

E-FILING IS AVAILABLE FOR ALL CIVIL CASES

ATTORNEYS PLEASE REGISTER AS AN ATTORNEY NOT AS PROSE

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
Filer: VICKI SCHANER
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

Attachments
File Name: **Instructions for Service.pdf**
Page Count: 4
Date Uploaded: 11/15/2017 02:13 PM

- 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.**

Attachments
Upload Attachment: Choose File | No file chosen (PDF 500000 KB max)
Proposed Order PROPOSED ORDERREV2.docx
Upload Proposed Order: Choose File | 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

Buttons: Cancel, Save, **Continue with Filing**

- 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.

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

Buttons: **Return**, **Modify**, **Submit Filing**

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

- 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

The screenshot shows the 'New Case Request' form. The 'Filer' field is redacted with a black box. The 'Status' is 'Draft'. The 'Attorney Bar No' and 'Reference Tags' fields are empty. The 'Site' is 'Richland County Clerk of Courts'. The 'Case Type' dropdown menu is open, showing 'Choose One' as the selected option. The 'Initiating Action' field is empty.

Select the Initiating Action from the list

The screenshot shows the 'New Case Request' form. The 'Filer' field is redacted with a black box. The 'Status' is 'Draft'. The 'Attorney Bar No' and 'Reference Tags' fields are empty. The 'Site' is 'Richland County Clerk of Courts'. The 'Case Type' is 'CIVIL'. The 'Initiating Action' dropdown menu is open, showing 'BANK FORECLOSURE \$380.00' as the selected option. The 'Initiating Action' field is highlighted with a blue box.

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:

The screenshot shows a form for 'Party 3'. The 'Party Type' is set to 'DEFENDANT'. The 'Last Name' is 'DOE' and the 'First Name' is 'JOHN'. Below this is an 'Affiliation/Alias' section where the 'Affiliation' is 'Also Known As' and the 'Company' is 'UNK SPOUSE OF BETTY SM'. Red boxes highlight the name fields and the affiliation section.

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.

The screenshot shows a form for 'Party 2'. The 'Party Type' is 'DEFENDANT'. The 'Company' field is filled with 'UNK SPOUSE OF JOHN DOI'.

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

The screenshot shows an address form. The 'Address Type' is 'DEFAULT ADDRESS'. The 'Address' field contains 'UNKNOWN ADDRESS'. The 'City' is 'NOT APPLICABLE', the 'State' is 'NOT APPLICABLE', and the 'Zip' is '00000'.

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

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
Total	\$395.20
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.	Attachments
Page Count	1	File Name Page Count Date Uploaded
		Case Designation.pdf 1 03/11/2016 03:10 PM

Document 2

Document Type	COMPLAINT FOR FORECLOSURE FILED.	Attachments
Page Count	32	File Name Page Count Date Uploaded
		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
Total	\$515.24
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.

Filing Description	Fees
New Case Request 1009	\$240.00 <input type="checkbox"/>
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.

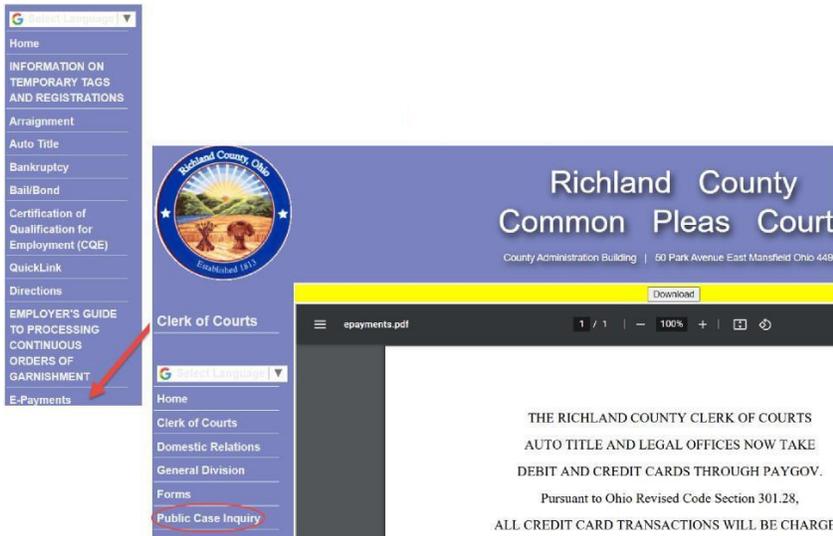
You will receive a second email indicating the acceptance or rejection of the case. If the case has been rejected, the Clerk will include a note of explanation so that you can make corrections and resubmit.

