

Electronic Filing of the Criminal & Civil Notice of Appeal to the Second District

Effective July 1, 2015, the following documents must be filed through the eFiling system:

CIVIL

- Civil Notice of Appeal
- Civil Docket Statement
 - Including the Decision as an attachment to the Docket Statement
- Praecipe for Transcript
- Praecipe for Clerk to Prepare the Record
- Civil Joint Appeal
- Civil Cross Appeal
- If Indigent – Affidavit of Indigency

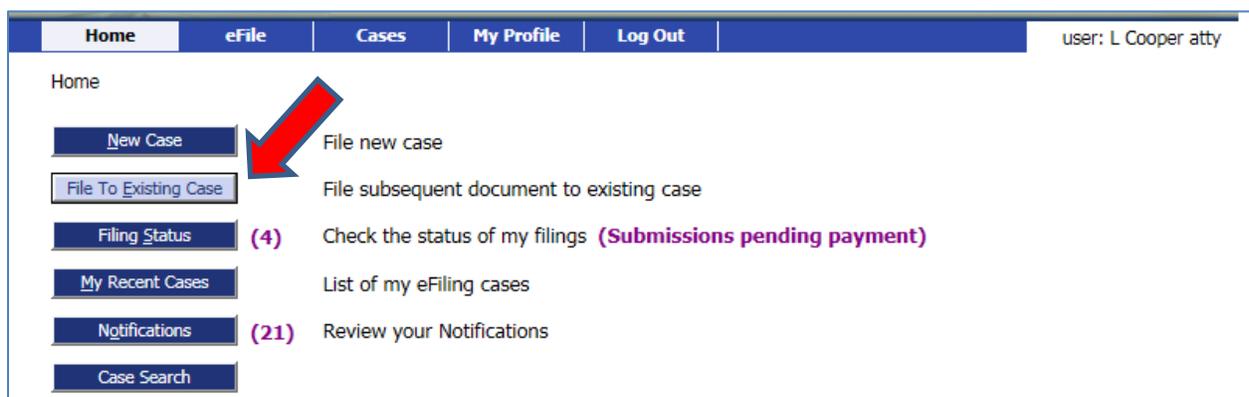
CRIMINAL

- Criminal Notice of Appeal
- Criminal Docket Statement
 - Including the Decision/Term Entry as an attachment to the Docket Statement
- Praecipe for Transcript
- Praecipe for Clerk to Prepare the Record
- Statement and Praecipe to the Court Reporter and Clerk
- Certification filed by the State
- If indigent – Affidavit of Indigency or Financial Disclosure, Affidavit of Indigency

Filing the Notice of Appeal

The following steps should be taken when filing a Notice of Appeal for the Criminal and Civil cases:

1. Sign into eFlex
2. Click File to Existing Case



3. Enter the Case Number (click Case Title if link is available)

4. Click Case Search
5. Click Submit next to any one of the parties

Home ⇒ Existing Case

Existing Cases

Cases that will be filed on

Case Number Case Title

Enter case identifying information

Case Number (Ex: 2008 CV 00112) : X

Case Search Results

Case Number	Case Title	Action
2015 CV 07443	DEFENDANT 2, TEST	<input type="button" value="Add this case to your list"/> <input type="button" value="Submit"/>
2015 CV 07443	DEFENDANT, TEST	<input type="button" value="Add this case to your list"/> <input type="button" value="Submit"/>
2015 CV 07443	PLAINTIFF, TEST	<input type="button" value="Add this case to your list"/> <input type="button" value="Submit"/>
2015 CV 07443	SMITH, JOHN	<input type="button" value="Add this case to your list"/> <input type="button" value="Submit"/>

6. Select the 2nd District Court of Appeals Category
7. Select Notice of Appeal to the Second District Court of Appeals as the first Document Type

Montgomery County Ohio Gregory A. Brush, Clerk of Courts Common Pleas Court, General Division eFiling

Home efile Cases My Profile Log Out user: L Cooper atty

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 2015 CV 07443 Case Title : TEST PLAINTIFF vs TEST DEFENDANT

Case Type : Civil

Document Category: 2nd District Court of Appeals

Document Type *
 Additional Text *
 Document Location
 Add to Submission

Affidavit of Indigency
 Civil Docket Statement
 Cross Appeal to the Second District Court of Appeals
 Entry
 Joint Appeal to the Second District Court of Appeals
 Motion
 Notice of Appeal to the Second District Court of Appeals
 Praecipe for Clerk to Prepare Record
 Praecipe for Transcript

