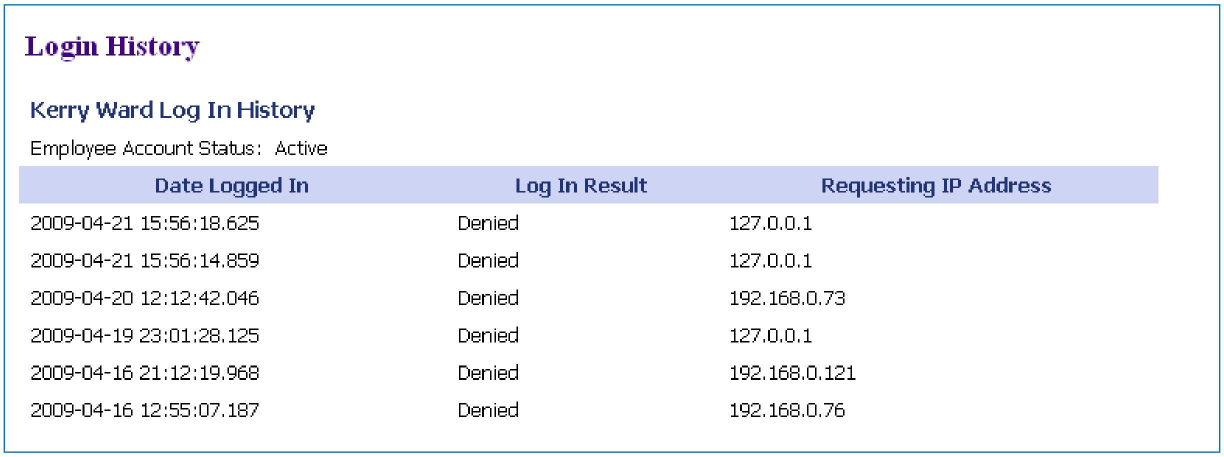
Login History

The Login History displays any of your login failures to help you detect and monitor any unauthorized login attempts. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

If your account has too many login failures, the system automatically suspends your account. If this occurs, click on **support** in the Login dialog to find the phone number to call to reactivate your account.

To view login history:

- Select **My Profile** > **View Login History** from the menu.
  The list shows past login attempts, along with the date, login result, and IP address of the requesting machine.



Login History

Kerry Ward Log In History

Employee Account Status: Active

Date Logged In	Log In Result	Requesting IP Address
2009-04-21 15:56:18.625	Denied	127.0.0.1
2009-04-21 15:56:14.859	Denied	127.0.0.1
2009-04-20 12:12:42.046	Denied	192.168.0.73
2009-04-19 23:01:28.125	Denied	127.0.0.1
2009-04-16 21:12:19.968	Denied	192.168.0.121
2009-04-16 12:55:07.187	Denied	192.168.0.76

Application Basics

Navigating from the Home Page

The Home Page is your starting point. It is displayed when you login. You can access all basic filer functions by clicking the appropriate buttons or selecting the drop down menu options on the home page.

Your username appears to the right of the home page, immediately below the banner. If you have any notifications, a number appears to the right of the **Notifications** button this number represents your unread notifications.

To log out of eFiling and terminate your session to the eFiling server, click the **Log Out Button** on the menu bar.

Note: ***eFiling is a web application. Your web session terminates automatically after 20 minutes of no activity. A session is considered active as long as you are interacting with the web server. Typing text on-screen does not count as being ‘active’. For example, if you do not click a submit button within 20 minutes, the session times out and logs you out. Nothing changes onscreen when this happens, and it appears as if you are still logged on. However, as soon as you click a button, you will be asked to login.***

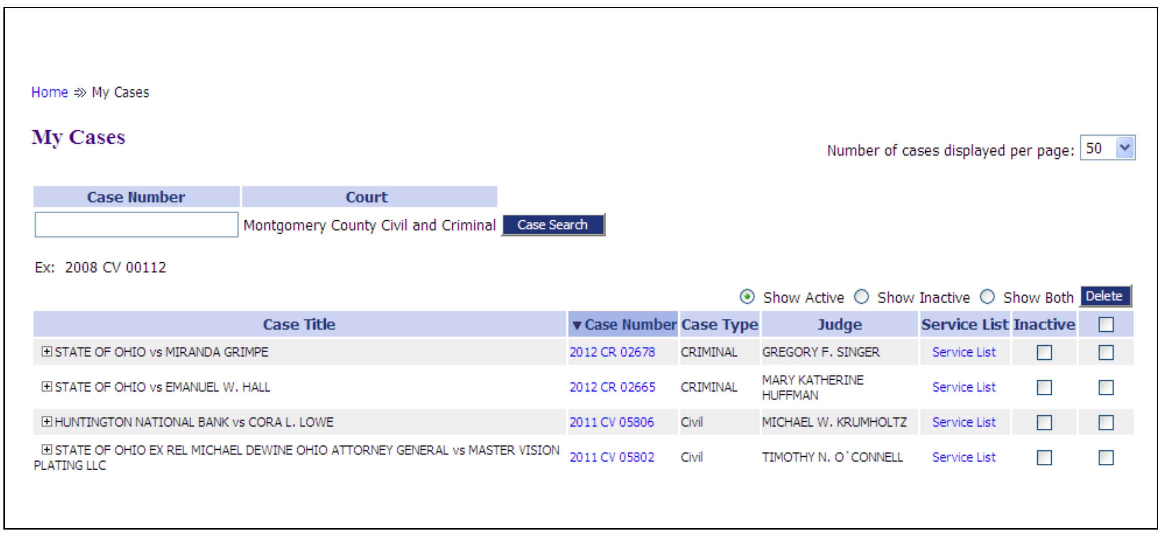
Each time you click the **Log Out Button**, if there are any draft filings stored for your account, you will receive a message listing the draft filings you have open. You will be asked if you still want to log out or complete your incomplete filings.

Working with Cases

When you initiate a new case, that case will be added to your My Cases list. The attorney must be counsel of record in order for the case to appear in list under "My Cases". When filing on an existing case, the Answer, Notice of Appearance, Notice of Substitution of Counsel, Appellee Response Brief, Motion to Dismiss Pursuant to Civ. R. 12 (B), and Motion to Extend Time to File Answer are documents that will cause the attorneys name to be added of record. ***If none of these document types are selected, the attorney will not be associated in the system with a party and will not receive electronic notifications. However, the party is reflected as a non-registered user in the eFiling system and pursuant to Loc. R. 1.15 (H) (4) a filing party is required to serve a paper copy by regular U.S. mail to all parties that are not registered users of the eFiling system.***

View Your Cases:

- Click **My Cases** on the home page or select **Cases** > **My Cases** from the menu.



From your case list, you can:

- View the history (the record) of any case in the list by clicking the case number link.

- View the Service List of any case. The **Service List** will provide you with a list of those participants that are registered and receiving electronic notifications along with a list of those participants that must be served by traditional means.

- Filter the cases to show active, inactive, or both by clicking the appropriate radio button.

- View case documents by clicking the plus [+] sign next to the Case Title to list the case record:

Case Title	▼Case Number	Judge	Case Type	Certificate	Inactive	
⊟ FRED FLINSTONE vs OHIO BUREAU OF WORKERS COMPENSATION	2010 CV 05542	CV	TIMOTHY N. O`CONNELL	Certificate of Service		
2010-01-06 12:00:00 AM	INSTRUCTIONS FOR SERVICE FILED JEFFREY HELMS					
2010-01-06 12:00:00 AM	NOTICE OF WORKERS COMPENSATION APPEAL Receipt: 600446 Date: 01/06/2010 JEFFREY HELMS					
2010-01-06 12:00:00 AM	CASE INFORMATION SHEET JEFFREY HELMS					
2010-01-06 12:00:00 AM	CIVIL DEPOSIT Receipt: 600446 Date: 01/06/2010					
2010-01-06 12:00:00 AM	CONVENIENCE FEE Receipt: 600446 Date: 01/06/2010					

- To search for cases not in the list, type the case number, then click **Case Search**

My Cases

Case Number	Court	
	Montgomery County Civil and Criminal	Case Search

Case Search Results

Case Number	Case Title	Action	
2012 CV 02665	MONTGOMERY COUNTY TREASURER	History	Service List
2012 CV 02665	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC.	History	Service List
2012 CV 02665	RESERVE AT TIMBER RIDGE HOME OWNERS ASSOCIATION	History	Service List
2012 CV 02665	STATE OF OHIO ESTATE TAX DIVISION	History	Service List
2012 CV 02665	U.S BANK NATIONAL ASSOCIATION	History	Service List
2012 CV 02665	UNKNOWN HEIRS ET AL OF WILLAVENE WILLIAMS, UNKNOWN	History	Service List

- Click on the **History Button** or the **Service List Button**
  - Only counsel of record will be able to retrieve the History

Note: The case search brings back every party including aliases on the case number and lists them under the case title column. You can click on History or Service List on any listed party.

Delete Cases

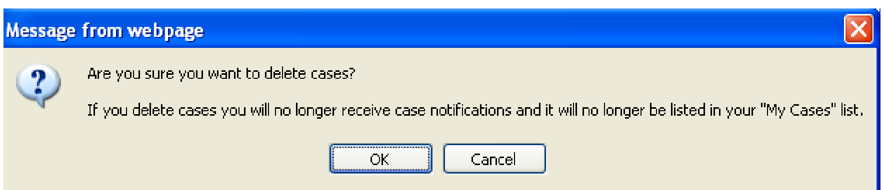
To delete cases from your My Cases list, click the boxes in the Delete column to mark the cases you want to delete with a check mark.

Search My Cases ◉ Show Active ○ Show Inactive ○ Show Both Delete

Case Title	▾Case Number	Case Type	Judge	Service List	Inactive	☐
⊞ GABRIEL CANTRELL vs TERRY W. TERRELL	2012 CV 05899	Civil	BARBARA P. GORMAN	Service List	☐	☐
⊞ PNC BANK NATIONAL ASSOCIATION vs ROBIN S BUTLER	2012 CV 05898	Civil	BARBARA P. GORMAN	Service List	☐	☐
⊞ M AND T BANK vs THERESA ROSS	2012 CV 05897	Civil	BARBARA P. GORMAN	Service List	☐	☐
⊞ JPMORGAN CHASE BANK NATIONAL ASSOCIATION vs LINDA M FRANGAKIS	2012 CV 05896	Civil	STEVEN K. DANKOF	Service List	☐	☐

Note that a check mark is displayed in the Delete column for each case that will be deleted.

- Click the **Delete Button**.
  - A prompt appears informing you that you will no longer receive notifications for the deleted cases and they will be removed from your My Cases list;



- ***Note: Disregard this prompt because it is not applicable to our system.***
- Click the OK Button to delete the cases with a check mark.

Using Notifications

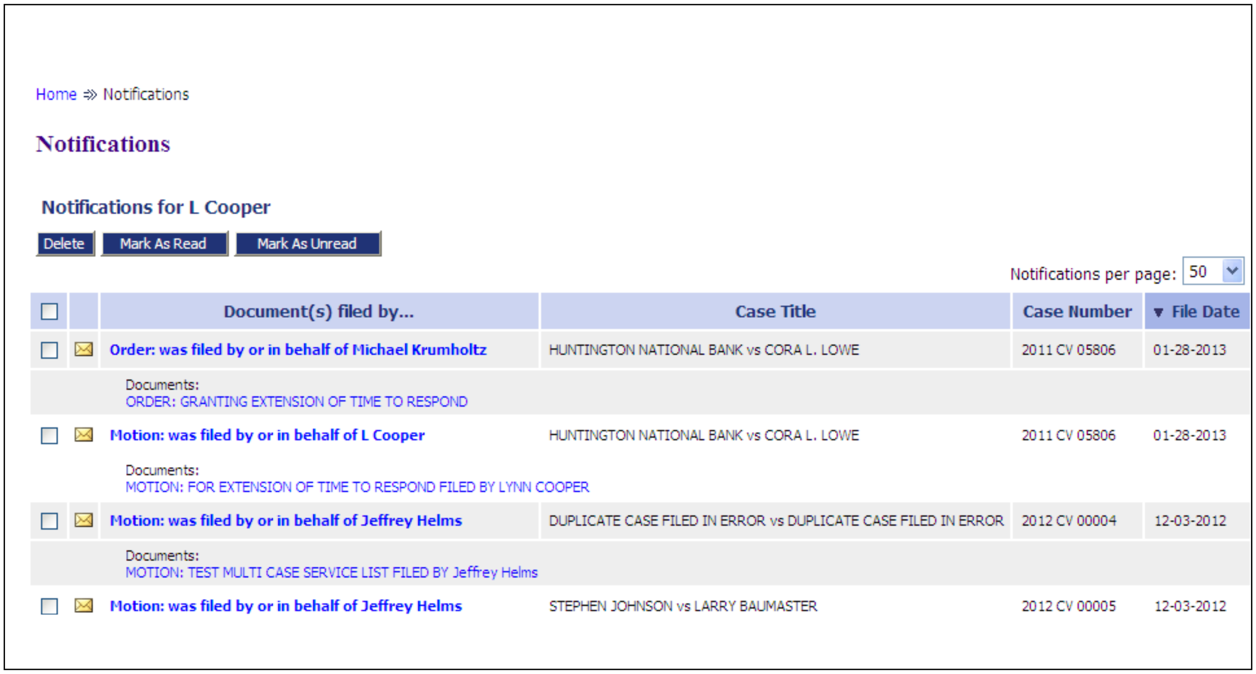
Once you are listed as counsel of record, the case number is stored in a database and your username is associated with that case. When someone else sends a follow-up submission on any case that your username is associated with, you receive a notification of the submission. Notifications via the Court's authorized electronic filing system constitute service under Civ. R. 5 and Crim. R. 49 for parties or their designated counsel **<u>who are a registered user of the eFiling system.</u>** **FILERS ARE STRONGLY ADVISED TO REVIEW ALL NOTIFICATIONS THAT APPEAR IN THEIR USER ACCOUNT.**

> *****Note: Pursuant to Loc. R. 1.15 (H) (4), a filing party is required to serve a paper copy by regular U.S. mail all pleadings, including proposed entries and orders and subsequently filed entries and orders, on all parties that are not registered users of the eFiling system by regular U.S. mail.***

Note: These notifications are not permanent. They are deleted after a set period, as determined by the Court and the Clerk. Currently, notifications are deleted after 120 days. The Court and Clerk will provide notice prior to changing the set period of when notifications are deleted.

To display your notifications:

- Click the **Notifications Button** on the home page or select **Cases>Notifications** from the menu



Each Notification includes links to the time stamped documents linked to that submission. If you receive a Notification of an Order that was submitted by you but you are not counsel of record or associated with this case as a party, the Notification is delivered but access to the document will be denied. You will need to visit https://pro.mcohio.org/ to get access to the signed Order or contact to Clerk's office in order for them to add you as counsel of record manually.

You should download those documents for your own records. An unopened letter icon appears for any notifications that you have not yet reviewed. Once you review a notification, the icon changes to an opened envelope. After reviewing the notification information, you can delete the notification from your list.

Note: Notifications are sent electronically to all registered users on the case once the document has been accepted in the Clerk's Office and considered filed.

Viewing Filing Charges

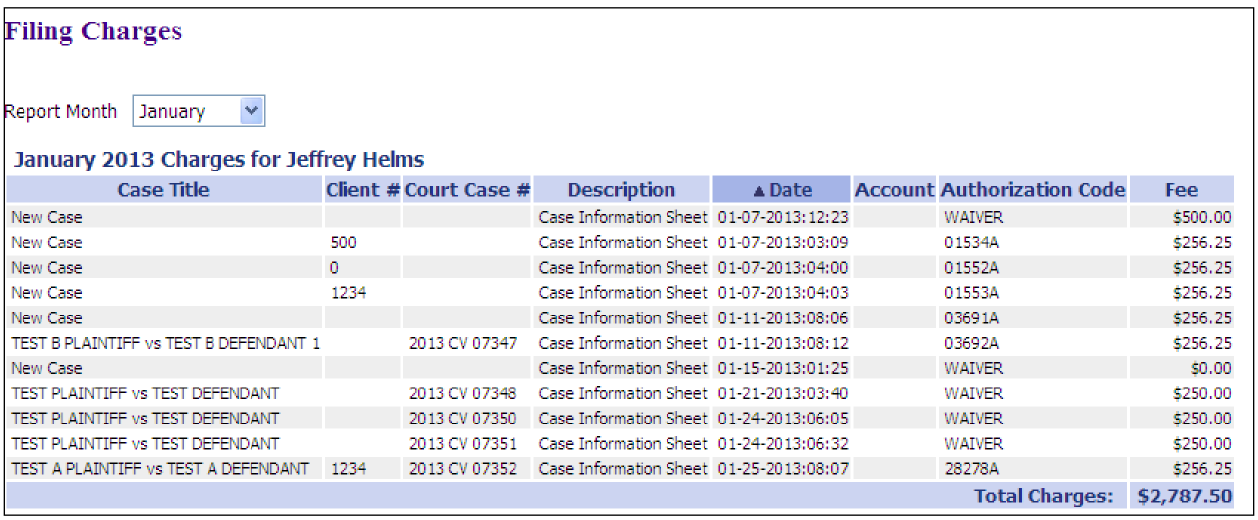
Some documents that you file require filing deposits. Before you submit anything to the Court, the final step is to review the data and documents in your submissions. The eFiling system queries the case management system to calculate fees and display those fees on the **"Review and Approve Page"**. If a document requires a filing deposit, you will be required to select a method of payment from the options provided and complete the necessary information. When payments are made, the eFiling system records the payments and keeps track of charges associated with each case and payments made for a twelve-month period.

A third party vendor is handling all aspects of collecting payments for deposits electronically. This ability to bank online has a cost associated with it. The convenience fee is 2.0% of the deposit. This convenience fee applies whether you pay with a credit card or ACH. A non-refundable fee goes to the gateway provider.

Any payments you make directly to the court, i.e. escrow or bond money do not appear in the eFiling filing charges section.

View filing charges:

- Select **Cases** > **Filing Charges** from the menu.



Filing Charges

Report Month January

January 2013 Charges for Jeffrey Helms

Case Title	Client #	Court Case #	Description	▲Date	Account	Authorization Code	Fee
New Case			Case Information Sheet	01-07-2013:12:23		WAIVER	$500.00
New Case	500		Case Information Sheet	01-07-2013:03:09		01534A	$256.25
New Case	0		Case Information Sheet	01-07-2013:04:00		01552A	$256.25
New Case	1234		Case Information Sheet	01-07-2013:04:03		01553A	$256.25
New Case			Case Information Sheet	01-11-2013:08:06		03691A	$256.25
TEST B PLAINTIFF vs TEST B DEFENDANT 1		2013 CV 07347	Case Information Sheet	01-11-2013:08:12		03692A	$256.25
New Case			Case Information Sheet	01-15-2013:01:25		WAIVER	$0.00
TEST PLAINTIFF vs TEST DEFENDANT		2013 CV 07348	Case Information Sheet	01-21-2013:03:40		WAIVER	$250.00
TEST PLAINTIFF vs TEST DEFENDANT		2013 CV 07350	Case Information Sheet	01-24-2013:06:05		WAIVER	$250.00
TEST PLAINTIFF vs TEST DEFENDANT		2013 CV 07351	Case Information Sheet	01-24-2013:06:32		WAIVER	$250.00
TEST A PLAINTIFF vs TEST A DEFENDANT	1234	2013 CV 07352	Case Information Sheet	01-25-2013:08:07		28278A	$256.25
						Total Charges:	$2,787.50

The current month is displayed by default. Select a month from the **"Report Month"** drop-down list. Information about each payment made during that month, including the case number, case title, method of payment, and the amount is displayed.

eFiling a New Case

When you submit a new case through the eFiling system, you need to follow these basic steps:

- Prepare your documents
- Select a case type
- Enter case information
- Add one or more plaintiffs or petitioners; determined by the case type (please add the parties exactly as the complaint is prepared)
- Add one or more defendants or respondents; determined by the case type (please add the parties exactly as the complaint is prepared)
- Add documents

- Review the filing and select the payment information
- Submit the filing
- Check the case status - the status will change to "Awaiting Approval" once the submission has been received by the Clerk
    - After the Clerk approves the submission, the documents will be time stamped with the date and time the filer sent the submission

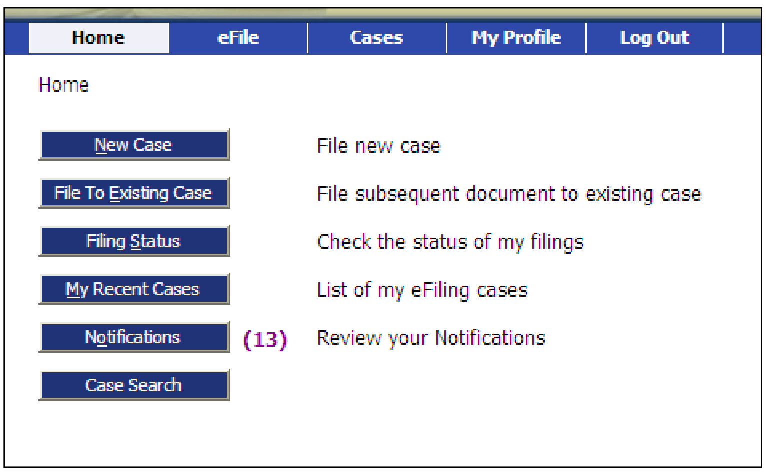
Preparing documents

- Before you begin to file a new case, prepare your documents
    - Documents that require a signature from a Judge must be submitted in .doc,.docx,.wpd formats
    - Documents that **DO NOT** require a signature from a Judge must be submitted in .pdf format

Note: Make sure that each document you want to file is stored electronically on your system and that you know its location.

Selecting a case type

- Log on to the eFiling system to display the Home page.

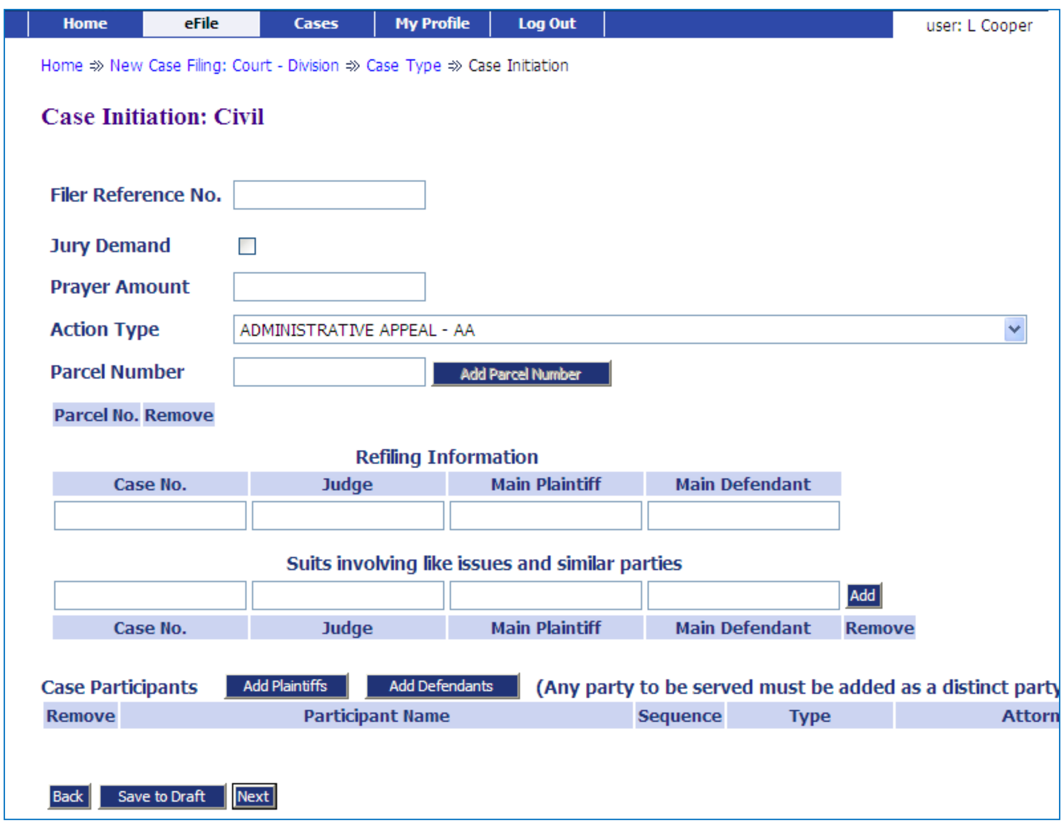


- Click **New Case** on the home page or select **eFile** > **New Case** from the menu to display the Case Type options.

- Choose **Civil – Common Pleas Court, General Division** as the case type to display the available options:
  - Choose **Civil** as the case type

Entering case information

The selected case type determines the process you will follow to create that case.
For example, selecting Civil as the case type displays the following options:



- Type a file reference number used for your internal records in File Reference No. box
  - The file reference number **is not** the court number which will be assigned to the case by the Court
  - It may be referred as their "Case Matter Number" or their "Client Number"

- Check the Jury Demand box if parties are requesting a trial by jury

- Enter a prayer amount (total claim for case) in the Prayer Amount box
  - If you have no prayer amount enter 0.00 as the amount
  - If your prayer amount is "in excess of" $25,000.00 or another amount, just enter the dollar amount in numbers only

- Select the Action Type from the drop-down list
  - If you select Administrative Appeal, the initiating document must be the Notice of Administrative Appeal
  - If you select Workers Compensation, the initiating document must be the Notice of Workers Compensation Appeal

- If the case is a mortgage foreclosure action, enter the parcel number of the property involved
  - Make sure there are no spaces between the letter and numbers
  - If you have multiple parcel numbers, type in the additional number and click Add Parcel Number

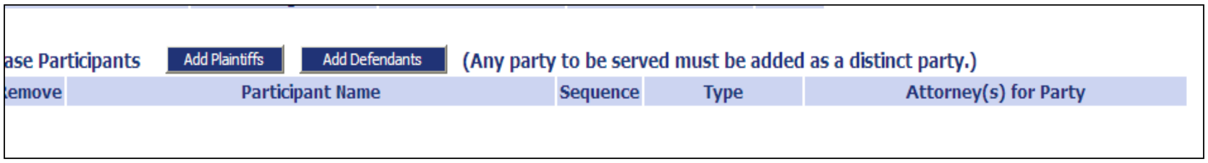
- If the new submission is a Refiling, enter the key information about any previous case, including the case number, Judge, main plaintiff, and main defendant
  - **Check None if the submission is NOT a Refiling**

- Enter as a reference any suits involving like issues and similar parties that may set precedents for this case
  - **Check None if there are no other cases with like issues**
  - Once you have provided the case number, Judge, main plaintiff and main defendant for the first reference case, click the **Add Button** to add that case as a reference
  - You can then continue adding other references cases

NOTE: *Keep in mind that no reference cases will actually be added to the case when it is saved unless you first click* ***Add*** *for each one before you save the case.*

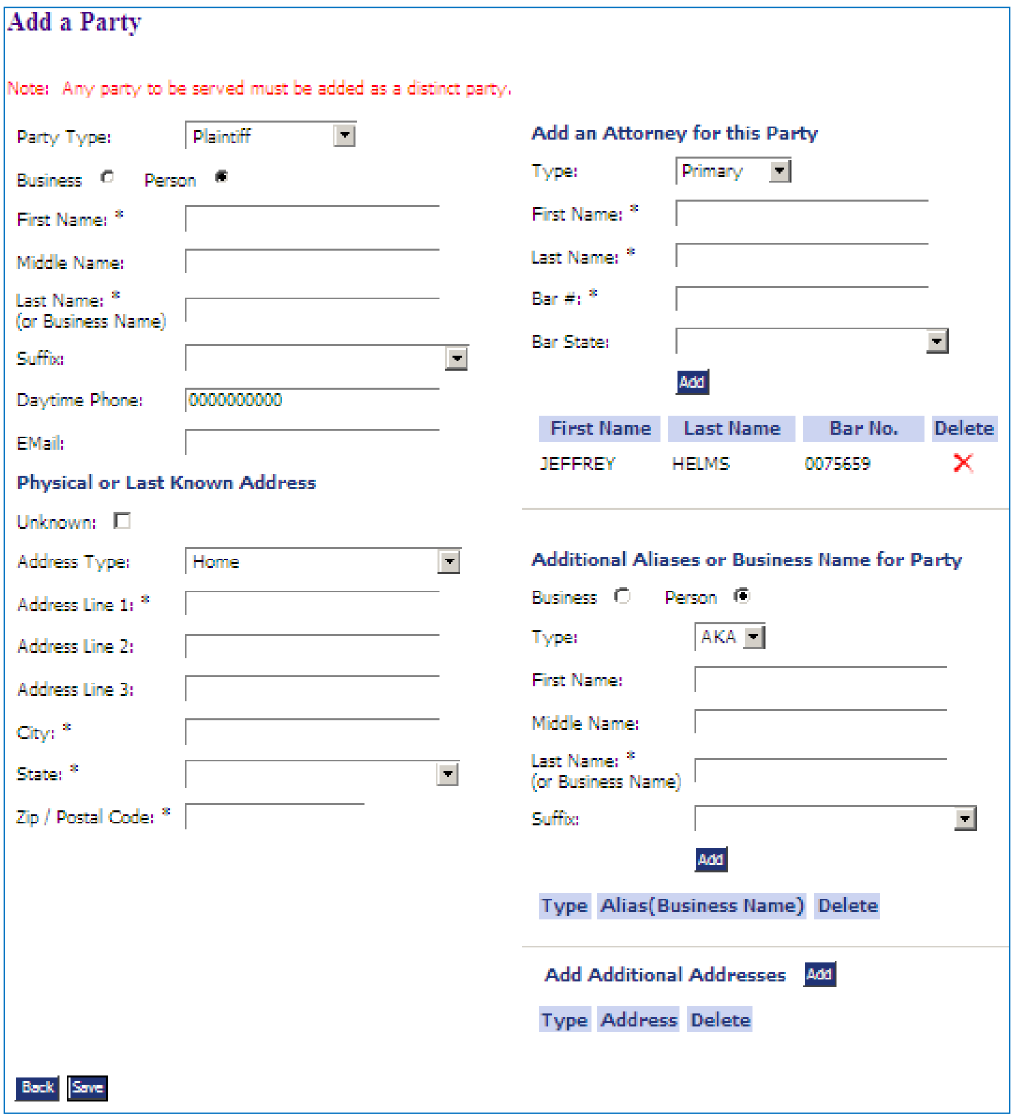
Adding Plaintiffs and Petitioners

- To begin adding Plaintiffs to the case, click the **Add Plaintiffs** button next to Case Participants.



