

HELPFUL HINTS - HOW TO DO THINGS for E-FILING USERS 7-1-19

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Contents – Each topic is linked to its location in this document.

ENTERING PARTIES INTO THE SYSTEM IN COMMON PLEAS NEW CASES	2
NEW CASE ORIGATION DOCUMENTS NEEDED.....	3
COMMON PLEAS CIVIL and DOMESTIC RELATIONS NEW CASE.....	3
NOTICE OF APPEAL	3
COMMON PLEAS CIVIL ADMINISTRATIVE APPEAL OR WORKERS COMPENSATION	4
MUNICIPAL CIVIL COURT NEW CASE.....	4
SERVICE FOR DOCUMENTS E-FILED.....	5
COMMON PLEAS CIVIL NEW CASE E-FILINGS	5
COMMON PLEAS SERVICE BY PUBLICATION DOCUMENTS	5
COMMON PLEAS CIVIL EXISTING CASE E-FILINGS.....	6
COMMON PLEAS CRIMINAL E-FILINGS.....	6
MUNICIPAL CIVIL E-FILINGS.....	6
HOW TO EFILE LARGE DOCUMENTS WITH ATTACHMENTS	6
HOW TO FIND AND FILL IN FORMS ON THIS WEB SITE	7
FORGOTTEN USERID OR PASSWORD.....	7
CONSOLIDATED CASES.....	7
HOW TO EFILE DOCUMENTS WITH MULTIPLE FEES, AMENDED ONES AND JURY DEMANDS	7
HOW TO EFILE DOCUMENTS WITH TWO TYPES AND ONLY ONE FEE – JURY DEMANDS.....	8
SYSTEM NOT WORKING NORMALLY – ACTIVATE COMPATIBILITY ICON	8
HOW TO SIGN AN ELECTRONIC FILING DOCUMENT	9
HOW TO INSERT A PAGE INTO A PORTABLE DOCUMENT FORMATTED DOCUMENT	9
CONFIRMATIONS AND FILING REJECTIONS.....	10
SEALED CASE AND SEALED DOCUMENT E-FILINGS	10
DOCUMENTS NOT ACCEPTED FOR E-FILING	10
DOCUMENT ACCESS FOR ATTORNEYS.....	10
NOTIFICATION FORMS – TWO TYPES AND OTHER ATTORNEY INFORMATION UPDATES	11
OTHER ATTORNEY INFORMATION CHANGES.....	11
COPY COSTS ACCOUNTS.....	11
HOW TO FIND THE COPY COSTS ONLY FOR A COMMON PLEAS E-FILING ACCOUNT.....	12
HOW TO MAKE A COMMON PLEAS COPY COST ACCOUNT.....	12
SAMPLE OF A COPY COST ACCOUNT	13
CLOSING AN EFILING AND COPY COST ACCOUNT.....	13
HOW TO FIND THE COPY COSTS FOR AN E-FILING	13
HOW TO MAKE A PAYMENT SCREEN COST DOCUMENT.....	13
HOW TO KEEP TRACK OF CREDIT CARD CHARGES FOR PROCESSED E-FILINGS	15

ENTERING PARTIES INTO THE SYSTEM in COMMON PLEAS NEW CASES

Do not use punctuation when entering the information.

All plaintiffs and defendants (parties) listed on the Initial Filing/Complaint must be keyed into the e filing system exactly as the party is on the document, at least once and in the same order as they are listed on the Initial Filing document. There are 105 spaces to use for first (70), middle (15) and last (20) names. If the party name is long start in the first name space and put in as much as possible there subsequently using the middle and then the last name boxes. Some abbreviations are permitted, if necessary, to fit the entire name. An example would be "Stat Ag" or "SA" for Statutory Agent.

Any one listed on an Initial Filing/Complaint with an address must be served.

1. If a party has more than one address he is only **entered once** using the primary address but the number of services will be for all of his listed addresses. The Initial Filing (Complaint) and the Written Request for Service(s) documents should indicate "Also Serve At" by the additional addresses. The number of services entered will be for all his listed addresses. Each additional address is listed on the written documents that will be uploaded, but not keyed into the e filing application. Example: John Jones has his address and 2 serve at addresses then the number of services for that one person keyed in once is 3.

2. If the Initial Filing says John Does 1 through 20 it is **entered once**. If the address and city are Unknown click on the Unknown box and the system will complete the data entry and select waiver of service for the John Doe parties.

3. a. If a party has a **Statutory Agent** listed on the Initial Filing with the party and it says Serve Statutory Agent then enter the party on the defendant lines and enter the agent on address line one and use the agent's mailing address on address line two. If the Statutory Agent is listed as an "also serve" only on the complaint, do not enter him into the system but do increase the services for his party to include a service for him.

b. A defendant with a **DBA** (doing business as) is **entered once including the DBA(s)** with the name on the name lines. Both **Statutory Agents** listed with a party (not separately as "also serve") and **DBA(s)** have only one service unless the written documents list additional addresses which must then be included in the number of services count for that party.

4. If a **defendant is dead** or is living but has **no known address**, click the Deceased or Unknown box above the address lines which will then fill in and the system will select waiver of service.

5. If a party is **in care of** use the name lines for the party and use address line one for the in care of information.

Exceptions - enter more than once are:

6. If it says John Doe 1 and John Doe 2 and John Doe 3 etc. it is entered once for each John Doe. If the address is unknown click the Unknown box above the address lines which will then fill in and the system will select waiver of service.

