Electronic Filing

Tybera

eFlex Electronic Filing

USER'S GUIDE FOR FILERS

Contents

Efiling Basics

This user's guide is intended to instruct filers on the features of the eFlex system.

The eFiling system is designed to make the work associated with initiating and processing a case more efficient and convenient for both filers and court personnel. Not only does the Interface allow filers to submit their documents to the court electronically, it also provides means for them to view case histories, check the status of their submissions, send follow up documents and access service lists.

For court staff, the software routes the filings to the appropriate personnel for review, response, generation of additional documents, or further action. For most integrations, when documents are filed in hard copy, once the court personnel have scanned the documents, the filer interface distributes a courtesy notice to electronic participants on the case and those participants may access the documents electronically.

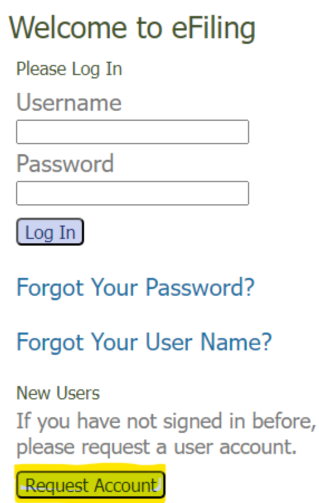
In addition to the fields inside the login box: **Username**, **Password**, **Forgot Your Password**, **Forgot Your User Name**, and **Request Account**, the login page is also used to post occasional messages from the system administrator to the filers, such as announcing upcoming system maintenance that will make the system unavailable for a set period. Links to rules may also be posted for the convenience of the filer.

Located at the bottom of the login page, and each subsequent page throughout the eFiling process, are informational hyperlinks which will direct the user to more information to assist them: **eFiling Manual**, **Terms of Use**, **Privacy Policy**, **Payment Policy**, **Support**, and **about Tybera Development Group, Inc**.

Requesting An Account

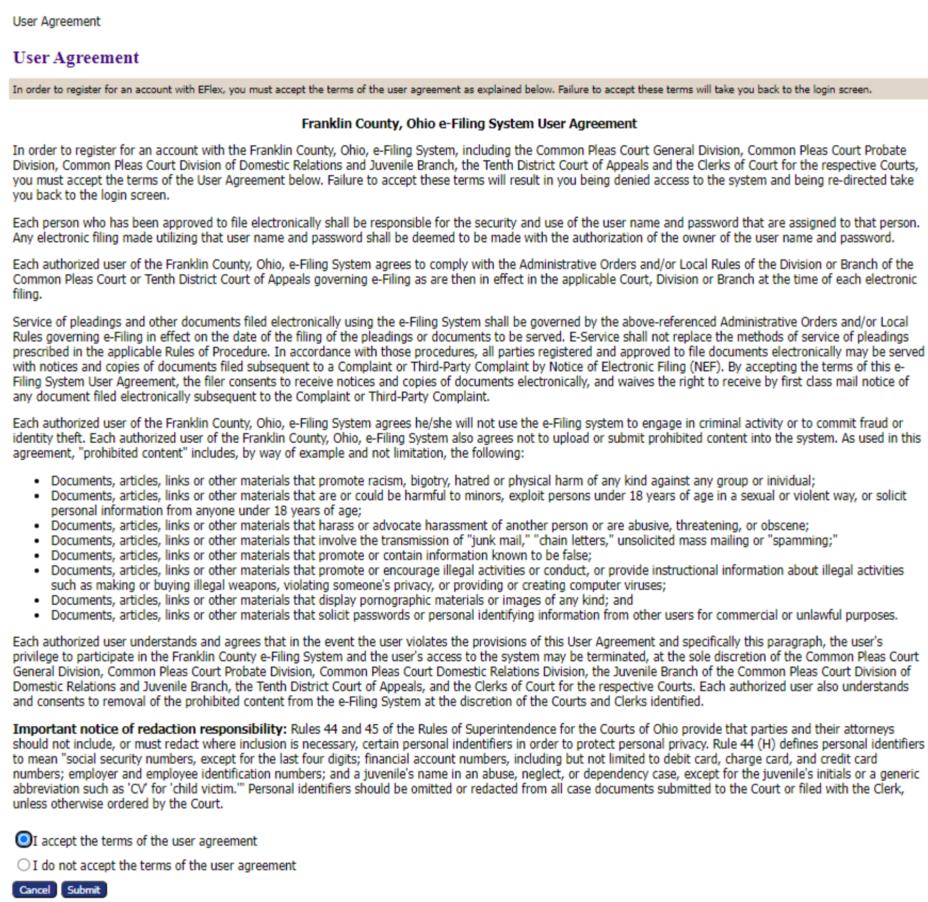
1. Click the button **Request Account** on the login page.

Image: The Login Page



2. Read the **User Agreement.** Select the radial button at the bottom of the page that agrees to the User Agreement. Click **Submit.**

Image: Requesting an Account Agreement



User Agreement

User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

Franklin County, Ohio e-Filing System User Agreement

In order to register for an account with the Franklin County, Ohio, e-Filing System, including the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals and the Clerks of Court for the respective Courts, you must accept the terms of the User Agreement below. Failure to accept these terms will result in you being denied access to the system and being re-directed take you back to the login screen.

Each person who has been approved to file electronically shall be responsible for the security and use of the user name and password that are assigned to that person. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees to comply with the Administrative Orders and/or Local Rules of the Division or Branch of the Common Pleas Court or Tenth District Court of Appeals governing e-Filing as are then in effect in the applicable Court, Division or Branch at the time of each electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced 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 User Agreement, 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 Franklin County, Ohio, 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 Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or inividual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

I accept the terms of the user agreement

I do not accept the terms of the user agreement

Cancel Submit

3. Choose the applicable **User Role** and click **Next**.

   Note: If you are an assistant who is creating a Proxy Filer account, you will need to make sure that the Proxy Filer Role has been configured by the court first.

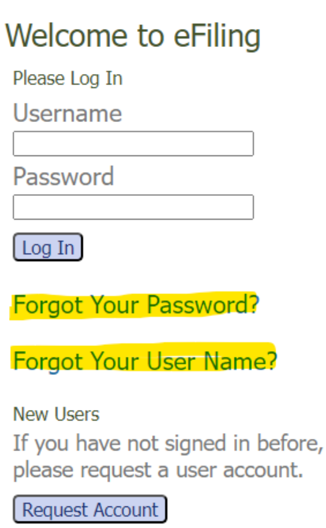
4. Pro Se filers will be directed to the **Request a User Account** page. All other roles will be directed to this page as well after first visiting the **Select an Organization** page. Scroll though the drop-down list in the **Existing** field and click the appropriate organization.

Image: Selecting an Organization when Requesting an Account

5. If the organization is not listed, click **New** and type the name in the provided field.
6. On the **Request a User Account** page**,** create a user profile. Fields marked with an asterisk are required. Click **Submit**.
7. **Login** is available after notification is received that the account request has been approved.

Forgotten Username Or Password

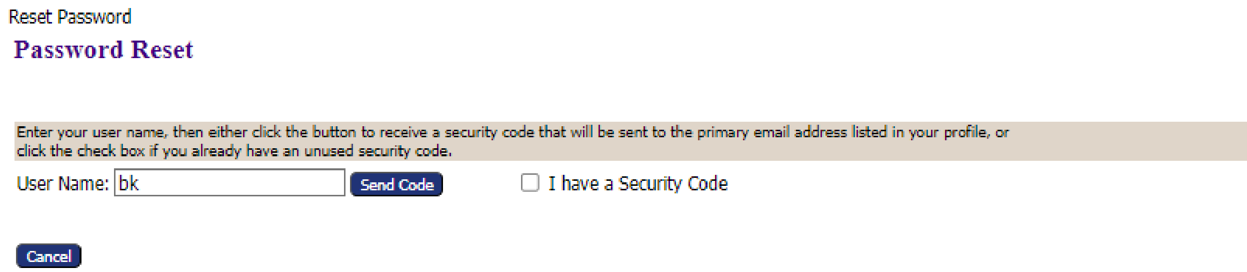
Image: Forgot Password or User Name



Forgot Password

1. If you have forgotten your password, click **Forgot Your Password** on the **Log In** page. The Password Reset page will appear.

Image: Password Reset Page



2. Enter your username and click **Send Code**.
3. An email containing a link will be sent to the account listed on your user profile. Upon clicking the link, you will be directed to a page with a temporary password that you may use to login to the eFlex system.
4. After login, hover over the **My Profile** tab and select **Change Password** from the dropdown menu.
5. Enter the temporary password in the **Password** field.

Image: Change Password

6. Create a new password following the password requirements and type it into the **New Password** field. Be sure that the password you select is one you will remember, contains eight characters, including a special character (such as an exclamation point, asterisk, or period), and is different from your username.
7. In the **Confirm New Password** field, re-type the password exactly as you entered it in step 7.
8. Click **Submit** to save your changes.

Be sure you notify your legal assistant, or any others who may enter your filings for you, of the change.

Forgot Username

If you have forgotten your username, click **Forgot Your User Name** on the **Login** page. A page will appear asking you to enter the primary email address associated with your account.

1. Fill in your primary email address, and click **Submit**.
2. Check your email account for a message sent from the eFlex system. It will contain your username.

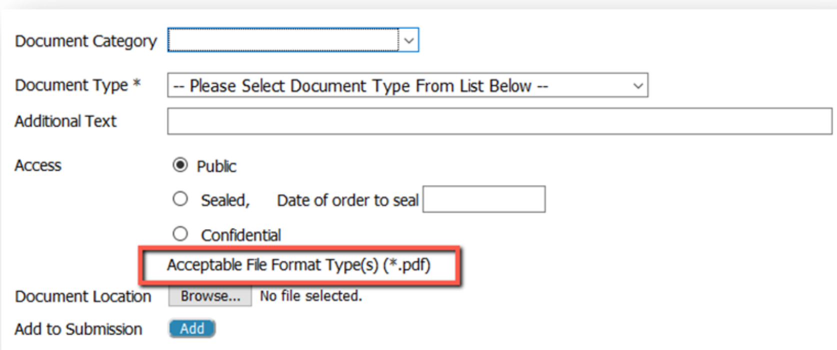
Document Preparation Prior to EFiling.

Documents must be submitted in an accepted format. Failure to do so will generate an error message.

- Documents need to be submitted in .pdf format (the exception to this rule is for **Proposed Documents** which must be submitted as a word document, doc or docx). This enables court personnel to make appropriate changes to create an order.

  Note: The required file format can be configured differently depending on the court. It is not always the case where only proposed orders can be filed in word.

Image: Text that Identifies Acceptable Format Type for Document Upload



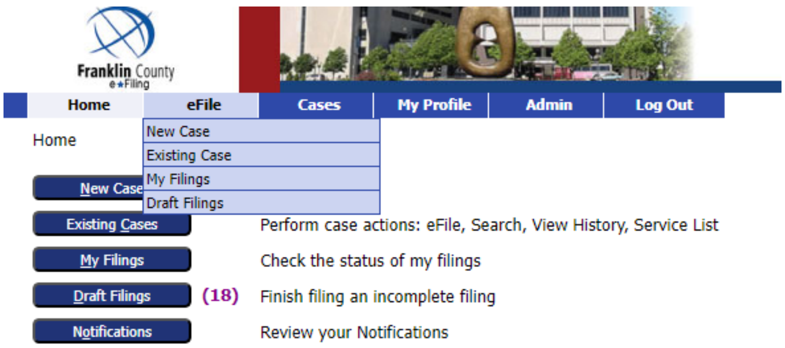
- Using only .pdf format also applies to exhibits such as copies of contracts, copies of cancelled checks, etc. Scan and save these items as a .pdf instead of .jpg or .jpeg.
- Individual document size is limited to 10 MB. Multiple documents can be included in a single submission. The size limitation for an entire submission is 30 MB.
- To keep the file size down when scanning, use the black and white setting rather than color (unless the loss of the color degrades the value of the evidence.) Color increases the size of a file. Another option to reduce file size is to reduce the dpi, if the resolution is still high enough to make the document readable.

Navigating The Filer Interface

Tabs on the Menu Bar

EFile

Image: The eFile Tab and its Drop-Down Menu



The selections available to the Filer under the **eFile** tab are:

NEW CASE – Selecting **New Case** in the drop-down menu under the **eFile** tab takes the user to the same page as if they had clicked the **New Case** button on the **Home** page. It directs the user through the process of selecting **Court, Division, Case Category, Case Type, Case Initiation, Adding Parties, Adding Documents** and ending with the **Review & Submit** page before sending the filing to the court. Because the Menu Bar is available on every page, it is not necessary to return to the **Home** page to click the **New Case** button.

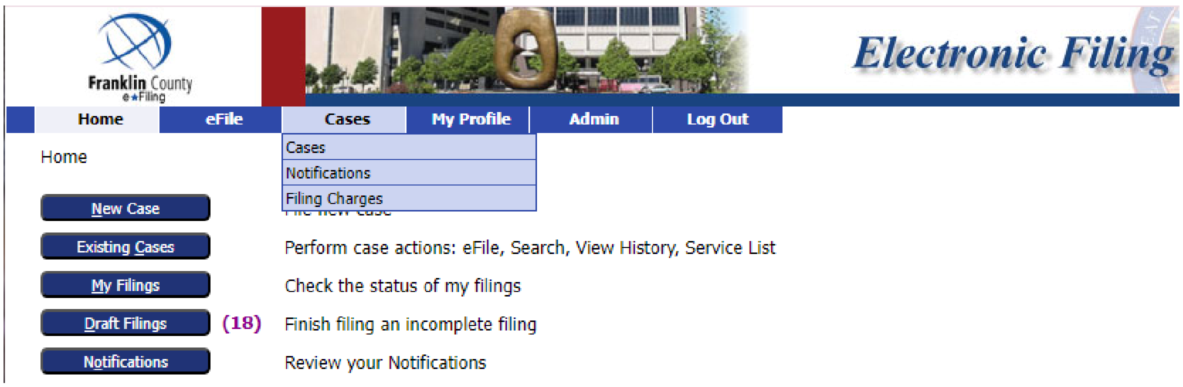
EXISTING CASE - Selecting **Existing Case** from the drop-down menu under the **eFile** tab takes the user to the same page as if they had clicked the **Existing Cases** button on the **Home** page. It directs the user to the **Cases** page, where they can choose to **eFile**, view a **Case History**, or view the current **Service List** which identifies which case parties will receive an NEF and which ones must be notified by a traditional method of service.

MY FILINGS - Selecting **My Filings** from the drop-down menu under the **eFile** tab takes the user to the same page as if they had clicked the **My Filings** button on the **Home** page**.** It directs the user to the **My Filings** page where they can get an overview of all their filings. This includes checking the current status of their filings, viewing and printing the court-stamped documents that were submitted with their filings, and viewing and printing the **Confirmation of Receipt**.

DRAFT FILINGS - Selecting **Draft Filings** from the drop-down menu under the **eFile** tab takes the user to the same page as if they had clicked the **Draft Filings** button on the **Home** page. It directs the user to the **Draft Filings** page where a table of partially completed filings may be viewed. To proceed with any one of them, click the hyperlinked description and it will direct you to the **Add a Document** page**.** If edits need to be made on the **Case Initiation** page, press the **Back** button to be directed there. Continue with the usual steps for filing to a new or existing case and submit the filing to the court.

