



Attorney E-Filing Manual

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1. Preface

Audience	<p>This document is intended for attorneys using the electronic filing system also commonly referred to as E-File or E-Filing, to electronically submit documents to the Summit County Clerk of Courts as a part case initiation or a part of an ongoing legal matter before the Summit County Court of Common Pleas – Civil, Criminal or Domestic Relations divisions.</p> <p>This manual is written with the following assumptions: that the user has a working knowledge of web browsers such as Google Chrome, Microsoft Internet Explorer, Mozilla Firefox or Safari; a working knowledge of Microsoft Word and an understanding of Adobe Acrobat used to create portable document format files.</p>
Purpose	<p>This manual is written to provide the fundamental knowledge necessary to initiate new civil and domestic cases via the E-Filing application as well as ongoing secondary filings. It provides step-by-step directions of all aspects of the E-Filing application with descriptive figures to assist the filer with the process.</p>
Conventions	Standard
Help	<p>If you need help, please contact the Summit County Clerk of Courts at:</p> <p>Phone: 330-643-2211 Email: summitcpclerk@summitoh.net</p>
Version	2.16.916.1
Notes	<p>Revision to include new registration procedure. This manual is based upon results using Google Chrome version 53.0.2785.116 m.</p>

DISCLAIMER: Use of the Summit County Clerk of Courts electronic filing system does not negate the need to comply with the Ohio Rules of Court, including, but not limited to the Ohio Rules of Civil Procedure, the Rules of Superintendence or the local rules governing the Summit County Court of Common Pleas.

2. Accessing the System

The Summit County Clerk of Courts E-Filing system can be accessed by typing the following directly into the address bar of your web browser:

<https://clerkefile.summitoh.net>

When the site is successfully accessed, the E-Filing logon page is displayed. This is the entry point into the E-Filing system.

Figure 1. E-Filing Logon Screen

Welcome to the Summit Clerk of Courts E-Filing System. Please log in using the area below. If you need help or are registering as a first time user on the system, please make your selection by clicking the icon next to the choice provided



If you are already registered, you can simply enter your current username and password to continue.

Selecting the links preceded with the PDF icon () will result in documentation being displayed. The remaining links (Not a Registered User, Forgot Username? and Forgot Password?) and their specific functions will be addressed throughout this manual.

You must be a registered user before you can utilize the Summit County Clerk of Courts E-Filing system.

Note also that this system will essentially log you off automatically if it detects a period of inactivity greater than 10 minutes. It is highly advisable to have your information organized so you can complete your filing without delays as you may be required to log back in and start the filing process from the beginning. There is no 'Save' function in the system, thus you cannot stop your activity to resume it later.

3. Registering

This section of the manual provides instructions on how to register to utilize the Summit County Clerk of Courts E-Filing system. If you represent parties in the Civil, Criminal, Appeals

and/or Domestic Relations divisions of the Court, you only need to register once to use the system.

3.1 Initiating the Registration Process

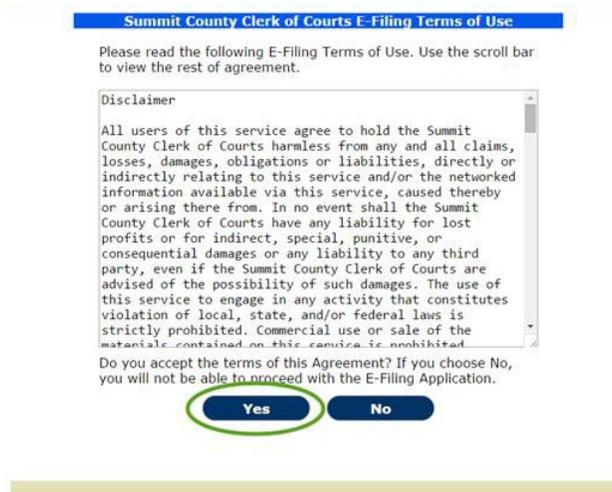
To begin the registration process, select the 'Not a Registered User' link on the E-Filing login page as shown below:

Figure 2. Not a Registered User



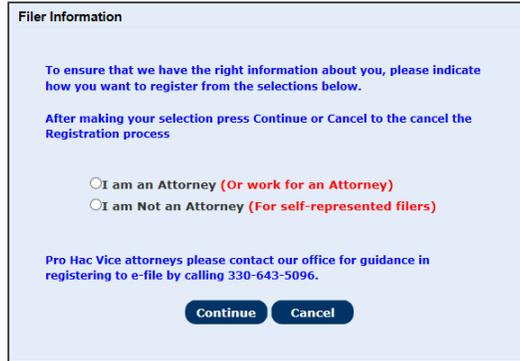
After clicking on the link, the E-Filing Terms of Use Page will be displayed. Please read the information contained in the dialog box and select 'Yes' to continue. Selecting 'No' will return you to the login page. The Terms of Use Page will only be displayed the first time you register or, if the terms and conditions change.

Figure 3. E-Filing Terms of Use Page



When you select 'Yes' the Filer Information page will then be displayed as shown in Figure 4.

Figure 4. Filer Information Page



Filer Information

To ensure that we have the right information about you, please indicate how you want to register from the selections below.

After making your selection press Continue or Cancel to the cancel the Registration process

I am an Attorney (Or work for an Attorney)
 I am Not an Attorney (For self-represented filers)

Pro Hac Vice attorneys please contact our office for guidance in registering to e-file by calling 330-643-5096.

Continue **Cancel**

The system enables you or your designee (paralegal, legal assistant, etc.) to register to use the E-Filing system. If you are an attorney who is registered with the Ohio Supreme Court or if you are an attorney who has sought Pro Hoc Vice admission from the Ohio Supreme Court, select the 'I am an Attorney' radio button. Likewise, if you work for/with an attorney and are going to register him/her, select the 'I am an Attorney' radio button as shown in the next figure.

Figure 5. Attorney Selection



Filer Information

To ensure that we have the right information about you, please indicate how you want to register from the selections below.

After making your selection press Continue or Cancel to the cancel the Registration process

I am an Attorney (Or work for an Attorney)
 I am Not an Attorney (For self-represented filers)

Pro Hac Vice attorneys please contact our office for guidance in registering to e-file by calling 330-643-5096.

Continue **Cancel**

Selecting the 'Cancel' button will return you back to the login screen. Pressing the 'Continue' button will result in the displaying of the Registration Information page which will allow you or your designee to enter information the system requires to be a fully registered user of the system.

Entering data in the Attorney Registration Information page in Figure 6 is a straightforward process that begins with entering (and registering) your Ohio State Bar Identification number and selecting the 'Search Attorney Number' (Item 1) in Figure 6 below.

Figure 6. Registration Information Page

Registration Information

Attorney Information

Attorney Registration Number: 1

Enter a Nickname for this Profile:

Salutation:

First Name:

Middle Name:

Last Name:

Suffix:

International Address

Address Type:

Address:

Address 2:

City:

State:

Zip:

Bar Admission Date: MM/DD/YYYY

State of Admission:

Business Phone No: () - EXT:

Cell Phone No: () -

Fax No: () -

Security Question:

Security Answer:

Terms Conditions Date: 4/28/2015 1:17:08 PM

To look up Attorney Registration info, you may click [here](#)

User information

NOTE: Information supplied here is Case Sensitive!

Your Login ID : * This is your Ohio Supreme Court Attorney Registration Number

Enter your Password:

Re-type your Password:

Enter your Email Address:

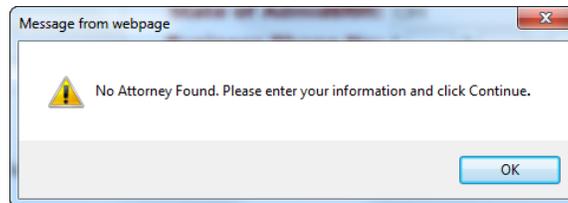
Re-type your Email Address:

Fields in Red are Required!

[Back To Login](#)

In the event the case management system does not have your information, expect to see a message like the one displayed in Figure 7. Please review the information in Section 3.2 on what to do should you receive this message.

Figure 7. No Attorney Information



Additionally, if you inadvertently enter a Bar ID that is currently in use (other than your own), the system will display an error message like the one shown in Figure 8.

Figure 8. Bar ID in Use Message

Registration Information

Attorney Information

Attorney Registration Number:

This user id is already registered in our system...please choose something else

Enter a Nickname for this Profile:

Salutation:

Bar Admission Date: MM/DD/YYYY

State of Admission:

Business Phone No: () - EXT:

Cell Phone No: () -

First Name:

Middle Name:

Last Name:

If you have been admitted to practice in the State of Ohio and previously filed a pleading on a case, the E-Filing system will return the most up-to-date information that is currently available in the Clerk’s case management system. An example is provided in Figure 9.

Figure 9. Registration Information Page with Data

Registration Information

Attorney Information

Attorney Registration Number:

Enter a Nickname for this Profile:

Salutation:

Bar Admission Date: MM/DD/YYYY

State of Admission:

Business Phone No: () - EXT:

Cell Phone No: () -

Fax No: () -

Security Question:

Security Answer:

International Address

Address Type:

Address:

Address 2:

City:

State:

Zip:

Terms Conditions Date: 4/29/2015 2:00:49 PM

To look up Attorney Registration info, you may click [here](#)

User information

NOTE: Information supplied here is Case Sensitive!

Your Login ID : * This is your Ohio Supreme Court Attorney Registration Number

Enter your Password:

Re-type your Password:

Enter your Email Address:

Re-type your Email Address:

Fields in Red are Required!

[Back To Login](#)

3.2 Adding or Changing Registration Information

If the Attorney Registration screen contains data, you may add or change it except for your Login ID. Information you add or change will update the Clerk’s case management system.

If the system displays the message in Figure 7 above, you will need to supply the E-Filing system with applicable data to complete your registration. **Fields in Red are Required!** The required fields on this screen are as follows:

Attorney Registration Number (Bar ID)	Bar Admission Date
First Name	State Of Admission
Last Name	Business Phone Number
Address Type	Security Question
Address	Security Answer
City	Password (And Confirmation)
State	Email Address (And Confirmation)
Zip	

Things to Remember:

- If you need to erase all the information on the page, pressing the 'Clear Form' button will delete all of the information on the page you entered and allow you to start re-entering.
- If you are in the midst of entering information and must stop for some reason, you can always select the 'Back to Login' link at the bottom of the page. This will return you to the login screen as shown in Figure 1 and allow you to start the process all over.
- If you forgot to enter required information and press the 'Continue' button, the system will highlight your error with an asterisk (*) and provide an explanation of what is missing as shown in Figure 10.

Figure 10. Missing Information



User information
NOTE: Information supplied here is Case Sensitive!

Your Login ID : 5255255 * This is your Ohio Supreme Court Attorney Registration Number

Enter your Password: *
Re-type your Password: *

Enter your Email Address: mlowe@mail.com
Re-type your Email Address: mlowe@mail.com

Fields in Red are Required!

• Please enter the Password.
• Please re-type the password in the 'Re-type your Password:' field.

Continue Clear Form

[Back To Login](#)

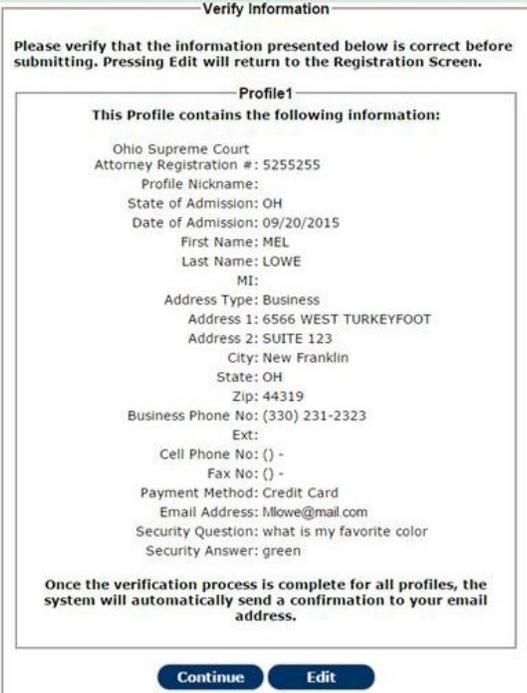
Your Bar ID is your username. You may want to jot down your password and store it in a secure place. You may also want to do the same with your security question and answer. The Summit County Clerk of Courts **does not store password information**. If you forget your password, your security question or your security answer, you may have to completely re-register so please take the time to protect this information.

3.3 Registration Summary

Upon successful entry of all required information on the Attorney Registration page, the final step in the registration process is to review your information by way of the 'Verify Information' page.

This summary page shown in Figure 11 enables you to review your information and provides you with the ability to return to the Attorney Registration page to correct any errors by selecting the 'Edit' button or to progress farther into the E-Filing system by selecting the 'Continue' button.

Figure 11. Registration Summary



The screenshot shows a 'Verify Information' page with the following content:

Verify Information

Please verify that the information presented below is correct before submitting. Pressing Edit will return to the Registration Screen.

Profile1

This Profile contains the following information:

- Ohio Supreme Court
- Attorney Registration #: 5255255
- Profile Nickname:
- State of Admission: OH
- Date of Admission: 09/20/2015
- First Name: MEL
- Last Name: LOWE
- MI:
- Address Type: Business
- Address 1: 6566 WEST TURKEYFOOT
- Address 2: SUITE 123
- City: New Franklin
- State: OH
- Zip: 44319
- Business Phone No: (330) 231-2323
- Ext:
- Cell Phone No: () -
- Fax No: () -
- Payment Method: Credit Card
- Email Address: Mlowe@mail.com
- Security Question: what is my favorite color
- Security Answer: green

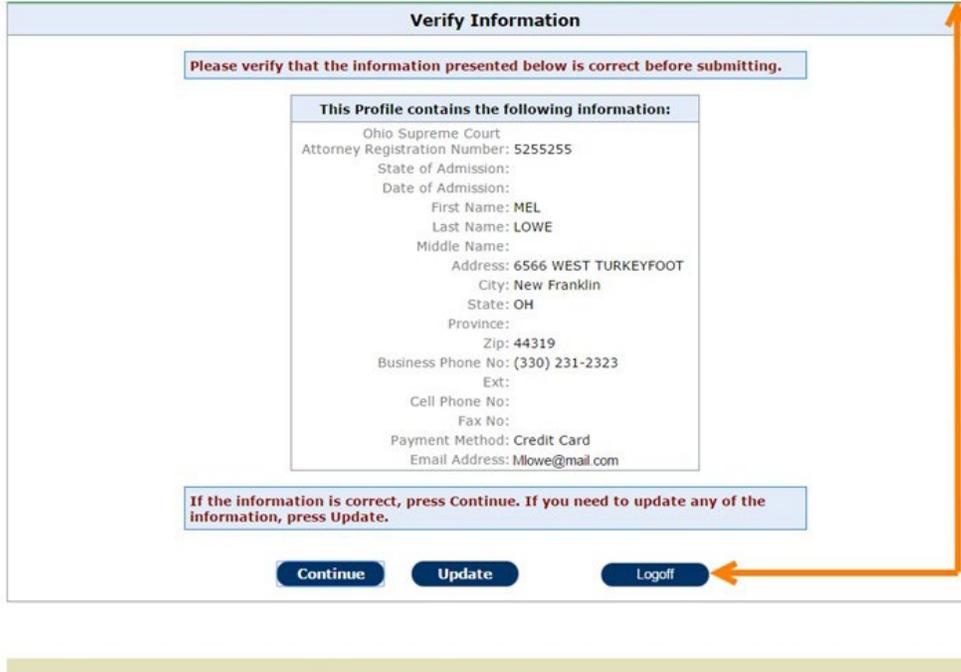
Once the verification process is complete for all profiles, the system will automatically send a confirmation to your email address.

Buttons: Continue, Edit

Upon successful registration, an email will be forwarded to the email address that is on file for you in the Summit County Clerk of Courts office. If the information on this registration email is incorrect, please log back into the system and make any necessary changes.

Each time you successfully log on to the E-Filing system, a slightly different version of this page (Figure 12) will be presented to you which provides you with the opportunity to update information.

Figure 12. Information Verification Page



Verify Information

Please verify that the information presented below is correct before submitting.

This Profile contains the following information:

Ohio Supreme Court
Attorney Registration Number: 5255255
State of Admission:
Date of Admission:
First Name: MEL
Last Name: LOWE
Middle Name:
Address: 6566 WEST TURKEYFOOT
City: New Franklin
State: OH
Province:
Zip: 44319
Business Phone No: (330) 231-2323
Ext:
Cell Phone No:
Fax No:
Payment Method: Credit Card
Email Address: Mlowe@mail.com

If the information is correct, press Continue. If you need to update any of the information, press Update.

Continue Update Logoff

You can perform the following functions:

- Selecting the 'Continue' button will direct you to the next phase of the E-Filing application – **My Cases** which is covered in Section 4.
- Selecting the 'Update' button will direct you back to the Attorney Registration page where you can update your information.
- Selecting the 'Logoff' button will prompt you with a message (Figure 13.) which will end your session. **There are two places to logoff:** the 'Logoff' button at the bottom of the page and the 'Logoff' link in the top right-hand corner of the page (orange arrows above).

Figure 13. Logoff Confirmation



Summit County E-Filing

Do you wish to logoff?

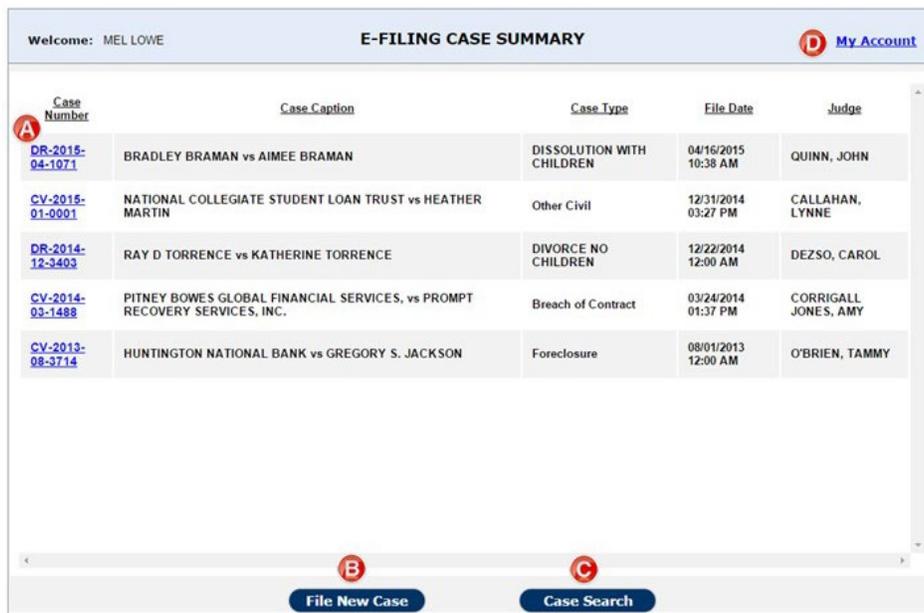
Yes No

Selecting 'Yes' will end your session while selecting 'No' will return you to the page.

4. My Cases

The 'My Cases' page in the E-Filing system provides a snapshot view of the cases with which you are associated to within the Summit County Clerk of Courts case management system. Cases displayed here are currently limited to the Civil, Criminal, Appeals and Domestic Relations divisions. Cases on this page are displayed chronologically from newest to oldest.

Figure 14. My Cases Page



Case Number	Case Caption	Case Type	File Date	Judge
DR-2015-04-1071	BRADLEY BRAMAN vs AIMEE BRAMAN	DISSOLUTION WITH CHILDREN	04/16/2015 10:38 AM	QUINN, JOHN
CV-2015-01-0001	NATIONAL COLLEGIATE STUDENT LOAN TRUST vs HEATHER MARTIN	Other Civil	12/31/2014 03:27 PM	CALLAHAN, LYNNE
DR-2014-12-3403	RAY D TORRENCE vs KATHERINE TORRENCE	DIVORCE NO CHILDREN	12/22/2014 12:00 AM	DEZSO, CAROL
CV-2014-03-1488	PITNEY BOWES GLOBAL FINANCIAL SERVICES, vs PROMPT RECOVERY SERVICES, INC.	Breach of Contract	03/24/2014 01:37 PM	CORRIGALL JONES, AMY
CV-2013-08-3714	HUNTINGTON NATIONAL BANK vs GREGORY S. JACKSON	Foreclosure	08/01/2013 12:00 AM	O'BRIEN, TAMMY

It is from this page that all E-Filing activities originate. The functions that you can perform from this page are listed below:

- A. Case Number links. Selecting a case number link will enable you to submit additional filings through the Secondary Filing function which is reviewed in Section 11.
- B. File New Case button. Selecting this button will initiate the new case filing function within the E-Filing system. This function is explained in Section 5 – New Case Initiation.
- C. Case Search button. When this button is selected, the system directs you to the case search function which is often used when you need to submit filings on a case you're not associated with. A Notice of Appearance is required to submit filings on non-affiliated cases.
- D. My Account link. Selecting this link will direct you to the Attorney Registration page should you need to change any of your information.