1. The United States of America is entered as many times as there are addresses on the Initial Filing.

2. If a party is listed as himself **individually and as** an Administrator or Trustee or Employee or as a Guardian/Parent he must be entered **once for each role** into the system. An example is:

John Jones, Individually **and** as Executor of the Estate of Mary Jones 1234 Oak Street Cincinnati, Oh 45202

Mr. Jones will be keyed into the system **twice**. Once as John Jones Individually and once as John Jones Executor of the Estate of Mary Jones (all on first name line) with the same address entered for each. Both must be served.

Enter AKAs (also known as) in the format (no slashes) John Smith aka John J Smith aka John Jay Smith. Put the entire aka name as above for each alias, not just part of it such as John, aka John J aka John Jay Smith. Fit them in the 3 name boxes as best as you are able. If it is necessary then use address line 1 also.

If a defendant has an **international address** the service must be by Registered Mail. Pick **Registered International in the system when filing and check Registered International on the Written Request for Service Form**. To enter the address into the system from the drop down next to United States pick the foreign country. The address lines will adjust for that nation's format.

On the Initial Filing and on each Written Request for Service form parties must be listed multiple times if they have different addresses (one time for each address). For each service type selected enter the number of addresses (1, 2, 3, 4, etc.) in the corresponding box, not yes or no or an "X", where that party is to be served.

Listing a party on a Service Request form only, even with multiple addresses, does not mean they will be served. A party must be listed on the Initial Filing **and** Service Request Forms with all their addresses but keyed into the e filing system once (**exceptions above**) for service to be done to them.

In Appellate and Common Pleas you will efile a **Proposed Entry or Proposed Order** as a filing type of its own and it must be **in Word format** (doc or docx), not Portable Document Format (pdf). All other filings are in PDF.

The **case number format** for a Common Pleas or Domestic Relations case is Box 1 = A or DR(court letter), Box 2 = 2 digit year, (12 would represent 2012) and Box 3 = 5 digit sequential case number. Here is a sample.

A or DR	12	12345
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NEW CASE ORIGATION DOCUMENTS NEEDED If a filing is rejected the credit card is not charged.

COMMON PLEAS CIVIL NEW CASE ORIGATION DOCUMENTS

If the address of the Plaintiff listed first on the Complaint is within Hamilton County then the filing is an IN COUNTY filing. Otherwise it's an OUT of COUNTY filing. This designation affects the case cost.

The case initiation filing type options are:

• IFF	Initial Filing Foreclosure (In County)
• IFFO	Initial Filing Foreclosure (Out of County)
• IFI	Initial Filing (In County) With NO Jury Demand
• IFIJ	Initial Filing (In County) With Jury Demand
• IFO	Initial Filing (Out of County) With NO Jury Demand
• IFOJ	Initial Filing (Out of County) With Jury Demand

For Common Pleas Civil and Domestic Relations there are **Required** documents and **Additional** ones.

Every **Common Pleas Civil new case** electronically filed, except an Appeal (directions below), needs the following **Required** documents:

- The Initial Filing – Although this is commonly called the Complaint do NOT select Complaint from the dropdown list when uploading the documents. You must select one of the 6 filing types listed above. If the filing is greater than 20 mgs break it apart and file the extra pages as the type Initial Filing (Additional pages).

- A [Classification Form](#) is required. There is a special one for [Foreclosures](#) only online.

- A [Written Request for Service Form](#). All names and addresses to be served must be listed on each type of form: do not write “as on” or “see” the Initial Filing. The documents to be served must also be listed on it. (See page 6 for existing cases.)

You must have a WRS form for any, and each, service type for defendants. The service types are listed on page 4. Each type needs a separate form.

A Written Request can have multiple names and addresses but there must be a separate form for each type of Service you want. As an example, you have 5 defendants. You want all of them served by certified and 2 of them served personally. You will have one Written Request for Service form marked Certified with all 5 defendants and their address listed on it. You will have a second Written Request for Service form marked Process Server with 2 defendant names and address on it and the intended process server. Only parties listed on the initial filing can be served.

- If wanting service by Sheriff you must also include a [Directions for Sheriff Form](#). If you have both an in county and a foreign sheriff request you need 2 DFS forms - one for each county sheriff. Foreign Sheriff form must have that county and address on it.

Additional Documents can also be added.

- If wanting certified service you might want to include an [Ordinary Mail Waiver Form](#). This form indicates that if the certified mail is returned, and service must be complete 5 days before a scheduled hearing, the Clerk should try delivery by normal U.S. mail without contacting you before mailing.

- You may include a Motion with the other Initial Filings documents. Select Motion as the filing type.

- You may include an Affidavit with the other Initial Filings documents. Select Affidavit as the filing type.

- [Preliminary Judicial Reports](#) may be added with the initial filing of foreclosures as a separate document.

- Upload the extra documents of [Complaints](#) greater than 20 mgs as the type [Initial Filing Additional Pages](#)

- Do **NOT** include [Notification Forms](#) with initial filings.

For **Domestic Relations** documents needed go to:

https://www.hamiltonco.org/government/courts/court_of_domestic_relations/forms_procedures.

NOTICE OF APPEAL

- If you are appealing a [Common Pleas Civil](#) (“A”) or Criminal (“B”) case you will initiate its appeal in the Common Pleas **existing case efilng queue** under the Common Pleas case number being appealed as the filing type Notice of Appeal. The first line on the Notice of Appeal states who is filing the appeal. The clerk in turn will turn it over to the Appellate Court to receive a “C” number.

If you are appealing a [Municipal Civil](#) (“MCV”) court case you file the Appeal document in the Municipal Court existing case as a [Notice of Appeal](#). The clerk in turn will turn it over to the Appellate Court to receive a “C” number.

Once you have the “C” case number then file the Docket Statement under that as an existing case filing in the Court of Appeals.

