

SHELBY COUNTY COMMON PLEAS COURT

eFiling User's Guide

The User's Guide for Shelby County Common Pleas Court eFiling is a quick reference for the preparation and the easy entry of any filing. Filers must be registered with the court and approved by the Clerk of Court before access will be granted to the eFiling website. Applications for eFiling can be found at <http://co.shelby.oh.us/clerk-of-courts>.

Three items are needed to begin eFiling: the filer must be registered with the court; the filing documents must be in a PDF format and the filer must have a credit card or PayPal account for payment. A PayPal account is the most efficient method for frequent filers. A PayPal account will provide added security and allow username and password authorization for all payments.

Filers can submit a new case filing or subsequent filings through this secure encrypted web portal. Filers are responsible for maintaining their passwords and will be required to update their passwords on a routine basis.

eFiling Case Types:

Civil Cases with exception of civil protection orders

Acceptance, training and activation will be on a first come, first serve basis. The eFiler assumes the responsibilities of any filer as specified in the Local Rules. This includes, but is not limited to, timely filing, fee assessments and identity protection. The Clerk of Court reserves the right to deny or revoke any eFiling participant or organization at any time.

eFiling with Shelby County Common Pleas Court

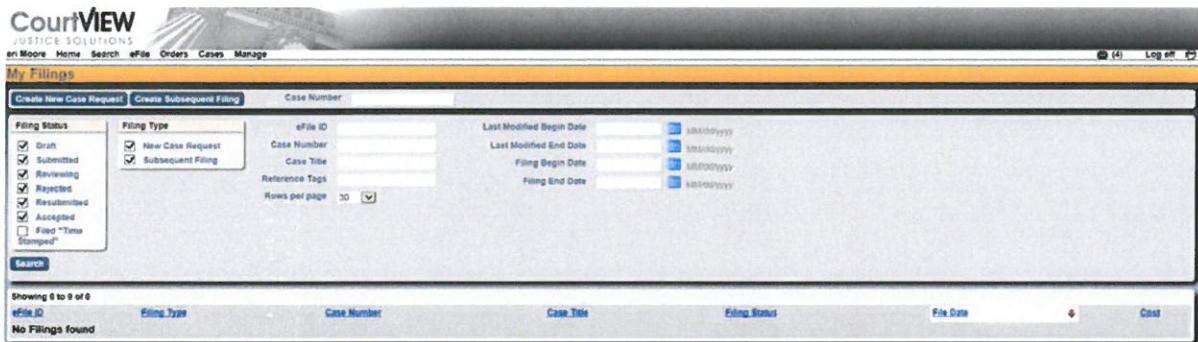
Logon to the eFiling:

<http://search.shelbyco.net/eservices>



The image shows the CourtVIEW Justice Solutions login screen. At the top, there is a logo for CourtVIEW JUSTICE SOLUTIONS. Below the logo, there are links for Home, eFile, and Log Off. The main area is titled 'Login' and contains fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Password?' link. The background of the page features a faint image of a courtroom.

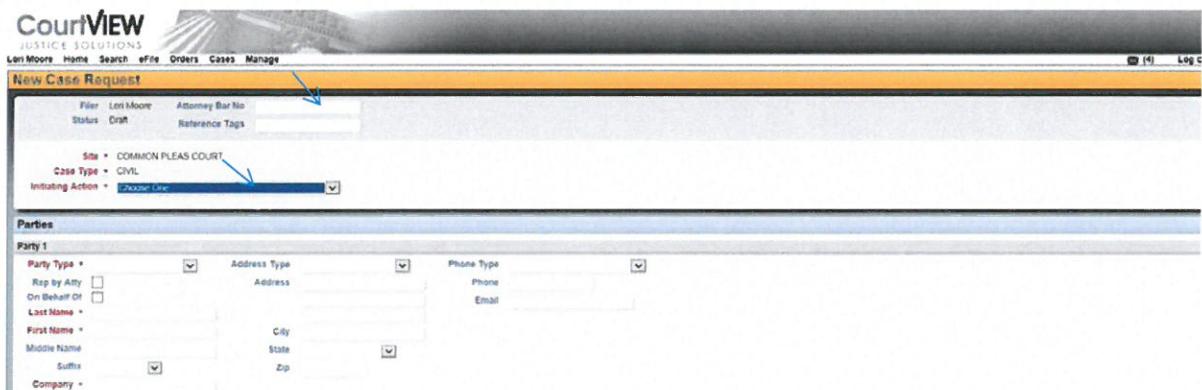
NEW CASE PROCEDURES:



The image shows the 'My Filings' screen in CourtVIEW Justice Solutions. The top navigation bar includes links for Home, Search, eFile, Orders, Cases, and Manage. The main area is titled 'My Filings' and contains sections for 'Create New Case Request' and 'Create Subsequent Filing'. It includes filters for 'Filing Status' (Draft, Submitted, Reviewing, Rejected, Resubmitted, Accepted, Filed "Time Stamped") and 'Filing Type' (New Case Request, Subsequent Filing). There are also fields for 'Case Number', 'eFile ID', 'Case Number', 'Case Title', 'Reference Tags', 'Last Modified Begin Date', 'Last Modified End Date', 'Filing Begin Date', and 'Filing End Date'. A 'Rows per page' dropdown is set to 20. At the bottom, there is a search bar and a message stating 'Showing 0 to 0 of 0' with a note 'No Filings found'.

Select: Create New Case

1. Enter Attorney Bar Number
- 2: Select a Case Type from the drop down list



The image shows the 'New Case Request' screen in CourtVIEW Justice Solutions. The top navigation bar includes links for Home, Search, eFile, Orders, Cases, and Manage. The main area is titled 'New Case Request' and contains fields for 'Filer' (Lori Moore), 'Attorney Bar No.', 'Status' (Draft), and 'Reference Tags'. Below these, there are dropdown menus for 'Site' (COMMON PLEAS COURT), 'Case Type' (CIVL), and 'Initiating Action' (e.g., 'Lender'). The 'Initiating Action' dropdown has a blue arrow pointing to it. The 'Parties' section is partially visible at the bottom.

Select the Action to be filed

PARTY ENTRIES:

Case Details: Dkt: COMM-CV-11-000001, Class Type: CIVL, Filing Action: ACQUISITION/EXC-20

Parties:

Party 1: Party Type: Plaintiff (highlighted by a blue arrow)

Address Type: DEFAULT ADDRESS

Phone Type: DEFAULT PHONE

Party 2: Party Type: Plaintiff

Address Type: DEFAULT ADDRESS

Phone Type: DEFAULT PHONE

Buttons: Add Affiliation Alias, Delete

1. Represented by Attorney (Check if Applicable)
2. Select Party type (Plaintiff or Defendant)
3. Enter Party information- MUST BE IN CAPITAL LETTERS
4. Enter Part address information (use only default address for type) -MUST BE IN CAPITAL LETTERS
5. Enter phone information (use default as type)

Please enter the Party information in the simplest form with the least punctuation.

Example: JOHN Q PUBLIC

MILTON O'MALLEY

RONALD F MACDONAHUE III

GEORGE DEHAVEN

GODFRIED WINDOW COMPANY LTD (not GOLDFRIED WINDOW, CO. LTD.)

340 PINEWOOD LN (use postal 2 letter abbreviations: AV CT LN RD ST TR etc)

DEFENDANT ENTRY:

Case Details: Dkt: COMM-CV-11-000001, Class Type: CIVL, Filing Action: ACQUISITION/EXC-20

Parties:

Party 1: Party Type: Plaintiff

Address Type: DEFAULT ADDRESS

Phone Type: DEFAULT PHONE

Party 2: Party Type: Defendant (highlighted by a blue arrow)

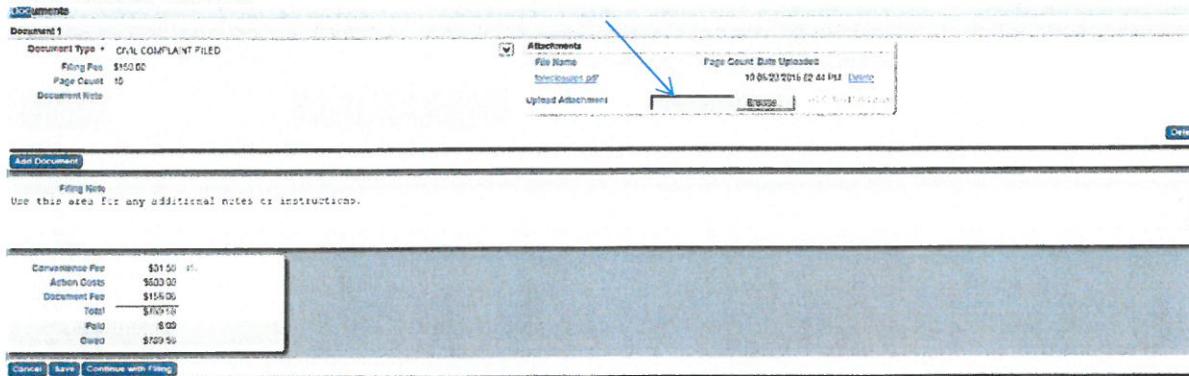
Address Type: DEFAULT ADDRESS

Phone Type: DEFAULT PHONE

Buttons: Add Affiliation Alias, Delete

1. Represented by Attorney (Check if applicable)
2. Select Party Type (Defendant)
3. Enter Party Information (MUST BE IN CAPITAL LETTERS)
4. Enter Party Address Information (use only Default Address for Type & USE CAPITAL LETTERS)
5. Enter phone information (use Default as Type & MUST BE IN CAPITAL LETTERS)

