

Andrea F. Rocco

Cuyahoga County Clerk of Courts

Budget Hearing

October 29, 2013



2013 Clerk of Courts Update





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Cuyahoga County Clerk of Courts - Andrea F. Rocco



Recent Clerk of Courts News

- **[**Domestic Relations Cases-Images Available to Attorneys**](#)**
- [Rule 45\(D\) of the Rules of Superintendence for the Courts of Ohio](#)
- [The Clerk now requires an unbound copy of filed documents](#)
- [Electronic Filing of Court Documents First Amended Temporary Administrative Order 10-4-13](#)
- [Internal Audit Report](#)
- [Location Change for Clerk of Courts Domestic Relations & Notary Department](#)
- [Clerk of Courts will no longer recover the security for costs that are deposited at filing](#)
- [Cases referred to collections for unpaid court costs.](#)



UNCLAIMED FUNDS LIST
2007 - 2011

UNAPPLIED DEPOSITS & UNCLAIMED FUNDS
ADDITIONAL INFORMATION

Court of Common Pleas General Division



Court of Common Pleas Domestic Relations Division



Eighth Appellate District Court



CASE DOCKET
SEARCH BY
CASE OR NAME



E-FILING
LOG IN



Mission Statement

The Clerk of Courts performs all statutory duties relative to: the filing, preservation, retrieval and public dissemination of all applicable court documents and records pertaining to the Common Pleas Court's General and Domestic Relations Divisions and the Court of Appeals, Eighth Appellate District; collect, hold in trust and disburse monies paid therewith; in



Andrea F. Rocco Cuyahoga County Clerk of Courts

WELCOME

NOTICE: Effective 06/01/2012 New Local Rule 7.0 Security for Costs Schedule. <http://cp.cuyahogacounty.us/securityforcosts>

NOTICE: Pursuant to Federal Law and at the direction of the Domestic Relations Court, Domestic Violence case information is no longer available via internet access. Case information may be obtained in person at the Clerk of Courts' offices or by contacting the Clerk's docket information line at 216-443-7960.

SEARCHES

CIVIL/DOMESTIC SEARCH

- CIVIL SEARCH BY CASE
- CIVIL SEARCH BY NAME
- FORECLOSURE SEARCH

CRIMINAL SEARCH

- CRIMINAL SEARCH BY CASE
- CRIMINAL SEARCH BY NAME

COURT OF APPEALS SEARCH

- COURT OF APPEALS SEARCH BY CASE
- COURT OF APPEALS SEARCH BY NAME

Please Select a Search Option



Domestic Relations & Notary Divisions
Room 35 Old Courthouse (216)443-7955



Domestic Relations & Notary Divisions





UNCLAIMED FUNDS LIST 2007 - 2011

ANDREA F. ROCCO, CUYAHOGA COUNTY CLERK OF COURTS Paid To The County Treasurer List of Unclaimed Monies, Fees, Costs, Etc.

ANDREA F. ROCCO, CUYAHOGA COUNTY CLERK OF COURTS

Paid To The County Treasurer
List of Unclaimed Monies, Fees, Costs, Etc.

CMSR848

DATE: 7/23/2013
TIME: 9:51 AM
Reimbursement Book # 8
Page No. 589

2007 Unclaimed General Account Checks

Check	Case Number	To Whom Due	Amount	Voucher	Date	Remarks
260989	CV-08-664515	AMTRUST BANK FKA OHIO SAVINGS BANK	477.00			
216491	DR-07-315882	AMY ZARIN	39.50			
213374	DR-07-317947	ANDREW LANHAM	17.50			
200609	DR-07-316023	ANGELA M. NGUGI	64.75			
263098	DR-09-326239	ANJILL CALOZZUMA	127.50			
315902	DR-10-334586	ANN MARIE EADER	20.50			
319796	CV-09-705964	ANNARIEL M LOPEZ	271.34			
321720	CV-09-705964	ANNARIEL M LOPEZ	271.34			
159328	CA-06-088462	ANNE D. VENEZIANO CO.,L.P.A.	16.00			
164763	DR-06-310916	ANNE D. VENEZIANO CO.,L.P.A.	72.31			
276709	DR-09-328966	ANNE D. VENEZIANO CO.,L.P.A.	60.50			