Clicking this button automatically associates the filing attorney with the party being added and displays the Add a Party options.

If the filing is a Workers Compensation Appeal, and the filer is representing the Defendant, please delete attorney from the Plaintiff section and make sure to add the attorney in the Defendant section.

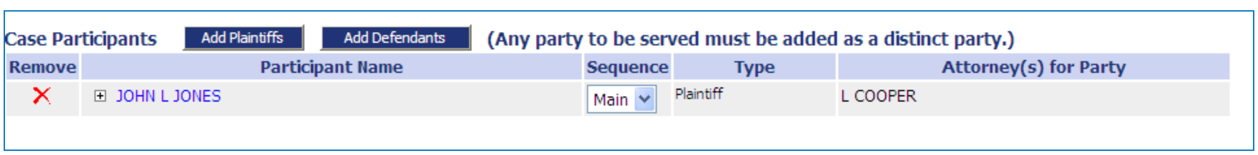


- Fill in the necessary information about the plaintiff. Enter the parties in the order of the complaint along with all aliases and addresses on each party
    - Items marked with an asterisk are required
    - Name of Party: When entering a John or Jane Doe Party, please enter as follows:
        - If Unknown Spouse or Unknown Heir
            - First Name: John
            - Middle Name: Doe
            - Last Name: Smith Unknown Spouse of Michael A. Smith
            - Last Name: Smith Unknown Heir of Michael A. Smith
        - If Unknown Tenant
            - First Name: John
            - Middle Name Doe
            - Last Name: Unknown Tenant
    - **Note: Phone numbers are not required or needed**

- If there is more than one attorney on the case you can add the attorney's name and bar number

- Once you have provided all necessary information, click the **Save Button** to return to the Case Initiation options

- The plaintiff is listed as a participant in the case

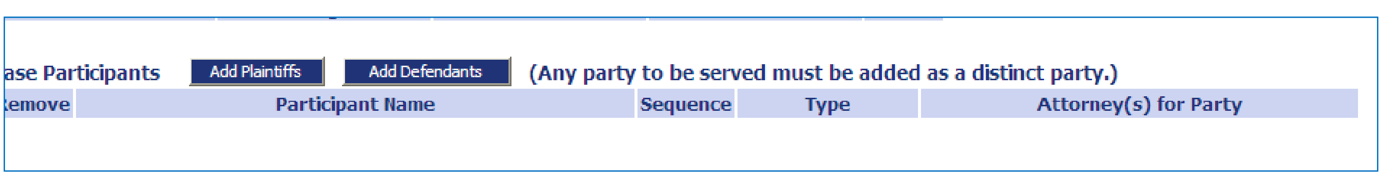


- Repeat this process as necessary to add any additional plaintiffs

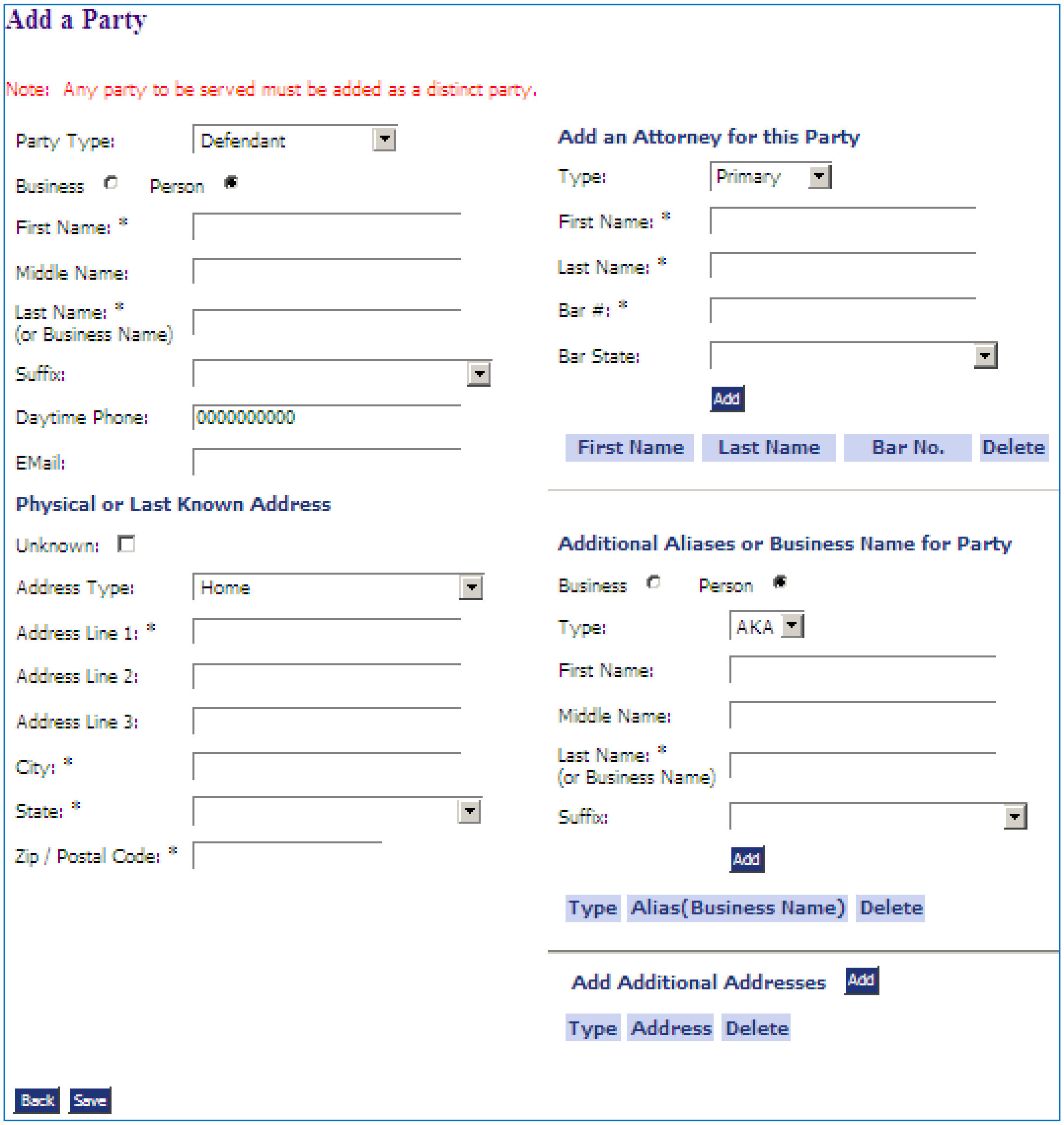
Adding Defendants and Respondents

Defendants and respondents are the parties associated with the case.

- To begin adding defendants to the case, click the **Add Defendants Button** on the Case Participants line



- Clicking this button displays the Add Party options


Add a Party

Note: Any party to be served must be added as a distinct party.

Party Type: Defendant
Business Person
First Name: *
Middle Name:
Last Name: *
(or Business Name)
Suffix:
Daytime Phone: 0000000000
EMail:

Physical or Last Known Address
Unknown:
Address Type: Home
Address Line 1: *
Address Line 2:
Address Line 3:
City: *
State: *
Zip / Postal Code: *

Add an Attorney for this Party
Type: Primary
First Name: *
Last Name: *
Bar #: *
Bar State:
Add

First Name	Last Name	Bar No.	Delete

Additional Aliases or Business Name for Party
Business Person
Type: AKA
First Name:
Middle Name:
Last Name: *
(or Business Name)
Suffix:
Add

Type	Alias(Business Name)	Delete

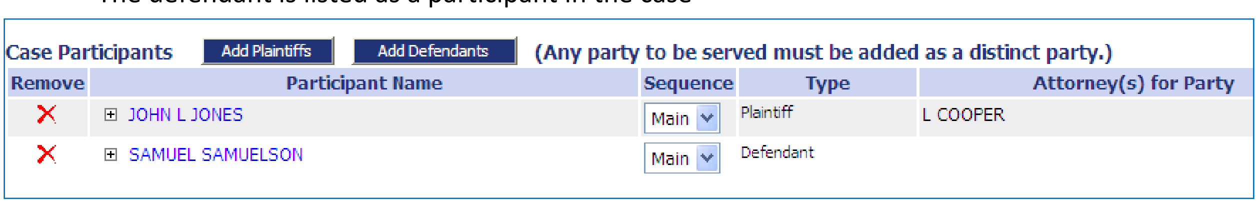
Add Additional Addresses Add

Type	Address	Delete

Back Save

- Fill in the necessary information about the defendant
    - Boxes marked with an asterisk indicate required information
    - Please be sure to add all the addresses necessary for service of the Summons and Complaint
- Once you have provided all necessary information, click the **Save Button** to return to the Case Initiation options

- The defendant is listed as a participant in the case


Case Participants Add Plaintiffs Add Defendants (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
X	JOHN L JONES	Main	Plaintiff	L COOPER
X	SAMUEL SAMUELSON	Main	Defendant	

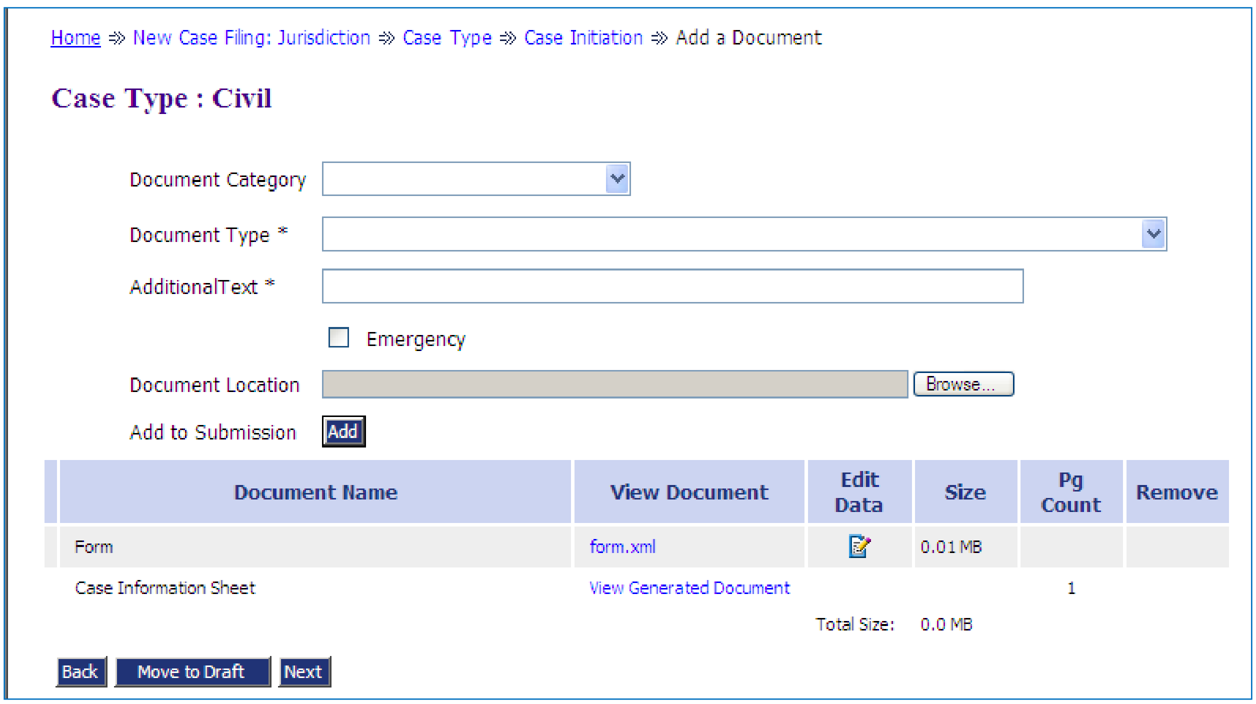
- Repeat this process as necessary to add any additional defendants.

*****Keep in mind that the first Plaintiff and the First Defendant added will create the Case Caption so make sure to enter them in the correct order.***

Adding documents to a new case

After you create the case and add the parties, you can associate any required documents with the case.

- Click the **Next Button** on the Case Initiation page to display the Add a Document options:
    - Required items are marked with an asterisk



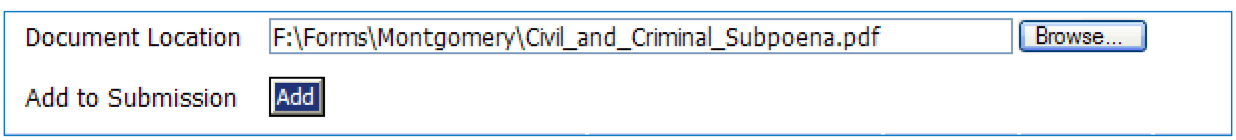
- Select the Document Category
    - "Document Category" filters the "Document Type" list, making it easier to find the correct "Document Type" from the list of documents shown
    - If you are struggling to find the right "Document Type," leave the "Document Category" blank to see all documents

- Select the Document type
    - When initiating new cases certain action types require certain initiating documents
        - Action type: **Administrative Appeal**; Document type: Notice of Administrative Appeal
        - Action type: **Application for Relief from Weapons Disability**; Document type: Application for Relief from Weapons Disability ORC 2923.14;

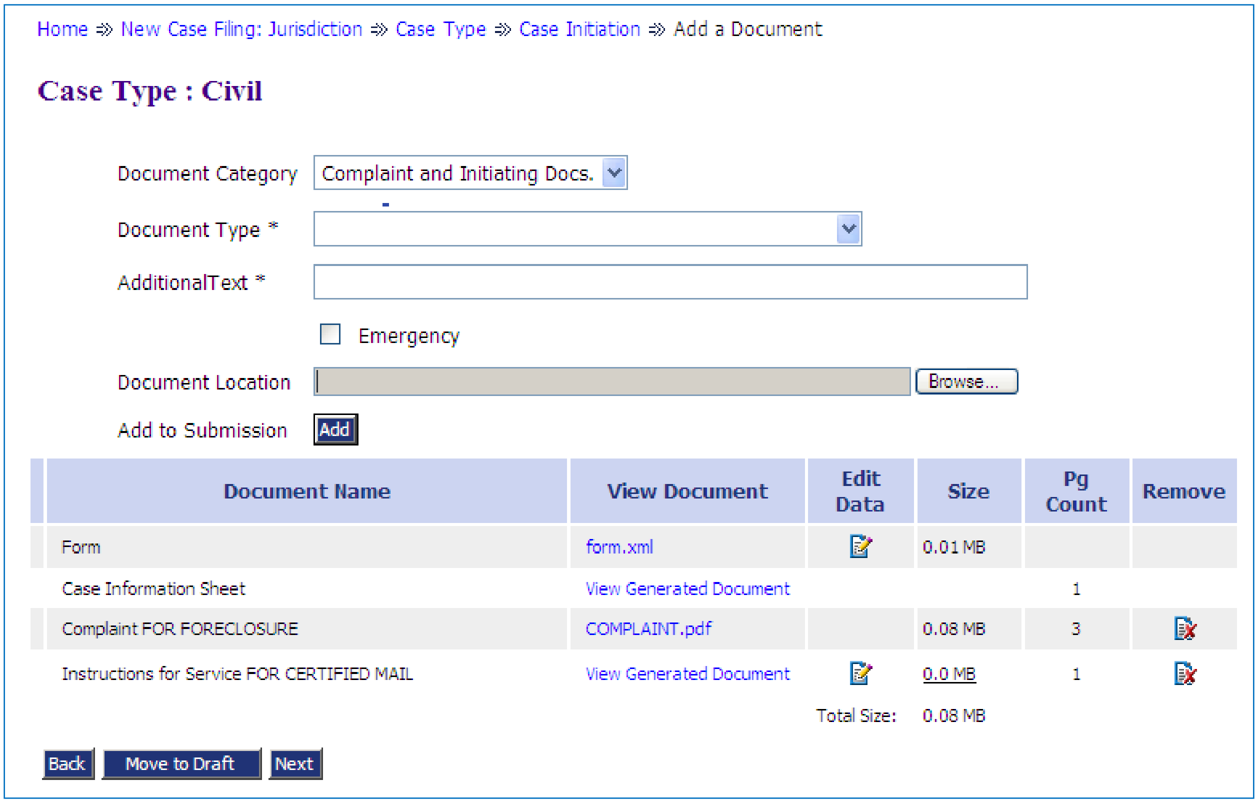
        - Action type: **Petition for Auxiliary Case**; Document type: Petition for Auxiliary Case/Issuance of Subpoena;
        - Action type: **Confirmation of Arbitration Award**; Document type: Application to Confirm Arbitration Award;
        - Action type: **Disposal of Property**; Document type: Application for Disposal of Property;
        - Action type: **Forfeiture of Property**; Document type: Petition to Forfeit Property;
        - Action type : **Petition for Habeas Corpus**; Document type: Petition for Writ of Habeas Corpus;
        - Action type: **Writ of Mandamus**; Document type: Petition for Writ of Mandamus;
        - Action type: **Workers Compensation**; Document type: Notice of Workers Compensation Appeal;
        - Action type: **Workers Compensation Refiling New Case**; Document type: Workers Compensation Complaint Refiling
        - All other action types require document type, “**Complaint**”

- In the Additional Text box, type in the description of what you are filing as indicated in the caption of your pleading

- Click the **Browse Button** to display the Open dialog box to find the document
    - Browse for a document on your computer, highlight it, then click **Open** to return to the Add a Document page and display the file path of the selected document as the Document Location



- Click the **Add Button**
    - If the document is large, an “UPLOADING DOCUMENT, PLEASE WAIT” message displays
        - Once the document has been transferred from your local directory to the court’s eFiling server, it is displayed in the document list and will be included with the submission
    - You may receive an error for the following reasons:
        - Document is not in the proper format (PDF or Word/WordPerfect)
        - Document exceeds the size limit



- Repeat these steps to add any documents associated with this case
    - Each time you add a document, the document entry is displayed in the lower section of the page as shown in the above figure

- Some documents require additional information
    - Examples: Answers/ Notice of Appearance
        - After clicking the **Add** button, a new screen will display requesting the additional information
            - Complete the required information and click **Next**
- Your documents will be added to the submission at this time

- **Instructions for Service**
  - You **will not** prepare your own Instructions for Service
  - The browse button will disappear when selecting the Document Type *"Instructions for Service on a New Case"* - click on the **Add Button**
  - The Instructions for Service screen will appear for you to provide additional data
    - Select method of service
    - Select documents to be served **(Important to click the Add button)**
    - Select the parties to be served
  - Click Next to get back to the Add a Document page – the generated Instructions for Service will be displayed as a document in the submission

- Additional Options:
  - Click "**Move to Draft"** if you want to finish this submission at a later time
    - Your submission will now be located under the **eFile > Draft Filings** options at the top of the page
    - If your session times out because of inactivity, you will be required to log in again
      - From the "Login" page go to **Draft Filings** to finish your submission
  - Click "**View Document"** link to view the document uploaded
  - Click the **"Edit Data"** icon next to any listed document to change the information you entered that was associated to that document
    - Party information can be modified under the "form" row
    - Instructions for Service can be modified under the "Instructions for Service" row

- ○ **"Remove"**: If you happened to upload the wrong document, you can click on the red "X" under the Remove column
  - ▪ You are asked to confirm this action and the document is not actually removed until you click OK to remove it

- ○ Click the **"Cancel"** button to discard the submission you just created
  - ▪ This will remove the document from the eFiling serve and eliminate the submission information
- Once you have added all necessary documents, click **Next Button** to move to the next basic step in the filing process.

Reviewing the Filing and Entering Payment Information

The Review and Approve Filing dialog is the final step in the filing process.

Review and Approve Filing

Case Type : Civil

Payment Method:

Complaint $300.00
eFiling fee: $0.00
Total Charge:
Accounts: Credit Card 1111- *1111
Waiver: Affidavit of Indigency An Affidavit of Indigency allows payment to be waived

Filing Information: Change Filing Info

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
Case Information Sheet	View Generated Document
Complaint TEST	1 COMPLAINT.pdf
Instructions for Service on a New Case TEST	View Generated Document

Special Filing Instructions:

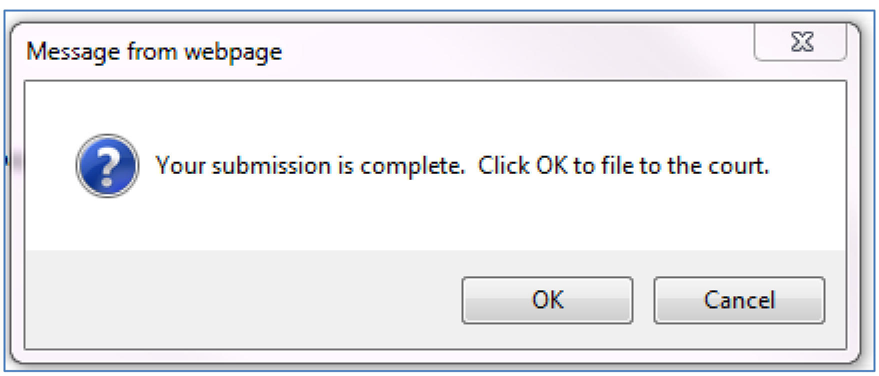
Back Cancel (Delete) Move to Draft Next

- Select the payment method
    - The account will not be charged until the Clerk's Office approves the filing
    - A receipt will be emailed by no-reply@heartlandcashier.com after the Clerk approves the submission

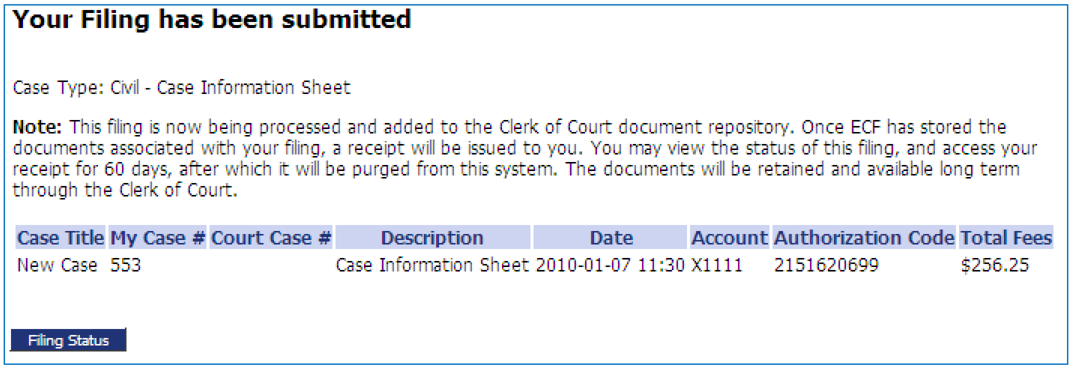
- You can use the Review and Approve Filing dialog box options to make one last careful review of the filing before finalizing the submission
    - Click the **Change Filing Info Button** to return to the Case Initiation Screen
    - Click on the **Add/Remove Documents Button** to return to the Add a Document Page then add or remove documents from the list
        - It's important to view your documents one last time to make sure you have the proper documents loaded

- Use the **Special Filing Instructions** text box to make any notes to the clerk

- While reviewing the filing, you can click
    - **Cancel** to cancel the filing
    - **Move to Draft** to save your work up to this point and finish this submission at a later time
- Click the **Next Button**



- Click the **OK Button**



Your Filing has been submitted

Case Type: Civil - Case Information Sheet

Note: This filing is now being processed and added to the Clerk of Court document repository. Once ECF has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

Case Title	My Case #	Court Case #	Description	Date	Account	Authorization Code	Total Fees
New Case	553		Case Information Sheet	2010-01-07 11:30	X1111	2151620699	$256.25

Filing Status

The "Your Filing has been submitted" message indicates that the fee payment has been successfully processed and your submission is now being transferred to the Court Clerk's server for review.

- Click the **Filing Status** button to review the status of your submission

eFiling to an Existing Case

Filing to an existing case is very similar to filing a new case. You need to:

- Prepare your documents
- Required Certificate of Service
- Select an existing case
- Add documents
- Review the filing
- Submit the filing and make any required payment

Preparing documents

- Before you begin to file on an existing case, prepare your documents
  - Documents that require a signature from a Judge must be submitted in .doc,.docx,.wpd formats
  - Documents that **DO NOT** require a signature from a Judge must be submitted in .pdf format

Note: Make sure that each document you want to file is stored electronically on your system and that you know its location.

Certificate of Service

- Filers are required to include a certificate of service to their document
  - ***Pursuant to Loc. R. 1.15 (H) (4),*** the filing party, not the Court or Clerk, is required to serve a paper copy to all Pro se parties or attorneys who have not registered with the Court's eFiling system

    - Service shall be by U.S. regular mail and in accordance with the applicable Ohio Court Rules

- It is also the responsibility of the filing party, not the Court or Clerk, to serve all Proposed Entries and Orders submitted to the Court for signature on all parties that are not registered users of the eFiling system and must be served by regular U.S. mail once the order has been signed and filed

  Note: To identify the parties registered in the eFiling system, click on My Cases. Click on the Service List that pertains to the case.

- All documents require a Certificate of Service ***pursuant to Loc. R. 1.15 (H) (4)(c)***

- **Certificate of Service for Registered Users in the Efiling System:**

  - I hereby certify that on [date] this document was eFiled via the Court's eFile system that shall send notifications of this filing to the following: [list parties or their counsel who are registered users of the Court's eFile system].

