

## ROSS COUNTY COMMON PLEAS COURT

### E-Filing User's Guide

The User's Guide for Ross County Common Pleas Court e-Filing is a quick reference for utilizing the Court's electronic filing system. All e-filers must be registered with the Clerk of Courts before access will be granted to the e-filing website. The registration link for e-filing can be found at <http://www.rosscountyohio.gov/clerk/> under Record Search.

E-filing is permitted in the following case types:

- Civil Cases (excluding civil protection orders)
- Domestic Cases (excluding domestic violence protection orders)

Filing documents must be in a PDF format, with the exception of proposed orders, which must be in Word format and provide for electronic signature by the judge or magistrate. E-filers must have a credit card and are responsible for a 4% service fee with a minimum of \$2.00.

All e-filers are responsible for maintaining their passwords for the e-filing site and will be required to update their passwords on a routine basis. Additionally e-filers are responsible for redaction of personal, confidential, or private information from documents submitted.

## e-Filing with Ross County Common Pleas Court

Logon to the e-Filing:

CourtVIEW  
JUSTICE SOLUTIONS  
Home eFile

Login

Username \*

Password \*

Login

[Forgot Password?](#)

### NEW CASE PROCEDURES:

CourtVIEW  
JUSTICE SOLUTIONS  
on Moore Home Search eFile Orders Cases Manage (4) Log off

My Filings

Create New Case Request Create Subsequent Filing Case Number

Filing Status

Draft  
 Submitted  
 Reviewing  
 Rejected  
 Resubmitted  
 Accepted  
 Filed "Time Stamped"

Filing Type

New Case Request  
 Subsequent Filing

eFile ID

Last Modified Begin Date  MM/dd/yyyy

Case Number

Last Modified End Date  MM/dd/yyyy

Case Title

Filing Begin Date  MM/dd/yyyy

Reference Tags

Filing End Date  MM/dd/yyyy

Rows per page 30

Search

Showing 0 to 0 of 0

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost
No Filings found						

### Select: Create New Case

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

New Case Request

Filer: Lori Moore Attorney Bar No:   
Status: Draft Reference Tags:

Site \* COMMON PLEAS COURT  
Case Type \* CIVIL  
Initiating Action \*

**Parties**

Party 1

Party Type *	<input type="text"/>	Address Type	<input type="text"/>	Phone Type	<input type="text"/>
Rep by Atty	<input type="checkbox"/>	Address	<input type="text"/>	Phone	<input type="text"/>
On Behalf Of	<input type="checkbox"/>		<input type="text"/>	Email	<input type="text"/>
Last Name *	<input type="text"/>	City	<input type="text"/>		
First Name *	<input type="text"/>	State	<input type="text"/>		
Middle Name	<input type="text"/>	Zip	<input type="text"/>		
Suffix	<input type="text"/>				
Company *	<input type="text"/>				

Select the Action to be filed

## PARTY ENTRIES:

The screenshot shows the 'New Case Request' form in the CourtView system. At the top, the user is logged in as 'Lori Moore'. The form includes fields for 'Filer' (Lori Moore), 'Attorney Bar No.', and 'Status' (Draft). The 'Site' is set to 'COMMON PLEAS COURT', 'Case Type' is 'CIVIL', and 'Initiating Action' is 'FORECLOSURE \$600.00'. Below this is the 'Parties' section, specifically for 'Party 1'. The 'Party Type' is set to 'Plaintiff'. There are checkboxes for 'Rep by Atty' (checked) and 'On Behalf Of'. Fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', and 'Company' are present. Address fields include 'Address Type' (DEFAULT ADDRESS), 'Address', 'City', 'State', and 'Zip'. Phone and Email fields are also available. An 'Add Affiliation/Alias' button is at the bottom left of the party section, and a 'Delete' button is at the bottom right.

1. Represented by Attorney (Check if applicable)
2. Select Party type (Plaintiff or Defendant)
3. Enter Party information
4. Enter Party address information (use only default address for type)

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

Example: JOHN Q PUBLIC (Not Mr. John Q. Public)  
OLLIE O'CONNOR  
MACK A MCDONALD JR  
DONNIE DELONG  
JONES TRUSS COMPANY LTD (not Jones Truss, Co. Ltd.)  
976 EDGEWOOD DR (use postal 2 letter abbreviations: Av Ct Ln Rd St Tr etc)

## DEFENDANT ENTRY:

The screenshot shows the 'New Case Request' form for 'Party 2'. The 'Party Type' is set to 'Defendant'. The 'Rep by Atty' checkbox is unchecked. The form includes fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', and 'Company'. Address fields include 'Address Type' (DEFAULT ADDRESS), 'Address', 'City', 'State', and 'Zip'. Phone and Email fields are also present. An 'Add Affiliation/Alias' button is at the bottom left of the party section, and a 'Delete' button is at the bottom right.