Cases

Image 38: The Cases Tab and its Drop-down Menu



The selections available to the Filer under the **Cases** Tab are:

<u>CASES</u> – Selecting **Cases** from the drop-down menu under the **Cases** tab takes the user to the same page as if they had clicked the **Existing Cases** button on the **Home** page. It directs the user to the **Case** page where a case data table, made up of the user's own cases, can be searched to view individual cases in greater detail. Here they can eFile to one of their own cases or any other existing case, view case histories and documents on cases in which they are council of record, or see the service list information associated to one of their cases at the time of the query.

<u>NOTIFICATIONS</u> – Selecting **Notifications** from the drop-down menu under the **Cases** tab takes the user to the same page as if they had clicked the **Notifications** button on the **Home** page. It directs the user to the **Notifications** page where they can view the official NEF's received from the court as well as see all the court-stamped documents of filings that any party of their cases have made.

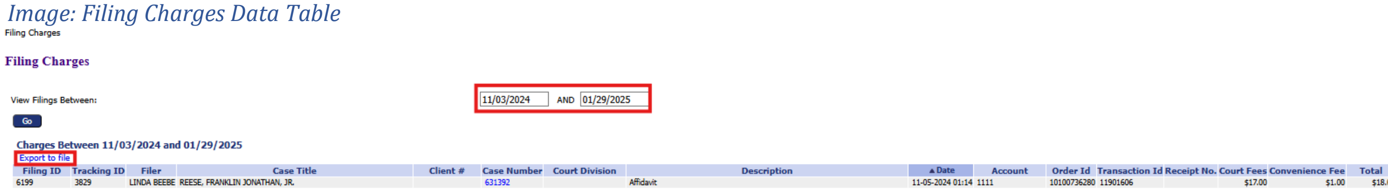
<u>FILING CHARGES</u> – Some documents filed to the court require the payment of fees. The total amount owing will show on the final page before submission (**Review and Submit Filing page**). After submission, the filer is directed to the secure site of PayGov.US, Franklin's third-party payment vendor, to enter their payment information. The eFlex system records the payments and keeps track of payment information going back twelve months.

Note: If the filer goes to the court and makes a direct payment to the clerk, these payments will not appear in eFlex.

Overview of the Filing Charges Page.

1. On the **Filing Charges** page, click inside the **date fields** to select a date range from the pop-up calendar. Click **Go.**

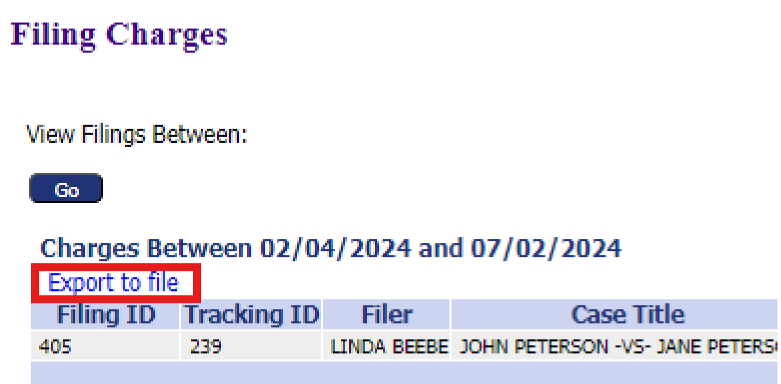
Image: Filing Charges Data Table



2. The information will display in a data table: **Filing ID, Tracking ID, Filer, Case Title, Client Number, Case Number, Court Division, Description, Date, Account, Order ID, Transaction ID, Receipt No., Court Fees, Convenience Fee** and **Total.** Each column in the data table has an ascending/descending sort feature by clicking on the column heading and controlling the order of the listings with the up/down arrow. This is a useful tool when searching through a lengthy data table.

3. Another useful tool is clicking the **Export to file** hyperlink. This will allow you to export this to an excel spreadsheet.

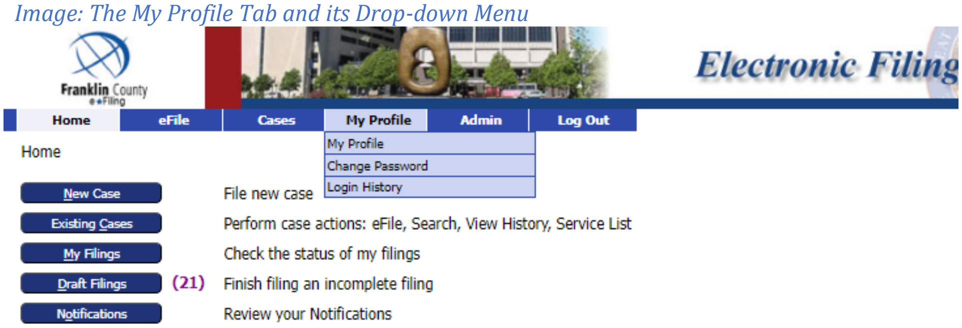
Image: Export to File



My Profile

My Profile

Image: The My Profile Tab and its Drop-down Menu



The selections available to the Filer under the **My Profile** tab are:

My Profile

When you register for an account, you are required to provide profile information, which can be edited or updated later as needed. Periodically you might see a pop-up asking you to verify the current profile info. The default for the pop-up reminder may be every 90 days. This is set by the system administrator per the court's instructions, so it may be more or less frequent.

Overview of the User Profile Page

1. Hover over the **My Profile** tab and select **My Profile** from the drop-down menu. The **User Profile** page will appear and display the information entered when the user account was created or modified.
2. To change the information in the user profile, click the button **Modify User Profile**. This will direct the user to the **Modify User Profile** page. Fields that display a textbox may be modified.

Image: The Modify User Profile Button

Note: It is important that the primary email associated with this account is kept up to date as that is the way the eFlex system communicates with you about activity that has taken place on your cases. If you change your email account and do not record the new email on your user profile, you will no longer receive NEF's (Notifications of Electronic Filing) for your cases.

3. *Optional:* The alternative email addresses are provided so that someone else can receive email notices when you receive courtesy notices on your cases. This may be used for partners or assistants.
4. *Optional:* The eFlex system default is to automatically send users emails notifying them of status updates for action taken on their filings. If you do not wish to receive email updates on status changes for received filings, approved filings, partially approved filings, or rejected filings on all of your cases, select the appropriate radio button to discontinue that service.
5. In the Modify User profile section, there is listed the **Subscription Expiration Date**. This date displays when the current user's eFiling subscription has expired.
6. Click Submit to save the changes you have made and be returned to the **User Profile** page.

Note: If modification needs to be made to information on the **Profile** page that does not appear to be editable, such as the organization to which the user is associated, the user will need to contact the system administrator for assistance.

Creating a Proxy Filer Account and Allowing it to File

A Proxy Filer is an account that is setup within an organization to be able to file in the name of a specific attorney. This allows an Attorney's assistant to have their own account credentials but still submit filings as directed by their Attorney. This feature is not a default function of eFlex, and must first be requested from the court by the organization wishing to use it. Once the Court has confirmed they have configured your organization to allow Proxy Filers, the would-be Proxy Filer and their Attorney must follow the steps below.

The would-be Proxy Filer must first request an eFlex account.

a. The proxy filer needs to request an eFiling account, identifying their requested role as **Proxy Filer** and selecting the organization in which they work.
b. When the court approves their account request, the proxy's name will display inside the **Profile** page of each attorney within the Organization they selected.

Note: The attorney must choose to give permission to the proxy filer to act in their name within the interface. Until that selection has taken place, the proxy will not be able to see anything in the Filer Interface and instead will see a message that says, "You have not been assigned as a proxy for a user."

Next the individual Attorney must configure their account to allow a proxy filer to file for them. To do this they must

a. Log in to eFlex.
b. Hover over the **My Profile** tab and select **My Profile**.
c. Click the button **Manage Proxy.**

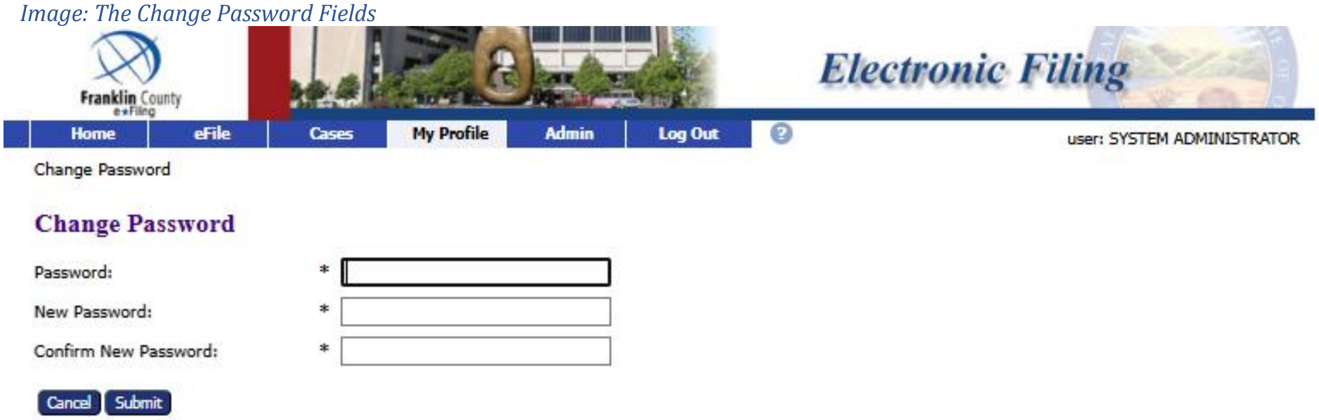
d. On the **Proxy User Information** page, the attorney will see a list of the available proxy filers from their organization.
e. Mark the checkbox next to the name of the proxy filer who they give permission to file on their behalf.
f. Click **Submit**

The selected Proxy Filer will now be able to file for that Attorney by logging into eFlex with their own account, instead of using the Attorney's account.

Change Password

You may change your password whenever desired. Periodically changing of your account password is a wise security measure. We recommend that your password be something that you can remember, but is difficult for others to figure out. A strong password has symbols, upper- and lower-case characters, and numbers. Passwords are case sensitive.

Image: The Change Password Fields



Login History

The **Login History** screen shows your login failures. Its purpose is to help you monitor any unauthorized login attempts. If your account has too many login failures, the system will automatically suspend your account. If this occurs, call the support helpline to reset your password. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

Steps On The Login History Page

1. Hover over the **My Profile** tab and select **Login History** from the drop-down menu.
2. The **Login History** page appears displaying a list of the login attempts along with the date, login result, and IP address of the requesting machine.

Image: The Login History Page

Login History

LINDA G BEEBE Log In History

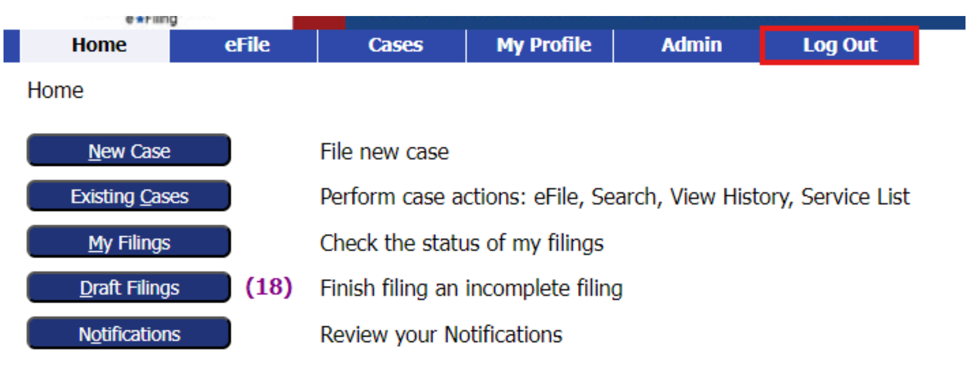
User Account Status: Active   Entries per page: 50

1 2 3 4 5 6 7 8 9 >Next

Date Logged In	Log In Result	Requesting IP Address
2025-01-28 12:02:14.453	Succeeded	10.10.1.137
2025-01-27 17:23:56.447	Succeeded	10.10.1.137
2025-01-27 15:42:14.517	Succeeded	10.10.1.137
2025-01-27 15:35:39.417	Succeeded	10.10.1.137
2025-01-27 15:15:40.097	Succeeded	10.10.1.137
2025-01-24 17:15:48.253	Succeeded	10.10.1.137
2025-01-24 12:54:14.647	Succeeded	10.10.1.137
2025-01-24 11:25:10.02	Succeeded	10.10.1.137
2025-01-23 17:51:43.02	Succeeded	10.10.1.137
2025-01-23 12:36:32.807	Succeeded	10.10.1.137
2025-01-17 13:29:56.777	Succeeded	10.10.1.137
2025-01-16 19:22:07.477	Succeeded	10.10.1.137
2025-01-15 18:29:38.87	Succeeded	10.10.1.137
2025-01-15 11:37:55.507	Succeeded	10.10.1.137
2025-01-15 11:34:35.54	Succeeded	10.10.1.137
2025-01-14 18:24:48.813	Succeeded	10.10.1.137
2025-01-13 18:18:25.44	Succeeded	10.10.1.137
2025-01-13 14:15:33.227	Succeeded	10.10.1.137
2025-01-13 13:28:51.597	Succeeded	10.10.1.137
2025-01-13 12:25:42.71	Succeeded	10.10.1.137
2025-01-10 23:23:12.207	Succeeded	10.10.1.137
2025-01-10 17:50:26.707	Succeeded	10.10.1.137
2025-01-10 16:45:59.893	Succeeded	10.10.1.137
2025-01-10 15:07:20.53	Succeeded	10.10.1.137
2025-01-10 11:50:58.527	Succeeded	10.10.1.137
2025-01-09 16:23:57.457	Succeeded	10.10.1.137
2025-01-09 14:35:23.657	Succeeded	10.10.1.137
2025-01-09 12:29:02.693	Succeeded	10.10.1.137
2025-01-09 11:06:03.833	Succeeded	10.10.1.137
2025-01-08 19:13:05.44	Succeeded	10.10.1.137
2025-01-08 17:42:14.983	Succeeded	10.10.1.137
2025-01-08 16:52:09.843	Succeeded	10.10.1.137
2025-01-08 16:19:45.097	Succeeded	10.10.1.137
2025-01-08 12:49:05.47	Succeeded	10.10.1.137
2025-01-07 17:44:28.527	Succeeded	10.10.1.137
2025-01-07 17:30:04.74	Succeeded	10.10.1.137
2025-01-07 17:26:37.887	Succeeded	10.10.1.137
2025-01-06 15:58:48.817	Succeeded	10.10.1.137
2025-01-06 14:25:33.263	Succeeded	10.10.1.137