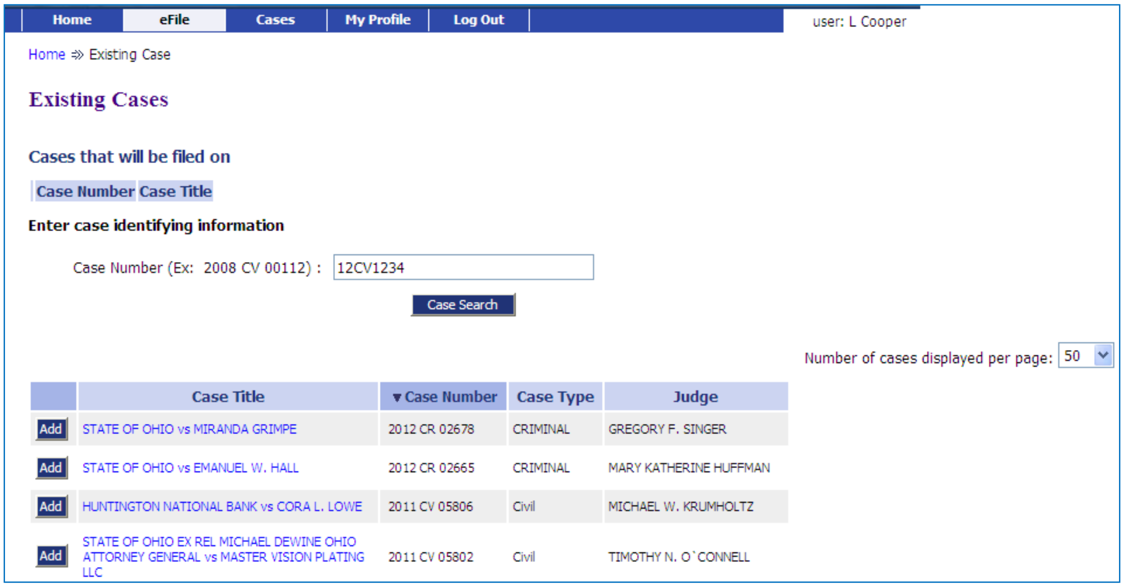
- **Certificate of Service for Non-Registered Users in the Efiling System (Pro se):**

  - I hereby certify that on [date] I served this document in accordance with [Civ. R. 5 or Crim. R. 49] on the following: [list *pro se* parties who are not registered users of the Court's eFile system].

Selecting an existing case

From the eFiling home page:

- Click the **File to Existing Case Button** or select **eFile** > **Existing Case** from the menu to list current cases:



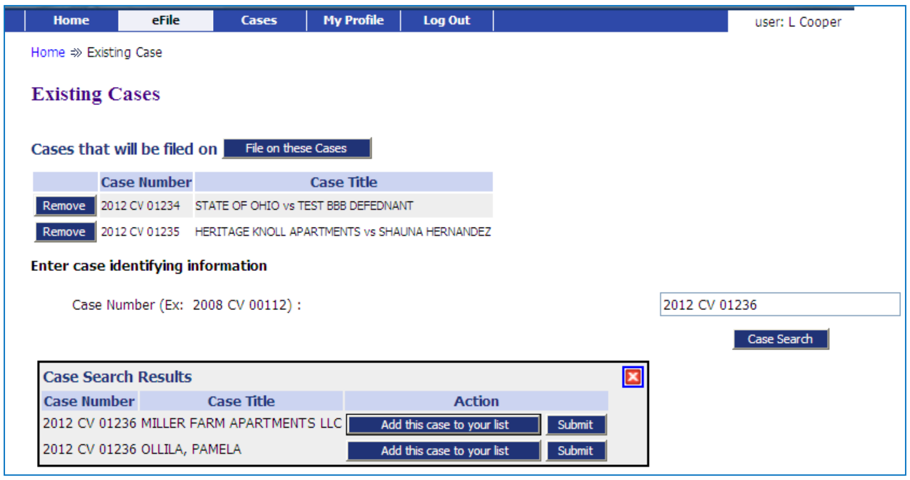
- Counsel of Record
  - Click on the Case link which is available ONLY if you are registered as counsel of record for a case
- Not listed as Counsel of Record
  - Enter case number
  - Click on Case Search
    - The Case Hit List will now appear

- Click the **Submit Button** if you are filing your document(s) on one case

Consolidated Cases

- You may submit a document on consolidated cases in one submission:
  - Enter 1st case number
  - Click on Case Search
  - Click Add this case to your list

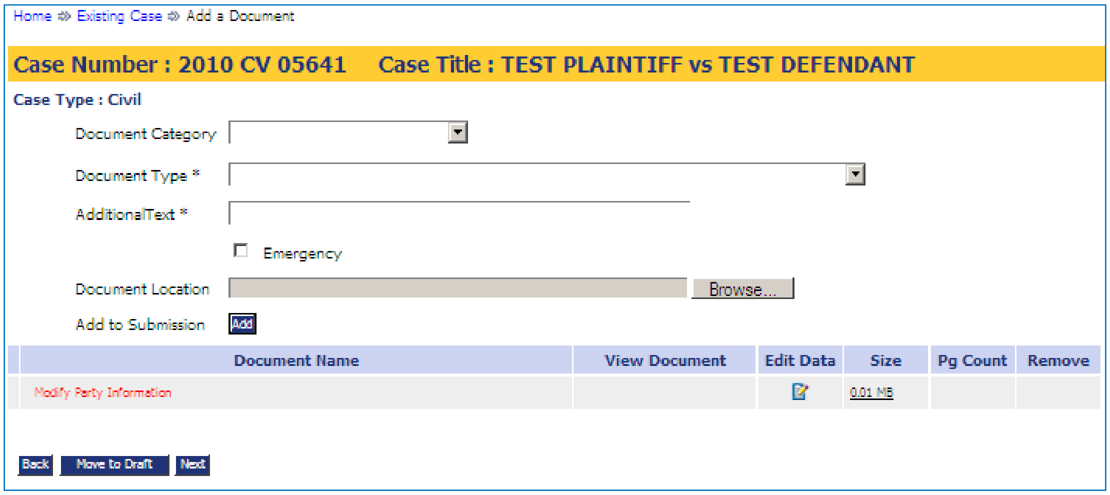
- Enter 2nd case number
- Click Case Search
- Click Add this case to your list
  - Repeat for additional case numbers



- Click File on these cases
  - **Make sure all case numbers are reflected on the pleading**
  - **Document will be filed on all the case numbers added**

Adding Documents

Once you have selected the case(s), the Add a Document page is displayed for that case:



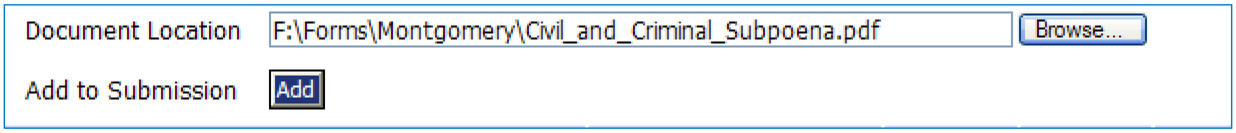
*****Note that the Case Number and Caption reflect in a bright yellow bar to indicate the case you are currently submitting documents. The banner will reflect Multi Case when utilizing multi-case filings.***

- Select the Document Category
    - "Document Category" filters the "Document Type" list, making it easier to find the correct "Document Type" from the list of documents shown
    - If you are struggling to find the right "Document Type," leave the "Document Category" blank to see all documents

- Select the Document type

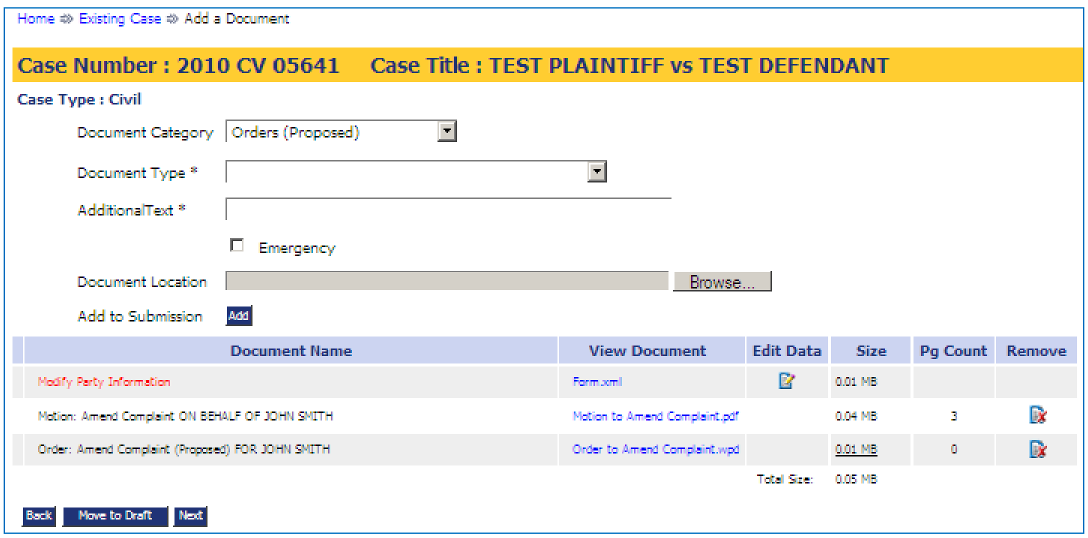
- In the Additional Text box, type in the description of what you are filing as indicated in the caption of your pleading

- Click the **Browse Button** to display the Open dialog box to find the document
    - Browse for a document on your computer, highlight it, then click **Open** to return to the Add a Document page and display the file path of the selected document as the Document Location



- Click the **Add Button**
  - If the document is large, an "UPLOADING DOCUMENT, PLEASE WAIT" message displays
    - Once the document has been transferred from your local directory to the court's eFiling server, it is displayed in the document list and will be included with the submission
  - You may receive an error for the following reasons:
    - Document is not in the proper format (PDF or Word/WordPerfect)
    - Document exceeds the size limit

****Note:** Failure to attach documents in the correct format and size will generate an error message



- Repeat these steps to add any additional document associated with the submission
  - Each time you add a document, the document entry is displayed in the lower section of the page as shown in the above figure

- Some documents require additional information
  - Examples: Answers/ Notice of Appearance
    - After clicking the **Add** button, a new screen will display requesting the additional information
      - Complete the required information and click **Next**
  - Your documents will be added to the submission at this time

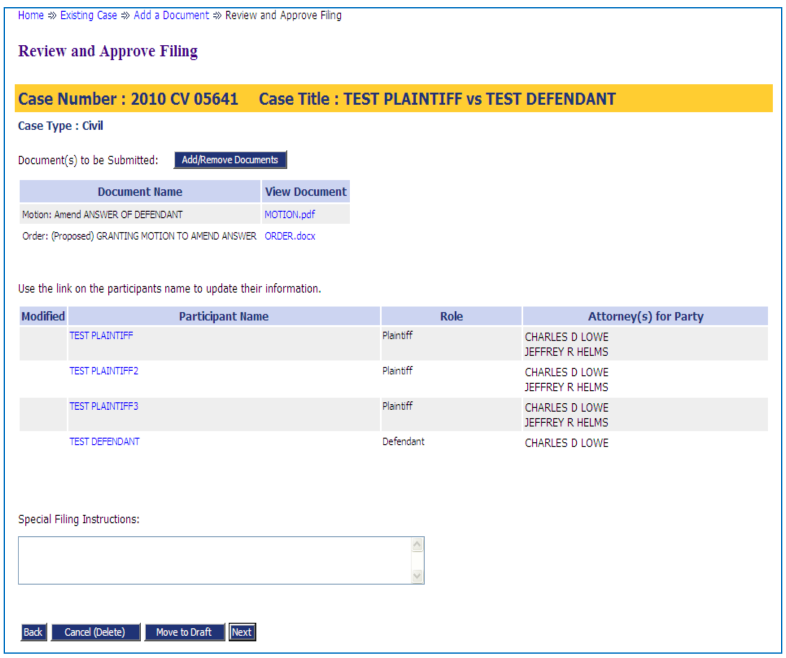
- **Instructions for Service**
  - You **will not** prepare your own Instructions for Service
  - The browse button will disappear when selecting the Document Type *"Instructions for Service on an Existing Case or Instructions for Reissue of Service"* - click on the **Add Button**
  - The Instructions for Service screen will appear for you to provide additional data
    - Select method of service
    - Select documents to be served **(Important to click the Add button)**
    - Select the parties to be served
  - Click Next to get back to the Add a Document page – the generated Instructions for Service will be displayed as a document in the submission

- Additional Options:
  - Click "**Move to Draft"** if you want to finish this submission at a later time
    - Your submission will now be located under the **eFile > Draft Filings** options at the top of the page
    - If your session times out because of inactivity, you will be required to log in again
      - From the "Login" page go to **Draft Filings** to finish your submission
  - Click "**View Document"** link to view the document uploaded
  - Click the **"Edit Data"** icon next to any listed document to change the information you entered that was associated to that document

        - Party information can be modified under the "form" row
        - Instructions for Service can be modified under the "Instructions for Service" row
    - **"Remove"**: If you happened to upload the wrong document, you can click on the red "X" under the Remove column
        - You are asked to confirm this action and the document is not actually removed until you click OK to remove it

    - Click the **"Cancel"** button to discard the submission you just created
        - This will remove the document from the eFiling serve and eliminate the submission information
- Once you have added all necessary documents, click **Next Button** to move to the next basic step in the filing process

Reviewing the filing



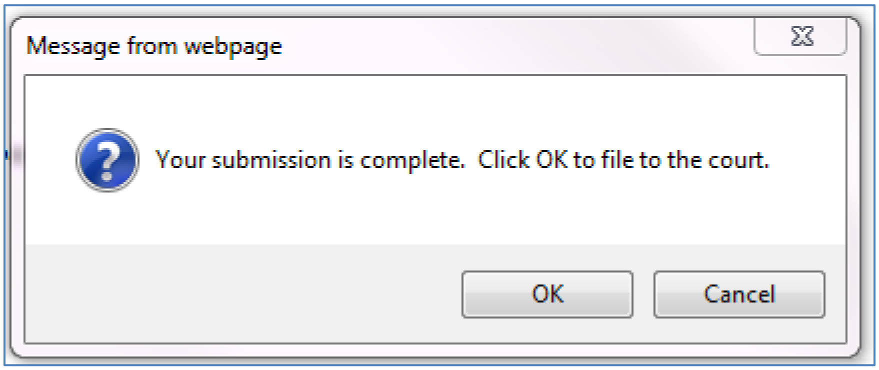
You can use the Review and Approve Filing dialog box options to make one last careful review of the filing before finalizing the submission

- Click the **Change Filing Info Button** to return to the Case Initiation Screen

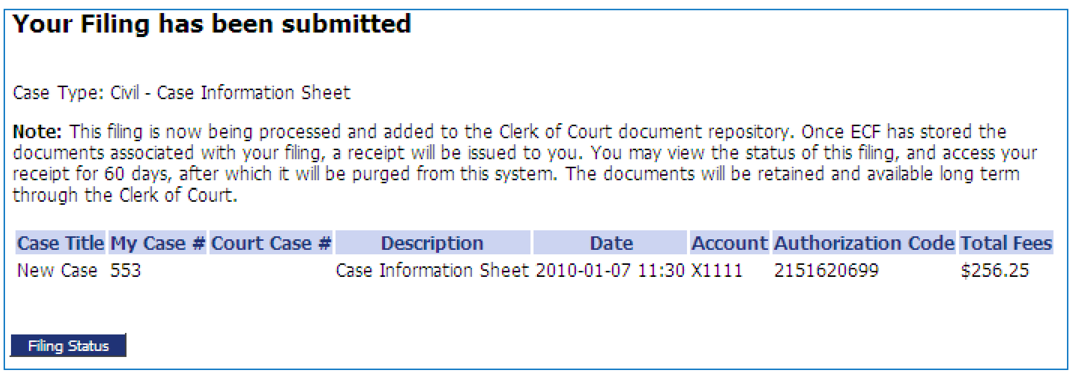
- Click on the **Add/Remove Documents Button** to return to the Add a Document Page then add or remove documents from the list
        - It's important to view your documents one last time to make sure you have the proper documents loaded

    - Use the **Special Filing Instructions** text box to make any notes to the clerk

- While reviewing the filing, you can click
  - **Cancel** to cancel the filing
  - **Move to Draft** to save your work up to this point and finish this submission at a later time
- Click the **Next Button**



- Click the **OK Button**



Note: If your document requires a deposit (i.e. Praecipe for Order of Sale), the Review and Approve page displays the cost of the submission.

The "Your Filing has been submitted" message indicates that the fee payment has been successfully processed and your submission is now being transferred to the Court Clerk's server for review.

- Click the **Filing Status** button to review the status of your submission

Filing of Written Deposition Transcripts

- Please see the **"Unique Behaviors Guide for Civil Cases"** document for specific instructions as to filing of Written Deposition Transcripts and Transcripts of Proceedings. https://efiling.mcohio.org/manual/UniqueBehaviors.pdf

Notice of Appeal to 2nd District Court of Appeals

- Effective July 1, 2015, Notice of Appeal to the 2nd District Court of Appeals must be filed through the eFiling system. The $100.00 filing fee will not be collected through the eFiling system. Please see the specific instructions established for filing the Notice of Appeal.

Filing Documents With Restricted Access (fka "Sealed")

The Clerk of Courts shall not accept any documents to be filed with restrictive access unless there is a previously signed Protective Order or an Order Authorizing a Document be filed with Restricted Access. The Order must designate which level of access is permissible for the document or documents.

If a Protective Order or the Order Authorizing a Document were filed with Restrictive Access does not include a designated level of access, the filer will be required to file a Proposed Order designating a specific level of access. **[See Local Rule 1.41 Filing Sealed and In Cameral Documents]**

The designated level of access shall be one of the following:

- No Remote Access by Public
  - Access to documents via the Clerk's Public Records Online ("PRO") is limited to Judge, Court staff, Clerk staff
  - Counsel of Record will have access through the Case History in the eFiling System
  - Public access to documents will be available only through the Clerk's office, during regular business hours
  - The docket and access to documents will be available through the Court's eFile system, but only the docket will be available through PRO

- No Remote or Direct Access by Public
  - Access to documents via the Clerk's Public Records Online ("PRO") is limited to Judge, Court staff, Clerk staff
  - Counsel of Record will have access through the Case History in the eFiling System
  - There is no public access to document(s) through the Clerk's office
  - The docket and access to documents will be available through the Court's eFile system, but only the docket will be available through PRO

- Judge Access Only
  - No access is permitted by Court staff, Clerk staff, counsel of record, or the public
  - Access to the documents will be limited to the assigned Judge
  - Only the docket will be available through the Court's eFile system and the PRO system.

- **No Remote Access by Public** – Document filed through eFiling System
- **No Remote or Direct Access by Public** – Document filed through eFiling System
- **Judge Access Only** – Paper Document delivered to Clerk in a sealed envelope with the front of the envelope containing the case caption and case number

**Written Depositions and Transcripts automatically classified as No Remote Access by Public without a Court Order.

**Subpoenas and Returns of Subpoenas classified as No Remote Access by Public without a Court Order

How to File a Motion and Proposed Order to Restrict Access (fka Seal)

All motions and/or proposed orders petitioning that documents be covered by a protective order or be filed under seal shall include language designating a specific level of access. A Motion for a Protective Order or an Order to File Documents Under Seal and a Proposed Order shall be filed electronically through the Court's authorized electronic filing system.

Note: Documents that are petitioned to be protected or sealed shall not be attached to the motion, as the motion petitioning that a document be protected or have restricted access is NOT restricted in the eFiling System. The protected document should be submitted to the Judge per Local Rule 1.41 (C) In Camera Documents.

In the electronic filing system, the Filer should file the Motion and Proposed Order in one submission.

For the Motion, choose one of the following document types:

- Document Category: Motions
- Document Type:
    - Motion: Protective Order
    - Motion for Order : Restrict
    - Motion: Seal

For the Proposed Order, choose one of the following document types:

- Document Category: Entries, Orders (Proposed) – Requires Judge to Sign
- Document Type:
    - Order: Protective (Proposed)
    - Order: Seal (Proposed)
    - Order: Restrict Documents
    - Order: Restrict Case

How to File a No Remote Access by Public (PRO) Document:

In the electronic filing system, the Filer should choose one of the following document types:

- Document Category: Other Documents
- Document Type: No PRO Access Pleading

- Document Category: Motions
- Document Type: No PRO Access Motion

- Document Category: Entries, Orders (Proposed) – Requires a Judges Signature
- Document Type: No PRO Access Order (Proposed)

How to File a No Remote or Direct Access by Public Document:

In the electronic filing system, the Filer should choose one of the following document types:

- Document Category: Other Documents
- Document Type: No Public Access Pleading

- Document Category: Motions
- Document Type: No Public Access Motion

- Document Category: Entries, Orders (Proposed) – Requires a Judges Signature
- Document Type: No Public Access Order (Proposed)

How to File a Judge Access Only Document:

If a Protective Order or an Order to Restrict Access is filed with the designated level of access of "Judge Access Only," the documents shall be **filed in paper format**.

Note: Judge Access Only – Means no access by Court Staff, Clerk Staff, Attorneys of Record, or the Public:

- The document shall be submitted to the Clerk's Office for filing in a securely sealed envelope

- A caption cover sheet will be affixed to the front of the envelope indicating that this particular document is under seal – For Judge Access Only
  - The cover sheet will also include the case caption, a descriptive title of the document, unless such information has been included with what needs to be sealed, and the date of the order permitting the item to be sealed
    - i.e., "Motion for Summary Judgment filed under Seal – Judge Access Only pursuant to protective order filed on November 1, 2010."

- The Clerk's Office shall file stamp the affixed cover sheet, enter on the docket that the document was filed under seal with "Judge Access Only," and retain the envelope in the Clerk's Office
- The Clerk will docket and scan the cover sheet and the Court's authorized efiling system will send a Notice of Electronic Filing (NEF) that a document with Judge Access only has been filed

- The docket entry will be visible through the Court's authorized electronic filing system and the Clerks PRO system, but the document will not be viewable on either site
    - There will be no link to the document in the NEF.

NOTE: Since the document is restricted to everyone except the assigned judge, the filing party or attorney of record is required to serve paper copies of the sealed document on all parties in the case.

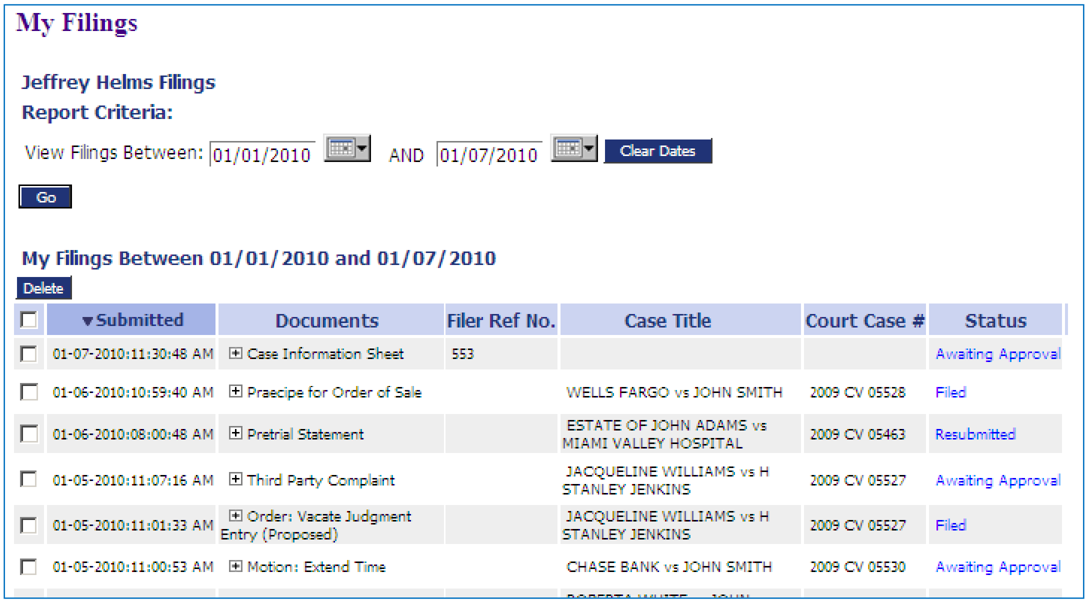
How to Submit Documents for *In Camera* Review

- If documents submitted for *in camera* review are to be filed with the Clerk's Office per assigned judge, the filer shall file the documents the same as a document filed under seal with the designated level of "Judge Access Only" as outlined above

- Documents for *in camera* review but not journalized with the Clerk should be submitted to the assigned judge and not filed with the Clerk's Office ***See Local Rule 1.41 (C) In Camera Documents***

Understanding Filing Status

Whenever you eFile a submission to the Court, the status of the case is immediately updated to reflect the electronic progress through the system. The status changes happen quickly, sometimes so fast you may not even notice them. You can use the Filing Status dialog box to display and track the various statuses for each submission.



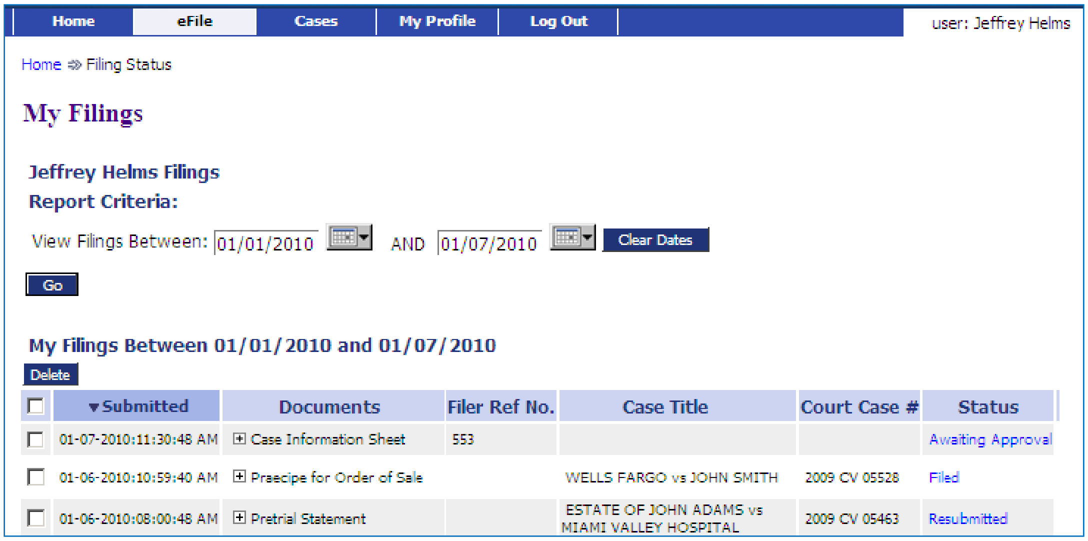
	▼Submitted	Documents	Filer Ref No.	Case Title	Court Case #	Status
☐	01-07-2010:11:30:48 AM	⊞ Case Information Sheet	553			Awaiting Approval
☐	01-06-2010:10:59:40 AM	⊞ Praecipe for Order of Sale		WELLS FARGO vs JOHN SMITH	2009 CV 05528	Filed
☐	01-06-2010:08:00:48 AM	⊞ Pretrial Statement		ESTATE OF JOHN ADAMS vs MIAMI VALLEY HOSPITAL	2009 CV 05463	Resubmitted
☐	01-05-2010:11:07:16 AM	⊞ Third Party Complaint		JACQUELINE WILLIAMS vs H STANLEY JENKINS	2009 CV 05527	Awaiting Approval
☐	01-05-2010:11:01:33 AM	⊞ Order: Vacate Judgment Entry (Proposed)		JACQUELINE WILLIAMS vs H STANLEY JENKINS	2009 CV 05527	Filed
☐	01-05-2010:11:00:53 AM	⊞ Motion: Extend Time		CHASE BANK vs JOHN SMITH	2009 CV 05530	Awaiting Approval

Each entry in the list represents the submission and the status of the submission.

These entries are temporary and are deleted after a certain period. The period of time this information remains is configurable by the system administrator. Currently the system is configured for 120 days. The user also has the ability to delete the submission from this list by checking the box and clicking on the delete button. **The submission is NOT deleted from the eFiling system. The delete feature is for this page only.** You should make it a practice to check each status entry in a timely manner. Although a status is complete, there may still be a note from the Clerk of the Court.