As explained previously, you can logoff of the E-Filing application at any time by selecting the 'Logoff' link in the top right-hand corner of the page.

5. Filing a New Case

Creating a new case involves several steps which consist of the following:

- Selecting the Court Division
- Selecting the Case Type to be created
- Adding Plaintiffs & Defendants
- Uploading required and additional documents
- Requesting Service
- Submitting Payment

➤ Verifying and submitting the Filing

Each of these steps will be reviewed in the following sections (Sections 6 through 10). Secondary Filings will be reviewed beginning in Section 11.

5.1 New Case Filing Page

After selecting the 'File New Case' on the 'My Cases' page, the system will direct you to the 'New Case Filing' page as displayed in Figure 15.

Figure 15. New Case Filing Page



Page Structure

Notice that the page is split into two components: the left side of the page or Filing Status section tracks the status of your filing and the right side contains dropdown selection boxes that contain available selections. As you successfully complete each step, the red **X** will transition to a green **✓**.

At the bottom of the Filing Progress (left side of the page), the 'My Cases' link is present. Selecting this link will return you to the 'My Cases' page presented in Section 4. Similarly, selecting the 'Cancel' button on the bottom of the right-hand side of the page will generate the same result.

5.2 Filing Selection

You are now ready to begin the process to file a new case. There are differences in how this page works depending on what court division you are filing – Civil or Domestic. The nuances of both are presented below. **Remember, fields denoted in RED** are required.

5.2.1 Civil Case Filing

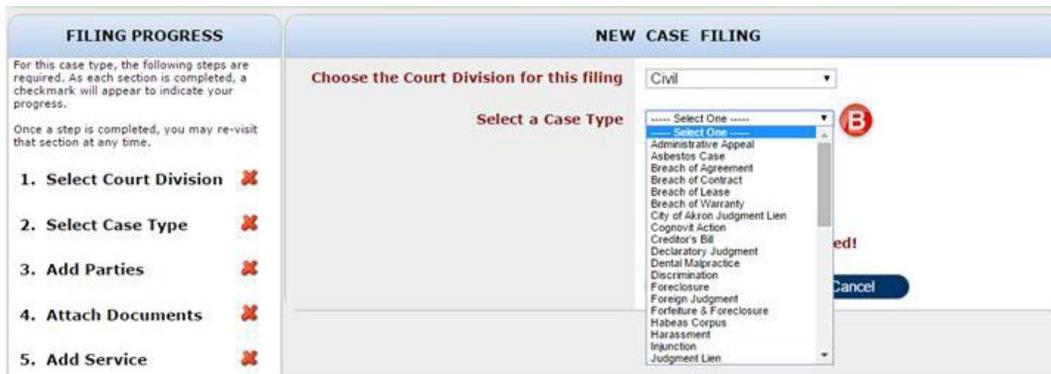
To file a Civil case, access the Court Division dropdown selection field and choose 'Civil' (A) as shown in Figure 16.

Figure 16. Court Division Selection



Next, select the case type (B) as shown in Figure 17.

Figure 17. Case Type Selection



Should a case type of Foreclosure, Other Tort or Professional Tort be selected, a third dropdown selection box (Case Class) will be displayed requesting that you choose the correct case class for the case type. Refer to 'C' in Figure 18.

Figure 18. Case Class



After selecting the court division, case type and case class (if applicable) you must determine if you wish to make a jury demand. If so, check the ‘Jury Demand’ checkbox as shown in Figure 19.

Figure 19. Jury Demand Checkbox



The screenshot shows a web form titled "NEW CASE FILING". On the left, a "FILING PROGRESS" sidebar lists "1. Select Court Division" with a red 'x' icon. The main form area has two dropdown menus: "Choose the Court Division for this filing" set to "Civil" and "Select a Case Type" set to "Breach of Contract". Below these, the "Jury Demand" checkbox is checked and circled in green.

By selecting the ‘Jury Demand’ checkbox, you are indicating within the case management system that you are demanding a jury for this cause of action; however, it does **NOT** negate the need to comply with Civ. R. 38(B) and that if the demand is endorsed upon the pleading, the caption shall state “jury demand endorsed hereon.”

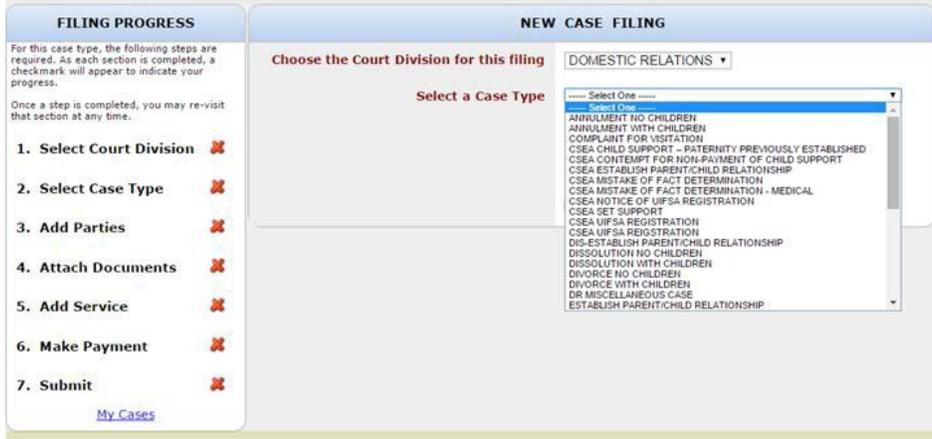
If you are ready to proceed with your filing, select the ‘Continue’ button otherwise select the ‘Cancel’ button and you will be returned to the ‘My Cases’ page.

5.2.2 Domestic Case Filing

To file a Domestic case, access the Court Division dropdown selection field and choose ‘Domestic Relations’ (A) instead of ‘Civil as shown in Figure 16.

Next, select the case type you wish to file by as shown in the next figure.

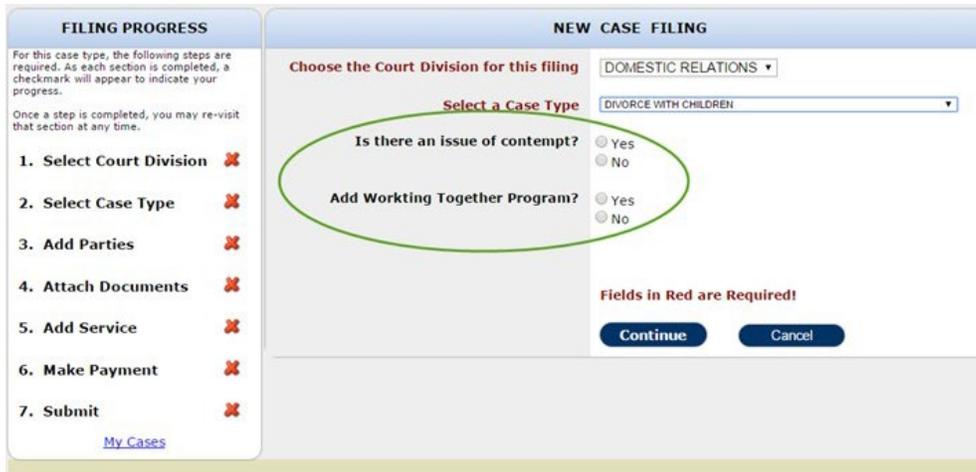
Figure 20. Domestic Relations Case Type



With Domestic Relations new case filings, there is no Case Class dropdown selection field like there is for selected case types in the Civil division. However, depending on the case type you select, you may be required to answer several pre-decree questions.

For example, selecting a Divorce with Children case type will result in the following questions appearing on the page. Please refer to Figure 21.

Figure 21. New Case Screen with Questions



The purpose of these questions is to determine the hearing type that will be required for the case type that you are filing.

If you are ready to proceed with your filing, select the 'Continue' button otherwise select the 'Cancel' button and you will be returned to the 'My Cases' page.

6. Parties

6.1 Party Types

After establishing the case shell (court division, case type, jury demand, etc.), the next step in creating a new case is to add the necessary parties to the cause of action. In the Civil division, the primary parties are either plaintiff or defendant. The table below identifies the primary party type naming conventions for the different Domestic Relations case types.

Figure 22. Party Types

DR Case Type	Plaintiff	Defendant
Annulment	Plaintiff	Defendant
Dissolution	Petitioner 1	Petitioner 2
Divorce	Plaintiff	Defendant
Domestic Violence	Petitioner	Respondent
Legal Separation	Plaintiff	Defendant

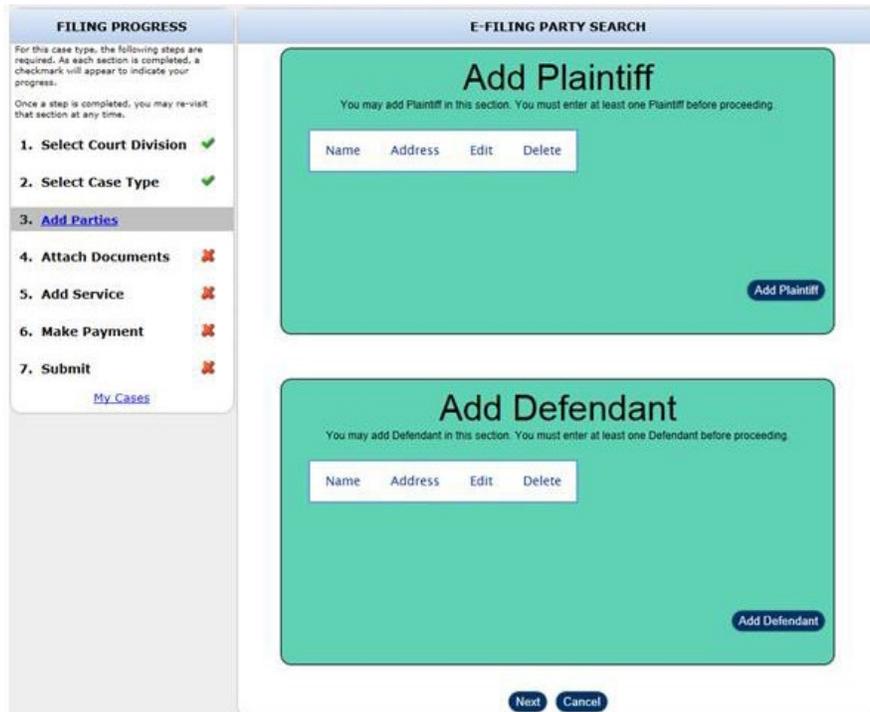
The primary party types you can add will be driven by your selection for Court Division and Case Type. In other words, if your choice for Court Division and Case Type was 'Domestic' and 'Dissolution – No Children' respectively, then you will be asked to add 'Petitioner1' and 'Petitioner2' instead of Plaintiff and Defendant.

6.2 Party Search Function

If you selected the 'Continue' button on the New Case Filing page, then the system will direct you to the E-Filing Party Search page as shown in Figure 23.

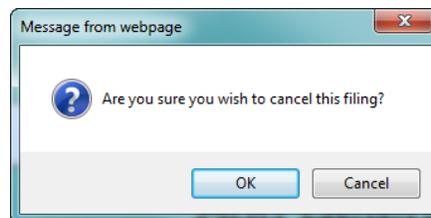
The first step in adding a party to a case is to search the case management system to see whether the person or business entity you are attempting to add already exists within the system. **This is especially important when filing new cases in the Domestic Relations division.**

Figure 23. E-Filing Party Search Page



Important – If you select the ‘Cancel’ button at the bottom of this page (or on subsequent pages) during the filing process, the system will respond with a message dialog as depicted in Figure 24.

Figure 24. Cancel Message Dialog



Pressing ‘Cancel’ on this dialog box will return you to the place where you left off. If you select ‘OK’ you will be returned to the logon page. **All the information you have entered up to this point will be lost if ‘OK’ is selected. You will need to start your filing from the beginning.**

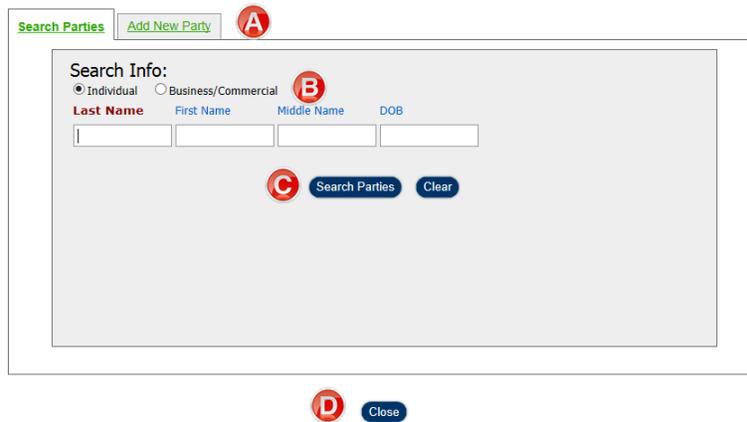
On the E-Filing Party Search page, begin by selecting the ‘Add Plaintiff’ button in the top portion of the page as depicted below.

Figure 25. Add Plaintiff



When this button is selected, the system will direct you to the Party Search dialog page which will be displayed as shown in the next figure. This figure is followed by a table that describes each component.

Figure 26. Party Search Dialog



A	Function Tabs. The default selection is 'Search Parties.' From here, you may also select 'Add New Party.' This function will be discussed in Section 6.4.
B	Entity Type Selection. Selecting the applicable radio button (Individual, Business/Commercial) will format the screen for the type of entity you want to search on. The example above shows what is displayed when the 'Individual' radio button is selected. When the 'Business/Commercial' radio button is selected, the page displayed is depicted in Figure 27.
C	Buttons. The 'Search Parties' button initiates the search function within the system. The 'Clear' button basically erases your entries in each field.
D	The 'Close' button closes the screen and redirects you back to the E-Filing Party Search page displayed in Figure 23.

Figure 27. Business/Commercial Selection

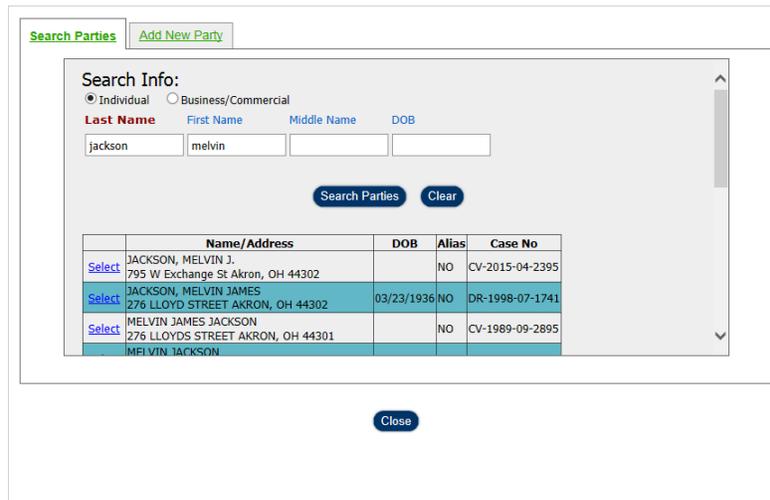


When searching for an individual, try and enter as much detail as possible to refine your search. Likewise, when entering a business or commercial name, enter the name as closely as you can. Doing so will narrow down the results.

Note that you should always add your primary plaintiff and primary defendant first. You can then add additional plaintiffs and defendants after you enter your primary plaintiff and defendant.

After selecting the 'Search Parties' button, the system will present the results of your search criteria in a data grid on the page. Please refer to Figure 28 below.

Figure 28. Search Results Grid

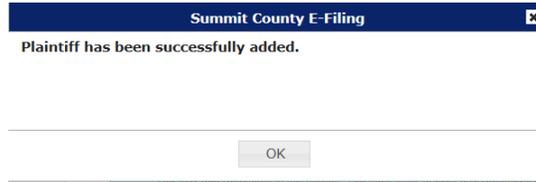


	Name/Address	DOB	Alias	Case No
Select	JACKSON, MELVIN J. 795 W Exchange St Akron, OH 44302		NO	CV-2015-04-2395
Select	JACKSON, MELVIN JAMES 276 LLOYD STREET AKRON, OH 44302	03/23/1936	NO	DR-1998-07-1741
Select	MELVIN JAMES JACKSON 276 LLOYDS STREET AKRON, OH 44301		NO	CV-1989-09-2895
	MELVIN JACKSON			

If the system doesn't find any results based upon your search criteria, 'No Records Found' will be displayed in the body of the screen instead,

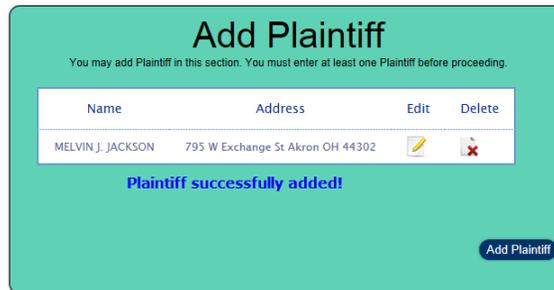
If you find the party that you are looking for and want to add that party to the case, simply select the blue 'Select' hyperlink in the column preceding the party name and address. The system will respond with a message like the one found in Figure 29.

Figure 29. Party Selection Success



Now notice the Plaintiff portion of the E-Filing Case Search page – it will be populated with the name of the party which you selected.

Figure 30. Add Plaintiff Update

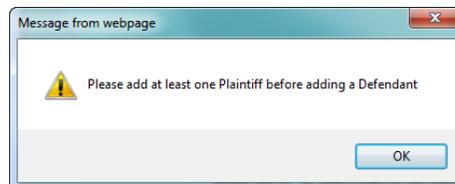


Notice also that you may edit information on this party by selecting the Edit () icon. You may also delete this party by selecting the Delete () icon.

When the Edit () icon is selected, you will be directed to the ‘Edit Addresses’ page. The only function you will be able to perform is to add another address and make that address primary. You will not be able to change any address information currently stored in the case management system. Editing addresses is discussed in greater detail in Section 6.4 – Adding Parties.

Once the primary plaintiff is added, you can simply repeat the same procedure described above when adding defendants. You will receive a message like the following one in Figure 31 if you attempt to add a defendant prior to adding the primary plaintiff.

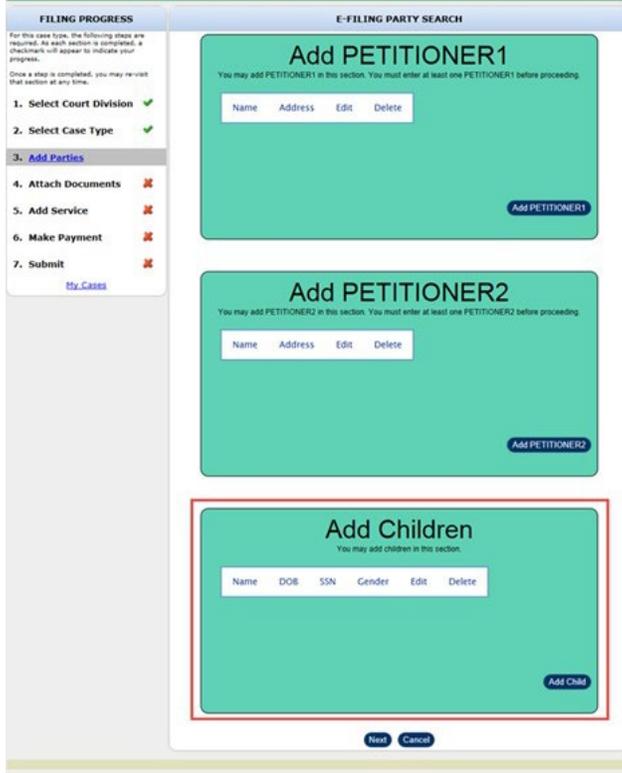
Figure 31. Add Plaintiff Message



6.3 Domestic Relations Party Search

If you are filing a Domestic Relations case type where children are involved, you will be presented with an additional party component named 'Add Children.' Refer to Figure 31.

Figure 32. Add Children Selection



The screenshot displays the 'E-FILING PARTY SEARCH' interface. On the left, a 'FILING PROGRESS' sidebar lists seven steps: 1. Select Court Division (checked), 2. Select Case Type (checked), 3. Add Parties (highlighted), 4. Attach Documents (X), 5. Add Service (X), 6. Make Payment (X), and 7. Submit (X). The main area contains three stacked sections: 'Add PETITIONER1', 'Add PETITIONER2', and 'Add Children'. Each section has a header, a sub-header, a text input field, and a button. The 'Add Children' section is highlighted with a red border. At the bottom, there are 'Next' and 'Cancel' buttons.

Party searches on children are not available. Thus when selecting the 'Add Child' button on the page above, you will be directed to the 'Add Child' input dialog page. Refer to Section 6.4.3 on how to complete this dialog.

6.4 Adding Parties

If searching for a party yielded no matches for the individual or business entity you were looking for, you will have to manually add your parties. This section of the manual will provide detailed instructions on all the steps required to add parties to the case management system so that they can be associated with your new cause of action.

Please pay particular attention to the details contained in each of the following sections. Additionally, Refer to Section 6.4.7. regarding recommended guidelines with respect to entering information for Estates, Fictitious Names (AKA, DBA, etc.) and Unknown Spouses.

