

**E-FILING IS AVAILABLE FOR ALL CIVIL CASES**

**ATTORNEYS PLEASE REGISTER AS AN ATTORNEY NOT AS PRO SE**

**Please review the Local Court Rules if you haven't filed in this court previously. You must have an email address and credit card information to pay for court cost deposits. Your email must be your direct email not a firm wide email.**

**DO NOT INCLUDE PERSONAL IDENTIFIERS AS DEFINED IN OHIO REVISED CODE SECTION 149.45 IN YOUR FILINGS----- REDACT THEM ALL PRIOR TO FILING**

**IMPORTANT NOTICE ABOUT eAccess**

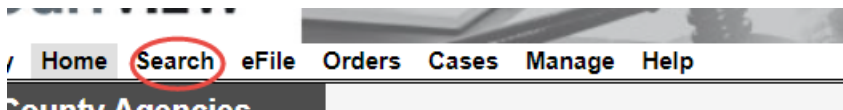
**The case information contained within this web site is generated from computerized records maintained by Richland County Clerk of Courts and is deemed to be public information. While every effort is made to assure data is accurate and current, it must be accepted and used by the recipient with the understanding that no warranties, expressed or implied, concerning the accuracy, reliability or suitability of this data have been made. The Court, Clerk of Court, their agents, and the developers of this web site assume no liability whatsoever associated with the use or misuse of the data contained herein.**

# Richland eFiling 101: Subsequent Filings on eFiled Cases

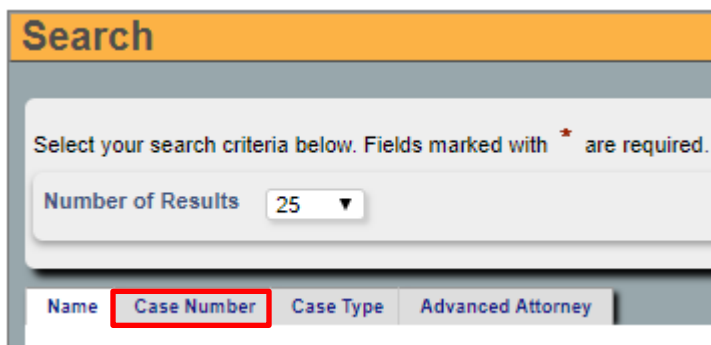
## What are Subsequent Filings?

*Subsequent Filings are Filings that are being filed against cases that have already been created and assigned a case number in the Clerk's office*

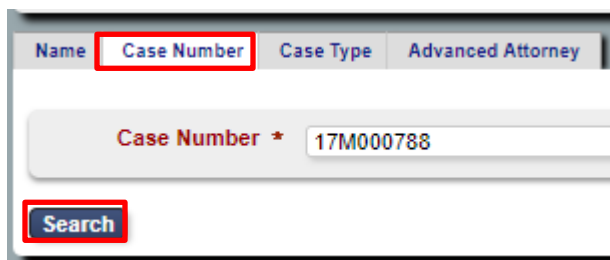
- 1) Log in to your eFiling portal
- 2) Select the **Search** tab at the top of the screen



- 3) Select the **Case Number** tab



- 4) Type in the case number (including all leading zeroes), then click **Search**



- 5) Click the blue eFile button next to your party's name





- 6) Select the party you are filing **On Behalf Of**, your filing's **Document Type** from the drop-down menu, then upload your attachment.

**Subsequent Filing - 17F000048 HOLMES, SHERLOCK VS . WATSON MD, JOHN FWB**

Case Number: 17F000048 Attorney Bar No:  ☐  
Filer: VICKI SCHANER Reference Tags:   
GEOUGA COUNTY CLERK OF COURTS  
Status: Draft

Case Type: FORECLOSURE (F)  
Initiating Action: EFILED FORECLOSURE

**Parties**

On Behalf Of: ☐ HOLMES, SHERLOCK (PLAINTIFF) ☐ WATSON, MD, JOHN (DEFENDANT)

**Documents**

Document 1

Document Type: \* INSTRUCTIONS FOR SERVICE FILED.

Page Count: 4

Document Note:

**Attachments**

File Name	Page Count	Date Uploaded	
Instructions for Service.pdf	4	11/15/2017 02:13 PM	Delete <input type="checkbox"/>

Upload Attachment:  No file chosen (PDF 500000 KB max)

- 7) Please be advised that all **Motions** filed may have a **Proposed Order** attached.

When the MOTION document type is selected, a secondary attachment slot appears

**Documents**

Document 1

Document Type: \* MOTION FILED.