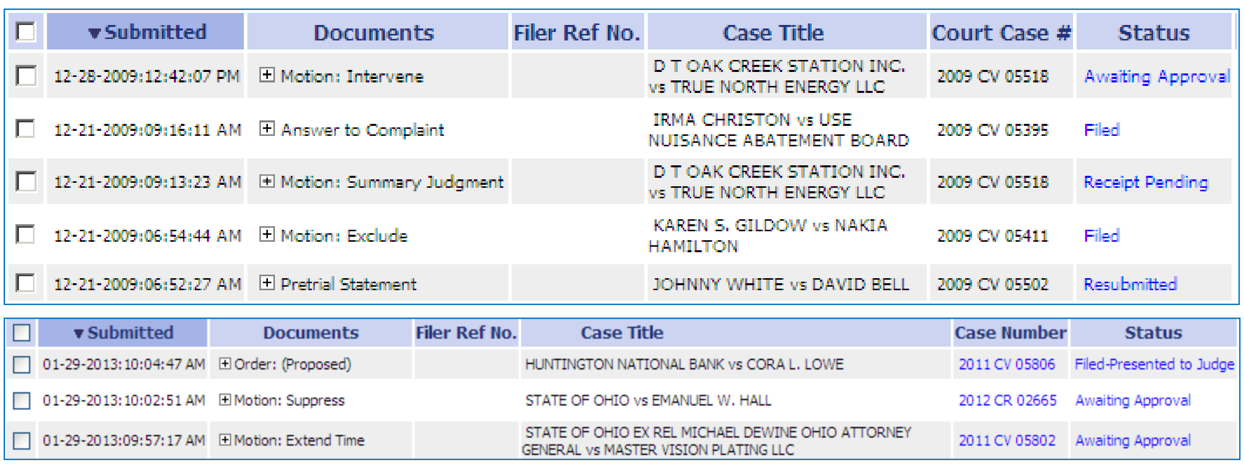
Check Status of Submissions

- From the Home page, click the **Filing Status** button, or click **eFile** > **Check Status** from the menu.
- To filter the list, use the calendar icons to select a starting and ending date, then click **Go**.



☐	▾Submitted	Documents	Filer Ref No.	Case Title	Court Case #	Status
☐	01-07-2010:11:30:48 AM	⊞ Case Information Sheet	553			Awaiting Approval
☐	01-06-2010:10:59:40 AM	⊞ Praecipe for Order of Sale		WELLS FARGO vs JOHN SMITH	2009 CV 05528	Filed
☐	01-06-2010:08:00:48 AM	⊞ Pretrial Statement		ESTATE OF JOHN ADAMS vs MIAMI VALLEY HOSPITAL	2009 CV 05463	Resubmitted

The status of each filing is listed in the Status column:



☐	▾Submitted	Documents	Filer Ref No.	Case Title	Court Case #	Status
☐	12-28-2009:12:42:07 PM	⊞ Motion: Intervene		D T OAK CREEK STATION INC. vs TRUE NORTH ENERGY LLC	2009 CV 05518	Awaiting Approval
☐	12-21-2009:09:16:11 AM	⊞ Answer to Complaint		IRMA CHRISTON vs USE NUISANCE ABATEMENT BOARD	2009 CV 05395	Filed
☐	12-21-2009:09:13:23 AM	⊞ Motion: Summary Judgment		D T OAK CREEK STATION INC. vs TRUE NORTH ENERGY LLC	2009 CV 05518	Receipt Pending
☐	12-21-2009:06:54:44 AM	⊞ Motion: Exclude		KAREN S. GILDOW vs NAKIA HAMILTON	2009 CV 05411	Filed
☐	12-21-2009:06:52:27 AM	⊞ Pretrial Statement		JOHNNY WHITE vs DAVID BELL	2009 CV 05502	Resubmitted

☐	▾Submitted	Documents	Filer Ref No.	Case Title	Case Number	Status
☐	01-29-2013:10:04:47 AM	⊞ Order: (Proposed)		HUNTINGTON NATIONAL BANK vs CORA L. LOWE	2011 CV 05806	Filed-Presented to Judge
☐	01-29-2013:10:02:51 AM	⊞ Motion: Suppress		STATE OF OHIO vs EMANUEL W. HALL	2012 CR 02665	Awaiting Approval
☐	01-29-2013:09:57:17 AM	⊞ Motion: Extend Time		STATE OF OHIO EX REL MICHAEL DEWINE OHIO ATTORNEY GENERAL vs MASTER VISION PLATING LLC	2011 CV 05802	Awaiting Approval

The link in the Status column shows the status of the filing, as follows:

- **Package Pending:** Documents and data are being prepared in an electronic package for delivery to the Clerk eFiling Review system
- **Received:** Documents and data have been received by the eFiling Server
    - Date and Time stamp will reflect the time the eFiling Server received the submission once the Clerk approves the submission
    - If the submission is rejected the original Date and Time is lost
- **Awaiting Approval**: The submission is awaiting approval
    - The clerk has not yet reviewed and performed a quality control check of the submission
- **Filed:** A clerk has reviewed your information and returned an electronic receipt of the results
- **Filed-Presented to Judge:**
    - If the submission contained a Proposed Order **Only** – this status means the Proposed Order has been delivered to the Judge's Bailiff

- If the submission contained a Motion and a Proposed Order – the status means the Motion has been **Filed** and the Proposed Order has been delivered to the Judge

- **Rejected:** The submission is rejected for a specific reason
  - The Rejection email states the reason for the rejection
  - Click the **Resubmit** button to create a new submission that contains corrected information
- **Resubmitted:** The Resubmit button was clicked
  - Filing has been resubmitted and there is a new line in the Filing Status page to reflect the new submission
  - The Resubmit button was clicked but the submission was not fully processed – there will not be a new line in the Filing Status Page – The submission is located in the draft filing section for the user

Handling a "Rejected" Status

The system sends a Rejection email that includes the reason for the rejection.

- Most often reasons are typed in and provided by Clerk staff
- Sometimes the system enters a reason automatically, such as, "The document contains a virus."
- Click on the link provided in the word 'Rejected' in order to see the reason for the rejection
- When a submission has been rejected, a **Resubmit Button** appears immediately to the right of the Rejected status:

My Filings Between 01/01/2009 and 10/12/2009

Delete

☐	▾Submitted	Documents	Filer Ref No.	Case Title	Court Case #	Status	
☐	10-12-2009:05:48:32 PM	⊞ Case Information Sheet	142345678910			Rejected	Resubmit
☐	10-12-2009:04:08:28 PM	⊞ Alias Praecipe for Order of Sale		JAMES BROWN vs JOHN COLTRANE	2009 CV 05315	Filed	
☐	10-12-2009:04:01:28 PM	⊞ Case Information Sheet		JUAN LOPEZ vs JUANA MURILLO	2009 CV 05347	Filed	

  - Click on the **Resubmit Button** if the submission can be repaired
  - If the document was submitted on the wrong case you will not want to resubmit
  - If the document was mistyped – fix the document and resubmit a new document

- **Resubmitted:** The Resubmit button was clicked
  - Filing has been resubmitted and there is a new line in the Filing Status page to reflect the new submission
  - The Resubmit button was clicked but the submission was not fully processed – there will not be a new line in the Filing Status Page – The submission is located in the draft filing section for the user

As a reminder – the new file date and time will be when the eFiling server receives the resubmission.

View Documents Associated With a Filing

- To display the documents associated with a submission, click the [+] symbol next to name of the document under the Documents Column
    - The [+] symbol changes to a [-] and the documents are listed:

	Submitted	Documents	Filer Ref No.	Case Title	Court Case #	Status
☐	10-12-2009:04:08:28 PM	⊟ Alias Praecipe for Order of Sale		JAMES BROWN vs JOHN COLTRANE	2009 CV 05315	Filed
		Alias Praecipe for Order of Sale				
		- Legal Description Attachment for Praecipe for Order of Sale				
		- Judgment Entry Attachment for Praecipe for Order of Sale				

- Click on the document name link to display the document

- Clicking the [-] symbol next to the document type hides the document list

- The image is the document submitted and not the time stamped document

View Filing Status Page

- Click the link in the Status column of a filing to display additional details about the filing

- You should view the Filing Status Page for every entry
    - Although a status is filed, the Clerk may have included notes informing you of a certain condition

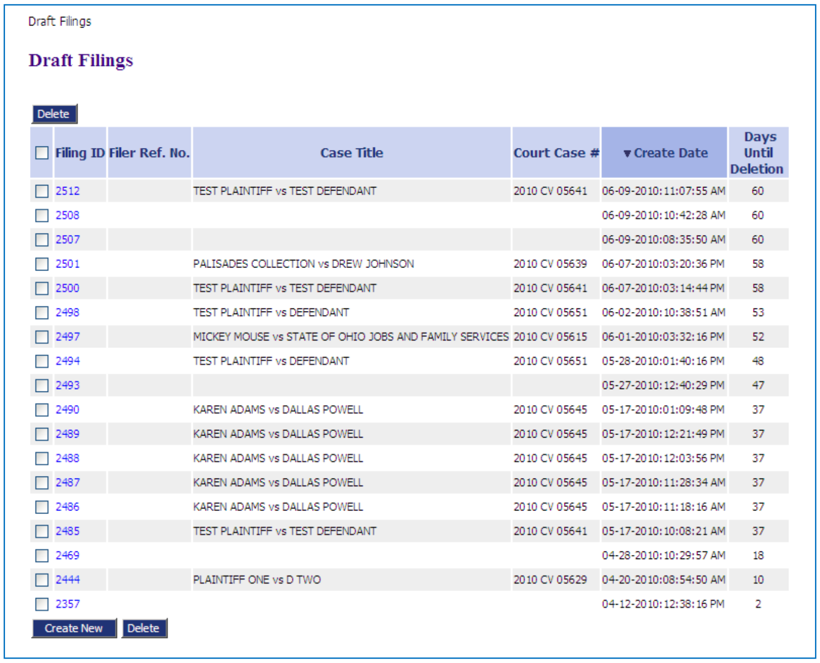
- Be sure to check each receipt

Draft Submissions

The "Draft" feature serves as a backup in the event that you are accidently disconnected from the internet. As you create a new submission and advance from screen to screen, eFiling records data each time you advance to the next screen, including any data about the documents you have added. If your internet connection goes down, the system creates a draft of your submission. When you are back online, you can continue your filing from where you left off. Each time you log out, you will be prompted if you have any partially completed submissions. As you create submissions, you can also use the **Move to Draft Button** to create a draft copy of the filing.

To resume work on a draft filing:

- Click **eFile** > **Draft Filings** to list any partially-completed filings



Draft Filings

Draft Filings

Delete

	Filing ID	Filer Ref. No.	Case Title	Court Case #	▾Create Date	Days Until Deletion
	2512		TEST PLAINTIFF vs TEST DEFENDANT	2010 CV 05641	06-09-2010:11:07:55 AM	60
	2508				06-09-2010:10:42:28 AM	60
	2507				06-09-2010:08:35:50 AM	60
	2501		PALISADES COLLECTION vs DREW JOHNSON	2010 CV 05639	06-07-2010:03:20:36 PM	58
	2500		TEST PLAINTIFF vs TEST DEFENDANT	2010 CV 05641	06-07-2010:03:14:44 PM	58
	2498		TEST PLAINTIFF vs DEFENDANT	2010 CV 05651	06-02-2010:10:38:51 AM	53
	2497		MICKEY MOUSE vs STATE OF OHIO JOBS AND FAMILY SERVICES	2010 CV 05615	06-01-2010:03:32:16 PM	52
	2494		TEST PLAINTIFF vs DEFENDANT	2010 CV 05651	05-28-2010:01:40:16 PM	48
	2493				05-27-2010:12:40:29 PM	47
	2490		KAREN ADAMS vs DALLAS POWELL	2010 CV 05645	05-17-2010:01:09:48 PM	37
	2489		KAREN ADAMS vs DALLAS POWELL	2010 CV 05645	05-17-2010:12:21:49 PM	37
	2488		KAREN ADAMS vs DALLAS POWELL	2010 CV 05645	05-17-2010:12:03:56 PM	37
	2487		KAREN ADAMS vs DALLAS POWELL	2010 CV 05645	05-17-2010:11:28:34 AM	37
	2486		KAREN ADAMS vs DALLAS POWELL	2010 CV 05645	05-17-2010:11:18:16 AM	37
	2485		TEST PLAINTIFF vs TEST DEFENDANT	2010 CV 05641	05-17-2010:10:08:21 AM	37
	2469				04-28-2010:10:29:57 AM	18
	2444		PLAINTIFF ONE vs D TWO	2010 CV 05629	04-20-2010:08:54:50 AM	10
	2357				04-12-2010:12:38:16 PM	2

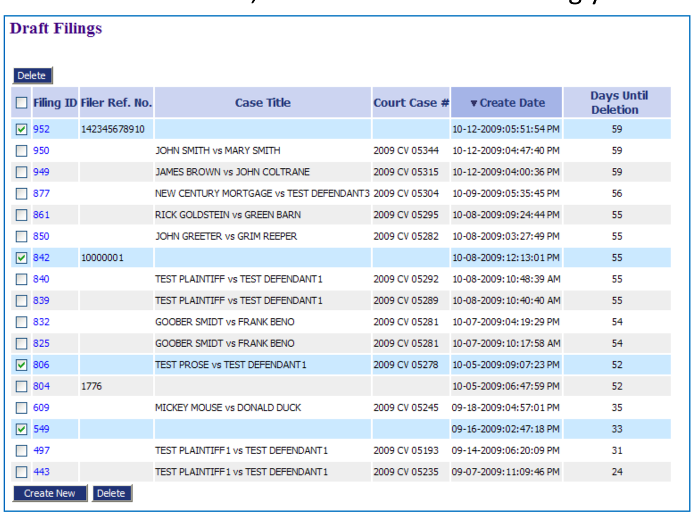
Create New Delete

- Click the Filing ID to return to the last screen completed

- Continue with the submission
  - For most submissions the default page return is the "Add a Document" screen
  - If you need to back up to the "Case Initiation" page on some submissions, press the **Back** button on the "Add a Document" page

These draft filings are automatically deleted in the number of days indicated in the "Days Until Deletion" column. You can also delete any draft you no longer need:

- In the Delete column, click the box for each filing you want to delete.



Draft Filings

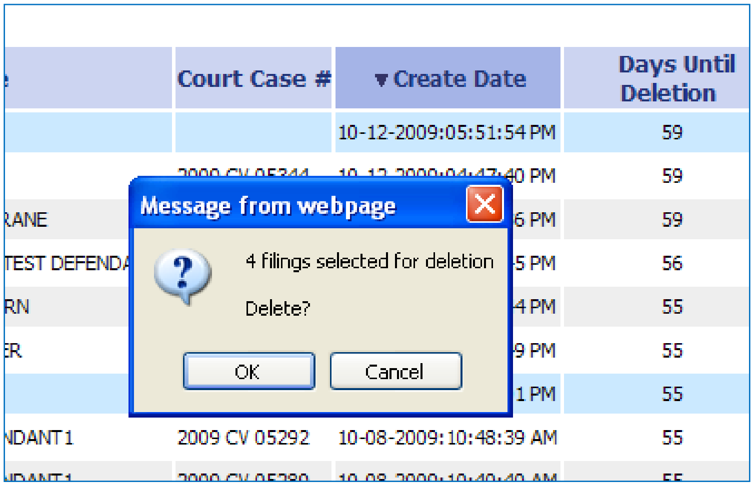
Delete

	Filing ID	Filer Ref. No.	Case Title	Court Case #	▾Create Date	Days Until Deletion
✓	952	142345678910			10-12-2009:05:51:54 PM	59
	950		JOHN SMITH vs MARY SMITH	2009 CV 05344	10-12-2009:04:47:40 PM	59
	949		JAMES BROWN vs JOHN COLTRANE	2009 CV 05315	10-12-2009:04:00:36 PM	59
	877		NEW CENTURY MORTGAGE vs TEST DEFENDANT3	2009 CV 05304	10-09-2009:05:35:45 PM	56
	861		RICK GOLDSTEIN vs GREEN BARN	2009 CV 05295	10-08-2009:09:24:44 PM	55
	850		JOHN GREETER vs GRIM REEPER	2009 CV 05282	10-08-2009:03:27:49 PM	55
✓	842	10000001			10-08-2009:12:13:01 PM	55
	840		TEST PLAINTIFF vs TEST DEFENDANT1	2009 CV 05292	10-08-2009:10:48:39 AM	55
	839		TEST PLAINTIFF vs TEST DEFENDANT1	2009 CV 05289	10-08-2009:10:40:40 AM	55
	832		GOOBER SMIDT vs FRANK BENO	2009 CV 05281	10-07-2009:04:19:29 PM	54
	825		GOOBER SMIDT vs FRANK BENO	2009 CV 05281	10-07-2009:10:17:58 AM	54
✓	806		TEST PROSE vs TEST DEFENDANT1	2009 CV 05278	10-05-2009:09:07:23 PM	52
	804	1776			10-05-2009:06:47:59 PM	52
	609		MICKEY MOUSE vs DONALD DUCK	2009 CV 05245	09-18-2009:04:57:01 PM	35
✓	549				09-16-2009:02:47:18 PM	33
	497		TEST PLAINTIFF1 vs TEST DEFENDANT1	2009 CV 05193	09-14-2009:06:20:09 PM	31
	443		TEST PLAINTIFF1 vs TEST DEFENDANT1	2009 CV 05235	09-07-2009:11:09:46 PM	24

Create New Delete

- Click the **Delete** button at the top or bottom of the list.

You are asked to confirm the deletion.



- Click **OK** to delete the draft filings.

Notice of Electronic Filing (NEF)

The Notification section is considered the electronic mail box. The system sends out a courtesy email but the documents and all the details of the submission are not contained in the email. The email contains a link to the eFiling system where once you sign into the eFiling system, you can click on the Notification button to retrieve the document.

In order to receive a Notice of Electronic Filing (NEF), the filer must have an eFiling account and they must be added to the party in the Court/Clerk's case management system. The eFiling system will deliver a Notice of Electronic Filing (NEF) to all counsel of record registered as eFiling users. The eFiling system sends a courtesy email message and posts a Notification of Electronic Filing to your account. The posted Notification, ***pursuant to Loc. R. 1.15 (H) (4),*** constitutes service under Civ. R. 5 and Crim. R. 49 for parties or their designated counsel who are a registered user of the eFiling system.

The email does not include the documents or all the details of the submissions.

FILERS ARE STRONGLY ADVISED TO REVIEW ALL NOTIFICATIONS THAT APPEAR IN YOUR USER ACCOUNT.

Note: Pro Se filers have the option to file electronically or in paper. If they are not registered to file electronically, you are obligated by Loc. R. 1.15 (H) (4) (a) (iii) to serve them a paper copy by regular U.S. mail. Use the Service List located in My Recent Cases (List of my ECF cases) section to help you determine how Pro Se participants are filing. Also, see "Certificate of Service" in this guide for the requirements of the Certificate of Service that is required for all pleadings and other documents.

Features in the Notification Section

- When a filer submits a ***Proposed Order*** - a Notification will be delivered to the filer regardless if they are a participant on the case once the Order has been filed
    - ***Note: The "Non Participant" filer will have to retrieve their time stamped document through the Montgomery County Clerk of Courts PRO site***
- Judicial staff has the ability to reject a Proposed Order
- Participants on the case and the "Non Participant" filer will receive a Judicial Rejection Notification that will contain the reason for the rejection

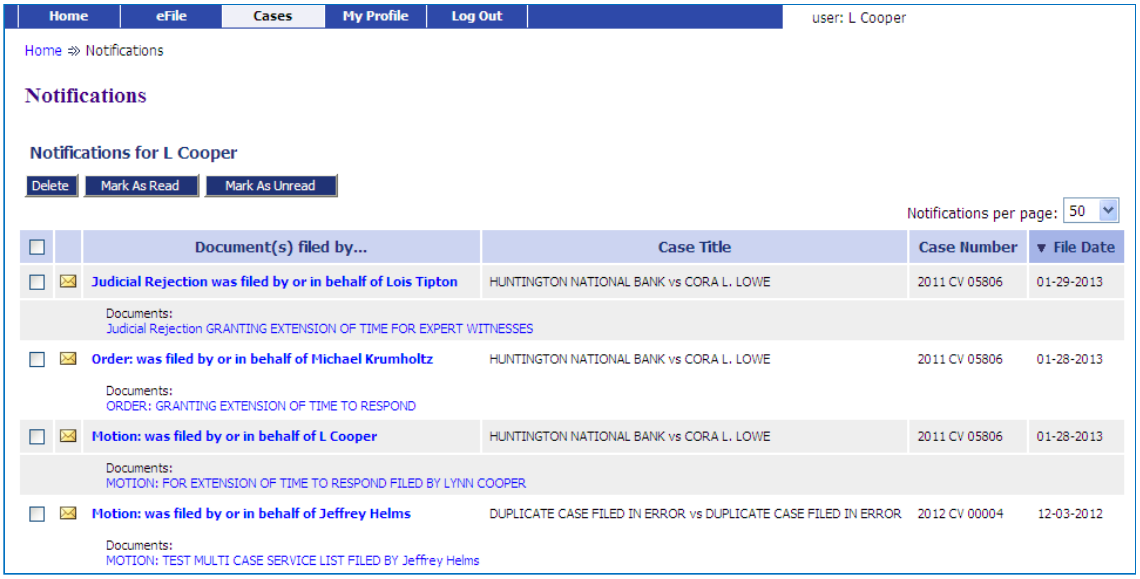
Accessing Notifications

- To access your notifications from within your email, you can click on the link embedded in the email
    - This will launch a web browser and take you to the "Login" page
    - Login to get to the Home Page
    - Click on the Notification Button

Note: If for some reason you do not get your email message, you are still responsible to access the notification section on a regular basis. The Notification constitutes service under Civ. R. 5 and Crim. R. 49 for parties or their designated counsel who are a registered user of the eFiling system.

- To access your notifications from the "Home" page:
    - Click on the **Notifications** button
        - The number of unread Notifications will appear next to the Notification button
- You can also access your notifications from the menu bar **eFile > Notifications**

Note: These notifications are not permanent. They are deleted after a set period as determined by the Court and the Clerk. Currently, notifications are deleted after 120 days. The Court and Clerk will provide notice prior to changing the set period of time of when notifications are deleted. Consequently, you should check each notification you receive, download the documents you want to keep, and then delete the notification.



- Click the top link to display any Notice of Electronic Filing notification in the list

- To display time stamped document(s), click the link under Documents. You can then save the document to a local drive

- An unopened envelope will appear to the left of each notification you have not yet viewed

- When you click a notification link to display that notification, eFiling does not immediately change that icon. However, eFiling does store that information and the next time you display your notifications, an opened envelope icon will be displayed for the notifications you have previously viewed

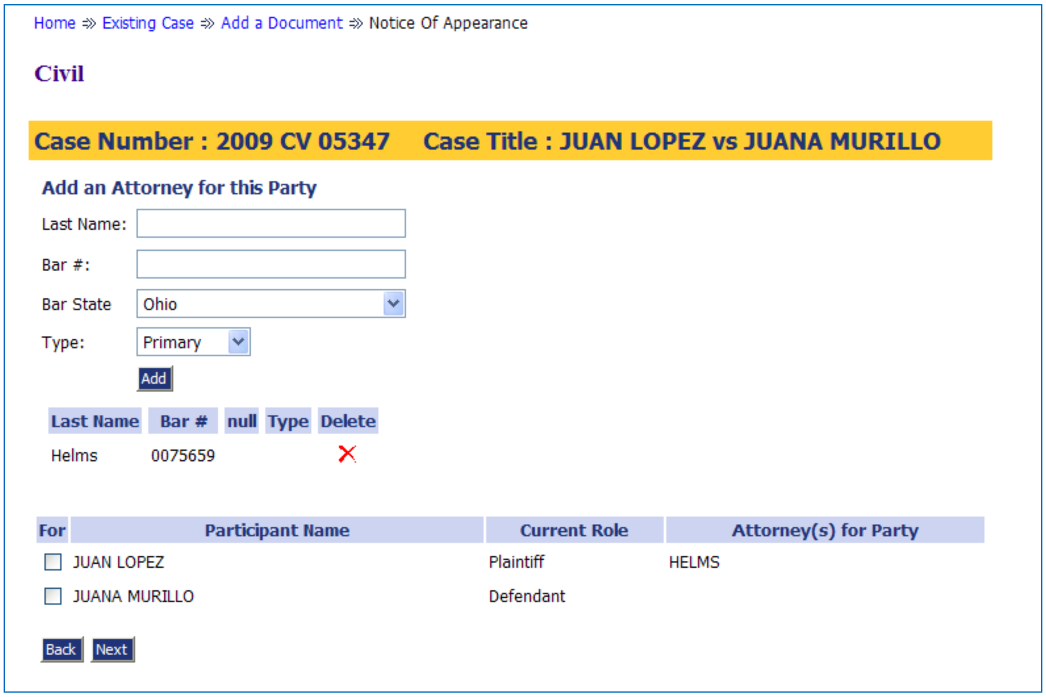
Document Forms

Certain document types require additional information. When they are filed, the eFiling system automatically routes the filer to a new screen where the filer will then enter the additional information. The screens where additional information is gathered are referred to as "Document Forms." Depending on the data required for the documents included with a filing, processing a document form may require:

- Collecting new data specific to the document being submitted
- Associating legal counsel with people on the case
- Associating parties on the case with the documents being submitted
- Adding new parties to the case

The following document forms are available:

Notice of Appearance

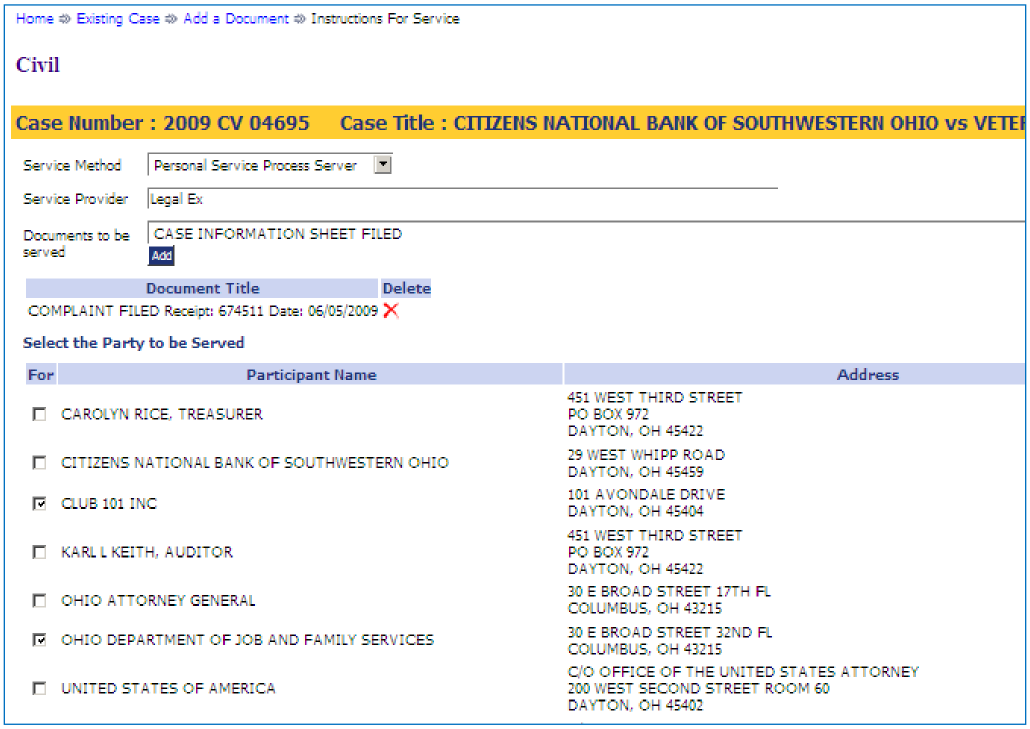


This document form is associated with Answers, Notice of Appearance, and a few Motions. The form adds an attorney to the party after the Clerk's office approves the submission. The attorney(s) listed will become counsel of record for the party or parties selected.