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Modify Party Information		<input type="button" value="Edit Data"/>	0.01 MB		

- a. Add the Additional Text
- b. Browse and locate the Notice of Appeal saved as a PDF document
- c. Click Add

8. Select **Criminal or Civil Docket Statement** as the next Document Type
 - a. Docket Statements available as fillable PDF forms at www.clerk.co.montgomery.oh.us/legal/forms.cfm
 - b. Add the Additional Text (i.e. Transcript Available)
 - c. Browse and locate the Docket Statement saved on the computer
 - d. Click Add
9. Select **Attachment to attach the decision you are appealing to the Docket Statements**
 - a. Add the Additional Text (i.e. Decision appealing)
 - b. Click Add
 - c. Select the Docket Statement the document should be attached with
 - d. Click Next

Ohio Common Pleas Court, General Division

Home eFile Cases My Profile Log Out user: L Cooper atty

Home » Existing Case » Add a Document » Attach a SubDocument

Case Number : 2015 CV 07443 Case Title : TEST PLAINTIFF vs TEST DEFENDANT

Attach Attachment DECISION APPEALED to a Document

Attach Attachment DECISION APPEALED to:

	Document Name
<input type="radio"/>	Notice of Appeal to the Second District Court of Appeals FOR DEFENDANT
<input checked="" type="radio"/>	Civil Docket Statement TRANSCRIPT REQUESTED

Back Next

10. Select **Praecipe for Transcript** if a Transcript is required
 - a. Add the Additional Text (i.e. Hearing date and time)
 - b. Browse and locate the saved PDF document
 - c. Click Add
11. Select **Affidavit of Indigency** or **Financial Disclosure/Affidavit** - if Defendant is Indigent
 - a. Add the Additional Text
 - b. Browse and find the saved PDF document
 - c. Click Add
12. Continue to add any additional documents that should be filed with the Notice of Appeal making sure they belong on the Trial Court case number

Case Number : 2015 CV 07443 Case Title : TEST PLAINTIFF vs TEST DEFENDANT

Case Type : Civil

Document Category

Document Type *

Additional Text *

Emergency

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Modify Party Information	Form.xml		0.01 MB		
Notice of Appeal to the Second District Court of Appeals FOR DEFENDANT	1 NOTICE OF APPEAL TO SECOND DISTRICT.pdf		0.01 MB	1	
Civil Docket Statement TRANSCRIPT REQUESTED	1 CV DOCKET STMT.pdf		0.15 MB	2	
- Attachment DECISION APPEALED	1 ATTACHMENT.pdf		0.15 MB	1	
			Total Size:	0.17 MB	

13. Click Next
14. Click Next
15. Click Ok – Your submission is complete

Please review the filing status to make sure the submission is received, awaiting approval or filed.

Home | **eFile** | Cases | My Profile | Log Out | user: L Cooper atty

Home ⇒ My Filings

My Filings

L Cooper atty Filings

Report Criteria:

View Filings Between: AND

My Filings Between 06/16/2015 and Today

<input type="checkbox"/>	Submitted	Documents	Filer Ref No.	Case Title	Case Number	Status
<input type="checkbox"/>	06-16-2015:08:37:04 AM	Notice of Appeal to the Second District Court of Appeals		TEST PLAINTIFF vs TEST DEFENDANT	2015 CV 07443	Awaiting Approval

Number of Filings: 1

The filing date and time will be the date and time the eFiling server receives the submission. If the submission is rejected, the original date and time will be lost. The new date and time will be when the submission is resubmitted.

Filing Fee

The filing cost for the Notice of Appeal is **\$100.00** unless an Affidavit of Indigency or a Financial Disclosure/Affidavit is included with the submission.

Please mail a check made payable to the Montgomery County Clerk of Courts to:

Montgomery County Clerk of Courts
41 N. Perry Street
Attn: Court of Appeals Clerk Staff
Dayton, OH 45422

Clerk staff will monitor any case requiring the filing fee. If payment has not been received within two weeks, a Notice of Past Due Filing Fee will be filed. This Notice of Past Due Filing Fee provides counsel an additional two weeks to send the \$100.00 to the Clerk's office. If payment is still not received, the past due filing fee will be brought to the Court's attention.