

FAQ - “HOW TO DO” ABOUT DOCUMENTS FOR E-FILING USERS

COSTS

You will be charged **ten cents (.10) for each page** of your electronic filing that must be **printed** for a jacket or a judge or service. In Common Pleas and Appellate cases this charge is subtracted from your copy cost account established at the time your account was set up. When this balance declines you will be contacted and asked to deposit additional funds into it. In Municipal Civil cases the copy costs will be collected via credit card each time a filing is made. In all courts the normal filing fees and case deposits will be charged to the account credit card at the time the Clerk's office processes the filing. **If a filing is rejected the credit card is not charged** and no copy costs are debited from the copy cost account.

HOW DO I FIND THE COST FOR A COMMON PLEAS' CASE?

Select the Court Records tab.
Scroll down and select Common Pleas Case Cost Statement (currently item #18).
Enter case number.
Click the Submit button.

HOW DO I FIND THE COPY COSTS FOR AN E-FILING ACCOUNT?

Select the Court Records tab.
Select Case Number.
Enter the case number*
*The case number format for this is EF00 (zero, zero) plus your Ohio Bar Attorney number.
(An example would be EF0012345.)
Click the Submit button.
The Case Summary now appears.
Under Case Options double click Case History.
Scroll down to see the listings of copy costs for that efiler.
You can now print out or save this report.

HOW DO I MAKE A COPY COST DOCUMENT?

Select the Court Records tab.
Select Case Number.
Enter Case Number*
*The case number format for this is EF00 plus your Ohio Bar Attorney number.
(An example would be EF0002345.)
Click the Submit button.
The Case Summary now appears.
Under Case Options double click Case History.
The copy cost page(s) appears. Scroll down to see it.
Click Edit. Choose Select All.
The document on the web site will change in color indicating the selection was made.
Click Edit again. Choose Copy.
Go to either your word or spreadsheet document.
Click Edit.
Click Paste.
Save the document or spreadsheet.
You can now edit* the document.
*A helpful hint for spreadsheets is to format the 4 columns to a width of 20 each.

SERVICE FOR DOCUMENTS FILED

Service for filings is done by the filing party and the certification is included on the document. Exceptions to this are listed below.

HOW DO I INDICATE SERVICE FOR COMMON PLEAS CIVIL E-FILINGS?

All filings for Common Pleas Civil cases that **require Service must include** a [Written Request for Service Form](#) and/or a [Directions for Sheriff Form](#). Both are available on the Clerk's web site.

When you want service done by a Sheriff on a **new** case you select the e-filing document type of DFS (Directions for Sheriff) as one of the documents (just like you select the Classification Form) and it accompanies the initial complaint.

When you want service done by a Sheriff on an **existing** case you must attach **two** forms. The first document is a Written Request for Service Form. You may use the Written Request for Service Form from our web site or another document you compose with the type of service being requested, the case number and heading, what you want served and the parties to be served included. This form may be used with any of the five (5) Written Request types on the filing type pick list. They are:

1. WRS – Written Request for Service (Certified Mail) \$7.00 per
2. WRSF – Written Request for Service (Foreign Sheriff) \$30.00 per
3. WRSO– Written Request for Service (Ordinary Mail)
4. WRSP – Written Request for Service (Process Server) and
5. WRSS – Written Request for Service (By Sheriff).

The second document you must include is the preformatted Directions for Sheriff Form because the Sheriff's office requires this.

To get the required forms:

Click on the form name above, below or

Logon to the Clerk's web site.

Depress the Forms tab.

Select Common Pleas Civil

Scroll down to the [Directions for Sheriff Form](#)

And/or the [Written Request for Service Form](#)

Select the form you want to use and enter the requested information.

Save it to your computer.

If using Word, convert it to PDF format for filing it.

If using PDF, it is ready to upload with your filing.

SERVICE FOR COMMON PLEAS CRIMINAL E-FILINGS

All Motions and Filings on Common Pleas criminal cases are served to the Prosecutor's Office by the Clerk. This is the **ONLY** instance where Service is done this way.

HOW DO I INDICATE SERVICE FOR MUNICIPAL CIVIL E-FILINGS?

All filings for Municipal Civil cases that **require Service must include** the [Service Notification Form](#), linked here or available on the Clerk's web site under Electronic Filing in PDF format. Append this to the filing as the **last page of the document submitted**.