Log Out

Image: The Log Out Tab

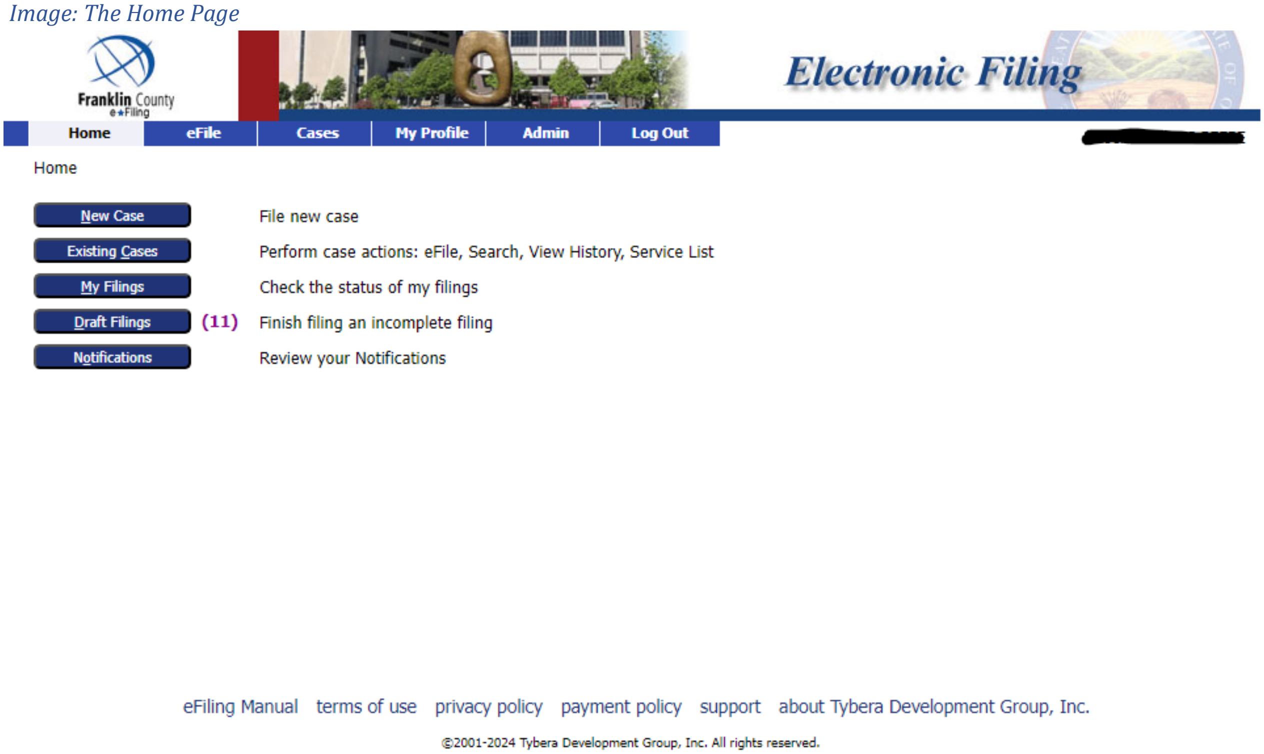


1. To log out and terminate the current session to the server, click **Log Out** on the Menu Bar.

The Home Page

The **Home** page of the Filer Interface is the first screen after login and the court selection page. It lists several options that provide quick access links to take the user to the screens most often visited. The user may also navigate the interface using the menu bar, which is conveniently located across the top of every page. Hover over each tab to display page options available for the filer. Many of these menu items are also found on the **Home** screen.

Image: The Home Page



- Any number in parentheses next to the buttons indicates the number that has yet to be acted upon by the filer.
- The Username appears in the upper right corner of the screen.
- Users are strongly encouraged to use only the navigation buttons that are displayed on the eFiling interface, rather than using the internet browser back arrow. These navigation buttons will appear at the bottom of each page and will give the user options such as **Back** or **Next.**
- Another navigation tool is the breadcrumb trail displayed at the top of every page, just under the menu bar. The active links show the pages the user has visited to get to the current page. Clicking any of these links will take the user back to the page listed.

Buttons On The Home Page

Initiating A New Case

1. On the **Home** page, click the **New Case** button, or hover over the **eFile** tab and select **New Case** from the drop-down selections.
2. Select the appropriate **Court**.
3. Select appropriate **Jurisdiction**.
4. Select the desired **Case Type**.
5. click the desired **Case Sub Type**.

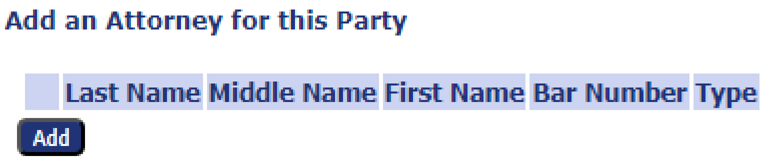
   Note: Each of these page choices filters the available options that will appear on the next page.

6. On the **Case Initiation** page:
   a) Click the **Add My Parties** button to be directed to the **Add a Party** page.

Image: Buttons to add Case Parties

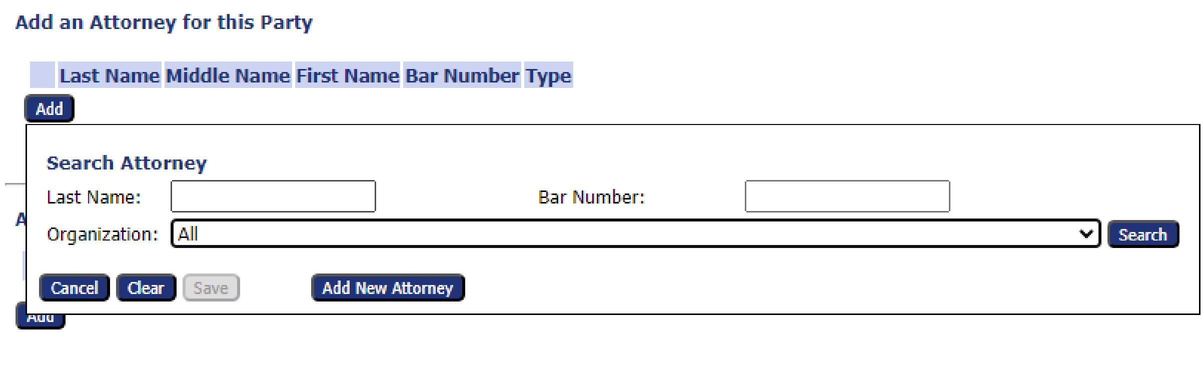
6. On the **Add a Party** page:
   a) Select the appropriate radio button for **Organization** or **Person** and fill out text fields for information that you have, noting that fields with an asterisk are required in order to add the party to the case.
   b) It is unnecessary to fill out the section **Add an Attorney for this Party** because the attorney filing will automatically be added as the attorney on the case.
   c) Click **Next** at the bottom of the page to return to the **Case Initiation page**.
7. On the **Case Initiation** page:
   a) To add additional parties relative to the case type selected, click the **Add Other Parties** button.
   b) Create the profile following the steps above.
   d) If the opposing attorney information is known, click the **Add** button under the **Add an Attorney for this Party** section.

Image: Add an Attorney for this Party



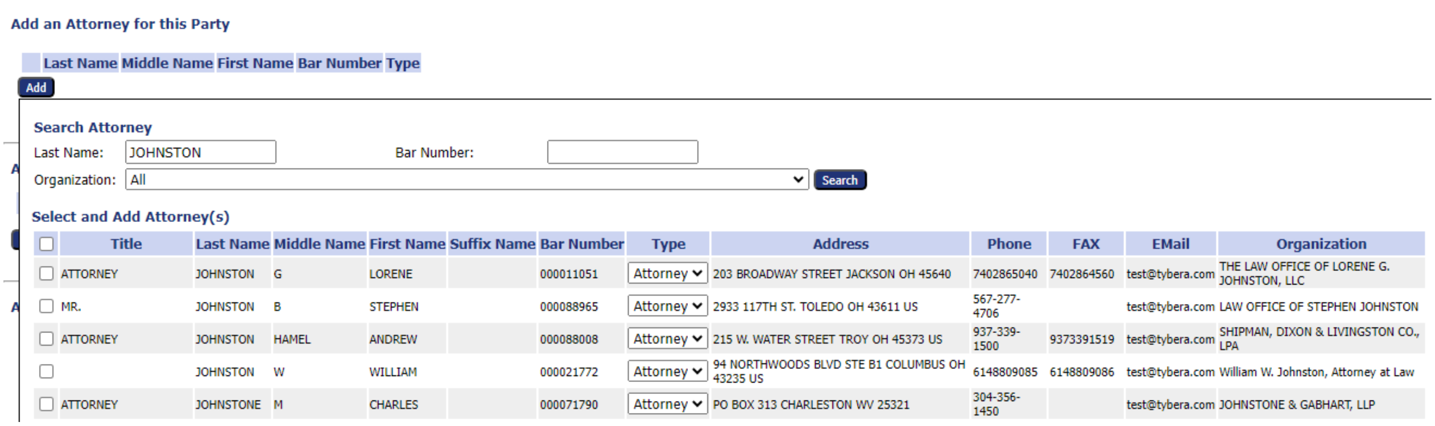
e) Choose to fill in either the attorney's last name, the bar number, or the organization. Click the **Search** button to see if this individual is in the system.

Image: Attorney Search Fields



f) The system will display possible matches, especially if an organization field has an entry and multiple attorneys may appear. Mark the checkbox next to the correct attorney. This will enable the **Save** button to be clicked. Click to proceed.

Image: Clicking Search opens a Table if there is a Match



Add an Attorney for this Party

Last Name Middle Name First Name Bar Number Type

Add

Search Attorney

Last Name: JOHNSTON Bar Number:

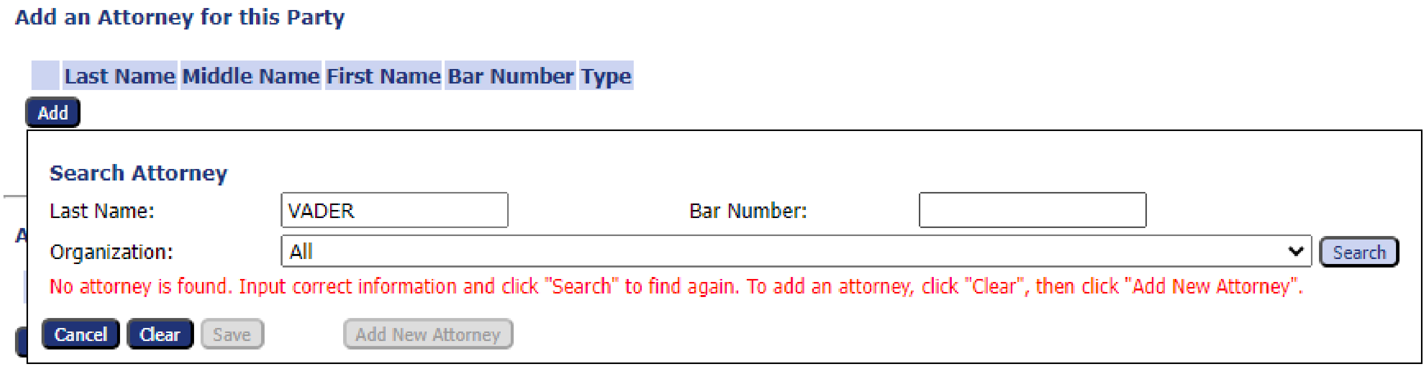
Organization: All Search

Select and Add Attorney(s)

	Title	Last Name	Middle Name	First Name	Suffix Name	Bar Number	Type	Address	Phone	FAX	EMail	Organization
	ATTORNEY	JOHNSTON	G	LORENE		000011051	Attorney	203 BROADWAY STREET JACKSON OH 45640	7402865040	7402864560	test@tybera.com	THE LAW OFFICE OF LORENE G. JOHNSTON, LLC
	MR.	JOHNSTON	B	STEPHEN		000088965	Attorney	2933 117TH ST. TOLEDO OH 43611 US	567-277-4706		test@tybera.com	LAW OFFICE OF STEPHEN JOHNSTON
	ATTORNEY	JOHNSTON	HAMEL	ANDREW		000088008	Attorney	215 W. WATER STREET TROY OH 45373 US	937-339-1500	9373391519	test@tybera.com	SHIPMAN, DIXON & LIVINGSTON CO., LPA
		JOHNSTON	W	WILLIAM		000021772	Attorney	94 NORTHWOODS BLVD STE B1 COLUMBUS OH 43235 US	6148809085	6148809086	test@tybera.com	William W. Johnston, Attorney at Law
	ATTORNEY	JOHNSTONE	M	CHARLES		000071790	Attorney	PO BOX 313 CHARLESTON WV 25321	304-356-1450		test@tybera.com	JOHNSTONE & GABHART, LLP

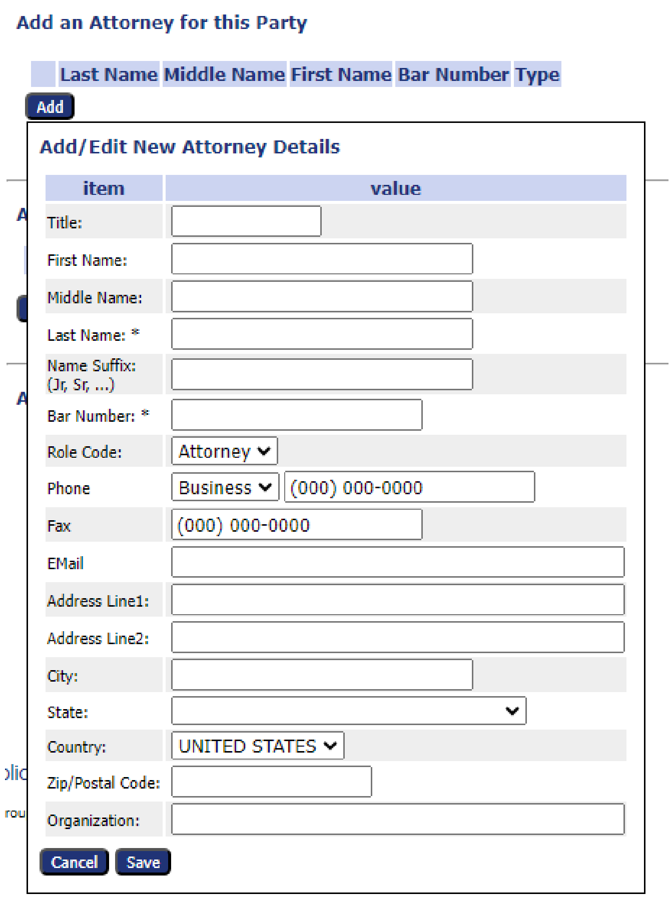
g) If there is not a match in the system, a red text message will appear. One may opt to skip the **Add an Attorney for this Party** section of the page, or choose to click the **Clear** button and proceed by clicking the **Add New Attorney** button.

Image: Red text Message will Appear if there is No Match



h) The **Add/Edit New Attorney Details** pop-up box will appear when the **Add New Attorney** button is clicked. Fill in the fields will all known information. Be aware that the fields marked with an asterisk are required. Click the **Save** button at the bottom.

Image: The Add/Edit New Attorney Details Pop-up Box.



i) Click the **Next** button at the bottom of the page to continue with the case initiation.

6. The Parties added will appear in the case participant's table. Click their hyperlinked name to make any edits. Click **X** to remove them. Click **Next** to proceed.