Document Note:

**Attachments**

Upload Attachment:  No file chosen (PDF 500000 KB max)

Proposed Order: PROPOSED ORDERREV2.docx

Upload Proposed Order:  No file chosen (Word Doc 500000 KB max)

- 8) At the bottom of the page, select **Cancel** to start over, **Save** to save your progress without submitting, or **Continue with Filing**.

Convenience Fee	\$0.00
Total	\$0.00
Paid	\$0.00
Owed	\$0.00

- 9) The next page will allow you to review your filing before submission. Select **Return** to start over, **Modify** to make changes, or **Submit Filing** to continue.

If your filing requires a deposit, you will be redirected to the Fivepoint website for payment at this time.

Convenience Fee	\$0.00
Total	\$0.00
Paid	\$0.00
Owed	\$0.00

- 10) The Clerks will review your filing. If all necessary criteria are met, you will receive an email notification when your filing is accepted.



## Richland eFiling 101 – Initiating a Case

### Getting Started

Log in to your e-filing portal and select the **eFile** tab, then click on **Create New Case Request**:



Select the Case type from the list

A screenshot of the "New Case Request" form. The form has a header "New Case Request" and a sub-header "Filer [redacted] Attorney Bar No [input field]". Below this, there are fields for "Status" (Draft) and "Reference Tags" (input field). The "Site" is set to "Richland County Clerk of Courts". The "Case Type" is set to "Choose One" with a dropdown arrow. The "Initiating Action" is set to "BANK FORECLOSURE \$380.00" with a dropdown arrow.

Select the Initiating Action from the list

A screenshot of the "New Case Request" form, showing the same fields as the previous screenshot but with selections made. The "Case Type" is now "CIVIL" and the "Initiating Action" is now "BANK FORECLOSURE \$380.00". The "eFile" tab is selected in the navigation menu. The "ATTY FREY" name is visible in the top left corner of the page.

**Note:** The Initiating Action's deposit amount is determined by the number of parties, not the number of service addresses

## Entering Parties

After the **Case Type** and **Initiating Action** are selected, you may begin to enter the parties of the case.

When entering party information, you must:

- Enter each party individually
- Use ALL CAPS
- Remove punctuation (*i.e.*, O'Reilly becomes OREILLY, and Smith-Parker becomes SMITH PARKER)

**Party 1** should always be the **Plaintiff**.

**Note:** if you are filing as an attorney, make sure to click the checkboxes for **Rep by Attorney** and **On Behalf Of**. If you are filing as a Pro Se Litigant, leave them blank.



Parties

Party 1

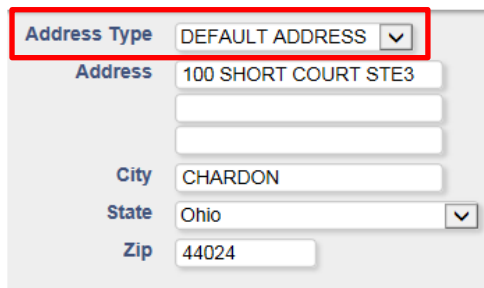
Party Type \* PLAINTIFF

Rep by Atty ☒

On Behalf Of ☒

Under **Address Type**, always select **DEFAULT ADDRESS** or **BUSINESS ADDRESS**

**Note:** if a party has multiple addresses, only enter one; the Clerk's office will enter the additional addresses manually.



Address Type DEFAULT ADDRESS

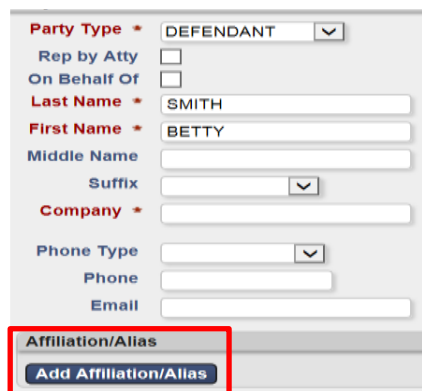
Address 100 SHORT COURT STE3

City CHARDON

State Ohio

Zip 44024

If a party has an **Affiliation** (*i.e.* Also Known As, Doing Business As, Formerly Known As, etc), add the information by selecting **Add Affiliation/Alias**. Do not try to include affiliation/alias information within the main party information.



