



COURT OF COMMON PLEAS & CLERK OF COURTS  
1200 ONTARIO ST.  
CLEVELAND, OH 44113-1678

# E-FILING AND ATTORNEY PORTAL USER GUIDE

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## INTRODUCTION

The Cuyahoga County Court of Common Pleas and Clerk of Courts have partnered with PROWARE, its case management system vendor, to bring the Electronic Filing (E-Filing) and Attorney Portal to those practicing law in the Cuyahoga County courts.

The E-Filing module allows an attorney or an authorized user with a valid account to file pleadings against an existing case or to file a new case over the internet. If the filing requires a deposit the user will be required to submit payment at the time of filing. Once the filing is submitted to the Clerk of Courts, a Clerk will review the filing and either accept or reject the filing. The filer will receive an email indicating the decision by the Clerk.

The Attorney Portal provides a custom view of an attorney's cases and filings. This makes it easy for an attorney to file against his/her cases and to view all his/her filings. In addition, the Attorney Portal will provide access to case information which will include case summary, dockets, costs, parties and case images.

## FILING STANDARDS AND REQUIREMENTS

The Cuyahoga County Clerk of Courts and Court of Common Pleas have established standards and requirements for E-Filing. Some of these are listed below.

### Document Filing Format

The Cuyahoga County Clerk of Courts will only accept filing attachments that are in Portable Document Format (PDF). PDF is an industry standard file format. If your word processor software does not have an integrated PDF printer or export to PDF option there are many PDF tools available, for free or for purchase.

### Document Paper Size

The Cuyahoga County Clerk of Courts will not accept a filing attachment that is any larger than standard Letter size (8.5" x 11"). Submitting an attachment that is Legal size (8.5" x 14") will result in your filing being rejected.

### Document File Size

Any document that is attached to a filing must be no larger than 20MB. You may attach multiple documents but no single document can exceed the 20MB threshold. If you are having difficulty with this requirement you may need to adjust your PDF output settings. Usually the PDF conversion tool or printer driver contains an option to compress the PDF output.

### Virus Protection

Any document that is submitted to the Clerk of Courts via the E-Filing system must be scanned for viruses before you attach it to your filing. If your attachment contains a virus it will be rejected. This is important because if your filing is time-sensitive then a rejection may impact meeting a deadline ordered by the Court.

## SUPPORT

If you are experiencing an issue with E-Filing or the Attorney Portal please contact the Clerk of Courts support at (216) 698-8682 or at [Efile\\_support@cuyahogacounty.us](mailto:Efile_support@cuyahogacounty.us).

## FILING STATUS

There are four different filing statuses. These are represented by icons inside the E-Filing and Attorney Portal. The icons and statuses are listed below.



This icon represents a filing that is **IN PROGRESS**. This means the filing was started but has not yet been submitted to the Clerk.



This icon represents a filing that has been submitted and **RECEIVED** by the Clerk but the Clerk has not yet made a decision to accept the filing or not.



This icon represents a filing that has been **ACCEPTED** by the Clerk of Courts.



This icon represents a filing that has been **CANCELED** by the filing user.



This icon represents a filing that has been **REJECTED** by the Clerk of Courts.

**LOGGING IN**

To log into the Attorney Portal enter your User Name and Password and click [Login]. If you have forgotten your ID or password please contact the Clerk of Courts' E-filing Help Desk at (216) 698-8682 or at [Efile\\_support@cuyahogacounty.us](mailto:Efile_support@cuyahogacounty.us)

Home

Welcome to the Cuyahoga County Court of Common Pleas and Clerk of Courts Attorney Portal and E-Filing System.

User Name/Bar ID

Password

[Forgot User Name](#) [Forgot Password](#)

[Contact Us](#) | [Disclaimer](#)

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Click the [Forgot User Name](#) link to retrieve your User Name. Click the [Forgot Password](#) link to step through the password reset process.

HOME PAGE and NAVIGATION

Once you have logged into the E-Filing and Attorney Portal you will be directed to your home page.

The screenshot shows the home page of the Cuyahoga County Clerk of Courts Attorney Portal. At the top left is the logo for the Common Pleas Court of Cuyahoga County, Ohio. The main header reads "Cuyahoga County Clerk of Courts". In the top right corner, the user is identified as "JEFF JOHNS" with a settings icon, and there is a "LOGOUT" button with a key icon. Below the header is a navigation menu with buttons for "Home", "My Cases", "E-Filing", "Images", and "Reports".

The main content area is divided into three sections:

- WELCOME**: A blue banner with the text "Welcome to the Cuyahoga County Court of Common Pleas and Clerk of Courts Attorney Portal and E-Filing System".
- MY FILINGS (LAST 7 DAYS)**: A table listing recent filings with columns for Case Number, Filed date, Status, Conf. #, Attorney, Filing Type, and Case Caption. All cases shown have a green checkmark status.
- MY OPEN CASES**: A table listing open cases with columns for Case Number, Filed date, Status, Case Caption, and Judge. Each case includes a red key icon and a document icon.

At the bottom of the page, there are links for "Contact Us" and "Disclaimer", and a copyright notice: "Copyright © 2010 PROWARE All Rights Reserved."

The Home page has the following functions and links:

- a) Welcome message – This section contains a welcome message or a customized message that the Clerk or Courts wants to display to all portal users.
- b) My Filings (Last 7 Days) – This section contains all filings submitted by the user in the last 7 days. The user can click the [Efile ID](#) to continue a filing that is in process, make a change to rejected filing so it can be resubmitted, view the status of a filing, or delete a filing if it has not yet been accepted/rejected by the Clerk.
- c) My Open Cases - This section shows the user all cases where he/she is assigned. The user can click the E-Filing icon  to initiate a filing on the case or click the Proposed Order icon  to submit a proposed order to the court. If either the E-Filing or Proposed Order icons are not displayed then that option is not available for that case type. User can click the [case number](#) to view the case details.
- d) User Account – The user's name along with an account icon appear in the upper right of the screen. Clicking here takes the user to the account management screen where the user can change his/her password.
- e) Logout – To log out of the E-Filing and Attorney Portal click the Logout or logout icon in the upper right hand of the screen.

### Tab Navigation

In the top, left hand of the screen are some tabs which will take the user to other screens. These screens are described below:

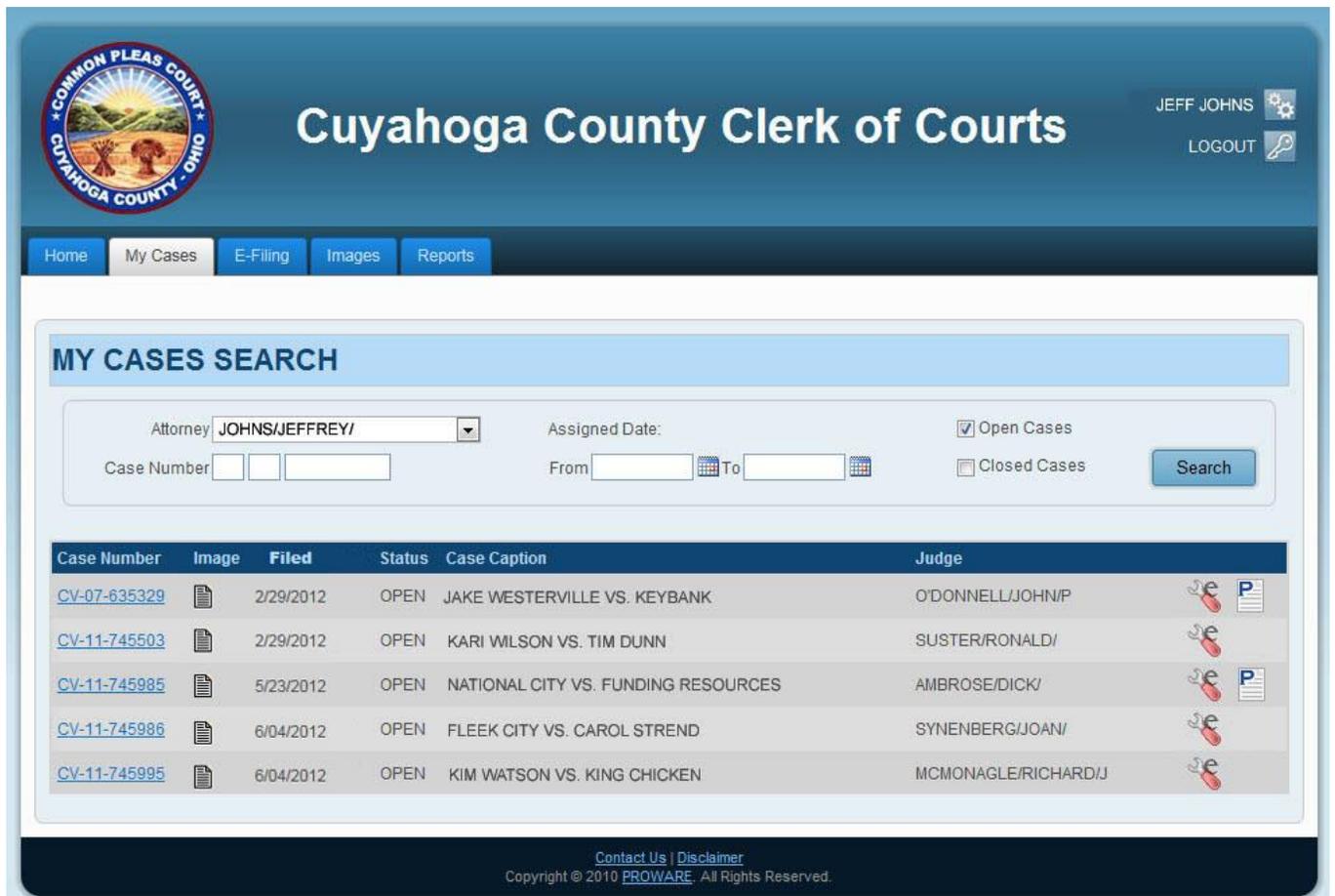
- a) My Cases – Clicking My Cases takes the user to the My Cases Search screen. By default the screen retrieves all Open cases where the attorney is assigned. The user can do a custom search of cases by selecting one or more search criteria (attorney, case number, date assigned, case status) and clicking the [Search] button. The user can click the E-Filing icon  to initiate a filing on the case or click the Proposed submission icon  to submit a proposed submission to the court. If either the E-Filing or Proposed submission icons are not displayed then that option is not available for that case type. User can click the [case number](#) to view the case details.
- b) E-Filing > My Filings - Clicking E-Filing and then My Filings takes the user to the My Filings Search screen. By default the screen retrieves all filing by the user. The user can do a custom search of filings by selecting one or more search criteria (attorney, filing status, submitted date range, type of filings, or Efile ID) and clicking the [Search] button. The user can click the [Efile ID](#) to view more details about the filing, continue with the filing, cancel the filing if it has not yet been accepted by the Clerk or start a new filing from a canceled filing.
- c) E-Filing > File A New Case - Clicking E-Filing and File a New Case takes the user to the New Case Filing screen.

- d) Images – Clicking the Images tab takes the user to the Case Images search screen. The user can do a custom search based on Case Number, Efile ID, attorney/law firm reference number, and/or date documents were imaged.
- e) Reports – Clicking the Reports screen takes the user to the Payment History search screen. The user can do a custom search based on attorney, case number, Efile ID, attorney/law firm reference number, and/or filing date. User can also export the data to a tab-delimited text file.
- f) Admin / System Administration – Clicking Admin and System Administration takes the user to the account management query screen. Only administrative users have access to this screen. The user can see the accounts linked to the law firm and can select an account to manage data such as email address, physical address and remove the attorney account from the law firm.

### MY CASES SEARCH

This screen allows a user to search for all cases assigned to an attorney.

1. Click the My Cases tab.
2. By default the screen retrieves all Open cases where the attorney is assigned. The user can do a custom search of cases by selecting one or more search criteria (attorney, case number, date assigned, case status) and clicking the [Search] button. This screen will allow the user to retrieve a case even if the attorney selected is not assigned to the case.
3. The user can click the E-Filing icon  to initiate a filing on the case or click the Proposed icon  to submit a proposed submission to the court. If either the E-Filing or Proposed icons are not displayed then that option is not available for that case type. User can click the [case number](#) to view the case details or the Image icon to view case images.



**Cuyahoga County Clerk of Courts**

JEFF JOHNS  LOGOUT 

Home My Cases E-Filing Images Reports

#### MY CASES SEARCH

Attorney:  Assigned Date:  Open Cases  Closed Cases

Case Number:    From:  To:

Case Number	Image	Filed	Status	Case Caption	Judge	
<a href="#">CV-07-635329</a>		2/29/2012	OPEN	JAKE WESTERVILLE VS. KEYBANK	O'DONNELL/JOHN/P	 
<a href="#">CV-11-745503</a>		2/29/2012	OPEN	KARI WILSON VS. TIM DUNN	SUSTER/RONALD/	 
<a href="#">CV-11-745985</a>		5/23/2012	OPEN	NATIONAL CITY VS. FUNDING RESOURCES	AMBROSE/DICK/	 
<a href="#">CV-11-745986</a>		6/04/2012	OPEN	FLEEK CITY VS. CAROL STREND	SYNENBERG/JOAN/	 
<a href="#">CV-11-745995</a>		6/04/2012	OPEN	KIM WATSON VS. KING CHICKEN	MCMONAGLE/RICHARD/J	 

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### MY FILINGS SEARCH

This screen allows a user to search for all filings submitted by an attorney.