- Clicking the **Next Button** saves the information and associates it with the document
- Clicking the **Back Button** returns the filer to the Add a Document page without including information about which party the attorney will be representing

Instructions for Service

It is not necessary for the user to prepare Instructions for Service; the eFiling system will prepare the document after the data has been collected. Once the Instructions for Service document type is selected, the browse button disappears. The user must click the **Add Button** for the next screen to appear.



Description: Use this form to select:

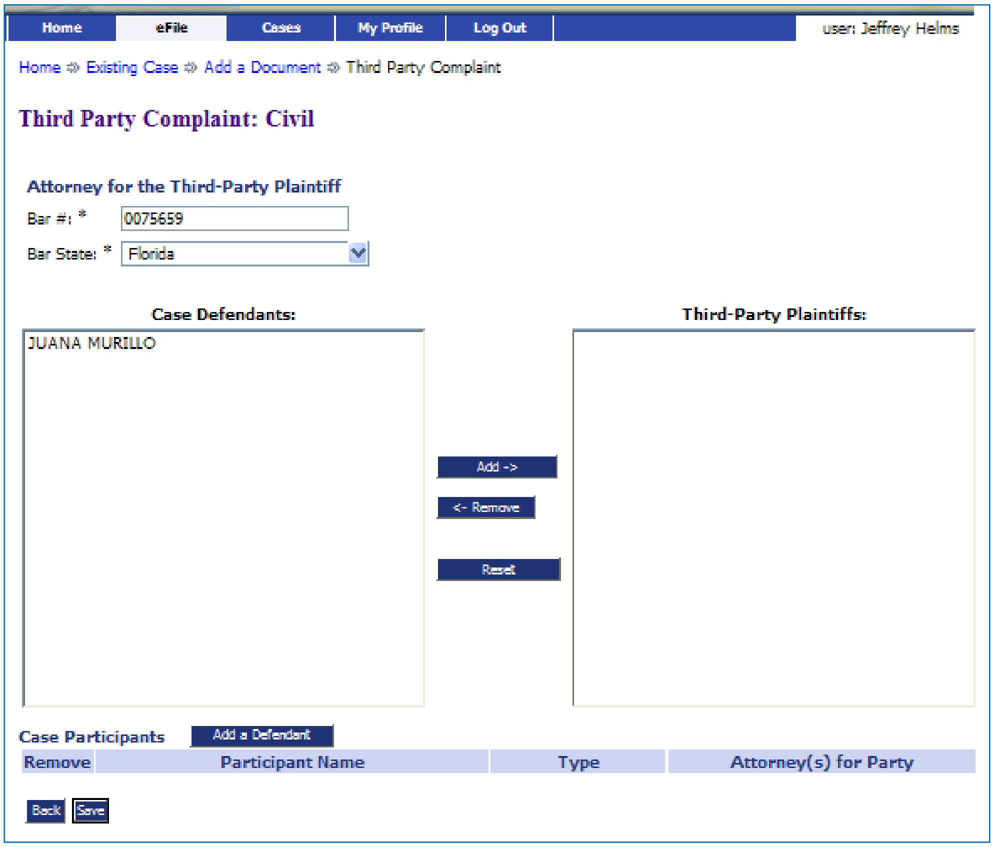
- Method of Service
- Service Provider (process server or Sheriff)
- Documents to be Served
- Party(s) to be Served

If you select method of Process Server and a standing order for that Process Server is not on file, the submission must also include a proposed order for the Judge to approve.

Note: The Instructions for Service is a mandatory document for Case Initiation.

- Clicking the **Next Button** saves the information and associates it with the document added.
- Clicking the **Back Button** returns the filer to the Add a Document page without retaining the information collected.

Third Party Complaint



This form is used to add the Third Party Plaintiff(s) and Third Party Defendant(s).

- Select the Defendant becoming the Third Party Plaintiff
- Click the Add button
  - The Defendant will now stay as a Defendant AND Third Party Plaintiff
  - Click Remove if the wrong party was selected
- Click on Add a Defendant button to add the Third Party Defendant(s)

Clicking the **Save Button** saves the information and associates it with the document added. Clicking the **Back Button** returns the filer to the Add a Document page without retaining the information.

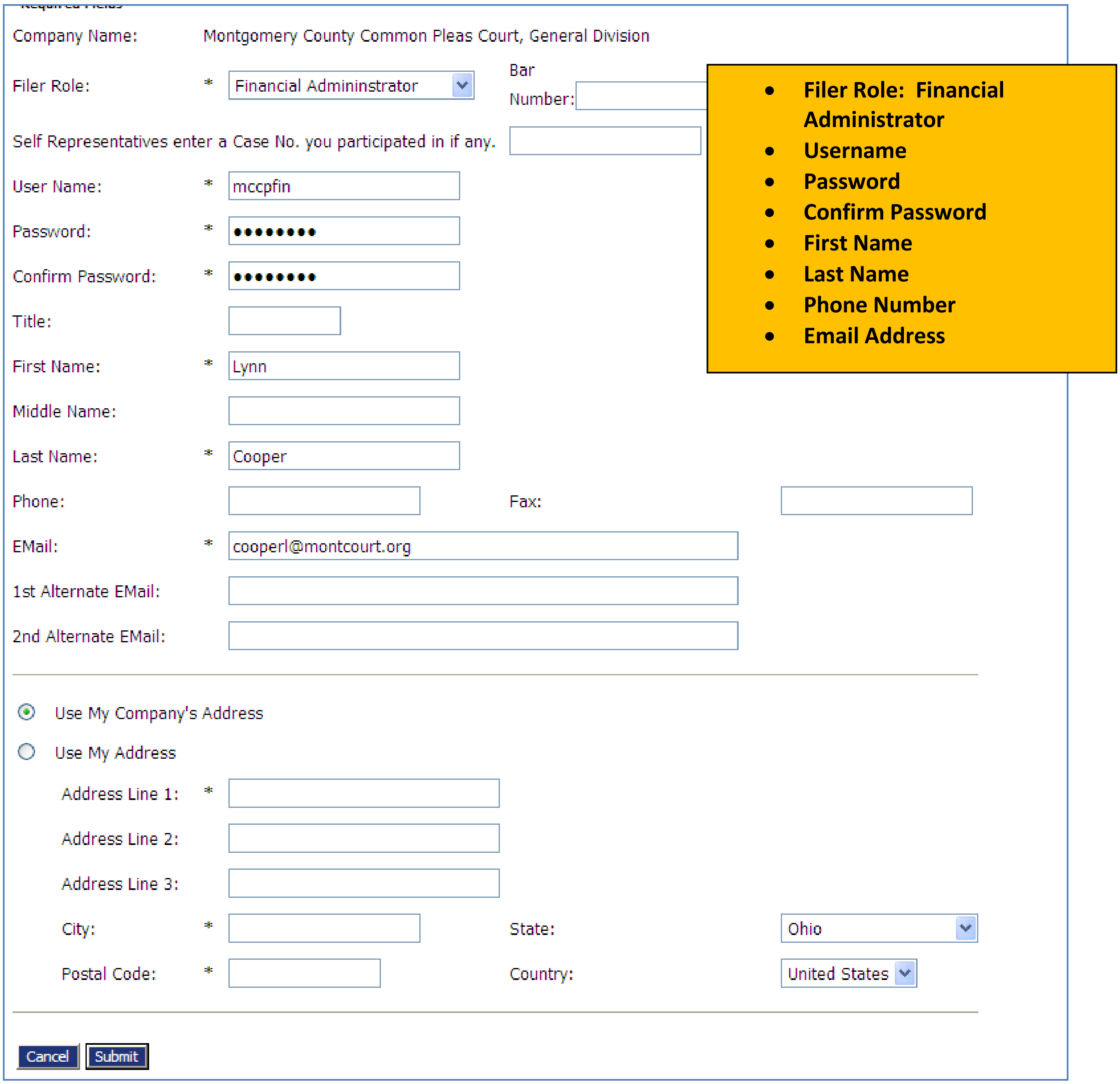
Establishing Wallets

Setting up the Financial Administrator

Request an Eflex Account

- Go to https://efiling.mcohio.org
- Click Request an Account
- Select – I accept the terms of the user agreement
- Click Submit
- Use the drop down arrow and select your Company Name

- Complete the following fields:

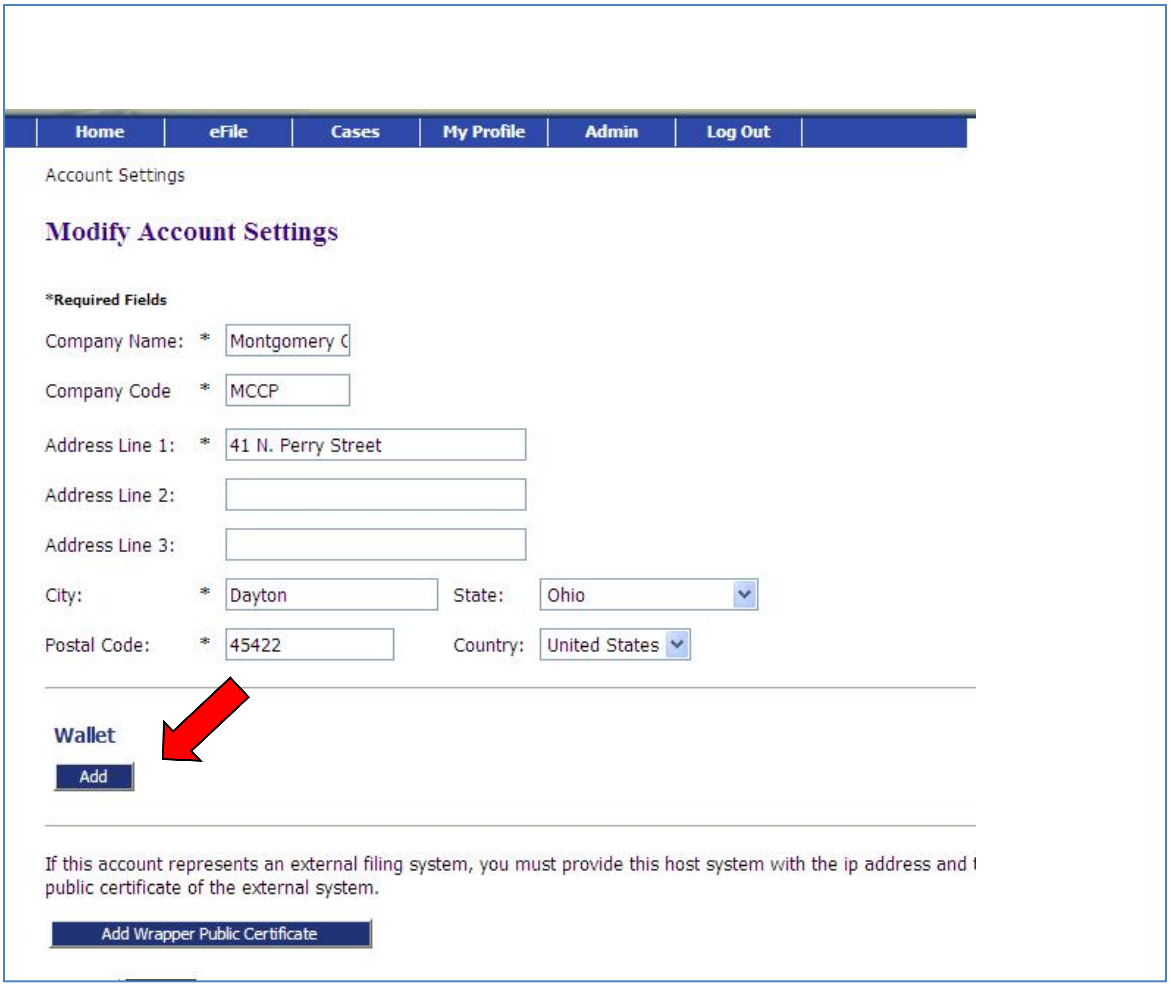


- Click Submit
- Click OK to be brought back to the sign in page
- **The account must be approved before the Financial Administrator can set up accounts**

Financial Administrator – Adding the Wallet(s)

- Log In as Financial Administrator
- Click the Admin drop down menu
- Select Account Settings

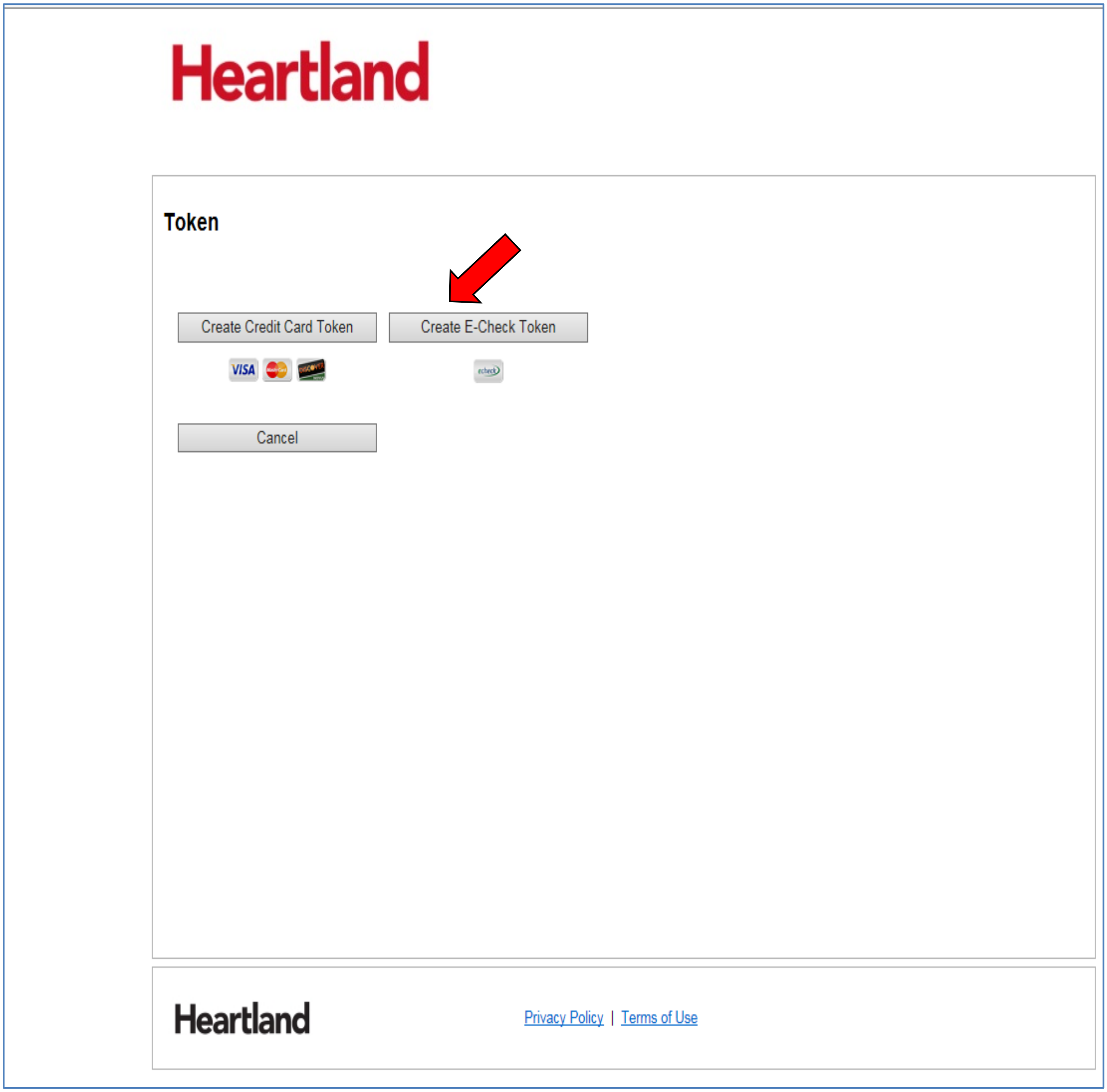
- Click Add in the Wallet section



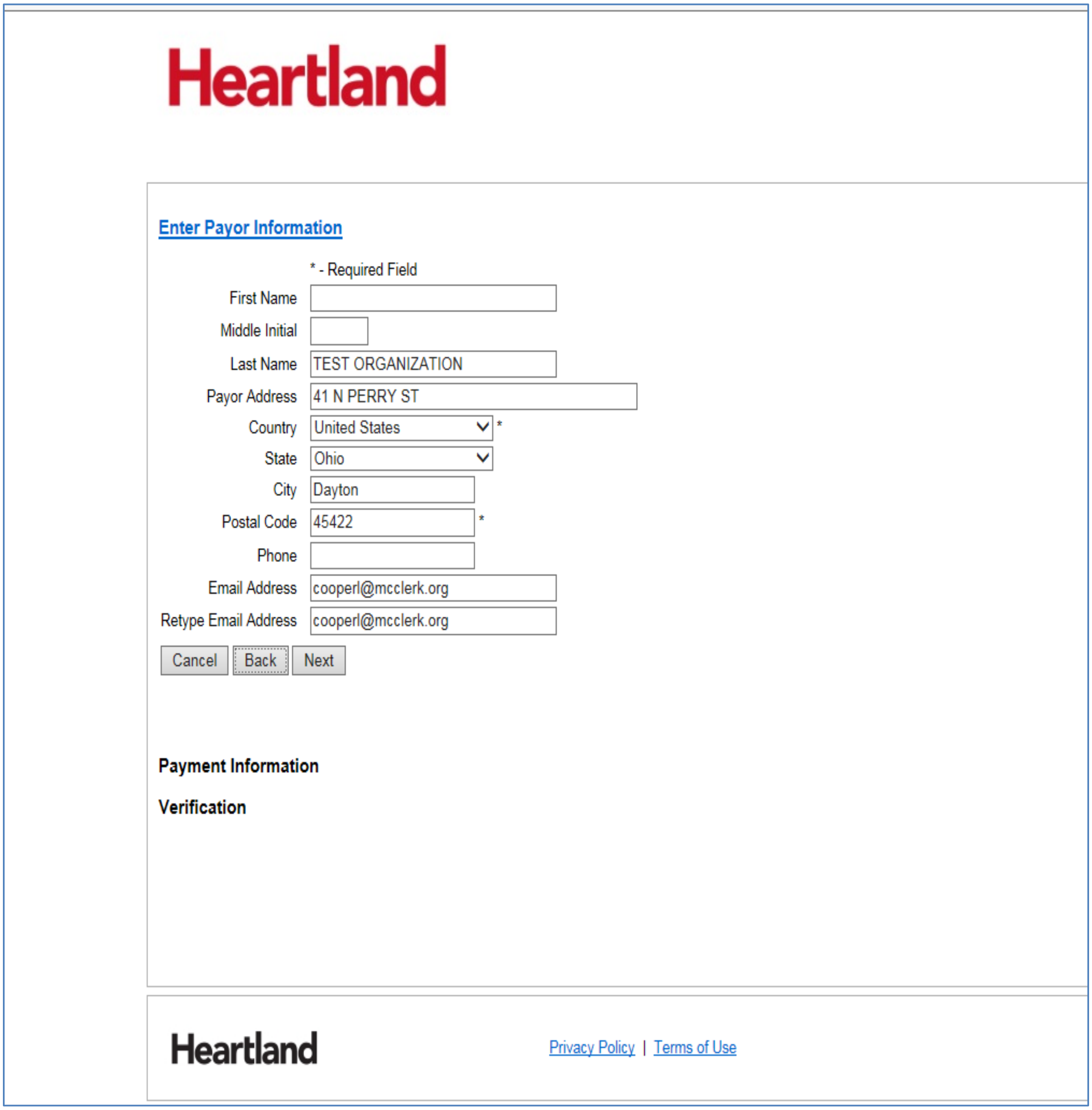
**** We recommend a separate wallet for each payment method**

Checking Accounts:

- Click Create E-Check Token

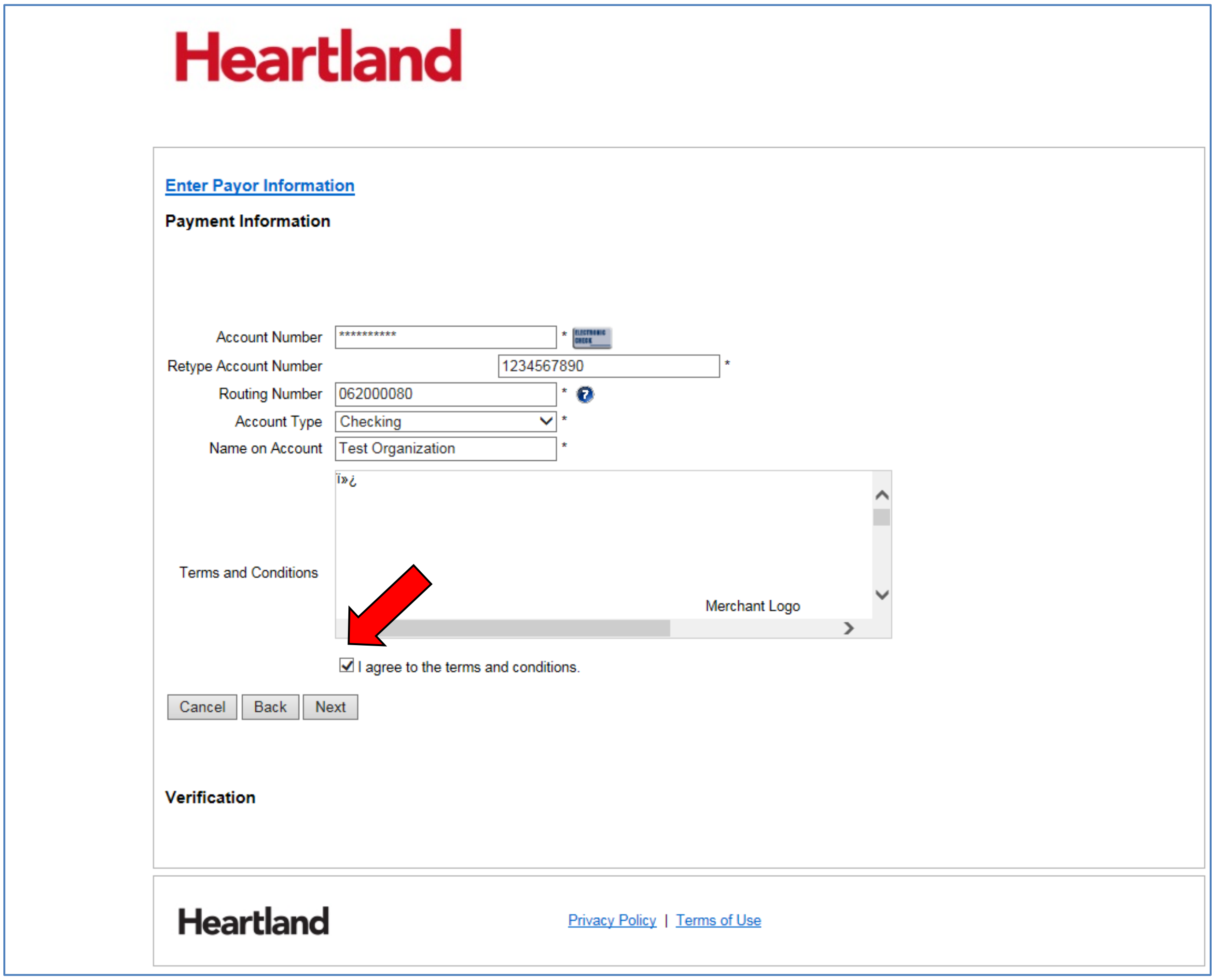


- Enter Payor Information



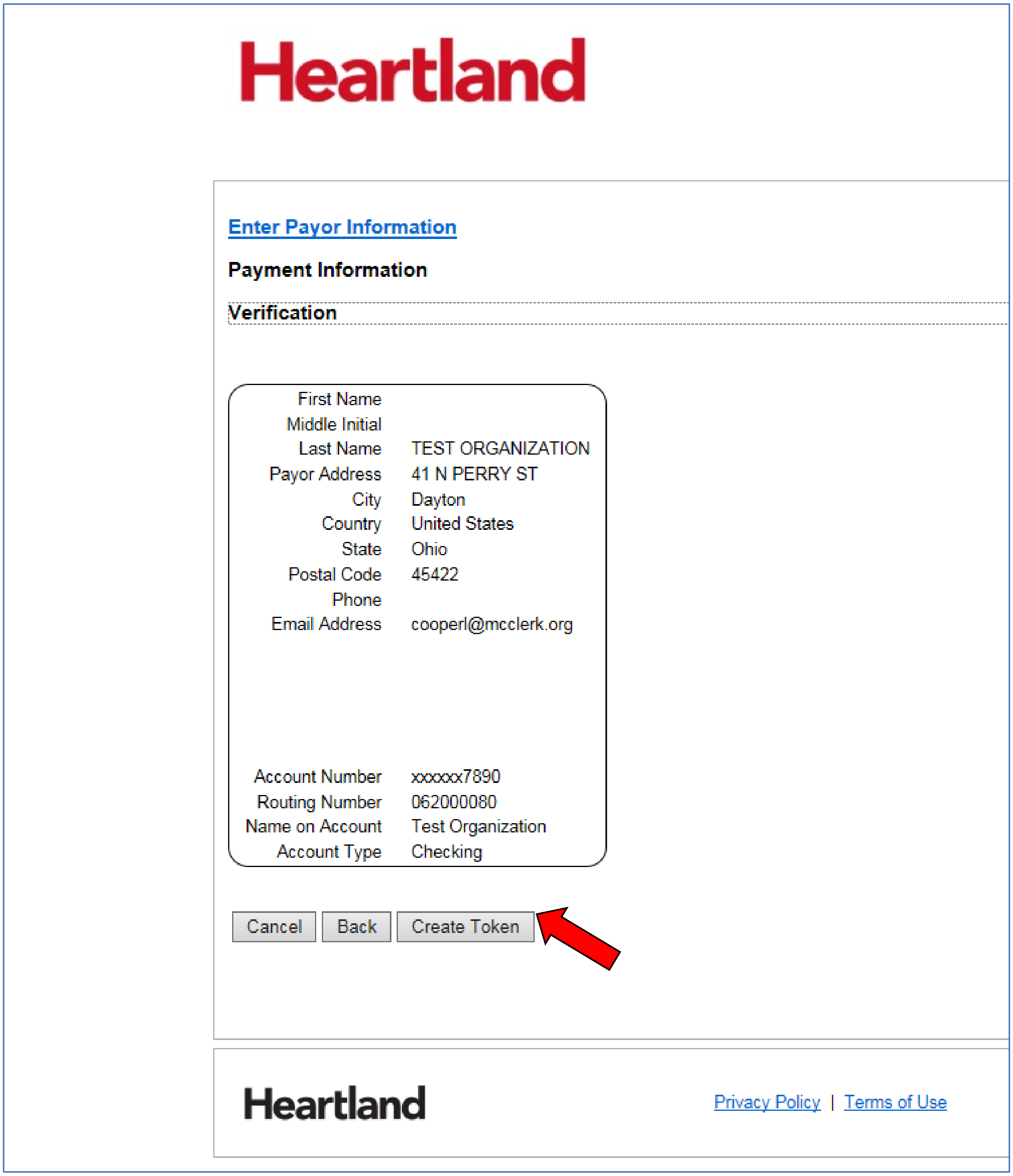
- Click Next

- Click “I agree to the terms and conditions”