Party Type \* DEFENDANT

Rep by Atty ☐

On Behalf Of ☐

Last Name \* SMITH

First Name \* BETTY

Middle Name

Suffix

Company \*

Phone Type

Phone

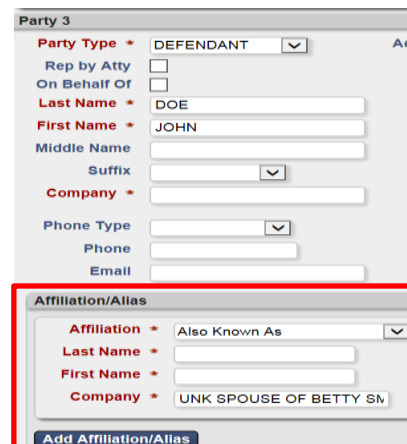
Email

Affiliation/Alias

Add Affiliation/Alias

After clicking **Add Affiliation/Alias**, select the **Affiliation** type from the dropdown menu and enter the information.

If a party has multiple aliases, enter them separately one at a time.



Party 3

Party Type \* DEFENDANT

Rep by Atty ☐

On Behalf Of ☐

Last Name \* DOE

First Name \* JOHN

Middle Name

Suffix

Company \*

Phone Type

Phone

Email

Affiliation/Alias

Affiliation \* Also Known As

Last Name \*

First Name \*

Company \* UNK SPOUSE OF BETTY SM

Add Affiliation/Alias

**Unknown Defendants:** JOHN DOE parties can be entered as a first and last name. If they are a UNK SPOUSE or UNK TENANT, etc. this information should be included as an Affiliation:

Party 3

Party Type \* DEFENDANT

Rep by Atty ☐

On Behalf Of ☐

Last Name \* DOE

First Name \* JOHN

Middle Name

Suffix

Company \*

Phone Type

Phone

Email

Affiliation/Alias

Affiliation \* Also Known As

Last Name \*

First Name \*

Company \* UNK SPOUSE OF BETTY SM

Add Affiliation/Alias

Unknown parties (i.e., UNK SPOUSE OF JOHN DOE, UNK HEIRS OF JOHN DOE, JOHN DOE 1 THRU 5) should be entered in the **Company** line.

Party 2

Party Type \* DEFENDANT

Rep by Atty ☐

On Behalf Of ☐

Last Name \*

First Name \*

Middle Name

Suffix

Company \* UNK SPOUSE OF JOHN DOE

When a party's address is unknown, enter ADDRESS UNKNOWN into the Address line.

Enter 00000 into the **Zip** box and hit tab; the city and state will auto-fill.

Address Type

Address

City

State

Zip

## Uploading Documents

All pleadings must be in **PDF** format and all proposed judgment entries must be in **MS Word** format.

It is possible to make notes on every filing submitted. A "Document Note" will add text to the case docket description. A "Filing Note" is a communication to the Clerk regarding the case.

Upload your initial filings in the following order:

- 1) **Case Designation Sheet** (located on the Clerk of Courts website)
- 2) **Complaint**
- 3) **Instructions for Service.**

- a. If no instructions are filed, service will default to certified mail; if you have multiple instructions, submit each as a separate filing.
- b. If you would like to request service by Process Server, you must file a Motion to Appoint Process Server along with a Proposed Order. \*\*\*for more detail on Motions and Proposed Orders, see *Subsequent Filings on eFiled Cases*

### Submitting the Case

Once you have selected all your documents for uploading, click Continue with Filing at the bottom of the eFiling window:

Convenience Fee	\$15.20
Action Costs	\$380.00
<b>Total</b>	<b>\$395.20</b>
Paid	\$0.00
Owed	\$395.20

Convenience Fee 4%

The next screen will allow you to review the case documents before payment and submission.

#### New Case Request 259

Filer: Susan Urankar      Last Modified: 03/11/2016 03:10 PM  
 Status: Draft

Case Type: FORECLOSURE (F)  
 Initiating Action: ELECTRONIC FORECLOSURE \$450.00

#### Parties

Party 1

Party Type	PLAINTIFF	Address Type	DEFAULT ADDRESS
Company	US BANK	Address	100 SHORT COURT
		City	CHARDON
		State	Ohio
		Zip	44024

#### Documents

Document 1

Document Type	CASE DESIGNATION SHEET FILED.	Page Count	1
Attachments		File Name	Page Count
		Case Designation.pdf	1 03/11/2016 03:10 PM

Document 2

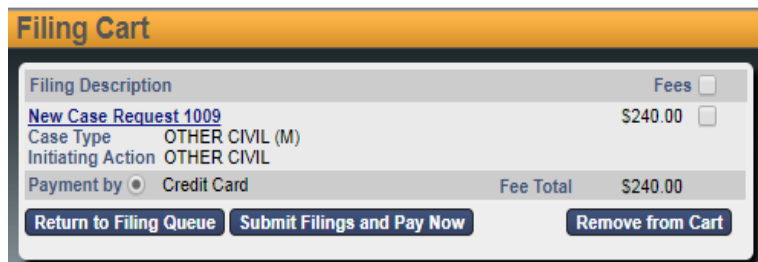
Document Type	COMPLAINT FOR FORECLOSURE FILED.	Page Count	32
Attachments		File Name	Page Count
		Complaint.pdf	32 03/11/2016 03:10 PM

At the bottom of the page, select **Return** to start over, **Modify** to make changes or **Add to Cart** to continue.