When creating parties, it is very important that you enter the correct information in the proper fields on each page. Doing so will yield better results when searches are conducted; parties are identified and effectively used in the various portions of the case management system.

The process for adding party types is the same for both the Civil and Domestic Relations court divisions. The exception to this is adding children for Domestic Relations case types where children are involved. This function is also reviewed in this section of the manual. Essentially the process for adding plaintiffs and defendants are the same.

Adding parties in the E-Filing system consists of the following steps:

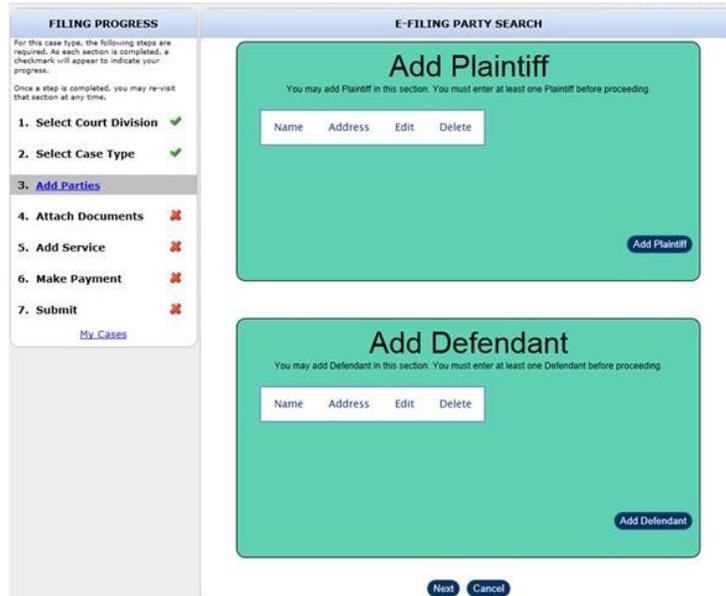
- Selecting the party type (plaintiff, defendant, child)
- Selecting either Individual or Business/Entity
- Adding addresses

For Domestic Relations case types, all parties (except children) must have a valid email address. This address is used to communicate the status of filings to parties associated to a case.

The process of adding parties is not complete until the steps above are completed. To begin the process of adding parties, you must be on the E-Filing Party Search page as shown in Figure 33.

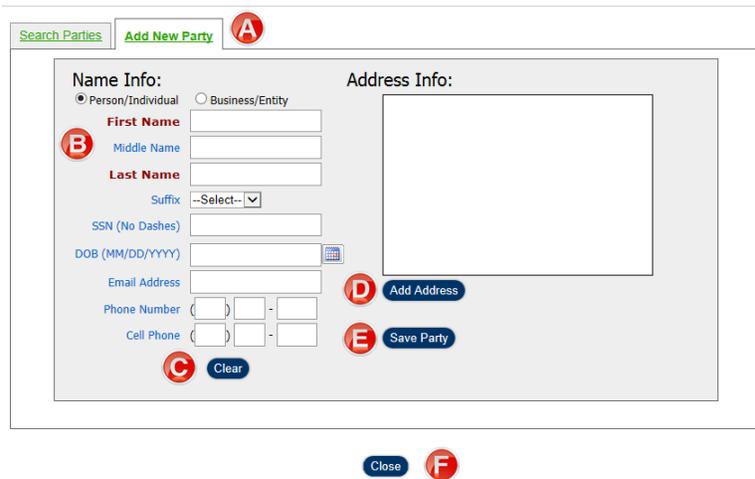
6.4.1 Individual/Person Add Party Page

Figure 33. Party Search Page



Remember to add the primary plaintiff first by selecting the 'Add Plaintiff' button. The system will display the 'Party Search' dialog box, previously displayed in Figure 26. This page contains six functional areas for your use. Make sure the 'Person/Individual' radio button is selected to add individuals as parties. A table follows the figure describing each component.

Figure 34. Add New Party Tab



A	Function Tabs. The default selection is 'Search Parties.' From here, select 'Add New Party.'
B	Demographic Information Section. The minimum required information in this section are First and Last Name. Optional fields include: <ul style="list-style-type: none"> ▪ Middle Name ▪ Suffix (Jr., Sr., II, III, MD, Etc.) ▪ Social Security Number ▪ Date of Birth

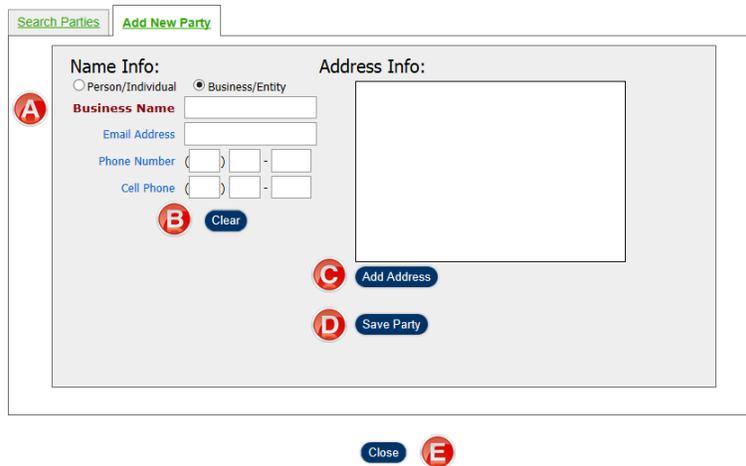
	<ul style="list-style-type: none"> ▪ Email Address ▪ Phone Number ▪ Cell Phone Number
C	Clear Button. Selecting this will delete all the information entered on the page.
D	Add Address Button. Selecting this will direct you to the Address page.
E	Save Party Button. Selecting this button will save your entry.
F	Close Button. When this button is selected, the system will direct you back to the E-Filing Party Search page (Figure 33).

Note that this same page will be displayed when ‘Add Defendant’ is selected on the E-Filing Party Search page.

6.4.2 Business/Other Entity Party Add Page

Make sure the ‘Business/Entity’ radio button is selected to add non-individuals as parties. This page contains five functional areas for your use. A table follows the figure describing each component.

Figure 35. Business/Entity Page



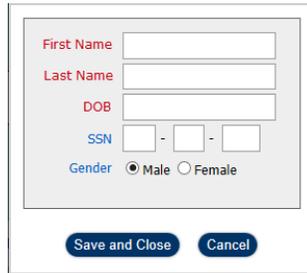
A	Business Information Section. The minimum required information in this section is the Business Name. Optional fields include: <ul style="list-style-type: none"> ▪ Email Address ▪ Phone Number ▪ Cell Phone Number
B	Clear Button. Selecting this will delete all the information entered on the page.
C	Add Address Button. Selecting this will direct you to the Address page.
D	Save Party Button. Selecting this button will save your entry.
E	Close Button. When this button is selected, the system will direct you back to the E-Filing Party Search page (Figure 33).

Note if you elect to add a Business/Entity as a defendant, this same page will be displayed when ‘Add Defendant’ is selected on the E-Filing Party Search page.

6.4.3 Adding Children

For Domestic Relations case types involving children, selecting the 'Add Child' button on the E-Filing Party Search page (Figure 32) will result in the system displaying the 'Add Child' dialog as shown in Figure 36.

Figure 36. Add Child Dialog



If entering information for children, the following are required fields: First/Last Name and Date of Birth (DOB). SSN and Gender selections are optional.

Selecting the 'Save and Close' button will save your entry while pressing the 'Cancel' button will return you to the E-Filing Party Search page.

If you are successful in adding a child to a case type requiring children, the following message will be displayed on the bottom of the Add Child Dialog as displayed in Figure 37.

Figure 37. Child Success Dialog

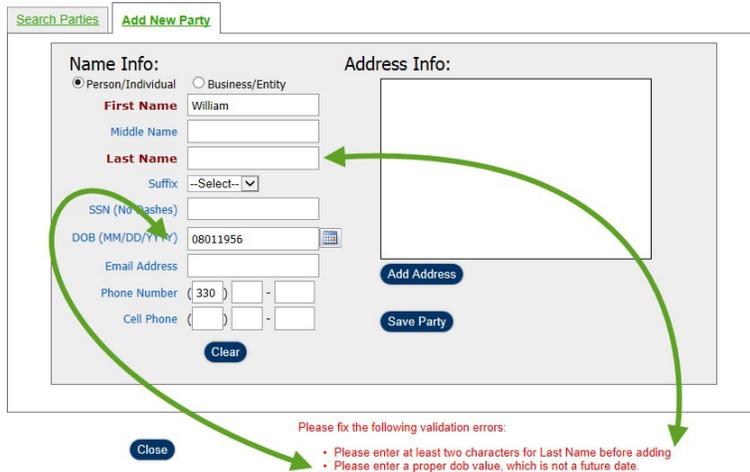


6.4.4 Missing Information

The system will not let you advance in the process if required information is missing or incorrectly entered (for example a date is entered without the slashes) on the page with which you are working. Missing or incorrect information will be highlighted in **red** and you will be expected to correct the situation before moving on.

Figure 38 provides an example of both missing and incorrect data.

Figure 38. Incorrect Data



Search Parties | **Add New Party**

Name Info: Person/Individual Business/Entity
First Name William
Middle Name
Last Name
 Suffix --Select--
 SSN (No Dashes)
 DOB (MM/DD/YYYY) 08011956
 Email Address
 Phone Number (330) - -
 Cell Phone () - -
 Clear

Address Info:

 Add Address
 Save Party

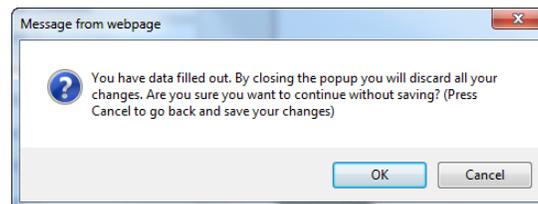
Please fix the following validation errors:
 • Please enter at least two characters for Last Name before adding
 • Please enter a proper dob value, which is not a future date.

Close

In this example, the last name is missing and the date of birth is formatted wrong. The text in red at the bottom of the screen provides a narrative of what you must do to correct the issues. These types of messages are utilized throughout the system to assist you in entering correct data that the system needs to complete your filing.

If you select the 'Close' button at the bottom of the above page, the system will display the following dialog message.

Figure 39. Close Party Dialog



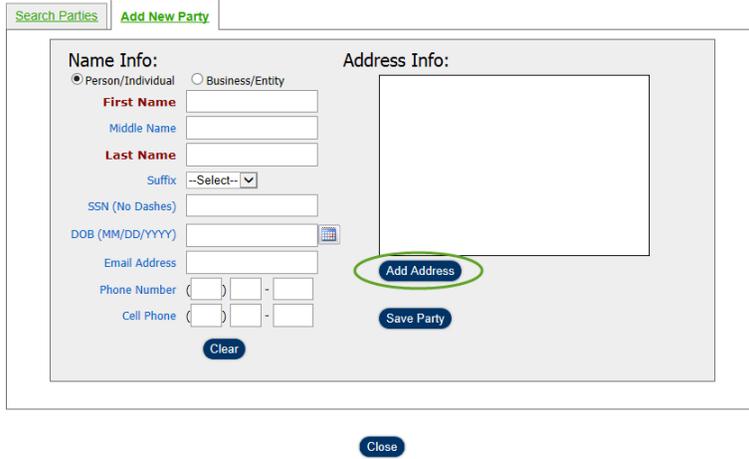
Selecting 'Cancel' will return you to the page. Selecting 'OK' will close the page, discard all the information you have entered and return you to the E-Filing Party Search page.

6.4.5 Entering Address Information

The next step in creating party information is supplying address information. Individuals, Businesses, Commercial Entities and Agencies may have multiple addresses. At **least one address for each type must be designated as a primary address**. This is required because there may be multiple locations that could potentially be served but there must be at least one main or primary address.

Entering address information is a straightforward process. To begin, simply select the ‘Add Address’ button on the Add Party page as shown in Figure 40. You can invoke this from both the Civil and Domestic Relations party pages.

Figure 40. Invoke Add Address



The screenshot shows a web form titled 'Add New Party'. It has two tabs: 'Search Parties' and 'Add New Party'. The form is divided into two main sections: 'Name Info' and 'Address Info'.
Name Info: Includes radio buttons for 'Person/Individual' (selected) and 'Business/Entity'. Fields include 'First Name', 'Middle Name', 'Last Name', 'Suffix' (dropdown), 'SSN (No Dashes)', 'DOB (MM/DD/YYYY)', 'Email Address', 'Phone Number', and 'Cell Phone'. A 'Clear' button is at the bottom.
Address Info: A large empty text area for address entry. A blue 'Add Address' button is circled in green at the bottom of this section. A 'Save Party' button is also visible.
 A 'Close' button is located below the entire form.

This results in the display of the Address entry screen as shown in Figure 41. This figure is followed by a table that describes each component.

Figure 41. Address Entry



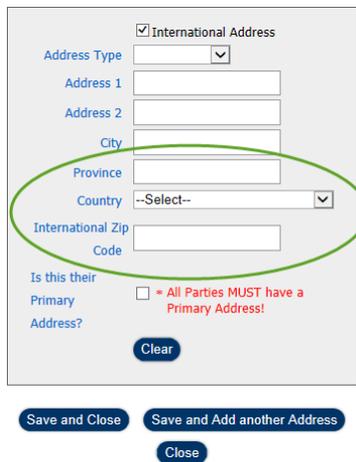
The screenshot shows the 'Address Entry' form. It includes an 'International Address' checkbox, an 'Address Type' dropdown menu (labeled A), 'Address 1' and 'Address 2' text boxes, 'City', 'State' (dropdown), and 'Zip' text boxes (labeled B). A checkbox asks 'Is this their Primary Address?' with a red warning: '= All Parties MUST have a Primary Address!'. A 'Clear' button (labeled C) is below. At the bottom are 'Save and Close', 'Save and Add another Address', and 'Close' buttons.

A	Address Type. This area permits you to select the address type. Access the ‘Address Type’ dropdown selection box and a host of selections will display. You can select the address type that displays the best description for the address you are entering.
B	Address Entry. In this section of the page, you can enter the following: <ul style="list-style-type: none"> ▪ Address 1 ▪ Address 2 ▪ City ▪ State – from which you can select the appropriate state ▪ Zip and Zip+4 zip codes
Note that you must identify which address is the primary address. Even if there is only one	

	address, you must indicate that it is Primary.
	<p>Buttons. The following buttons are available for you to select:</p> <ul style="list-style-type: none"> ▪ Clear – which clears out all the data just entered ▪ Save and Close which will save all the data entered; closes the page and returns you to the 'Add Party' page. ▪ Save and Add another Address which will save this entry, clear the fields and enable you to enter another address. ▪ Close which closes the page and returns you to the 'Add Party' page.

If you check the 'International Address' checkbox at the very top of the page, the page will look slightly different as shown in Figure 42. Additional fields are added so that you can enter a Province, Country and International Zip Code.

Figure 42. International Address Format



International Address

Address Type

Address 1

Address 2

City

Province

Country

International Zip Code

Is this their Primary Address? = All Parties MUST have a Primary Address!

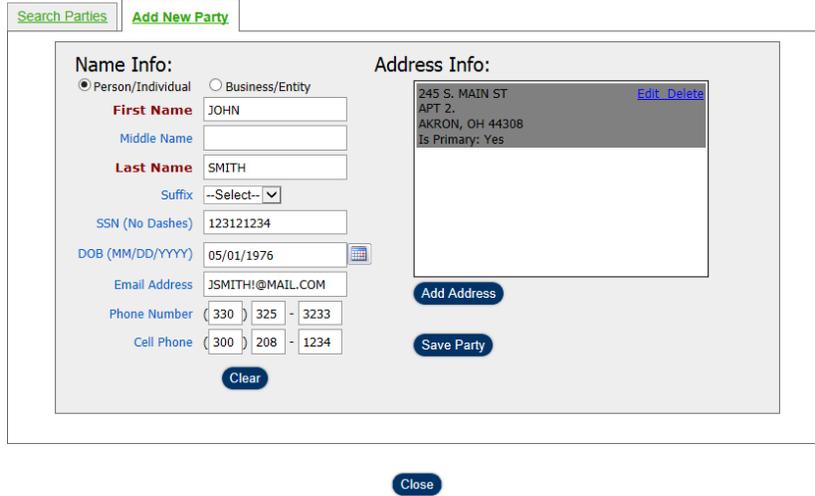
Clear

Save and Close Save and Add another Address

Close

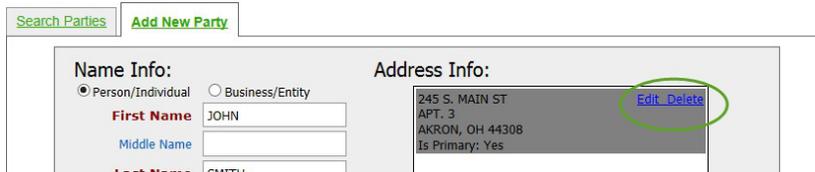
Once you have completed the entering of address information, your completed 'Add Party' screen will look like the one depicted in Figure 43.

Figure 43. Completed Party Page



If you need to edit any of the address information or, if something was entered incorrectly and you wish to delete the address, use the links in the 'Address Info' display box. Selecting the 'Edit' link will return you to the Address page while selecting the 'Delete' link will remove your entry.

Figure 44. Address Actions



6.4.6 Address Entry Guidelines

- Do not create a new party for each address you want to have associated to your cause of action. Instead, add multiple addresses to your party. Each address associated with a party is accessible for service of process.
- Remember to check the 'Is Primary' checkbox for the main address. Failure to do so will result in the system stopping your progress until you select a primary address.
- Entering incomplete or malformed information may delay service of process or cause it to fail altogether. Entering accurate information is paramount to the perfection of service process.
- Do not use punctuation when entering mailing address information. The next figure portrays both the incorrect and correct formats for entering address information.

Figure 45. Correct Punctuation

Incorrect	Correct
------------------	----------------

Summit County Clerk of Courts 205 S. High St., first Fl. Akron, Ohio 44308	Summit County Clerk of Courts 205 S HIGH ST FIRST FLOOR AKRON OH 44308
--	---

6.4.7 Party Entry Guidelines

When creating new parties it is very important that the correct information is entered in the proper field so that your party can be searched on, identified and effectively used in the other areas of the case management system.

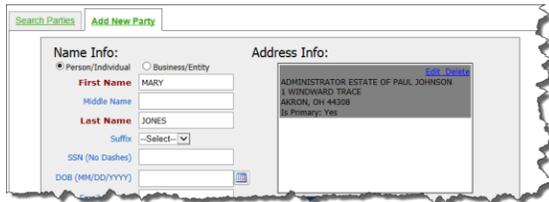
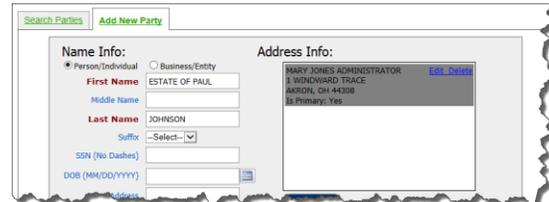
The examples below provide direction on how to properly add some common party types that will make them more accessible in the case management system.

Example # 1 – Estates (Administrators, Executors, etc.)

Party: Mary Jones
Administrator of the Estate of Albert Jones
1 Windward Trace
Akron, Ohio 44308

Create two parties: one party representing the individual administrator (Mary Jones) with the name of the estate in the first line for the address. Create the party in the name of the estate itself with the Administrator (Executor, etc.) as the first line of the address. Refer to the figures below:

Figure 46. Estate Party Entry

Example # 2 – Fictitious Names (DBA, etc.)

Create two parties: one party representing the primary commercial enterprise with the fictitious name in the first line of the address. Create the second party in the name of the fictitious name itself with the name of the primary commercial enterprise as the first line of address.

<u>Commercial Name</u>	<u>Address</u>
Gourmet Specialties	DBA Akron Food Supply 221 Riverview RD Akron, OH 44310

<u>Commercial Name</u>	<u>Address</u>
Akron Food Supply	AKA Gourmet Specialties 221 Riverview RD Akron, OH 44310

Figure 47. Fictitious Party Entry

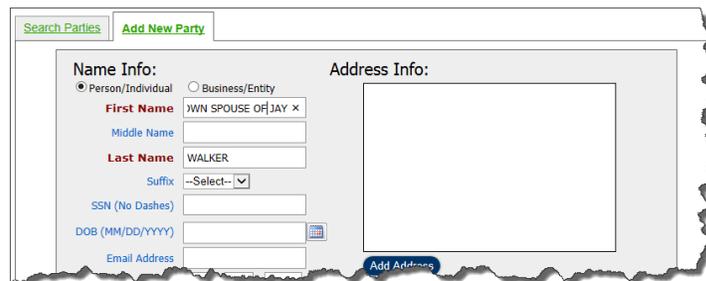


Example # 3 – Unknown Spouses

Create a single party with the last name being that of the known spouses' last name and the first name as the modified known spouse' first name. If no address exists, the leave the address blank.