1. Represented by Attorney (Check if applicable)
2. Select Party Type (Defendant)
3. Enter Party Information
4. Enter Party Address Information (use only Default Address for Type)

5. Enter phone information (use Default as Type)

### DOCUMENT ENTRY:

The screenshot shows a web interface for document entry. At the top, it says 'Documents' and 'Document 1'. The 'Document Type' is set to 'CIVIL COMPLAINT FILED'. Below this, it shows 'Filing Fee \$158.00' and 'Page Count 10'. There is a 'Document Note' field. To the right, an 'Attachments' table lists a file named 'foreclosures.pdf' with a page count of 10 and an upload date of 10/05/20/2016 02:44 PM. Below the attachments is an 'Upload Attachment' section with a 'Browse...' button and a note '(PDF 10048 KB max)'. At the bottom left, a table shows the following costs:

Convenience Fee	\$31.58	4%
Action Costs	\$600.00	
Document Fee	\$158.00	
Total	\$789.58	
Paid	\$ 0.00	
Owed	\$789.58	

At the bottom of the interface are buttons for 'Cancel', 'Save', and 'Continue with Filing'.

1. Select: e-File Document
2. Click on Browse and select your PDF document.  
Review Costs and Fees – Add Filing Notes (optional)
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.

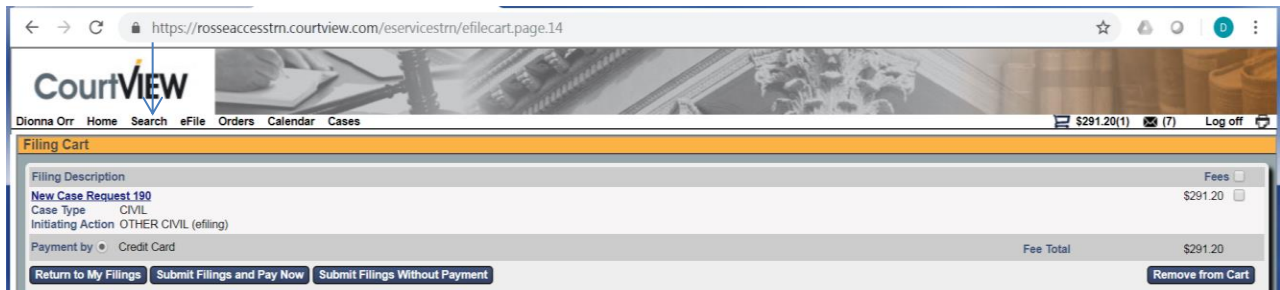
### ADD TO CART:

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

The screenshot shows a horizontal bar with three buttons: 'Return', 'Modify', and 'Add to Cart'.

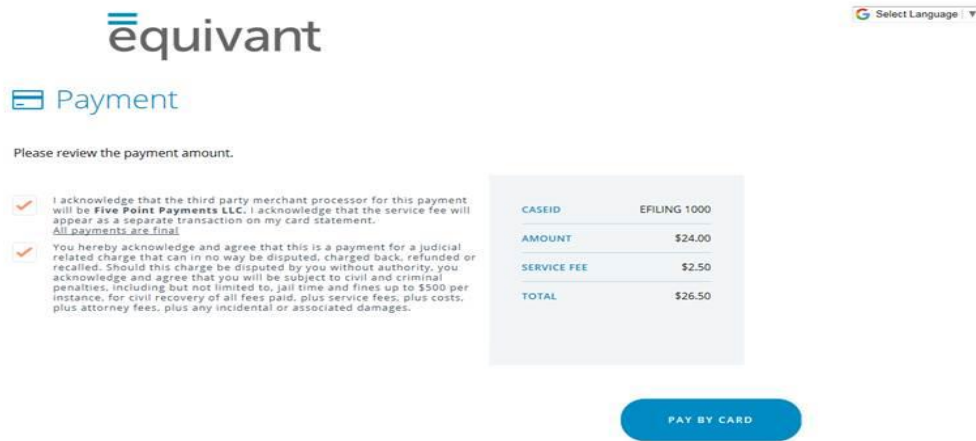
### SUBMIT FILINGS:

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.



**AUTHORIZATION AND PAYMENT:**

After submitting your filings, you will be redirected to a screen for review of the payment amount. Check both boxes and then select “PAY BY CARD.” Your filing costs will be added to a Shopping Cart. All charges and fees will accumulate.



**Credit Card**

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

After authorization and payment, you will receive an email from the Clerk of Courts acknowledging the submittal of your filings. NOTE: Submittal does not mean acceptance.

**REVIEW BY CLERK AND ACCEPTANCE OR REJECTION:**

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. It is the responsibility of the filer to promptly remedy any errors and to resubmit.