MONTGOMERY COUNTY, OHIO EFILING

Electronic Filing-Filer Interface

Updated: 05/28/2015

Montgomery County Common Pleas Court, General Division

Montgomery County Clerk of Courts

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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**,
- 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 <u>DOES NOT</u> 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 <u>http://www.cutepdf.com</u> 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 <u>https://efiling.mcohio.org</u> 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.

User Agreement
User Agreement User Agreement
In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.
Each person that has been approved to file electronically shall be responsible for the security and use of their user name and password. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password. Service of pleadings, other than the initial complaint or petition or where otherwise required by law or Court order, shall be effected on all parties who have registered and been approved to electronically file documents by the Notice of Electronic Filing [NEF]. By accepting the terms of the eFiling Agreement, the filer consents to receive notice electronically and waives the right to receive notice by personal service or first class mail of any document filed electronically, except with require to service of a complaint and summons.
● I accept the terms of the user agreement
\bigcirc I do not accept the terms of the user agreement
Cancel Submit

- 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.

Select a com	pany	
Select the comp	any you belong to or type it in below	<i>N</i> :
Existing	Company Name:	-
New	Company Name:	
Cancel Submit		

- 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.

*Required Fields					
Company Name:	A Nev	v Company for Testing			
Filer Role:	* A	ttorney (enter OH Bar No.)	~	Bar Number:	
Pro Se (Self Represe	ntative I	Party) enter a Case No. you partici	pated in if any.		
User Name:	*				
Password:	*				
Confirm Password:	*				
Title:					
First Name:	*				
Middle Name:					
Last Name:	*				
Phone:	*			Fax:	
EMail:	*				
1st Alternate EMail:					
2nd Alternate EMail:					
Use My Compare	ny's Ado	fress			
O Use My Address	5				
Address Line 1	*				
Address Line 2					
Address Line 3					
City:	*			State:	Alabama 🗸
Postal Code:	*			Country:	United States 🗸

- 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 <u>entire bar number</u> 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.

User Profile	
L Cooper	
User Name:	attorney
Organization:	Montgomery County Common Pleas Court, General Division
Bar Number:	ATTY000
Bar State:	
User Identifier:	
Previous Case:	
Phone:	
Fax:	
EMail:	ecomer@tybera.com
1st Alternate EMail:	
2nd Alternate EMail:	
Address:	41 N. Perry Street Dayton, OH 45422 US
Role:	Attorney
Date Approved:	Not Available
Modify User Profile	Change Password

• 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.

Montgomery County, Ohio: Clerk of Courts and Common Pleas Court, General Division

- 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.

Change Password			
*Required Fields			
Password:	*		
New Password:	*		
Confirm New Password:	*		
Cancel Submit			

- 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.

Home	eFile	Cases	My Profile	Log Out	
Home					
New Case	2	File new cas	e		
File To Existing	Case	File subsequ	ent document to	existing case	
Filing <u>S</u> tat.	zı	Check the st	atus of my filings		
My Recent Ca	ases	List of my eF	iling cases		
Notification	ns (13)	Review your	Notifications		
Case Searc	dh 🔰				

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.

Home ⇒ My Cases My Cases				Number of ca	ses displayed	per page: [50 💌
Case Number	Court						
	Montgomery County Civil and Criminal Case Se	arch					
Ex: 2008 CV 00112			۲	Show Active O Show	Inactive O S	how Both	Delete
	Case Title	▼ Case Number	Case Type	Judge	Service List	Inactive	
E STATE OF OHIO VS MIRANDA GR	RIMPE	2012 CR 02678	CRIMINAL	GREGORY F. SINGER	Service List		
STATE OF OHIO vs MIRANDA GP STATE OF OHIO vs EMANUEL W	RIMPE HALL	2012 CR 02678 2012 CR 02665	CRIMINAL CRIMINAL	GREGORY F. SINGER MARY KATHERINE HUFFMAN	Service List Service List		
E STATE OF OHIO VS MIRANDA G	RIMPE . HALL /s CORA L. LOWE	2012 CR 02678 2012 CR 02665 2011 CV 05806	CRIMINAL CRIMINAL Civil	GREGORY F. SINGER MARY KATHERINE HUFFMAN MICHAEL W. KRUMHOLTZ	Service List Service List Service List		

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 *c*ase. 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 9	ERVICE FILED JE	FFREY H	IELMS			
2010-01-06 12:00:00 AM NOTICE OF WORKERS	COMPENSATION	APPEA	L Receipt: 600446 Date	01/06/2010 JEFFREY	(HELMS	
2010-01-06 12:00:00 AM CASE INFORMATION	SHEET JEFFREY H	IELMS				
2010-01-06 12:00:00 AM CIVIL DEPOSIT Receipt	: 600446 Date: 01/	06/2010				
2010-01-06 12:00:00 AM CONVENIENCE FEE R	aceipt: 600446 Date	: 01/06/2	010			

• 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	F	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	w 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		
Image: Mark was there are a set of the s	2012 CV 05897	Civil	BARBARA P. GORMAN	Service List		
⑦ 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;

Message	from webpage
?	Are you sure you want to delete cases? If you delete cases you will no longer receive case notifications and it will no longer be listed in your "My Cases" list.
	OK Cancel

- 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 who are a registered user of the eFiling system. 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