<u>First Name</u>	<u>Last Name</u>	<u>Address</u>
Unknown Spouse of Jay	Walker	– no address entry –

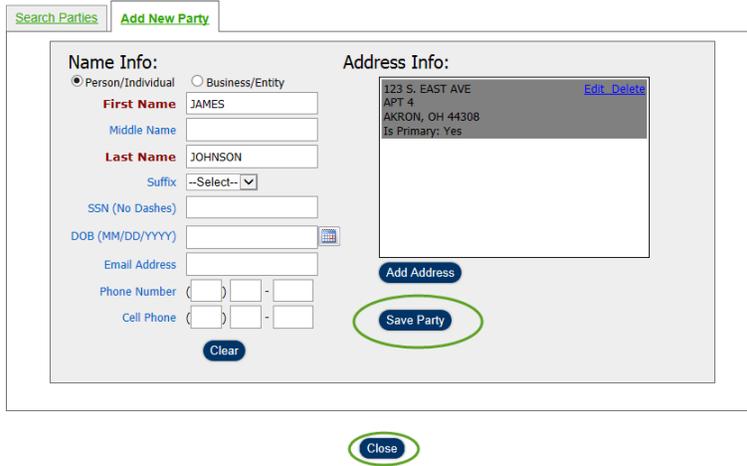
Figure 48. Unknown Spouse Party Entry



6.5 Additional Party Information

Once you have completed entering of your party information including address information, clicking the ‘Save Party’ (Figure 49) button will add the party to the case management system and associate them to your cause of action.

Figure 49. Save Party Entry



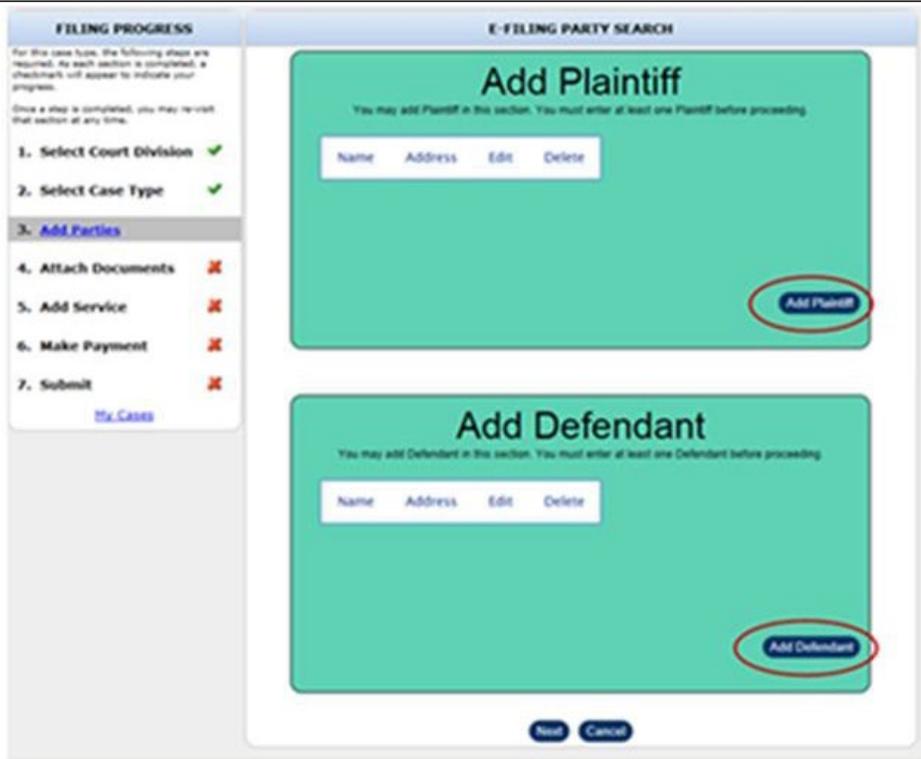
Clicking the ‘Close’ button will close the ‘Add New Party’ page and display a confirmation that the party was added as displayed previously in Figure 29.

1.

6.5.1 Additional Plaintiffs/Defendants

The E-Filing system does not impose a limit on the number of plaintiffs or defendants that can be associated with a cause of action. To add additional plaintiffs, click the ‘Add Plaintiff’ button and follow the same processes as described above. The same applies with additional defendants, click the ‘Add Defendant’ button and follow the same processes as defined above.

Figure 50. Additional Parties



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may revisit that section at any time.

1. Select Court Division ✓
2. Select Case Type ✓
3. Add Parties
4. Attach Documents ✗
5. Add Service ✗
6. Make Payment ✗
7. Submit ✗

[My Cases](#)

E-FILE PARTY SEARCH

Add Plaintiff

You may add Plaintiff in this section. You must enter at least one Plaintiff before proceeding.

Name Address Edit Delete

Add Plaintiff

Add Defendant

You may add Defendant in this section. You must enter at least one Defendant before proceeding.

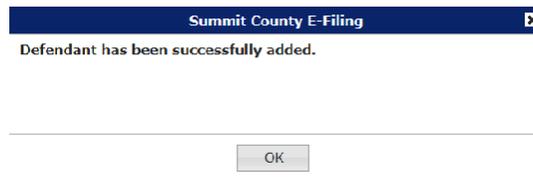
Name Address Edit Delete

Add Defendant

Next Cancel

Note that like adding plaintiffs, make sure you add the primary defendant first. Then you may add all additional defendants after your primary defendant. After successfully entering and saving all the information for the defendant, the system will generate a confirmation dialog like the one in the next figure.

Figure 51. Defendant Success Dialog



Summit County E-Filing

Defendant has been successfully added.

OK

6.5.2 Editing Parties

Generally, party information cannot be edited once it is committed to the case management system. As an attorney entering party information, you are limited to editing address information (Figure 44) that you are currently adding to the case management system. You may edit or delete address information up until the point that you submit your filing. Also, you can delete a party from the case up to the point that the case is submitted. Fields will be grayed out as shown in the next figure.

Figure 52. Non-Available Fields

[Search Parties](#) | [Edit Addresses](#)

Name Info:

Person/Individual
 Business/Entity

First Name [JOHN]

Middle Name []

Last Name [SMITH]

Suffix [-Select-]

SSN (No Dashes) []

DOB (MM/DD/YYYY) [06/07/1977]

Email Address [JSMITH@MAIL.COM]

Phone Number [(330) 258 - 1234]

Cell Phone [() - -]

Address Info:

2500 WALTERS PL
 SUITE 300
 AKRON, OH 44308
 Is Primary: Yes

[Edit](#) [Delete](#)

[Add Address](#)

[Close](#)

Once your filing has been submitted and you wish to edit party information, you will be required to contact the Summit County Clerk of Courts to modify existing parties.

6.5.3 Finalizing Parties

Once you have entered all of your plaintiffs and defendants and they have been associated to your case, when you are ready to move on with the next step in the E-Filing process, select the 'Next' button at the bottom of the E-Filing Party Search page.

Figure 53. Confirming Parties

FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ✓
2. Select Case Type ✓
3. Add Parties
4. Attach Documents ✗
5. Add Service ✗
6. Make Payment ✗
7. Submit ✗

[My Cases](#)

E-FILING PARTY SEARCH

Add Plaintiff

You may add Plaintiff in this section. You must enter at least one Plaintiff before proceeding.

Name	Address	Edit	Delete
TOM JONES	123 MAIN ST AKRON OH 44308		

[Add Plaintiff](#)

Add Defendant

You may add Defendant in this section. You must enter at least one Defendant before proceeding.

Name	Address	Edit	Delete
WILLIAM THOMAS	459 LAKES RD AKRON OH 44313		

[Add Defendant](#)

[Next](#) [Cancel](#)

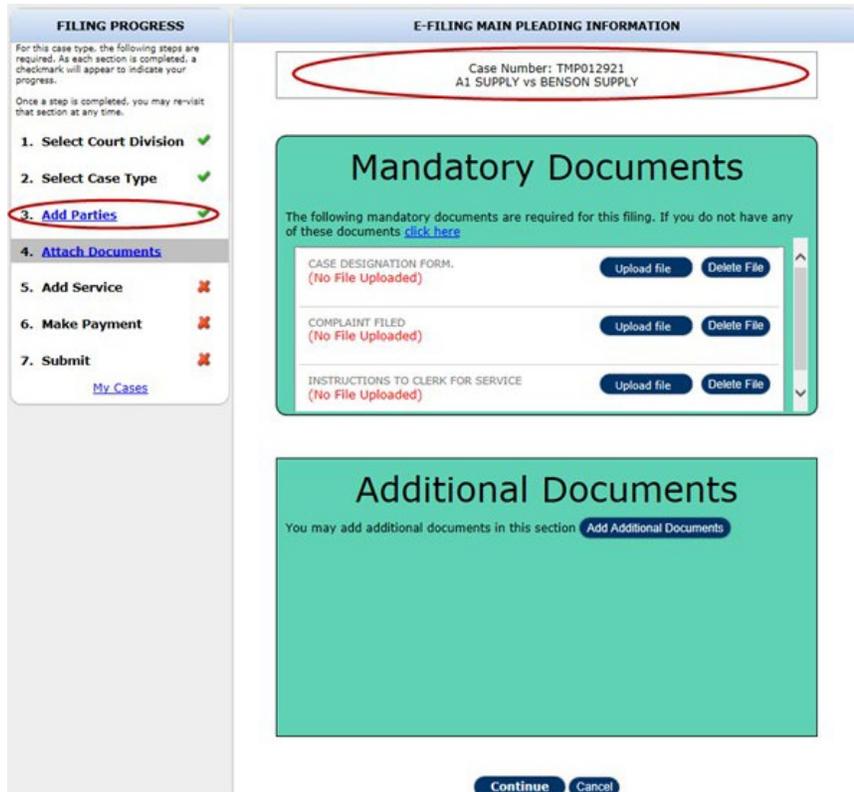
Selecting the 'Cancel' button will end the E-Filing process and delete your current E-Filing action.

7. Attaching Documents

Once party and address information have been entered, the next step in the process is to add the pleadings to your E-Filing case initiation. The E-Filing Main Pleading Information page (Figure 54) is displayed. At this point, the system assigns a temporary case number. You may want to record this number in the event you have questions after submitting your filing. **A permanent case number is not assigned** until your filing has been accepted by the Summit County Clerk of Courts. Also notice that the 'Add Parties' link is enabled on the left-hand (Filing Progress) side of the screen and is followed by a (✓) indicating that this step in the process has been completed along with selecting both the court division and case type.

Selecting the 'Add Parties' link will return you to the E-Filing Party Search page if you need to edit address information or delete a party.

Figure 54. E-Filing Main Pleading Information Page



7.1 Document Formats and Limits

Mandatory documents are required as an integral part of your filing. Mandatory and Additional documents are reviewed in Sections 7.1.1 and 7.1.2 respectively. Please review the statements below pertaining to documents being uploaded.

- The E-Filing system will accept Adobe Portable Document Format (PDF) document types and Microsoft Word documents that typically include a “.doc” or “.docx” extension. For Proposed Orders, **only** Microsoft Word documents will be accepted. This is required since proposed orders need to be editable.
- There is a 10 MB maximum file size per document and a 30 MB maximum file size for one submission. Thus, if your complete submission including your documents and exhibits is over 30MB, please consider filing your larger documents or exhibits in separate filings.
- Older document formats such as Word Perfect for example are not accepted.
- If you don't have the ability to scan your documents to PDF format, our system will convert your word documents to PDF format.

7.1.1 Mandatory Documents

The mandatory documents required for your case will be dependent on the court division and case type you select for the particular filing on the New Case Filing page (Figure 15). These mandatory documents will appear in the 'Mandatory Documents' section of the page as shown below.

Figure 55. Mandatory Documents Section

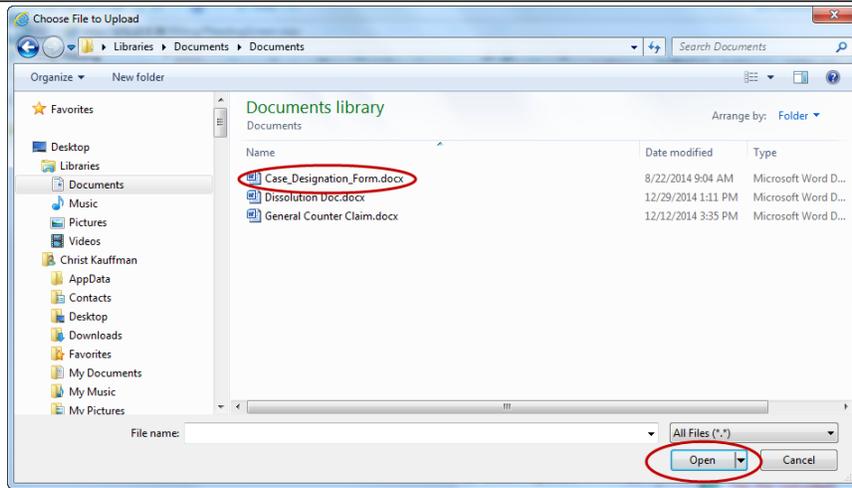


If you find that you don't have specific required documents, select the blue 'click here' link and the system will direct you to the Summit County Clerk of Court's public website where you can download the documents you need.

The documents to be uploaded should reside on your computer or an attached storage device.

When you are ready to upload your documents, select the 'Upload file' button on the page. This will result in the system displaying the Windows Explorer File Open dialog page (provided your operating system is Microsoft Windows).

Figure 56. Windows File Open Dialog

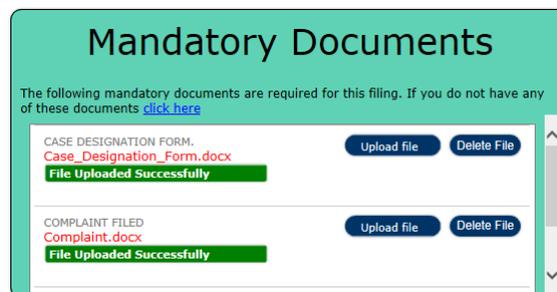


When this dialog opens, select your document and either double-click it or select the 'Open' button as indicated above. **You must repeat this procedure for each mandatory document.**

If you mistakenly uploaded an incorrect document, you can delete it from the Mandatory Documents window by selecting the 'Delete File' button located next to the 'Upload file' button in the window. Using the 'Delete File' button will not delete the document from your computer. Rather, it will only remove it from the list of documents in the Mandatory Documents window.

When your documents are uploaded successfully, the Mandatory Documents window will now be displayed as follows:

Figure 57. Completed Upload



If you attempt to move on in the process by selecting the 'Continue' button at the bottom of the page (Figure 54), without uploading documents, the system will respond with an error message like the one displayed in the next figure.

Figure 58. Missing Documents Error



7.1.2 Additional Documents

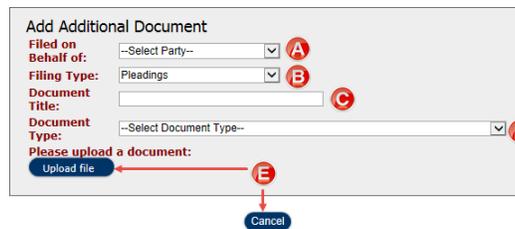
If you wish to add other documents in addition to the mandatory ones, you can do so by using the 'Add Additional Documents' function in the Additional documents window. Refer to the next figure.

Figure 59. Additional Documents Section



Selecting the 'Add Additional Documents' button will result in the display of the 'Additional Documents' dialog box. This figure is followed by a table that describes each component.

Figure 60. Additional Documents Dialog



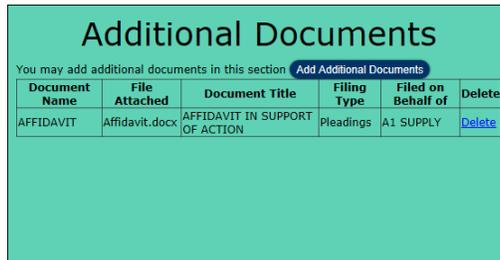
A	Filed on Behalf Of. This dropdown selection field is where you select the party on whose behalf you are submitting the additional filing. If the document is being submitted on behalf of more than one
----------	---

	party, select the primary party as the person submitting it.
B	Filing Type. This dropdown field is where you select the type of the additional pleading you are submitting via the E-Filing application. The selections included are: <ul style="list-style-type: none"> ▪ Motions ▪ Proposed Orders ▪ Pleadings
C	Document Title. This is a free form text box where you can enter the title/description of the document you are submitting. You would use this to further define a generic Filing Type (B). For example, there is a general Filing Type of 'Brief.' You would use this text box to enter additional description such as "Brief in Support of Defendant's Request."
D	Document Type. This dropdown field is where you would select the type of the additional document you are selecting. Note that this field will contain different document types based upon the Court Division (Civil or Domestic) you selected when initiating the case filing.
E	The available buttons are: <ul style="list-style-type: none"> ▪ 'Upload File' which functions similarly to the Upload File button for mandatory documents ▪ 'Cancel' which terminates the process and directs you back to the main pleading information page.

You can repeat this process as many times as necessary to upload all your additional documents to include with the filing. **Remember** however the size limitations for each document as well as the size limit for the entire filing. Refer to Section 7.1 on page 36.

After you have successfully uploaded your additional documents, the 'Additional Documents' window will display as shown in the next figure.

Figure 61. Successful Additional Documents Window



Additional Documents

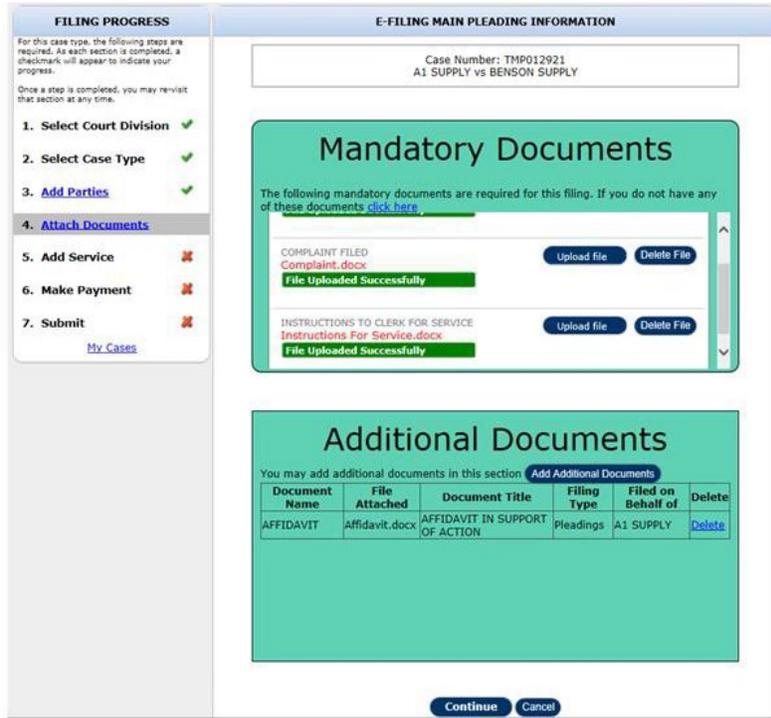
You may add additional documents in this section [Add Additional Documents](#)

Document Name	File Attached	Document Title	Filing Type	Filed on Behalf of	Delete
AFFIDAVIT	Affidavit.docx	AFFIDAVIT IN SUPPORT OF ACTION	Pleadings	A1 SUPPLY	Delete

To add more documents, select the 'Add Additional Documents' button. To delete your entry, select the 'Delete' link.

Once you have completed adding the mandatory and any additional documents, the completed page will appear like the one depicted in the following figure.

Figure 62. Completed Main Pleading Page



7.1.3 Finalizing Document Submission

If you elect to discontinue with the filing at this point, selecting 'Cancel' will result in the system displaying the warning as depicted earlier in this document (refer to Figure 24) on page 17.

When you are satisfied with all the documents you have uploaded from your computer and have attached to your filing, select the 'Continue' button on the bottom of the page (see figure above). The system will display a dialog box requesting that you confirm that these are the documents you wish to attach to your filing.

Figure 63. Document Confirmation Dialog

Confirm Document Upload

Press Continue to confirm the documents you have uploaded.
Press Cancel to go back and make changes

Selecting the 'Cancel' button will return you to the Main Pleading Information Page. Selecting 'Continue' will end this portion of the filing and direct you to 'E-Filing Service Summary' page.