THE NOTICE OF APPEAL IS THE CASE ORIGINATOR DOCUMENT IN A COMMON PLEAS CIVIL CASE. HOW DO I FILE THIS ELECTRONICALLY?

If the only document being filed to originate the case is the Administrative Appeal, select the initial filing type that is correct (in or out of county, with or without jury) and a Classification Form. On the next screen enter the number of pages the document contains and one page for the Classification Form and click Submit. Continue with your filing. Subsequently, when you file the Complaint, select the existing case box, enter the case number in it and select Complaint from the Document Type box and fill in the number of pages box. Continue with your case filing.

If you are originating a case with three documents, an Administrative Appeal, a Complaint and a Classification Form, the Administrative Appeal will be the initial filing document. Select the initial filing type (in or out of county, with or without jury) that is correct. On the next screen enter the number of pages of the Administrative Appeal document in the Filing Type box, select Classification from the Document Type box and fill in the number of pages box and, holding down the Ctrl key, select Complaint (When Filed With Appeal) from the Document Type box and fill in the number of pages. Continue with your new case filing. Each document will be docketed separately.

WHAT DOCUMENTS ARE NOT ACCEPTED FOR E-FILING?

In Appellate

- Any Entry or Order or Proposed Entry or Proposed Order
- Any filing that requires final case costs to be settled

In Common Pleas Civil

- Any Entry or Order or Proposed Entry or Proposed Order
- Any Deposition
- Any filing that requires final case costs to be settled
- Any Domestic Relations filing

In Municipal Civil

- Rent Escrow application
- Any document that requires a cash bond posting or a jury demand fee
- Applications for Trusteeship
- Any Notices
- Any Memorandums
- Any municipal criminal filings
- Any municipal traffic filings

HOW DO I FIND AND FILL IN FORMS ON THIS WEB SITE?

Click on the Forms tab.

Click on the division for the forms you want (from the dropdown menu).

Use the Scroll bar on the right of your screen to find the form you want.

Both the Classification and attorney change Notification forms are there under Common Pleas Civil. On any Municipal Civil filing where service is requested a Service Notification Form must accompany the filing. The Service Notification Form (formerly called the Notification Form) for Municipal Civil electronic filings is available here (click the form name above) or with Electronic Filing Forms. Complete it and append it to the filing as the last page.

You can fill in a PDF form by tabbing through the document fields. Once it is complete click the Adobe icon that looks like a disk. The save as box will appear. Select your path location for where you wish

to keep the document on your PC and fill in the name of the document. Then click the save button. The document is now at that location under that name and can be used as your 'upload' document for the filing.

HOW DO I SIGN MY ELECTRONIC FILING?

Because this is a login and password system one can "sign" a document by using the following format: /s/ first, middle (optional), and last names keyed on the document over the regular attorney information. We suggest using a bolded font in a **larger size** than what is used for the rest of the document.

OR

You can sign the document to be filed, scan it into your system and save it. Then you can convert the signed document to the portable document format.

OR

Write your name on a piece of paper in the various ways you would sign documents normally (e.g. full name, initials and size).

Scan this signature page into your personal computer. Crop each one individually as close to the edges as you can, keeping each as small as you can.

Name the files accordingly and save one file for each type of signature.
Save as .bmp (bitmap) type files.

Now when you have a document in MS Word or Word Perfect you can insert this signature file.

Using MS Word: from the menu bar choose INSERT > PICTURE > FROM FILE, then browse to find your file and click OK.

Using Word Perfect: click INSERT > GRAPHICS > FROM FILE, then find your file and insert.
Size the signature how you need it by dragging on the corners of the image box.