Hom	e ⇒≫	Notifications			
No	tific	cations			
Noi Dele	tifica te	ations for L Cooper Mark As Read Mark As Unread	1	Notifications per p	age: 50 💌
		Document(s) filed by	Case Title	Case Number	▼ File Date
		Order: was filed by or in behalf of Michael Krumholtz	HUNTINGTON NATIONAL BANK vs CORA L, LOWE	2011 CV 05806	01-28-2013
		Documents: ORDER: GRANTING EXTENSION OF TIME TO RESPOND			
		Motion: was filed by or in behalf of L Cooper Documents: MOTION: FOR EXTENSION OF TIME TO RESPOND FILED BY LYNN (HUNTINGTON NATIONAL BANK vs CORA L. LOWE	2011 CV 05806	01-28-2013
		Motion: was filed by or in behalf of Jeffrey Helms	DUPLICATE CASE FILED IN ERROR VS DUPLICATE CASE FILED IN ERROR	2012 CV 00004	12-03-2012
		Documents: MOTION: TEST MULTI CASE SERVICE LIST FILED BY Jeffrey Helms			
	\bowtie	Motion: was filed by or in behalf of Jeffrey Helms	STEPHEN JOHNSON vs LARRY BAUMASTER	2012 CV 00005	12-03-2012

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 <u>https://pro.mcohio.org/</u> 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	frey Heli	ns					
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.

Home	eFile	Cases	My Profile	Log Out		
Home						
<u>N</u> ew Case		File new case				
File To <u>E</u> xisting (Case	File subsequer	nt document to	existing case		
Filing <u>S</u> tatus		Check the status of my filings				
My Recent Cas	ses	List of my eFili	ng cases			
Notifications	(13)	Review your N	otifications			
Case Search	1					

 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

Home	eFile	Cases	My Profile	Log Out						
Home ⇒ New Case Filing: Jurisdiction ⇒ Case Type										
Case Typ	e									
			De	escription						
Civil				Scription						
Lis Pendens										
Back										

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:

Home	eFile	Cases	My Profile	Log Out					user: L Cooper	
Home ⇒ New Case Filing: Court - Division ⇒ Case Type ⇒ Case Initiation										
Case Init	iation: Civi	1								
Filer Refer	ence No.									
Jury Dema	and 🗆									
Prayer An	ount									
Action Ty	De AD	MINISTRATIVE	APPEAL - AA						~	
Parcel Nu	nber		Add	Parcel Number						
Parcel No.	Remove									
		De	filing Inform	ation						
Cas	io No	Judgo	aming mitorin	Idululi Main Dlaintiff		Main D	ofondant			
Uds	e no.	Judge				Main D	erenuant	1		
		Suits invo	lving like issu	es and simila	ir pai	rties				
								Add		
Cas	e No.	Judge		Main Plaintiff		Main D	efendant	Remo	ve	
Case Partic	ipants 📃 Ad	ld Plaintiffs	Add Defendants	s (Any pa	nrty t	to be serv	ed must be	added	as a distinct party	
Remove		Participa	nt Name		5	Sequence	Туре		Attorn	
Back Sav	e to Draft	et l								
Jack Sav		<u></u>								

- Type a file reference number used for your internal records in File Reference No. box
 - The file reference number <u>is not</u> the court number which will be assigned to the case by the Court
 - o 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.

ase Participants	Add Plaintiffs	Add Defendants	(Any party to be serv	ed must be added	l as a distinct party.)
emove Participant Name		Sequence	Туре	Attorney(s) for Party	

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.

Add a Party							
Note: Any party to b	e served must be	added as a dis	stinct party				
Party Type:	Plaintiff	•		Add an Attorn	ney for this Pa	rty	
Business O Per	son ·			Туре:	Primary 💌		
First Name: *			_	First Name: *			
Middle Name:			_	Last Name: *			
Last Name: *			_	Bar #: *			
(or Business Name)				Bar State:			-
Day diana Dhanay	000000000		_		Add		
Daytime Prione:	00000000			First Name	Last Name	Bar No.	Delete
EMail:		_		JEFFREY	HELMS	0075659	×
Physical of Last	Known Addres	5					
	Harra			Additional Ali	aces on Rusing	es Name for	Davbo
Address Type:	Home		_	Business Ö	Person	ss name for	raity
Address Line 1:				Type:	АКА 💌		
Address Line 2:			_	First Name:			
Address Line 3:				Middle Namer			
City: *				Last Name: *	1		
State: *			•	(or Business Nan	ne)		
Zip / Postal Code: *				Suffix:			•
					Add		
				Type Alias(Business Name	e) Delete	
				Add Addition	nal Addresses	Add	
				Type Addre	ss Delete		
Back Save							

- 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

Case Par	ticipants Add Plaintiffs Add Defendants (#	ny party to be served must be added as a dist	inct party.)
Remove	Participant Name	Sequence Type	Attorney(s) for Party
×	JOHN L JONES	Main 🗸 Plaintiff L COOPER	

• 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

ase Participants	Add Plaintiffs Add Defendants	(Any party to be serv	ved must be added	l as a distinct party.)
emove	Participant Name	Sequence	Туре	Attorney(s) for Party

Montgomery County, Ohio: Clerk of Courts and Common Pleas Court, General Division

Add a Party	,		, ,			
Note: Any party to b	e served must be added as a	distinct party				
Party Type:	Defendant 💌		Add an Attorne	ey for this Par	ty	
Business O Pers	on ·		Type:	Primary 💌		
First Name: *			First Name: *			_
Middle Name:			Last Name: *			_
Last Name: *			Bar #: *			_
(or Business Name)			Bar State:			•
Davtime Phone:	000000000			Add		
EMail:			First Name	Last Name	Bar No.	Delete
Physical or Last K	(nown Address					
Unknown:			Additional Alia	ses or Busines	s Name for I	Party
Address Type:	Home	•	Business O p	Person ·		
Address Line 1: *			Type:	АКА 💌		
Address Line 2:			First Name:			
Address Line 3:			Middle Name:			
City: *			Last Name: * (or Business Name	e)		
State: *		•	Suffice			•
Zip / Postal Code: *				Add		
			Type Alias(B	usiness Name)) Delete	
			Add Additiona	al Addresses	Add	
			Type Address	5 Delete		
Back Save						