Convenience Fee	\$15.24
Action Costs	\$500.00
<b>Total</b>	<b>\$515.24</b>
Paid	\$0.00
Owed	\$515.24

Selecting **Add to Cart** will take you to your cart.  
Selecting **Submit Filings and Pay Now** will redirect you to the Fivepoint website where you can enter your credit card information and check out.

After payment is completed, you will be returned to the eFiling portal.



The screenshot shows a 'Filing Cart' window with a yellow header. Inside, there is a table with two columns: 'Filing Description' and 'Fees'. The first row shows 'New Case Request 1009' with a fee of '\$240.00'. Below this, it lists 'Case Type' as 'OTHER CIVIL (M)' and 'Initiating Action' as 'OTHER CIVIL'. At the bottom, it shows 'Payment by' with a radio button selected for 'Credit Card' and a 'Fee Total' of '\$240.00'. There are three buttons at the bottom: 'Return to Filing Queue', 'Submit Filings and Pay Now', and 'Remove from Cart'.

Filing Description	Fees
New Case Request 1009	\$240.00
Case Type OTHER CIVIL (M)	
Initiating Action OTHER CIVIL	
Payment by <input checked="" type="radio"/> Credit Card	Fee Total \$240.00

[Return to Filing Queue](#) [Submit Filings and Pay Now](#) [Remove from Cart](#)

### **After Submitting the Case**

You will receive an email indicating the filing has been submitted. The case will be reviewed by the Clerk of Courts, and if it meets the filing criteria, the Clerk will accept the case.

You will receive a second email indicating the acceptance or rejection of the case. If the case has been rejected, the Clerk will include a note of explanation so that you can make corrections and resubmit.

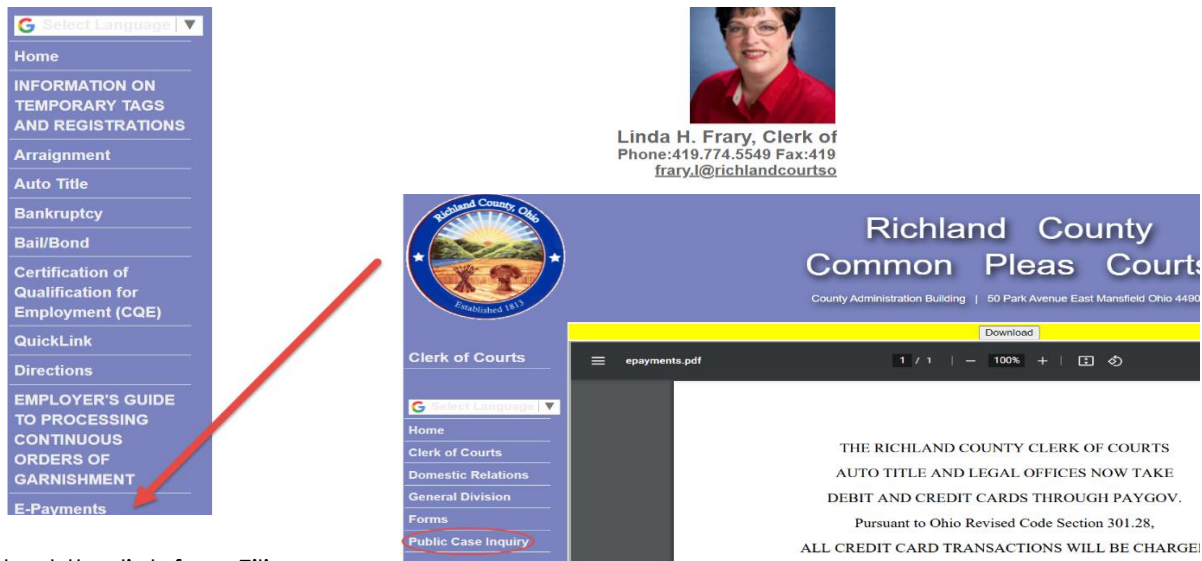
All subsequent filings on the case must be eFiled. You will receive notice via email when subsequent filings and actions occur.