- Notice of Appeals from courts without efilng or from outside of Hamilton County are initiated by efilng them as **a new case** under the Court of Appeals. The initial filing/complaint document is the Notice of Appeal and a Docket Statement must also be uploaded.

NEW CASE ORIGATION DOCUMENTS NEEDED Continued

COMMON PLEAS CIVIL ADMINISTRATIVE APPEAL or WORKERS COMPENSATION

To initiate an Administrative Appeal or a Worker's Compensation Appeal case file it in Common Pleas as a new case and have the case number and parties listed exactly as on the original case on the new **Appeal** document. The first line of the Appeal document will state who is appealing. In addition to the 2 or 3 documents below these appeals may include a Written Request for Service document(s), an Ordinary Mail Waiver form and the Directions for Sheriff form (required if sheriff service) along with the other documents. Each document will be docketed separately.

Note: If you are filing a Worker's Compensation Appeal for a defendant on the case being appealed indicate Waiver of Service for this defendant. File a Written Request for Service of the type wanted and on that form list the Plaintiff and any other defendant to be served, but exclude the defendant filing the Appeal.

If you are originating a case with 2 documents, the Notice of Administrative or Worker's Compensation Appeal document and a Classification Form, select the initial filing type that is correct (in or out of county, with or without jury). Add for upload the 2 documents separately from the required types Initial Filing and Classification Form. 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 3 documents, a Notice of Administrative Appeal or Worker's Compensation Appeal, a Complaint and a Classification Form, the Notice will be the initial filing document. Select the initial filing type (in or out of county, with or without jury) that is correct. Add for upload the 3 documents separately by selecting from the drop down types Initial Filing and Classification Form and Complaint (When Filed with Appeal). Continue with your filing.

MUNICIPAL CIVIL COURT NEW CASE ORIGATION DOCUMENTS NEEDED

The new case filing type options are:

- BMVS Bureau of Motor Vehicles Suspension
- CJFC Certificate of Judgment from a Foreign Court
- CIVS Civil Suit
- EVIC Eviction and
- SMCL Small Claim

In addition to selecting service(s) during efilng you should append the Service Notification Form as the last page if you want the clerk to serve your filing. Since there is only one line for each party type usually only the first name can be entered. Additional defendant names must be on the Complaint and the Service Notification Form and be included in the number of services. Only one Ordinary Mail Waiver is needed which covers all parties' certified services.

Bureau of Motor Vehicle Suspension cases can have one of multiple case initiating types of documents such as:

1. Complaint for Points Appeal <https://www.courtclerk.org/forms/bmvpointsappeal.pdf>
2. Complaint for Out of State OVI Conviction <https://www.courtclerk.org/forms/OVIAppeal.pdf> and
3. Non-Compliance Appeal <https://www.courtclerk.org/forms/NonComplianceAppeal.pdf> used to apply for driving privileges.

Certificate of Judgment from a Foreign Court is the judgment itself and the Service Notification Form linked above.

Civil Suits normally have a Complaint and the Service Notification Form linked above.

Evictions need 3 documents joined together as 1 document for uploading:

1. Complaint for Eviction and Money <https://www.courtclerk.org/forms/forcibleentry.pdf>
2. Notice to Leave the Property <https://www.courtclerk.org/forms/leavepremises.pdf> and
3. Service Notification Form linked above.

Small Claims has a form online (and a sample) at <https://www.courtclerk.org/forms/smallclaim.pdf>. Use this form and put any other pages behind it and append the Service Notification Form as the last page making one document.

Jury Demand – File this after receiving the new case number (do not put it on the Complaint).

For **Municipal Civil existing cases** the **case number format** is Box 1 = 2 digit year, (12 would represent 2012), Box 2 = CV (court letters) and Box 3 = 5 digit sequential case number. Here is a sample.

11	CV	12345
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SERVICE FOR DOCUMENTS E-FILED

HOW TO INDICATE SERVICE for COMMON PLEAS CIVIL NEW CASE E-FILINGS

Each party (living or dead) on an Initial Filing with an address listed must be served.

If you have **no address** for a party or the party is **dead** then:

1. On the Initial Filing document for that party enter "Unknown" or "Deceased" as the address.
2. In the e-filing system enter the party name. Then click either the Unknown or the Deceased box above the address entry boxes which will fade away. (Click the box again to have the address entry lines reappear.)
3. The e-filing system will add the Waiver of Service for that party automatically.

All efilings for Common Pleas Civil cases that **require Service by the Clerk should include a [Written Request for Service Form](#) and/or a [Directions for Sheriff Form](#) and/or an [Ordinary Mail Waiver](#)** (this form indicates that if the certified mail is returned, and service must be complete 5 days before a scheduled hearing, the Clerk should try delivery by normal U.S. mail without contacting you before mailing). All are available on the Clerk's web site. The [Ordinary Mail Waiver](#) **cannot** be filed by itself; except when with an Initial Filing (on a new case as a separate document) or with a Written Request for Service by Certified Form (on an existing case as one document with it) and filed as the type Written Request for Service by Certified Mail. If you want service done by mail and had not previously filed an Ordinary Mail Waiver file a Written Request for Service by Ordinary Mail Form and check Ordinary Mail on it.

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 with addresses included. This form may be used with any of the Written Request types on the filing type pick list below.