• Clicking this button displays the Add Party options

- Fill in the necessary information about the defendant
 - o 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 Pai	ticipants Add Plaintiffs Add Defendants (Any p	arty to be served must be a	added as a distinct party.)
Remove	Participant Name	Sequence Type	Attorney(s) for Party
×	JOHN L JONES	Main 🖌 Plaintiff	L COOPER
×	SAMUEL SAMUELSON	Main 🖌 Defendant	

Montgomery County, Ohio: Clerk of Courts and Common Pleas Court, General Division

• 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

<u>Home</u> ⇒ New Case Filing: Juris	diction ⇒ Case Type ⇒ Case	Initiation ⇒ Add a Docume	ent			
Case Type : Civil						
Document Category		~				
Document Type *						~
AdditionalText *]	
	Emergency					
Document Location				Browse		
Add to Submission	Add					
Docume	nt Name	View Document	Edit Data	Size	Pg Count	Remove
Form		form.xml	2	0.01 MB		
Case Information Sheet		View Generated Document	Total Sizer	0.0 MB	1	
Back Move to Draft Nex	t		Total Size;	0.0190		

- 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

Document Location	F:\Forms\Montgomery\Civil_and_Criminal_Subpoena.pdf	Browse
Add to Submission	Add	

• 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

Н	Home ⇒ New Case Filing: Jurisdiction ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document						
C	Case Type : Civil						
	Document Category	Complaint and Initiating Do	cs. 💌				
	Document Type *	-		*			
	AdditionalText *]	
		Emergency					
	Document Location				Browse		
	Add to Submission	Add					
	Docume	nt Name	View Document	Edit Data	Size	Pg Count	Remove
	Form		form.xml	2	0.01 MB		
	Case Information Sheet		View Generated Document			1	
	Complaint FOR FORECLOSURE		COMPLAINT.pdf		0.08 MB	3	
	Instructions for Service FOR CE	RTIFIED MAIL	View Generated Document		0.0 MB	1	
				Total Size:	0.08 MB		
	Back Move to Draft Next	t					

- 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

Home =>> New Case Filing: Jurisdiction =>> Case Type =>> Case Initiation =>> Add a Document =>> Instructions For Service							
Civil							
Service Method	Personal Service	ce Process Server					
Service Provider	John Smith Pro	cess Server					
Documents to be served	Complaint FOR						
Document Ti Case Information	tle Delete Sheet X						
Select the Part	y to be Served						
For Partici	pant Name	Address	Current Role	Attorney(s) for Party			
✓ D D		UNKNOWN ADDRESS DAYTON, OH 45422	Defendant				
S S UNKNOWN ADDRESS Plaintiff							
Back							

- 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		
Potal Charge:	1.14	
Accounts: Credit Card 1111- *111		
 Waiver: Affidavit of Indigency An 	Affidavit of Indigency al	ows payment to be waived
Filing Information:	hange 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:		
		\sim
Back Cancel (Delete) Move to Dr	aft Next	
L		

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

(Message from webpage
	Your submission is complete. Click OK to file to the court.
	OK Cancel

• Click the **OK Button**

Your Filing has been s	ubmitted				
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 Cas	e # Description	Date	Account	Authorization Code	e 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:

Ноп	ne	eFile	Cases	My Pro	ìle 🛛 Log Out	:		user: L Cooper
Home ⇒	» Existir	ng Case						
Exist	ing C	ases						
Cases	that v	vill be filed or	n					
Case	Numbe	er Case Title						
Enter o	case id	lentifying info	ormation					
C	Case Nu	umber (Ex: 200	08 CV 00112):	12CV123	4			
					Case Search			
								Number of cases displayed per page: 50
_								Number of cuses displayed per page.
		Case	e Title		Case Number	Case Type	Judge	
Add	STATE	OF OHIO vs MIRA	NDA GRIMPE	2	012 CR 02678	CRIMINAL	GREGORY F. SINGER	
Add	STATE	OF OHIO vs EMAN	UEL W. HALL	2	012 CR 02665	CRIMINAL	MARY KATHERINE HUFFMAN	
Add	HUNTIN	IGTON NATIONAL	BANK vs CORA L.	LOWE	011 CV 05806	Civil	MICHAEL W. KRUMHOLTZ	
Add	STATE ATTOR LLC	OF OHIO EX REL N NEY GENERAL vs I	MICHAEL DEWINE MASTER VISION PL	OHIO LATING 2	011 CV 05802	Civil	TIMOTHY N. O'CONNELL	

- 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
 - o Enter case number
 - o Click on Case Search
 - The Case Hit List will now appear

Existing Cases			
Cases that will be filed on			
Case Number Case Title			
nter case identifying informati	on		
Case Number (Ex: 2008 CV	00112):		12CV1234
			Case Search
Case Search Results		×	
Case Number Case Title	Action		
2012 CV 01234 DEFEDNANT, TES	T BBB Add this case to your list	Submit	
2012 CV 01234 STATE OF OHIO	Add this case to your list	Submit	

• 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
 - o Click on Case Search
 - o Click Add this case to your list

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

Home	eFile	Cases	My Profile	Log Out			user: L Cooper
Home ⇒ Exist	ing Case						
Existing (Cases						
Cases that	will be filed o	File on thes	e Cases				
Ca	ise Number		Case Title				
Remove 20	12 CV 01234 S	TATE OF OHIO vs T	EST BBB DEFEDNA	NT			
Remove 20	12 CV 01235 H	ERITAGE KNOLL AP	ARTMENTS vs SHA	UNA HERNANDEZ			
Enter case i	dentifying inf	ormation					
Case N	umber (Ex: 20	008 CV 00112) :					2012 CV 01236
							Case Search
Case Sear	ch Results					×	
Case Num	ber	Case Title		Action			
2012 CV 01	236 MILLER FA	RM APARTMENT	S LLC Add	this case to your li	st Submit		
2012 CV 01	236 OLLILA, PA	AMELA	Add	I this case to your li	st Submit		

- 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

Case Number : 201	LU CV 05041	Case fille ; TEST	PLAINTIFF VS TES	DEFE	NDANI		
Case Type : Civil							
Document Category		•					
Document Type *					•		
AdditionalText *							
	Emergency						
Document Location			Brows	e			
Add to Submission	Add						
	Document Name		View Document	Edit Data	Size	Pg Count	Remov
Modify Party Information					0.01 MB		

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.