# Richland eFiling 101: How to Register as a Self-Representing E-Filer (Pro Se)

**Please Note:** In order to register as an e-filer, you must have an e-mail address. If you do not have one, you must create one before registering.

- 1) Go to <http://richlandcourtsoh.us/coc.php> and select the link for the **e-Filing**:



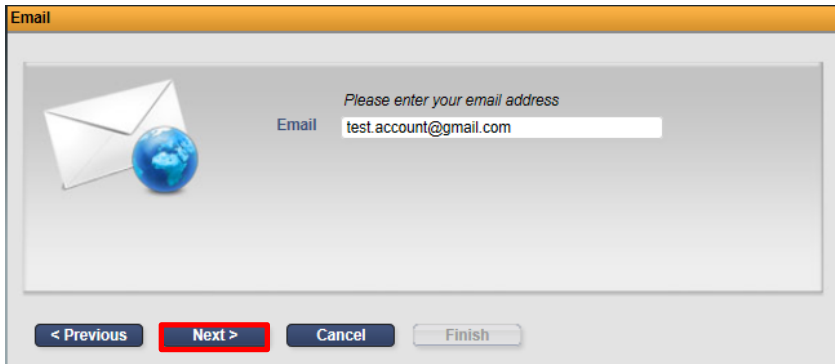
The screenshot shows the Richland County Common Pleas Court website. On the left, a sidebar contains a list of links including 'Home', 'INFORMATION ON TEMPORARY TAGS AND REGISTRATIONS', 'Arraignment', 'Auto Title', 'Bankruptcy', 'Bail/Bond', 'Certification for Qualification for Employment (CQE)', 'QuickLink', 'Directions', 'EMPLOYER'S GUIDE TO PROCESSING CONTINUOUS ORDERS OF GARNISHMENT', and 'E-Payments'. A red arrow points from the 'E-Payments' link to the 'Public Case Inquiry' link in the bottom sidebar. The main content area features a header with the court's name and address, a photo of Linda H. Frary, Clerk of Courts, and a list of services including 'Auto Title and Legal Offices Now Take Debit and Credit Cards Through PayGov'. A 'Download' button is visible above a PDF document titled 'epayments.pdf'.

- 2) Select the link for eFiling:
- 3) On the list of links on the bottom, select **EFILING REGISTRATION LINK PRO SE FILERS ONLY**



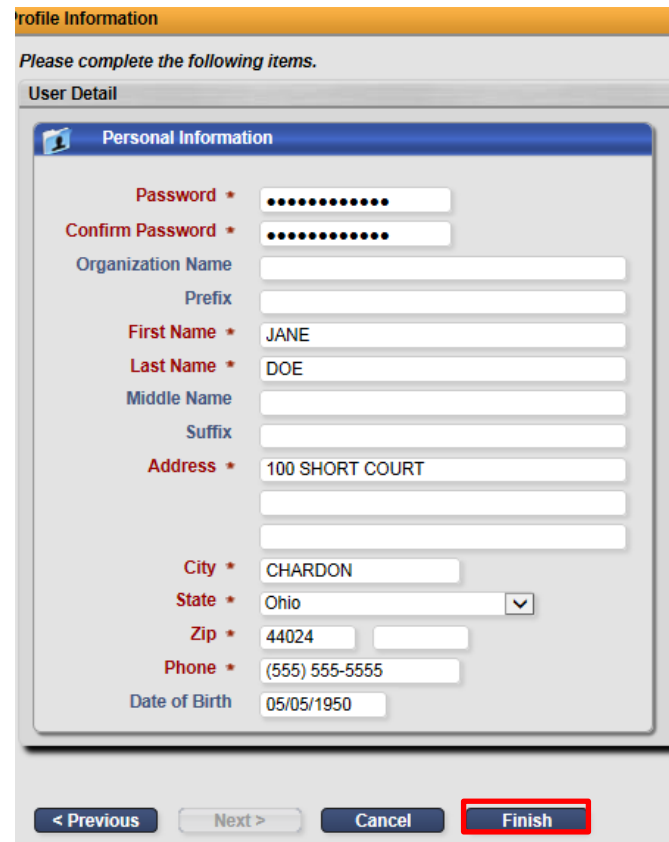
The screenshot shows the CourtVIEW website. The top navigation bar includes 'Home', 'eFile', and 'Help'. Below this, there is a section for 'Other County Agencies' with links to 'Richland Co Auditor', 'Richland Co Sheriff', 'Richland County Courts', 'Save the Dream Ohio Foreclosure Prevention Effort', and 'The Ohio Clerk of Courts Association'. A 'Links' section contains 'E-Payments'. The 'eFiling' section is highlighted with a red oval, and the 'eFiling Registration Link (PROSE FILERS ONLY)' link is circled in red. Below this, there are links for 'Attorney eFiling Registration' and 'eFiler eFiling Training Video'. The main content area features an 'Important Notice about eAccess' and a section for 'CASES PRIOR TO 1990'. A 'CRIMINAL BACKGROUND CHECKS' section is also visible, featuring a CAPTCHA image and a 'Click Here' button to search public records.