1. Click the E-Filing tab and select My Filings.
2. By default the screen retrieves all filings by the user. The user can do a custom search of filings by selecting one or more search criteria (attorney, filing status, submitted date range, type of filings, or Efile ID) and clicking the [Search] button.
3. The user can click the [Efile ID](#) to view more details about the filing, continue with the filing, cancel the filing if it has not yet been accepted by the Clerk or to start a new filing based on a canceled filing. User can also click the case number to view the case information or click the Image icon to see the filed images.

Case Number	Image	Filed	Status	Conf. #	Attorney	Filing Type	Case Caption
<a href="#">CV-12-784122</a>		6/04/2012		<a href="#">2</a>	0002867	NEW CASE	JAKE WESTERVILLE VS. KEYBANK
<a href="#">CV-07-635329</a>		6/04/2012		<a href="#">3</a>	0002867	NEW CASE	KARI WILSON VS. TIM DUNN
<a href="#">CV-12-784123</a>		6/04/2012		<a href="#">4</a>	0002867	ANSWERS	NATIONAL CITY VS. FUNDING RESOURCES
<a href="#">CV-12-784122</a>		6/04/2012		<a href="#">5</a>	0002867	ANSWERS	FLEEK CITY VS. CAROL STREND
<a href="#">CV-12-784124</a>		6/06/2012		<a href="#">6</a>	0002867	ANSWERS	KIM WATSON VS. KING CHICKEN

### IMAGES SEARCH

This screen allows a user to search for images on a case for which the user has access to view.

1. You can access the case images by clicking the Image icon from most screens inside the E-Filing and Attorney Portal. You can also access case images by clicking the Images tab.
2. The screen allows the user to search for a particular case, a date range of images, the Efile ID and/or the user reference number.
3. Click the Image icon to open the image.
4. The Flag checkbox field is used to mark an image as processed by a user. It is primarily used to indicate that you have downloaded the image and stored it into your own internal case management system.

NOTE: Some images are only available to attorneys of record on a case.

Case Number	Filed	Case Caption	Document Description	Confirm #	User Reference	Image #	Image	Flag
<a href="#">CV-12-781147</a>	5/2/2012	FEDERAL HOME LOAN MORTGAGE CORPORATION v THOMAS M. SOKOLOWSKI, ET AL	CV JOURNAL ENTRY E-SIGNED			15408566		<input checked="" type="checkbox"/>
<a href="#">CV-12-781147</a>	4/24/2012	FEDERAL HOME LOAN MORTGAGE CORPORATION v THOMAS M. SOKOLOWSKI, ET AL	CV JOURNAL ENTRY E-SIGNED			15371901		<input type="checkbox"/>
<a href="#">CV-12-781147</a>	4/24/2012	FEDERAL HOME LOAN MORTGAGE CORPORATION v THOMAS M. SOKOLOWSKI, ET AL	CV JOURNAL ENTRY E-SIGNED			15371899		<input type="checkbox"/>

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### PAYMENT HISTORY SEARCH

This screen allows a user to search for all payment transactions.

1. Click the Reports tab. This will take you to the Payment History report screen.
2. Search for transactions by entering Attorney, Case Number, Filing Date, and/or Efile ID and clicking [Search].
3. Click the [Export] button to create a tab-delimited text file containing the transaction data.

**Cuyahoga County Clerk of Courts**

Home My Cases E-Filing Images Reports

**PAYMENT HISTORY**

Attorney: CIANO/MARIO/C Filed Date: Confirmation #:

Case Number:     From: 01/01/2012 To: 07/01/2012

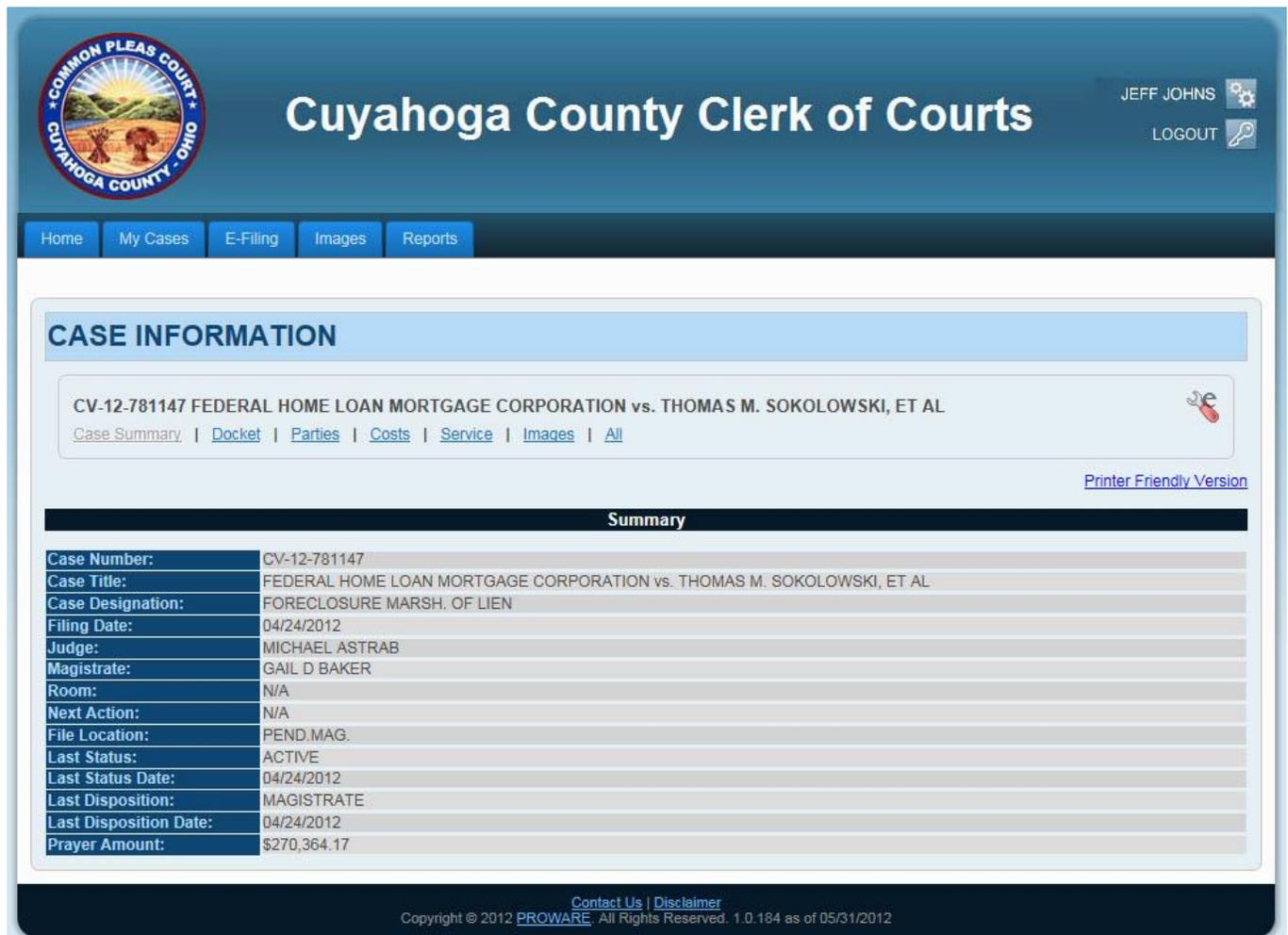
Case Number	User Reference	Filed	Conf. #	Attorney	Filing Type	Deposit	Conv. Fee	Pay Type	Pay Account	Authorization	Receipt Nbr
<a href="#">CV-07-635329</a>	445566	6/04/2012	50	0002867	MOTION	\$30.00	\$2.00	cc	5100	6012364	125000092354
<a href="#">CV-12-784122</a>	7788	6/07/2012	59	0002867	MOTION	\$30.00	\$2.00	cc	5100	6012495	125000092368
<a href="#">JL-12-480004</a>	778855	6/07/2012	55	0002867	NEW CASE	\$25.00	\$2.00	cc	5100	6012490	125000092366
<a href="#">JL-12-480007</a>	784512	6/08/2012	61	0002867	NEW CASE	\$20.00	\$2.00	cc	5100	6012525	125000092370
<a href="#">JL-12-480008</a>	885522	6/08/2012	62	0002867	NEW CASE	\$25.00	\$2.00	cc	5100	6012531	125000092371
<a href="#">JL-12-480009</a>	236589	6/13/2012	68	0002867	NEW CASE	\$25.00	\$2.00	cc	5100	6012682	125000092376
<a href="#">JL-12-480011</a>	552200	6/13/2012	69	0002867	NEW CASE	\$20.00	\$2.00	cc	5100	6012683	125000092378
<a href="#">JL-12-480013</a>	827193	6/13/2012	71	0002867	NEW CASE	\$20.00	\$2.00	cc	5100	6012688	125000092386
		6/26/2012	93	0002867	NEW CASE	\$475.00	\$10.95	cc	5100	6013720	
Total:						\$1,765.00	\$59.70				

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### CASE INFORMATION

The case information screens provide access to Civil and Criminal case information without having to leave the portal and go to the Clerk’s public webdocket. To access the Case Information pages, click on the Case Number hyperlink from any page inside the E-Filing and Attorney Portal.

The user can click the E-Filing icon  to initiate a filing on the case or click the Proposed Order icon  to submit a proposed submission to the court. If either the E-Filing or Proposed submission icons are not displayed then that option is not available for this case type.



The screenshot shows the user interface for the Cuyahoga County Clerk of Courts. At the top left is the court's logo. The main header reads "Cuyahoga County Clerk of Courts". On the right, the user is identified as "JEFF JOHNS" with a settings gear icon and a "LOGOUT" button with a key icon. Below the header is a navigation menu with buttons for "Home", "My Cases", "E-Filing", "Images", and "Reports".

The main content area is titled "CASE INFORMATION" and displays the case number "CV-12-781147 FEDERAL HOME LOAN MORTGAGE CORPORATION vs. THOMAS M. SOKOLOWSKI, ET AL". To the right of the case title is an E-Filing icon (wrench) and a Proposed Order icon (document). Below the case title are links for "Case Summary", "Docket", "Parties", "Costs", "Service", "Images", and "All". A "Printer Friendly Version" link is located at the bottom right of the case information section.

A "Summary" section is displayed below, containing the following details:

<b>Case Number:</b>	CV-12-781147
<b>Case Title:</b>	FEDERAL HOME LOAN MORTGAGE CORPORATION vs. THOMAS M. SOKOLOWSKI, ET AL
<b>Case Designation:</b>	FORECLOSURE MARSH. OF LIEN
<b>Filing Date:</b>	04/24/2012
<b>Judge:</b>	MICHAEL ASTRAB
<b>Magistrate:</b>	GAIL D BAKER
<b>Room:</b>	N/A
<b>Next Action:</b>	N/A
<b>File Location:</b>	PEND.MAG.
<b>Last Status:</b>	ACTIVE
<b>Last Status Date:</b>	04/24/2012
<b>Last Disposition:</b>	MAGISTRATE
<b>Last Disposition Date:</b>	04/24/2012
<b>Prayer Amount:</b>	\$270,364.17

At the bottom of the page, there are links for "Contact Us" and "Disclaimer", and a copyright notice: "Copyright © 2012 PROWARE, All Rights Reserved. 1.0.184 as of 05/31/2012".

## FILE ON AN EXISTING CASE

The existing case filing consists of identifying the pleading, associating the pleading to a filing party or parties, attaching the pleading, and submitting payment if required. To file on an existing case you must first select the case. Do this by finding the case from the My Cases section (Home Page) or My Cases Search screen. Click the E-Filing icon  on the right of the screen for the case you wish to file on.

### PLEADING and FILING PARTIES

1. In the Pleading section verify the filing attorney is correct.
2. Select Docket Type from the drop-down.
3. Select the Docket Detail from the drop-down.
4. Enter the document caption to provide more detail on the type of pleading. This will appear on the case docket.
5. Enter a User Reference number (optional). This field is for the attorney or law firm to enter an internal cross-reference to the filing. Often this will be used to reference a firm's internal tracking or account number. This field may be left blank.
6. If you wish to associate additional attorneys from the firm, please select 'Yes.' You will be asked to select these attorney(s) later in the filing process.
7. Indicate if this filing is on behalf of a government agency or not and if a poverty affidavit is included with the filing.
8. Select the parties that are filing this pleading. Select Party Not Listed if the party is not displayed.
9. Click [Save and Proceed] button.

#### EXISTING CASE FILING

Enter the pleading information below. In the Filing Parties section please select which parties you are filing on behalf of. You may be prompted for additional information. When you are finished entering the data please click the [Save & Proceed] button.

Case Number CV11745996  
Case Caption JANE DOE VS JOHN DOE  
Case Filed 02/08/2011  
Case Type CIVIL  
Judge MATIA/DAVID/

#### PLEADING

Attorney:

Docket Type:

Docket Detail:

Document Caption:

Associate Additional Attorney(s) to filing?  Yes  No

Government Agency Filing?  Yes  No

Poverty Affidavit?  Yes  No

#### FILING PARTIES

P1: 48TH NATIONAL BANK   
Name Overflow:  
421 TIPS ROAD  
CLEVELAND, OH 44116  
USA

D1: JOHN RIVERS   
Name Overflow:  
6 SWANK DR  
ROCKEY RIVER, OH 44116  
USA

D2: LIBBY RIVERS   
Name Overflow:  
8 SWANK DR  
ROCKEY RIVER, OH 44116  
USA

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## ADD DOCUMENTS

1. Check the box agreeing to the disclaimer regarding personal identifiers.
2. Click [Add This Document].
3. To attach more documents repeat steps 1-3. To move to the service step click [Save and Proceed].
4. To view a document you attached click the magnifying glass  icon to the left of the document. To delete the document click the red  icon.

NOTE: If you are requesting service, please upload the document you wish to have served, in addition to the service request.