Image: the Case Participants table.

7. On the **Add a Document** page:

Image: The Add a Document Page

a) **Document Category –** Select a category from the drop-down list in this optional field to filter the choices that will display in the **Document Type** field.

b) **Document Type -** Select the appropriate document type from the drop-down menu. If the document type you need is not listed, try again by first removing your selection from the **Document Category** field. For a list of all possible document types, leave the **Document Category** field blank.

c) **Additional Text –** In this optional field you can enter relevant information that provides greater detail for the document type, if desired. This description will display as part of the document listing in the **Case Summary**.

d) **Page Count-** In this optional field you can include the page count of the document, if desired.

e) Take note of the system acceptable **File Format Types** when choosing a document to upload. Choosing the wrong file type will result in an error message.

f) **Document Location –** Click the **Browse** button to locate the document on your computer.

g) **Add –** Click to upload the selected document to the filing.

Note: Some document types require additional information. When applicable, after clicking **Add,** the user will be directed to another screen which will request additional information. An example would be a **Notice of Case Association** for Pro Se filers. Fill out the requested information and click **Next**.

Note: Add documents one at a time (the total submission size must be less than 30 MB). To view the listed document, click its hyperlinked title. To delete, click the **Remove** icon.

h) **Move to Draft** button **–** Click if you choose to finish the submission at a later time. All data will be saved (to retrieve the **Draft** later, hover over the **eFile** tab and select **Draft Filings**. Click the hyperlink Description to proceed with the filing).

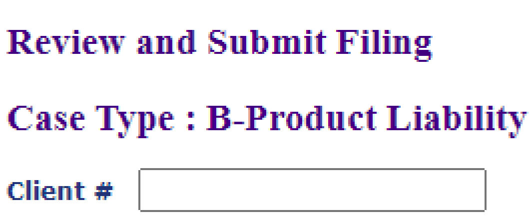
i) In the **On Behalf of** column, click the down arrow to select which case party is associated to the document listed. Click **Add**. This will display the individual with a red **X** next to their name. This **X** is for deleting the name if an error has been made.

j) Click **Next** when all documents have been added.

8. **Review and Approve Filing** page – The filer is able to view, edit, add/or remove documents, select a payment method if applicable to the filing, go back to a previous page in the case initiation, cancel the filing, move the filing to drafts, or submit the filing to the court.

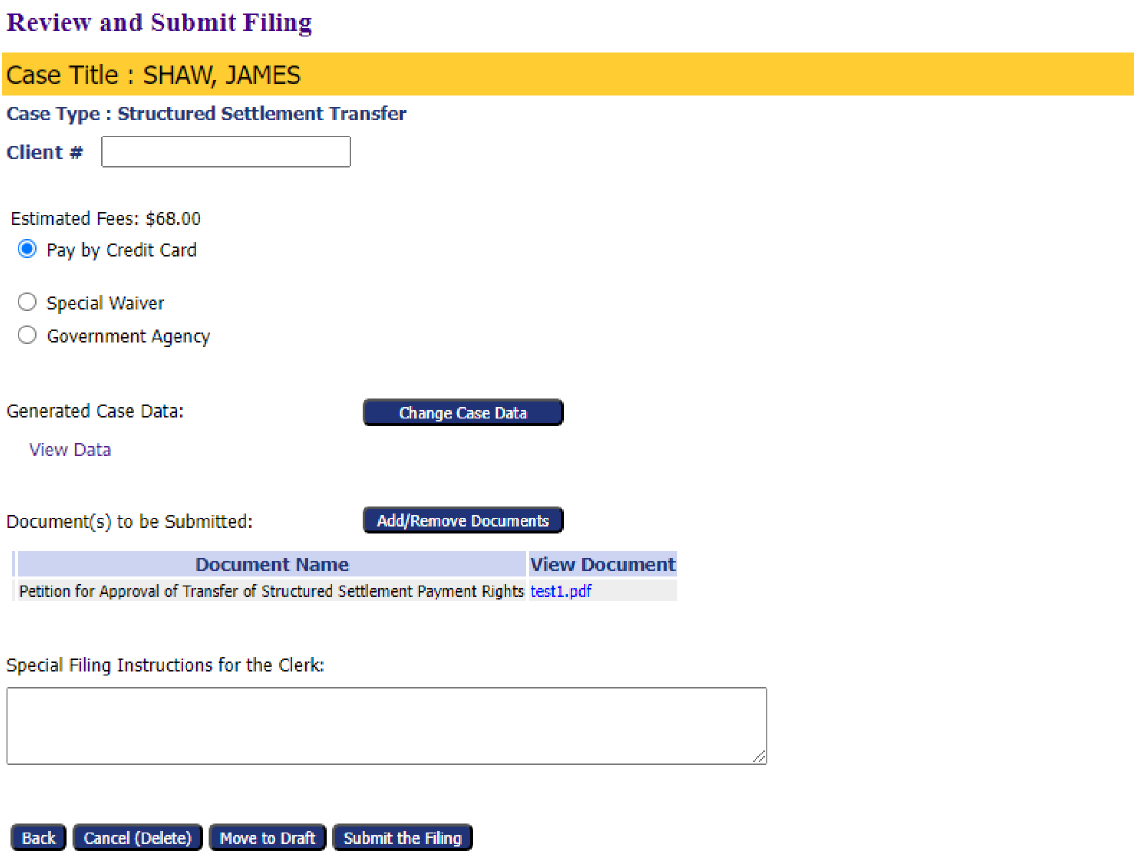
a) **The Client #** - This optional field is a convenience for filers with an internal filing system.

Image: Client#:



b) If there are required fees associated to the filing, the amount due will display as estimated fees. When you click to submit the filing, you will be prompted to enter credit card information. Payment of all fees is required before the filing will be submitted to the court. If applicable to the filing, click the radio button **Indigent/Defer.** The **Court Exempt** button is for Court employees only.

Image: Top Portion of the Review and Submit Filing Page



c) The **Change Case Data** button enables the filer to return to the **Case Initiation** page to

edit case participant information.

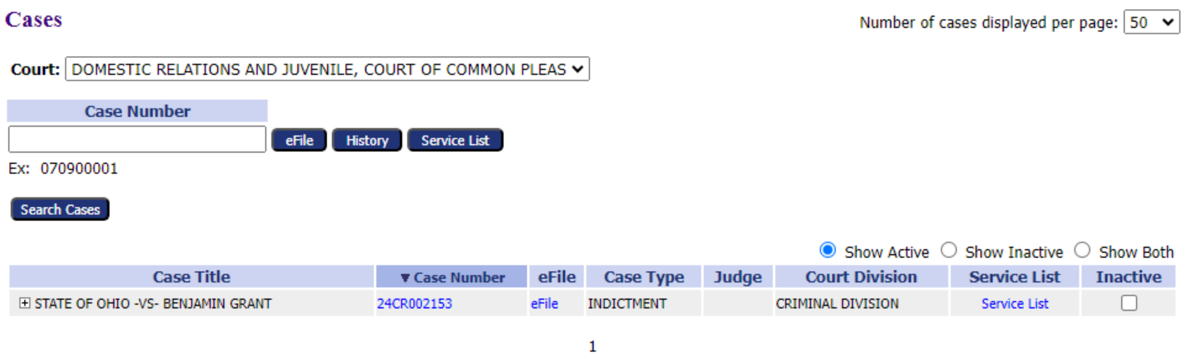
d) Click the hyperlinked document title to view the documents. Click the **Add/Remove Document** button to make changes.

e) Use the optional **Special Filing Instructions** field as a means to communicate with the court.

f) Click the button **Submit the Filing.** You may also choose to select **Back** or **Move to Draft** as needed.

Note: When you initiate a new case as a case participant, the case number will automatically be added to your **Cases** list. These may be view by hovering over the **Cases** tab in the menu bar and selecting **Cases** from the drop-down list. The **Cases** data table is a useful tool to easily find case-relevant information.

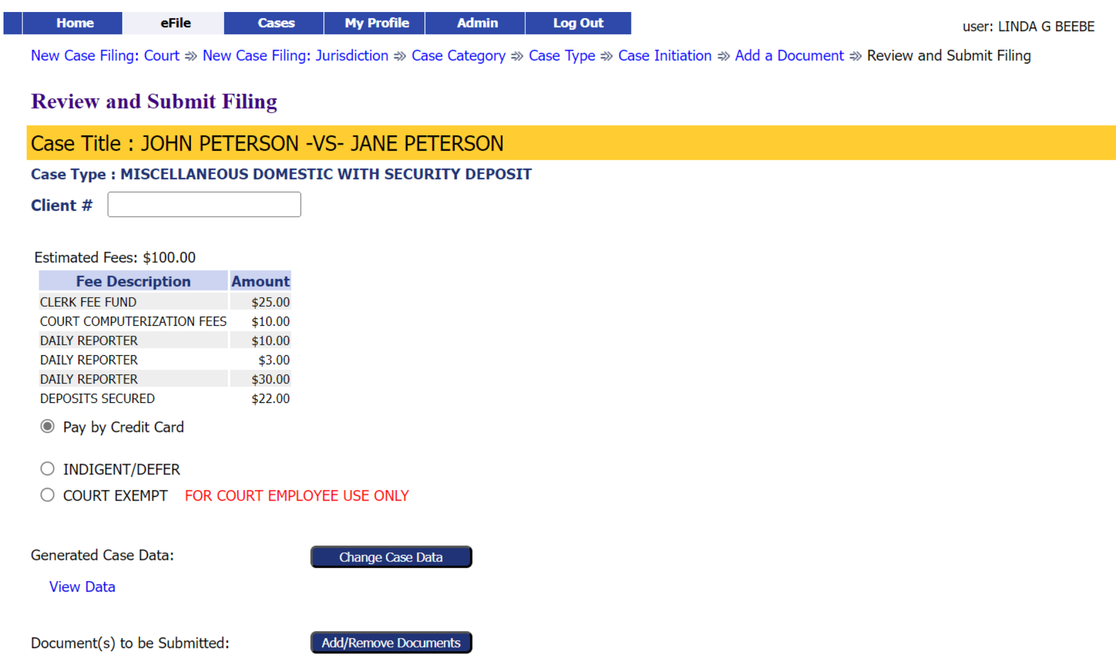
Image: Cases list under the Cases tab:



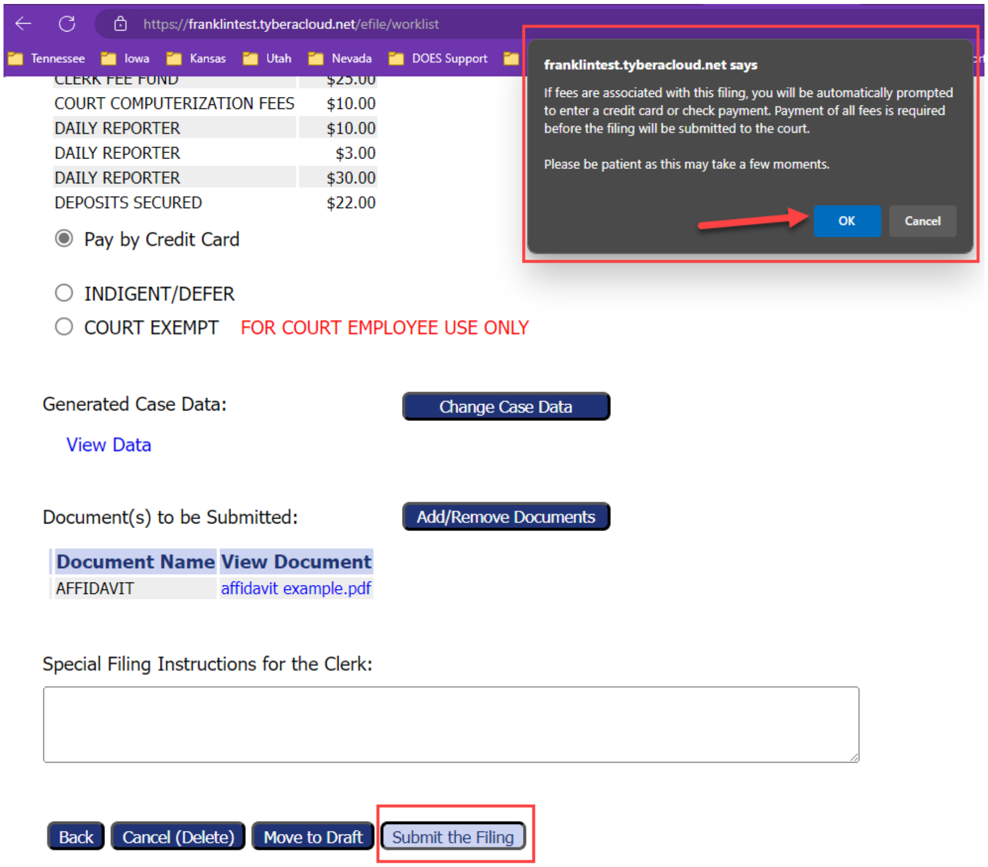
Payment for Filings

Before a filing can be submitted, the required filing fees and court fees must be paid. The Franklin Ohio eFiling system uses a 3rd party payment site called PayGov.US Payment information will need to be entered each time a filing is submitted to the court.

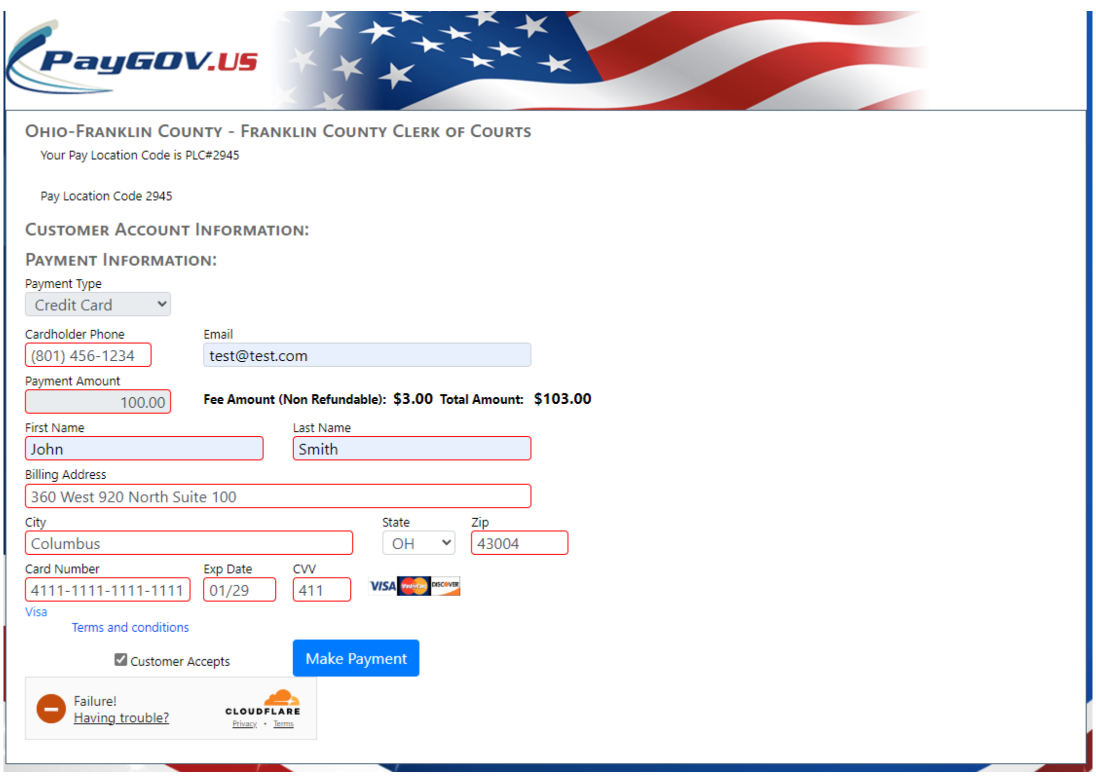
1. On the **Review and Submit** filing page review the listed fees and charges and select the radio option **Pay by Credit Card.**



2. Click **Submit the Filing.**
3. A pop-up box will appear that says you will be prompted to enter credit card information before the filing is submitted to the court. Click **Ok.**



4. You will be automatically redirected to the PayGov.US site, pictured below. Select the desired payment type in the drop-down menu, and then fill out your payment information.