- 4) Enter your e-mail address (**REQUIRED**—if you don't have an e-mail account, you must create one) and select **Next**:



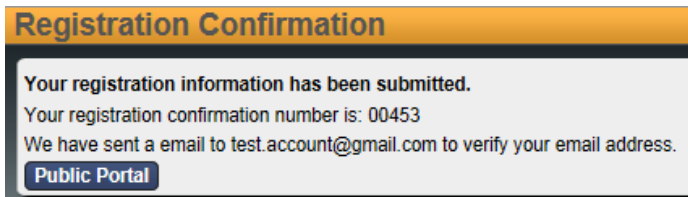
The 'Email' registration screen features a header with an envelope icon and a globe. Below the header, there is a text input field for the email address, with the placeholder text 'Please enter your email address' and the example 'test.account@gmail.com'. At the bottom, there are four buttons: '< Previous' (disabled), 'Next >' (highlighted with a red border), 'Cancel' (disabled), and 'Finish' (disabled).

- 5) Create a password, re-type the password to verify. Then enter your personal information using **ALL CAPS** and without any punctuation. When you are done, select **Finish**:



The 'Profile Information' registration screen has a header with the text 'Please complete the following items.' and 'User Detail'. Below this is a 'Personal Information' section with various fields: 'Password' and 'Confirm Password' (both masked with dots), 'Organization Name', 'Prefix', 'First Name' (JANE), 'Last Name' (DOE), 'Middle Name', 'Suffix', 'Address' (100 SHORT COURT), 'City' (CHARDON), 'State' (Ohio), 'Zip' (44024), 'Phone' ((555) 555-5555), and 'Date of Birth' (05/05/1950). At the bottom, there are four buttons: '< Previous' (disabled), 'Next >' (disabled), 'Cancel' (disabled), and 'Finish' (highlighted with a red border).

- 6) Your **Registration Confirmation** will appear:



The 'Registration Confirmation' screen displays the following text: 'Your registration information has been submitted.', 'Your registration confirmation number is: 00453', and 'We have sent a email to test.account@gmail.com to verify your email address.' Below the text is a button labeled 'Public Portal'.

- 7) Check your email and open the message from Clerk of Court regarding Registration Confirmation. Click the link in the email to confirm that you have received the message. **Do not attempt to access your e-filing account at this time.**
- 8) The Clerk's office will manually review your submission and you will receive two additional emails, one stating you have been ACTIVATED and another stating you have been AUTHORIZED. **You must wait to receive activation and authorization before you can access the eFiling Portal.**
- 9) Once your account has been authorized, you may log in using your email address as your username and the password you created during registration.

To log in, go to the Clerk of Courts webpage and select **eFiling Login**:



The 'CourtVIEW' login screen features a header with the 'CourtVIEW' logo and a navigation bar with 'Home' and 'eFile' links. A red arrow points from the 'eFile' link to the 'Login' section. The 'Login' section contains fields for 'Username' (admin) and 'Password' (masked with dots), a 'Login' button, and a 'Forgot Password?' link.



# Richland eFiling 101: E-Filing Registration for Attorneys

- 1) Go to <http://richlandcourtsoh.us/coc.php> and select the link for **e-Filing**:

Select Language ▼

- Home
- INFORMATION ON TEMPORARY TAGS AND REGISTRATIONS
- Arraignment
- Auto Title
- Bankruptcy
- Bail/Bond
- Certification of Qualification for Employment (CQE)
- QuickLink
- Directions
- EMPLOYER'S GUIDE TO PROCESSING CONTINUOUS ORDERS OF GARNISHMENT
- E-Payments

Richland County, Ohio  
Established 1813

**Clerk of Courts**

Select Language ▼

- Home
- Clerk of Courts
- Domestic Relations
- General Division
- Forms
- Public Case Inquiry**