**ADD DOCUMENTS**

Please attach any documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your document and click [Add This Document]. When you are finished click the [Save & Proceed] button below the Document Review section.

File Type: CIVIL MOTION  
File Path: C:\temp\EFILE\_MOTION.PDF

AGREE THAT THIS FILING COMPLIES WITH RULE 45(D) OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO REGARDING PERSONAL IDENTIFIERS. [REDACTION RULES](#)

**DOCUMENT REVIEW**

No documents to list.

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NOTE: If you must submit personal identifiers please also attach a PERSONAL IDENTIFIER FORM to your filing.

**SERVICE**

The Clerk of Courts E-Filing system will determine if service can be made electronically on any of the parties on the case. On the Service page you will see two sections, Electronic Service and Your Service Responsibilities.

**Electronic Service**

This section shows those parties that will be electronically served notice of the filing when the filing is accepted by the Clerk of Courts. Once the filing has been accepted, the Clerk of Court’s E-Filing system will send an email to these parties indicating that a filing has occurred on the case. The party can see an image of the filing by logging into the E-Filing system and retrieving the notice on the E-Service tab.

**Your Service Responsibilities**

This section shows those parties where it is the filer’s responsibility to serve notice. These are typically parties with no counsel, Pro Se parties or those parties represented by counsel without an email address. Please click the service responsibilities disclaimer checkbox to acknowledge your service responsibilities for this filing.

**ELECTRONIC SERVICE**

D3 ABC COMPANY attorney JASON SMITH (JASONSMOTH@LAWFIRM.ORG)  
D4 ACME CORPORATION attorney PHIL TRENT (PHILTRENT@LAWFIRM.ORG)  
P1 COUNTY TREASURER attorney PAM JONES (PAMJONES@COUNTY.ORG)

Notify me (filing attorney) when electronic service is sent

---

**YOUR SERVICE RESPONSIBILITIES**

**You are required to serve notice on the following parties:**

<b>D1:</b> BARRUS DOE 1234 ONTARIO AVE CLEVELAND, OH 44115	<b>D1A:</b> NO ATTORNEY FOR THIS PARTY
<b>D2:</b> UNKNOWN SPOUSE OF BARRUS DOE 1234 ONTARIO AVE CLEVELAND, OH 44115	<b>D2A:</b> NO ATTORNEY FOR THIS PARTY
<b>P1:</b> COUNTY TREASURER OF CUYAHOGA COUNTY JUSTICE CENTER 1200 ONTARIO AVE CLEVELAND, OH 44115	<b>P1A:</b> SARAH JUSTICE THE JUSTICE CENTER - COURT TOWER 1200 ONTARIO ST - 9TH FLOOR CLEVELAND, OH 441130000

I UNDERSTAND THAT I AM REQUIRED TO SERVE NOTICE ON ANY PARTIES LISTED IN THE 'YOUR SERVICE RESPONSIBILITIES' SECTION.

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Check the 'Notify me (filing attorney) when electronic service is sent' checkbox if you want to be on copy when E-Service is sent. You can set this as your default under Account Preferences.

To move to the review step click [Save and Proceed].

**ADD ATTORNEYS TO FILING**

If you indicated that you wish to associate additional attorneys to this filing on the first screen, you will be asked to select that attorney(s) on this screen. Each attorney associated with this filing will be added to the case and be associated to the filing parties.

1. Select the attorney from the drop-down field and click [Add This Attorney]. This drop-down will only allow you to add attorneys from your firm.
2. Repeat step 1 to add more attorneys to this filing.
3. Click the [Save and Proceed] button to move to the review step.

The screenshot shows a web interface with two main sections. The top section is titled "ADD ATTORNEYS TO FILING" and contains a text box with instructions: "Please select an additional attorney to associate to this filing and click [Add this Attorney]. Upon the acceptance of this E-Filing, the attorney will be added to this case and associated to the filing party. To add additional attorneys, repeat the steps above. When you are finished click the [Save & Proceed] button below the Attorney Review section." Below this is a note: "NOTE: Attorney DAVIDSON/JONATHON is the filing attorney and is already associated with this filing." A dropdown menu labeled "Attorney" shows "-- Select Attorney --". A blue button labeled "Add This Attorney" is positioned below the dropdown. The bottom section is titled "ATTORNEY REVIEW" and features a table with two columns: "Attorney Name" and "Attorney ID". The table contains one entry: "BECKER/KEN/" and "0012345", with a red 'X' icon to the right of the ID. A blue button labeled "Save and Proceed" is located at the bottom right of the form.

EXISTING CASE REVIEW

1. Review the information that was entered. To make a change to any of the data click the edit link to the right of the section.
2. To move to the payment step click [Save and Proceed].

The screenshot shows the Cuyahoga County Clerk of Courts E-Filing portal. At the top left is the court's logo. The header includes the name 'Cuyahoga County Clerk of Courts' and the user 'JEFF JOHNS' with a settings icon and a 'LOGOUT' button. Below the header is a navigation bar with 'Home', 'My Cases', and 'E-Filing' tabs. A breadcrumb trail shows 'Pleading' >> 'Documents' >> 'Review' >> 'Payment' >> 'Confirmation', with 'Review' highlighted. The main content area is titled 'EXISTING CASE FILING REVIEW' and contains a summary of the E-Filing data. Below this are three sections: 'PLEADING REVIEW', 'FILING PARTIES REVIEW', and 'DOCUMENT REVIEW', each with an 'Edit' link. The 'DOCUMENT REVIEW' section shows a table with one entry: 'CIVIL MOTION' with file name 'CMSR848.pdf'. The footer contains 'Contact Us | Disclaimer' and 'Copyright © 2010 PROWARE. All Rights Reserved.'

**Cuyahoga County Clerk of Courts**

JEFF JOHNS   
LOGOUT 

Home My Cases E-Filing

Pleading >> Documents >> **Review** >> Payment >> Confirmation

### EXISTING CASE FILING REVIEW

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. After updating any data please return to this page to review any changes. If the data below is correct click the [Save & Proceed] button to continue.

Case Number: CV11745996  
Case Caption: JANE DOE VS JOHN DOE  
Case Filed: 2/8/2011  
Case Type: CIVIL  
Judge: MATIA/DAVID

### PLEADING REVIEW [Edit](#)

Filing Attorney: JEFF JOHNS  
Docket Type: MOTION  
Docket Detail: MOTION FOR ....  
Document Caption: NEW TRIAL

### FILING PARTIES REVIEW [Edit](#)

P1: 48TH NATIONAL BANK  
421 TIPS ROAD  
CLEVELAND, OH 44116  
USA

### DOCUMENT REVIEW [Edit](#)

File Type	File Name
	CIVIL MOTION CMSR848.pdf

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**PAYMENT**

1. If this pleading does not require a deposit you will see the message “No Payment Due; click [Submit] to finish this filing.”
2. If the pleading requires a deposit you will see a deposit amount required. Select payment type, payment by, contact and payment information.

Stored Payment Option – If you belong to a firm who has an established credit card on file or you have previously saved a credit card then you can select that card from the drop-down and no further information has to be entered to complete payment.

Payment By – This gives you the option to indicate that a payment is being made by an attorney’s individual credit card/checking account or the firm’s credit card/checking account. Used in conjunction with the Remember My Account checkbox, the system will make this account available to you upon subsequent filings. If you choose to have your account remembered by the system then you must also provide an Account Nick Name (e.g. My VISA Card, Firm’s AMEX, Firm Checking Account, etc.). If you choose to Remember My Account for a firm payment then that account will be available as a payment option to anyone in your firm.

3. To move to the confirmation step click [Submit].

**PAYMENT**

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

Filing Charges \$30.00  
 Convenience Fee (Payable to Point & Pay) \$2.00  
 Total Deposit Required \$32.00

-- Select Stored Payment Option --

Payment Type  Credit Card  Debit Card  Check

Payment By  Attorney Payment  Firm Payment

**Bill To**  Remember My Account

Account Nick Name

First Name  Last Name

Address Line 1

Line 2

City

State  Zip

Card Number  (without dashes or spaces)

Expiration (Month/Year)

CSV/CID Code  (AMX 4 digits on front, all others 3 digits on back of card)

Security Notice: The Clerk of Courts only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer only the amount and authorization number are stored.

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NOTE: The Convenience Fee is paid to Point & Pay for electronic payment processing.

CONFIRMATION

1. The Confirmation page will display all the information that was submitted to the Clerk of Court and will include a confirmation number.
2. Click [Print] to print a copy of the screen.

CLERK OF COURTS ACTION

Once the filing has been submitted, the Clerk of Courts will review the filing and make a determination as to accept or reject the filing. If the Clerk accepts the filing you will receive an email confirmation. If a filing is accepted, the date and time the user submitted the filing to the Clerk via the E-Filing site will be considered the stamped docket date/time.

If your filing was rejected you will receive an email notifying you of this decision and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. Please see the section "Resubmit a Filing that was Rejected."

## FILE A NEW CIVIL CASE

The new case filing consists of identifying the case filing information, adding plaintiffs and defendants, attaching any filing documents and submitting payment if required. To file a new case click the E-Filing tab and click File A New Case.

### CASE SETUP

1. Select the Court you are filing in by selecting it from the drop-down list.
2. Select the Type of Filing from the drop-down list.
3. Filing Attorney defaults to the current user. If the user is designated as a "Firm" user then he/she will be selecting from all attorneys in the firm.
4. If you wish to associate additional attorneys from the firm, please select 'Yes.' You will be asked to select these attorney(s) later in the filing process.
5. In the Plaintiff Title field please enter the name of the Plaintiff(s) as it appears on the complaint.
6. In the Defendant Title field please enter the name of the Defendant(s) as it appears on the complaint.
7. Enter the number of Foreign Sheriffs required for service.
8. Enter the prayer amount.
9. Enter a User Reference number (optional). This field is for the attorney or law firm to enter an internal cross-reference to the filing. Often this will be used to reference a firm's internal tracking or account number. This field may be left blank.
10. If Publication Notice is requested please select "Yes".
11. If a Jury Demand is requested please select "Yes".
12. If a Poverty Affidavit is being submitted please select "Yes".
13. If the filing party is a Cuyahoga County Agency or the filing is on behalf of a Cuyahoga County Agency please select "Yes".
14. If this filing is a refile of a case that was dismissed without prejudice please select "Yes" to the Refiled Case indicator. Then you must enter the case number that was dismissed.
15. To move to the next step click [Save and Proceed].

### PLAINTIFFS

1. Indicate if the Plaintiff is a Person or Company.
2. Enter the Plaintiff name and address information.
3. Click [Add This Party] to add the Plaintiff.
4. If you have additional plaintiffs to add to the case please repeat steps 1-3 for each plaintiff.
5. To modify a plaintiff after you've added it, please click the  icon in the review section.
6. To delete a plaintiff click the  icon.
7. When you have finished adding all plaintiffs to the case click [Save and Proceed].

Case Setup ► Plaintiffs ► Defendants ► Documents ► Review ► Payment ► Confirmation

#### ADD PLAINTIFFS

Enter the Plaintiff Information. Click the [Add This Party] button to add the Plaintiff to the filing. You can add an unlimited number of plaintiffs this way. When you are finished click the [Save & Proceed] button below the Plaintiff Review section.

Person  Company

First Name   
Middle Name   
Last Name   
Name Overflow   
(DBA, AKA, TRUSTEE, SBMT, EXEC.....)

Address Line 1   
Address Line 2   
City  State  Zip Code  Country

#### PLAINTIFF REVIEW

No persons have been added to this list yet. You may add one above.

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**DEFENDANTS**

1. Indicate if the Defendant is a Person or Company and enter the party name. Use the “Unk. Heirs etc” or “Unk. Spouse of” options to insert those parties into the name field. You can then add additional information to the party name (e.g. Unk. Spouse of Jane Doe).
2. Enter the Defendant address information. Click the Address Unknown checkbox if address is not known. If the Country is outside the U.S. then choose “Foreign” from the Country selection field. You can then use the City/Country field to enter the city, country and postal code information.
3. Click [Add This Party] to add the Defendant.
4. If you have additional defendants to add to the case please repeat steps 1-3 for each defendant.
5. To modify a defendant after you’ve added it, please click the  icon in the review section.
6. To delete a defendant click the  icon.
7. When you have finished adding all defendants to the case click [Save and Proceed].

Case Setup ► Plaintiffs ► Defendants ► Documents ► Review ► Payment ► Confirmation

### ADD DEFENDANTS

Enter the Defendant Information. Click the [Add This Party] button to add the Defendant to the filing. You can add an unlimited number of Defendants this way. When you are finished click the [Save & Proceed] button below the Defendant Review section.

Person  Company  Unk. Heirs etc  Unk. Spouse of

First Name: JOHN  
Middle Name:   
Last Name: DOE  
Name Overflow:  (DBA, AKA, TRUSTEE, SBMT, EXEC...)

Address Unknown Country: U.S.  
Address Line 1: 12345 WEST ST.  
Address Line 2:   
City: CLEVELAND State: OHIO Zip Code: 44115

### DEFENDANT REVIEW

No persons have been added to this list yet. You may add one above.

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**PARCELS**

1. If the filing is a foreclosure case you will be required to add parcel(s) to the filing.
2. On the Add Case Parcels screen start by adding the Parcel Number. This should be an 8-digit numeric value. Please do not include dashes or space.
3. Enter the Street Number.
4. Enter the Street Name.
5. Use the Address Line 2 for additional address clarification (e.g. Unit 15).
6. Enter City, State and ZIP.
7. Provide a description of the property.
8. Click the [Add Case Parcel] to associate this parcel to the filing.
9. Repeat steps 2-8 above for additional parcels on this filing. When you are done click [Save and Proceed].