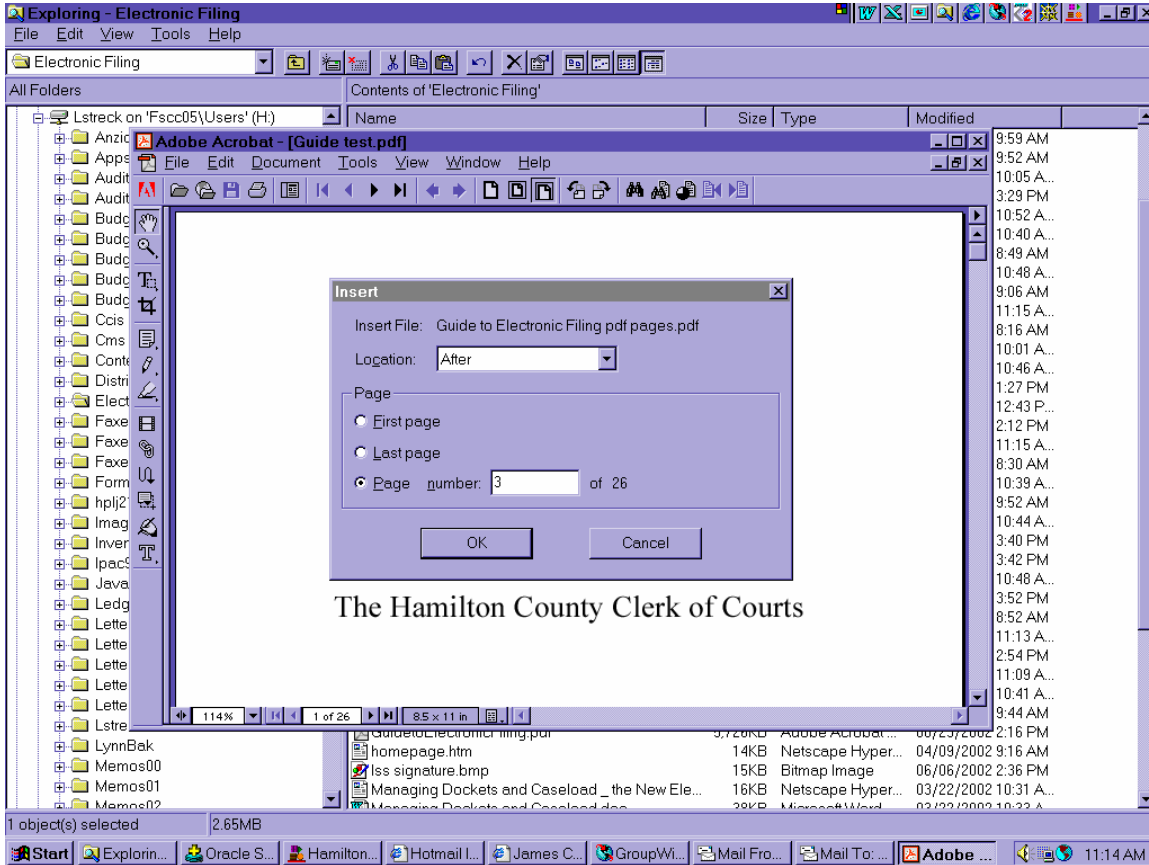
CONFIRMATIONS and the FILING ACCEPTANCE or REJECTION CYCLE

A confirmation number will be assigned to each filing when it is received in its entirety by the receiving device of the Clerk of Courts. The confirmation number and the date and time of the filing will be displayed on the screen of the filer's computer upon successful transmission of the filing.

Upon successful processing of the filing by the Clerk of Courts, an electronic mail message containing the confirmation number and case number assigned, if any, will be sent to the filer.

Filers will be notified via electronic mail if the filing is rejected for any reason. A rejected filing may be resubmitted via electronic mail to the Clerk of Courts at efilingclerk@cms.hamilton-co.org in order to retain the original date and time of filing. Rejected filings which are resubmitted via electronic mail must be received by the Clerk of Courts within twenty-four business (24) hours of the time that the rejection electronic mail message was sent by the Clerk of Courts in order to retain the original date and time of filing and confirmation number. A corrective filing may, however, be sent at a later time if the filer elects to do so, but after the twenty-four (24) hours period expires such a filing will be considered a new filing and the prior confirmation will have expired.

HOW DO I INSERT A PAGE INTO A PORTABLE DOCUMENT FORMATTED DOCUMENT?



In the portable document formatted version

Click document from the toolbar

In the drop down box select Insert

Indicate the Location, the Page choice and click the OK button.

HOW DO I KEEP TRACK OF CREDIT CARD CHARGES?

In order to reconcile your monthly bank statement of the credit card charges put on by the Hamilton County Clerk of Courts the following is suggested. During each filing where there is a credit card charge a screen will appear (sample picture below) with the credit card information and amount to be accessed. Depress the keyboard's "Print Scrn" (Scrn for screen) key. Next open a word processing document and paste the print screen on to it. You can key on to the document you are creating the confirmation number and case number or client name – anything relevant to you to use as an identifier. Name and save the document electronically to your PC. You could also print out the document to put with the bank statement. You could consider this document your charge receipt. Remember: **if the filing is rejected the credit card will not be charged** and copy costs will not be debited from the copy cost account.