5. At the bottom of the page, click the box under **Terms and Conditions** to accept them. You may click on the blue hyperlinked **Terms and Conditions** button to read them.
6. Click Make a Payment to submit your payment and filing to the court.
7. If your billing information was entered correctly and was successfully charged, you will be redirected to the **Submission Confirmation** screen that shows and overview of your submitted filing.

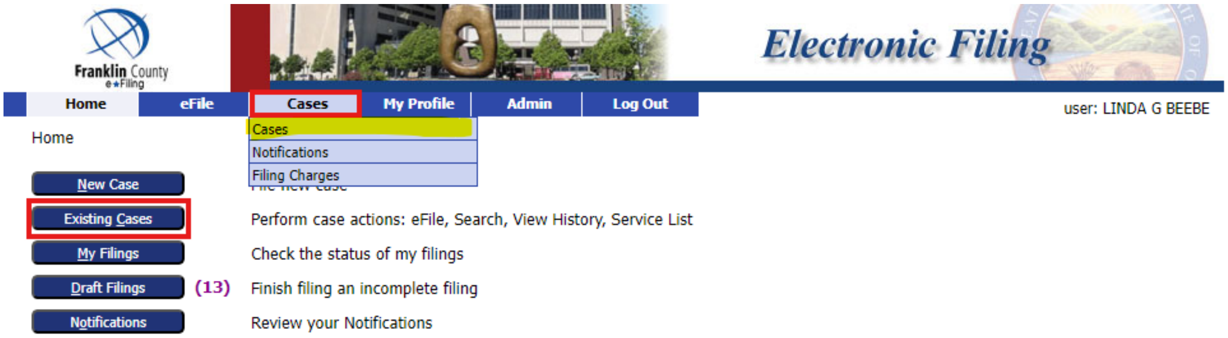
Case Title	My Case #	Court Case #	Description	Date	Account	Authorization Code	Fees	Technology Fee	Total Charge
JOHN PETERSON -VS- JANE PETERSON			AFFIDAVIT	2024-06-26 15:03:14.758	1111	11900748	$100.00	$3.00	$103.00

8. Click **Filing Status** to be taken to the **My Filings** page where you can await a response from the court clerks.

Filing To an Existing Case

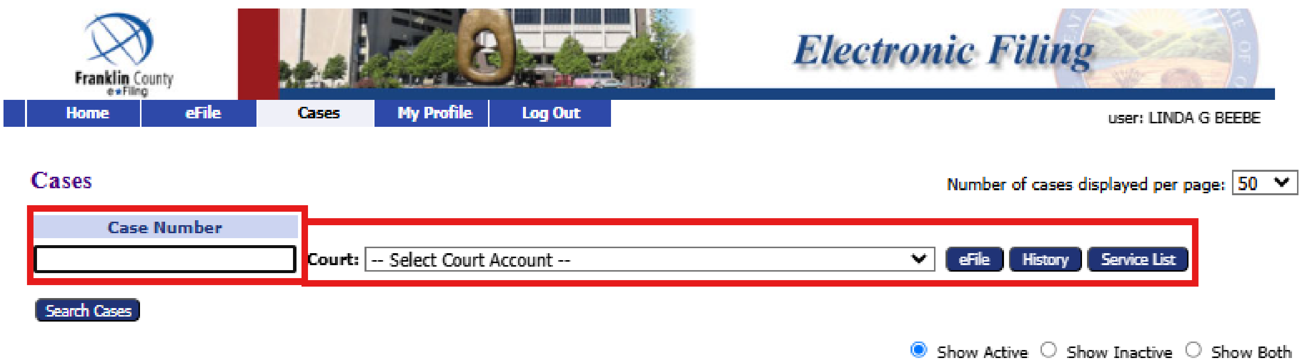
On the **Home** page, click the **Existing Cases** button. Alternately, hover over the **eFile** tab on the menu bar and select **Existing Case** from the drop-down list. This directs the user to the **Cases** page. The **Cases** page not only allows a filer to eFile to an existing case, it also gives the user easy access to cases, documents filed to the cases, and to the service list information associated to a particular case at the time of the query.

Image: Navigating to the Cases Page



1. The top portion of the **Cases** page displays a **Case Number** text field and a **Court** drop down menu. Select the appropriate **Court** in the drop-down menu and enter a case number in the **Case Number** field and click one of the three buttons to its right:

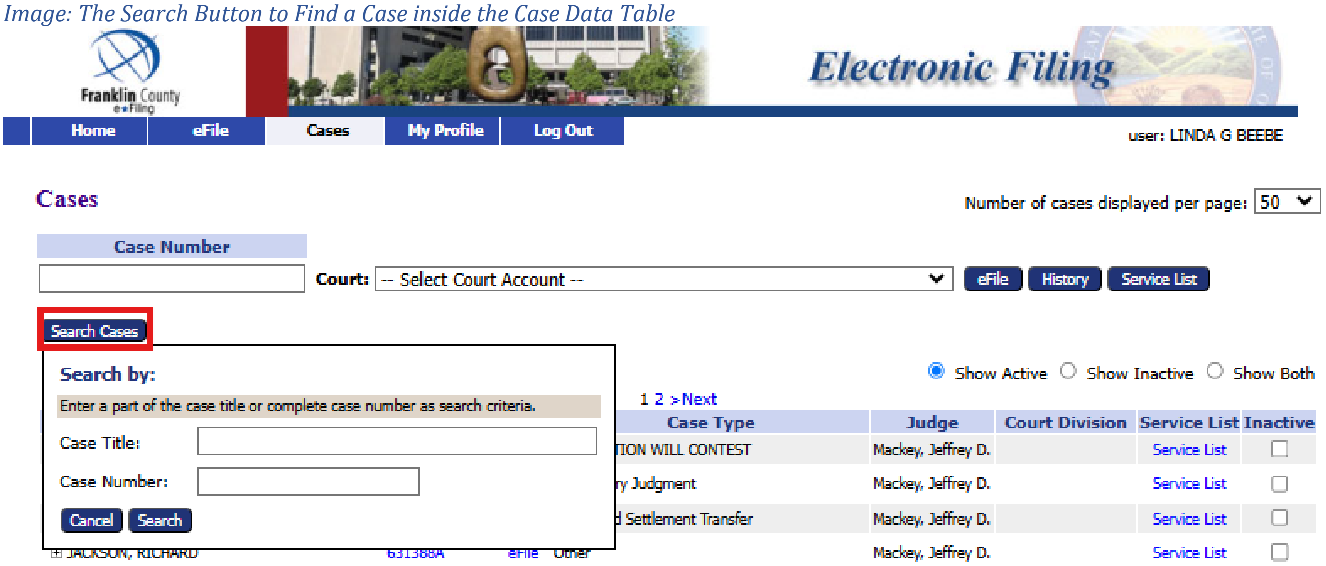
Image: Action Buttons on the Cases Page.



- The **eFile** button - Takes the user to the **Add-a-Document** page for that case.
- The **History** button - This opens a new browser tab and displays the **Case History**.
- The **Service List** button - This opens a new browser tab and identifies those case parties who will receive a filing's notification electronically or those who will need to be served in the traditional manner (this list will vary moment to moment depending on when new filers request an eFiling account and gain access to electronic notification).

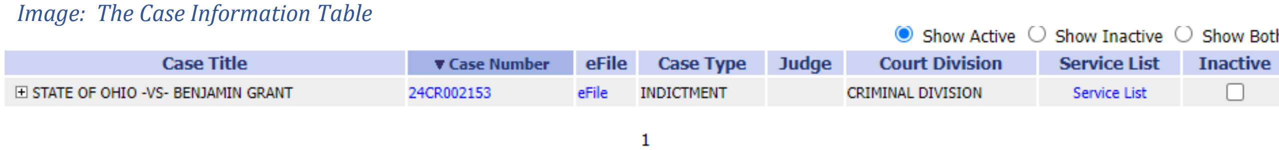
2. The **Search Cases** button is used separately from the **Case number** field when the user chooses to locate the case within the **Case Data** table.

Image: The Search Button to Find a Case inside the Case Data Table



3. The bottom portion of the page displays the **Case Information** table.

   Image: The Case Information Table



   a. The data in each column has an ascending/descending sort feature that sorts alphabetically or numerically. Click the column header of choice to cause the table display to be organized according to the header selected. Clicking the column header a second time reverses the order of the displayed information.
   b. Hovering and pausing over any blue text hyperlink will pop-up a help guide for the user explaining what action will happen if you click on it.
   c. Clicking the **+** sign next to any listing in the **Case Title** column will expand the section and display the case documents. Clicking the hyperlink document title will open the document for viewing, printing, or saving. Clicking the **–** sign will collapse the section.
   d. Clicking the **Service List** hyperlink in the **Service List** column opens a new browser tab and identifies the case parties who received a filing notification electronically or by traditional means (this list will vary moment to moment depending on when new filers request an eFiling account and gain access to electronic notification).

Image: The Case History Page Displays in a New Browser Tab

Electronic Filing

Maryellen O'Shaughnessy
Franklin County Clerk of Courts

Case Number: 24CR002153

STATE OF OHIO -VS- BENJAMIN GRANT

Opened: 06-17-2024
Case Type: INDICTMENT   Status: ACTIVE   Judge:

⊞ Show/Hide Participants

⊞ Show/Hide Charges

File Date	Case History
06-17-2024	Filed by: Court ⊞ 2949.091 FEE ASSESSED
06-17-2024	Filed by: Court ⊞ 2743.70 FEE ASSESSED
06-17-2024	Filed by: Court ⊞ INDICTMENT FILED
06-17-2024	Filed by: Court ⊞ ASSIGNMENT OF ASSISTANT PROSECUTING ATTORNEY
06-17-2024	Filed by: Court ⊞ WARRANT ISSUED - TO JAIL
06-17-2024	Filed by: Court ⊞ SUMMONS - REQUEST FOR
06-17-2024	Filed by: Court ⊞ HEARING ARRAIGNMENT SCHEDULED
06-17-2024	Filed by: Court ⊞ HEARING ARRAIGNMENT SCHEDULED

a) Clicking the hyperlinked **Service List** in the **Service List** column opens a new browser tab and identifies those case parties who received a filing's notification electronically or by traditional means (this list will vary moment to moment depending on when new filers request an eFiling account and gain access to electronic notification).

Image: The Service List Displays in a New Browser Tab

Service List

Service List RE: 24CR002153

Case Number:	24CR002153
Judge:	
Court:	COURT OF COMMON PLEAS GENERAL DIVISION CRIMINAL DIVISION
Case Title:	STATE OF OHIO -VS- BENJAMIN GRANT

This certificate was automatically generated by the courts auto-notification system.

Date Generated: 06-26-2024 12:14:36

As of 06-26-2024, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:

LINDA BEEBE for STATE OF OHIO

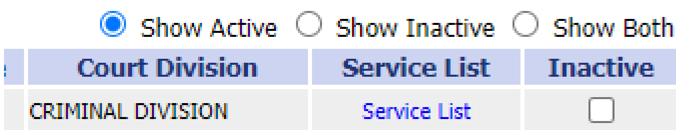
The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

BENJAMIN GRANT

Address: BENJAMIN GRANT
3232 KANTNER CIR
KENT, TN 32322-0000

b) Marking the checkbox in the **Inactive** column gives the user the option to hide the case from view by clicking their choice of radio buttons: **Show Active**, **Show Inactive** and **Show Both.**

Image: Radio buttons on the Cases Page



Note: Any user with a correct case number can eFile on a case. However, users will not be able to view a case history unless they are a party on the case or counsel of record. Self-Represented filers will need to file a **Notice of Association** to be electronically connected to their case. This will permit them to view the case history.

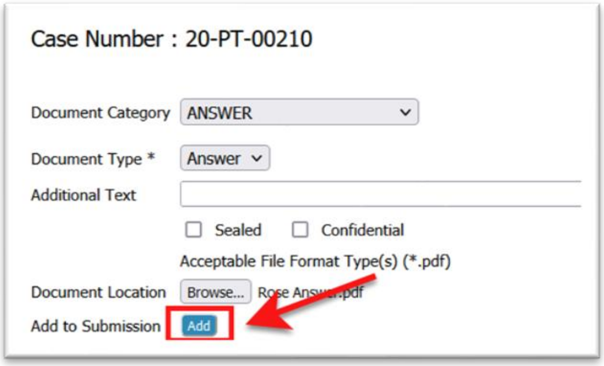
Filing A Notice of Appearance by An Attorney

Note: The actual language "Notice of Appearance" may vary depending on case type and court selected for the filing.

1. When an attorney files a case initiation, the system will automatically add them to the case as counsel of record. Through the system they will be able to access all case records (other than sealed documents), receive notifications of activity on the case, and view all filed documents to the case.
2. When an attorney is counsel for the opposing party, after uploading their **Answer** or **Response** document, the system will direct them to a page where they enter in a **text field** the name(s) of the case participant(s) for whom they are filing and will be representing. This will associate the attorney to the case and through the system they will be able to access all case records (other than sealed documents), receive notifications of activity on the case, and view all filed documents to the case.

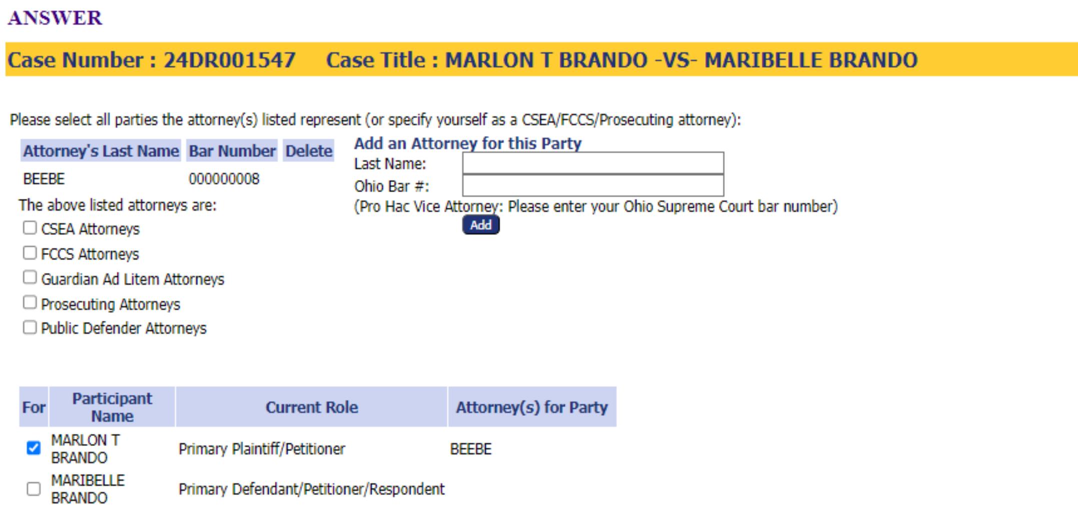
   a) On the **Add a Document** page, browse and select the appropriate Answer or Response document from your files.
   b) Click the **Add** button to include the document as part of the submission.