Home	eFile	Cases	My Profile	Log Out		user: L Cooper	
Home #> Existing Case #> Add a Document							
Home w Expering case without a bocument							
Case Title - MIII TT CASE							

- 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

Document Location	F:\Forms\Montgomery\Civil_and_Criminal_Subpoena.pdf	Browse	
Add to Submission	Add		

• 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

Home the Existing Case the Add a Document								
Case Number : 2010 CV 05641 Case Title : TEST PLAINTIFF vs TEST DEFENDANT								
Case Type : Civil								
Document Category Orders (Proposed)								
Document Type *	•							
AdditionalText *								
Emergency								
Document Location	Browse							
Add to Submission Add								
Document Name	View Document	Edit Data	Size	Pg Count	Remove			
Modify Party Information	Form.xml		0.01 MB					
Motion: Amend Complaint ON BEHALF OF JOHN SMITH	Motion to Amend Complaint.pdf		0.04 MB	3				
Order: Amend Complaint (Proposed) FOR JOHN SMITH	Order to Amend Complaint.wpd		0.01 MB	0				
		Total Size:	0.05 MB					
Back Move to Draft Next								

- 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

Home ⇒ New Case Fi	ling: Jurisdiction :	\Rightarrow Case Type \Rightarrow Case Initiation \Rightarrow Add	a Document ⇒ Instructior	ns For Service				
Civil								
Service Method Service Provider	Personal Service Process Server John Smith Process Server							
Documents to be [Complaint FOR FORECLOSURE							
Document Title Case Information S	Document Title Delete Case Information Sheet × •							
Select the Party	to be Served							
For Participa	ant Name	Address	Current Role	Attorney(s) for Party				
✓ D D		UNKNOWN ADDRESS DAYTON, OH 45422	Defendant					
🔲 S S		UNKNOWN ADDRESS DAYTON, OH 45422	Plaintiff					
Back								

- 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
- o 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

Home # Existing	Case \Rightarrow Add a Document \Rightarrow Review	and Approve Filing		
Review and	Approve Filing			
Case Num	ber : 2010 CV 05641	Case Title : TES	PLAINTIFF vs TEST	T DEFENDANT
Case Type : Civ	vil			
Document(s) to I	be Submitted: Add/Remove Docum	ents		
	Document Name	View Document		
Motion: Amend AN	ISWER OF DEFENDANT	MOTION.pdf		
Order: (Proposed)	GRANTING MOTION TO AMEND ANSWER	ORDER.docx		
Use the link on th	he participants name to update their	information.		
Modified	Participant Nam	e	Role	Attorney(s) for Party
TEST F	PLAINTIFF		Plaintiff	CHARLES D LOWE JEFFREY R HELMS
TEST P	PLAINTIFF2		Plaintiff	CHARLES D LOWE JEFFREY R HELMS
TEST F	PLAINTIFF3		Plaintiff	CHARLES D LOWE JEFFREY R HELMS
TEST D	DEFENDANT		Defendant	CHARLES D LOWE
Special Filing Ins	structions:			
			~	
			~	
Park Cancel	(Dalaka) Maus la Dea A Maus			
back Cancel	(Delete) Move to Draft Next			

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**

[Message from webpage
	Your submission is complete. Click OK to file to the court.
	OK Cancel

• Click the OK Button

Your Filing has been sub	mitted				
Case Type: Civil - Case Information She	et				
Note: This filing is now being processe documents associated with your filing, receipt for 60 days, after which it will b through the Clerk of Court.	d and added to the Cler a receipt will be issued t be purged from this syste	k of Court documer o you. You may vie em. The document	nt reposito w the sta s will be re	ory. Once ECF has stor tus of this filing, and a stained and available lo	red the access your ang term
Case Title My Case # Court Case #	Description	Date	Account	Authorization Code	e Total Fees
New Case 553	Case Information Sheet	2010-01-07 11:30	X1111	2151620699	\$256.25
Filing Status					

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 <u>NOT</u> 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
 - o 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.

My Filings					
Jeffrey Helms Fili Report Criteria: View Filings Betwee Go My Filings Betwee Delete	n: 01/01/2010 AND	01/07/2010	Clear Dates		
☐ ▼Submitted	Documents	Filer Ref No.	Case Title	Court Case #	Status
01-07-2010:11:30:4	AM E Case Information Sheet	553			Awaiting Approval
01-06-2010:10:59:4	AM 🗄 Praecipe for Order of Sale		WELLS FARGO vs JOHN SMITH	2009 CV 05528	Filed
01-06-2010:08:00:4	AM 🛨 Pretrial Statement		ESTATE OF JOHN ADAMS vs MIAMI VALLEY HOSPITAL	2009 CV 05463	Resubmitted
01-05-2010:11:07:1	AM 🗄 Third Party Complaint		JACQUELINE WILLIAMS vs H STANLEY JENKINS	2009 CV 05527	Awaiting Approval
01-05-2010:11:01:3	AM Entry (Proposed)		JACQUELINE WILLIAMS vs H STANLEY JENKINS	2009 CV 05527	Filed
01-05-2010:11:00:5	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.