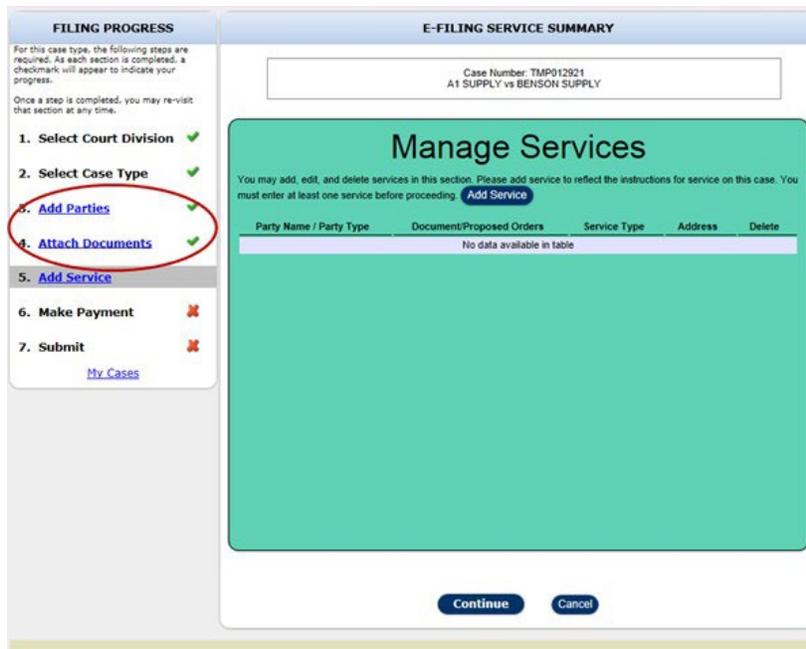
8. Managing Services

At this point in the process, the next step is to request the necessary and desired service of process for each party in the action. The E-Filing Service Summary page (Figure 64) is displayed.

Also notice that the 'Attach Documents' link is now enabled on the left-hand (Filing Progress) side of the screen and is followed by a (✓) indicating that this step in the process has been completed along with selecting both the court division, case type and adding parties.

Selecting the 'Add Parties' or 'Attach Documents' links will return you to these respective pages if you need to make changes.

Figure 64. E-Filing Service Summary Page



FILING PROGRESS
For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.
Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ✓
2. Select Case Type ✓
3. Add Parties ✓
4. Attach Documents ✓
5. Add Service
6. Make Payment ✗
7. Submit ✗

[My Cases](#)

E-FILING SERVICE SUMMARY

Case Number: TMP012921
A1 SUPPLY vs BENSON SUPPLY

Manage Services
You may add, edit, and delete services in this section. Please add service to reflect the instructions for service on this case. You must enter at least one service before proceeding. [Add Service](#)

Party Name / Party Type	Document/Proposed Orders	Service Type	Address	Delete
No data available in table				

[Continue](#) [Cancel](#)

If you elect to discontinue with the filing at this point, selecting 'Cancel' will result in the system displaying the warning as depicted earlier in this document (refer to Figure 24) on page 17.

If you attempt to select the 'Continue' button without selecting a service, the system will display an error message at the bottom of the page as shown in the next figure.

Figure 65. Service Error

8.1 Entering Service Information

To initiate the service process, select the 'Add Service' button (figure above). The system will direct you to the Service Detail page as shown in the next figure. This figure is followed by a table that describes each component.

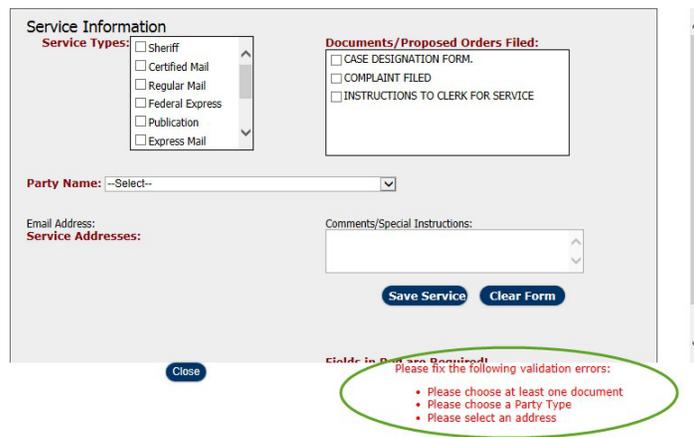
Figure 66. Service Detail Page

A	Service Types. Indicate the type of service you want the Clerk’s office to process by placing a checkmark in the checkbox associated to each service. The types of service offered are: <ul style="list-style-type: none"> ▪ Certified Mail
----------	--

	<ul style="list-style-type: none"> ▪ Email ▪ Express Mail ▪ Federal Express ▪ Personal Service ▪ Process Server ▪ Publication ▪ Registered Mail ▪ Regular Mail
B	Party Name Selection Field. Select from this field the party whom you want to be served.
C	Service Address. The address for the party which you select in the Party Name selection field (B) will be displayed here. If multiple addresses for a party exist, you can select any or all addresses for which you want served.
D	Documents Filed Field. The documents which were uploaded (mandatory and additional) will appear in this field. Indicate which documents you want included to be served by placing a checkmark in the checkbox associated with each document.
E	Comments Text Box. You can enter additional information or instructions regarding service in this field.
F	<p>The available buttons are:</p> <ul style="list-style-type: none"> ▪ 'Save Service' which will save the selections you have made ▪ 'Clear Form' which will erase all the selections you have made and enable you to start over. ▪ 'Close' which closes the page and directs you back to the Service Summary page.

While on the 'Service Detail' page, if you select the 'Save Service' button without entering all required information, the system will display in red at the bottom of the page, what information is missing. Refer to the next figure.

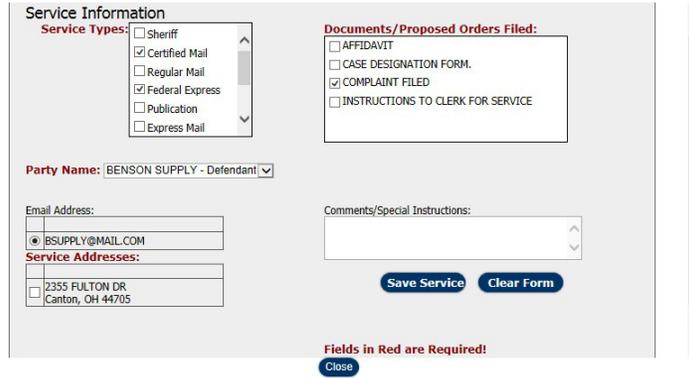
Figure 67. Incomplete Service Information



Service Information
 Service Types: Sheriff, Certified Mail, Regular Mail, Federal Express, Publication, Express Mail
 Documents/Proposed Orders Filed: CASE DESIGNATION FORM, COMPLAINT FILED, INSTRUCTIONS TO CLERK FOR SERVICE
 Party Name: --Select--
 Email Address:
 Service Addresses:
 Comments/Special Instructions:
 Save Service Clear Form
 Close
Please fix the following validation errors:
 • Please choose at least one document
 • Please choose a Party Type
 • Please select an address

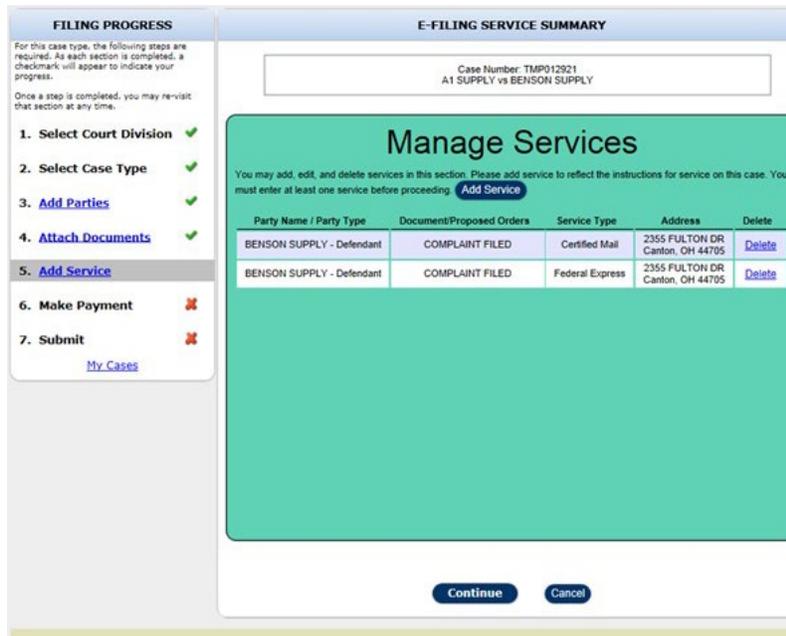
A completed 'Service Detail' page will look like the one displayed in the next figure.

Figure 68. Completed Service Detail Page



After successfully entering all the service information associated to your filing, selecting the 'Save Service' button will direct you to the 'Service Summary' page as shown in the next figure.

Figure 69. Completed Service Summary Page



Party Name / Party Type	Document/Proposed Orders	Service Type	Address	Delete
BENSON SUPPLY - Defendant	COMPLAINT FILED	Certified Mail	2355 FULTON DR Canton, OH 44705	Delete
BENSON SUPPLY - Defendant	COMPLAINT FILED	Federal Express	2355 FULTON DR Canton, OH 44705	Delete

If the service that you recorded is incorrect, you can select the 'Delete' link to remove it and then select the 'Add Service' button to return to the Service Detail page. The 'Add Service' steps can be repeated for each party that requires service of process.

If you elect to discontinue with the filing at this point, selecting 'Cancel' will result in the system displaying the warning as depicted earlier in this document (refer to Figure 24) on page 17.

Selecting the 'Continue' button on the figure above will direct you to the 'Payment' page with one exception: if you are initiating a new Domestic Relations case that requires a hearing, you will be directed to the 'E-Filing Hearing Schedule Select' page as shown in Figure 70.

8.1.1 Domestic Relations Scheduling

Several Domestic Relations case types require hearings. When you select a Domestic Relations case type that requires a hearing, you will be directed to the page as shown below. The system will display the type of hearing that is associated to your filing and it will expect you to schedule the hearing.

Figure 70. E-Filing Hearing Page



If you elect to discontinue with the filing at this point, selecting 'Cancel' will result in the system displaying the warning as depicted earlier in this document (refer to Figure 24) on page 17.

If you select 'Continue' without scheduling the required hearing, you will not be able to proceed until you complete this portion of the filing.

To schedule a hearing, choose the 'Select Schedule' button and the system will direct you to the Scheduling Page shown in Figure 71.

Figure 71. Scheduling Page

Select Hearing Schedule

x

Click on a Hearing Schedule to select it. Then click Save Selection below to confirm your selection.

< > today

August 25, 2015

Tuesday	
7am	
8am	8:30 -

< August 2015 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

00 Schedules Available

Selected Schedule: **August 25, 2015 8:30 AM**

-OR- You can choose to contact the scheduling office directly.

Selecting the 'Cancel' button will direct you back to the Hearing Page whereas selecting the 'Save Selection' button will record your hearing and then direct you to the 'E-Filing Payment Page.'

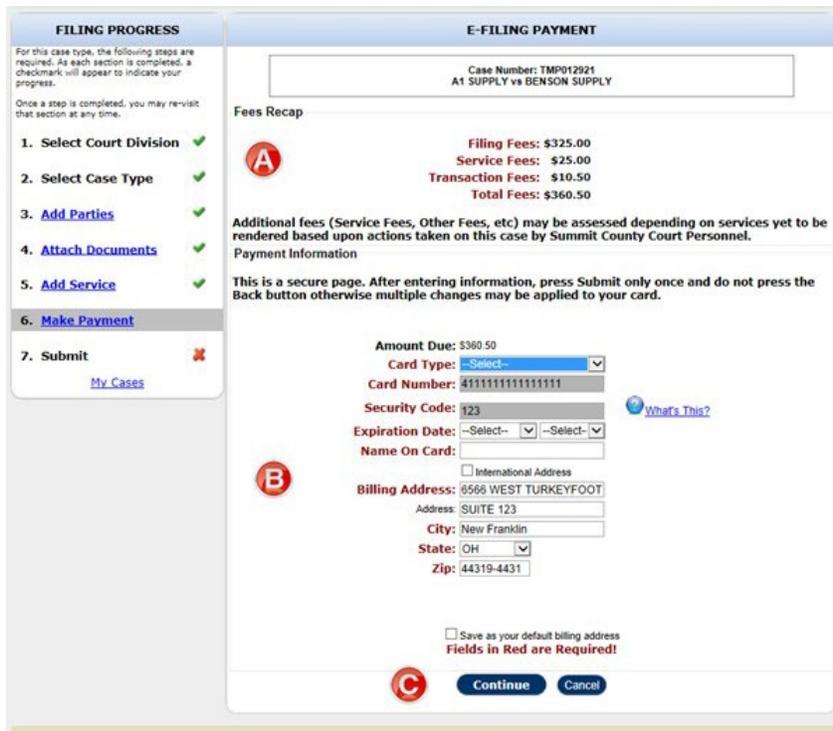
9. Processing Payment

The next step is to submit payment for your filing. The E-Filing Payment page is displayed in (Figure 72). Please review the information in the table following the figure.

Notice now that the ‘Add Service’ link is now enabled on the left-hand (Filing Progress) side of the screen and is followed by a (✓) indicating that this step in the process has been completed in addition to the previous steps.

Selecting the ‘Add Parties,’ ‘Attach Documents’ or ‘Add Service’ links will return you to these respective pages if you need to make changes.

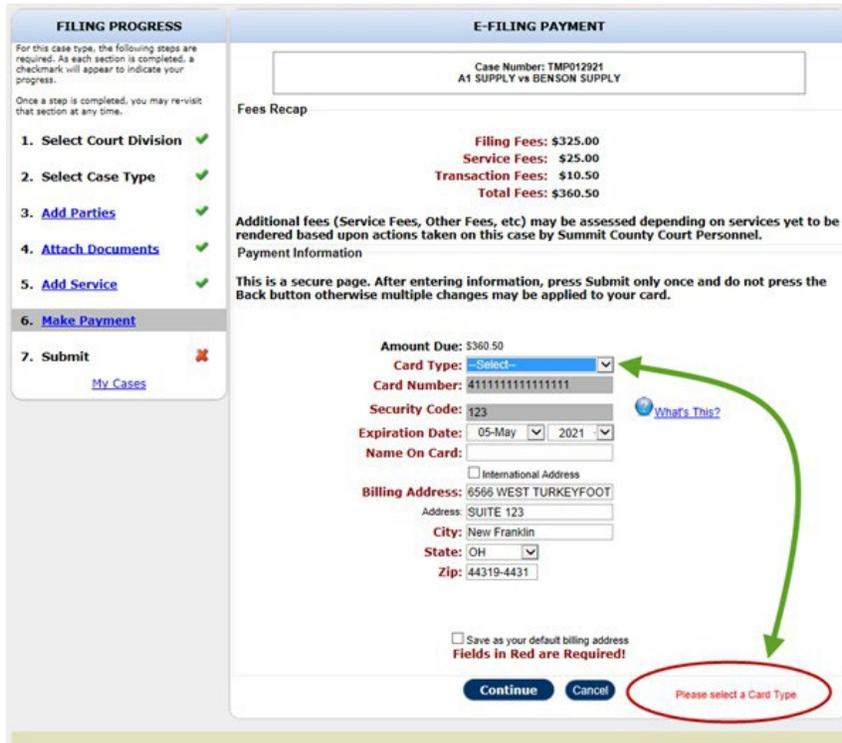
Figure 72. Payment Page



A	The Fees Recap section includes a review of the fees associated with the filing.
B	The Payment section provides all the information related to your credit card information. If you have filed previously, the credit card information from the last filing will be retained. Any of the information can be changed. Note that the fields highlighted in red are required.
C	The available buttons are: <ul style="list-style-type: none"> ▪ ‘Continue’ which saves your information and directs you to the E-Filing Transmission Report page ▪ ‘Cancel’ which will terminate the filing process.

If you select the ‘Continue’ button without entering all the required information, the system will respond with an error at the bottom of the page as shown below.

Figure 73. Payment Page Errors



After correcting any errors, selecting the 'Continue' button will direct you to the E-Filing Transmission page.

If you elect to discontinue with the filing at this point, selecting 'Cancel' will result in the system displaying the warning as depicted earlier in this document (refer to Figure 24) on page 17.

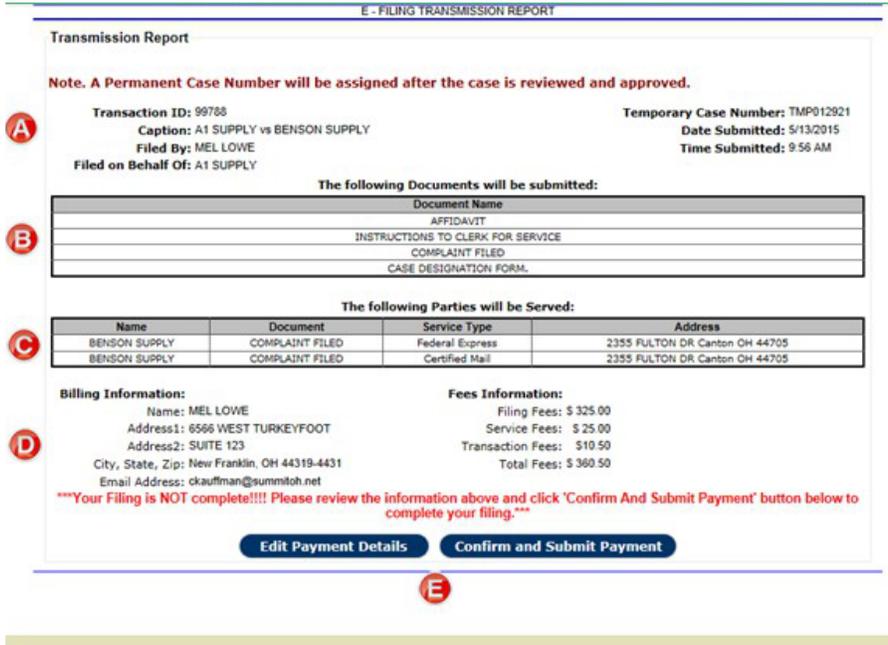
Note that the E-Filing application **does not** store any credit card information. When paying by credit card there will be a service fee added to the cost of the transaction. At the present time, this fee is 3% of the total amount of the filing. For example, if the filing fee for a particular cause of action is \$ 300.00, the service fee would be \$ 9.00 for a total cost of \$ 309.00.

10. Transmission Report

Prior to finalizing and submitting your case through the E-Filing application, the system presents to you a final overview of the information you are about to submit. The E-Filing Transmission Report (Figure 74) is a summary of everything that was entered into the E-Filing application

during the case initiation process. Please review the information in the table following the figure.

Figure 74. E-Filing Transmission Report



E - FILING TRANSMISSION REPORT

Transmission Report

Note. A Permanent Case Number will be assigned after the case is reviewed and approved.

Transaction ID: 99788 **Temporary Case Number:** TMP012921
Caption: A1 SUPPLY vs BENSON SUPPLY **Date Submitted:** 5/13/2015
Filed By: MEL LOWE **Time Submitted:** 9:56 AM
Filed on Behalf Of: A1 SUPPLY

The following Documents will be submitted:

Document Name
AFFIDAVIT
INSTRUCTIONS TO CLERK FOR SERVICE
COMPLAINT FILED
CASE DESIGNATION FORM.

The following Parties will be Served:

Name	Document	Service Type	Address
BENSON SUPPLY	COMPLAINT FILED	Federal Express	2355 FULTON DR Canton OH 44705
BENSON SUPPLY	COMPLAINT FILED	Certified Mail	2355 FULTON DR Canton OH 44705

Billing Information:
Name: MEL LOWE
Address1: 6566 WEST TURKEYFOOT
Address2: SUITE 123
City, State, Zip: New Franklin, OH 44319-4431
Email Address: okuffman@summitoh.net

Fees Information:
Filing Fees: \$ 325.00
Service Fees: \$ 25.00
Transaction Fees: \$ 10.50
Total Fees: \$ 360.50

Your Filing is NOT complete!!!! Please review the information above and click 'Confirm And Submit Payment' button below to complete your filing.

[Edit Payment Details](#) [Confirm and Submit Payment](#)

A	This section provides an overview of the basic caption information; filed by and on behalf of; temporary case number and date and time. Note that it is strongly suggested you write down the temporary case number and the date/time of the submission in the event there are questions or concerns regarding your filing.
B	The Documents section identifies all the mandatory and additional documents which you uploaded from your computer for submission.
C	The Service section displays the parties who will be served, what they will be served, service type and the address of the service.
D	The Billing Information section provides an overview of the fees associated with the filing.
E	The available buttons are: <ul style="list-style-type: none"> ▪ 'Edit Payment Details' which directs you to the Payment page where you can edit the method of payment. ▪ 'Confirm and Submit Payment' which will result in the display of a Payment Confirmation dialog.

Selecting the 'Confirm and Submit Payment' is the next to last step in the filing process. The 'Payment Confirmation' dialog is displayed in the following figure.

Figure 75. Payment Confirmation

Payment Confirmation
Your payment has been successfully processed.
Please be sure to add DoNotReplySCCOC@summitoh.net to your address book to ensure that you receive your email confirmation in your Inbox.

Finish

Your filing is not complete until you select the ‘Finish’ button.

If the ‘Finish’ button is not selected, your filing will go into a suspended state in the system and will not be displayed for processing by the Summit County Clerk of Courts. This is why it is important to write down the temporary case number, preliminary caption information and date and time of submission.

Once your filing has been submitted, it will be reviewed by the Summit County Clerk of Courts. If you have a valid email address, emails will be issued informing you as to whether your filing was accepted or rejected.

11. Secondary Filing

Secondary filings are pleadings submitted to the court on an existing case, including the electronic filing of an Answer to a case that has been newly initiated via the Summit County

Clerk of Courts E-Filing application. You can file all of your normal pleadings as well as motions and proposed orders.