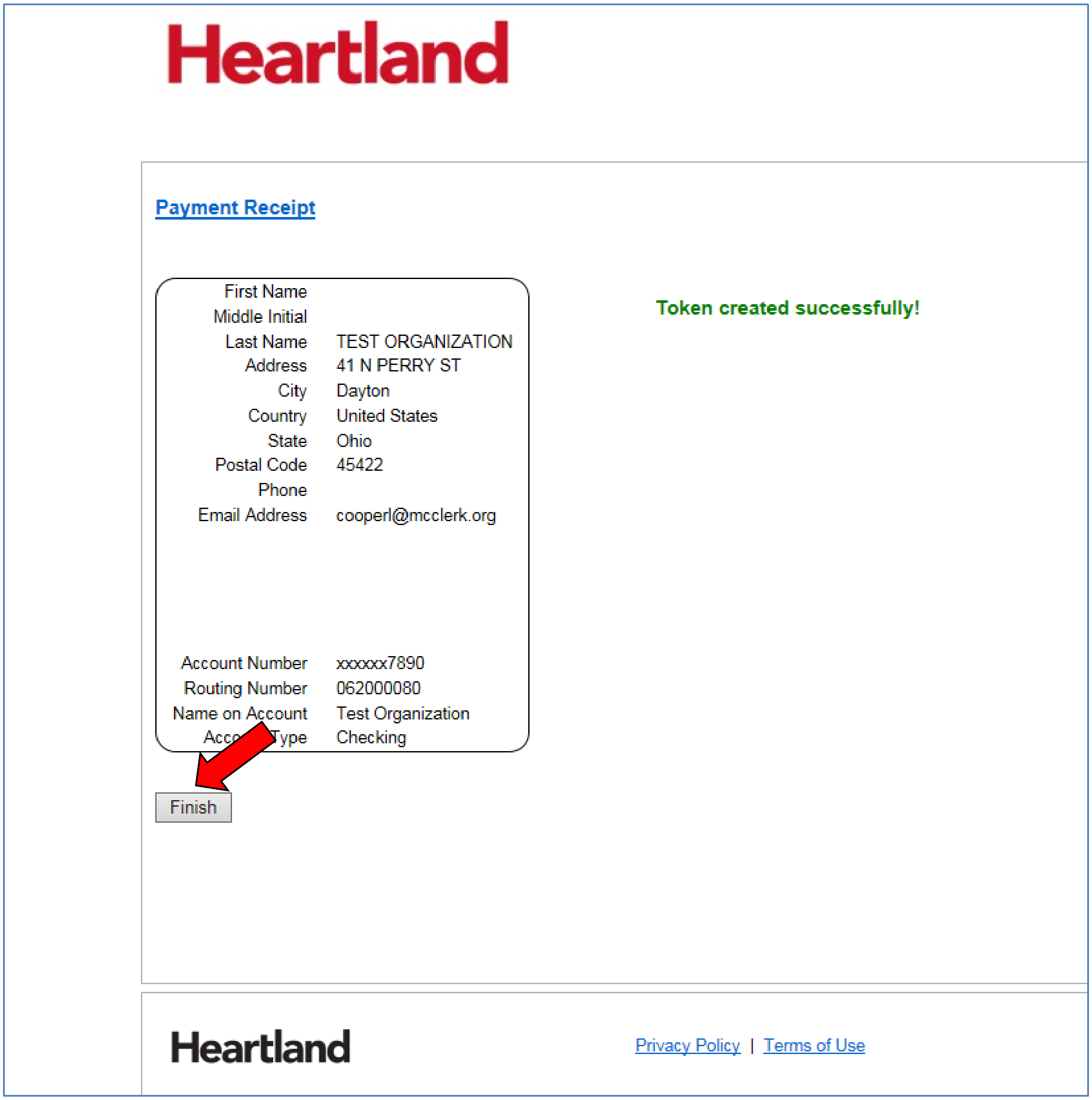


- Click Next

- Verify Information
- Click Create Token

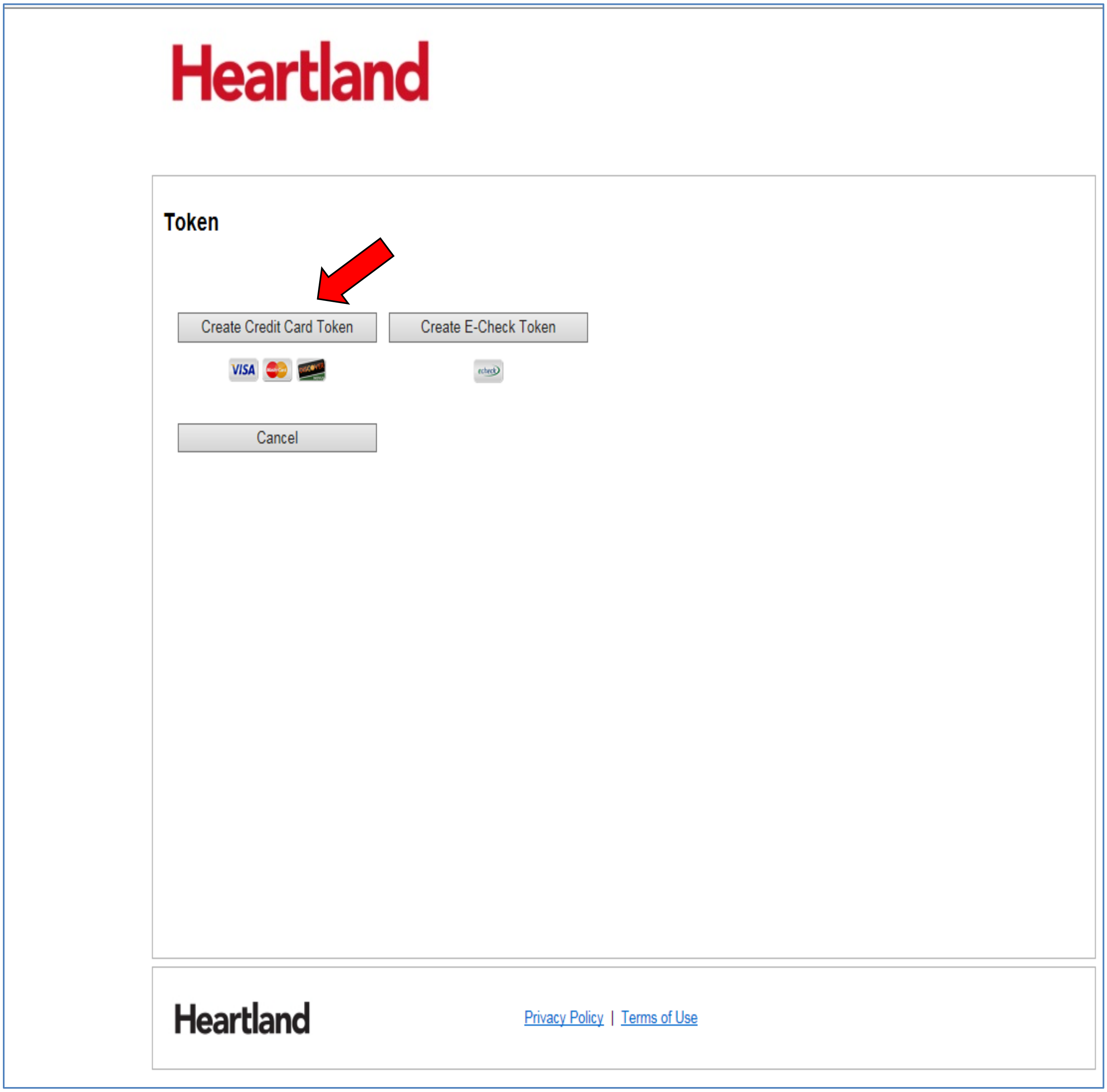


- Click Finish

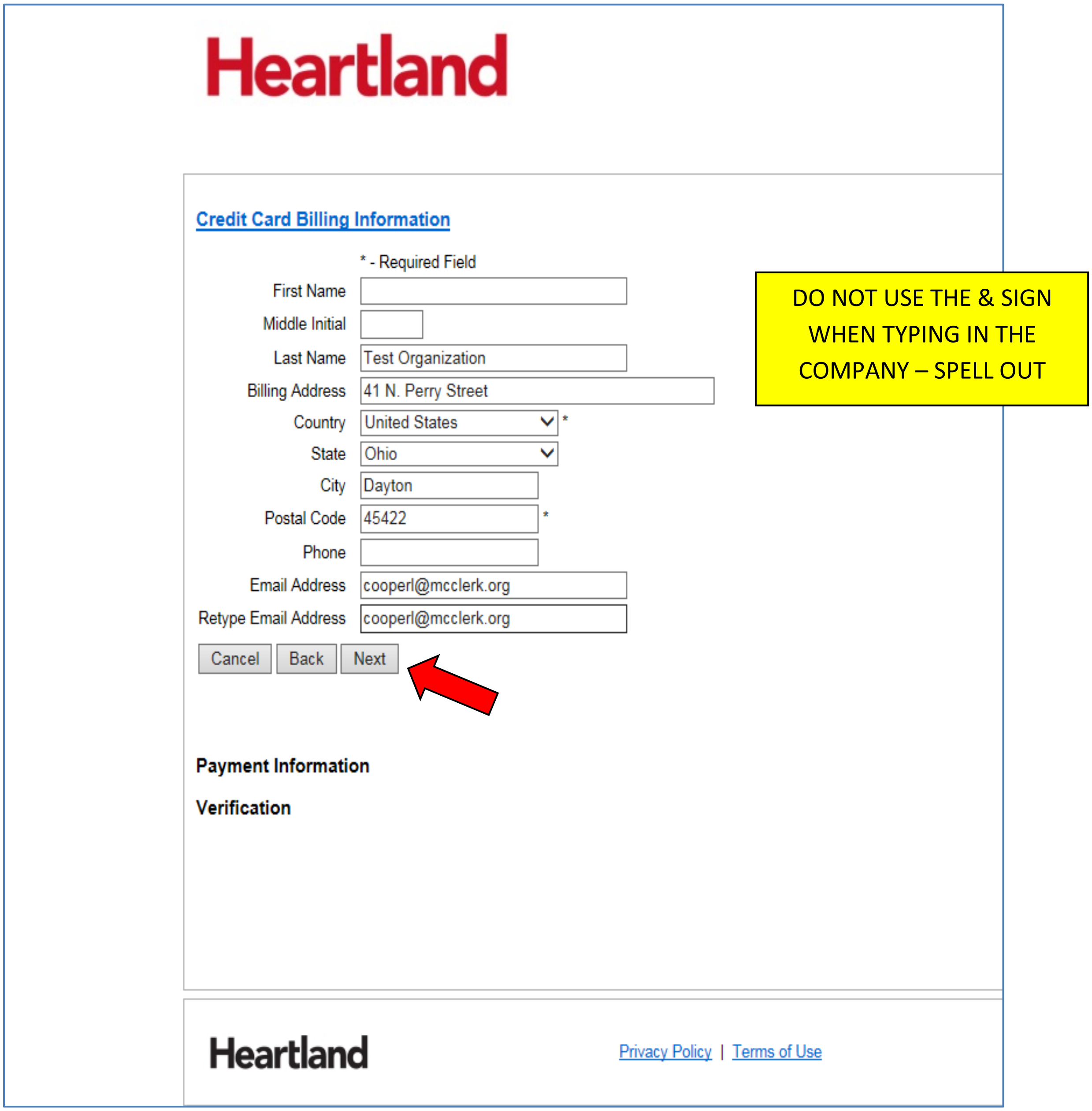


Credit Cards (Visa, MasterCard, Discover and American Express)

- Click Create Credit Card Token



- Enter Credit Card Billing Information



Heartland

Credit Card Billing Information

* - Required Field

First Name	
Middle Initial	
Last Name	Test Organization
Billing Address	41 N. Perry Street
Country	United States *
State	Ohio
City	Dayton
Postal Code	45422 *
Phone	
Email Address	cooperl@mcclerk.org
Retype Email Address	cooperl@mcclerk.org

Cancel Back Next

DO NOT USE THE & SIGN WHEN TYPING IN THE COMPANY – SPELL OUT

Payment Information

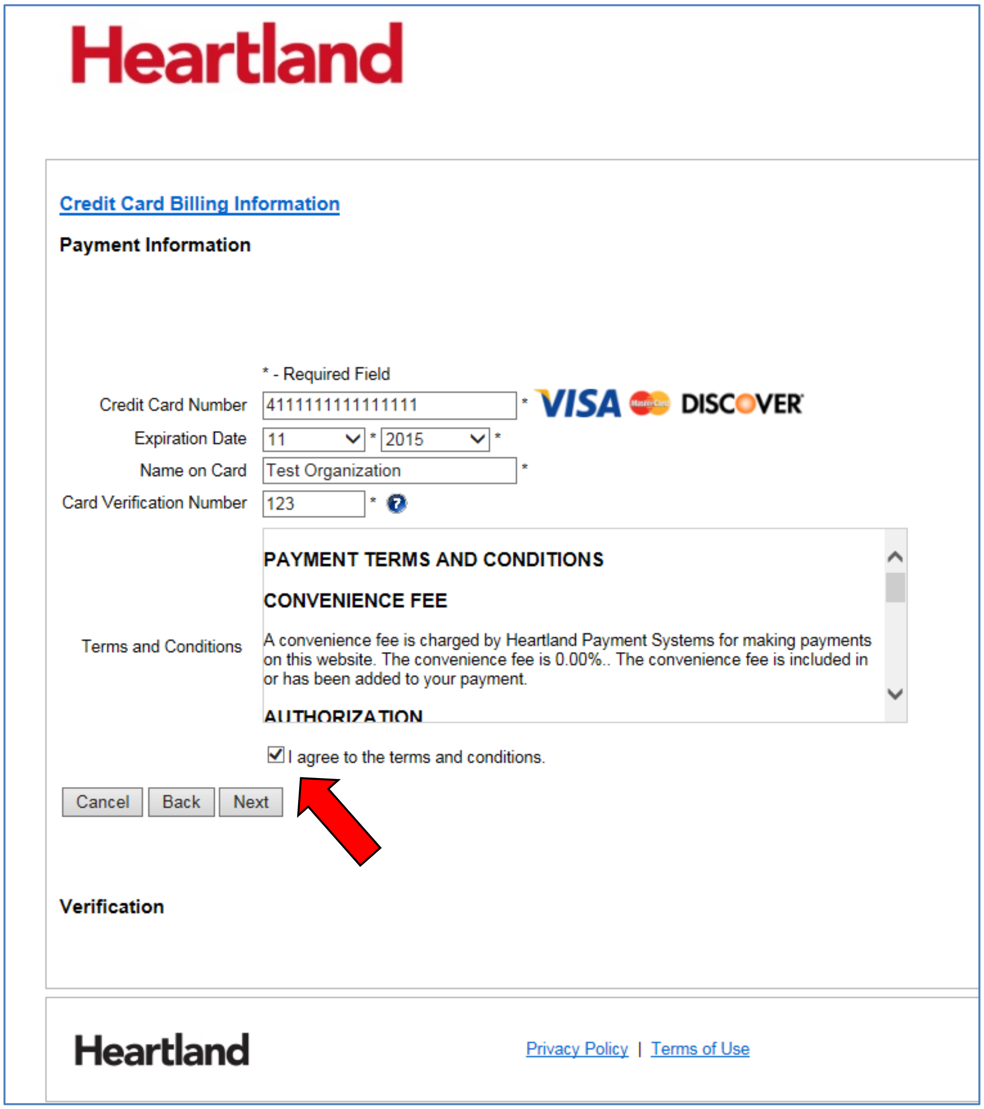
Verification

Heartland

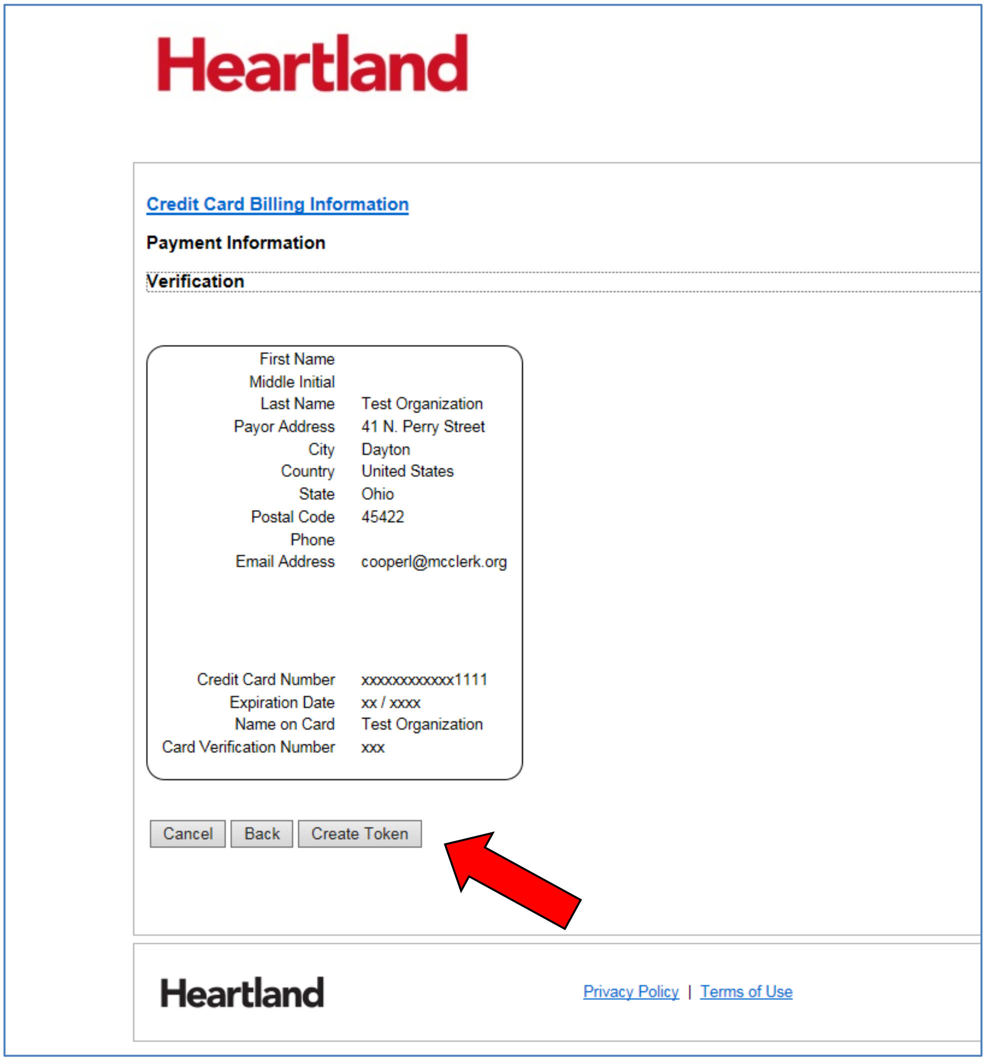
Privacy Policy | Terms of Use

- Click Next

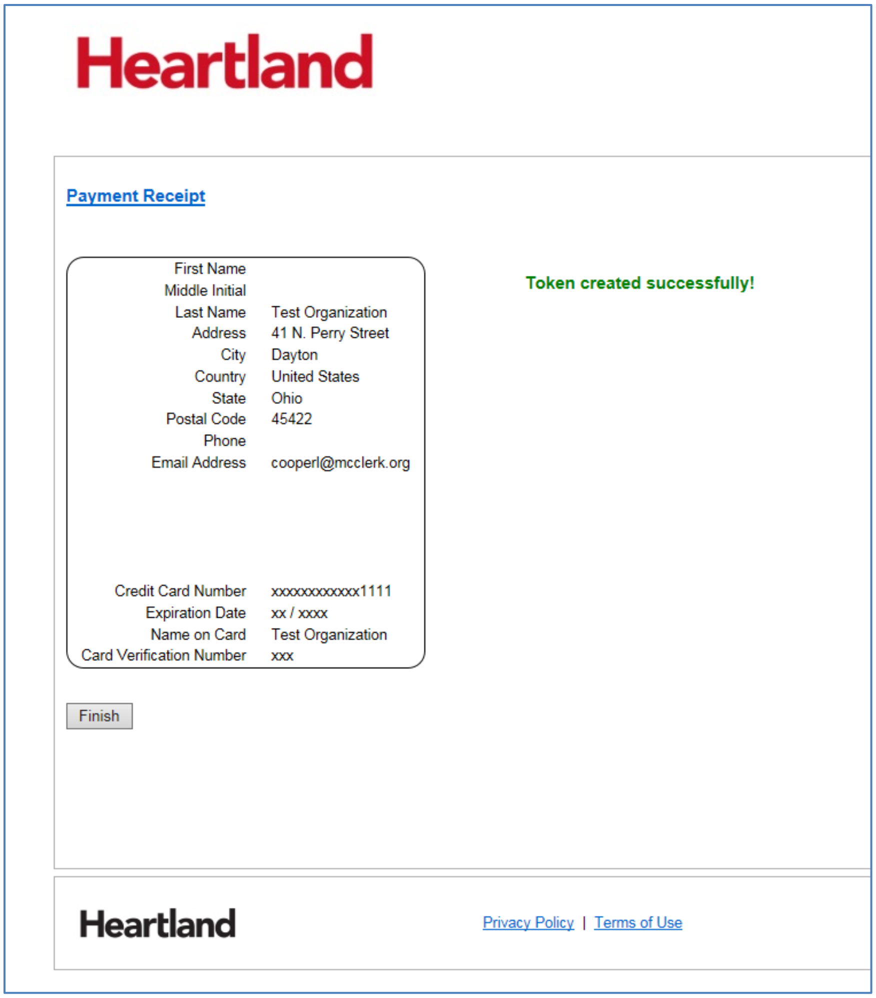
- Click "I agree to the terms and conditions"



- Click Next



- Click Create Token



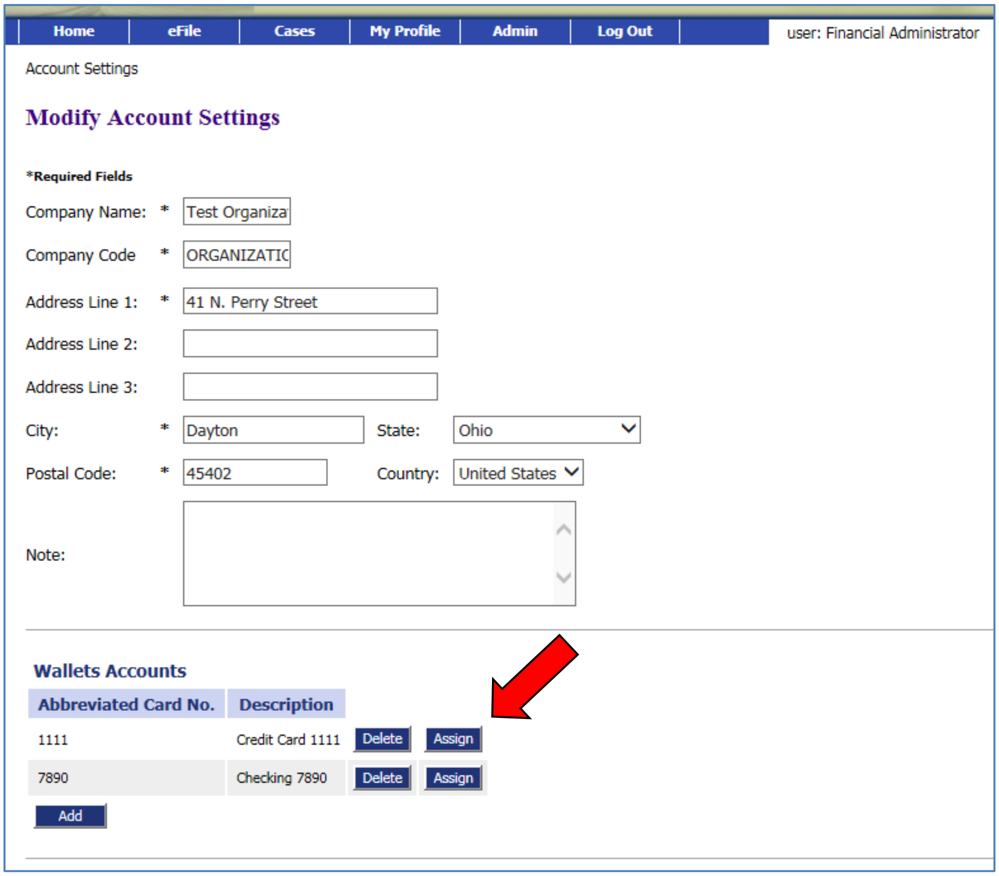
- Click Finish

- Enter an Account Description

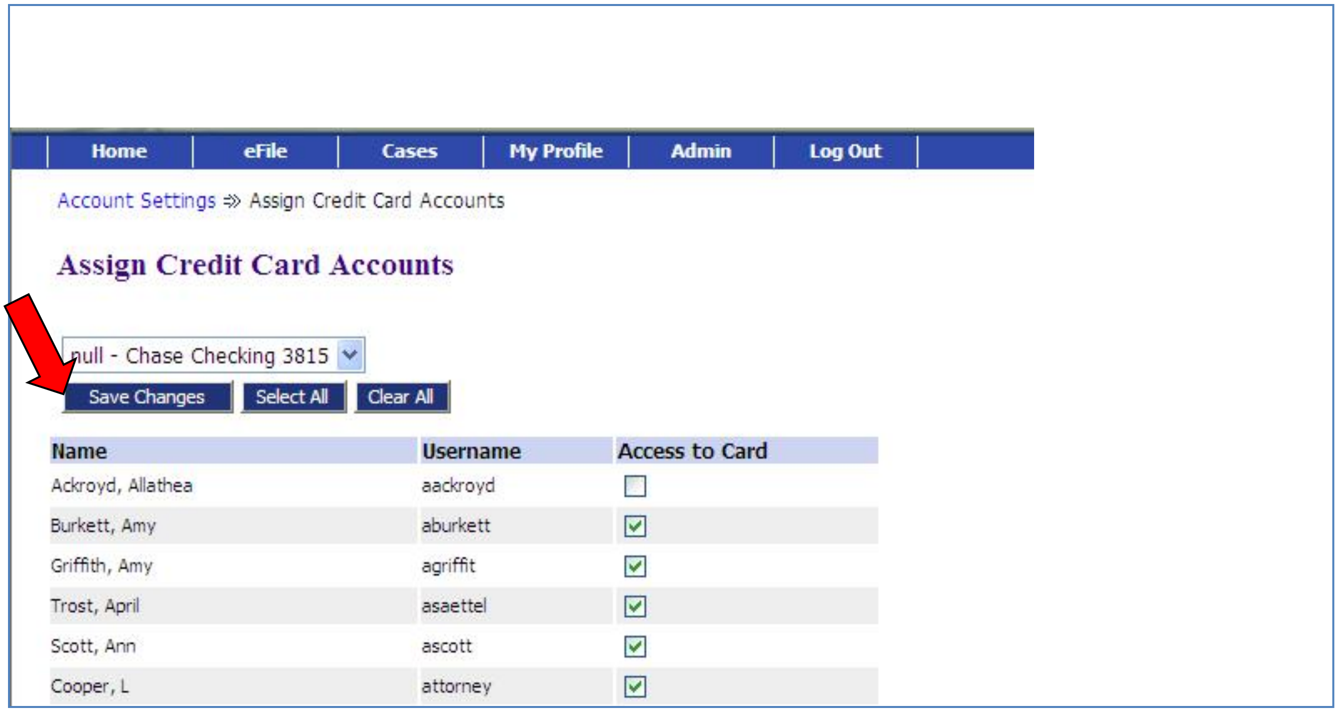
Assign Account Settings

The Financial Administrator will need to select and assign the attorneys to the checking account and/or the credit card created.

