

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

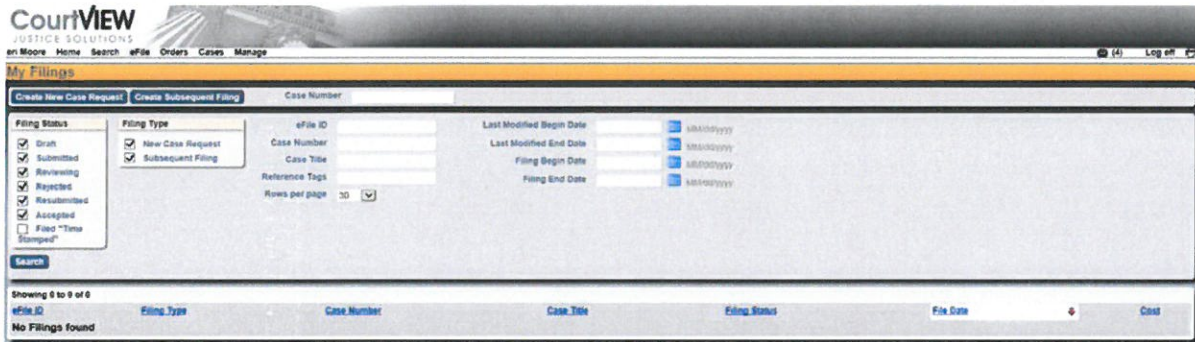
Logon to the eFiling:

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



The login page features the CourtVIEW logo and navigation links (Home, eFile). The login form includes fields for Username and Password, a Login button, and a link to Forgot Password?

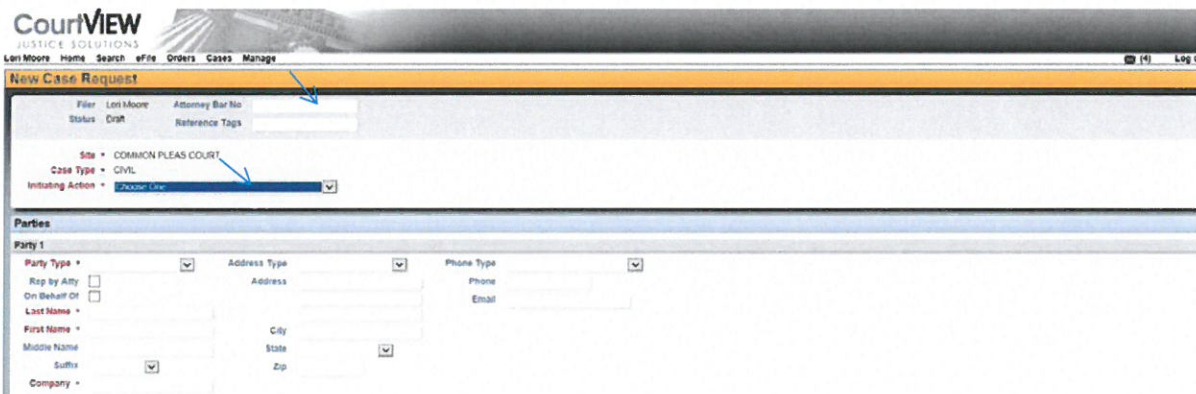
NEW CASE PROCEDURES:



The 'My Filings' page shows options to 'Create New Case Request' or 'Create Subsequent Filing'. It includes a search bar and a table of filings. The table has columns for eFile ID, Filing Type, Case Number, Case Title, Filing Status, Filing Date, and Cost. The status 'Draft' is selected in the Filing Status filter.

Select: Create New Case

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



The 'New Case Request' page shows the 'Attorney Bar No' field and the 'Case Type' dropdown menu. The 'Case Type' is set to 'CIVIL'. The 'Initiating Action' is set to 'Plaintiff Case'. The 'Parties' section shows 'Party 1' with fields for Party Type, Rep by Atty, On Default, Last Name, First Name, Middle Name, Suffix, Company, Address Type, Address, City, State, Zip, Phone Type, Phone, and Email.

Select the Action to be filed

PARTY ENTRIES:

CourtVIEW
DISTRICT SOLUTIONS

Len Moore Home Search Office Orders Cases Manage

New Case Request

File Log ID#200 Attorney Bar No
Status Draft Reference Tags

City • COMANCHE PLAS COURT
Case Type • CIVIL
Initiating Action • FIDUCIARY OBLIGATION

Parties

Party 1

Party Type • Plaintiff ☒ Represented by Attorney ☐
 Address Type • DEFAULT ADDRESS
 Phone Type • DEFAULT PHONE
 First Name •
 Middle Name •
 Last Name •
 City •
 State •
 Zip •
 Affiliation/Address

[Add Affiliation/Address](#) [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:

CourtVIEW
DISTRICT SOLUTIONS

Len Moore Home Search Office Orders Cases Manage

New Case Request

File Log ID#200 Attorney Bar No
Status Draft Reference Tags

City • COMANCHE PLAS COURT
Case Type • CIVIL
Initiating Action • FIDUCIARY OBLIGATION

Parties

Party 2

Party Type • Defendant ☒ Represented by Attorney ☐
 Address Type • DEFAULT ADDRESS
 Phone Type • DEFAULT PHONE
 First Name •
 Middle Name •
 Last Name •
 City •
 State •
 Zip •
 Affiliation/Address

[Add Affiliation/Address](#) [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:

Costs and Fees	
Convenience Fee	\$31.50
Action Costs	\$500.00
Document Fee	\$150.00
Total	\$681.50
Paid	\$0.00
Owed	\$681.50

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 FilingFiling 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.

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.

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	\$789.58
Item number: 161	
Item price: \$789.58	
Quantity: 1	
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

PayPal

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

Country:

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Phone type:

Why is this needed?

Phone number:

Email:

[Continue](#)

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.