**ADD CASE PARCELS**

Enter the Case Parcel Information. Click the [Add Case Parcel] button to add a Parcel to the filing. You can add an unlimited number of case parcels this way. When you are finished click the [Save & Proceed] button below the Case Parcel Review section.

Parcel Number:  (Numbers only, no dashes and no spaces)

Street Number:

Street Name:

Address Line:

City:

State:

Zip:

Description:

## ADD DOCUMENTS

1. Select the file type from the drop-down.
2. Click the [Browse] button to navigate to the document you are attaching and click [Open].
3. Check the box agreeing to the disclaimer regarding personal identifiers.
4. Click [Add This Document].
5. To attach more documents repeat steps 1-3. To move to the review step click [Save and Proceed].
6. To view a document you attached click the magnifying glass  icon to the left of the document. To delete the document click the red  icon.

### ADD DOCUMENTS

Please attach any documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your document and click [Add This Document]. When you are finished click the [Save & Proceed] button below the Document Review section.

File Type: CIVIL MOTION   
File Path: C:\temp\EFILE\_MOTION.PDF

AGREE THAT THIS FILING COMPLIES WITH RULE 45(D) OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO REGARDING PERSONAL IDENTIFIERS. [REDACTION RULES](#)

### DOCUMENT REVIEW

No documents to list.

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NOTE: If you must submit personal identifiers please also attach a PERSONAL IDENTIFIER FORM to your filing.

**ADD ATTORNEYS TO FILING**

If you indicated that you wish to associate additional attorneys to this filing on the first screen, you will be asked to select that attorney(s) on this screen. Each attorney associated with this filing will be added to the case and be associated to the filing parties.

4. Select the attorney from the drop-down field and click [Add This Attorney]. This drop-down will only allow you to add attorneys from your firm.
5. Repeat step 1 to add more attorneys to this filing.
6. Click the [Save and Proceed] button to move to the review step.

**ADD ATTORNEYS TO FILING**

Please select an additional attorney to associate to this filing and click [Add this Attorney]. Upon the acceptance of this E-Filing, the attorney will be added to this case and associated to the filing party. To add additional attorneys, repeat the steps above. When you are finished click the [Save & Proceed] button below the Attorney Review section.

NOTE: Attorney DAVIDSON/JONATHON is the filing attorney and is already associated with this filing.

Attorney -- Select Attorney --

Add This Attorney

**ATTORNEY REVIEW**

Attorney Name	Attorney ID
BECKER/KEN/	0012345

Save and Proceed

**EXISTING CASE REVIEW**

1. Review the information that was entered. To make a change to any of the data click the edit link to the right of the section.
2. To move to the payment step click [Save and Proceed].

**PAYMENT**

1. If this pleading does not require a deposit you will see the message “No Payment Due; click [Submit] to finish this filing.”
2. If the pleading requires a deposit you will see a deposit amount required. Select payment type, payment by, contact and payment information.

Stored Payment Option – If you belong to a firm who has an established credit card on file or you have previously saved a credit card then you can select that card from the drop-down and no further information has to be entered to complete payment.

Payment By – This gives you the option to indicate that a payment is being made by an attorney’s individual credit card/checking account or the firm’s credit card/checking account. Used in conjunction with the Remember My Account checkbox, the system will make this account available to you upon subsequent filings. If you choose to have your account remembered by the system then you must also provide an Account Nick Name (e.g. My VISA Card, Firm’s AMEX, Firm Checking Account, etc.). If you choose to Remember My Account for a firm payment then that account will be available as a payment option to anyone in your firm.

3. To move to the confirmation step click [Submit].

**PAYMENT**

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

Filing Charges \$30.00  
 Convenience Fee (Payable to Point & Pay) \$2.00  
**Total Deposit Required \$32.00**

-- Select Stored Payment Option --

Payment Type  Credit Card  Debit Card  Check

Payment By  Attorney Payment  Firm Payment

**Bill To**  Remember My Account

Account Nick Name

First Name  Last Name

Address Line 1

Line 2

City

State  Zip

Card Number  (without dashes or spaces)

Expiration (Month/Year)

CSV/CID Code  (AMX 4 digits on front, all others 3 digits on back of card)

Security Notice: The Clerk of Courts only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer only the amount and authorization number are stored.

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NOTE: The Convenience Fee is paid to Point & Pay for electronic payment processing.

CONFIRMATION

1. The Confirmation page will display all the information that was submitted to the Clerk of Courts and will include a confirmation number.
2. Click [Print] to print a copy of the screen.

CLERK OF COURTS ACTION

Once the filing has been submitted, the Clerk of Courts will review the filing and make a determination as to accept or reject the filing. If the Clerk accepts the filing you will receive an email with the case number that was assigned, the judge that was assigned as well as other case information. If a filing is accepted, the date and time the user submitted the filing to the Clerk via the E-Filing site will be considered the stamped docket date/time.

If your filing was rejected you will receive an email notifying you of this decision and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. Please see the section "Resubmit a Filing that was Rejected."

**FILE A NEW GARNISHMENT CASE**

The new garnishment case filing consists of identifying the case filing information, adding parties, attaching any filing documents and submitting payment if required. To file a new garnishment case click the E-Filing tab and click File A New Case.

**CASE SETUP**

1. Select the Court: COURT OF COMMON PLEAS - CIVIL by selecting it from the drop-down list.
2. Select the Type of Filing GARNISHMENT – PE (7002) from the drop-down list.
3. Filing Attorney defaults to the current user. If the user is designated as a “Firm” user then he/she will be selecting from all attorneys in the firm.
4. If you wish to associate additional attorneys from the firm, please select ‘Yes.’ You will be asked to select these attorney(s) later in the filing process.
5. In the Plaintiff Title field please enter the name of the Plaintiff(s) as it appears on the complaint.
6. In the Defendant Title field please enter the name of the Defendant(s) as it appears on the complaint.
7. Enter the number of Foreign Sheriffs required for service.
8. Enter the prayer amount.
9. Enter a User Reference number (optional). This field is for the attorney or law firm to enter an internal cross-reference to the filing. Often this will be used to reference a firm’s internal tracking or account number. This field may be left blank.
10. If Publication Notice is requested please select “Yes”.
11. If a Jury Demand is requested please select “Yes”.
12. If a Poverty Affidavit is being submitted please select “Yes”.
13. If the filing party is a Cuyahoga County Agency or the filing is on behalf of a Cuyahoga County Agency please select “Yes”.
14. Enter the Judgement Case Nbr of the case where the Judgment was ordered.
15. To move to the next step click [Save and Proceed].

The screenshot shows a web interface for filing a new case. At the top, there is a breadcrumb trail: Case Setup > Plaintiffs > Defendants > Documents > Review > Payment > Confirmation. Below this is a header for 'NEW CASE FILING'. The main area contains a form with the following fields and options:

- Court: COURT OF COMMON PLEAS - CIVIL (dropdown)
- Type of Filing: GARNISHMENT - PE (7002) (dropdown)
- Filing Attorney: JOHNS/JEFFREY/ (dropdown)
- Associate Additional Attorney(s) to filing?:  Yes  No
- Plaintiff Title: TEST (text input) Vs. Defendant Title: TEST (text input)
- Nbr of Foreign Sheriffs: 0 (text input)
- Prayer Amount: 2514 (text input)
- User Reference: (empty text input)
- Publication Notice:  Yes  No
- Jury Demand:  Yes  No
- Poverty Affidavit:  Yes  No
- Government Agency Filing?:  Yes  No
- Judgment Case Nbr: CV15847771 (text input)

A 'Save and Proceed' button is located at the bottom right of the form area. At the very bottom of the page, there is a footer with contact information and a copyright notice: 'Copyright © 2015 PROWARE. All Rights Reserved. 1.0.546 as of 09/04/2015'.

**CREDITORS**

1. Indicate if the Creditor is a Person or Company.
2. Enter the Creditor name and address information.
3. Click [Add This Party] to add the Creditor.
4. To modify a creditor after you've added it, please click the  icon in the review section.
5. To delete a creditor click the  icon.
6. When you have finished adding the creditor to the case click [Save and Proceed].

**ADD CREDITORS**

Enter the Creditor Information. Click the [Add This Party] button to add the Creditor to the filing. You can add an unlimited number of Creditors this way. When you are finished click the [Save & Proceed] button below the Creditor Review section.  
False

Person  Company

First Name

Middle Name

Last Name

Name Overflow

(DBA, AKA, TRUSTEE, SBMT, EXEC.....)

Address Line 1

Address Line 2

City  State  Zip Code  Country

---

**CREDITOR REVIEW**

No persons have been added to this list yet. You may add one above.

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**DEBTORS**

1. Indicate if the Debtor is a Person or Company and enter the party name.
2. Enter the Debtor address information. Click the Address Unknown checkbox if address is not known. If the Country is outside the U.S. then choose "Foreign" from the Country selection field. You can then use the City/Country field to enter the city, country and postal code information.
3. Click [Add This Party] to add the Debtor.
4. To modify a debtor after you've added it, please click the  icon in the review section.
5. To delete a debtor click the  icon.
6. When you have finished adding the debtor to the case click [Save and Proceed].

Case Setup ► Plaintiffs ► Defendants ► Garnishee ► Documents ► Review ► Payment ► Confirmation

### ADD DEBTORS

Enter the Debtor Information. Click the [Add This Party] button to add the Debtor to the filing. You can add an unlimited number of Debtors this way. When you are finished click the [Save & Proceed] button below the Debtor Review section.

Person  Company  Unk. Heirs etc  Unk. Spouse of

First Name   
Middle Name   
Last Name   
Name Overflow   
(DBA, AKA, TRUSTEE, SBMT, EXEC....)

Address Unknown Country   
Address Line 1   
Address Line 2   
City  State  Zip Code

### DEBTOR REVIEW

No persons have been added to this list yet. You may add one above.

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**GARNISHEE**

1. Indicate if the Garnishee is a Person or Company and enter the party name.
2. Enter the Garnishee address information. Click the Address Unknown checkbox if address is not known. If the Country is outside the U.S. then choose "Foreign" from the Country selection field. You can then use the City/Country field to enter the city, country and postal code information.
3. Click [Add This Party] to add the Garnishee.
4. To modify a Garnishee after you've added it, please click the  icon in the review section.
5. To delete a Garnishee click the  icon.
6. When you have finished adding the Garnishee to the case click [Save and Proceed].

Case Setup ► Plaintiffs ► Defendants ► Garnishee ► Documents ► Review ► Payment ► Confirmation

### ADD GARNISHEE

Enter the Garnishee Information. Click the [Add This Party] button to add the Garnishee to the filing. You can add an unlimited number of Garnishees this way. When you are finished click the [Save & Proceed] button below the Garnishee Review section.

Person  Company

First Name   
Middle Name   
Last Name   
Name Overflow   
(DBA, AKA, TRUSTEE, SBMT, EXEC....)

Address Line 1   
Address Line 2

City  State  Zip Code  Country

### GARNISHEE REVIEW

No persons have been added to this list yet. You may add one above.

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### ADD DOCUMENTS

1. Select the file type from the drop-down.
2. Click the [Browse] button to navigate to the document you are attaching and click [Open].
3. Check the box agreeing to the disclaimer regarding personal identifiers.
4. Click [Add This Document].
5. To attach more documents repeat steps 1-3. To move to the review step click [Save and Proceed].
6. To view a document you attached click the magnifying glass  icon to the left of the document. To delete the document click the red  icon.



The screenshot shows a web interface with two main sections. The top section is titled "ADD DOCUMENTS" and contains a text box with instructions: "Please attach any documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your document and click [Add This Document]. When you are finished click the [Save & Proceed] button below the Document Review section." Below this are fields for "File Type" (set to "CIVIL MOTION") and "File Path" (set to "C:\temp\EFILE\_MOTION.PDF"), with a "Browse..." button. A checkbox is checked, with the text "AGREE THAT THIS FILING COMPLIES WITH RULE 45(D) OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO REGARDING PERSONAL IDENTIFIERS. REDACTION RULES". A blue button labeled "Add This Document" is present. The bottom section is titled "DOCUMENT REVIEW" and contains a text box that says "No documents to list." A blue button labeled "Save and Proceed" is located at the bottom right of the form area. At the very bottom, there is a footer with links for "Contact Us", "Disclaimer", and "User Guide", and a copyright notice: "Copyright © 2013 PROWARE, All Rights Reserved. 1.0.345 as of 05/31/2012".

NOTE: If you must submit personal identifiers please also attach a PERSONAL IDENTIFIER FORM to your filing.

**ADD ATTORNEYS TO FILING**

If you indicated that you wish to associate additional attorneys to this filing on the first screen, you will be asked to select that attorney(s) on this screen. Each attorney associated with this filing will be added to the case and be associated to the filing parties.

1. Select the attorney from the drop-down field and click [Add This Attorney]. This drop-down will only allow you to add attorneys from your firm.
2. Repeat step 1 to add more attorneys to this filing.
3. Click the [Save and Proceed] button to move to the review step.

The screenshot shows a web interface with two main sections. The top section is titled "ADD ATTORNEYS TO FILING" and contains a text box with instructions: "Please select an additional attorney to associate to this filing and click [Add this Attorney]. Upon the acceptance of this E-Filing, the attorney will be added to this case and associated to the filing party. To add additional attorneys, repeat the steps above. When you are finished click the [Save & Proceed] button below the Attorney Review section." Below this is a note: "NOTE: Attorney DAVIDSON/JONATHON is the filing attorney and is already associated with this filing." A dropdown menu labeled "Attorney" shows "-- Select Attorney --". A blue button labeled "Add This Attorney" is positioned below the dropdown. The bottom section is titled "ATTORNEY REVIEW" and features a table with two columns: "Attorney Name" and "Attorney ID". The table contains one entry: "BECKER/KEN/" and "0012345", with a red "X" icon to the right of the ID. A blue button labeled "Save and Proceed" is located at the bottom right of the form.