   Image: Adding an Answer document type to the filing



c) This action will direct the user to the **Summary Administration** page where the user will type the name(s) of the case participant(s) for whom he/she is representing.

Image: Summary Administration Page



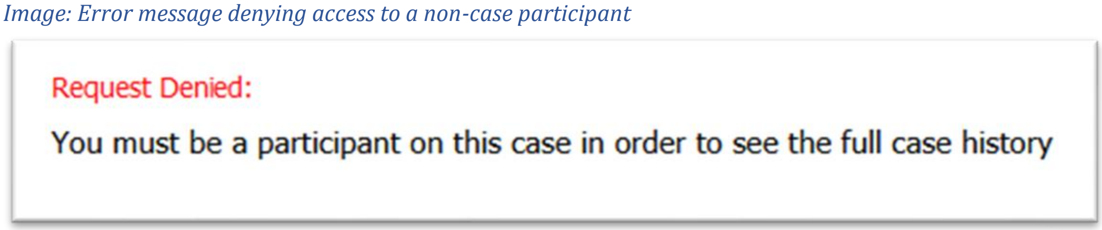
d) Click the **Next** button to be directed back to the **Add a Document** page. Add additional documents to the filing, if desired, and click the **Next** button to proceed.

e) Select the appropriate radio button for payment.

f) Complete the filing by clicking the **Submit the filing** button on the **Review and Submit Filing** page.

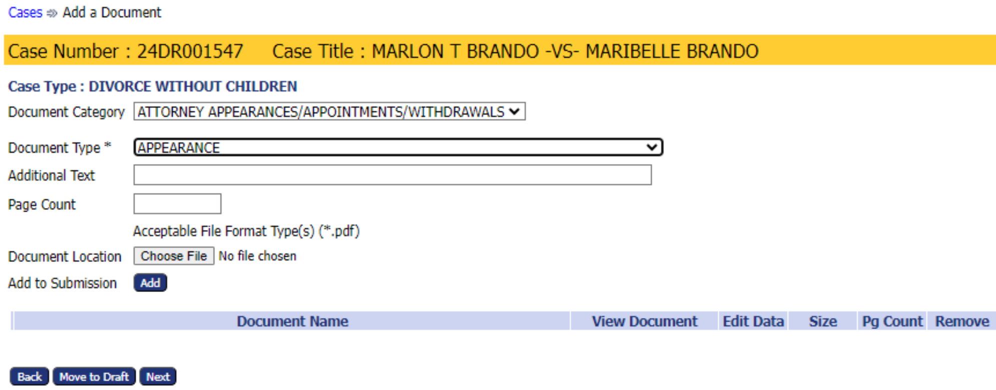
3. When an attorney who is not on a case, clicks the **Existing Cases** button on the **Home** page, enters a **case number** in the provided field on the **Cases** page, and clicks the **History** button, they will see the following message:

Image: Error message denying access to a non-case participant



The Attorney needs to enter his appearance on the case in order to access the case records, receive notifications of activity on the case, and view all filed documents to the case.

a) On the **Add a Document** page, click the down-arrow in the **Document Category** field and select **Attorney Appearances/Appointments/Withdrawals** from the menu.



b) In the **Document Type** field, select **Notice of Appearance** from the drop-down menu.
c) Click the **Browse** button to select the prepared document from your files.
d) Click the **Add** button to include the document as part of the submission. This will direct the attorney to the **Summary Administration** page where the attorney will type the name(s) of the case participant(s) for whom he/she is representing.

Image: Appearance

e) Click the **Next** button to be directed back to the **Add a Document** page. Add additional documents to the filing, if desired, and click the **Next** button to proceed.
f) Select the appropriate radio button for payment.
g) Complete the filing by clicking the **Submit the filing** button on the **Review and Submit Filing** page**.**

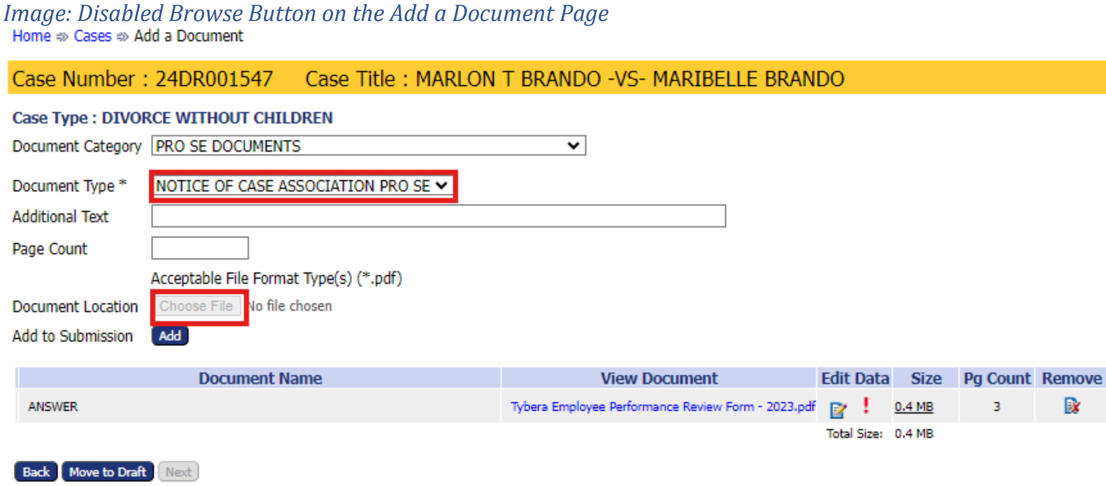
Filing A Notice Of Case Association By The Pro Se Filer

A **Notice of Association** is a document type that is filed by a Pro Se (a self-represented filer) to enable them to gain electronic access to a case initiated by another, where they are listed as a case participant. All case documents, notifications, orders, and other pertinent case information will become available to the pro se filer through the system once the Notice of Case Association has been filed and approved by the court. If the Pro Se Filer fails to follow these steps, they will be met with this message when they try to access their case's Case History:

Image: Request Denied message for a non-case participant

1. On the Home page click the button **Existing Cases**.
2. On the **Cases** page, enter the case number in the provided field. Click the button **eFile**.
3. On the **Add a Document** page, in the **Document Category** field, click the down-arrow to select **Notices**.
4. In the **Document Type** field, select **Notice of Association** from the filtered list.
5. For this document type, the **Browse** button is purposely disabled because there is no document to upload. Instead, proceed by clicking the **Add** button underneath the **Browse** button. This will direct the filer to the **Pro Se Notice of Case Association** page.

Image: Disabled Browse Button on the Add a Document Page



6. This page identifies you as the Filer, filing a **Pro Se Notice of Case Association** (the case is marked "Sealed" at this point because the details of the case are not yet available to the Pro Se until after the Notice of Association has been filed and approved.)

7. Click **Next**.
8. You will be returned to the **Add a Document** page where you can see that the document type **Notice of Association** has been added to the filing.

Image: Add a Document Page

9. Click the **Next** button.
10. On the **Review and Submit Filing** page, click the **Submit the Filing** button.
11. A message will appear that your filing has been submitted. Click OK. Click the **Filing Status** button.
12. This directs you to the **My Filings** page. Here the status of your submission may be watched in the **Status** column. To return to this page later, hover over the **eFile** tab in the menu bar and click **My Filings.**

Checking The Status Of A Filing

On the **Home** page, click the **My Filings** button to be directed to the **My Filings** page. Alternately, hover over the **eFile** tab on the menu bar and select **My Filings** from the drop-down lis

Image: Navigating to the My Filings Page

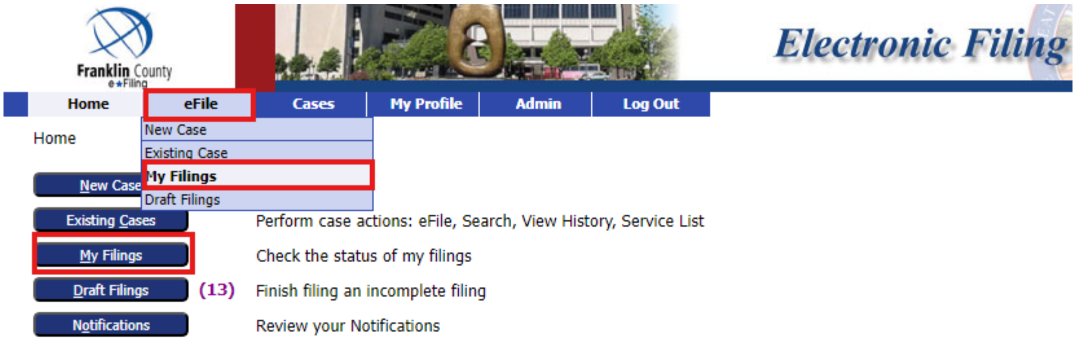
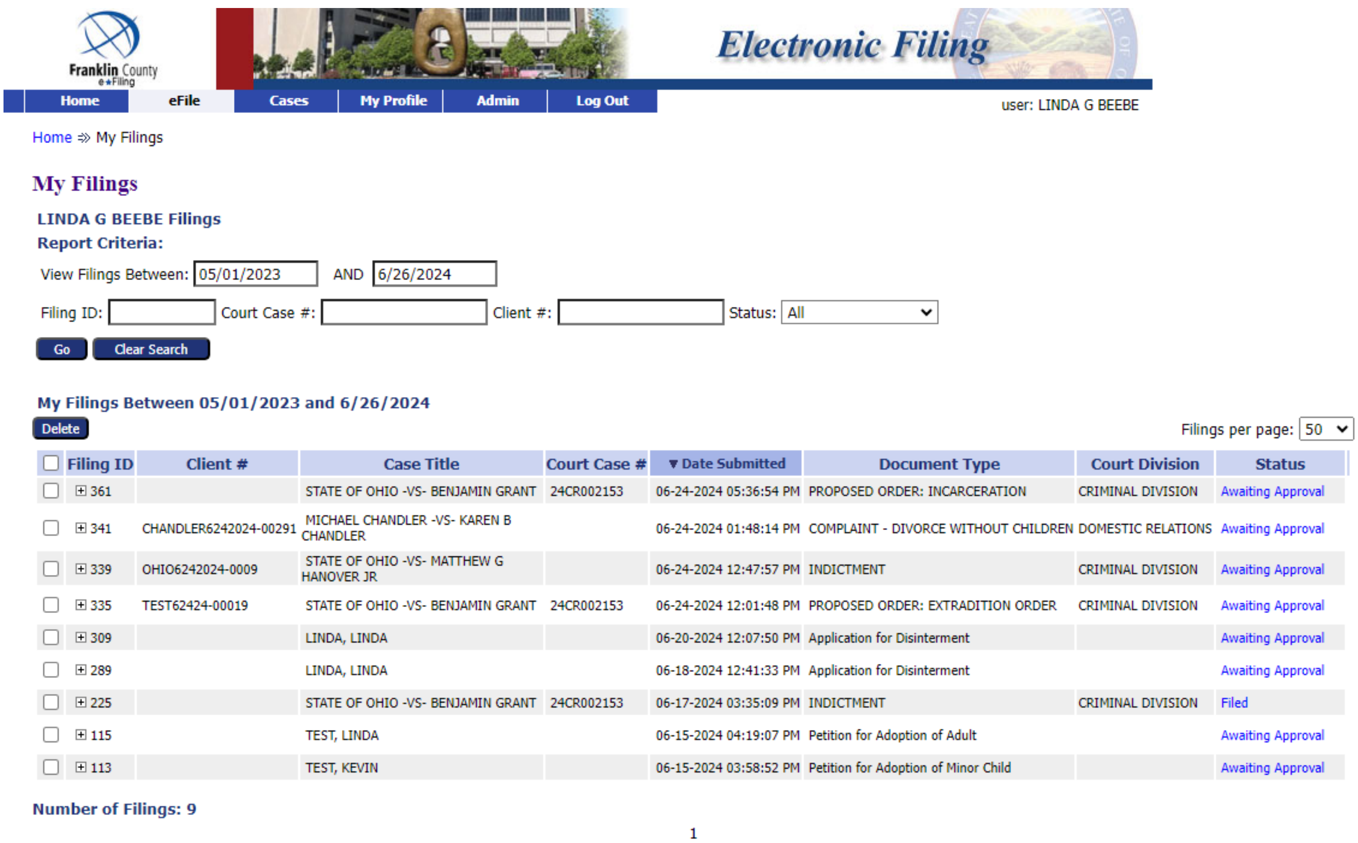


Image: Overview of the My Filings Page



1. Use the filtering fields at the top of the page to narrow your search: **Filing ID**, **Court Case #**, **Status**, or **Client #**.

   Note: This number corresponds to the optional **Client #** field on the **Review and Submit** page**.** It is offered as a convenience to the filer if they have an internal filing system related to their clients. It is not a number automatically used by the eFiling system.

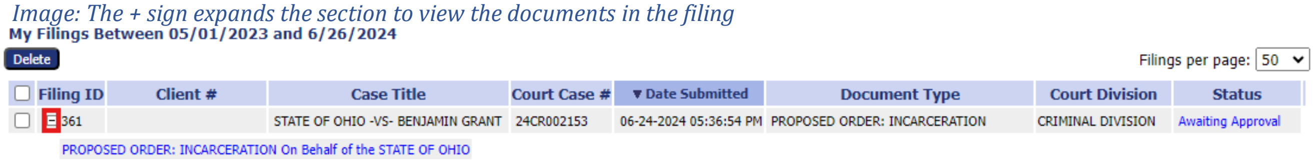
2. For the fields **View Filings Between**, set the date to include the date of submission. Click **Go** to refresh the page and locate the submission listing.

3. Column headers in the data table have an ascending/descending sort feature that sorts alphabetically or numerically. Click the column header of choice to cause the table display to be organized according to the header selected. Clicking the column header a second time reverses the order of the displayed information.

4. The default column for the data table is the **Date Submitted** column, which means the most recent filings will be at the top. This is recognized by the block color difference of the column header that is controlling the data display. If another column is selected for filtering, this will become the new default setting for the session. If you leave the page and return in the same time session, it will stay as the default setting. However, if you logout or the session terminates because of inactivity, when you log back in the setting will refresh and the **Date Submitted** will once again resume as the default column header.

5. Clicking the **+** sign in the **Filing ID** column expands the section and displays the documents in the filing. Click the **–** sign to collapse the section. To view the documents, click their hyperlinked name.