**Richland County Common Pleas Courts**

County Administration Building | 50 Park Avenue East Mansfield Ohio 44902

Download

epayments.pdf 1 / 1 | 100% + |

THE RICHLAND COUNTY CLERK OF COURTS  
AUTO TITLE AND LEGAL OFFICES NOW TAKE  
DEBIT AND CREDIT CARDS THROUGH PAYGOV.  
Pursuant to Ohio Revised Code Section 301.28,  
ALL CREDIT CARD TRANSACTIONS WILL BE CHARGED

- 2) Select the link for **eFiling Links**:
- 3) From the list of links on in the bottom center, select **ATTORNEY REGISTRATION**:

**Other County Agencies**

- [Richland Co Auditor](#)
- [Richland Co Sheriff](#)
- [Richland County Courts](#)
- [Save the Dream Ohio Foreclosure Prevention Effort](#)
- [The Ohio Clerk of Courts Association](#)

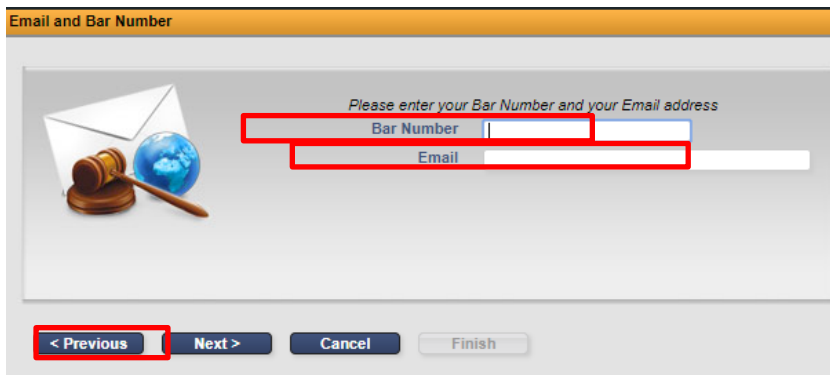
**Links**

- [E-Payments](#)

**eFiling**

- [eFiling Registration Link \(PROSE FILERS ONLY\)](#)
- [Attorney eFiling Registration](#)**
- [eFiler eFiling training Video](#)

- 4) Enter your Bar Number and e-mail address and select **Next**:

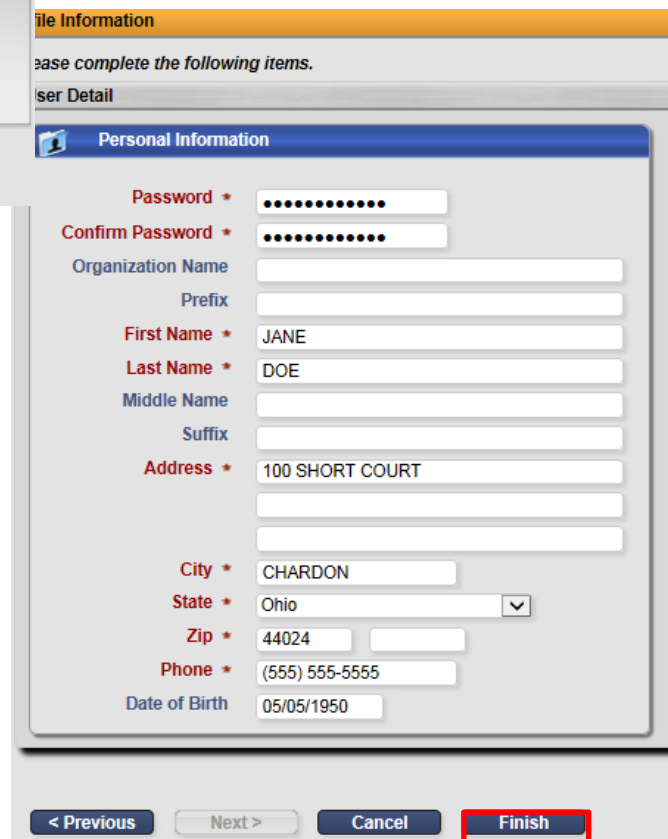


Your e-mail address will become your username.

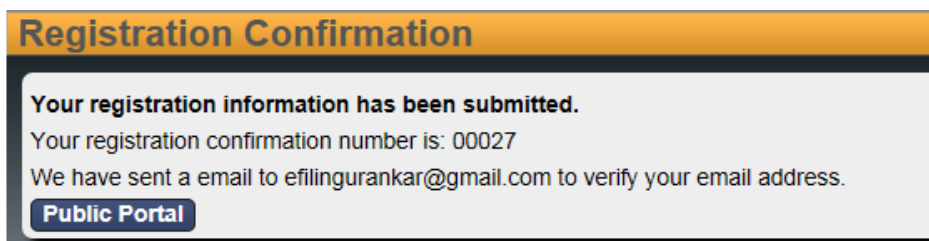
**Note:** if you have never filed in our court before, the system will not recognize your Bar number. If this is the case, email one of the following clerk's so that your information can be updated and manually added to the database.