UNAPPLIED DEPOSITS & UNCLAIMED FUNDS

ADDITIONAL INFORMATION

The unclaimed funds list shown on the Clerk of Courts website is a list of checks that have been mailed and were not cashed. This list contains data through December 31, 2011

The media coverage dated June 26, 2013 concerns unapplied deposits which is deposits, payments & bonds that have not be disbursed or have not been claimed by the depositor. The unapplied deposits list is not posted at this time but you can still inquire if you are owed money.

To make a claim from the unclaimed funds list first check the Clerk of Courts home page for the unclaimed funds button and review the [PDF file](#) to find your name. If you do find your name on that list your next step is to email the Clerk of Courts at – coc_unclaimedfunds@cuyahogacounty.us Be sure to include your full name, contact number, current mailing address, check #, amount listed & the page number that your name is listed on the PDF. For an unapplied deposit claim, use the email above and provide the case number. If you do not have your case number please call our Indexing Department at (216) 443-7966



New Call Handler VOIP System



(216) 443-7950

Improved call management for
all departments





Clean up of Old Courthouse Basement



Found storage for 11,000 boxes
Digitizing of records on going



e-Filing





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E-Filing

At this time pursuant to court rules, the Clerk of Courts can only accept foreclosure filings. Andrea Rocco is working with the Court of Common Pleas, general division and the Eighth District Court of Appeals to allow for electronic filing in all cases, with a few exceptions.



Court of Common Pleas General Division



Court of Common Pleas Domestic Relations Division



Eighth Appellate District Court



Terms of Use

Service of pleadings, motions and other documents filed electronically using the e-Filing System shall be governed by the Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System Terms of Use, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Cuyahoga County e-Filing System agrees he/she will not use the e-Filing System to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Cuyahoga County e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this Terms of Use, "prohibited content"

Contact Information

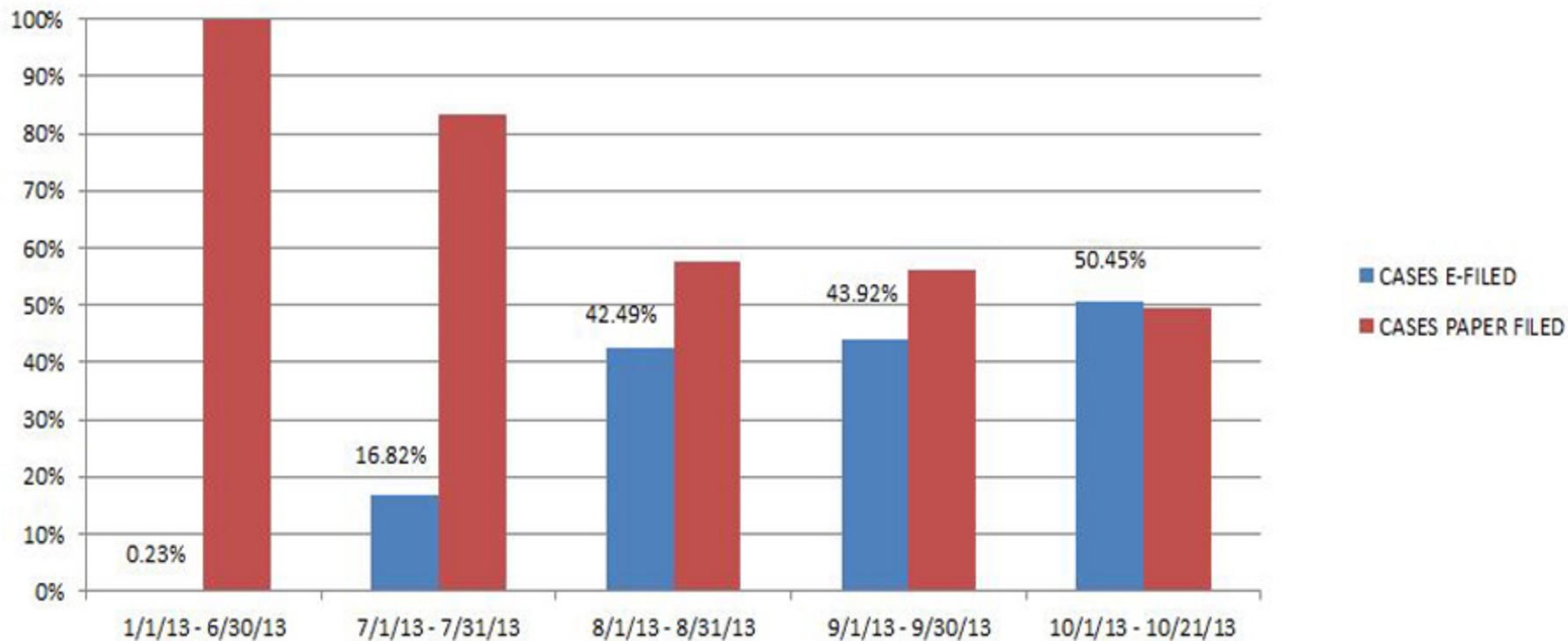
If you have any questions regarding e-filing, please contact:

E-filing help desk:

- Phone number: (216) 698-8682
- E-mail: Efile_support@cuyahogacounty.us



Percentage of Foreclosure cases E-filed Between January 1st, 2013 and October 21st, 2013





ANDREA F. ROCCO
 Cuyahoga County
 Clerk of Courts

Electronic Filing Department
 1200 Ontario Street
 Cleveland, OH 44113
 (216) 698-8682
 Efile_support@cuyahogacounty.us

Electronic Filing Registration Form

Attorney Firm Support Staff

Registrant's Name: _____
 Attorney Bar Number: _____ State: _____
(For Attorney Accounts Only)
 Law Firm: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax Number: _____
 E-mail Address: _____
 Contact Person: _____

Firm & Attorney Online Registration

I hereby agree to pay to the Clerk of Courts all charges incurred by me in using the Clerk of Courts' Electronic Filing System. These charges shall include the litigation fees, costs and expenses set by statute and by local court rule in the amounts and as usually and customarily assessed litigants by the Clerk of Courts. I understand that there is no cost per se for using the Clerk of Courts' Electronic Filing System and that the above costs are the only ones for which I am responsible. I hereby authorize the Clerk of Courts to charge by American Express, Discover, MasterCard or Visa account the fees, costs, and expenses directly connected with the court documents electronically filed by me.

It is my understanding that this Electronic Filing Account may be revoked by me at any time for any reason and without explanation, but I also understand that my doing so will invalidate any electronic filings made thereafter until a new Electronic Filing Account is created or restored.

I understand that the Clerk of Courts collects data on my actions performed inside the electronic Filing System. I agree that my Electronic Filing account is unique to me and my ID and password should not be shared with anyone. I agree that I will be held responsible for all actions performed by my account.

By checking this box, I state that I have read the Electronic Filing Terms of Use on www.coc.cuyahogacounty.us. I agree to be bound by the terms of use, conditions stated above, policies, procedures, forms and local rules governing the use of electronic filing in the courts of Cuyahoga County as more fully explained in the materials provided to me 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 support at (216) 698-8682 or at E_filesupport@cuyahogacounty.us.

A screenshot of the Attorney Portal login page. The header is blue with the Cuyahoga County Seal on the left and the text 'Andrea F. Rocco Cuyahoga County Clerk of Courts' in white. Below the header is a 'Home' button. The main content area is light blue and contains the text 'Welcome to the Cuyahoga County Court of Common Pleas and Clerk of Courts Attorney Portal and E-Filing System.' Below this is a login form with two input fields: 'User Name/Bar ID' containing 'USER1234' and 'Password' containing six asterisks. A blue 'Login' button is positioned below the password field. Below the 'Login' button are two links: 'Forgot User Name' and 'Forgot Password', both of which are circled in red. At the bottom of the page, there is a small footer with the text 'Contact Us | Disclaimer Copyright © 2012 PROWARE, All Rights Reserved. 1.0.184 as of 05/31/2012'.