Image: The + sign expands the section to view the documents in the filing


My Filings Between 05/01/2023 and 6/26/2024

Delete

Filings per page: 50

Filing ID	Client #	Case Title	Court Case #	▼Date Submitted	Document Type	Court Division	Status
361		STATE OF OHIO -VS- BENJAMIN GRANT	24CR002153	06-24-2024 05:36:54 PM	PROPOSED ORDER: INCARCERATION	CRIMINAL DIVISION	Awaiting Approval

PROPOSED ORDER: INCARCERATION On Behalf of the STATE OF OHIO

6. When viewing the expanded section after clicking the **+** sign, if **Receipt** is one of the documents displayed, this means the filing has been processed and its status is **Filed.** The Receipt document is the **Confirmation of Receipt** document sent to the filer from the court. Click its hyperlink to open a new browser tab to view or print this document.

7. The right column is the **Status** column. This column allows the filer to follow the progress of the filing through its various stages of processing. Some statuses happen so quickly that each stage may not visibly be tracked. Clicking the **Go** button will refresh the page view and post any changes in the status. Once it has been completely processed, the final state is **Filed.**

   Other statuses include:

   a. **Received** - The submission has received a time stamp and will be placed in a queue for further processing.

   b. **Awaiting Approval** - The submission is in a queue for further processing.

   c. **Receipt Pending** - An error occurred in communications. Call the e-Filing administrator.

   d. **Rejected** - Submission was denied. See the note from the clerk for an explanation. To start the resubmission process, click **Resubmit**.

e. **Filed** – The final status of the filing. No further action. The filer should look at their case history or receipt of the submission to download signed documents and check for notes from the Clerk.

f. **Filed-Presented to Judge** –Accepted and routed to a Judicial Queue for a judge to review. This means that even though the submission has been filed, the proposed document may not have been reviewed at this time, but it has been presented to a judge.

g. **In Draft/Resubmitted** - This submission was **Rejected**, and the filer used the old submission to create a new submission. The status of this submission has no future value, and the filer needs to look at the new submission status.

8. Click the **Status** hyperlink to be directed to the **Filing Status** page.

Resubmitting A Rejected Filing

1. If a clerk rejects a filing, they are instructed to enter a note for the filer to explain the reason why. With these instructions, the filer can correct the filing and resubmit it. The system flags the filer of the note using an exclamation point inside a yellow rectangle. Clicking the hyperlink status **Rejected**, listed under the **Status** column, the user will be directed to the **Filing Status** page where they may read the note written by the clerk or in some instances, the message generated by the system.

Image: The Message returned to the Filer on the Filing Status page

Filing Charges

Filing Status

Status:	Filed-Presented to Judge 06-28-2024:06:18:47 PM
Reason:	APPROVED and INDIGENT waiver ACCEPTED by Kelli D. Simmons on 6/26/2024.
Client #:	BRANDO62824-0001919
Filing ID:	447
Tracking ID:	267
Submitted By:	BEEBE, LINDA G
Date Submitted:	06-28-2024 06:15:59 PM
Official File Stamp:	06-28-2024 06:15:59 PM
Case Title:	MARLON T BRANDO -VS- MARIBELLE BRANDO
Court Case #:	24DR001547
Case Type:	DIVORCE WITHOUT CHILDREN
Court Division:	DOMESTIC RELATIONS

Note: This filing will be removed from eFlex on 09-26-2024

Document Name	View Document
FILING SUBMITTED TO DUTY BAILIFF: STANDARD MUTUAL RESTRAINING ORDER On Behalf of PLAINTIFF MARLON BRANDO	APPLICATION.pdf
COMPLAINT - DIVORCE WITHOUT CHILDREN On Behalf of PLAINTIFF MARLON BRANDO	Complaint.pdf

Response:

Response Document Name	View Document
Receipt	receipt.html
COMPLAINT - DIVORCE WITHOUT CHILDREN On Behalf of PLAINTIFF MARLON BRANDO	Complaint.pdf

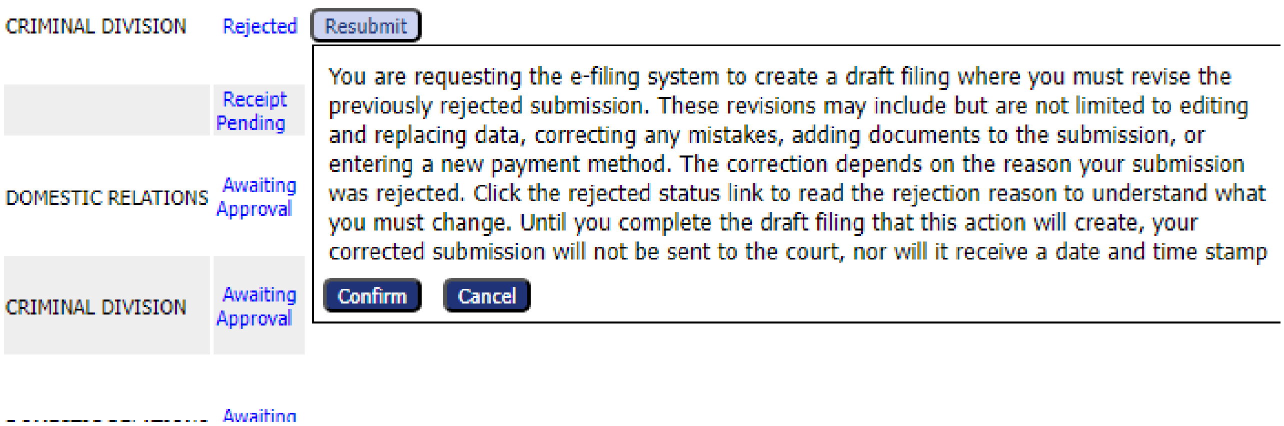
Note: If there is no reason for the rejection on the filing status page, it means the clerk who rejected the filing did not enter a reason for rejection.

2. The system will also generate a "one-time-use" **Resubmit** button which will display to the right of the status column.

Image: The Rejected and Resubmit Buttons

3. Click the **Resubmit** button.
4. A disclaimer text box will appear that explains the resubmission process.

Image: The Resubmit text box.



5. Click **Confirm.**
6. This will cause the eFlex system to clone the information from the rejected submission and route the user to the **Add a Document** page where the user can make the necessary corrections to the filing and proceed to resubmit the filing back to the court.
7. After the corrections have been made, click **Next.**
8. On the **Review and Approve Filing** page click **Submit.**
9. The **Filing Status** page will now display a **In Draft/ Resubmitted** status for the first filing and will create a new line for the resubmitted filing.

Image: The Display of the Resubmitted Status

My Filings Between 03/01/2024 and 7/1/2024

Delete

Filings per page: 50

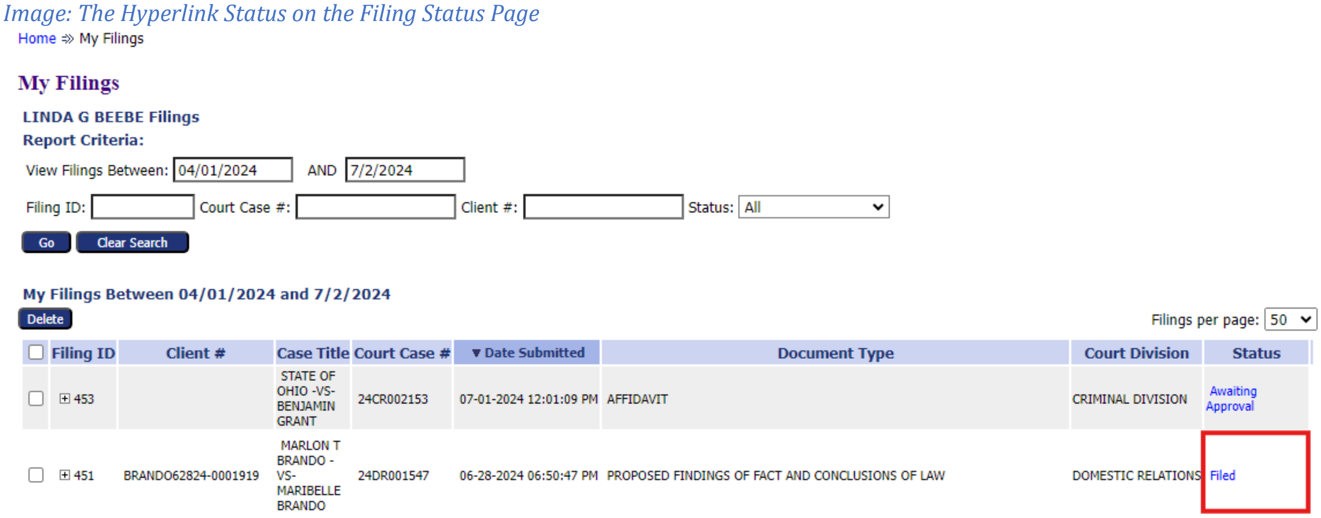
	Filing ID	Client #	Case Title	Court Case #	▼Date Submitted	Document Type	Court Division	Status
☐	⊞ 453		STATE OF OHIO -VS- BENJAMIN GRANT	24CR002153	07-01-2024 12:01:09 PM	AFFIDAVIT	CRIMINAL DIVISION	Awaiting Approval
☐	⊞ 451	BRANDO62824-0001919	MARLON T BRANDO -VS- MARIBELLE BRANDO	24DR001547	06-28-2024 06:50:47 PM	PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW	DOMESTIC RELATIONS	Filed
☐	⊞ 447	BRANDO62824-0001919	MARLON T BRANDO -VS- MARIBELLE BRANDO	24DR001547	06-28-2024 06:15:59 PM	FILING SUBMITTED TO DUTY BAILIFF: STANDARD MUTUAL RESTRAINING ORDER	DOMESTIC RELATIONS	Filed-Presented to Judge
☐	⊞ 445	GRANT62824-0199	STATE OF OHIO -VS- BENJAMIN GRANT	24CR002153	06-28-2024 05:55:41 PM	PROPOSED ORDER: AGREED SENTENCING	CRIMINAL DIVISION	Awaiting Approval
☐	⊞ 439	TEST62824-019992	STATE OF OHIO -VS- VICTOR TEST	24CR002166	06-28-2024 11:03:23 AM	APPEARANCE	CRIMINAL DIVISION	Awaiting Approval
☐	⊞ 437		STATE OF OHIO -VS- BENJAMIN GRANT	24CR002153	06-28-2024 10:44:09 AM	ENTRY ATTORNEY REPRESENTATION FOR VICTIM	CRIMINAL DIVISION	Awaiting Approval
☐	⊞ 435		STATE OF OHIO -VS- BENJAMIN GRANT	24CR002153	06-28-2024 10:39:42 AM	AFFIDAVIT	CRIMINAL DIVISION	In Draft/Resubmitted

Accessing The Stamped Documents & Confirmation of Receipt

The **Filing Status** page allows you to access documents that were filed with your case for either viewing or printing purposes.

1. On the **My Filings** page, click the submission's hyperlinked status inside the **Status** column.

Image: The Hyperlink Status on the Filing Status Page



Home ⇒ My Filings

My Filings

LINDA G BEEBE Filings
Report Criteria:

View Filings Between: 04/01/2024 AND 7/2/2024

Filing ID: Court Case #: Client #: Status: All

Go Clear Search

My Filings Between 04/01/2024 and 7/2/2024

Delete

Filings per page: 50

	Filing ID	Client #	Case Title	Court Case #	▼Date Submitted	Document Type	Court Division	Status
☐	⊞ 453		STATE OF OHIO -VS- BENJAMIN GRANT	24CR002153	07-01-2024 12:01:09 PM	AFFIDAVIT	CRIMINAL DIVISION	Awaiting Approval
☐	⊞ 451	BRANDO62824-0001919	MARLON T BRANDO -VS- MARIBELLE BRANDO	24DR001547	06-28-2024 06:50:47 PM	PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW	DOMESTIC RELATIONS	Filed

Image: Top Portion of the Filing Status Page

Filing Status

Status:	Filed 06-28-2024:07:05:54 PM
Client #:	BRANDO62824-0001919
Filing ID:	451
Tracking ID:	269
Submitted By:	BEEBE, LINDA G
Date Submitted:	06-28-2024 06:50:47 PM
Official File Stamp:	06-28-2024 06:50:47 PM
Case Title:	MARLON T BRANDO -VS- MARIBELLE BRANDO
Court Case #:	24DR001547
Case Type:	DIVORCE WITHOUT CHILDREN
Court Division:	DOMESTIC RELATIONS

Note: This filing will be removed from eFlex on 09-26-2024

2. The Documents, as filed in the original submission, will display in the section with the column headings **Document Name** and **View Document**. These documents do not have the court's time and date stamp.

Image: Bottom Portion of the Filing Status Page

Note: This filing will be removed from eFlex on 09-26-2024

Document Name	View Document
PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW On Behalf of PLAINTIFF MARLON BRANDO	Order Proposed.pdf

Response:

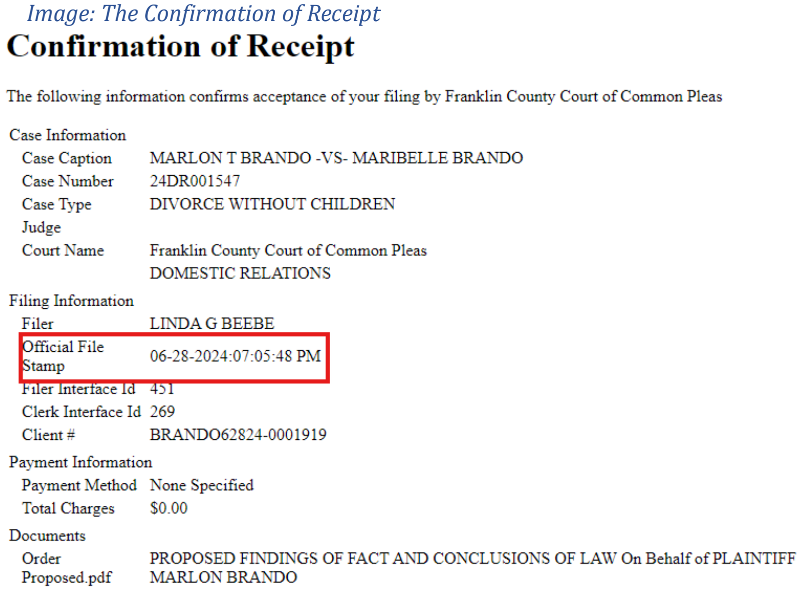
Response Document Name	View Document
Receipt	receipt.html
PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW On Behalf of PLAINTIFF MARLON BRANDO	Order Proposed.pdf

Back

3. Below the horizontal line is the **Response** section. This section displays the documents after they have been processed with the court's time and date stamp on them. When applicable to the document type, it will also have the court's electronic signature. Click the documents' hyperlink listings to display the document in a newly opened browser tab. Any document that is listed as generated.pdf is a system-generated document.

4. The **Confirmation of Receipt** is the Court's official notification that the submission was received. Click the hyperlinked **receipt.html** to open a new browser tab to display the **Confirmation of Receipt.** It is recommended that you print or save a copy for your records because documents will be removed from your Filer Interface after 90 days (the time is directed by the court and may be more or less than this default time).