**EXISTING CASE REVIEW**

1. Review the information that was entered. To make a change to any of the data click the edit link to the right of the section.
2. To move to the payment step click [Save and Proceed].

**PAYMENT**

1. If this pleading does not require a deposit you will see the message “No Payment Due; click [Submit] to finish this filing.”
2. If the pleading requires a deposit you will see a deposit amount required. Select payment type, payment by, contact and payment information.

Stored Payment Option – If you belong to a firm who has an established credit card on file or you have previously saved a credit card then you can select that card from the drop-down and no further information has to be entered to complete payment.

Payment By – This gives you the option to indicate that a payment is being made by an attorney’s individual credit card/checking account or the firm’s credit card/checking account. Used in conjunction with the Remember My Account checkbox, the system will make this account available to you upon subsequent filings. If you choose to have your account remembered by the system then you must also provide an Account Nick Name (e.g. My VISA Card, Firm’s AMEX, Firm Checking Account, etc.). If you choose to Remember My Account for a firm payment then that account will be available as a payment option to anyone in your firm.

3. To move to the confirmation step click [Submit].

**PAYMENT**

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

Filing Charges \$30.00  
 Convenience Fee (Payable to Point & Pay) \$2.00  
**Total Deposit Required \$32.00**

-- Select Stored Payment Option --

Payment Type  Credit Card  Debit Card  Check

Payment By  Attorney Payment  Firm Payment

**Bill To**  Remember My Account

Account Nick Name

First Name  Last Name

Address Line 1

Line 2

City

State  Zip

Card Number  (without dashes or spaces)

Expiration (Month/Year)

CSV/CID Code  (AMX 4 digits on front, all others 3 digits on back of card)

Security Notice: The Clerk of Courts only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer only the amount and authorization number are stored.

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NOTE: The Convenience Fee is paid to Point & Pay for electronic payment processing.

CONFIRMATION

1. The Confirmation page will display all the information that was submitted to the Clerk of Courts and will include a confirmation number.
2. Click [Print] to print a copy of the screen.

CLERK OF COURTS ACTION

Once the filing has been submitted, the Clerk of Courts will review the filing and make a determination as to accept or reject the filing. If the Clerk accepts the filing you will receive an email with the case number that was assigned, the judge that was assigned as well as other case information. If a filing is accepted, the date and time the user submitted the filing to the Clerk via the E-Filing site will be considered the stamped docket date/time.

If your filing was rejected you will receive an email notifying you of this decision and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. Please see the section "Resubmit a Filing that was Rejected."

## FILE A NEW APPEALS ORIGINAL ACTION

The new case/original action filing for an Appeals case consists of identifying the case filing information, adding parties, attaching any filing documents and submitting payment if required. To file a new case click the E-Filing tab and click File A New Case.

### CASE SETUP

1. Select the Court of Appeals from the Court drop-down list.
2. Select the Original Action option.
3. Select the Type of Proceeding from the drop-down list.
4. Filing Attorney defaults to the current user. If the user is designated as a "Firm" user then he/she will be selecting from all attorneys in the firm.
5. If you wish to associate additional attorneys from the firm, please select 'Yes.' You will be asked to select these attorney(s) later in the filing process.
6. In the Relator Title field please enter the name of the Relator(s) as it appears on the complaint.
7. In the Respondent Title field please enter the name of the Respondent(s) as it appears on the complaint.
8. Enter a User Reference number (optional). This field is for the attorney or law firm to enter an internal cross-reference to the filing. Often this will be used to reference a firm's internal tracking or account number. This field may be left blank.
9. If a Poverty Affidavit is being submitted please select "Yes".
10. To move to the next step click [Save and Proceed].

Case Setup ► Relators ► Respondents ► Documents ► Review ► Payment ► Confirmation

### NEW CASE FILING

Enter the New Case Information below. When you are finished entering the data please click the [Save & Proceed] button to continue to the next screen.

Court: COURT OF APPEALS

ORIGINAL ACTION

Type of Proceedings: HABEAS CORPUS (99E)

Filing Attorney: ATTORNEY/PROSECUTING/

Associate Additional Attorney(s) to filing?  Yes  No

Relator Title: STATE OF OHIO Vs. Respondent Title: JANE DOE

Writ Filed Date: 10/12/2013

Poverty Affidavit  Yes  No

Save and Proceed

### RESPONDENT

1. Indicate if the party is a Person or Company.
2. Enter the party name and address information.
3. Click [Add This Party] to add the party to the filing.

- 4. If you have additional parties to add to the case please repeat steps 1-3 for each party.
- 5. To modify a party after you've added it, please click the  icon in the review section.
- 6. To delete a party click the  icon.
- 7. When you have finished adding all parties to the case click [Save and Proceed].

### ADD RESPONDENTS

Enter the Respondent Information. Click the [Add This Party] button to add the Respondent to the filing. You can add an unlimited number of Respondents this way. When you are finished click the [Save & Proceed] button below the Respondent Review section.

Person  Company

First Name

Middle Name

Last Name

Name Overflow

(DBA, AKA, TRUSTEE, SBMT, EXEC.....)

Address Unknown    Country

Address Line 1

Address Line 2

City     State     Zip Code

**RELATORS**

1. Indicate if the party is a Person or Company and enter the party name. Use the “Unk. Heirs etc” or “Unk. Spouse of” options to insert those parties into the name field. You can then add additional information to the party name (e.g. Unk. Spouse of Jane Doe).
2. Enter the party address information. Click the Address Unknown checkbox if address is not known. If the Country is outside the U.S. then choose “Foreign” from the Country selection field. You can then use the City/Country field to enter the city, country and postal code information.
3. Click [Add This Party] to add the party.
4. If you have additional parties to add to the case please repeat steps 1-3 for each defendant.
5. To modify a party after you’ve added it, please click the  icon in the review section.
6. To delete a party click the  icon.
7. When you have finished adding all parties to the case click [Save and Proceed].

Case Setup ► Relators ► Respondents ► Documents ► Review ► Payment ► Confirmation

### ADD RELATORS

Enter the Relator Information. Click the [Add This Party] button to add the Relator to the filing. You can add an unlimited number of Relators this way. When you are finished click the [Save & Proceed] button below the Relator Review section.

Person  Company

First Name   
Middle Name   
Last Name   
Name Overflow   
(DBA, AKA, TRUSTEE, SBMT, EXEC.....)

Address Line 1   
Address Line 2

City  State  Zip Code  Country

## ADD DOCUMENTS

1. Select the file type from the drop-down.
2. Click the [Browse] button to navigate to the document you are attaching and click [Open].
3. Check the box agreeing to the disclaimer regarding personal identifiers.
4. Click [Add This Document].
5. To attach more documents repeat steps 1-3. To move to the review step click [Save and Proceed].
6. To view a document you attached click the magnifying glass  icon to the left of the document. To delete the document click the red  icon.

### ADD DOCUMENTS

Please attach any documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your document and click [Add This Document]. When you are finished click the [Save & Proceed] button below the Document Review section.

File Type: CIVIL MOTION   
File Path: C:\temp\EFILE\_MOTION.PDF

AGREE THAT THIS FILING COMPLIES WITH RULE 45(D) OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO REGARDING PERSONAL IDENTIFIERS. [REDACTION RULES](#)

### DOCUMENT REVIEW

No documents to list.

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NOTE: If you must submit personal identifiers please also attach a PERSONAL IDENTIFIER FORM to your filing.

**ADD ATTORNEYS TO FILING**

If you indicated that you wish to associate additional attorneys to this filing on the first screen, you will be asked to select that attorney(s) on this screen. Each attorney associated with this filing will be added to the case and be associated to the filing parties.

4. Select the attorney from the drop-down field and click [Add This Attorney]. This drop-down will only allow you to add attorneys from your firm.
5. Repeat step 1 to add more attorneys to this filing.
6. Click the [Save and Proceed] button to move to the review step.

**ADD ATTORNEYS TO FILING**

Please select an additional attorney to associate to this filing and click [Add this Attorney]. Upon the acceptance of this E-Filing, the attorney will be added to this case and associated to the filing party. To add additional attorneys, repeat the steps above. When you are finished click the [Save & Proceed] button below the Attorney Review section.

NOTE: Attorney DAVIDSON/JONATHON is the filing attorney and is already associated with this filing.

Attorney -- Select Attorney --

Add This Attorney

**ATTORNEY REVIEW**

Attorney Name	Attorney ID
BECKER/KEN/	0012345

Save and Proceed

**EXISTING CASE REVIEW**

1. Review the information that was entered. To make a change to any of the data click the edit link to the right of the section.
2. To move to the payment step click [Save and Proceed].

**PAYMENT**

1. If this pleading does not require a deposit you will see the message “No Payment Due; click [Submit] to finish this filing.”
2. If the pleading requires a deposit you will see a deposit amount required. Select payment type, payment by, contact and payment information.

Stored Payment Option – If you belong to a firm who has an established credit card on file or you have previously saved a credit card then you can select that card from the drop-down and no further information has to be entered to complete payment.

Payment By – This gives you the option to indicate that a payment is being made by an attorney’s individual credit card/checking account or the firm’s credit card/checking account. Used in conjunction with the Remember My Account checkbox, the system will make this account available to you upon subsequent filings. If you choose to have your account remembered by the system then you must also provide an Account Nick Name (e.g. My VISA Card, Firm’s AMEX, Firm Checking Account, etc.). If you choose to Remember My Account for a firm payment then that account will be available as a payment option to anyone in your firm.

3. To move to the confirmation step click [Submit].

**PAYMENT**

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

Filing Charges \$30.00  
Convenience Fee (Payable to Point & Pay) \$2.00  
Total Deposit Required \$32.00

-- Select Stored Payment Option --

Payment Type  Credit Card  Debit Card  Check

Payment By  Attorney Payment  Firm Payment

**Bill To**  Remember My Account

Account Nick Name MY CREDIT CARD

First Name JOHN Last Name DOE

Address Line 1 1234 MAIN ST

Line 2

City CLEVELAND

State OHIO Zip 44115

Card Number 1234123412341234 (without dashes or spaces)

Expiration (Month/Year) JAN 2018

CSV/CID Code 123 (AMX 4 digits on front, all others 3 digits on back of card)

Security Notice: The Clerk of Courts only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer only the amount and authorization number are stored.

Submit

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NOTE: The Convenience Fee is paid to Point & Pay for electronic payment processing.

CONFIRMATION

1. The Confirmation page will display all the information that was submitted to the Clerk of Courts and will include a confirmation number.
2. Click [Print] to print a copy of the screen.

CLERK OF COURTS ACTION

Once the filing has been submitted, the Clerk of Courts will review the filing and make a determination as to accept or reject the filing. If the Clerk accepts the filing you will receive an email with the case number that was assigned, the judge that was assigned as well as other case information. If a filing is accepted, the date and time the user submitted the filing to the Clerk via the E-Filing site will be considered the stamped docket date/time.

If your filing was rejected you will receive an email notifying you of this decision and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. Please see the section "Resubmit a Filing that was Rejected."

**FILE A NOTICE OF APPEAL (COMMON PLEAS GENERAL DIVISION TRIAL COURT CASE)**

The filing of a notice of appeal consists of filing the notice on the trial court case, identifying the appeals case filing information, adding parties, attaching any filing documents and submitting payment if required.

To file a notice of appeal find the trial court case using the My Cases search and click the E-Filing icon  on the right of the screen for the case you wish to file on.

Select NOTICE from the Docket Type drop-down and then select NOTICE OF APPEAL from the Docket Detail drop-down. Follow the steps outlined in the FILE ON AN EXISTING CASE section of this training guide. **After you submit the notice of appeal you will be directed to provide more information about the appeal as outlined below.**

CASE SETUP

1. Select the Case Type from the drop-down list.
2. Filing Attorney defaults to the current user. If the user is designated as a "Firm" user then he/she will be selecting from all attorneys in the firm.
3. If you wish to associate additional attorneys from the firm, please select 'Yes.' You will be asked to select these attorney(s) later in the filing process.
4. In the Plaintiff Title field please enter the name of the Appellant(s) as it appears on the complaint.
5. In the Defendant Title field please enter the name of the Appellee(s) as it appears on the complaint.
6. Select the Trial Court from the drop-down list.
7. Enter the Trial Court Case Number(s).
8. Enter the Date of Final Judgment.
9. Select a Record Type from the drop-down list.
10. Select a Calendar Type from the drop-down list.
11. If a Poverty Affidavit is being submitted please select "Yes".
12. To move to the next step click [Save and Proceed].

Case Setup ► Appellants ► Appellees ► Documents ► Review ► Payment ► Confirmation

**NEW CASE FILING**

Enter the New Case Information below. When you are finished entering the data please click the [Save & Proceed] button to continue to the next screen.

Court: COURT OF APPEALS

ORIGINAL ACTION  NOTICE OF APPEAL

Case Type: CUYAHOGA COMMON PLEAS - CRIMINAL

Filing Attorney: ATTORNEY/SCOTT/N

Associate Additional Attorney(s) to filing?  Yes  No

Plaintiff Title: STATE OF OHIO Vs. Defendant Title: JOHN DOE

Trial Court: COMMON PLEAS COURT

Trial Court Case Number(s): 555555, 555554

Date of Final Judgement: 05/12/2014

Record Type: Trial Court File Only under Appellate Rule 9(A)

Calendar Type: Regular

Poverty Affidavit:  Yes  No

Save and Proceed

**APPELLANT**

1. Indicate if the party is a Person or Company.
2. Enter the party name and address information.
3. Click [Add This Party] to add the party to the filing.
4. If you have additional parties to add to the case please repeat steps 1-3 for each party.
5. To modify a party after you've added it, please click the  icon in the review section.
6. To delete a party click the  icon.
7. When you have finished adding all parties to the case click [Save and Proceed].