- WRS – Written Request for Service by Certified Mail for Common Pleas civil \$9.00 per
- WRSR – Written Request for Service by Registered for International Mail for Common Pleas civil \$9.00 per
- WRSE – Written Request for Service by Express Mail for Common Pleas civil \$27.00 per
- WRSF – Written Request for Service by Foreign Sheriff for Common Pleas civil \$30.00 per
- WRSO – Written Request for Service by Ordinary Mail for Common Pleas civil
- WRSP – Written Request for Service by Process Server for Common Pleas civil
- WRSS – Written Request for Service by Sheriff \$5.00 per for Common Pleas civil

When filing a Written Request for Service or Service request **do NOT append** the document you want served.

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 Filing, Classification Form and Written Request for Service by Sheriff and/or other Written Requests for Service documents (one for each type of service requested) and, if requesting **certified** service, there maybe an Ordinary Mail Waiver. See the next page for **existing** cases.

HOW TO E-FILE SERVICE BY PUBLICATION DOCUMENTS for COMMON PLEAS CIVIL

There are several documents to be e-filed for Service by Publication.

The first document is an Affidavit indicating that all attempts at Service have been naught.

The second document, the Notice, should contain a summary statement of the object of the complaint and demand for relief, such as a legal description of the property that will be run in a specified publication.

If the party to be served does not have a name (such as a John or Jane Doe) or is an Unknown Heir a third document must be filed. It is a Motion for the Judge to order publication service. Then a Proposed Order in Word format must be filed as a fourth document.

These 2 or 4 documents must be filed separately and should contain "for Service by Publication" in the titles

HOW TO INDICATE SERVICE for COMMON PLEAS CIVIL EXISTING CASE E-FILINGS

If you want the Clerk to do service for you then you must file a Written Request for Service as a separate filing from the document you want served. The service types are listed on the previous page. You will efile a separate written request for each type of service wanted. Each form will list all the parties to be served and all of the addresses, not say "as on the Initial Filing". Do not include the document to be served.

When you want service done by **certified mail** on an **existing** case you must attach the following. The first document you must have is a Written Request for Service (by Certified) Form (WRS). The second document you may include is the Ordinary Mail Waiver form but **only** if you want the waiver. The 2 documents shall be submitted as **one document** of the filing type of Written Request for Service Certified.

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 or Service Request (By Sheriff) Form (WRSS). The second document you must include is the Directions for Sheriff Form because their office requires it. The 2 documents (uploaded separately) are **Required**. A request for service by a **Foreign Sheriff** also must have a Directions for Sheriff Form with it and indicate the Foreign Sheriff by county and address.

HOW TO INDICATE 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 automatically done this way.

HOW TO INDICATE SERVICE for MUNICIPAL CIVIL E-FILINGS

All filings for Municipal Civil cases that **require Service must include** the Municipal Civil [Service Notification Form](#) linked here or available on the Clerk's web site under Municipal Civil Forms in PDF format. Append this to the filing as **the last page** of the document to be submitted. You must also select the service type(s) while efilng.

HOW TO EFILE LARGE DOCUMENTS WITH ATTACHMENTS

All attachments or exhibits are to be appended to the document they support as one document.

If the filing is greater than 20 megabytes then break it in into parts as follows. Each part is a separate efilng.

Each section (document) **MUST** have its own cover page attached as the first page of each part with the case caption, case number, judge and document title on it. The title on each document **MUST** also be keyed into the Document Caption box when efilng so each section is tied together logically when reading the docket. What you key into the Docket Caption box becomes the docket entry for that filing.

The filing type for each document will be the **same unless it is one that has money, in which case** only the first document will be that type (to pick up the costs) and each attachment document will be the type of Filing (when nothing else applies) but will contain the name of the document it supports and that will be keyed into the document caption/title box. Here is an example for a Counter Claim. The first document would be the filing type of Counter Claim of Whoever with Attachment 1 and the second document would be the filing type of Filing (so no costs are assessed) and entitled Filing of Attachments 2-5 of Counter Claim of Whoever. In **Municipal Civil** subsequent Motion documents are filed as the type **Filing** but titled as the above example.

In Common Pleas if the filing type is a Motion then each separate attachment document type **must be Motion** because copies must be made of them and put in the Judges' mailboxes. For example, the first document is called and keyed in as - Motion to Whatever, Part 1 of 2, with Exhibits 1 through 19. The second document is called and keyed in as - Motion to Whatever, Part 2 of 2, with Exhibits 20 through 22 **OR** Part 2 of 2 with Exhibits 20 through 22 of Motion to Whatever.

HOW TO FIND AND FILL IN FORMS ON THIS WEB SITE

Depress 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. It is in PDF already.

Select the form and enter the requested information by tabbing through the document fields.

Save it to your computer by clicking 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 PDF 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.

If using PDF, it is ready to upload with your filing. If using Word, convert it to PDF format (except a proposed Entry or a proposed Order which stay in Word) and check the page count for filing it.

FORGOTTEN USERID OR PASSWORD

Go to the efilings login web page. Below the login box is a line that says "Forgot User Id/Password?" Click on this line. Enter information in the boxes that appear and click Search. Answer the security question and click Reset Password. A login link that also contains an activation/reset code will be e-mailed to you. You have 30 minutes to click the link and enter the code, the new password and the captcha characters and click reset. Detailed directions with screen prints are available in the User Guide at <https://courtclerk.org/forms/userguide.pdf>. If you have not kept the account email address current you must call the Efilings Coordinator for help.

CONSOLIDATED CASES

List both case numbers on the document and put "Consolidated" under them. File on the lowest case number.

HOW TO EFILE DOCUMENTS WITH MULTIPLE FEES, AMENDED ONES & JURY DEMANDS

Filings in Common Pleas on existing cases that have multiple fees, one of which is a Jury Demand, must be filed as two documents so both fees can be captured. The first document would be the one with the statutory fee to pick up the cost for that type of filing. The second document would be a Jury Demand filing with its associated cost.