Image: The Confirmation of Receipt



Confirmation of Receipt

The following information confirms acceptance of your filing by Franklin County Court of Common Pleas

Case Information

Case Caption	MARLON T BRANDO -VS- MARIBELLE BRANDO
Case Number	24DR001547
Case Type	DIVORCE WITHOUT CHILDREN
Judge	
Court Name	Franklin County Court of Common Pleas DOMESTIC RELATIONS

Filing Information

Filer	LINDA G BEEBE
Official File Stamp	06-28-2024:07:05:48 PM
Filer Interface Id	451
Clerk Interface Id	269
Client #	BRANDO62824-0001919

Payment Information

Payment Method	None Specified
Total Charges	$0.00

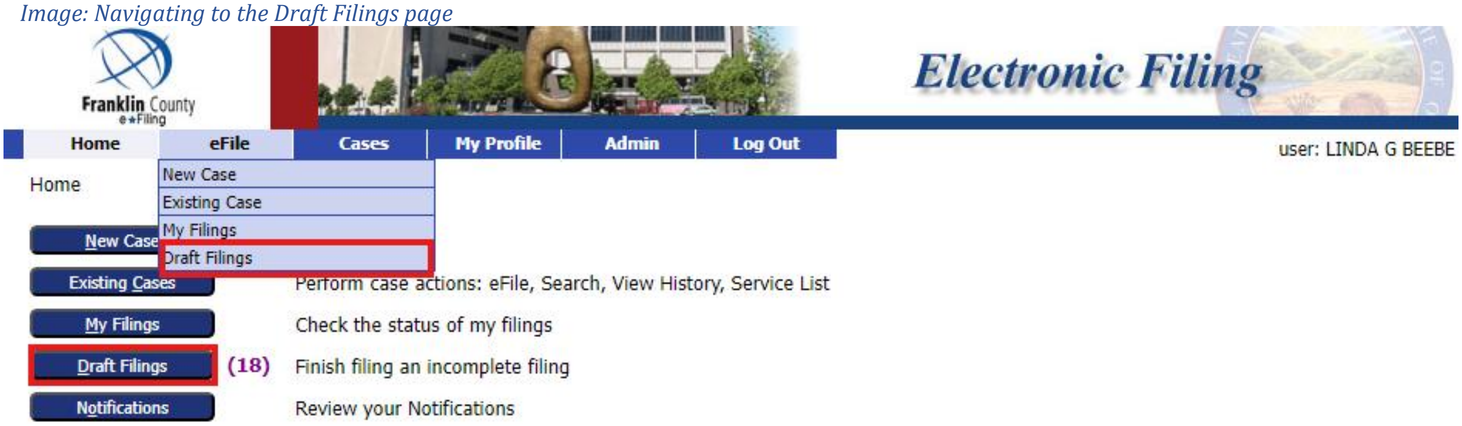
Documents

Order Proposed.pdf	PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW On Behalf of PLAINTIFF MARLON BRANDO

Incomplete Filings

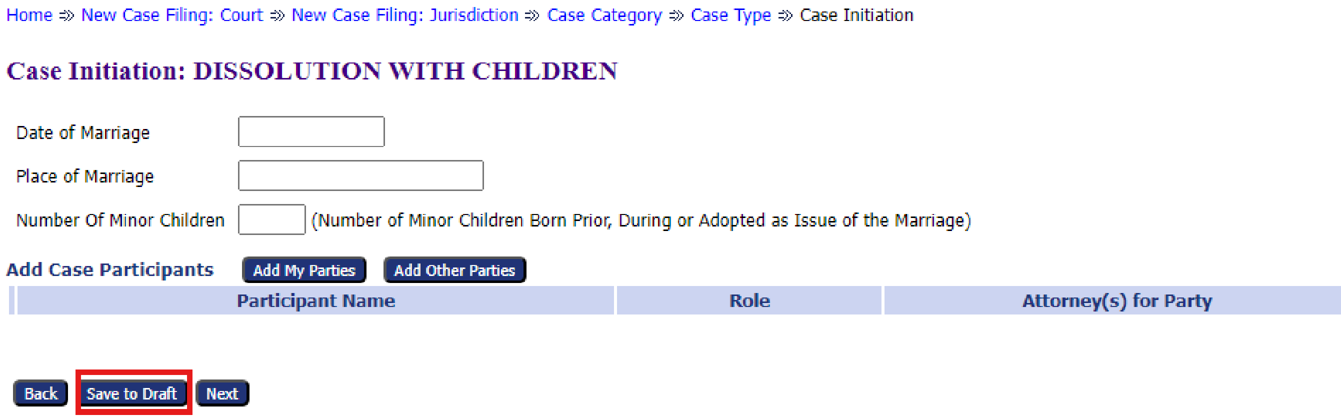
On the **Home** page, click the **Draft Filings** button to be directed to the **Draft Filings** page. Alternately, hover over the **eFile** tab on the Menu Bar and select **Draft Filings** from the drop-down list.

Image: Navigating to the Draft Filings page



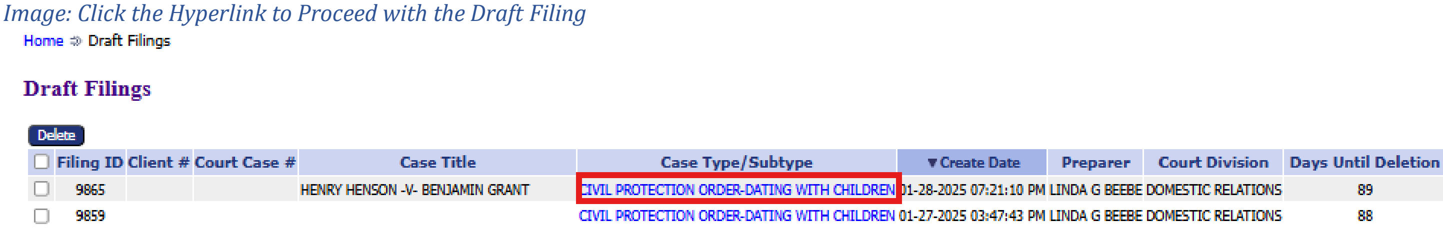
During the process of creating a filing, a filer may need to stop their work, save it, and continue their filing at a later time. The **Save to Draft** button, located at the bottom of each filing page, is used for this purpose. Additionally, eFlex uses the Draft Feature as a backup should the internet connection unexpectedly go down

Image: The Move to Draft Button at the Bottom of each Filing Page



To retrieve the draft later, click the **Draft Filings** button on the home screen or select from the **eFile** tab on the **Menu Bar**. A list of any partially completed submissions will display. To proceed, click the hyperlink description on the line of the filing you intend to complete. Most submissions will default to the **Add a Document** page. If you need to back up to the **Case Initiation** page, press the **Back** button on the **Add a Document** page.

Image: Click the Hyperlink to Proceed with the Draft Filing


Home ⇒ Draft Filings

Draft Filings

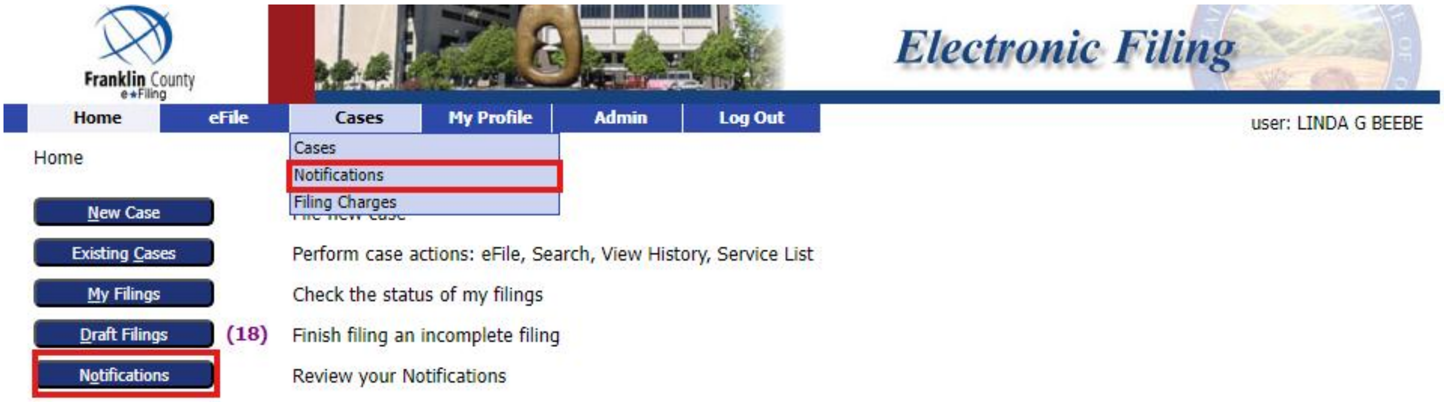
Delete

	Filing ID	Client #	Court Case #	Case Title	Case Type/Subtype	▼Create Date	Preparer	Court Division	Days Until Deletion
☐	9865			HENRY HENSON -V- BENJAMIN GRANT	CIVIL PROTECTION ORDER-DATING WITH CHILDREN	01-28-2025 07:21:10 PM	LINDA G BEEBE	DOMESTIC RELATIONS	89
☐	9859				CIVIL PROTECTION ORDER-DATING WITH CHILDREN	01-27-2025 03:47:43 PM	LINDA G BEEBE	DOMESTIC RELATIONS	88

Notifying The Case Parties

On the **Home** page, click the **Notifications** button to be directed to the **Notifications** page. Alternately, hover over the **Cases** tab on the Menu Bar and select **Notifications** from the drop-down list. If there is a number in parentheses next to the **Notifications** button, this indicates how many unread notifications currently exist.

Image: Navigating to the Notifications Page



The eFlex system generates emails, or courtesy notifications, to communicate with the eFiling account user when filings are submitted on their cases. All email addresses entered in their profile will receive the email messages. There are three types of email notifications sent:

- Received Notice – This states that their submission was received by the court.
- Accepted Notice – This states that their submission was accepted, or approved and recorded by the court.
- Courtesy NEF – The "NEF," which means Notice of Electronic Filing, identifies document(s) that were filed to the court and which case participants received electronic notification through the eFiling system and which participants need to be served in the traditional manner. Addresses for the latter are included for mailing purposes. A link inside the NEF email is provided to direct the filer to the login page and then on to the **Notifications** page where the official notification, along with the documents, may be viewed.

Note: Once you have eFile on a case and have been added as a party to that case by the clerk of court, your username will be associated with that case. When someone else sends a follow-up submission on any case on which you have been indexed as a participant, you will receive a courtesy email of this action and an official notification on your **Notification** page.

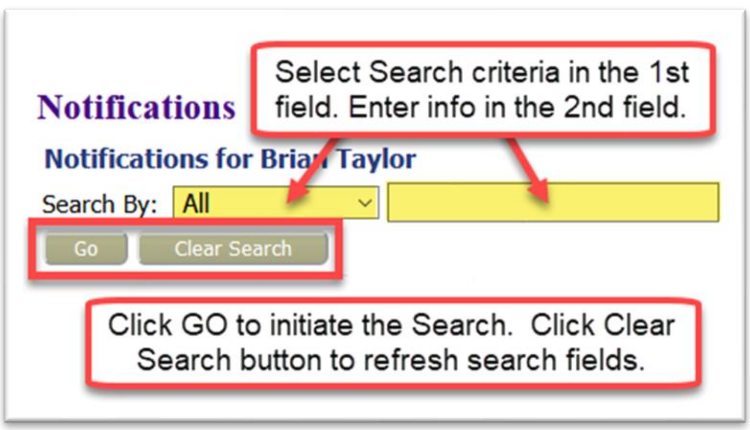
Note: For participants on the case that do not have an eFiling account, it is required of the eFiling user to continue the practice of service to those participants via paper and to include the **Certificate of Service** as part of the documents in the filings.

Overview Of the Notifications Page

Image: The Notifications Page

1. Use the two **Search By** fields at the top of the page to filter the display of information in the Notifications Data Table. In the left field, select a search category from the drop-down menu: **All**, **Notification ID**, **Description**, **Case Title**, **Case Number**, or **Court Division**. In the right field, enter the corresponding information. Click **Go** to initiate the Search. Clear the filtering fields by clicking the **Clear Search** button.

   Image: The two Search By fields

2. The data in each column has an ascending/descending sort feature that sorts alphabetically or numerically. Click the column header of choice to cause the table display to be organized according to the header selected. Clicking the column header a second time reverses the order of the displayed information. This is a useful tool when searching through a lengthy data table.
3. Notifications that have not been read will have a bolded heading in the **Document(s) filed by** column and a closed envelope to the left of the **Notification ID.**
4. Clicking the hyperlinked document title will open a new browser tab to display the official NEF, or Notice of Electronic Filing.
   a) The top of the NEF contains case-related information, including document(s) filed.

b) The bottom portion of the NEF indicates the **service requirements** at the time the listed document was submitted. (Future or past submissions may have different service requirements.)

c) Persons with eFiling accounts being served electronically are listed first on the NEF.

d) Persons still requiring service by traditional means are listed under the second heading.

Image: The NEF – Notice of Electronic Filing

***** IMPORTANT NOTICE - READ THIS INFORMATION *****

NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 2021CV00286

Judge: Judge NATALIE R HAUPT - Division 845129

Official File Stamp:	02-22-2021 02:30:28 PM
Notification Date:	03-16-2021 10:50:16 AM
Court:	Stark County Common Pleas Court
Case Title:	BANK VS JOHN DOE
Document(s) Submitted:	COMPLAINT - FORECLOSURE PRELIMINARY JUDICIAL REPORT
Filed By:	Jodi Atty German

You may review this filing by clicking on the following link to take you to your cases.

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:

JODI ATTY GERMAN for BANK

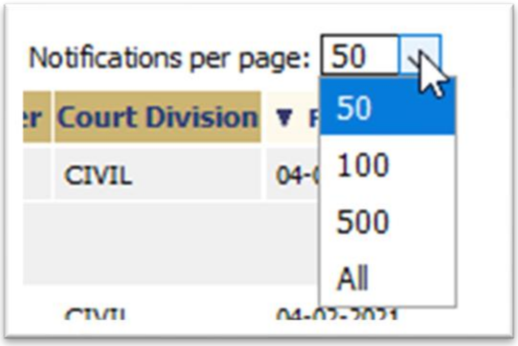
The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:

JOHN DOE

Address: JOHN DOE
44556 MAIN ST
CANTON, OH 44444

5. Notifications that have been read will have an un-bolded title with an opened envelope.
6. Users may use the buttons **Mark as Read** and **Mark as Unread** to manually change the display of the envelope.
7. To view the document(s) within the filing, click the hyperlink document title listed under the
8. **NEF title** in the **Documents(s) filed by column**. The time-stamped document will display as a pdf. It is recommended that users download hard copies for their records.
9. The number of notifications shown per page can be adjusted by selecting another menu option from the **Notifications per page** drop-down field. It is located on the right above the Data Table.

Image: The Notifications per Page field



10. The system is coded to auto-clean the notifications after a set period of time as determined by the court. Users can manually clean the page by using the checkbox in combination with the delete button.

Image: Manually Deleting Notifications