

### **1. ATTORNEY ELECTRONIC NOTIFICATION FORM for E-MAILS – 3 Uses**

For Common Pleas cases when opposing counsel has done an e-filing or when an event is scheduled on a case this database record is used to notify all the other registered attorneys on the case (and anyone listed on their accounts).

- To receive case scheduling notices from the Assignment Commissioner's Office via e-mail for Common Pleas cases complete the Attorney Electronic Notification (Common Pleas Civil form #38) form. Return the form via mail or in person or by fax (513-946-5943 AC office). It cannot be e-filed. The Clerk passes this form to the Assignment Commissioner's Office who maintains this part of the database. Upon receipt their staff will update the Case Management System and all of your cases will be updated to receive schedules via email.

In Municipal Civil Court postcards are sent with schedules except when selecting the appearance date during e-filing.

- Also, as of 12-3-12, this database record is used to send an email to attorneys that an e-filing has been done when you are notified via email that an e-filing of yours has been processed for a Common Pleas civil case. So all opposing counsel active status case attorneys of record for that case will receive an email stating that particular e-filing was done. The support staff, listed on the attorney electronic notification account, will also receive these emails. This is NOT service of the e-filing. The account members of the person who has done the e-filing do not receive the email as they should already know because their person did that e-filing. This happens ONLY when the filing is an EFILING.

- Also use this form to keep that data record current. So if your assistant receives emails of your upcoming case events or opposing counsel e-filings and she leaves your employment then you would complete a new form and note on it to delete her from receiving the emails and to add instead her replacement whose email address you would put on that form. Just write on it. Case Scheduling Notices can have multiple recipient email addresses.

### **2. NOTIFICATION FORM for 2 Uses - CASE APPEARANCE or ADDRESS CHANGE**

Once you have signed up to receive the case schedules and e-filings made by opposing counsel via email you must be registered as an attorney of record on all the cases where you represent someone to receive these notices.

- In Common Pleas cases a Notification Form (Common Pleas Civil General form #30) is the means to let both the Clerk and the Court know that the attorney named on it is representing the Plaintiff(s) or Defendant(s) listed on it for that case number. If you are a Receiver simply key in that word near the name at the bottom of the form. This form should be used instead of, or in addition to, a Notice of Appearance, and is the preferred method to notify the Clerk's Office of your appearance on a case. To indicate Substitution of Counsel complete that line on the form bottom. Efile it as the Type Notification Form. In Appellate Court efile a Notification Form using Type Other. Municipal Civil Court also has an Attorney Notification Form (Municipal Civil General form #58) on the web site for that division. Efile it as the Type Notification Form.

- The Notification Form can also be used to supply the Clerk with a new business, phone or e-mail address. In this case check the box marked "Address Change Only" and mail or bring or fax (513-946-5640) the form to the Clerk's Office, Room 315 Issue Desk. Do not efile it. Do not put a case number on it. Upon receipt a clerk will update the Case Management System database and all of your cases will be updated.

### **3. OTHER ATTORNEY ACCOUNT INFORMATION CHANGES**

To update a **Document Access account** or an **Efiling account** log in to that account, select "Settings" for portfolio or "My Account" for e-filing and make the changes. Then click "Update Portfolio" or "Save" for e-filing. A **document access** email address can receive your user id and password if you requested this online.

An **efiling account** must be closed if you are switching firms and any remaining deposit returned to whoever made it. Accounts must then be updated and a new deposit paid. Contact the E-filing Coordinator.

An **efiling account** email address can receive several types of emails.

1. That an e-filing has been received by the clerk.
2. That an e-filing was processed and filed or failed (and the rejection reason) by the clerk.
3. Copy cost account bills and receipts are sent to the email addresses on the account.
4. Link and activation code when resetting a password