- From the Home Page - Click on Admin Drop Down
- Click on Account Settings
- Click Assign



- Check the boxes next to the Usernames you wish to have access to this method of payment



- Click Save Changes
- Click Assign for the next method of payment

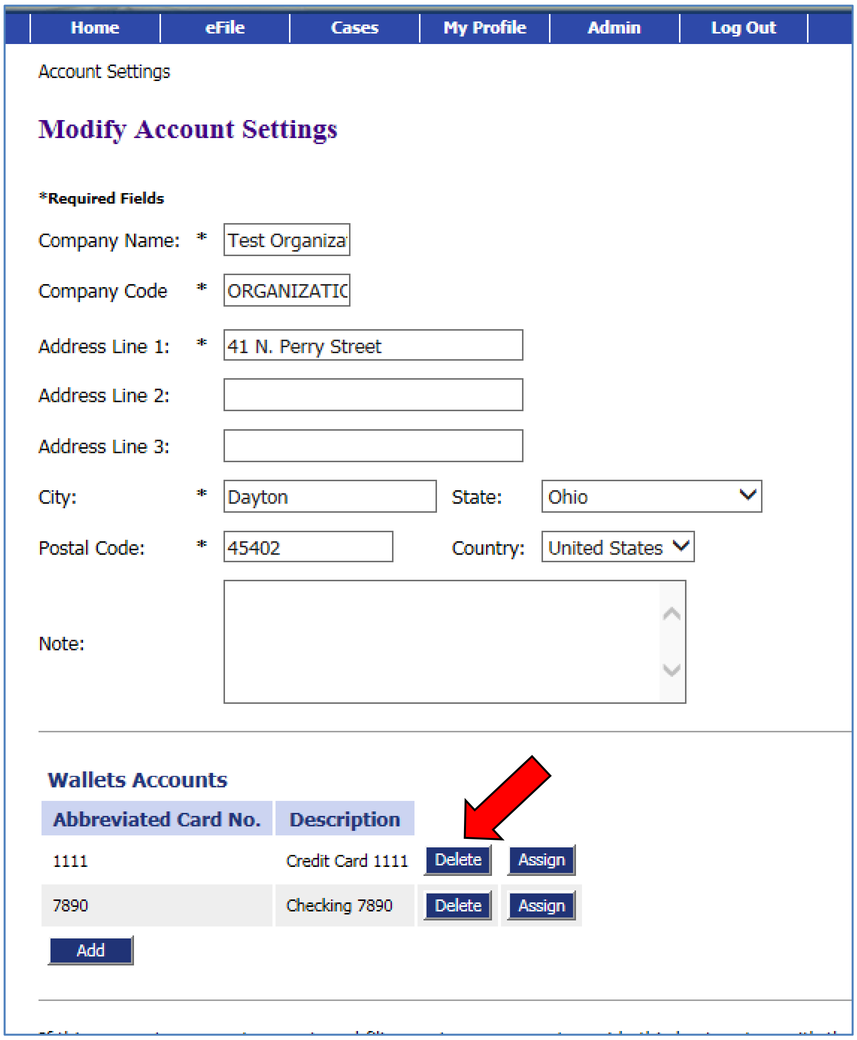
The username will now have the ability to use the accounts they have been given permissions to use. Each user will need to know the last four digits of the account in order submit a filing that requires money.

To remove permissions:

- Click on the Assign button for the account you wish to remove a user
- Uncheck the box of the user you are removing
- Click Save Changes

Delete a Wallet

- From the Home Page - Click on Admin Drop Down
- Click Account Settings
- Click Delete

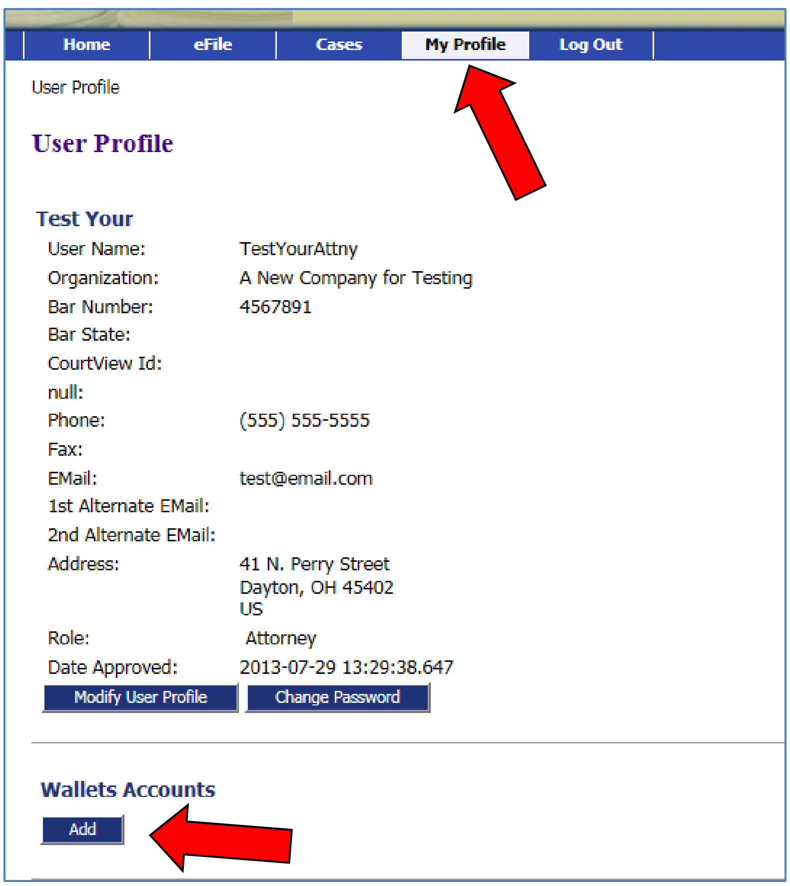


- Click OK
- Click the Home button at the top of the screen to return to the Home page

Establishing a Personal Wallet

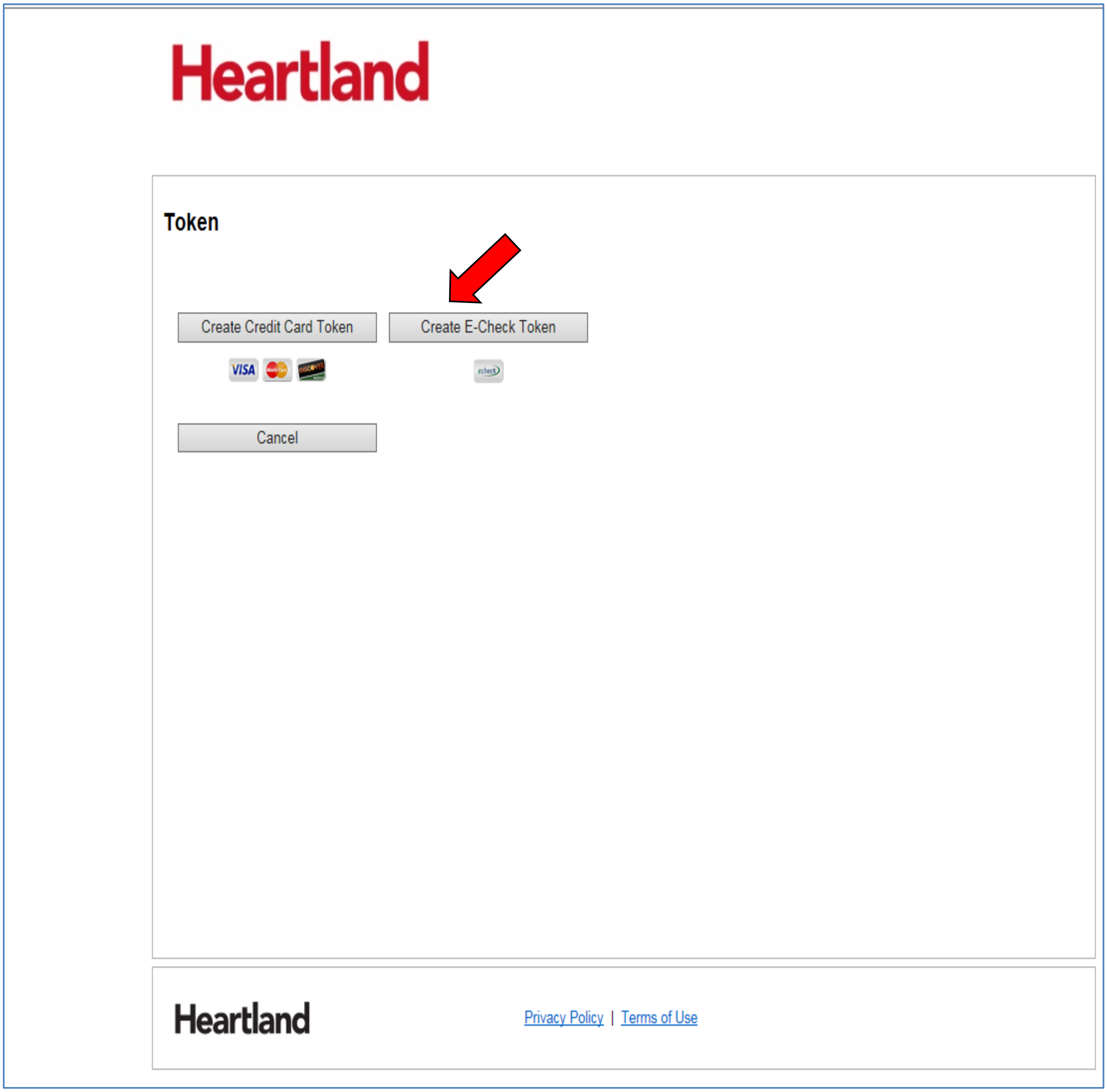
Personal Wallets are established under the profile settings of the individual user's account.

- Sign into eFlex using the attorney's username and password
- Click My Profile
- Select My User Profile
- Click Add under the Wallets Accounts

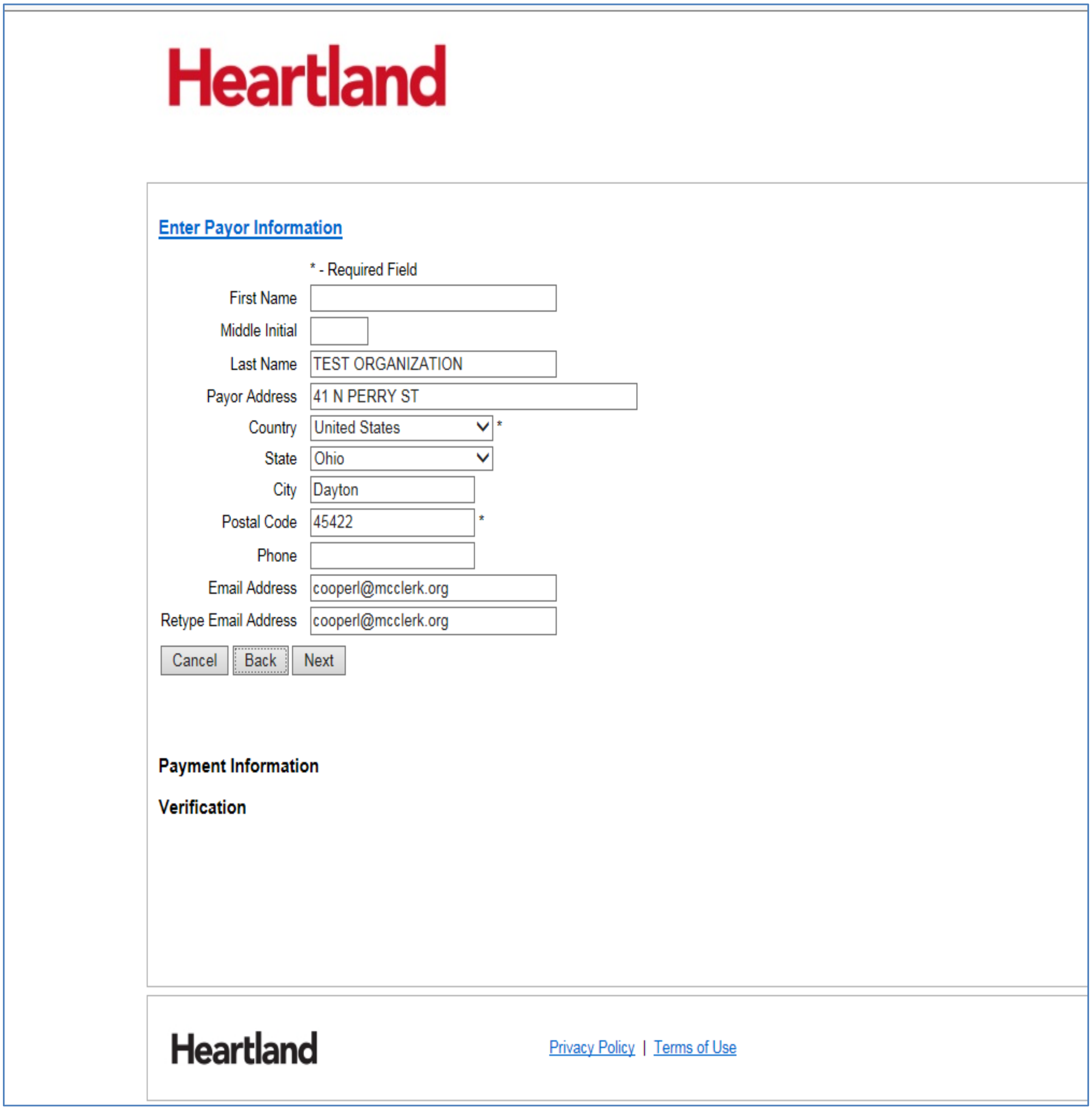


Checking Accounts:

- Click Create E-Check Token

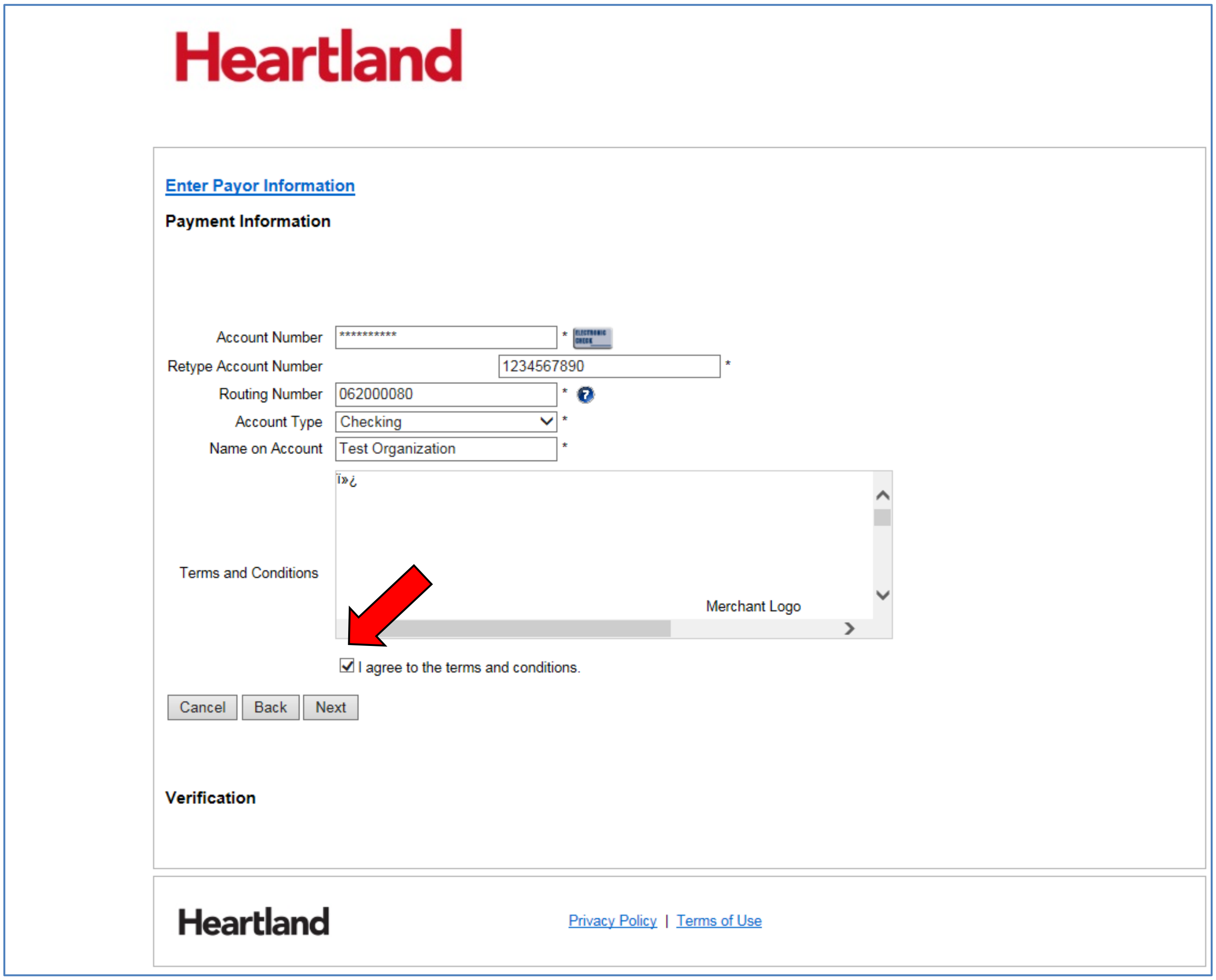


- Enter Payor Information



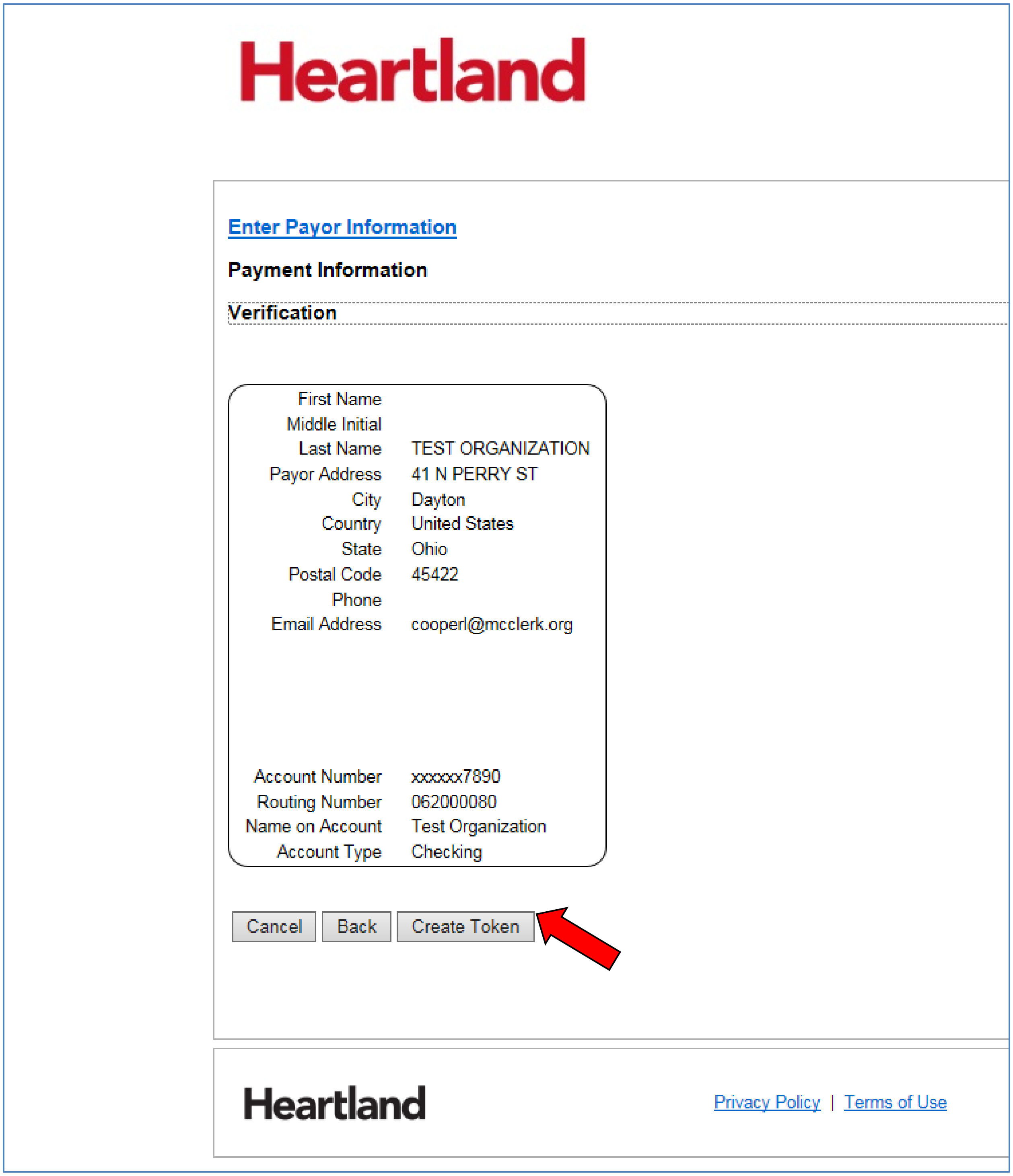
- Click Next

- Enter Payment Information
- Click “I agree to the terms and conditions”

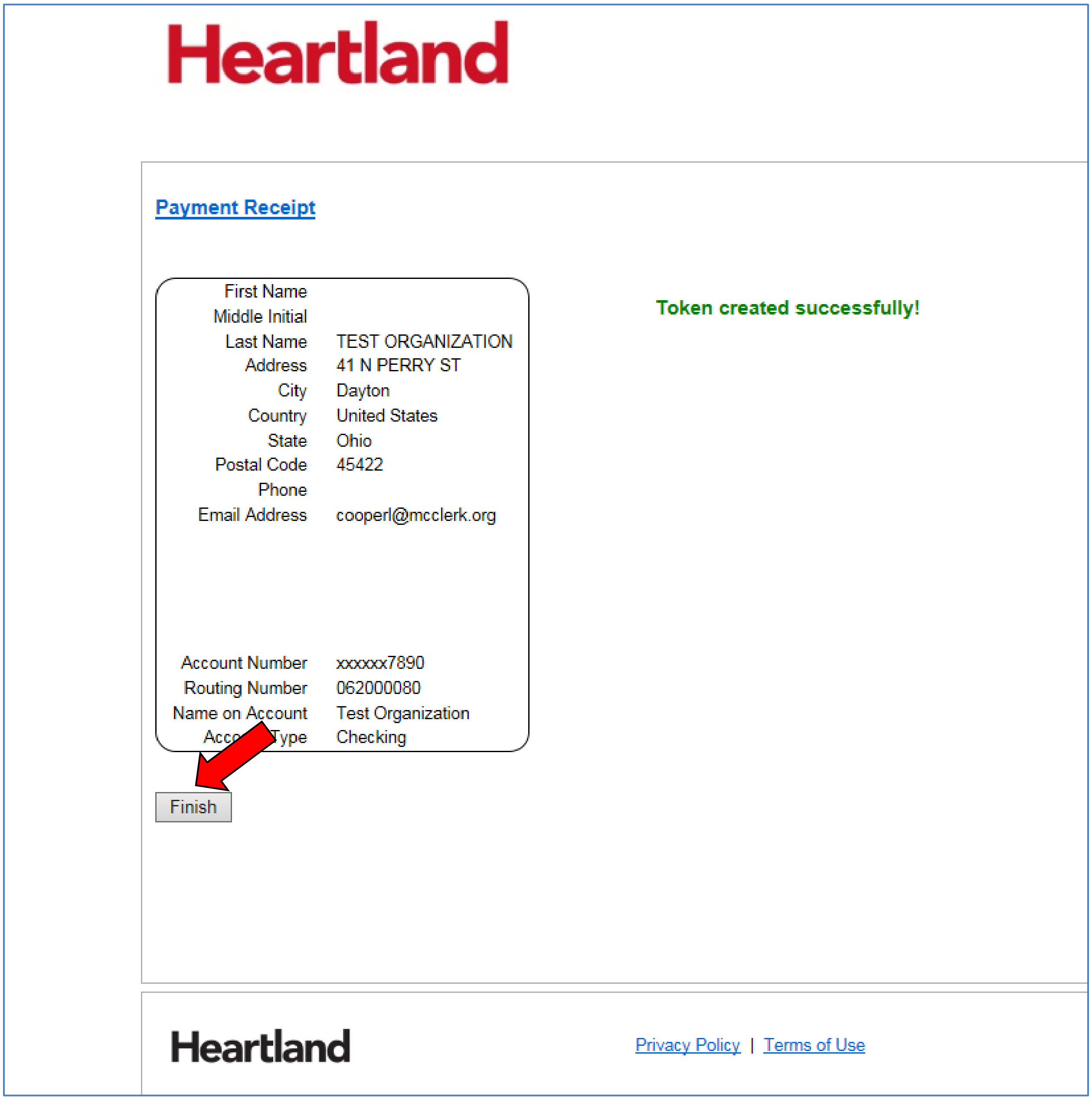


- Click Next

- Verify Information
- Click Create Token

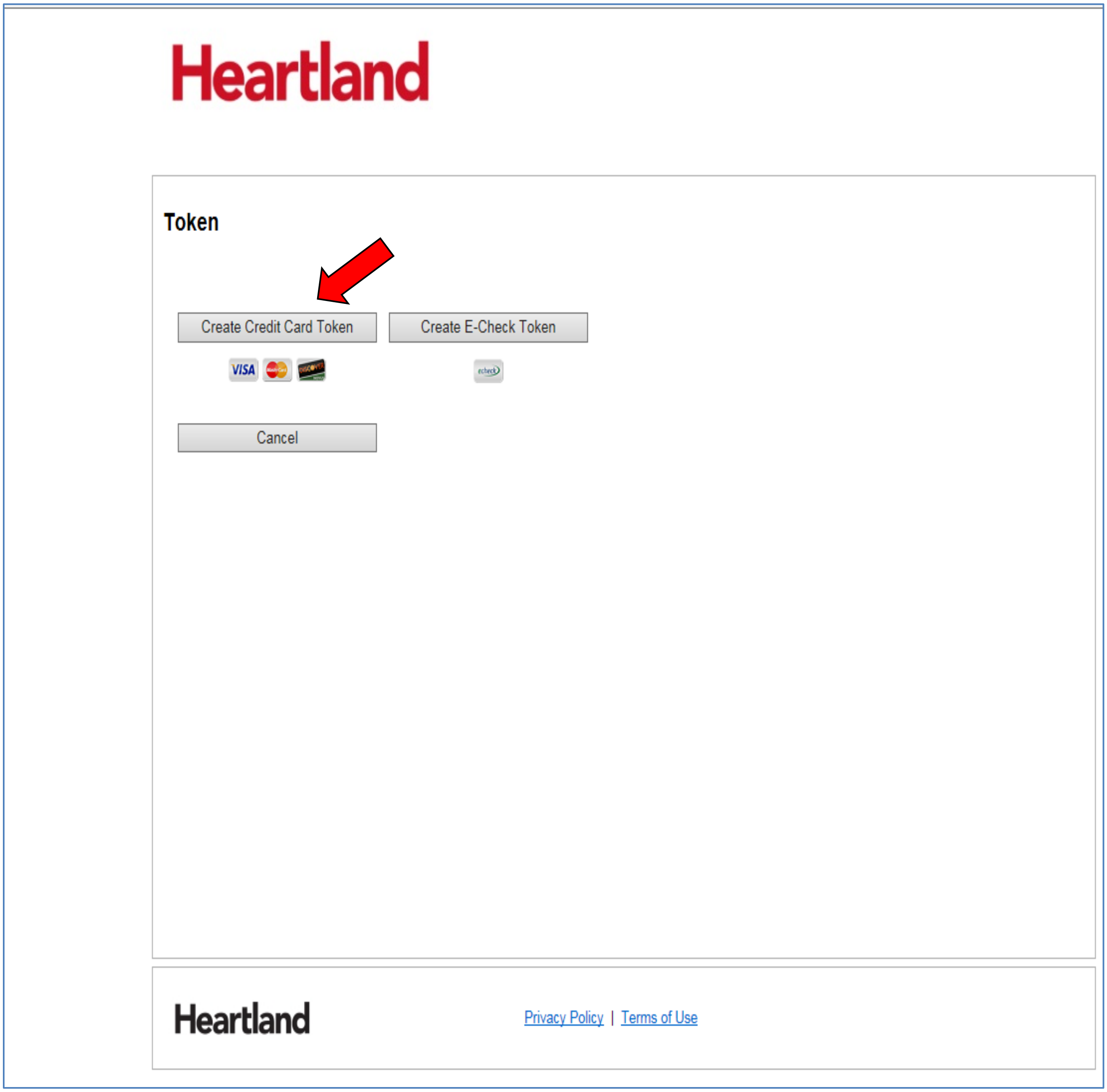


- Click Finish

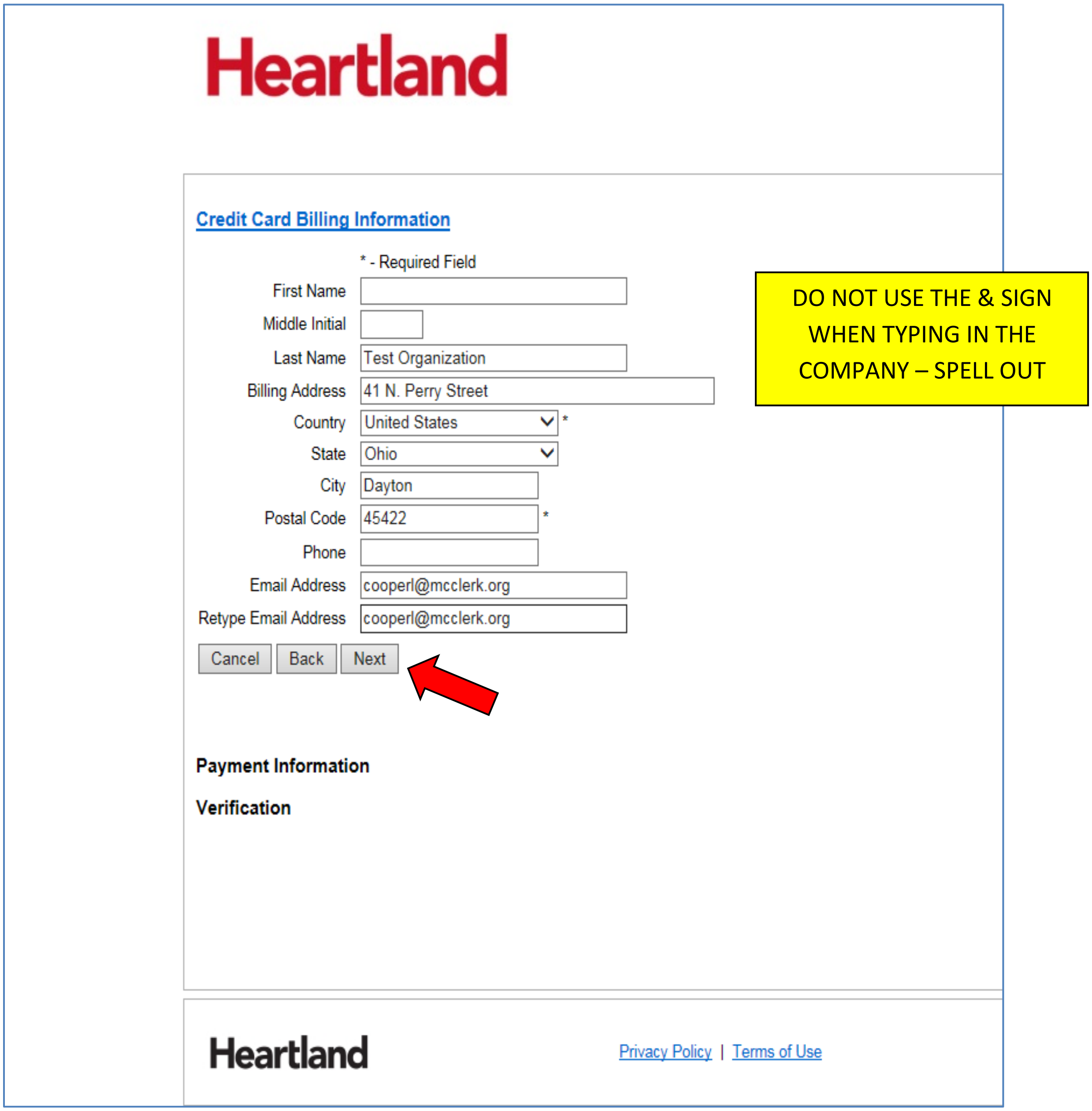


Credit Cards (Visa, MasterCard, Discover and American Express)

