



COURT OF COMMON PLEAS OF UNION COUNTY, OHIO
GENERAL, DOMESTIC RELATIONS, PROBATE AND JUVENILE DIVISIONS

eUser Guide

Electronic Case Filing System Instructions

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Access the eFiling Portal

1. Navigate to the [Public Record Search Portal](#).
2. Click the **eFile** tab or the **Log On** link (far right of screen).
3. In the Login window, enter your Username (your email address) and Password, then click **Login**. If you fail to log in after five (5) attempts, the account will remain locked for 10 minutes, after which you can try again.
4. If you forget your secure password, click the [Forgot Password?](#) link in the Login window. You will receive an email with a temporary password. A new screen will open; reenter the temporary password in the Current Password field, then enter your new password in the New Password field and again in the Confirm New Password field. Click **Change Password**.

Login
Username *
Password *
Login
[Forgot Password?](#)

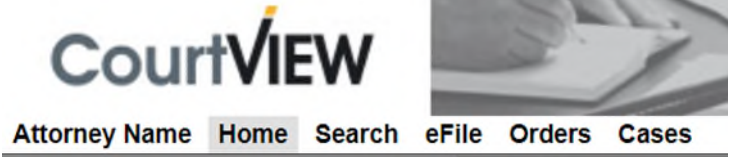
Change Password
Your password has expired and must be changed.
Current Password
New Password
Confirm New Password
Change Password Return to Home Page



eFiling Portal Tabs Guide

Account Profile Tab (Your Name): Your personal information and account settings.

- **Note:** any changes made in this field (e.g., your address or phone number) must be separately reported to the Clerk.
- You can your **Manage Email Notifications**, since you will receive status emails about any e-filing status *unless* you opt out by checking the Opt Out box leading each status.
- You can add **Email Addresses** that you want to receive the same notifications as your primary email account, such as your authorized staff members.
- If you unselect **Notify** upon the eUser’s email address, the eUser will *only* receive Notices of Electronic Filing (eService) to their email address and their ECF Messages Inbox.
- Click the **Save Configuration** button at the bottom of the screen.

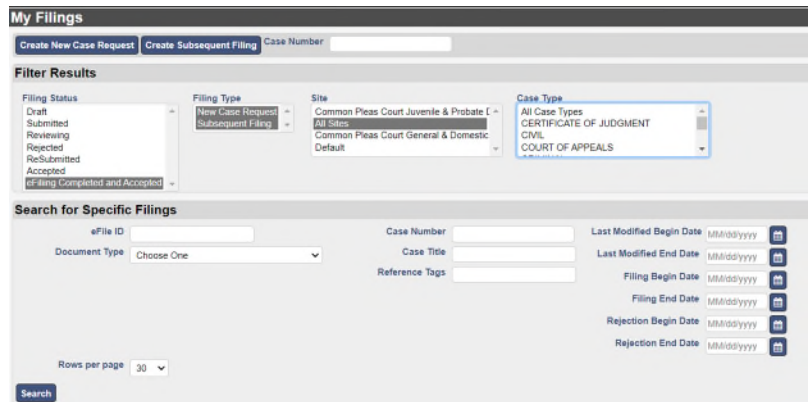


Home Tab: eFiling Portal home page; the left pane provides links to information you may find helpful.

Search Tab: Facilitates searches of the Courts’ online Public Records.

eFile Tab: Opens the **My Filings** queue, in which you can:

- Initiate a new matter with [Create a New Case Request](#).
- File in a matter already assigned a case number, whether the matter is open or closed (post-judgment), with [Create a Subsequent Filing](#).
- Save drafts to submit later.
- Monitor the status of submissions.
- Correct rejected submissions.
- Search for your specific filings.



Orders Tab: Opens the **Proposed Orders Queue** to check the status of orders you’ve submitted.

Cases Tab: Contains a list of all the cases you have marked in any Case Details window. To mark cases, utilize the **Search** tab, conduct a search and mark the star icon next to the eFile link. If you have already e-filed in a particular case, navigate to your **eFile** tab and select the Filing Status of “eFiling Complete.” At the bottom of the screen, all your cases should appear. Click on a case; a new window will open. Select the live link of the case number; a Case Details window will open. To mark the case, click the star icon next to the eFile link. [eFile](#) [eFile](#)

ECF Messages Inbox: All notifications sent to your email address from the ECF are *also* sent to your inbox within the portal. Click on the mail icon (top right of the screen) to access those messages.