Exceptions to the above in Common Pleas civil cases (select only 1 type) are:

Any mixture of Cross Claim, Counter Claim, Third Party Complaint and Intervening Complaint on the same one case, without a Jury Demand, can be combined on one efilings and the charge will be the current cost to file just one of those types. Select only one type from the drop down pick list. Remember, if you want to file a Jury Demand with any of these it is a separate efilings of its own.

If you are filing a type with a fee and a type without a fee, then you must select the one with the fee as the efilings type to capture the required cost. However, if the type without the fee is an Answer that also has a Counter Claim or a Cross Claim or a Jury Demand or a Third Party Complaint, then these four combinations are all options on the drop down pick list and the Jury Demand fee is assessed.

In Municipal Civil existing case efilings two fee types may be filed together as the ability to add fee types now exists. When selecting the filing type under "Add Document" boxes appear that allow you to click them and thus add them and their costs, to the efilings.

If you are Amending an Answer and any other fee type of document (as listed above) file it under Answer and indicate in the Document Title and in the Document Caption Box that the fee part has already been paid. An example is First Amended Answer and Already Paid Cross Claim.

If you are Amending any fee type of document file it as a **Filing** (when nothing else applies) and indicate in the Document Title and in the Document Caption Box it is a **Filing of an Amended, Already Paid, Type Named** (such as Filing of an Amended, Already Paid, Cross Claim.)

If you include "**Jury Demand Endorsed Hereon**" indicate if it has been paid already or the filing might be failed for non-payment of a Jury Demand fee. Those processing efilings do not know if a Jury Demand has already been paid on the case.

HOW TO EFILE DOCUMENTS WITH TWO TYPES AND ONLY ONE FEE – Jury Demands

File it as the type that has the fee. If filing a document that has no statutory fee, such as an Answer, but does have a Jury Demand endorsed hereon to be added to the case, it must be filed as the type Answer and Jury Demand to pick up that required fee, unless the Jury Demand fee has already been paid for that case, in which event it would be filed as the document type (Answer). Indicate in the document title that the Jury Fee was already paid, such as “Answer with Paid Jury Demand Endorsed Hereon.” A document entitled Jury Demand only, filed as type Jury Demand, would have the normal case heading information, and might read thus: “The defendant, XYZ Company, requests a trial by jury.”

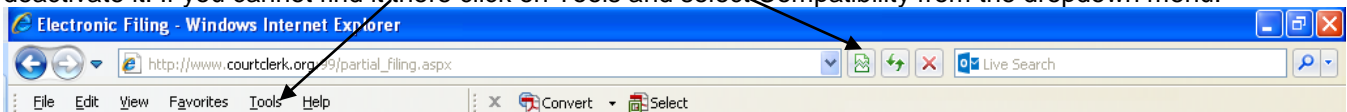
For Municipal Civil Court if a filing has multiple types the ability to add each type with a cost is available. For example, you want to file an Answer and Counter Claim. Select either type from the Filing Type drop down. Options then appear that allow you to select additional types you wish to add to the original type you chose. Click on each box for each type you want to add to this filing. (The picture below shows these boxes under the “ADD DOCUMENT” section.) The costs will be included in the total to be charged for the filing. The docket entry will list all the types selected.

The screenshot shows a web interface for filing documents. At the top, a black bar reads "Existing Case Filing". Below it, a grey box contains the instruction: "Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button." Case information is listed: Case Number: 15CV00456, Case Caption: MARIBETH PIPPIN LLC v BRIAN BRAUN, Case Filed: 1/8/2015, Case Category: MUNICIPAL CIVIL, Judge: ADMINISTRATIVE JUDGE. The "ADD DOCUMENT" section features a "Filing Type" dropdown menu set to "ANSWER". Below it, a section titled "Document(s) included within this Answer:" contains four checkboxes: "COUNTER CLAIM", "CROSS CLAIM", "JURY DEMAND", and "THRD PARTY COMPLAINT". There are also fields for "Document Path" (with a "Select" button), "Number of Pages" (with an input field), and "Additional Info" (with an input field and "(optional)" label). An "Add This Document" button is at the bottom of this section. Below the "ADD DOCUMENT" section is a "DOCUMENT REVIEW" section with the text "Additional Info: None added yet" and a message: "No documents have been added to this filing yet. You may add one above." A "Save and Proceed" button is at the bottom right.

For a case initiation in Common Pleas the selection for a jury or not is made when picking the type of new case filing. For a case initiation in Municipal Civil Court where a jury is wanted simply wait for the new case number and then file the Jury Demand under that new case number.

SYSTEM NOT WORKING NORMALLY – INACTIVATE COMPATIBILITY ICON

Some versions of Internet Explorer need the compatibility mode turned off to function properly with the 2016 e filing application. It is usually located next to the end of the address bar (where the URL is keyed in) and looks like a small piece of paper torn in half. Click it one time and it will be activated (and normally becomes grey) and click it again to deactivate it. If you cannot find it there click on Tools and select Compatibility from the dropdown menu.



HOW TO SIGN AN ELECTRONIC FILING DOCUMENT

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.