- Click Create Credit Card Token

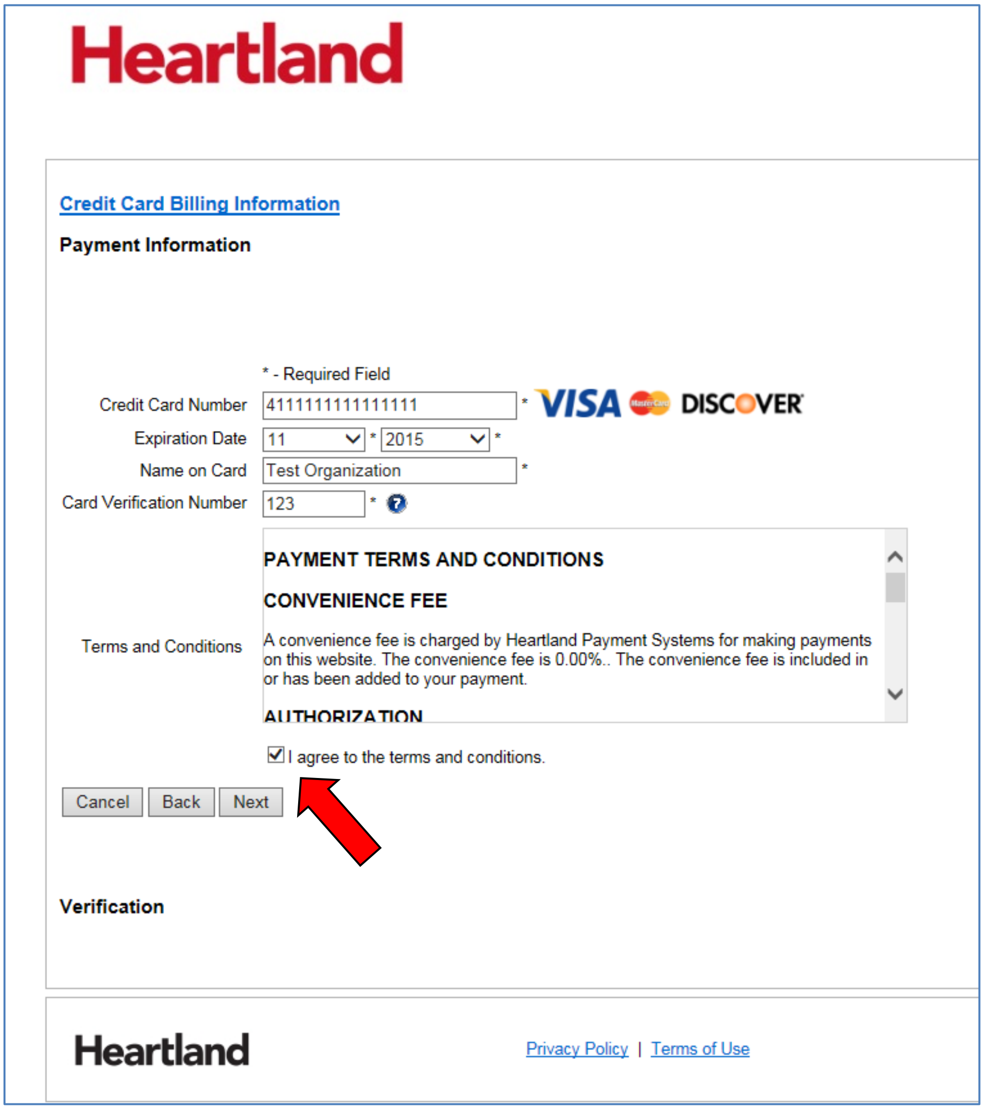


- Enter Credit Card Billing Information

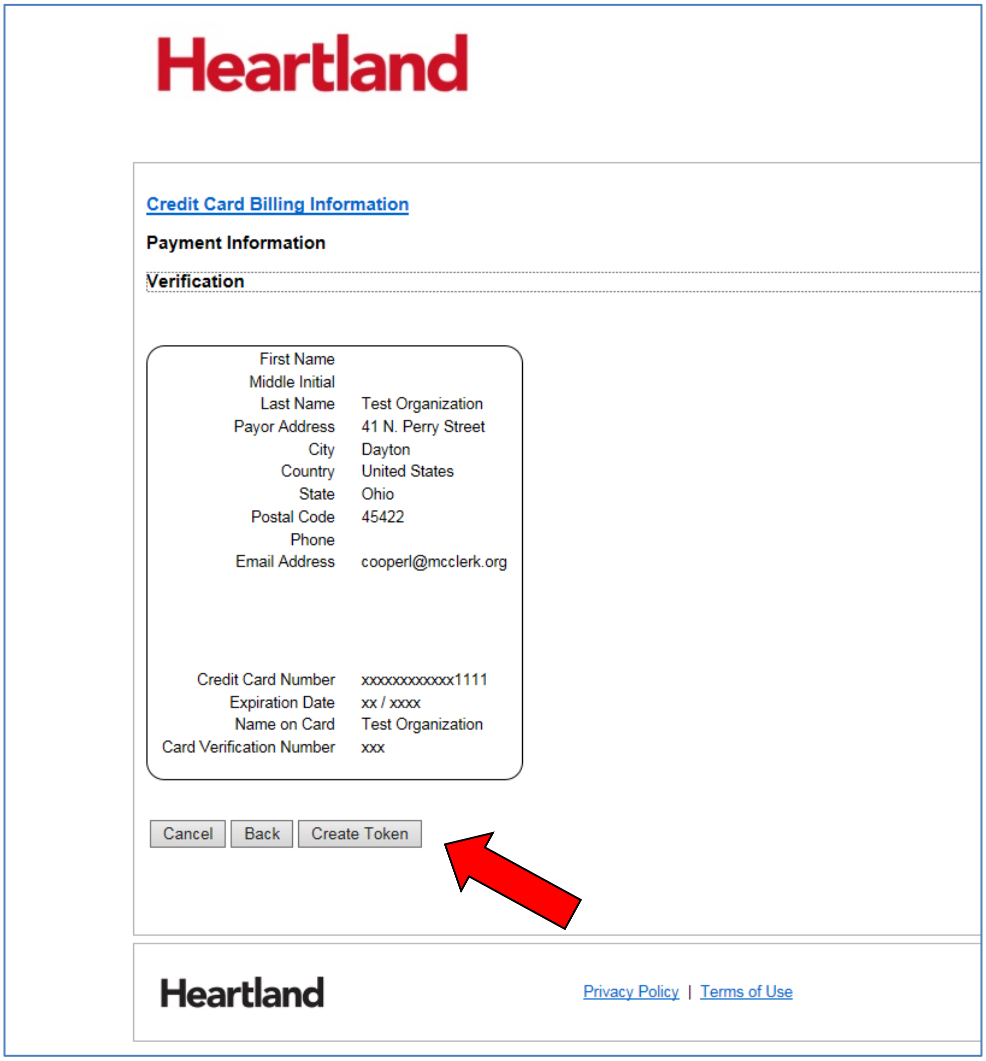


- Click Next

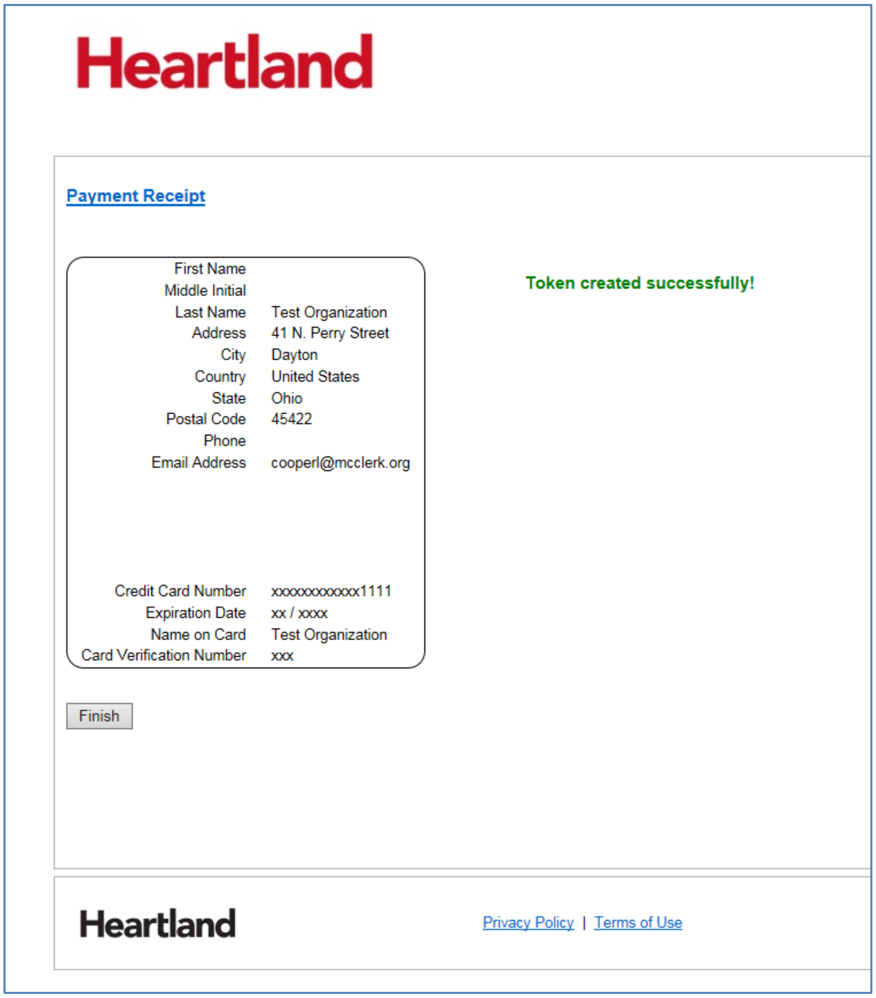
- Click on Accept Terms



- Click Next



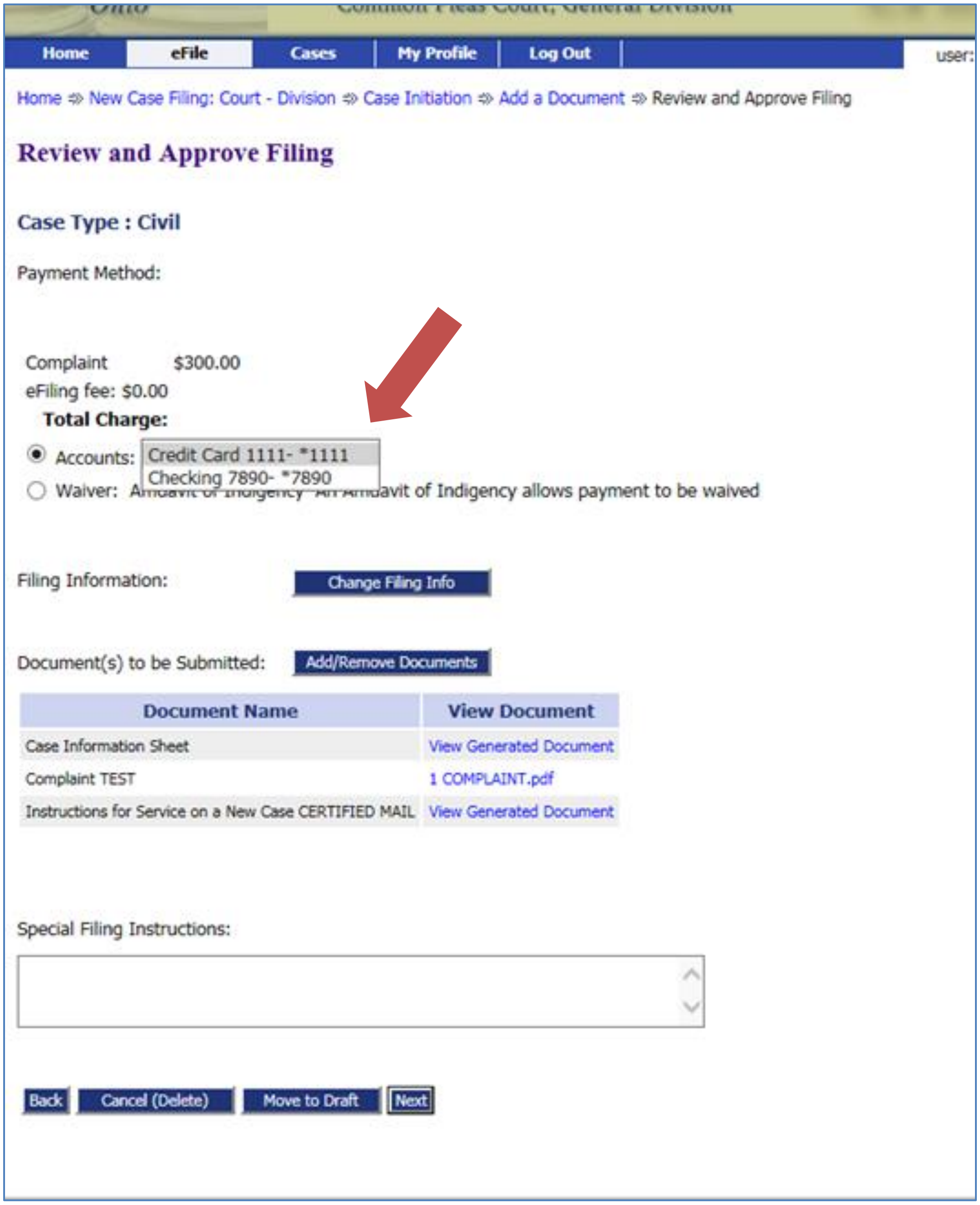
- Click Create Token



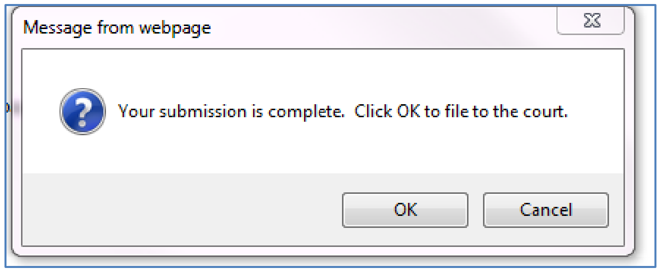
- Click Finish

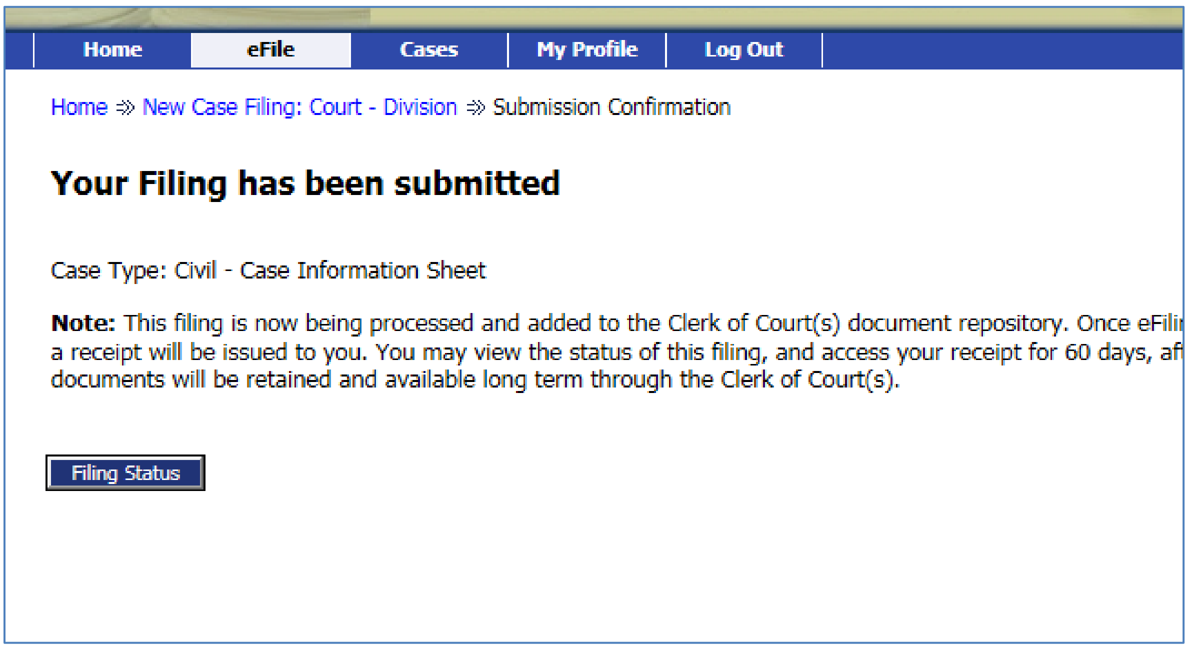
Using an Established Wallet

- Select the account to use
- Click Next



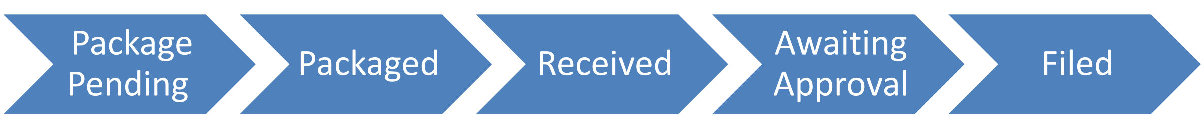
- Click Next
- Click Ok





- Click on Filing Status

Money Collected from Card or Checking Account after Submission has been Approved and Filed

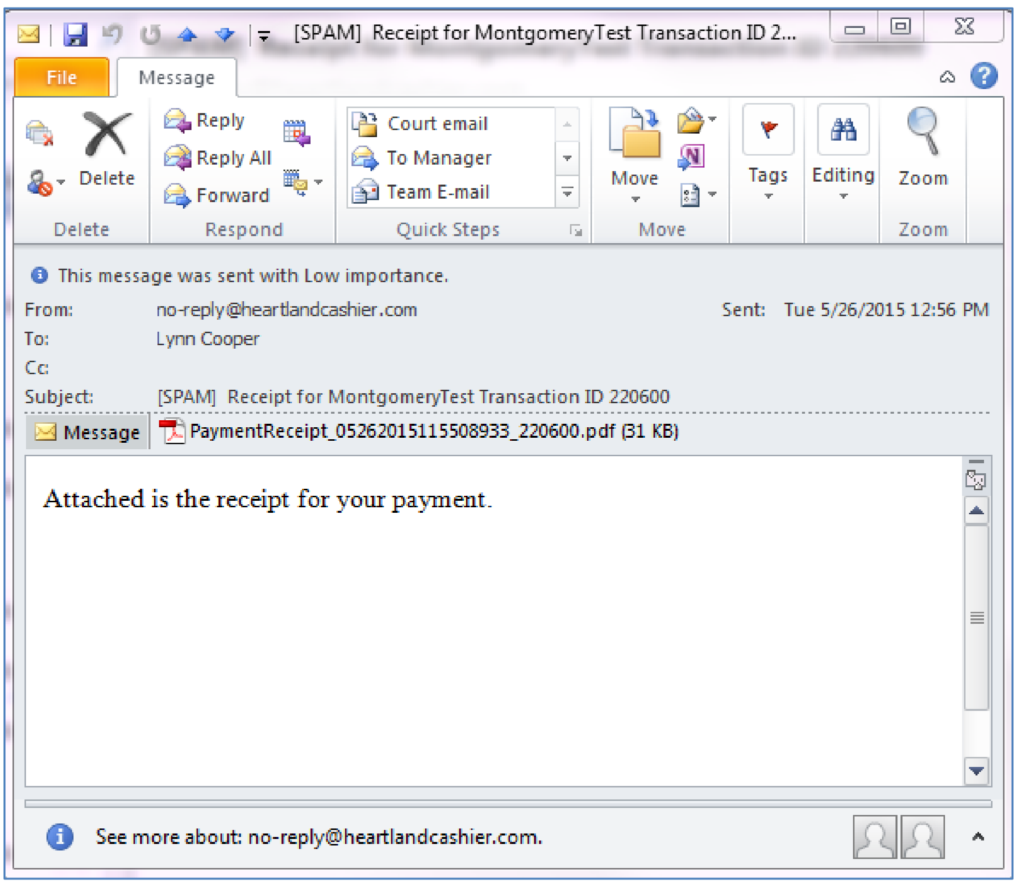


* Receipt Pending – Package approved but submission experiencing technical problems at the Clerk's Office – Clerk staff working on the issue and will contact the filer if necessary

* Rejected - Submission was rejected by the Clerk's Office with a reason provided - no money has been collected

Receipt for Payments - Successful Submission

- Email sent from no-reply@heartlandcashier.com



- PDF Payment Receipt

Date / Time	5/26/2015 12:55:08 PM	Cashier	MtgApi
Transaction ID	220600	$300.00	Amount
Account Number	CourtFilingFee		

Payment Summary : Visa payment for $300.00.
Payment Acct Last4 : ********1111
Billing Name : TEST ORGANIZATION
Billing Address : 41 N PERRY STREET
DAYTON, OH 45422
Phone Number :
Email Address : cooperl@mcclerk.org

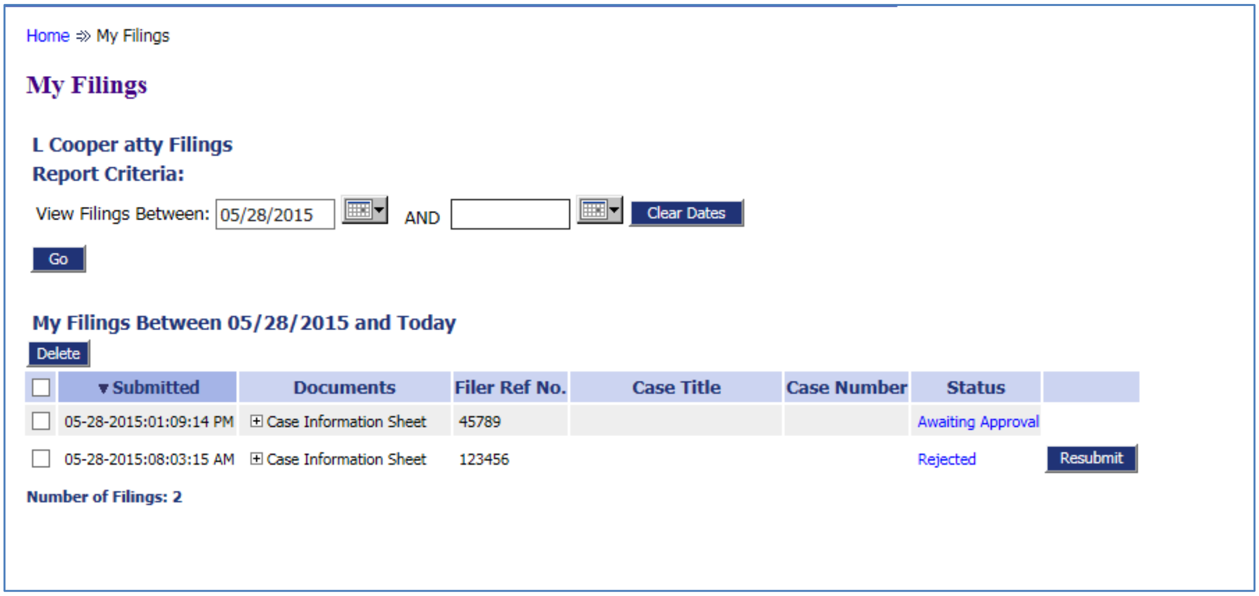
Rejected Submission

- Email sent from montefiling@mcclerk.org with the reason for the rejection

To: L Cooper atty cooperl@mcclerk.org
From: null
Date: 2015-05-28 08:03:15.29
Subject: Your electronic filing, Re: 123456 - Civil - Case Information Sheet, was rejected by Montgomery County Civil and Criminal.

Case Type: Civil
Document Type: Case Information Sheet
Document Type: Complaint
Document Type: Instructions for Service on a New Case
Reason(s) for rejected: Your submission was rejected because the parties added to eFlex do not match the parties on the Complaint. Please resubmit with the proper parties or with the proper Complaint.

- Please note – The Filing Status Page will display the status for the submission as Rejected:



- Click Resubmit and fix the problem if possible
- The original submission time will be lost and the new submission time will be when the resubmitted package is received
- **No money collected on the original submission that was rejected – only one payment will be collected when the new submission is approved**