Case Setup ► Appellants ► Appellees ► Documents ► Review ► Payment ► Confirmation

### ADD APPELLANTS

Enter the Appellant Information. Click the [Add This Party] button to add the Appellant to the filing. You can add an unlimited number of Appellants this way. When you are finished click the [Save & Proceed] button below the Appellant Review section.

Person  Company

Company Name

Name Overflow

(DBA, AKA, TRUSTEE, SBMT, EXEC.....)

Address Line 1

Address Line 2

City  State  Zip Code  Country

**APPELLEE**

1. Indicate if the party is a Person or Company and enter the party name. Use the “Unk. Heirs etc” or “Unk. Spouse of” options to insert those parties into the name field. You can then add additional information to the party name (e.g. Unk. Spouse of Jane Doe).
2. Enter the party address information. Click the Address Unknown checkbox if address is not known. If the Country is outside the U.S. then choose “Foreign” from the Country selection field. You can then use the City/Country field to enter the city, country and postal code information.
3. Click [Add This Party] to add the party.
4. If you have additional parties to add to the case please repeat steps 1-3 for each defendant.
5. To modify a party after you’ve added it, please click the  icon in the review section.
6. To delete a party click the  icon.
7. When you have finished adding all parties to the case click [Save and Proceed].

### ADD APPELLEES

Enter the Appellee Information. Click the [Add This Party] button to add the Appellee to the filing. You can add an unlimited number of Appellees this way. When you are finished click the [Save & Proceed] button below the Appellee Review section.

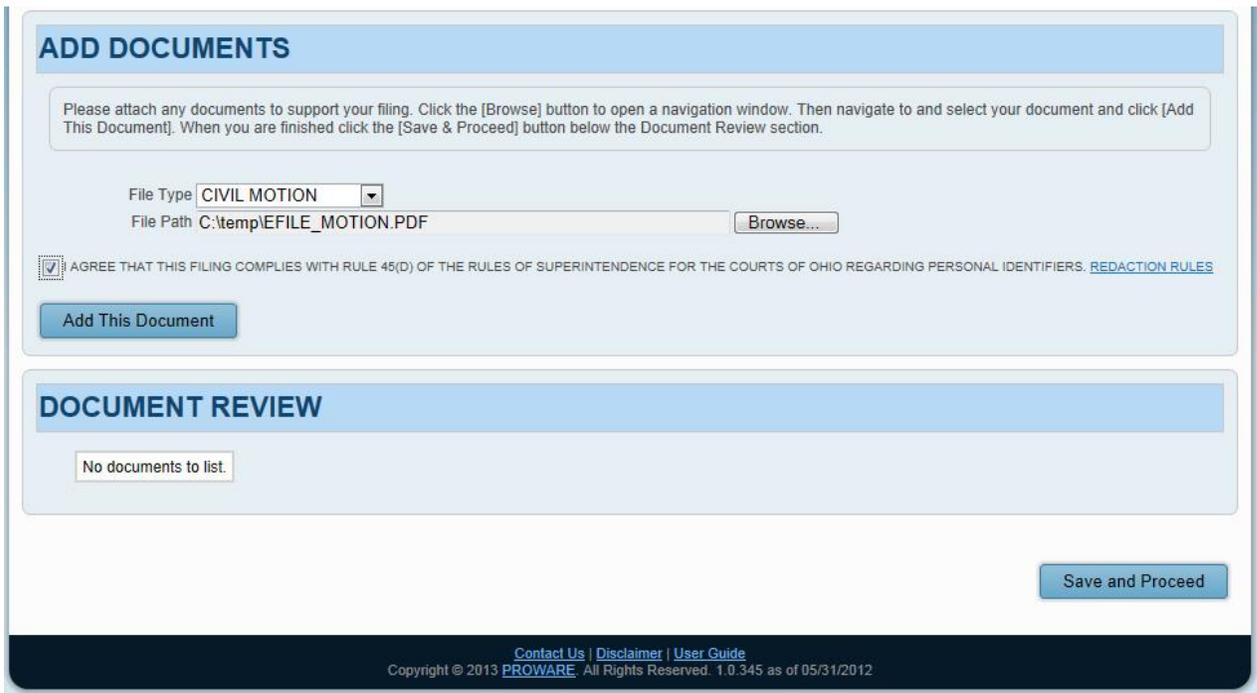
Person  Company

First Name   
Middle Name   
Last Name   
Name Overflow   
(DBA, AKA, TRUSTEE, SBMT, EXEC.....)

Address Unknown    Country   
Address Line 1   
Address Line 2   
City     State     Zip Code

**ADD DOCUMENTS**

1. Select the file type from the drop-down.
2. Click the [Browse] button to navigate to the document you are attaching and click [Open].
3. Check the box agreeing to the disclaimer regarding personal identifiers.
4. Click [Add This Document].
5. To attach more documents repeat steps 1-3. To move to the review step click [Save and Proceed].
6. To view a document you attached click the magnifying glass  icon to the left of the document. To delete the document click the red  icon.



The screenshot shows a web interface with two main sections. The top section is titled 'ADD DOCUMENTS' and contains a text box with instructions: 'Please attach any documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your document and click [Add This Document]. When you are finished click the [Save & Proceed] button below the Document Review section.' Below this are fields for 'File Type' (set to 'CIVIL MOTION') and 'File Path' (set to 'C:\temp\EFILE\_MOTION.PDF'), with a 'Browse...' button. A checkbox is checked, with the text 'AGREE THAT THIS FILING COMPLIES WITH RULE 45(D) OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO REGARDING PERSONAL IDENTIFIERS. REDACTION RULES'. A blue 'Add This Document' button is at the bottom of this section. The second section is titled 'DOCUMENT REVIEW' and contains a text box that says 'No documents to list.' A blue 'Save and Proceed' button is at the bottom right of this section. The footer contains links for 'Contact Us', 'Disclaimer', and 'User Guide', and copyright information: 'Copyright © 2013 PROWARE, All Rights Reserved. 1.0.345 as of 05/31/2012'.

NOTE: If you must submit personal identifiers please also attach a PERSONAL IDENTIFIER FORM to your filing.

**EXISTING CASE REVIEW**

1. Review the information that was entered. To make a change to any of the data click the edit link to the right of the section.
2. To move to the payment step click [Save and Proceed].

**PAYMENT**

1. If this pleading does not require a deposit you will see the message “No Payment Due; click [Submit] to finish this filing.”
2. If the pleading requires a deposit you will see a deposit amount required. Select payment type, payment by, contact and payment information.

Stored Payment Option – If you belong to a firm who has an established credit card on file or you have previously saved a credit card then you can select that card from the drop-down and no further information has to be entered to complete payment.

Payment By – This gives you the option to indicate that a payment is being made by an attorney’s individual credit card/checking account or the firm’s credit card/checking account. Used in conjunction with the Remember My Account checkbox, the system will make this account available to you upon subsequent filings. If you choose to have your account remembered by the system then you must also provide an Account Nick Name (e.g. My VISA Card, Firm’s AMEX, Firm Checking Account, etc.). If you choose to Remember My Account for a firm payment then that account will be available as a payment option to anyone in your firm.

3. To move to the confirmation step click [Submit].

**PAYMENT**

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

Filing Charges \$30.00  
 Convenience Fee (Payable to Point & Pay) \$2.00  
**Total Deposit Required \$32.00**

-- Select Stored Payment Option --

Payment Type  Credit Card  Debit Card  Check

Payment By  Attorney Payment  Firm Payment

**Bill To**  Remember My Account

Account Nick Name

First Name  Last Name

Address Line 1

Line 2

City

State  Zip

Card Number  (without dashes or spaces)

Expiration (Month/Year)

CSV/CID Code  (AMX 4 digits on front, all others 3 digits on back of card)

Security Notice: The Clerk of Courts only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer only the amount and authorization number are stored.

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NOTE: The Convenience Fee is paid to Point & Pay for electronic payment processing.

CONFIRMATION

1. The Confirmation page will display all the information that was submitted to the Clerk of Courts and will include a confirmation number.
2. Click [Print] to print a copy of the screen.

CLERK OF COURTS ACTION

Once the filing has been submitted, the Clerk of Courts will review the filing and make a determination as to accept or reject the filing. If the Clerk accepts the filing you will receive an email with the case number that was assigned as well as other case information. If a filing is accepted, the date and time the user submitted the filing to the Clerk via the E-Filing site will be considered the stamped docket date/time.

If your filing was rejected you will receive an email notifying you of this decision and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. Please see the section "Resubmit a Filing that was Rejected."

**FILE A NOTICE OF APPEAL (MUNICIPAL, PROBATE, JUVENILE OR DOMESTIC TRIAL COURT CASE)**

You cannot E-File a Notice of Appeal through the E-Filing system on a municipal, probate, juvenile or domestic relations case. However, once an appeals case is created you can then E-File on that case. See section 'File on an Existing Case' for more information.

**FILE A NEW DOMESTIC CASE**

The new case domestic filing consists of identifying the case filing information, adding case parties, attaching any filing documents and submitting payment if required. To file a new case click the E-Filing tab and click File A New Case.

**CASE SETUP**

1. Select the COURT OF DOMESTIC RELATIONS from the Court drop-down list.
2. Identify if there is any Child(ren) of this marriage.
3. Select the Type of Filing from the drop-down list.
4. Filing Attorney defaults to the current user. If the user is designated as a "Firm" user then he/she will be selecting from all attorneys in the firm.
5. If you wish to associate additional attorneys from the firm, please select 'Yes.' You will be asked to select these attorney(s) later in the filing process.
6. In the Plaintiff Title field please enter the name of the Plaintiff(s) as it appears on the complaint.
7. In the Defendant Title field please enter the name of the Defendant(s) as it appears on the complaint.
8. Enter the Date of Marriage, City of Marriage and State/Country of Marriage.
9. Enter the Plaintiff's Length of residence in Cuyahoga County and Ohio in years and months.
10. Enter a User Reference number (optional). This field is for the attorney or law firm to enter an internal cross-reference to the filing. Often this will be used to reference a firm's internal tracking or account number. This field may be left blank.
11. If Publication Notice is requested please select "Yes".
12. If a Poverty Affidavit is being submitted please select "Yes".
13. If the filing party is a Cuyahoga County Agency or the filing is on behalf of a Cuyahoga County Agency please select "Yes".
14. If there is a prior case between the parties please select "Yes" to the Prior cases indicator. Then you must enter the prior case number(s).
15. To move to the next step click [Save and Proceed].

Case Setup ► Petitioner 1 ► Petitioner 2 ► Children ► Documents ► Review ► Payment ► Confirmation

### NEW CASE FILING

Enter the New Case Information below. When you are finished entering the data please click the [Save & Proceed] button to continue to the next screen.

Court:

Child(ren) of this Marriage/Filing?  Yes  No

Type of Filing:

Filing Attorney:

Associate Additional Attorney(s) to filing?  Yes  No

Plaintiff Title:  Vs. Defendant Title:   
\*Please use Current Full Legal Names

Date of Marriage:

City of Marriage:

State of Marriage:

Plaintiff's Length of Residence in Cuyahoga County:  Years  Months

Plaintiff's Length of Residence in Ohio:  Years  Months

User Reference:

Publication Notice:  Yes  No

Poverty Affidavit:  Yes  No

Government Agency Filing?  Yes  No

Prior Cases between the parties?

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**PLAINTIFFS/PETITIONERS**

1. Indicate if the Plaintiff/Petitioner is a Person or Company.
2. Enter the Plaintiff/Petitioner name, address and other information.
3. Click [Add This Party] to add the Plaintiff/Petitioner.
4. If you have additional Plaintiffs/Petitioners to add to the case please repeat steps 1-3 for each plaintiff.
5. To modify a Plaintiff/Petitioner after you've added it, please click the  icon in the review section.
6. To delete a Plaintiff/Petitioner click the  icon.
7. When you have finished adding all Plaintiffs/Petitioners to the case click [Save and Proceed].

[Case Setup](#) >> [Plaintiffs](#) >> [Defendants](#) >> [Documents](#) >> [Review](#) >> [Payment](#) >> [Confirmation](#)

### ADD PLAINTIFFS

Enter the Plaintiff Information. Click the [Add This Party] button to add the Plaintiff to the filing. You can add an unlimited number of plaintiffs this way. When you are finished click the [Save & Proceed] button below the Plaintiff Review section.

Person  Company

First Name   
Middle Name   
Last Name   
Name Overflow   
(DBA, AKA, TRUSTEE, SBMT, EXEC.....)  
Address Line 1   
Address Line 2   
City  State  Zip Code  Country

### PLAINTIFF REVIEW

No persons have been added to this list yet. You may add one above.

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**DEFENDANTS/PETITIONERS**

1. Indicate if the Defendant/Petitioner is a Person or Company and enter the party name. Use the “Unk. Heirs etc” or “Unk. Spouse of” options to insert those parties into the name field. You can then add additional information to the party name (e.g. Unk. Spouse of Jane Doe).
2. Enter additional information like Maiden Name (if applicable), Date of Birth and Number of This Marriage.
3. Enter the Defendant/Petitioner address information. Click the Address Unknown checkbox if address is not known. If the Country is outside the U.S. then choose “Foreign” from the Country selection field. You can then use the City/Country field to enter the city, country and postal code information.
4. Click [Add This Party] to add the Defendant/Petitioner.
5. If you have additional Defendants/Petitioners to add to the case please repeat steps 1-3 for each defendant.
6. To modify a Defendant/Petitioner after you’ve added it, please click the  icon in the review section.
7. To delete a Defendant/Petitioner click the  icon.
8. When you have finished adding all Defendants/Petitioners to the case click [Save and Proceed].