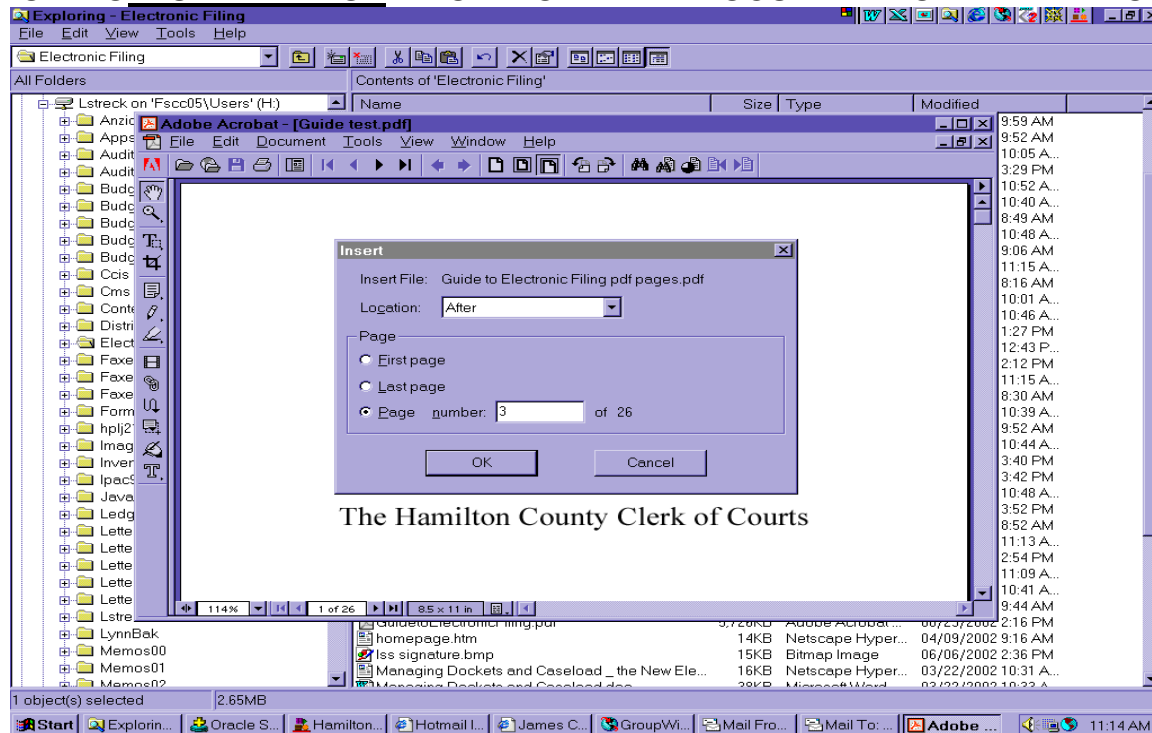
Name the files accordingly and save one file for each type of signature.

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.

HOW TO INSERT A PAGE INTO A PORTABLE DOCUMENT FORMATTED DOCUMENT



In older versions:

Open the portable document formatted document into which you want to insert page(s). Click document from the toolbar. In the drop down box select Insert and in that box indicate the Location, the Page choice and click the OK button.

In newer versions:

Open the document in edit mode, click on pages, then insert pages, select the document to be inserted, open it and the same insert box as above appears. In the insert box select location and page and click OK.

CONFIRMATIONS and FILING REJECTIONS

A confirmation number will be assigned to each filing that has been started in the e-filing system. The confirmation number will be displayed on the screen of the filer's computer next to the status box of the filing.

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

Filers will be notified via electronic mail if the filing is failed for any reason. A corrective filing may be entered into the e-filing system at a later time. Such a filing will be considered a new filing and will receive a new confirmation number and file date. We will no longer be able to fix failed filings to retain an original file date.

Effective May 2, 2016, the Courts' Local Rules no longer allow for a rejected filing to be corrected and resubmitted to retain the original filing date.

SEALED CASE and SEALED DOCUMENT E-FILINGS

Filings may be made on sealed cases. Clearly mark on the document below its title that the case is sealed. A copy of the filed document will be given to the case judge.

You may file a single document that is to be sealed. There must be a court order on the case docket that allows the document to qualify for sealing. You must clearly and distinctly note that it is to be sealed on the document itself by its title name and the order date.

DOCUMENTS NOT ACCEPTED FOR E-FILING

Any Civil Protection Order, Notary Public Commission or Notary Public Verification filing must be done in person.

A **Partial Dismissal** may be **efiled**. Be certain to key into the document caption box and have it on the document title that it is a partial dismissal and the case remains open. To completely dismiss a case the costs must be paid which cannot currently happen during e-filing. If money is owed on the case a dismissal cannot be efiled.

A **Notice of Dismissal** can be efiled **ONLY if** the costs are paid out already or there is a credit on the case.

DOCUMENT ACCESS for ATTORNEYS

To **view documents online** at <https://www.courtclerk.org> you will need a Document Access Account. This is separate and distinct from your e-filing account and has a different login id, password and login location. Attorneys should complete a Document Access Application Form found on the Portfolio of Cases login page at https://courtclerk.org/data/portfolio_case.asp (next to the Login Boxes) and send it to the Clerk's Office per the directions on the form. If the account has not been used in six months it is inactivated. The webmaster sets up and monitors these accounts. That contact information is webmaster@cms.hamilton-co.org or 513-946-5646.

UPDATE ATTORNEY INFORMATION

Notification Forms and User Accounts

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 efiling 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

COPY COSTS ACCOUNTS

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. (Remember, in non-electronic filing methods you supply these copies to the Clerk.)

In Common Pleas, Domestic Relations and Appellate cases this charge is subtracted from your attorney copy cost account established at the time your account was set up. When this balance declines to less than \$25.00 credit you will be contacted via e-mail and asked to deposit additional funds of at least \$100.00 into it.

You can pay this by:

- Sending in the mail or bringing in to the Courthouse, Room 315 Issue Desk, cash, or a check or money order with your account (bar) number on it, payable to the Clerk of Courts or
- Using a credit card in person (except Visa) at Room 315 Issue Desk counter or
- On-line using the "Add Funds" button on the "My Account" tab or
- Returning the e-mail and request the account credit card to be charged for the deposit and state an amount of at least \$100.00. You will be sent a receipt via e-mail if you select this method of payment.