Prepare Documents for eFiling

1. Complete your pleadings, documents and/or proposed orders. Ensure your **document formatting** complies with the appropriate local rules for that division.
2. Where necessary, apply either **original signatures** or **e-signatures** (i.e., “/s/ I. A. Counsel, Esq.”). If a document requires an original notarized signature, it must be scanned and uploaded.
3. **Submissions** must be uploaded in PDF (.pdf) format. If you scan a document to save it as a PDF, limit the resolution to 300 dpi. If you utilize a court or agency-issued fillable PDF, you must save the document using a “print to PDF” function to preserve your information.
4. **Proposed orders** can be submitted in a Microsoft Word format (.doc or .docx) or a PDF (.pdf). If you utilize a court or agency-issued fillable PDF, you must save the document using a “print to PDF” function to preserve your information.
5. The maximum **digital file size** of any **one (1) document shall not exceed 10MB (10,000KB)**. If you upload a submission that exceeds the maximum file size, a message will display: “File is too large to attach.” If necessary, save the document in multiple sections and indicate that information in the Document Note section (e.g., “Plaintiff’s Motion for Summary Judgment, Pages 1 to 249”; “Plaintiff’s Motion for Summary Judgment, Pages 250 to 400”, etc.) and upload each portion as a separate document.
6. The **total digital size** of a **single submission session** (therefore, all documents together) cannot exceed **30MB**.

Document 2

Document Type* MOTION

Document Note Plaintiff's Motion for Summary Judgment, Pages 250 to 400

Create a New Case

Create New Case Request initiates a new case that does not exist in the Court’s record, and therefore does not have a case number previously assigned by the Court.

1. Navigate to the [eFiling Portal](#) and select the **eFile** tab to log in.
2. At the top of the **My Filings** screen, click **Create New Case Request**. A New Case Request screen will open.
3. Enter your **Ohio Attorney Registration Number**. The system recognizes that the filer is the attorney who is logged in, so entering information in this field is optional.
4. If desired, enter **Reference Tags** to associate the matter with your internal case, client or account number or other desired information.
5. Select the correct Court in the **Site*** drop-down: either “Common Pleas Court General and Domestic Relations Division” or “Common Pleas Court Probate and Juvenile Division.”
6. Select the **Case Type*** from the drop-down list of case types that can be initiated via eFiling. **Note:** Not all case types can be initiated via eFiling; see the [Joint Administrative Order](#) for more information.



- Select the **Initiating Action*** from the drop-down list of actions, which populates based upon the Case Type selected. The required deposit for court costs (if any), court costs or fees will populate automatically in the Initiating Action field.

Party Information

When you [Create a New Case Request](#), you must add each party's information in the **Parties** section.

- Select the **Party Type*** using the drop-down list.
- If appropriate, select the **Role Type** using the drop-down list.
- Click **Rep by Atty** if that party is represented by the attorney eUser who is filing. Click **On Behalf Of** if appropriate.
- Enter *either* the **Last Name*** and **First Name*** of the party or the party's **Company*** name (not both).
- Enter the **Address Type**; choose **DEFAULT ADDRESS** from the **Address Type** drop-down list. If you enter the Zip code, the City and State will auto populate.
- Enter the **Phone Number**; choose **DEFAULT PHONE** from the **Phone Type** drop-down list.
- Email Address.** If you enter the party's email, **Note:** the ECF will push Notices of Electronic Filing to *any party whose email address is added to their contact information*.
- To add additional addresses or contact information, click **Add Contact Information**.
- If the party has an alias, click **Add Affiliation/Alias** and enter the affiliation type and either the alias First and Last Names *or* the alias Company name.
- Fields for Party 1 and Party 2 are visible. If there are more than two parties, click **Add Party** (the last button in the Parties field, just above the Documents field).
- Repeat these steps until all parties are added. Scroll to the bottom and click **Save**. The system will indicate if any required information is missing.
- To change a party's contact information later, such as to update a party's address, the eUser must submit a Notice to the Court. Once the notice is e-filed, the Clerk's office will make the appropriate changes in the case management system.

The screenshot shows the 'Party 1' form with two main sections: 'Party 1' and 'Contact Information'. The 'Party 1' section includes dropdowns for 'Party Type*' and 'Role Type', checkboxes for 'Rep by Atty' and 'On Behalf Of', text input fields for 'Last Name*', 'First Name*', and 'Middle Name', a dropdown for 'Suffix', a 'DOB' field with a calendar icon, an 'SSN #' field, and a 'Company*' field. The 'Contact Information' section includes a dropdown for 'Address Type', an 'Address' field, a 'City' field, a 'State' dropdown, a 'Zip' field, a dropdown for 'Phone Type', a 'Phone' field with a mask '(###) ###-####', and an 'Email' field. There are 'Delete' and 'Add Contact Information' buttons at the bottom.