[schroeder.h@richlandcourtsoh.us](mailto:schroeder.h@richlandcourtsoh.us)  
[dalton.b@richlandcourtsoh.us](mailto:dalton.b@richlandcourtsoh.us)  
[blust.a@richlandcourtsoh.us](mailto:blust.a@richlandcourtsoh.us)  
[frary.l@richlandcourtsohus](mailto:frary.l@richlandcourtsohus)

- 5) Complete the online registration wizard **using ALL CAPS** and without any punctuation. When you are done, select **Finish**:



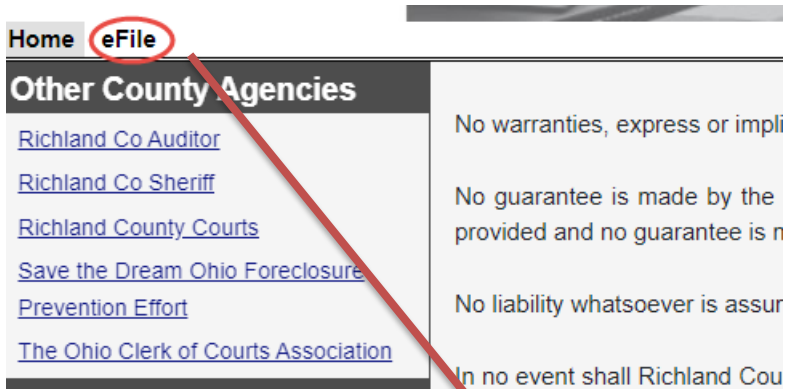
- 6) Your **Registration Confirmation** will appear:



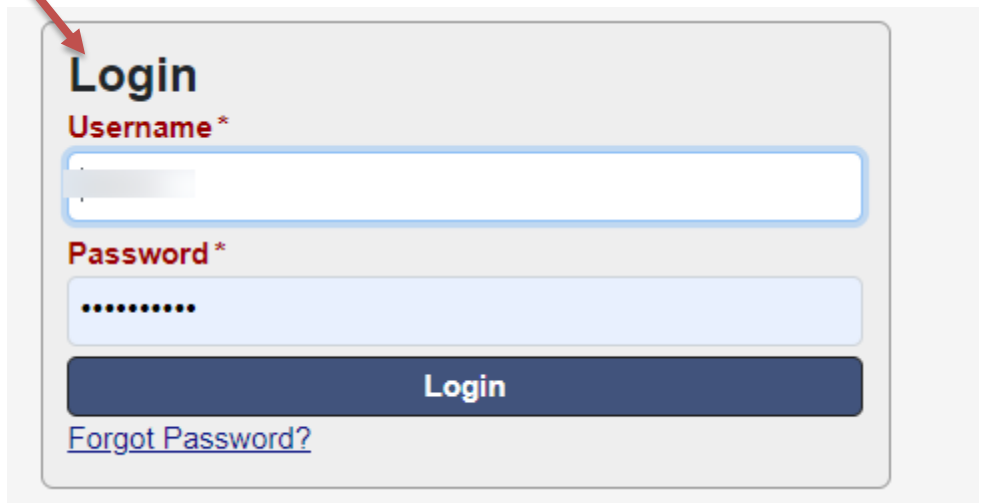
- 7) Check your email and open the message from Clerk of Court regarding Registration Confirmation. Click the link in the email to confirm that you have received the message. **Do not attempt to access your e-filing account at this time.**
- 8) The Clerk's office will manually review your submission and you will receive two additional emails, one stating you have been ACTIVATED and another stating you have been AUTHORIZED. **You must wait to receive activation and authorization before you can access the eFiling portal.**

- 9) Once your account has been authorized, you may log in using your email address as your username and the password you created during registration.

To log in, go to the Clerk of Courts webpage and selecting **eFiling**:



**Note:** The Username will always be your email address.

A login form with a light gray background. It has a title "Login" in bold. Below it are two input fields: "Username \*" and "Password \*". The password field is masked with dots. A dark blue "Login" button is at the bottom, with a "Forgot Password?" link below it. A red arrow from the "eFile" link in the previous image points to the top of this form.

**YOU ARE NOW ABLE TO EFILE YOUR DOCUMENTS**