In Municipal Civil cases the copy cost will be collected via credit card each time a filing is made. There are NO copy cost accounts for Municipal Civil e-filings and amounts less than \$2.00 are not charged to your account credit card.

For Pro Se efilers the copy costs are charged when the e-filing is processed.

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 (failed) then the credit card is not charged and copy costs are not debited from a copy cost account.

HOW TO FIND THE COPY COSTS ONLY FOR A COMMON PLEAS E-FILING ACCOUNT

Select the Records Search tab.

Select Case Number. Enter the case number.*

*The case number format for this is EF00 (zero, zero) plus your Ohio Bar Attorney number.

(Examples are EF0012345 or EF0006789.)

Click the Search button. The Case Summary now appears.

To the right of the screen, under Case Options, double click the Case History icon.

Scroll down to see the listings of copy costs for that e-filer.

You can now print out or save this report.

HOW TO MAKE A COMMON PLEAS COPY COST ACCOUNT DOCUMENT

To save this report Select the Records Search tab.

Select Case Number. Enter the Case Number.*

The case number format for this is EF00 plus your 4 or 5 digit Ohio Bar Attorney number.

(An example would be EF0002345 or EF0012345.)

Click the Search button. The Case Summary now appears.

Under Case Options double click the Case History icon.

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 processing or spreadsheet document.

Click Edit. Click Paste.

Save the word or spreadsheet document.

You can now edit* the document.

*A helpful hint for spreadsheets is to format the 4 columns to a width of 20 each.

SAMPLE OF A COPY COST ACCOUNT

Hamilton County Clerk of Courts Case Summary

Case Number: EF0012345
Case Caption: ALLY McBEAL vs.
Judge: Unavailable
Filed Date: 3/15/01
Case Type: E-FILING COPY ACCOUNT
Total Deposits: \$100.00 CR
Total Costs: \$10.20

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3/15/01	ISSUE DESK - DEPOSIT BY ALLY McBEAL	100.00-
3/20/01	004 COPIES MADE FOR CASE NUMBER A -0008196; CONFIRMATION NUMBER 1034	0.40
3/20/01	004 COPIES MADE FOR CASE NUMBER A -0005878; CONFIRMATION NUMBER 1035	0.40
3/24/01	010 COPIES MADE FOR CASE NUMBER A -0002271; CONFIRMATION NUMBER 1037	1.00
4/23/01	004 COPIES MADE FOR CASE NUMBER A -9907658; CONFIRMATION NUMBER 1060	0.40
5/7/01	008 COPIES MADE FOR CASE NUMBER A -9907658; CONFIRMATION NUMBER 1077	0.80
5/7/01	022 COPIES MADE FOR CASE NUMBER A -0001441; CONFIRMATION NUMBER 1076	2.20

CLOSING AN EFILING and COPY COST ACCOUNT

If the account holder dies, quits or for whatever reason leaves the firm the account should be closed so it is not used for e-filing. The credit card on the account is removed from that account and any remaining copy cost account money is returned to the party who paid it originally. To terminate an e-filing account send the E-filing Coordinator a written statement via email at efilingclerk@cms.hamilton-co.org, US mail or in person that contains the account holder's name, bar number and the firm's contact person with the mailing address for the refund.

Once this notice is received the account will be inactivated, the password will be changed and any money left in the copy cost account will be returned as a check payable to the firm or person who paid the deposit. It is important to terminate an account to prevent mixing peoples' money.

HOW TO FIND THE COPY COSTS FOR AN E-FILING

During e-filing the Payment screen will come up that shows you how much will be put on your credit card as expenses for that e-filing. Listed on it will be your copy costs along with the other charges.

The copy costs are also available through the Filing Overview screen. Anytime you click on a [blue confirmation number](#) the system brings up the Filing Overview for that particular filing. Copy costs are included in the information that displays. One chapter in the User Guide has samples of these overviews (different for each status.)

Common Pleas, Domestic Relations and Appellate copy costs are available online via the individual copy cost account.

HOW TO MAKE A PAYMENT SCREEN COST DOCUMENT

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 of the payment screen) 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. A sample for each application is below.

Remember: **if the filing is rejected or not yet processed the credit card will not be charged.** A list of convenience fees is on the Support Documents tab and linked here: https://www.courtclerk.org/forms/pnp_efiling.pdf.

Sample PAYMENT SCREENS from within the 2016 Application during the efilings Municipal Civil existing case payment screen

File on an Existing Case [Filing](#) >> [Review](#) >> [Payment](#) >> [Confirmation](#)

PAYMENT

Enter your credit card information below and click the [Submit] button. Your e-filing will be submitted for review and your credit card will be charged for the amount shown in the total during the e-filing's processing. If the e-filing is failed the credit card will not be charged.

DEFAULT E-FILE PAYMENT SCREEN MESSAGE REFERENCING CONVENIENCE FEE. Can be customized in CMS via EFV881. code = payment screen msg
(This message is modifiable via EFV881, using Reference Code PAYMENT SCREEN MSG)

Bill To

Payment method: PRIMARY (PREFERRED)

Billing Address: CLERKS OFFICE ROOM 371
1000 OAK STREET
CINCINNATI OH 45202

Name on Card: LYNNSTRECK

Credit Card: ****-**-****
Expires: 09 2019

Cost for Filing			
Answer	1 @	\$0.00	\$0.00
Certified Service	1 @	\$8.00	\$8.00
Copy Costs	8 @	\$0.10	\$0.80
Subtotal:			\$8.80
Convenience Fee:			\$2.00
Total Amount:			\$10.80

Copy Cost Breakdown		
	Copies	Pages
Answer	2	8
Total Pages:		8

Filing As

Name: LYNN S STRECK
Address: CLERKS OFFICE ROOM 371
1000 OAK STREET
CINCINNATI, OH 45202

E-mail Address: LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the Filing Coordinator at (513) 946-5612 or lstreck@cms.hamilton-co.org

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected.