Secondary filing consists of the following steps:

- Select or locate the case you wish to perform the secondary filing for
- Select the type of secondary filing you wish to submit
- Add mandatory and any additional documents
- Add parties if required
- Pay for your filing (if required)
- Complete your filing

The Secondary Filing process is very similar to the case initiation processes discussed in Sections 5 through 10. The **primary difference** is that you must select a case from the list of cases in your 'My Cases' list. If you want to file a case that is not included in your 'My Cases' list, then you can perform a case search on the case you wish to file the new pleading on.

11.1 Accessing the Secondary Filing Page

Once you log onto the E-Filing application and validate your information (Section 3.3), the system will direct you to the 'My Cases' page. From here, you can either select an existing case in the list or select the 'Case Search' button as shown in the next figure.

Figure 76. My Cases Page List

Welcome: MEL LOWE [E-FILING CASE SUMMARY](#) [My Account](#)

Case Number	Case Caption	Case Type	File Date	Judge
CV-2015-05-2476	A1 SUPPLY vs BENSON SUPPLY	Breach of Contract	05/13/2015 09:56 AM	O'BRIEN, TAMMY
CV-2015-05-2475	A1 SUPPLY vs BENSON SUPPLY	Breach of Contract	05/13/2015 09:52 AM	GALLAGHER, PAUL
DR-2015-05-1215	CHRISTINE C CRANDLE vs CHARLES C CRANDLE	DISSOLUTION NO CHILDREN	05/11/2015 07:58 AM	QUINN, JOHN
CV-2015-05-2472	A1 PETROLEUM vs JASON JOHNSON	Breach of Contract	05/07/2015 09:41 AM	TEODOSIO, THOMAS
CV-2015-05-2471	LAKES HEATING AIR CONDITIONING, INC. vs PAUL STEPHENS	Breach of Contract	05/06/2015 10:48 AM	ROWLANDS, MARY
DR-2015-05-1195	KARL KENNETH KREEKBAUM vs KAYLE KLEIGH KREEKBAUM	DISSOLUTION NO CHILDREN	05/06/2015 08:10 AM	DEZSO, CAROL
DR-2015-05-1194	CANDACE CAMERON CANDLE vs COLLIN CUNDIFF CANDLE	DISSOLUTION WITH CHILDREN	05/06/2015 07:02 AM	QUINN, JOHN
DR-2015-04-1071	BRADLEY BRAMAN vs AIMEE BRAMAN	DISSOLUTION WITH CHILDREN	04/16/2015 10:38 AM	QUINN, JOHN
CV-2015-	NATIONAL COLLEGIATE STUDENT LOAN TRUST vs HEATHER	Other Civil	12/31/2014	CALLAHAN,

[File New Case](#)
[Case Search](#)

Selecting the 'Case Search' button will direct you to the case search page.

Figure 77. Case Search Page

E-FILING CASE SEARCH

Case Number Search

Case Number formats are:

CV-9999-99-9999

J-9999-99999

MI-9999-99-9999

NC-9999-99-9999

999999999

9104-FF-0368

Please select one of the following case search options:

Regular Case No
(DR/CV/MI/NC/AC)
(eg CV-9999-99-9999
DR-9999-99-9999
MI-9999-99-9999
NC-9999-99-9999)

----(suffix)

OR

eg DR-9999-99-9999

*If searching for a 'DR' lien case, please use the 'DL' prefix instead.

Search
Clear

Forfeiture Case No
(eg 9104-FF-0368)

-FF--(suffix)

OR

eg 9999-FF-9999

Search
Clear

Judgment Lien Case No
(eg J-9999-99999)

J--(suffix)

OR

eg J-9999-99999

Search
Clear

Search Results

Case Number	Case Caption	Filing Date
<div style="display: flex; justify-content: space-between;"> Return To My Cases Use these areas to cut and paste case numbers into. </div>		

- A. Simply enter the case number of the type of case you wish to search for in one of the three sections as shown. You can enter the case number in the boxes or, if you want to cut the case number from another document and paste it into the search page, use the area under the boxes (red boxes). You will have to include the dashes if you use this function. If the case number you entered is incorrect, simply select the 'Clear' button. Pressing the 'Search' button will initiate your search. Selecting the 'Return to My Cases' link will return you to the 'My Cases' page.

If your search criteria yields no results, then the system will indicate that no cases were found. This message can be found in Figure 78.

Figure 78. No Cases Found Message

E-FILING CASE SEARCH

Case Number Search

Case Number formats are:
CV-9999-99-9999
J-9999-99999
MI-9999-99-9999
NC-9999-99-9999
999999999
9104-FF-0368

Please select one of the following case search options:

Regular Case No (DR/CV/MI/NC/AC)
(eg CV-9999-99-9999
DR-9999-99-9999
MI-9999-99-9999
NC-9999-99-9999)

- - - - (suffix) (suffix)
----- OR -----

*If searching for a 'DR' lien case, please use the 'DL' prefix instead.

Forfeiture Case No (eg 9104-FF-0368)

-FF- (suffix) (suffix)
----- OR -----

Judgment Lien Case No (eg J-9999-99999)

J (suffix) (suffix)
----- OR -----

Search Results	Case Caption	Filing Date
<div style="border: 2px solid green; border-radius: 15px; padding: 5px; display: inline-block;"> <b style="color: red;">No Results Found </div>		
Return To My Cases		

On the other hand, if the case you are searching for does exist, the results will be displayed as follows.

Figure 79. Case Search Results

E-FILING CASE SEARCH

Case Number Search

Case Number formats are:
CV-9999-99-9999
J-9999-99999
MI-9999-99-9999
NC-9999-99-9999
999999999
9104-FF-0368

Please select one of the following case search options:

Regular Case No (DR/CV/MI/NC/AC)
(eg CV-9999-99-9999)
DR-9999-99-9999
MI-9999-99-9999
NC-9999-99-9999

- - - - (suffix)

----- OR -----

*If searching for a 'DR' lien case, please use the 'DL' prefix instead.

Forfeiture Case No
(eg 9104-FF-0368)

-FF- (suffix)

----- OR -----

Judgment Lien Case No
(eg J-9999-99999)

(suffix)

----- OR -----

Search Results

Case Number	Case Caption	Filing Date
CV-2015-01-0100	JENNIFER PENN vs AKRON GENERAL MEDICAL CENTER	01/08/2015 11:30 AM

[Return To My Cases](#)

From this screen, selecting the case link on the left-hand side of the page will direct you to the Secondary Filing page.

Once you have selected the case that you want to submit a secondary filing on from the 'My Cases' or 'Case Search' page, the system will direct you to the Case Information page.

Figure 80. Case Information Page



A1 SUPPLY vs BENSON SUPPLY
Case Type: Breach of Contract
Case Number: CV-2015-05-2476

Secondary Filing Back To My Cases

There are no Services associated with this case.
There are no Hearings associated with this case.

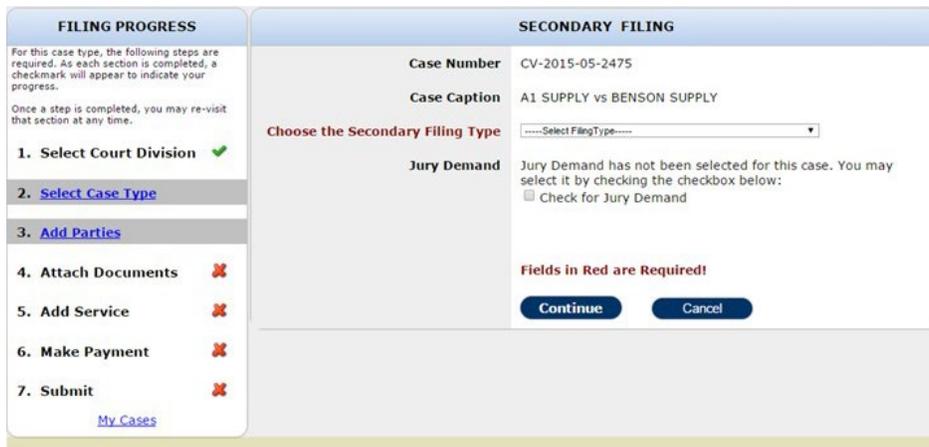
Parties	
Docket/Judge/Magistrate/Service/Hearings	
PLAINTIFF	PLAINTIFF'S ATTORNEY
A1 SUPPLY 123 MAIN ST Akron, OH 44308	LOWE, MEL 6566 WEST TURKEYFOOT SUITE 123 New Franklin, OH 44319
DEFENDANT	DEFENDANT'S ATTORNEY
BENSON SUPPLY 2355 FULTON DR. Canton, OH 44705	

This page looks like the page you might see when accessing the Summit County Clerk of Courts public website. You can look at information on the various tabs (Docket, Judges/Magistrate, Service, Hearings, etc.). You can also return to the 'My Cases' page by selecting the 'Back to My Cases' link on the right-hand side of the page.

After reviewing the information, select the 'Secondary Filing' button. The system will direct you to the 'Secondary Filing' page.

If you do not see the 'Secondary Filing' button, this means that the user you are logged in as is not associated to this case. You must contact the Summit County Clerk of Courts to have this issue resolved.

Figure 81. Secondary Filing Page



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ✔
2. Select Case Type
3. Add Parties
4. Attach Documents ✘
5. Add Service ✘
6. Make Payment ✘
7. Submit ✘

[My Cases](#)

SECONDARY FILING

Case Number CV-2015-05-2475

Case Caption A1 SUPPLY vs BENSON SUPPLY

Choose the Secondary Filing Type -----Select FilingType-----

Jury Demand
Jury Demand has not been selected for this case. You may select it by checking the checkbox below:
 Check for Jury Demand

Fields in Red are Required!

Continue
Cancel

This page looks very similar to the other pages discussed previously throughout this document – with a Filing Progress section on the left-hand side and Filing Information on the right-hand side of the page. **Unlike the pages for new case creation, the links in the Filing Progress portion of the screen pertain only to this specific Secondary Filing.**

There are other exceptions to this page that are addressed in the next section.

11.2 Secondary Filing Case Selections

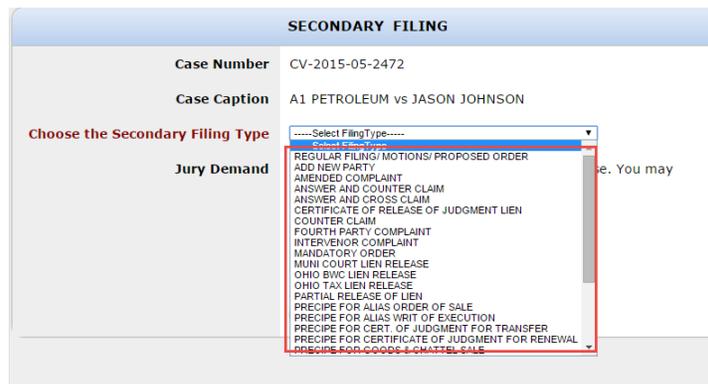
The Secondary Filing pages for the Civil and Domestic Relations divisions are slightly different regarding the mechanics in how they function. This section deals with the specific nuances of each.

The filing types displayed in Figures 82 and 84 are for display purposes only. Filing types will change and can be added and deleted based upon the needs and requirements of the Clerk and Courts.

11.2.1 Civil Secondary Filing Page

Figure 81 above represents the Civil Division version of the Secondary Filing page. When accessing the 'Secondary Filing Type' dropdown field, you will notice that you can select 'REGULAR FILING/MOTIONS/PROPOSED ORDERS' as the very first selection in the list. See the next figure.

Figure 82. Civil Secondary Filing Dropdown



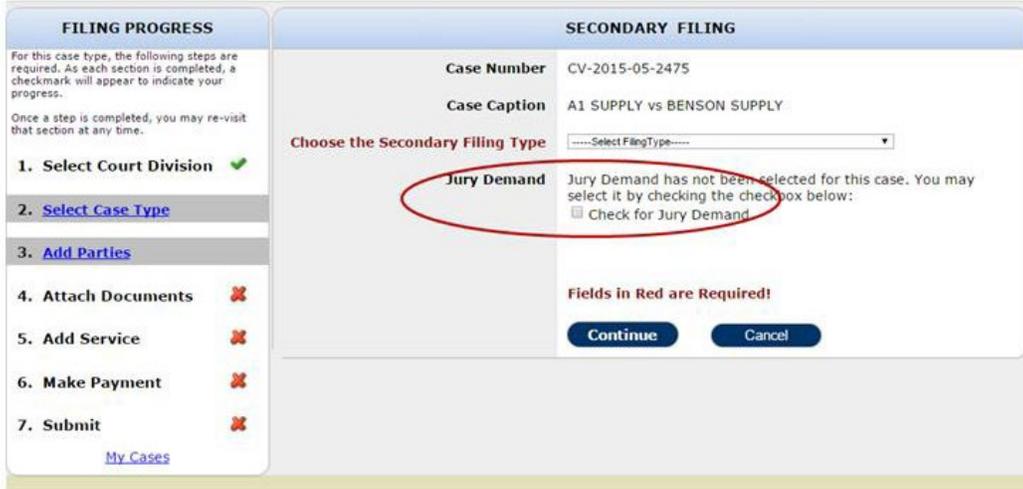
The screenshot shows a web form titled "SECONDARY FILING". It contains the following fields:

- Case Number:** CV-2015-05-2472
- Case Caption:** A1 PETROLEUM vs JASON JOHNSON
- Choose the Secondary Filing Type:** A dropdown menu is open, displaying a list of filing types. The first option is "REGULAR FILING/MOTIONS/PROPOSED ORDER". Other options include "ADD NEW PARTY", "AMENDED COMPLAINT", "ANSWER AND COUNTER CLAIM", "ANSWER AND CROSS CLAIM", "CERTIFICATE OF RELEASE OF JUDGMENT LIEN", "COUNTER CLAIM", "FOURTH PARTY COMPLAINT", "INTERVENOR COMPLAINT", "MANDATORY ORDER", "MUNI COURT LIEN RELEASE", "OHIO BWC LIEN RELEASE", "OHIO TAX LIEN RELEASE", "PARTIAL RELEASE OF LIEN", "PRECIPE FOR ALIAS ORDER OF SALE", "PRECIPE FOR ALIAS WRIT OF EXECUTION", "PRECIPE FOR CERT. OF JUDGMENT FOR TRANSFER", and "PRECIPE FOR CERTIFICATE OF JUDGMENT FOR RENEWAL".
- Jury Demand:** A checkbox labeled "Jury Demand" is present, with the text "se. You may" to its right.

Selections in the dropdown field other than “REGULAR FILING/MOTIONS/PROPOSED ORDERS” will result in the generation of a filing fee for which payment will be expected once the filing is complete.

Once you make your selection from the dropdown field, you can then determine whether you want to update the Jury Demand status for this case by checking the 'Jury Demand' checkbox as shown in Figure 83.

Figure 83. Secondary Filing Jury Demand



After making your selections from the dropdown fields, press 'Continue' and refer to Section 11.3 for information on continuing the process. Selecting the 'Cancel' button will return you to the 'My Cases' page.

11.2.2 Domestic Secondary Filing Page

This Domestic version of the Secondary Filing page contains additional steps which are required to properly handle the internal processing aspects of Domestic Relations case types. As you look at the initial page in Figure 84, you will notice that you are being asked what you are filing and that there is no Jury Demand checkbox to be concerned with.

Figure 84. Initial Domestic Secondary Filing Page



Also, the selections in the 'Filing Type' dropdown selection field are different than those found in the Civil version.

Figure 85. Domestic Secondary Filing Types

Unlike Civil Secondary Filing, selections in Domestic Secondary Filing can result in case reactivations, the creation of new motions and potentially significant costs for parties who are filing. Thus it is important to exercise additional caution when filing in the Domestic Relations division.

Additionally, based upon what is being filed, you may be required to complete the scheduling process as described in Section 8.1.1.

11.2.3 Hearing Continuances

For the Domestic Relations division, the E-Filing application provides the ability to request Hearing continuances. This function is accessible from the Secondary Filing page.

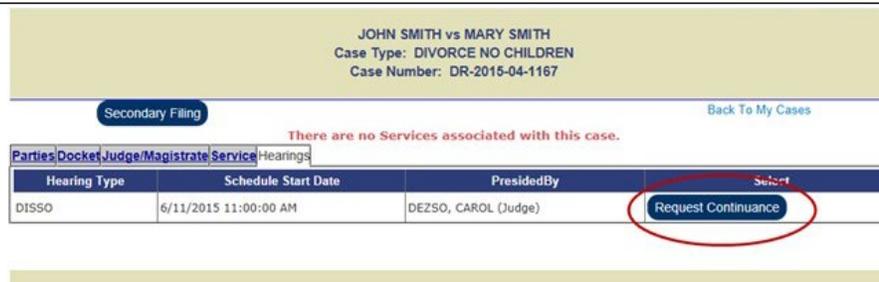
After finding the case for which a continuance is desired, either via 'My Cases' or the 'Case Search' function reviewed previous, select the 'Hearings' tab as shown in the next figure.

Figure 86. Hearing Tab

JOHN SMITH vs MARY SMITH Case Type: DIVORCE NO CHILDREN Case Number: DR-2015-04-1167	
Secondary Filing Back To My Cases	
Parties: Docket Judge/Magistrate Service Hearings There are no Services associated with this case.	
PLAINTIFF	PLAINTIFF'S ATTORNEY
SMITH, JOHN 25 Howe Akron, OH 44308-0000	HOWE, CHARLES 2323 East Main Suite 200 Akron, OH 44308-0000
DEFENDANT	DEFENDANT'S ATTORNEY
SMITH, MARY 1000 Fulton Canton, OH 44705	

Selecting this tab will change the current view to Hearing information as shown in Figure 87. To request a continuance, select the 'Request Continuance' button highlighted in the figure.

Figure 87. Hearing Information



The system will respond by displaying a ‘Schedule Questions’ dialog with questions to which you must provide answers.

Figure 88. Schedule Questions Dialog

Schedule Questions ×

Please answer the following questions:

- 1) What is the reason for the continuance?
- 2) Does the opposing party agree to the continuance?
 Yes No
Comments:
- 3) Is the client aware of the continuance request?
 Yes No
- 4) Have you requested previous continuances for this hearing?
 Yes No
If so, how many and when?

Selecting ‘Cancel’ will close the dialog and return you to the Hearing tab as shown in Figure 86. Selecting the ‘Continue’ button will save your entries and, if successful in scheduling the continuance, will generate a success dialog.

11.3 Completing the Secondary Filing

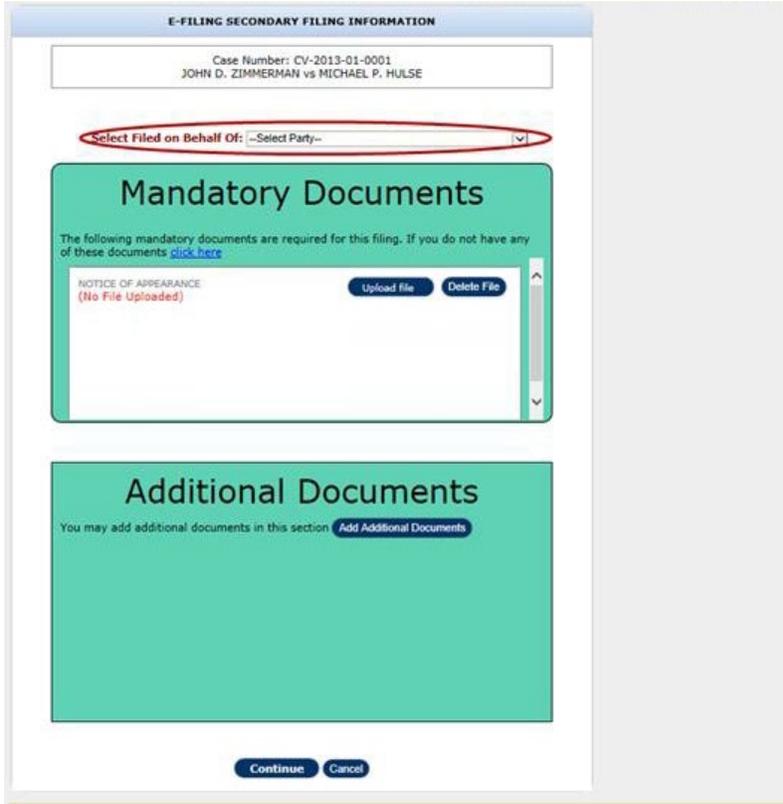
After selecting the ‘Continue’ button on the Secondary Filing page, you will be directed to specific pages to add additional parties or mandatory and additional documents depending on the secondary filing type selected.

For example, selecting ‘REGULAR FILING/MOTIONS/PROPOSED ORDERS’ on the Civil Secondary Filing page will direct you to add additional documents whereas selecting ‘Add New Party’ would direct you to the ‘E-Filing Party Search’ page.

11.3.1 Adding Documents

With Secondary Filing, you must select the party on whose behalf you are filing. If you represent more than one party, select the primary party or the first party you represent from the dropdown selection field.