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

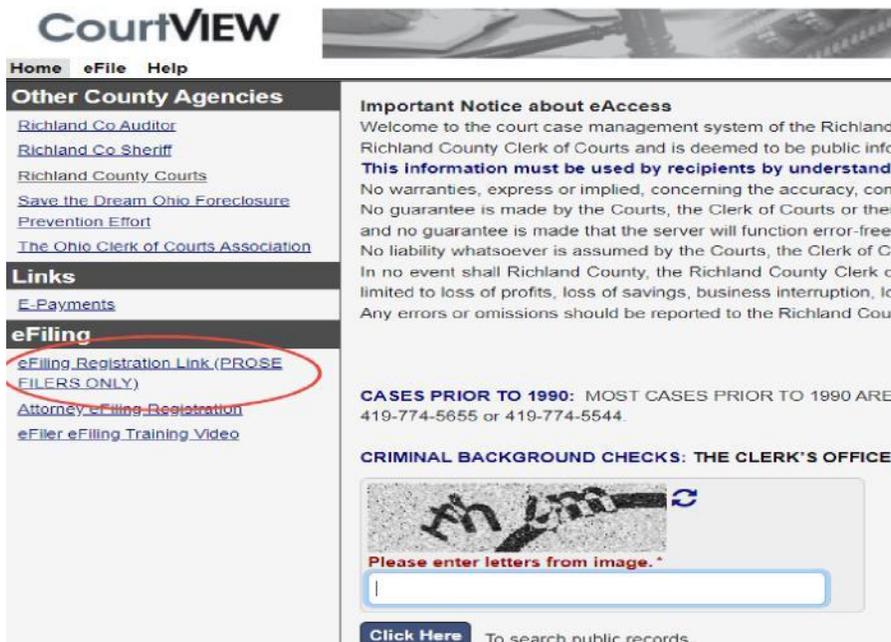
Richland eFiling 101: How to Register as a Self-Representing E-Filer (Pro Se)

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.

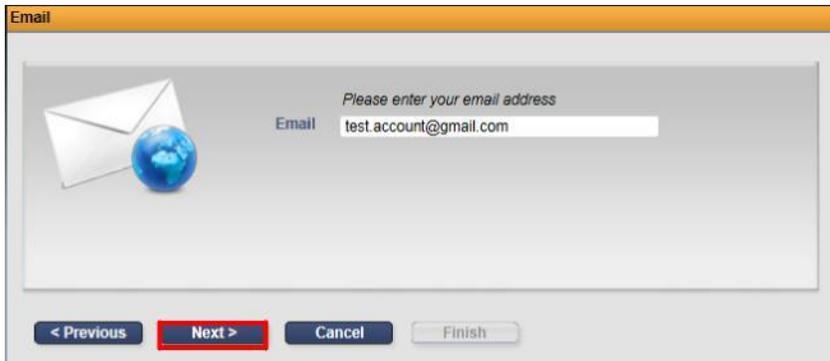
1) Go to <https://www.richlandcourtsoh.us/clerkHome.php> and select the link for the **e-Filing:**



2) Select the link for eFiling: 3) On the list of links select **EFILED REGISTRATION LINK PRO SE FILERS ONLY**



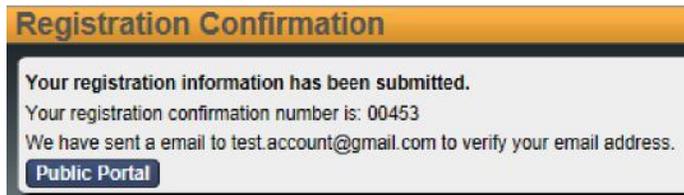
- 4) Enter your e-mail address (**REQUIRED**—if you don't have an e-mail account, you must create one) and select **Next**:



- 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**:



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



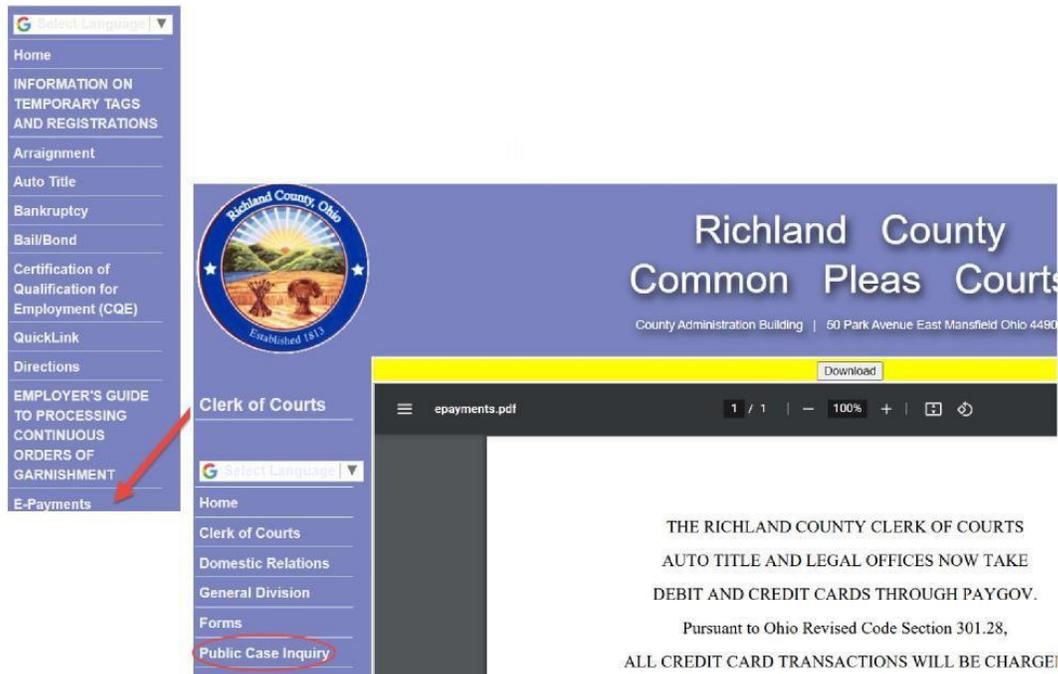
- 7) Check your email and open the message from Clerk of Court regarding Registration Confirmation. Click the link in the email to confirm that you have received the message. **Do not attempt to access your e-filing account at this time.**
- 8) The Clerk's office will manually review your submission 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 select **eFiling Login**:



Richland eFiling 101: E-Filing Registration for Attorneys

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



2) Select the link for **eFiling Links**:

3) From the list of links on in the bottom center, select **ATTORNEY REGISTRATION**:



- 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@richlandcourtsuh.us
kemp.m@richlandcourtsuh.us
blust.a@richlandcourtsuh.us

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



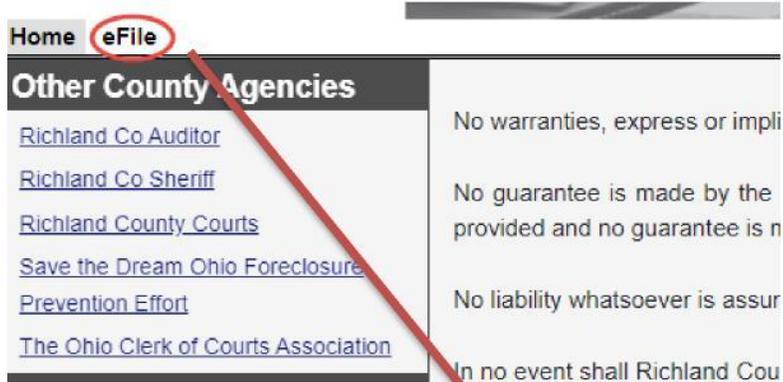
- 5) Your **Registration Confirmation** will appear:



- 6) 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.**
- 7) 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.



Login

Username *

Password *

Login

[Forgot Password?](#)

YOU ARE NOW ABLE TO EFILE YOUR DOCUMENTS