Common Pleas Civil new case payment screen

Convenience Fees for Credit Card Usage

The Board of County Commissioners has signed Resolution Number P007-09 which authorizes the County Administrator to enter a financial arrangement with Point & Pay for collecting a convenience fee for financial transaction devices used to make payments owed the County. This was NOT instituted by the Clerk who is compelled to implement it. This includes electronic filing credit card charges. The fee varies according to the amount to be charged. The fee schedule for Point & Pay can be found at http://www.courtclerk.org/forms/ppp_efiling.pdf

Bill To

Payment method: PRIMARY (PREFERRED)

Billing Address: CLERKS OFFICE ROOM 371
1000 OAK STREET
CINCINNATI OH 45202

Name on Card: LYNNSTRECK

Credit Card: ****-**-****-7754
Expires: 09 2019

Cost for Filing			
Initial Filing (In County) With No Jury Demand	1 @	\$325.00	\$325.00
Classification	1 @	\$0.00	\$0.00
Written Request for Service (Certified Mail)	3 @	\$0.00	\$0.00
Ordinary Mail Waiver	1 @	\$0.00	\$0.00
Written Request for Service (By Sheriff)	1 @	\$5.00	\$5.00
Directions for Sheriff	1 @	\$5.00	\$5.00
Waiver of Service Service	1 @	\$0.00	\$0.00
Subtotal:			\$335.00
Convenience Fee:			\$8.95
Total Amount:			\$343.95

Copy Cost Breakdown			
	Pages	Copies	Total
Initial Filing (In County) With No Jury Demand	5	6	30
Classification	1	2	2
Written Request for Service (Certified Mail)	1	1	1
Ordinary Mail Waiver	1	1	1
Written Request for Service (By Sheriff)	1	1	1
Directions for Sheriff	1	1	1
Total Pages:			36

Copy Cost Account	
Opening Balance	\$1,099.10
Copy Costs For This Filing	36 @ \$0.10 = \$3.60
Ending Balance When Processed	\$1,095.50

Filing As

Name: LYNN S STRECK
Address: CLERKS OFFICE ROOM 371
1000 MAIN STREET
CINCINNATI, OH 45202

E-mail Address: LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the Filing Coordinator at (513) 946-5612 or efilingClerk@cms.hamilton-co.org

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected. In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

HOW TO KEEP TRACK OF CREDIT CARD CHARGES for PROCESSED E-FILINGS

In addition to the Print Screen procedure there is functionality in the e-filing application that produces a report of credit card charges on processed efilings. Select the **Payment History** Tab.

You can search for **all** your payments **or a specific** payment by selecting either button. For a date range search enter the payment dates via the calendar boxes. Click on search. The report will appear as shown in the sample below. You can also search for a particular **confirmation number** to get its cost.

The items listed include the following:

- the confirmation number,
- the date the payment was posted,
- the case number on which the filing was made,***
- the type of filing description (such as a Jury Demand),
- the last 4 digits of the account credit card charged and
- the amount, convenience fee and total charged to the account credit card.

Depressing the **blue** confirmation number will take you to the filing overview page.

The User Guide has a chapter on the **Filing Overview screens** with screen prints of them. Cost, fees and copy costs are shown there depending on the status of the filing.

Depressing the **blue** case number will take you to that case number on the Clerk's web site.

***New cases in Common Pleas will have a case number but Municipal Civil with more than one case (a batch filing) will have multiple new cases numbers for one e-filing and you must depress the confirmation number for information.

Remember: **if the filing is rejected or not yet processed the credit card will not be charged and copy costs will not be debited** from the copy cost account.

PAYMENT HISTORY tab to search for credit card charges

Payment History							
CASE NUMBER		PAYMENT DATE		CONFIRMATION NUMBER			
<input checked="" type="radio"/> All <input type="radio"/> Specific		9/1/2015 to 3/1/2016		<input type="text"/>			
				<input type="button" value="Search"/> <input type="button" value="Clear"/>			
Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
442084	9/30/2015	15CV17976	MOTION	1006	\$5.40		\$5.40
> 441032	9/25/2015	2 cases	CIVIL SUIT (2)	1006	\$211.40		\$211.40
441041	9/25/2015	14CV28699	MOTION	1006	\$5.50		\$5.50
440527	9/23/2015	15CV20606	CIVIL SUIT	1006	\$105.50		\$105.50
440356	9/22/2015	A 1505087	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	1006	\$325.00	\$8.95	\$333.95
> 439274	9/17/2015	2 cases	EVICTON (2)	1006	\$315.60		\$315.60
439281	9/16/2015	A 1504997	INITIAL FILING (OUT OF COUNTY) WITH NO JURY DEMAND	1006	\$355.00	\$8.95	\$363.95
438434	9/14/2015	15CV14683	MOTION	1006	\$5.70		\$5.70
436628	9/3/2015	A 1504766	INITIAL FILING (FORECLOSURE-IN COUNTY)	1006	\$592.00	\$12.95	\$604.95
435842	9/2/2015	15CV18791	EVICTON	1006	\$157.10		\$157.10
Page Total:							\$2,109.05
Grand Total:							\$2,109.05