Figure 89. Secondary Filing Documents Selection



If you are not currently associated as an attorney of record on the case on which you are making the secondary filing, at least one mandatory document will be displayed in the Mandatory Documents window – Notice of Appearance which must be filed. Once you have filed the initial Notice of Appearance, there is no need to add it for subsequent filings.

After uploading any mandatory and additional documents, selecting the ‘Continue’ button will direct you to the next step in the process whereas selecting the ‘Cancel’ button will terminate the process and return you to the ‘My Cases’ page.

If you attempt to continue with the process without providing the mandatory documents, the system will respond with an error dialog like the one displayed in Figure 58.

11.3.2 Adding Parties

Depending on the pleading selected (Add Party for example), the system enables you to add new and additional parties to a current case. This process is identical to the process described in Section 6.

Figure 90. Secondary Filing Party Selection

E-FILING PARTY SEARCH

Add Plaintiff

You may add Plaintiff in this section. You must enter at least one Plaintiff before proceeding.

Name	Address	Edit	Delete
A1 SUPPLY	123 MAIN ST Akron OH 44308	✎	✖

Add Plaintiff

Add Defendant

You may add Defendant in this section. You must enter at least one Defendant before proceeding.

Name	Address	Edit	Delete
BENSON SUPPLY	2355 FULTON DR Canton OH 44705	✎	✖

Add Defendant

Add Other Parties

You may add other parties in this section.

Name	Address	Party Type	Edit	Delete
MEL LOWE	6566 WEST TURKEYFOOT New Franklin OH 44319	Plaintiff Attorney	✎	✖

Add Other Party

Next
Cancel

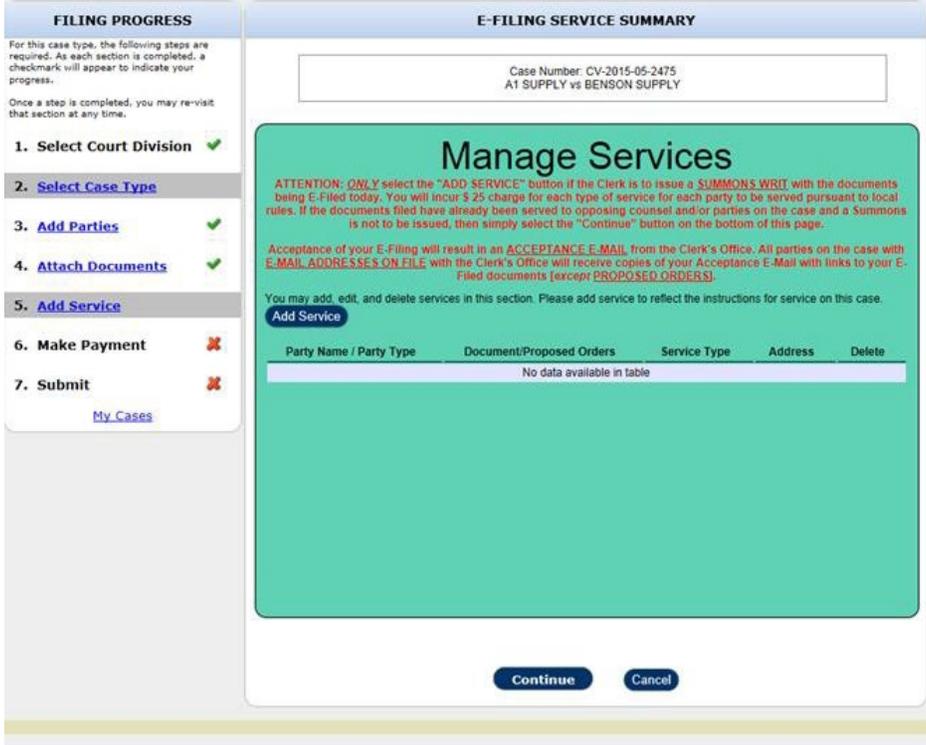
After uploading any mandatory and additional documents, selecting the 'Next' button will direct you to the 'Manage Service' page whereas selecting the 'Cancel' button will terminate the process and return you to the 'My Cases' page.

11.3.3 Reviewing Service

Service in Secondary Filing is treated more as an option than as a requirement. The primary question you must ask yourself is whether you want the Summit County Clerk of Courts to

process service for you or, if you want to do it on your own. Even the 'Manage Services' page appears differently than it does with new case creation. Refer to the following figure.

Figure 91. Secondary Filing Service Page



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ✓
2. Select Case Type
3. Add Parties ✓
4. Attach Documents ✓
5. Add Service
6. Make Payment ✗
7. Submit ✗

[My Cases](#)

E-FILING SERVICE SUMMARY

Case Number: CV-2015-05-2475
A1 SUPPLY vs BENSON SUPPLY

Manage Services

ATTENTION: ONLY select the "ADD SERVICE" button if the Clerk is to issue a SUMMONS WRIT with the documents being E-Filed today. You will incur \$ 25 charge for each type of service for each party to be served pursuant to local rules. If the documents filed have already been served to opposing counsel and/or parties on the case and a Summons is not to be issued, then simply select the "Continue" button on the bottom of this page.

Acceptance of your E-Filing will result in an ACCEPTANCE E-MAIL from the Clerk's Office. All parties on the case with E-MAIL ADDRESSES ON FILE with the Clerk's Office will receive copies of your Acceptance E-Mail with links to your E-Filed documents [except PROPOSED ORDERS].

You may add, edit, and delete services in this section. Please add service to reflect the instructions for service on this case.

[Add Service](#)

Party Name / Party Type	Document/Proposed Orders	Service Type	Address	Delete
No data available in table				

[Continue](#) [Cancel](#)

Summarizing the red text displayed above:

- Only select the 'Add Service' button if the Summit County Clerk of Courts is to issue a Summons Writ with the filings submitted. A fee will be charged for each type of service for each party to be served pursuant to local rules.
- If a Summons Writ is not to be issued, then simply select the 'Continue' button at the bottom of the page. Doing so will direct you to the payment page if a payment is required or the transmission page if no payment is required.

If indeed you do need to add service, refer to Section 8 for more information.

The remaining steps for completing the secondary filing process are to complete payment if payment is required (Section 9) and reviewing the transmission report (Section 10). Once your filing is complete, you will be returned to the 'My Cases' page.

12. Logging off the System

Once you have completed your initial case filing or secondary filing, you should exit the E-Filing session by logging off the application. You can log off any of the pages in the E-Filing application by selecting the 'Logoff' link in the header bar (next to your bar number) as shown in the next figure.

Figure 92. Logoff Location



After selecting this link, the following dialog will be displayed.

Figure 93. Confirm Logoff



Selecting 'Yes' will log you off the system and return you to the log in page. Selecting 'No' will result in no action being taken.

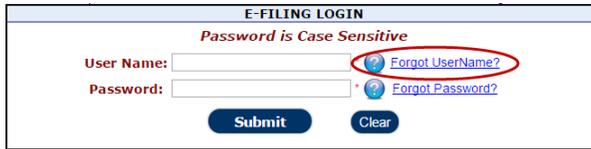
13. Other Information

This section of the manual provides information on other functions in the system not addressed in the previous sections but may be useful as you work with the Summit County Clerk of Courts E-Filing application.

13.1 Forgotten User Name and Passwords

If you forgot your user name, select the 'Forgot Username' link on the logon screen as shown below. **Note** that your bar number is always your user id. The likelihood of forgetting that is minimal but in the event you do, this is the process to follow.

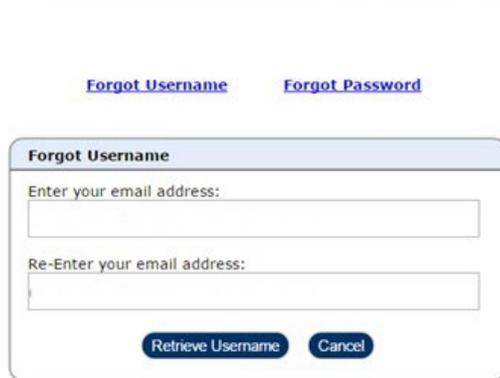
Figure 94. Forgotten Username Link



The screenshot shows the 'E-FILING LOGIN' interface. At the top, it says 'E-FILING LOGIN' and 'Password is Case Sensitive'. Below this are two input fields: 'User Name:' and 'Password:'. To the right of the 'User Name:' field is a blue link with a question mark icon labeled 'Forgot Username?'. To the right of the 'Password:' field is a blue link with a question mark icon labeled 'Forgot Password?'. At the bottom are two buttons: 'Submit' and 'Clear'. The 'Forgot Username?' link is circled in red.

Once you select the link, the following page will be displayed:

Figure 95. Forgotten Username Dialog



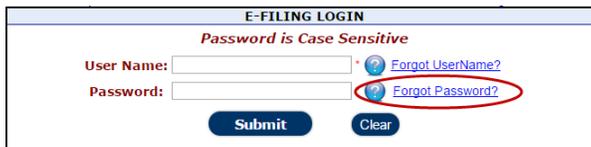
The screenshot shows a dialog box titled 'Forgot Username'. At the top, there are two links: 'Forgot Username' and 'Forgot Password'. The dialog box contains two input fields: 'Enter your email address:' and 'Re-Enter your email address:'. At the bottom are two buttons: 'Retrieve Username' and 'Cancel'.

Enter your email address as directed in the dialog box and then select the 'Retrieve Username' button. Selecting the 'Cancel' button will return you to the logon page.

Selecting the 'Retrieve Username' button will generate an email and send it to the email address you supplied.

If you forgot your password, select the 'Forgot Password' link on the logon screen as shown below.

Figure 96. Forgotten Password Link



The screenshot shows the 'E-FILING LOGIN' interface. At the top, it says 'E-FILING LOGIN' and 'Password is Case Sensitive'. Below this are two input fields: 'User Name:' and 'Password:'. To the right of the 'User Name:' field is a blue link with a question mark icon labeled 'Forgot Username?'. To the right of the 'Password:' field is a blue link with a question mark icon labeled 'Forgot Password?'. At the bottom are two buttons: 'Submit' and 'Clear'. The 'Forgot Password?' link is circled in red.

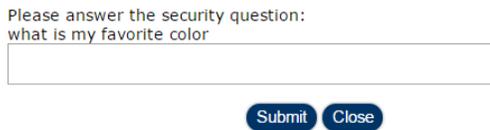
Once you select the link the following page will be displayed:

Figure 97. Retrieve Password Dialog



Enter your user id which is your bar number. Selecting the 'Cancel' button will return you to the logon page. Selecting the 'Retrieve Password' button will result in the system displaying the Security dialog.

Figure 98. Security Dialog



You must supply the correct answer (case sensitive) to this security question to continue the process. That is why it is advisable to record both your password and the answer to your security question and put it in a secure place for safekeeping in the event it is needed.

If you do not remember your password or your security question, you will have to contact the Summit County Clerk of Courts for assistance. We will request verification of your identity to protect you from any potential fraudulent actions.

Once you have entered the answer to the security question, selecting the 'Submit' button will result in the system generating an email which will be sent to the email address which you supplied at the time you registered. Selecting the 'Cancel' button will return you to the login page.

The email will contain a temporary password that you will need to use to log back into the system. A sample of the email is provided in Figure 100.

Figure 99. Password Email

Summit County Clerk of Courts

E-filing Account Forgot Password

You are receiving this e-mail because a password reset of your e-filing account has been requested. Please use the temporary password listed below to log into the e-filing system. The system will then prompt you to assign a new password to your e-filing account. If you feel this is an error or you did not make a forgotten password request then please contact our offices at 330-643-2211.

User Name: 0090374
Your Temp password is: BSQPAYANQY

You will then have to log into the system using your bar id (username) and the temporary password supplied in the email. When this information is entered, the following dialog will be displayed:

Figure 100. Reset Password Dialog

Please enter the following information to reset your password:	
UserId:	<input type="text" value="5255255"/>
Temp Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

Enter the temporary password into the 'Temp Password' field. Then enter your new password and confirm your new password in the fields provided. Press the 'Submit' button which will return you to the login page. Log in with your new password. If you are successful, then the system will direct you to the 'Information Verification' page (Figure 12) on page 9. If you are not successful, the system will request that you log in with a valid username and password.

13.2 Specific Filing Types

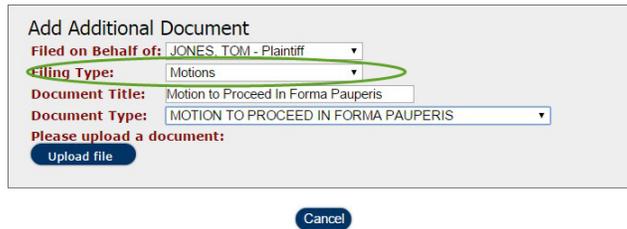
Within the E-Filing application, two specific submissions will bypass the payment page. These submissions are:

- Motion to Proceed in Forma Pauperis
- Notice of Appearance on Behalf of a Government Agency

You will file these documents under the 'Additional Documents' portion of the 'E-Filing Main Pleading Information' page.

For the Motion to Proceed In Forma Pauperis, you will be required to submit two documents – the Motion and a Proposed Order. **Note** that the Motion is what triggers the system not to charge. If you attempt to submit only the motion, the system will not let you proceed unless the Proposed Order is submitted at the same time.

Figure 101. Motion Dialog



Add Additional Document
 Filed on Behalf of: JONES, TOM - Plaintiff
 Filing Type: Motions
 Document Title: Motion to Proceed In Forma Pauperis
 Document Type: MOTION TO PROCEED IN FORMA PAUPERIS
 Please upload a document:
 Upload file
 Cancel

Figure 102. Proposed Order Dialog

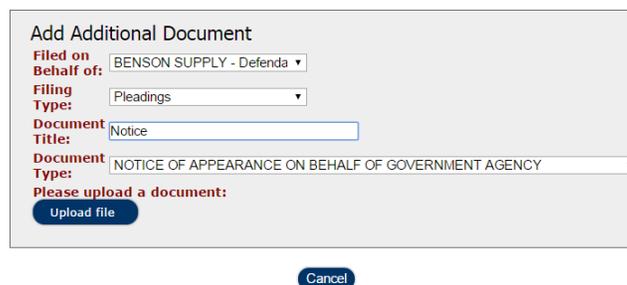


Add Additional Document
 Filed on Behalf of: --Select Party--
 Filing Type: Proposed Order
 Document Title: Motion to Proceed In Forma Pauperis
 Please upload a document:
 Upload file
 Cancel

Notice the difference between both dialogs. Selecting a 'Filing Type' of "Motion" enables the 'Document Type' dropdown selection field on the Motion Dialog whereas selecting "Proposed Order" does not.

If you file on behalf of a government agency, refer to Figure 104 regarding what the dialog box should look like.

Figure 103. Filing for Government Agency Dialog



Add Additional Document
 Filed on Behalf of: BENSON SUPPLY - Defenda
 Filing Type: Pleadings
 Document Title: Notice
 Document Type: NOTICE OF APPEARANCE ON BEHALF OF GOVERNMENT AGENCY
 Please upload a document:
 Upload file
 Cancel

13.3 Email Notifications

- A byproduct of the E-Filing application from the Summit County Clerk of Courts is the generation of several emails designed to keep you informed of the status of your filings as well as changes to your registration information. Figures 96 and 100 provide a snapshot of the general formatting of the emails that are generated and distributed by the E-Filing application.
- When you register or change information to your account, the system will generate notifications acknowledging your changes.
- When you file something, either a new case or a secondary filing, the system will generate emails notifying you that your filings were submitted.

-
- When opposing counsel or self-represented parties file something, you will receive emails notifying you what was filed. Links to view images (if available) are included in the email so you don't have to access the E-Filing application or the Summit County Clerk of Courts public website to view images.
 - When the Summit County Clerk of Courts accepts or rejects your filings, you will receive emails notifying you of the acceptance or rejection. Additionally, if a filing is rejected, you may receive a follow-up phone call providing further information as to the reason for the rejection.

In some instances emails may get routed to a 'junk' folder on your computer. Please check this junk folder prior to calling the Summit County Clerk of Courts to report missing email messages.

13.4 Cases that Cannot Be Filed Electronically

Presently, the following case types cannot be filed electronically in either the Civil or Domestic Relations divisions:

- Civil Protection Orders
- Anti-stalking Petitions
- Miscellaneous Court Actions including Discovery Actions
- Certificate of Qualifications for Employment Actions

These filings must be submitted over the counter at the Summit County Clerk of Courts office.

13.5 Signing Documents

You will need to use the format below for submitting an E-Filing Signature. Make sure the **SIGNATURE BLOCK** is left justified so that all the information in the example aligns to the left-hand side.

/s/ Attorney Name
Typed Attorney Name
Ohio Supreme Court Number
Attorney for (Plaintiff or Defendant Name)
Law Firm Name
Address (Full Address)
Telephone Number
Email Address
Fax Number

Note that this signature block must be left justified and if you fail to sign your documents using this format, your filing will be rejected!

13.6 Time Stamp Dates

New cases and secondary filings will be time stamped with the date and time they were submitted. **Filings are not considered submitted until the 'Finish' button has been selected during the e-filing process.**

Once the 'Finish' button has been selected and the filing has been received, the e-filing server will timestamp the filing according to the date and time on the server.

Note that if you started your e-filing prior to midnight and submitted the filing after midnight, if your filing is accepted, the time stamp date and time will be the date and time after midnight.

Appendix A. Appellate E-Filing

The information presented in this appendix describes applicable processes regarding electronic filing (E-Filing) of case information in the Summit County Clerk of Courts office for the Ninth

District Court of Appeals. E-Filing for the Appellate division of the Clerk's Office utilizes the comprehensive architecture developed for successful E-Filing currently in use in the Civil, Criminal and Domestic Relations divisions today.

Attorneys who are familiar with the Summit County Clerk of Courts E-Filing system will find the Appellate filing functionality very easy to use especially if filing Appeals related information on previously filed Summit County Common Pleas cases. For attorneys who are not familiar with the E-Filing system, help is readily available in the fully downloadable PDF User's Manuals found on the E-Filing login page.

What Has and Hasn't Changed?

Most of the functionality you may have used in the Civil, Criminal and Domestic Relations divisions is available in the Appellate division as well. The following functions have not changed:

- Attorney/Pro Se Registration
- User Login/Password
- 'Cancel' button function
- Transmission Report
- Payment
- My Account (Update & Maintenance)
- E-Filing Case Summary
- Submission (Finish function)
- Adding Documents (Main Pleading Page)
- Logoff

Changes that have been implemented are as follows:

- Case Creation process for Notice of Appeal and. Original Action cases.
- Adding Parties for Notice of Appeal Cases.
- No Proposed Order filing in the Appellate division.
- Elimination of the Service Page.
- Ability to Search for Appellate Cases.

These changes will be reviewed in the following sections.

Creating a Case

Initiating the Filing Process

Creating the type of Appellate case you wish to file is a three step process.

The first step is to select the Division as shown in Figure 104.

Figure 104. Select Appellate Division



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ❌
2. Select Case Type ❌
3. Add Parties ❌
4. Attach Documents ❌

NEW CASE FILING

Choose the Court Division for this filing

Select a Case Type

----- Select One -----
 ----- Select One -----
 APPEALS
 Civil
 DOMESTIC RELATIONS

Jury Demand

Fields in Red are Required!

Continue Cancel

The second step is to select the type of Appellate case you wish to file.

Figure 105. Select Appellate Case Type



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ❌
2. Select Case Type ❌
3. Add Parties ❌
4. Attach Documents ❌

NEW CASE FILING

Choose the Court Division for this filing

APPEALS

Select a Case Type

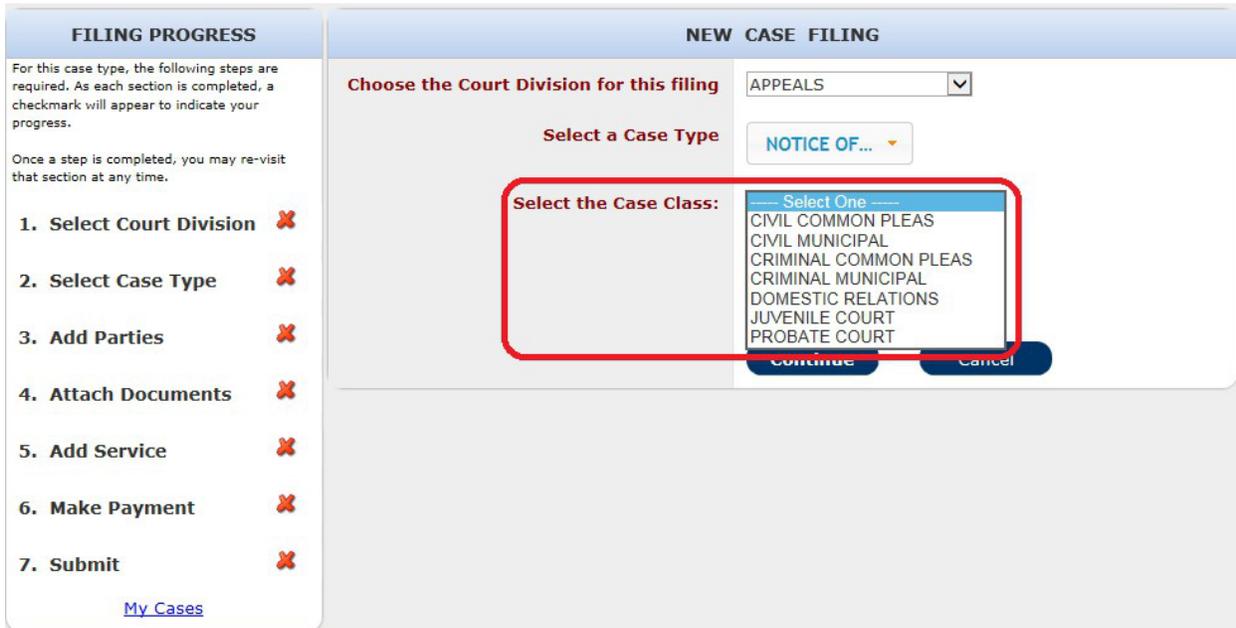
----- Select ... -----
 ----- Select One -----
 NOTICE OF APPEAL
 ORIGINAL ACTION

Fields in Red are Required!