He	ome	eFile	Cases	My Profile	Log Out			user: Jeffrey Helms		
Home	⇒ Filing S	tatus								
му	Filing	s								
Jeffr Repo View Go My F Delete	rey Heli ort Crit / Filings E Filings B	ms Filings eria: Between: [0 etween 0	01/01/2010 IIII	AND 01/07/ 01/07/2010	2010	Clear Dates				
	▼ Sub	mitted	Documents	Filer F	Ref No.	Case Title	Court Case #	Status		
0	☐ 01-07-2010:11:30:48 AM Case Information Sheet 553 Awaiting Approval									
0	□ 01-06-2010:10:59:40 AM 🕀 Praecipe for Order of Sale WELLS FARGO vs JOHN SMITH 2009 CV 05528 Filed									
□ 0	1-06-2010:	08:00:48 AM	Pretrial Statement		ESTA MIAMI	TE OF JOHN ADAMS vs VALLEY HOSPITAL	2009 CV 05463	Resubmitted		

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

▼ Submitted	Documer	nts	Filer Ref No.	Case Title	Court Case #	Status
12-28-2009:12:42:07	PM 🗄 Motion: Interve	ne		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 Comp	plaint		IRMA CHRISTON vs USE NUISANCE ABATEMENT BOARD	2009 CV 05395	Filed
12-21-2009:09:13:23	AM 🕑 Motion: Summa	ry 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	2		KAREN S. GILDOW vs NAKIA HAMILTON	2009 CV 05411	Filed
12-21-2009:06:52:27	AM 🛨 Pretrial Statemer	nt		JOHNNY WHITE vs DAVID BELL	2009 CV 05502	Resubmitted
▼ Submitted	Documents	Filer Ref No.	. Case Ti	tle	Case Number	Status
01-29-2013:10:04:47 AM	Order: (Proposed)		HUNTINGTON NAT	IONAL BANK vs CORA L. LOWE	2011 CV 05806	Filed-Presented to Judge
01-29-2013: 10:02:51 AM 🕑 Motion: Suppress		STATE OF OHIO V	S EMANUEL W. HALL	2012 CR 02665	Awaiting Approval	
01-29-2013:09:57:17 AM	Motion: Extend Time		STATE OF OHIO E GENERAL VS MASTE	X REL MICHAEL DEWINE OHIO ATTORNEY ER 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
 - \circ $\;$ 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 Dele	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			JAMES BROWN vs JOHN COLTRANE	2009 CV 05315	Filed					
	10-12-2009:04:01:28 PM	${\scriptstyle }$ Case Information Sheet		JUAN LOPEZ vs JUANA MURILLO	2009 CV 05347	Filed					

- o Click on the Resubmit Button if the submission can be repaired
- \circ $\;$ If the document was submitted on the wrong case you will not want to resubmit
- o 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	\boxdot Alias Praecipe for Order of Sale		JAMES BROWN vs JO	OHN COLTRANE	2009 CV 05315	Filed
	Alias Praecipe for Order of	Sale				
	- Legal Description Attac	hment for Praeci	e for Order of Sale			
	- Judgment Entry Attach	ment for Praecip	e 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

r	aft Fili	ngs				
De	lete					
	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

- 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.

Dr)raft Filings								
De	lete								
	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			
V	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			
V	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			
V	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			
С	reate New	Delete							

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

Days Until Court Case # Create Date Deletion 59 10-12-2009:05:51:54 PM 10 12 2000-04-47-40 PM 2000 CV 05244 59 Message from webpage ANE 6 PM 59 4 filings selected for deletion TEST DEFEND 5 PM 56 RN 55 Delete? 4 PM FR 9 PM 55 ОK Cancel 1 PM 55 VDANT1 2009 CV 05292 10-08-2009:10:48:39 AM 55 2000 CV 05200 10.00 2000-10-40-40 AM ID ANTE:

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.

Hom	ıe	eFile	Cases	My Profile	Log Out	user: L Coope		
Home ⇒	> Noti	fications						
Notifi	icati	ions						
Notific	catio	ns for L Coop	er					
Delete	M	ark As Read	Mark As Unread				Notifications per p	oage: 50 💌
		Doo	cument(s) file	d by		Case Title	Case Number	▼ File Date
	Jud	licial Rejection w	vas filed by or in	behalf of Lois Tip	oton HUI	NTINGTON NATIONAL BANK vs CORA L, LOWE	2011 CV 05806	01-29-2013
	D	ocuments: udicial Rejection GR	RANTING EXTENSIO	ON OF TIME FOR EX	PERT WITNES	SSES		
	Ord	ler: was filed by	or in behalf of M	ichael Krumholtz	: HUI	NTINGTON NATIONAL BANK vs CORA L. LOWE	2011 CV 05806	01-28-2013
	D	ocuments: DRDER: GRANTING	EXTENSION OF TI	ME TO RESPOND				
	Мо	tion: was filed by	y or in behalf of I	Cooper	HU	NTINGTON NATIONAL BANK vs CORA L, LOWE	2011 CV 05806	01-28-2013
	D	ocuments: 10TION: FOR EXTE	NSION OF TIME TO	O RESPOND FILED E		PER		
	Мо	tion: was filed by	y or in behalf of :	Jeffrey Helms	DU	PLICATE CASE FILED IN ERROR vs DUPLICATE CASE FILED IN ERROR	2012 CV 00004	12-03-2012
	D	ocuments: IOTION: TEST MUL	TI CASE SERVICE I	IST FILED BY Jeffre	ey Helms			