DOCUMENT ENTRY:



Document 1

Document Type: CIVIL COMPLAINT FILED

Filing Fee: \$150.00
Page Count: 10
Document Rate:

Attachments

File Name: *Amended Petition.pdf*
Page Count Date Uploaded: 10/06/2016 (2:41 PM) [View](#)

Upload Attachment

[Delete](#)

[Edit Document](#)

Filing Notes
Use this area for any additional notes or instructions.

Convenience Fee: \$0.00
Action Costs: \$60.00
Document Fee: \$150.00
Total: \$210.00
Paid: \$0.00
Owed: \$210.00

[Cancel](#) [Save](#) [Continue with Filing](#)

1. Select: eFile Document
2. Click on Browse and select your PDF document.
Review Costs and Fees – Add Filing Notes (optional)- MUST BE IN CAPITAL LETTERS
3. Cancel – Save – Continue with Filing
 - a. Cancel (Clears all)
 - b. Save (Saves all entries as: Draft)
 - c. Continue with Filing
Filing will be saved as Draft and filer can enter next filing or submit all filings to the court.
Payment is required to submit the filings.

ADD TO CART:

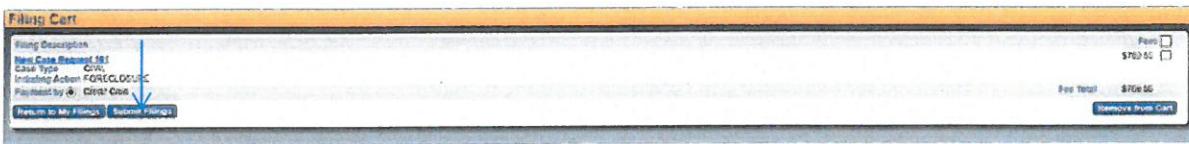
This will allow you to Save and go to the next filing.



[Return](#) [Modify](#) [Add to Cart](#)

SUBMIT FILINGS:

This will allow you to Check Out. All filings submitted will be totaled and ready for payment.
You can remove a filing at this point if necessary.



Filing Cart

Filing Description: *New Case Reopened 101*
Case Type: *Civil*
Filing Action: *FORCLUDGE*
Paid/Not Paid: *First Case*

Fee: \$210.00

Fee Total: \$210.00 [Remove from Cart](#)

[Return to My Filings](#) [Submit Filings](#)

Finished Filing (one or more filings)

Your filing costs will be added to a Shopping Cart. All charges and fees will accumulate. When finished, you will be forwarded to PayPal where you can make payment for all current filings.

After authorization, you will receive an email from PayPal confirming your payment. You will also receive an email from the court acknowledging the submittal of your filings.

Your order summary	
Descriptions	Amount
eFiling 161 Item number: 161 Item price: \$789.58 Quantity: 1	\$789.58
Item total	\$789.58
Total \$789.58 USD	

Choose a way to pay

PayPal securely processes payments for EPPMerchant CourtView's Test Store

[Have a PayPal account?](#) [Log in to your account to pay](#) 

Don't have a PayPal account?
Pay as a guest now, sign up for PayPal later

Country: United States

First name: Lori

Last name: Moore

Address line 1:

Address line 2: (optional)

City/State:

ZIP code:

Phone type: Home

Why is this needed?

Phone number: 555-555-1234

Email: lmoore@shelbycountycourts.org

PayPal Account

If you have a PayPal Account, enter your email address and your PayPal Password.

Credit or Debit Card

Complete information on screen to pay with debit or credit card. There is NO option to be billed later.

CLICK REVIEW AND ACCEPTANCE:

A Clerk will review your submittals and accept or reject the filings. Accepted filings will create a case, capture the authorized payment and email you with the case information.

Rejected filings will be returned with a description of the rejection issue. Rejected filings can be corrected and reissued within three (3) working days. Reissued filings upon acceptance will capture the payment and email accordingly. If you reissue after the third working day you may be requested to submit a new payment. The initial non-captured payment authorization will be dropped after the 30th day. Canceled or deleted rejected filings will release upon cancellation. It is in your best interest to rectify any rejected filings at your earliest convenience.