**ADD CHILD(REN)**

1. If children are part of this filing will be required to add the child(ren) information.
2. On the Add Child(ren) screen start by indicating the gender of the child. Then add the child’s name, suffix (if applicable) and Date of Birth.
3. Click the [Add This Party] button to associate the child to the filing.
4. Repeat steps 2-3 above for additional children. When you are done click [Save and Proceed].

Case Setup ► Petitioner 1 ► Petitioner 2 ► Children ► Documents ► Review ► Payment ► Confirmation

### ADD CHILD(REN)

Enter the Child Information. Click the [Add This Party] button to add the Child to the filing. You can add an unlimited number of Children this way. When you are finished click the [Save & Proceed] button below the Child Review section.

Gender  Male  Female

First Name

Middle Name

Last Name

Suffix

Date of Birth

### CHILD(REN) REVIEW

No persons have been added to this list yet. You may add one above.

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## ADD DOCUMENTS

1. Select the file type from the drop-down.
2. Click the [Browse] button to navigate to the document you are attaching and click [Open].
3. Check the box agreeing to the disclaimer regarding personal identifiers.
4. Click [Add This Document].
5. To attach more documents repeat steps 1-3. To move to the review step click [Save and Proceed].
6. To view a document you attached click the magnifying glass  icon to the left of the document. To delete the document click the red  icon.

### ADD DOCUMENTS

Please attach any documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your document and click [Add This Document]. When you are finished click the [Save & Proceed] button below the Document Review section.

File Type: CIVIL MOTION   
File Path: C:\temp\EFILE\_MOTION.PDF

AGREE THAT THIS FILING COMPLIES WITH RULE 45(D) OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO REGARDING PERSONAL IDENTIFIERS. [REDACTION RULES](#)

### DOCUMENT REVIEW

No documents to list.

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NOTE: If you must submit personal identifiers please also attach a PERSONAL IDENTIFIER FORM to your filing.

**ADD ATTORNEYS TO FILING**

If you indicated that you wish to associate additional attorneys to this filing on the first screen, you will be asked to select that attorney(s) on this screen. Each attorney associated with this filing will be added to the case and be associated to the filing parties.

1. Select the attorney from the drop-down field and click [Add This Attorney]. This drop-down will only allow you to add attorneys from your firm.
2. Repeat step 1 to add more attorneys to this filing.
3. Click the [Save and Proceed] button to move to the review step.

**ADD ATTORNEYS TO FILING**

Please select an additional attorney to associate to this filing and click [Add this Attorney]. Upon the acceptance of this E-Filing, the attorney will be added to this case and associated to the filing party. To add additional attorneys, repeat the steps above. When you are finished click the [Save & Proceed] button below the Attorney Review section.

NOTE: Attorney DAVIDSON/JONATHON is the filing attorney and is already associated with this filing.

Attorney -- Select Attorney --

Add This Attorney

**ATTORNEY REVIEW**

Attorney Name	Attorney ID
BECKER/KEN/	0012345

Save and Proceed

**EXISTING CASE REVIEW**

1. Review the information that was entered. To make a change to any of the data click the edit link to the right of the section.
2. To move to the payment step click [Save and Proceed].

**PAYMENT**

1. If this pleading does not require a deposit you will see the message “No Payment Due; click [Submit] to finish this filing.”
2. If the pleading requires a deposit you will see a deposit amount required. Select payment type, payment by, contact and payment information.

Stored Payment Option – If you belong to a firm who has an established credit card on file or you have previously saved a credit card then you can select that card from the drop-down and no further information has to be entered to complete payment.

Payment By – This gives you the option to indicate that a payment is being made by an attorney’s individual credit card/checking account or the firm’s credit card/checking account. Used in conjunction with the Remember My Account checkbox, the system will make this account available to you upon subsequent filings. If you choose to have your account remembered by the system then you must also provide an Account Nick Name (e.g. My VISA Card, Firm’s AMEX, Firm Checking Account, etc.). If you choose to Remember My Account for a firm payment then that account will be available as a payment option to anyone in your firm.

3. To move to the confirmation step click [Submit].

**PAYMENT**

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

Filing Charges \$30.00  
 Convenience Fee (Payable to Point & Pay) \$2.00  
**Total Deposit Required \$32.00**

-- Select Stored Payment Option --

Payment Type  Credit Card  Debit Card  Check

Payment By  Attorney Payment  Firm Payment

**Bill To**  Remember My Account

Account Nick Name MY CREDIT CARD

First Name JOHN Last Name DOE

Address Line 1 1234 MAIN ST

Line 2

City CLEVELAND

State OHIO Zip 44115

Card Number 1234123412341234 (without dashes or spaces)

Expiration (Month/Year) JAN 2018

CSV/CID Code 123 (AMX 4 digits on front, all others 3 digits on back of card)

Security Notice: The Clerk of Courts only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer only the amount and authorization number are stored.

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NOTE: The Convenience Fee is paid to Point & Pay for electronic payment processing.

CONFIRMATION

1. The Confirmation page will display all the information that was submitted to the Clerk of Courts and will include a confirmation number.
2. Click [Print] to print a copy of the screen.

CLERK OF COURTS ACTION

Once the filing has been submitted, the Clerk of Courts will review the filing and make a determination as to accept or reject the filing. If the Clerk accepts the filing you will receive an email with the case number that was assigned, the judge that was assigned as well as other case information. If a filing is accepted, the date and time the user submitted the filing to the Clerk via the E-Filing site will be considered the stamped docket date/time.

If your filing was rejected you will receive an email notifying you of this decision and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. Please see the section "Resubmit a Filing that was Rejected."

## RESUBMIT A FILING THAT WAS REJECTED

The Clerk of Courts may have decided to not accept your filing for a variety of reasons. If this occurs you will receive an email notifying you of the rejection and will include a reason for the rejection. At this point you may make changes to that filing and resubmit it. To do this:

1. Go to My E-Filings under the E-Filing tab and locate the filing that was rejected.
2. Click the [Efile ID](#) for the filing.
3. From the Filing Overview screen select [Edit This Filing].
4. Using the navigation links you can skip to any section that you need to modify. You can then submit the filing again. For filing purposes this is treated as a new filing with a new filing date and new confirmation number.



**CORRECTIVE FILINGS for APPEALS CASES ONLY:** To retain the original date and time of filing, a corrective filing may be submitted to the Clerk within one business day after notice of the rejection is sent to the filer. A corrective filing submitted after the one-day period expires will be considered a new filing. LOC.APP.R. 13.1(B)(2).

**CONTINUE A FILING THAT WAS STARTED BUT NOT COMPLETED**

If your E-Filing session was interrupted or you exited out of the E-Filing process you can continue a filing at your last save point. To do this:

1. Go to My E-Filings under the E-Filing tab or find your filing on the Home Page. The status of the filing should be .
2. Click the [Efile ID](#) for the filing.
3. From the Filing Overview screen select [Edit This Filing].
4. Using the navigation links you can skip to any section that you need to modify. You can then submit the filing again.

### FILING OVERVIEW

Below is an overview of your e-filing. You may cancel or edit your e-filing if it has not yet been submitted to the Clerk of Courts. You may also make corrections and resubmit your e-filing if it has been rejected by the Clerk of Courts.

**Case Caption** LEONARD F. CARR v ACACIA COUNTRY CLUB CO. ETAL  
**Case Number** CV07635329  
**Judge** O'DONNELL/JOHN/P

**Filing Status** Received

**Filing User** MARIO C CIANO  
**Filing Started** 02/15/2011  
**Filing Submitted** 02/15/2011

[Back](#) [Edit this Filing](#) [Cancel this Filing](#)

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## CANCEL A FILING

You can cancel an E-filing at any point up to the point where the Clerk has made a decision to accept or reject the filing. If you wish to cancel an E-Filing:

1. Go to My E-Filings under the E-Filing tab or find your filing on the Home Page.
2. Click the [Efile ID](#) for the filing.
3. From the Filing Overview screen select [Cancel This Filing].

The screenshot shows a web interface titled "FILING OVERVIEW". Below the title is a light blue box containing the text: "Below is an overview of your e-filing. You may cancel or edit your e-filing if it has not yet been submitted to the Clerk of Courts. You may also make corrections and resubmit your e-filing if it has been rejected by the Clerk of Courts." Below this box, the following information is displayed: "Case Caption LEONARD F. CARR v ACACIA COUNTRY CLUB CO. ETAL", "Case Number CV07635329", "Judge O'DONNELL/JOHN/P", "Filing Status Received", "Filing User MARIO C CIANO", "Filing Started 02/15/2011", and "Filing Submitted 02/15/2011". At the bottom of the overview area, there are three buttons: "Back", "Edit this Filing", and "Cancel this Filing". At the very bottom of the page, there is a footer with the text: "Contact Us | Disclaimer" and "Copyright © 2011 PROWARE. All Rights Reserved."

## E-SERVICE

The *Filing on an Existing Case* section describes how E-Service gets created. This section describes how to manage your E-Service notifications inside the E-Filing system.

If you have E-Service notifications in the past 60 days which have not been read, the E-Service tab will be displayed with a red background as shown below.



Click the E-Service tab to view your E-Service notifications. The screen will show you when the notice was received, the case number, case caption, the filing type and the sender. Click the Image icon to view the image of the filing.

By default the screen will show you filing notices which you have not viewed. Once you view the image of the filing, the notice record will be marked as "read." From this screen you also have the option to view read or unread notices for a specific case or date range.

 A screenshot of the E-SERVICE interface. At the top is a navigation bar with the 'E-Service' tab highlighted in red. Below the navigation bar is a search area with a dropdown for 'Attorney' (set to '-- Select Filing Attorney --'), a 'Case Number' field, a 'From' date field, and a 'To' date field. There is a checked checkbox for 'Unread Notices Only' and 'Search' and 'Clear' buttons. The main area contains a table of notifications with columns for 'Image', 'Received', 'Recipient', 'Case Number', 'Case Caption', 'Filing Type', and 'Sender'. Below the table are 'Mark Selected as Read' and 'Mark Selected as Unread' buttons. At the bottom, there is a footer with 'Contact Us | Disclaimer | User Guide' and 'Copyright © 2013 PROWARE. All Rights Reserved. 1.0.347 as of 05/31/2012'.
 

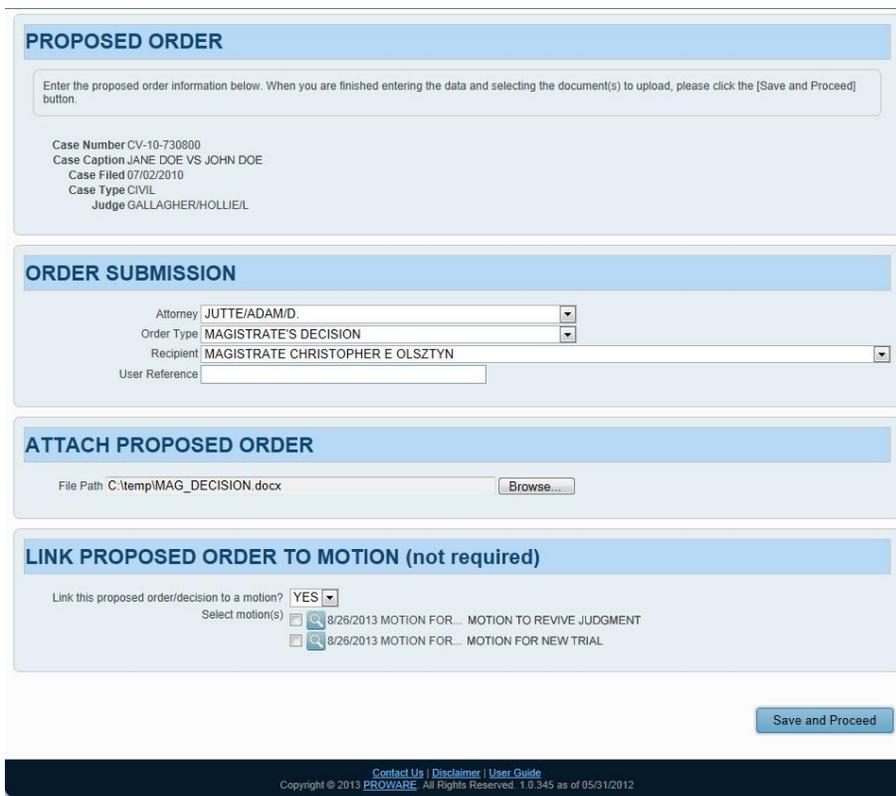
Image	Received	Recipient	Case Number	Case Caption	Filing Type	Sender
	8/23/2013	0067836	<a href="#">CV-09-688113</a>	JOHN DOE VS JANE DOE	MOTION	JAMES ROKAKIS AS TREASURER OF CUYAHOGA COUNTY OHIO (P1)
	8/23/2013	0067836	<a href="#">CV-09-688113</a>	JOHN DOE VS JANE DOE	MOTION	JAMES ROKAKIS AS TREASURER OF CUYAHOGA COUNTY OHIO (P1)
	8/23/2013	0067836	<a href="#">CV-09-688113</a>	JOHN DOE VS JANE DOE	MOTION	JAMES ROKAKIS AS TREASURER OF CUYAHOGA COUNTY OHIO (P1)
	8/23/2013	0067836	<a href="#">CV-09-688113</a>	JOHN DOE VS JANE DOE	MOTION	JAMES ROKAKIS AS TREASURER OF CUYAHOGA COUNTY OHIO (P1)
	8/23/2013	0067836	<a href="#">CV-11-750273</a>	JOHN Q PUBLIC VS JANE Q PUBLIC	MOTION	KEVIN SMITH (D1)
	8/23/2013	0067836	<a href="#">CV-11-750273</a>	JOHN Q PUBLIC VS JANE Q PUBLIC	MOTION	KERRY EVANS (D2)

## SUBMIT A PROPOSED SUBMISSION

The E-Filing system provides a way to submit a proposed submission to the Court for consideration. To submit a proposed submission you must first select the case. Do this by finding the case from the My Cases section (Home Page) or My Cases Search screen. Click the Proposed submission icon  on the right of the screen for the case you wish to submit.