- 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

Home ⇒ Exis	ting Case ⇒ Add	a Docum	ent ⇒ Notic	e Of Appe	arance		
Civil							
Case Nu	mber · 200		05347	Case	Title · 111AN LO	DF7 vs 1IIAN	
Add an At	torney for thi	is Party	00047	Cube	THE FORM LC		
Last Name:							
Bar #:							
Bar State	Ohio		~				
Type:	Primary 🗸			1			
	Add						
Last Nam	e Bar# nul	l Type	Delete				
Helms	0075659		×				
For	Partic	cipant Na	me		Current Role	Attorney	(s) for Party
JUAN LO	OPEZ				Plaintiff	HELMS	
JUANA I	MURILLO				Defendant		
	1						
Back Next							

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

Home	eFile	Cases	My Profile	Lo	g Out			user: Jeffrey Helms
Home ⇔ Exist	ing Case ⇔ A	dd a Document \$	> Third Party C	Complair	nt			
Third Par	ty Compla	nint: Civil						
Attorney f	or the Third	-Party Plaintif	f					
Bar #: *	0075659							
Bar State: *	Florida		~					
	Case De	fendants:					Third-Party	Plaintiffs:
JUANA MUR	RILLO							
				Ad	a->			
				<- Rer	nove			
				D				
Case Partic	ipants 🗾	Add a Defendant						
Remove		Participant Na	ame		Т	уре	Attorn	ey(s) for Party
Back Save								

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
 - o 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 <u>https://efiling.mcohio.org</u>
- 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

	inpuny				
lect the con	npany you be	long to or type it in below			
Existing Cor	mpany Name:	Montgomery County Commor	n Pleas Court, General Div	ision	~
New Cor	mpany Name:				

• Complete the following fields:

negan ca ricias		
Company Name:	Montgomery County Common Pleas Court, General Division	
Filer Role:	* Financial Admininstrator V Number:	Filer Role: Financial Administrator
Self Representatives en	er a Case No. you participated in if any.	Username
User Name:	* mccpfin	Password Confirm Password
Password:	* •••••	First Name
Confirm Password:	* ••••••	Last Name Phone Number
Title:		Email Address
First Name:	* Lynn	
Middle Name:		
Last Name:	* Cooper	
Phone:	Fax:	
EMail:	* cooperl@montcourt.org	
1st Alternate EMail:		
2nd Alternate EMail:		
 Use My Company' 	Address	
 Use My Address 		
Address Line 1:	*	
Address Line 2:		
Address Line 3:		
City:	* State:	Ohio 💌
Postal Code:	* Country:	United States 💌
Cancel Submit		

- 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

Hama	atila	Factor	My Dyafila	Admi	Los Out
Home	enie	Cases	Pro Prome	Account Setting	s
New Case	File	new case			
File To Existing C	ase File :	subsequent do	cument to existin	j case	
Filing <u>S</u> tatus	Cheo	k the status of	my filings		
My Recent Cas	es List (of my ECF case	s		
Notifications	Revi	ew your Notific	ations		
Case Search					

• Click Add in the Wallet section

Home	e	File	Cases	My Profile	Admin	Log Out	
ccount Setting							
Iodify Acc	oui	nt Settin	igs				
Required Fields							
ompany Name	*	Montgom	nery (
ompany Code	*	MCCP					
ddress Line 1:	*	41 N. Pe	rry Street				
ddress Line 2:							
ddress Line 3:							
ity:	*	Dayton		State:	Ohio	~	
ostal Code:	*	45422		Country:	United States	~	
Wallet							
Add							

** We recommend a separate wallet for each payment method

Checking Accounts:

• Click Create E-Check Token

Heartland
Token
Create Credit Card Token VISA Cancel Create Credit Card Token
Heartland Privacy Policy Terms of Use

• Enter Payor Information

Hear Enter Payor Inform First Name Middle Initial Last Name Payor Address Country State City Postal Code Phone Email Address Retype Email Address	ation * - Required Field TEST ORGANIZATION 41 N PERRY ST United States * Ohio Dayton 45422 * Cooperl@mcclerk.org cooperl@mcclerk.org Next	
Payment Information	'n	
Heartland	3	Privacy Policy Terms of Use

Click Next

• Click "I agree to the terms and conditions"

Enter Payor Informati Payment Information	ion
Account Number Retype Account Number Routing Number Account Type Name on Account	*********
Terms and Conditions	Merchant Logo
Verification	
Heartland	Privacy Policy Terms of Use

Click Next

- Verify Information
- Click Create Token

Payment Informat	<u>nation</u> ion	
First Name Middle Initial Last Name Payor Address City Country State Postal Code Phone Email Address	TEST ORGANIZATION 41 N PERRY ST Dayton United States Ohio 45422 cooperl@mcclerk.org	
Account Number Routing Number Name on Account Account Type Cancel Back	xxxxx7890 062000080 Test Organization Checking Create Token	

• Click Finish



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

• Click Create Credit Card Token

Heartland
Token
Create Credit Card Token VISA Create E-Check Token
Cancel
Heartland Privacy Policy Terms of Use

• Enter Credit Card Billing Information

	Hear	tland			
<u>c</u>	Credit Card Billing First Name Middle Initial Last Name Billing Address Country State City Postal Code Phone Email Address Retype Email Address	Information * - Required Field Test Organization 41 N. Perry Street United States V * Ohio V Dayton 45422 * cooperl@mcclerk.org cooperl@mcclerk.org		DO NOT USE THE & WHEN TYPING IN COMPANY – SPELL	SIGN THE OUT
F	Payment Informatic	n			
	Heartland	ł	Privacy Policy Terr	<u>ms of Use</u>	

Click Next

• Click "I agree to the terms and conditions"

Required Field 111111111111111111111111111111111111
ut Organization
YMENT TERMS AND CONDITIONS NVENIENCE FEE onvenience fee is charged by Heartland Payment Systems for making payments his website. The convenience fee is 0.00% The convenience fee is included in as been added to your payment. THORIZATION
agree to the terms and conditions.