Cancel

The third step is to select the Case Class.

Figure 106. Select Case Class



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division ❌
2. Select Case Type ❌
3. Add Parties ❌
4. Attach Documents ❌
5. Add Service ❌
6. Make Payment ❌
7. Submit ❌

[My Cases](#)

NEW CASE FILING

Choose the Court Division for this filing: APPEALS

Select a Case Type: NOTICE OF...

Select the Case Class:

- Select One
- CIVIL COMMON PLEAS
- CIVIL MUNICIPAL
- CRIMINAL COMMON PLEAS
- CRIMINAL MUNICIPAL
- DOMESTIC RELATIONS
- JUVENILE COURT
- PROBATE COURT

Continue Cancel

Note the number of specific case classes available in the figure above. You must select one of the case classes to proceed with your filing.

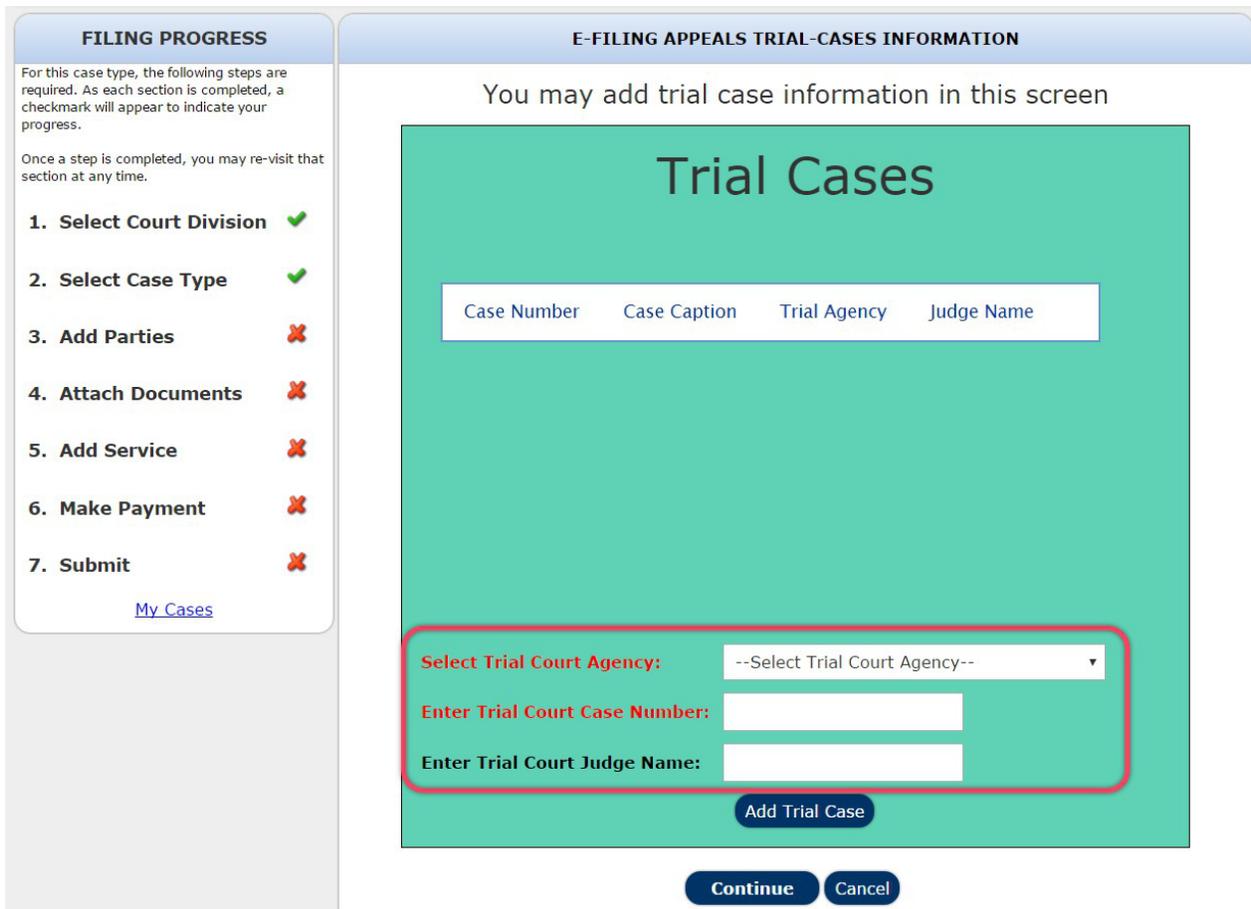
Once you have selected the division, the case type and the case class, you will now be able to add Trial Court information.

Adding Trial Court Information

This portion of the E-Filing process is new for the Appellate division. The Trial Cases Information page enables you to enter specific information about the Trial Court case that you are filing the appeal on.

Once you choose the case class from the dropdown selection field above and select the 'Continue' button on the page, the Trial Cases information page is displayed. Please refer to the next figure.

Figure 107. Trial Court Page



FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. Select Court Division
2. Select Case Type
3. Add Parties
4. Attach Documents
5. Add Service
6. Make Payment
7. Submit

[My Cases](#)

E-FILING APPEALS TRIAL-CASES INFORMATION

You may add trial case information in this screen

Trial Cases

Case Number	Case Caption	Trial Agency	Judge Name

Select Trial Court Agency: --Select Trial Court Agency--

Enter Trial Court Case Number:

Enter Trial Court Judge Name:

Add Trial Case

Continue **Cancel**

Of particular importance is the selection that you make in the Trial Court Agency dropdown selection field. What is chosen in this field affects the behavior of your entry in the 'Trial Court Case Number' field.

For example, you can select the trial court agency for the common pleas divisions in Summit County by selecting one of the highlighted choices shown in the next figure.

Figure 108. Common Pleas Selections

FILING PROGRESS	E-FILING APPEALS TRIAL-CASES INFORMATION								
<p>For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.</p> <p>Once a step is completed, you may re-visit that section at any time.</p> <ol style="list-style-type: none"> 1. Select Court Division ✓ 2. Select Case Type ✓ 3. Add Parties ✗ 4. Attach Documents ✗ 5. Add Service ✗ 6. Make Payment ✗ 7. Submit ✗ <p style="text-align: center;">My Cases</p>	<p>You may add trial case information in this screen</p> <div style="background-color: #e0f2f1; padding: 20px; border: 1px solid #ccc;"> <h2 style="margin: 0;">Trial Cases</h2> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Case Number</th> <th style="width: 35%;">Case Caption</th> <th style="width: 20%;">Trial Agency</th> <th style="width: 20%;">Judge Name</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 150px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p style="color: red; margin-bottom: 5px;">Select Trial Court Agency:</p> <p style="color: red; margin-bottom: 5px;">Enter Trial Court Case Number:</p> <p style="color: red; margin-bottom: 5px;">Enter Trial Court Judge Name:</p> </div> <div style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">--Select Trial Court Agency--</p> <p style="font-size: x-small; margin: 0;">AKRON MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">BARBERTON MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">COMMON PLEAS CIVIL</p> <p style="font-size: x-small; margin: 0;">COMMON PLEAS CRIMINAL</p> <p style="font-size: x-small; margin: 0;">JUVENILE</p> <p style="font-size: x-small; margin: 0;">PROBATE</p> <p style="font-size: x-small; margin: 0;">STOW MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">SUMMIT COUNTY DOMESTIC RELATIONS</p> <p style="font-size: x-small; margin: 0;">TAX</p> </div> </div> </td> </tr> </tbody> </table> </div>	Case Number	Case Caption	Trial Agency	Judge Name	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p style="color: red; margin-bottom: 5px;">Select Trial Court Agency:</p> <p style="color: red; margin-bottom: 5px;">Enter Trial Court Case Number:</p> <p style="color: red; margin-bottom: 5px;">Enter Trial Court Judge Name:</p> </div> <div style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">--Select Trial Court Agency--</p> <p style="font-size: x-small; margin: 0;">AKRON MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">BARBERTON MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">COMMON PLEAS CIVIL</p> <p style="font-size: x-small; margin: 0;">COMMON PLEAS CRIMINAL</p> <p style="font-size: x-small; margin: 0;">JUVENILE</p> <p style="font-size: x-small; margin: 0;">PROBATE</p> <p style="font-size: x-small; margin: 0;">STOW MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">SUMMIT COUNTY DOMESTIC RELATIONS</p> <p style="font-size: x-small; margin: 0;">TAX</p> </div> </div>			
Case Number	Case Caption	Trial Agency	Judge Name						
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p style="color: red; margin-bottom: 5px;">Select Trial Court Agency:</p> <p style="color: red; margin-bottom: 5px;">Enter Trial Court Case Number:</p> <p style="color: red; margin-bottom: 5px;">Enter Trial Court Judge Name:</p> </div> <div style="width: 50%; border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">--Select Trial Court Agency--</p> <p style="font-size: x-small; margin: 0;">AKRON MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">BARBERTON MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">COMMON PLEAS CIVIL</p> <p style="font-size: x-small; margin: 0;">COMMON PLEAS CRIMINAL</p> <p style="font-size: x-small; margin: 0;">JUVENILE</p> <p style="font-size: x-small; margin: 0;">PROBATE</p> <p style="font-size: x-small; margin: 0;">STOW MUNICIPAL</p> <p style="font-size: x-small; margin: 0;">SUMMIT COUNTY DOMESTIC RELATIONS</p> <p style="font-size: x-small; margin: 0;">TAX</p> </div> </div>									

If you choose Common Pleas Civil, Common Pleas Criminal or Summit County Domestic Relations, you will not have to enter the judge since these divisions all participate in the Summit County Clerk of Courts comprehensive case management system.

If you select any of the other choices in the Trial Court Agency field, you will then have to supply the Trial Court Case Number. The entry of the judge is not mandatory, however. The functionality exists to add multiple trial court cases. This is prevalent in Juvenile Appellate cases for example whereupon each individual child may have his/her own juvenile case number but there is only one appellate case being filed. **Note** that Summit County Clerk of Court staff will have discretion on what will be accepted/rejected when the filing is reviewed.

As with the other divisions please remember that mandatory entries are required for fields labeled in **red**.

Once you complete the entry of the Trial Court information, it is captured and displayed in a grid on the page as shown in the next figure. In this example, the trial court case is a Summit County Common Pleas civil case thus the grid contains the case number, case caption, division and judge's name.

Figure 109. Trial Court Information Grid

FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. **Select Court Division** ✔
2. **Select Case Type** ✔
3. **Add Parties** ✘
4. **Attach Documents** ✘
5. **Add Service** ✘
6. **Make Payment** ✘
7. **Submit** ✘

[My Cases](#)

E-FILING APPEALS TRIAL-CASES INFORMATION

You may add trial case information in this screen

Trial Cases

Case Number	Case Caption	Trial Agency	Judge Name	
CV-2015-01-0100	JENNIFER PENN vs AKRON GENERAL MEDICAL CENTER	COMMON PLEAS CIVIL	CORRIGALL JONES, AMY	Delete

Select Trial Court Agency:

Enter Trial Court Case Number:

Enter Trial Court Judge Name:

If this is not the case you wanted to enter, simply select the [Delete](#) link to the right of the case information. This will result in the system removing the data in the grid enabling you to start over.

Note that for non-Summit County Common Pleas trial court cases, the case caption will be blank at the time of initial filing. Once the case is actually accepted and created by the Summit County Clerk of Courts, the case caption will be completed.

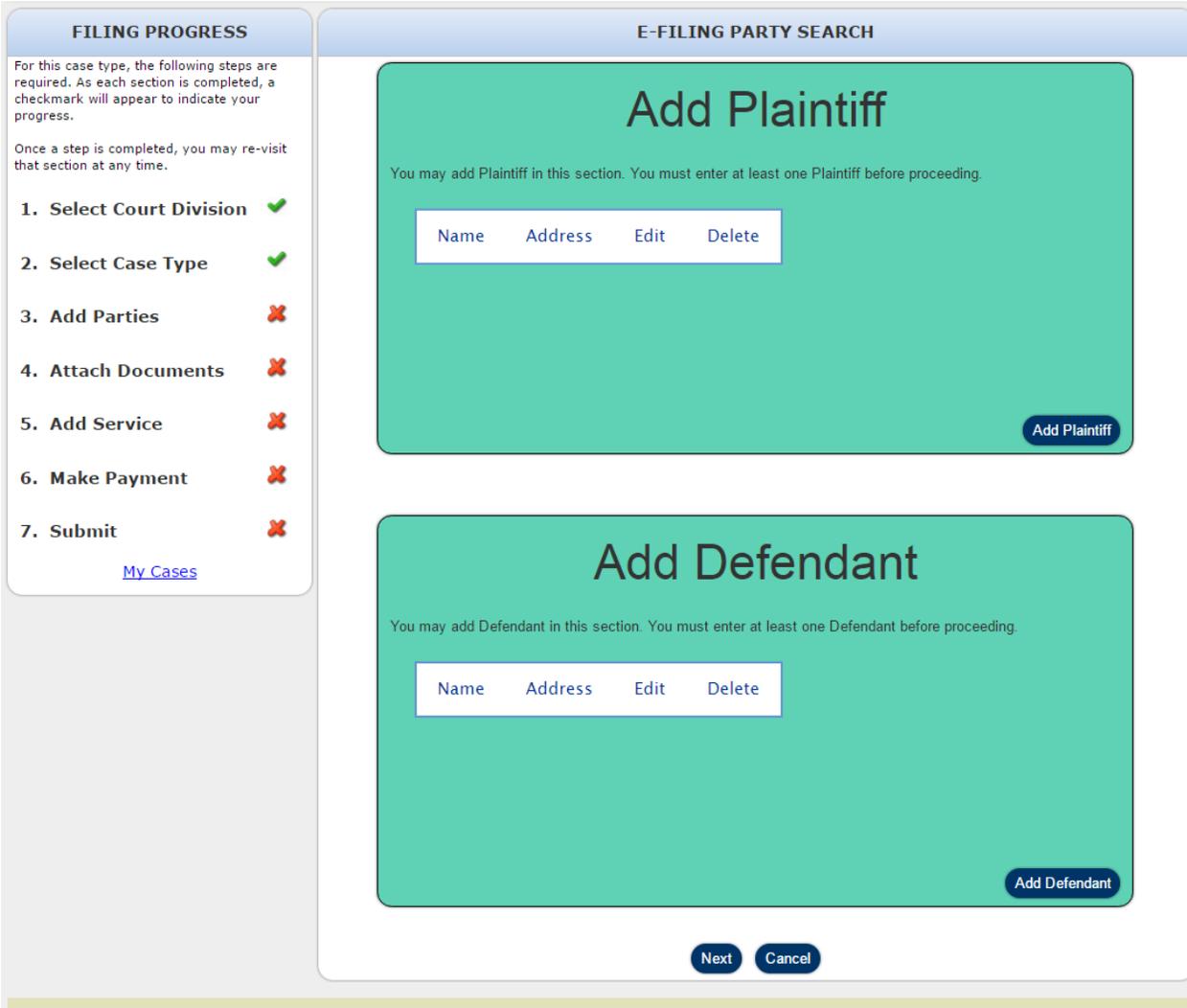
Once you have completed entering your trial court case information, pressing the 'Continue' button will direct you to the 'E-Filing Case Search' page as displayed in Figure 110.

Adding Parties

One additional change implemented for Appellate E-Filing is how adding parties is handled. If you chose a Summit County Common Pleas case, you can add parties automatically from the existing trial court case. This procedure is explained below.

Using the example trial court case information displayed in Figure 109, once the system directs you to the E-Filing Party Search page in the figure below, you will proceed with adding parties as you do for the other divisions.

Figure 110. E-Filing Party Search Page



You will begin by selecting the appropriate buttons (Add Plaintiff/Add Defendant) on this page.

When the 'Add Plaintiff' button is selected for example, the system will display the 'Select Party' window like it does for the other divisions. There is one new link on this window entitled 'Add Trial Case Parties.'

Figure 111. Select Party Window

Select Party ×

[Search Parties](#) [Add New Party](#) [Add Trial Case Parties](#)

Search Info:

Individual Business/Commercial

Last Name **First Name** **Middle Name** **DOB**

If your Trial Court case was a Summit County Common Pleas case, simply select the highlighted link. This will result in the system displaying the following page.

Figure 112. Select Party Results

Select Party ×

[Search Parties](#) [Add New Party](#) [Add Trial Case Parties](#)

Trial Case Parties:

Select	Case Number	Party Name	Party Type
<input type="checkbox"/>	CV-2015-01-0150	GALLAGHER, PAUL	Judge
<input type="checkbox"/>	CV-2015-01-0150	SHOEMAKER, JOHN	Magistrate
<input type="checkbox"/>	CV-2015-01-0150	SCOTT, CO-WEFA	Defendant
<input type="checkbox"/>	CV-2015-01-0150	CRUMMEL, EARL	Plaintiff
<input type="checkbox"/>	CV-2015-01-0150	SE, PRO	Plaintiff Attorney

Then simply select the parties that comprise the appellate case by placing a checkmark in the applicable checkbox.

Figure 113. Party Selection

Select Party

[Search Parties](#) [Add New Party](#) [Add Trial Case Parties](#)

Trial Case Parties:

Select	Case Number	Party Name
<input type="checkbox"/>	CV-2015-01-0150	GALLAGHER, PAUL
<input type="checkbox"/>	CV-2015-01-0150	SHOEMAKER, JOHN
<input type="checkbox"/>	CV-2015-01-0150	SCOTT, CO-WEFA
<input type="checkbox"/>	CV-2015-01-0150	CRUMMEL, EARL
<input type="checkbox"/>	CV-2015-01-0150	SE, PRO

If the Trial Court case is not a Summit County Common Pleas case, then you will be required to select your parties like you currently do when filing a new case in the other divisions. You will begin by choosing either the ‘Search Parties’ or ‘Add New Party’ links as shown in the next figure.

Make sure you select the ‘Save Selection’ button to save your entry. You can clear all entries you have made by selecting the ‘Clear Selection’ button.

Figure 114. Select Party Choices

Select Party

[Search Parties](#) [Add New Party](#) [Add Trial Case Parties](#)

Search Info:

Individual Business/Commercial

Last Name **First Name** **Middle Name** **DOB**

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Once you have completed entering your parties, then you will continue filing your mandatory and any additional documents to complete your filing. As stated earlier, once you have completed filing your documents, you will be directed to the Payment page where payment must be entered. You would then complete your filing as normal by reviewing the Transmission Report and pressing the ‘Finish’ button when you have completed the process. A Submission email will be sent to you as your indication that the filing was sent to the Clerk; office.

Original Action Appellate Case Types

When an Appellate Original Action case type is filed, the system will function the same way as if you were filing a Civil, Criminal or Domestic case. No Trial Court case entry will be required and you will select your parties like you would if you were filing one of those case types.

The only thing that is different for Appellate cases is that there is no service page so you will be directed to the Payment page once you have completed uploading your documents.

Secondary Filing

Secondary Filing in the Appellate division is the same as it is for Civil, Criminal or Domestic case types with two exceptions:

- Proposed orders are not filed in the Appellate division
- The system will bypass the service page

Case Search Function

The ability to search Appellate cases has now been added. Please refer to Figure 115 on the next page.

Figure 115. Case Search Page

E-FILING CASE SEARCH

Case Number Search

Case Number formats are:
CV-9999-99-9999
J-9999-99999
MI-9999-99-9999
NC-9999-99-9999
999999999
9104-FF-0368

Please select one of the following case search options:

Regular Case No
(DR/CV/MI/NC/AC/CR)
(eg CV-9999-99-9999
DR-9999-99-9999
MI-9999-99-9999
NC-9999-99-9999)

- - - - (suffix) (suffix)
----- OR -----
 eg DR-9999-99-9999
*If searching for a 'DR' lien case, please use the 'DL' prefix instead.

Forfeiture Case No
(eg 9104-FF-0368)

-FF- (suffix) (suffix)
----- OR -----
 eg 9999-FF-9999

Judgment Lien Case No
(eg J-9999-99999)

J (suffix) (suffix)
----- OR -----
 eg J-9999-99999

Appellate Case No
(eg CA-27669)

CA
----- OR -----
 eg CA-27669

Search Results

Case Number	Case Caption	Filing Date
Return To My Cases		