Click the [Forgot User Name link](#) to retrieve your User Name. Note that the User name for attorneys will be the State Bar ID (with leading zeros). Click the [Forgot Password link](#) to step through the password reset process.

- e-Filing available for Foreclosure and Civil cases now
- e-Filing for Court of Appeals scheduled to begin November 1, 2013 and mandatory starting January 1, 2014



Transparency & Access to Records



Making more documents available online



Common Pleas General Division

Civil

		Intranet	Internet
CCV	CV AFFIDAVIT	YES	NO
CCV	CV AMMENDED COMPLAINT	YES	NO
CCV	CV BRIEF	NO	NO
CCV	CV CASE INITIATION	YES	NO
CCV	CV CERTIFICATE	YES	NO
CCV	CV CERTIFIED MAILER	YES	YES
CCV	CV CERTIFIED POSTCARD	YES	YES
CCV	CV INSTRUCTION FOR SERVICE	YES	NO
CCV	CV JOURNAL ENTRY	YES	NO
CCV	CV JOURNAL ENTRY E-SIGNED	YES	YES
CCV	CV MISCELLANEOUS	YES	NO
CCV	CV MOTION	YES	NO
CCV	CV NOTICE OF DISMISSAL	YES	NO
CCV	CV PLEADINGS	YES	NO
CCV	CV PROPOSED ORDER	NO	NO
CCV	CV REPLY	YES	NO
CCV	CV STIPULATION	YES	NO
CCV	CV SUMMONS	YES	YES
CCV	CV SUMMONS RETURN	YES	NO



Common Pleas General Division Criminal

Intranet Internet

		Intranet	Internet
CCR	BINDOVER	NO	NO
CCR	BOND	NO	NO
CCR	BOND FORFEITURE	YES	NO
CCR	BOND FORFEITURE RETURNS	YES	NO
CCR	CAPIAS	NO	NO
CCR	CAPIAS RETURN	NO	NO
CCR	CASE FILE	NO	NO
CCR	CERTIFIED MAIL	YES	NO
CCR	CERTIFIED MAILER	YES	NO
CCR	COURT OF APPEALS	YES	NO
CCR	DEATH PENALTY	YES	NO
CCR	DEFENSE SUBPOENA	YES	NO
CCR	DIVERSION	YES	NO
CCR	GRAND JURY SUBPOENA	NO	NO
CCR	INDICTMENT	YES	NO
CCR	INRE	YES	NO
CCR	JOURNAL ENTRY	YES	NO
CCR	JOURNAL ENTRY E-SIGNED	YES	NO
CCR	MISC	YES	NO
CCR	MOTION	YES	NO
CCR	NOTICE OF APPEAL	YES	NO
CCR	OHIO SUPREME COURT	YES	NO
CCR	SHERIFF RETURN	YES	NO
CCR	STATE SUBPOENA	YES	NO
CCR	TRANSCRIPT	YES	NO
CCR	US SUPREME COURT	YES	NO
CCR	WARRANT	NO	NO



Court of Appeals

1	DOCUMENT	DESCRIPTION	INTRANET	INTERNET
20	V120	PRELIMINARY JUDICIAL REPORT	YES	YES
21	V121	COMMUNICATION	YES	YES
22	V122	ORDER OF SALE	YES	YES
23	V123	SUGGESTION OF DEATH	YES	YES
24	V124	JUDGMENT LIEN PLEADING	YES	YES
25	V125	GARNISHMENT	YES	YES
26	V126	CV PLEADING	YES	YES
27	V127	COMPLAINT	YES	YES
28	V128	CASE DESIGNATION SHEET	YES	YES
29	V129	SERVICE REQUEST	YES	YES
30	V130	COA NOTICE	YES	YES
31	V131	COA DOCKET EVENT	YES	YES



Accountability

- Implementing best practices
- Identifying financial accounting software to increase accountability
- Assuring when case is closed, deposits returned
- Safe cash counting procedures implemented
- Drafting procedures & policy manual
- Proper record retention schedules