Click Next

Credit Card Billing Info Payment Information	<u>rmation</u>	
Verification		
First Name Middle Initial Last Name Payor Address City Country State Postal Code Phone Email Address	Test Organization 41 N. Perry Street Dayton United States Ohio 45422 cooperl@mcclerk.org	
Credit Card Number Expiration Date Name on Card Card Verification Number	xxxxxxxxxxxx1111 xx / xxxx Test Organization xxx	

• Click Create Token

Payment Receipt		
First Name Middle Initial Last Name Address City Country State Postal Code Phone Email Address	Test Organization 41 N. Perry Street Dayton United States Ohio 45422 cooperl@mcclerk.org	Token created successfully!
Credit Card Number Expiration Date Name on Card Card Verification Number Finish	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	

• Click Finish

• Enter an Account Description

	user: Financial Administrator
Enter An Account Description	
Account Description: Credit Card 1111	
Submit	

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

Account Settings Prequired Fields Company Name: * Test Organiza Company Code * ORGANIZATIC Address Line 2: Address Line 2: City: * Dayton State: Ohio Postal Code: * 45402 Country: United States Note: Note: Wallets Accounts	Home	eFile	Cases	My Profile	Admin	Log Out	user: Financial Administrator
Nodify Account Settings *Required Fields Company Name: * Test Organiza Company Code * ORGANIZATIC Address Line 1: * 41 N. Perry Street Address Line 2: City: * Dayton State: Ohio Postal Code: * 45402 Country: United States Note: Wallets Accounts	Account Settings						
*Required Fields Company Name: * Test Organiza Company Code * ORGANIZATIC Address Line 1: * 41 N. Perry Street Address Line 2: City: * Dayton State: Ohio Postal Code: * 45402 Country: United States Note: Wallets Accounts	Modify Acco	ount	Settings				
Company Name: * Test Organiza Company Code * ORGANIZATIC Address Line 1: * 41 N. Perry Street Address Line 2: City: * Dayton State: Ohio Postal Code: * 45402 Country: United States V Note: Wallets Accounts	*Required Fields						
Company Code * ORGANIZATIC Address Line 1: * 41 N. Perry Street Address Line 2:	Company Name:	* Те	est Organiza				
Address Line 1: * 41 N. Perry Street Address Line 2:	Company Code	* 0	RGANIZATIC				
Address Line 2: Address Line 3: City: * Dayton State: Ohio ✓ Postal Code: * 45402 Country: United States ✓ Note: Wallets Accounts	Address Line 1:	* 41	L N. Perry Street				
Address Line 3: City: * Dayton State: Ohio Postal Code: * 45402 Country: United States Note: Wallets Accounts Abbreviated Courd No Description	Address Line 2:						
City: * Dayton State: Ohio Postal Code: * 45402 Country: United States Note: Wallets Accounts	Address Line 3:						
Postal Code: * 45402 Country: United States ♥ Note: Wallets Accounts Abbreviated Count No. Description	City:	* Da	ayton	State:	Ohio	~	
Note:	Postal Code:	* 45	5402	Country:	United States	-	
Wallets Accounts	Note:				~		
Abbraviated Card No. Description	Wallets Accou	ints					
Abbreviated Cald No. Description	Abbreviated C	ard N	o. Description				
1111 Credit Card 1111 Delete Assign	1111		Credit Card 1111	Delete As	ssign		
7890 Checking 7890 Delete Assign	7890		Checking 7890	Delete	ssign		
Add	Add						

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

Home	eFile	Cases	My Profile	Admin	Log Out
Account Setting	js ⇒ Assign Cre	dit Card Account:	s		
Assign Cre	dit Card A	ccounts			
null - Chase C	hecking 3815	~			
Save Changes	Select All	Clear All			
Name		Usernar	ne /	Access to Card	
Ackroyd, Allathea		aackroyd			
Burkett, Amy		aburkett			
Burkett, Amy Griffith, Amy		aburkett agriffit		 ✓ 	
Burkett, Amy Griffith, Amy Trost, <mark>April</mark>		aburkett agriffit asaettel		☑ ☑ ☑	
Burkett, Amy Griffith, Amy Trost, April Scott, Ann		aburkett agriffit asaettel ascott		V V V V	

- 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

Home	eFile	Cases	My Profile	Admin	Log Out	
Account Settings						
Modify Acc	ount Se	ttings				
*Required Fields						
Company Name:	* Test	Organiza				
Company Code	* ORG	ANIZATIC				
Address Line 1:	* 41 N	Perry Street				
Address Line 2:						
Address Line 3:						
City:	* Dayte	on	State:	Ohio	~	
Postal Code:	* 4540	2	Country:	United States 🗸		
Note:				< >		
Wallets Acco	unts					
Abbreviated (Card No.	Description				
1111		Credit Card 1111	Delete As	sign		
7890		Checking 7890	Delete As	sign		
Add						



Montgomery County, Ohio: Clerk of Courts and Common Pleas Court, General Division

- 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

Home	eFile	Cases	My Profile	Log Out	
Usor Drofilo					
User Prome					
User Profile					
Test Your					
User Name:	Test	YourAttny			
Organization:	A N	ew Company fo	or Testing		
Bar Number:	456	7891			
Bar State:					
CourtView Id:					
null:					
Phone:	(555	5) 555-5555			
Fax:					
EMail:	test	@email.com			
1st Alternate E	Mail:				
2nd Alternate E	Mail:				
Address:	41 1	I. Perry Street			
	US	LON, OH 45402			
Role:	Atte	orney			
Date Approved	: 201	3-07-29 13:29	:38.647		
Modify User P	rofile	Change Passwor	d		
Wallets Acco	unts				
Add		_			
		_			
Checking Accounts:

• Click Create E-Check Token

Heartla	nd
Token	
Create Credit Card Token	Create E-Check Token
Cancel	
Heartland	Privacy Policy Terms of Use

• Enter Payor Information

Hear Enter Payor Inform First Name Middle Initial Last Name Payor Address Country State City Postal Code Phone Email Address Retype Email Address	ation * - Required Field TEST ORGANIZATION 41 N PERRY ST United States * Ohio Dayton 45422 * Cooperl@mcclerk.org cooperl@mcclerk.org Next	
Payment Information	'n	
Heartland	3	Privacy Policy Terms of Use

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

Enter Payor Informat Payment Information	on			
Account Number Retype Account Number	******	1234567890	*	
Routing Number Account Type Name on Account	062000080 Checking Test Organization	× 0 ×		
Terms and Conditions			Merchant Logo	~
Cancel Back Ne	☑ I agree to the terms an xt	d conditions.		
Varifiantian				

- Verify Information
- Click Create Token

Payment Informa	<u>mation</u> tion	
Verification		
First Name Middle Initial Last Name Payor Address City Country State Postal Code Phone Email Address	TEST ORGANIZATION 41 N PERRY ST Dayton United States Ohio 45422 cooperl@mcclerk.org	
Account Number Routing Number	xxxxx7890 062000080 Test Organization	

• Click Finish

Payment Receipt		
First Name Middle Initial Last Name Address City Country State Postal Code Phone Email Address	TEST ORGANIZATION 41 N PERRY ST Dayton United States Ohio 45422 cooperl@mcclerk.org	Token created successfully!
Account Number Routing Number Name on Account Account Type	xxxxx7890 062000080 Test Organization Checking	

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

• Click Create Credit Card Token

Hea	artland
Token	
Create Cr V/SA	edit Card Token Create E-Check Token
	Dancel
Heart	and Privacy Policy Terms of Use

• Enter Credit Card Billing Information

Hear	tland			
Credit Card Billing First Name Middle Initial Last Name Billing Address	Information * - Required Field Test Organization 41 N. Perry Street		DO NOT USE THE & WHEN TYPING IN COMPANY – SPELL	SIGN THE OUT
Country State City Postal Code Phone Email Address Retype Email Address Cancel Back	United States			
Payment Informatio	'n			
Heartland	d	Privacy Policy Terr	ns of Use	

• Click on Accept Terms

Credit Card Billing In Payment Information	formation	
Credit Card Number Expiration Date Name on Card Card Verification Number	* - Required Field 411111111111111 11 v * 2015 v * Test Organization 123 * 2	
Terms and Conditions	PAYMENT TERMS AND CONDITIONS CONVENIENCE FEE A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 0.00% The convenience fee is included in or has been added to your payment. ALITHORIZATION	< >
Cancel Back Ne	I agree to the terms and conditions. xt ↓	

Credit Card Billing Infor	nation	
Payment Information		
First Name Middle Initial Last Name Payor Address City Country State Postal Code Phone Email Address	Test Organization 41 N. Perry Street Dayton United States Ohio 45422 cooperl@mcclerk.org	
Credit Card Number Expiration Date Name on Card Card Verification Number	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	

• Click Create Token

Payment Receipt		
First Name Middle Initial Last Name Address City Country State Postal Code Phone Email Address	Test Organization 41 N. Perry Street Dayton United States Ohio 45422 cooperl@mcclerk.org	Token created successfully!
Credit Card Number Expiration Date Name on Card Card Verification Number Finish	xxxxxxxxxxxx1111 xx / xxxx Test Organization xxx	

• Click Finish

Using an Established Wallet

- Select the account to use
- Click Next

Un	10	Common	r rieas Court, Gene	Tat DIVISION	
Home	eFile	Cases My	Profile Log Out		user:
Home ⇒ New	Case Filing: Court	- Division 🖘 Case In	itiation =>> Add a Documer	nt 🖘 Review and Approve Filing	
Review an	nd Approve	Filing			
Case Type	: Civil				
Payment Met	hod:				
Complaint eFiling fee: \$ Total Cha Accounts Walver:	\$300.00 inge: Credit Card 11 Checking 7890 Amaavic of Inoig	11- *1111 - *7890 Ency An Annuavit o	of Indigency allows payr	ment to be waived	
Filing Informa	ation:	Change Filing	Info		
Document(s)	to be Submitted:	Add/Remove Do	uments .		
Casa Informati	Document Na	me	View Document		
Complaint TES	T		1 COMPLAINT off		
Instructions for	· r Service on a New (Case CERTIFIED MAIL	View Generated Document	1	
Special Filing	Instructions:	Move to Draft	3	\sim	

- Click Next
- Click Ok







 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	5/26/2015 12:55:08 PM	Cashier	MtgApi
Transaction ID	220600	\$300.00	Amount
Account Number	CourtFilingFee		
Payment Summary Payment Acct Last Billing Name : Billing Address : Phone Number : Email Address :	: Visa payment for \$300.00. 4 : *******1111 TEST ORGANIZATION 41 N PERRY STREET DAYTON, OH 45422 cooperl@mcclerk.org		

Rejected Submission

• Email sent from <u>montefiling@mcclerk.org</u> 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	l: 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:

Home ⇒ My Filings								
My Filings								
L Cooper atty Filings Report Criteria: View Filings Between: 05/28/2015 AND Clear Dates Go My Filings Between 05/28/2015 and Today Delete								
Submitted	Documents	Filer Ref No.	Case Title	Case Number	Status			
05-28-2015:01:09:14 PM	\pm Case Information Sheet	45789			Awaiting Approval			
05-28-2015:08:03:15 AM		123456			Rejected	Resubmit		
Number of Filings: 2								

- 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