### ORDER SUBMISSION

1. In this section select the submitting attorney.
2. Select the Order Type from the drop-down.
3. Select the Recipient from the drop-down. If no recipient is listed then the court parties on the case are not currently accepting proposed orders via the E-Filing system.
4. Enter a User Reference number (optional). This field is for the attorney or law firm to enter an internal cross-reference to the filing. Often this will be used to reference a firm's internal tracking or account number. This field may be left blank.



**PROPOSED ORDER**

Enter the proposed order information below. When you are finished entering the data and selecting the document(s) to upload, please click the [Save and Proceed] button.

Case Number CV-10-730800  
Case Caption JANE DOE VS JOHN DOE  
Case Filed 07/02/2010  
Case Type CIVIL  
Judge GALLAGHER/HOLLIE/L

**ORDER SUBMISSION**

Attorney: JUTTE/ADAM/D  
Order Type: MAGISTRATE'S DECISION  
Recipient: MAGISTRATE CHRISTOPHER E OLSZTYN  
User Reference: \_\_\_\_\_

**ATTACH PROPOSED ORDER**

File Path C:\temp\IMAG\_DECISION.docx

**LINK PROPOSED ORDER TO MOTION (not required)**

Link this proposed order/decision to a motion?  YES  
Select motion(s)  
 8/26/2013 MOTION FOR... MOTION TO REVIVE JUDGMENT  
 8/26/2013 MOTION FOR... MOTION FOR NEW TRIAL

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### ATTACH SUBMISSION

1. Click the [Browse] button to navigate to the document you are attaching and click [Open]. The format of the order must be Microsoft Word .DOC or .DOCX.
2. Click [Add This Document].

LINK A SUBMISSION TO MOTION

3. If you wish to associate the proposed order to a previously E-Filed motion then select the motion(s) to relate the order to. Linking a proposed submission to a motion is not required but helps the Court to understand that the order may be contingent on the ruling of a motion(s). Click the  icon to view the motion.
4. Click [Save and Proceed] to submit the order to the Court.

## FILE A DEFENSE SUBPOENA

The E-Filing system provides a way to file a Defense Subpoena so that it can be processed electronically by the Clerk of Courts and served by the Sheriff's Department. Counter Service Subpoenas and Subpoenas which require signatures must still be filed in person at the Clerk of Courts Office.

To file a defense subpoena you must first select the case. Do this by finding the case from the My Cases section (Home Page) or My Cases Search screen. Click the Submit Subpoena

Request icon  on the right of the screen for the case you wish to submit.

### SUBPOENA DETAIL

1. In this section enter the Witness Name and Address information.
2. Select the filing attorney.
3. Enter an Appearance Date/Time or select Mark Forthwith if witness is to comply immediately.
4. Enter the text to appear on the Subpoena. This includes any details on what is being subpoenaed.
5. Click the [Submit] button.
6. The Subpoena filing will now show in your list of eFilings. You will receive an email from the Clerk of Courts once the Subpoena is filed or if the filing was rejected for a certain reason.

**DEFENSE SUBPOENA**

Enter the subpoena information below. Click [Submit] once you are ready to send the subpoena data electronically to the Clerk of Courts for processing. Note that subpoenas that require a judge signature, counter service or subpoenas with special attachments must be filed using the conventional method.

Case Number CR13577112-A  
Case Caption THE STATE OF OHIO v JOHN DOE  
Case Filed 8/13/2013  
Case Type CRIMINAL  
Judge MCMONAGLE/RICHARD/J

---

**SUBPOENA DETAIL**

NOTE: SHERIFF SERVICE ONLY. SUBPOENAS WHICH ARE COUNTER SERVED OR REQUIRE SIGNATURES MUST BE FILED IN PERSON.

Witness First Name

Witness Last Name

Address Line 1

Address Line 2

City

State

Zip Code

Country

Attorney

Appearance Date/Time

Subpoena Text

# CHANGE PASSWORD

1. To change your password, click your name at the upper right hand corner of the application.

**Cuyahoga County Clerk of Courts**

JEFF JOHNS [Settings] [Logout]

Home My Cases E-Filing Images Reports

### MY SETTINGS

Below are attorney and law firm related fields. Please note that changing these fields may change your relationship to a firm and may affect your contact information in cases for which you are assigned. This contact information is used by Court and Clerk for notification purposes.

USER NAME	JEFF JOHNS
LOGIN ID	0212012
USER TYPE	ATTORNEY
ATTORNEY ID	0212012
ATTORNEY EMAIL	JEFFJOHNS@LAWFIRM.ORG
CURRENT FIRM	LAW FIRM AND ASSOCIATES
FIRM START DATE	11/25/2008
FIRM END DATE	
ADDRESS LINE 1	1400 MAIN STREET
ADDRESS LINE 2	SUITE 1400
CITY	CLEVELAND
STATE	OHIO
ZIP	441150000
PHONE	(216) 555-5555

### MY PREFERENCES

Below are your E-filing and other preferences. To change a preference, please set the value and click the [Save Changes] button.

E-Service Preferences

Please put me on copy if the Clerk of Courts sends E-Service on my filing.

Please put me on copy if the Clerk of Courts accepts/rejects my filing.

Save Changes Reset Password Reset Security Question Update Credit Card on File

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2. Click the [Reset Password] button. An email will be sent to the user with a temporary password and instructions to reset the password. The next time the user logs in he/she will have to enter the temporary password and set the new password.

The screenshot shows the Cuyahoga County Clerk of Courts website. At the top left is the seal of the Court of Common Pleas, Cuyahoga County, Ohio. The main header reads "Cuyahoga County Clerk of Courts". Below the header is a navigation bar with a "Home" link. The main content area is titled "RESET PASSWORD" and contains the message: "Your password has expired. Update your password to login to the Cuyahoga County web portal." Below this message is a form with four input fields: "User Name" (containing "PWPAC"), "Old Password" (masked with 5 dots), "New Password" (masked with 6 dots), and "Re Enter New Password" (masked with 6 dots). A "Login" button is positioned below the "Re Enter New Password" field. At the bottom of the page, there are links for "Contact Us" and "Disclaimer", and a copyright notice: "Copyright © 2012 PROWARE, All Rights Reserved. 1.0.184 as of 05/31/2012".

3. Note that the password must be a minimum of 6 and maximum of 32 and can contain letters and/or numbers. Your password will be encrypted and will not be known by anyone at the Clerk of Courts or Court of Common Pleas.

## RESET USER SECURITY QUESTION

1. To reset your user security question, click your name at the upper right hand corner of the application.

**Cuyahoga County Clerk of Courts**

JEFF JOHNS [Settings] [Logout]

Home My Cases E-Filing Images Reports

### MY SETTINGS

Below are attorney and law firm related fields. Please note that changing these fields may change your relationship to a firm and may affect your contact information in cases for which you are assigned. This contact information is used by Court and Clerk for notification purposes.

USER NAME	JEFF JOHNS
LOGIN ID	0212012
USER TYPE	ATTORNEY
ATTORNEY ID	0212012
ATTORNEY EMAIL	JEFFJOHNS@LAWFIRM.ORG
CURRENT FIRM	LAW FIRM AND ASSOCIATES
FIRM START DATE	11/25/2008
FIRM END DATE	
ADDRESS LINE 1	1400 MAIN STREET
ADDRESS LINE 2	SUITE 1400
CITY	CLEVELAND
STATE	OHIO
ZIP	441150000
PHONE	(216) 555-5555

### MY PREFERENCES

Below are your E-filing and other preferences. To change a preference, please set the value and click the [Save Changes] button.

**E-Service Preferences**

- Please put me on copy if the Clerk of Courts sends E-Service on my filing.
- Please put me on copy if the Clerk of Courts accepts/rejects my filing.

Save Changes Reset Password Reset Security Question Update Credit Card on File

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2. Click the [Reset Security Question] button. The next time you log into the E-Filing and Attorney Portal you will be promoted to change your security question.

The screenshot shows the Cuyahoga County Clerk of Courts website. At the top left is the county seal. The main header reads "Cuyahoga County Clerk of Courts". Below the header is a navigation menu with buttons for "Home", "My Cases", "E-Filing", "Images", and "Reports". The main content area is titled "SECURITY QUESTION SETUP". It contains a paragraph explaining the purpose of the security question and a form with three input fields: "Security Question" (containing "Mother's Maiden Name?"), "Your Answer" (containing "Jones"), and "Repeat your Answer" (containing "Jones"). A "Proceed" button is located below the form. At the bottom of the page, there are links for "Contact Us" and "Disclaimer", and a copyright notice: "Copyright © 2012 PROWARE, All Rights Reserved. 1.0.184 as of 05/31/2012".

3. The user can set his/her own security question and answer. Enter the question and answer. Then repeat the answer and click [Proceed].

UPDATE CREDIT CARD ON FILE

1. To change the credit card nickname, update the credit card expiration date or to inactivate the card from your account, click your name at the upper right hand corner of the application. You can only add a new credit card during the E-Filing Payment process.
2. Click the [Update Credit Card of File] button. Make any changes on the Credit Card Management screen and click [Save Changes].

**COMMON PLEAS COURT**  
CUYAHOGA COUNTY - OHIO

**Cuyahoga County Clerk of Courts**

JEFF JOHNS [Settings Icon]  
LOGOUT [Logout Icon]

Home My Cases E-Filing Images Reports

### MY SETTINGS

Below are attorney and law firm related fields. Please note that changing these fields may change your relationship to a firm and may affect your contact information in cases for which you are assigned. This contact information is used by Court and Clerk for notification purposes.

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USER TYPE	ATTORNEY
ATTORNEY ID	0212012
ATTORNEY EMAIL	JEFFJOHNS@LAWFIRM.ORG
CURRENT FIRM	LAW FIRM AND ASSOCIATES
FIRM START DATE	11/25/2008
FIRM END DATE	
ADDRESS LINE 1	1400 MAIN STREET
ADDRESS LINE 2	SUITE 1400
CITY	CLEVELAND
STATE	OHIO
ZIP	441150000
PHONE	(216) 555-5555

### MY PREFERENCES

Below are your E-filing and other preferences. To change a preference, please set the value and click the [Save Changes] button.

**E-Service Preferences**

Please put me on copy if the Clerk of Courts sends E-Service on my filing.

Please put me on copy if the Clerk of Courts accepts/rejects my filing.

Save Changes Reset Password Reset Security Question Update Credit Card on File

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### CREDIT CARD MANAGEMENT

Credit Card Nickname	Card Number	Expiration Month	Expiration Year	
Corp MC	*****5100	04 - April	2016	<a href="#">Inactivate Card</a>

Save Changes

**UPDATE USER EMAIL, ADDRESS, PHONE, FIRM RELATIONSHIP or PREFERENCES**

1. To update the User's email address, physical address, phone number, relationship to the firm, or update user preferences, click your name at the upper right hand corner of the application.
2. Update any fields necessary and click the [Save Changes] button.

Note if the user is an attorney and you change the email or physical address this will change in the Clerk of Court's Attorney database. This means any Clerk notification will use the updated address information.

Entering a Firm End Date will only inactivate the Attorney from the current firm. It will not inactivate the user E-Filing account and it will not remove the attorney from any cases which the attorney is assigned.

**Cuyahoga County Clerk of Courts**

JEFF JOHNS [Settings Icon]  
LOGOUT [Logout Icon]

Home My Cases E-Filing Images Reports

### MY SETTINGS

Below are attorney and law firm related fields. Please note that changing these fields may change your relationship to a firm and may affect your contact information in cases for which you are assigned. This contact information is used by Court and Clerk for notification purposes.

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LOGIN ID	0212012
USER TYPE	ATTORNEY
ATTORNEY ID	0212012
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CURRENT FIRM	LAW FIRM AND ASSOCIATES
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FIRM END DATE	
ADDRESS LINE 1	1400 MAIN STREET
ADDRESS LINE 2	SUITE 1400
CITY	CLEVELAND
STATE	OHIO
ZIP	441150000
PHONE	(216) 555-5555

### MY PREFERENCES

Below are your E-filing and other preferences. To change a preference, please set the value and click the [Save Changes] button.

**E-Service Preferences**

Please put me on copy if the Clerk of Courts sends E-Service on my filing.

Please put me on copy if the Clerk of Courts accepts/rejects my filing.

Save Changes    Reset Password    Reset Security Question    Update Credit Card on File

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## SYSTEM ADMINISTRATION

The E-Filing and Attorney Portal allows for the assignment of certain users to perform administrative tasks. The System Administration screens were designed to assist large law firms in the managing of user accounts. Some of these tasks available in this module include the following:

- a) Update an attorney or user’s email address
- b) Update an attorney or user’s mailing address and/or phone number
- c) Indicate that an attorney is no longer with the firm
- d) Reset a user account password
- e) Reset a user account security question
- f) Update a law firm’s credit card information

1. To access this screen click the Admin tab and select System Administration. Only authorized users have access to this screen.



- 2. Select a specific user account linked to your firm (leave blank for all) and indicate if you wish to retrieve active accounts or not and click [Search].
- 3. Click the user name to perform administrative tasks on that account.