The screenshot shows the 'Affiliation/Alias' form with a dropdown for 'Affiliation*', text input fields for 'Last Name*', 'First Name*', and 'Middle Name', a dropdown for 'Suffix', and a 'Company*' field. There are checkboxes to the right of each field and a 'Delete' button at the bottom.



Subsequent Filings (in an Open Matter, or to Reopen a Closed Case)

Create Subsequent Filing will file documents in a case that already exists within the Court's Record, and therefore was previously assigned a case number. Use Create Subsequent Filing to file within a **case that is currently open**, or if the filer seeks to **reopen a closed case** (e.g., to file a motion to modify the court's prior orders; to file a motion to show cause).

Note: For cases in the Probate or Juvenile Divisions that closed prior to June 2019 and have not reopened since that time, please call ahead to advise the appropriate Clerk's office of your intention to reopen the case.

Click the **eFile** tab.

1. *First*, enter the Case Number in the **Case Number** field.

2. *Next*, click **Create Subsequent Filing**.

The image shows a dark blue button with the text 'Create Subsequent Filing' in white. To its right is a light gray input field with the placeholder text 'Case Number'.

If you do not know the Case Number, utilize the **Search** tab.

Note: Some case types (particularly, matters in the Probate and Juvenile Division) cannot be accessed via the online [Public Record Search](#). Call the Clerk's office for assistance.

Filing in Multiple Linked Cases

Open (Pending) Linked Cases

All Divisions

If multiple cases have been linked or associated, and you intend to file the same document(s) in each of those cases, upload an *exact copy* of the submission in EACH linked case (see [Subsequent Filings](#)). Ensure all case numbers appear in the caption of each document(s). If you intend to file a proposed order in multiple linked cases, file an *exact copy* of that proposed order in EACH linked case. Ensure all case numbers appear in the caption of the proposed order.

Create (Initiate) New Linked Cases

Juvenile Division Only

In the Juvenile Division, new custody and child support actions may be initiated with one identical complaint that applies to multiple children. The Court assigns a case number to each individual child.

Initiate the new case for the first child with the appropriate initiating action code and file your complaint and supporting documentation. The deposit for the action will be charged upon the first case.

Next, initiate a case for *each* additional child. Choose the same initiating action code you used for the first child, but with “— **Additional Child**” as the trailing descriptor (no deposit for costs will appear). File your complaint and supporting documentation again in each additional child's case.

Reopen (Closed) Linked Cases

General and Domestic Relations Divisions

When reopening multiple closed, linked cases, upload your submission in each closed case number. Ensure all case numbers appear in the caption of each document(s).



Juvenile Division

When reopening multiple closed, linked cases, file first in the first case number listed in the caption. Ensure all the case numbers appear in the caption of your submissions.

Upload the motion or pleading in the *first* case and choose the initiating action with “ — with Reopen Deposit (Agreed)” or “ — with Reopen Deposit (Contested)” as the trailing descriptor. The required deposit for the action will appear at the end of the line. Then upload the same document(s) in each additional child’s case, and choose document description “— **Additional Child**” as the trailing descriptor.

Submit Documents

1. In the **Documents** window, select the **Document Type** from the drop-down list.

2. In the **Document Note** field, enter the exact title of your document. For example, though you may have chosen “Motion” from the Document Type drop-down list, type the exact title of your pleading in the Document Note field (e.g., Plaintiff’s Motion to Contra to Defendant’s October 1, 2023, Motion to Continue Restitution Hearing).

- a. If the document is part of a large, multi-part upload, the Document Note should indicate that information (e.g., Exhibit A to Defendant’s Motion to Suppress, Part 2 of 2).
- b. **Note:** Information in the Document Note field will be included in the Court’s docket (following Clerk Review).

3. In the **Attachments** field, click **Choose File**, then navigate within your local device to the .pdf document you intend to submit. Select the document; click **Open**. The document will upload, and the number of pages will auto populate in the Page Count field.

If a court cost or fee is associated with that document, that cost will be reflected as a **Filing Fee**. If the cost or fee is to be deducted from the deposit, the cost will not be added to the total due to file. If the cost or fee must be paid, it will be added to the total amount due at the bottom of the window.

4. Within each Document field (e.g., “Document 1”), a maximum of five (5) attachments can be uploaded (exclusive of a proposed order).

5. To add more documents, click the **Add Document** button and repeat the process above.

6. To remove a document after it was attached, click **Delete**.

7. The **Filing Note** field (bottom of the screen) allows the filer to give the Clerk Reviewer additional information regarding the filing. This information will be seen by the Reviewer and will be visible in your My Filings queue but is not stored in the Court Electronic Record.

8. Click **Save**. Your entire session is now in Draft Status.



Proposed Orders

When you submit certain pleadings, such as a motion to continue, the ECF expects you will submit a proposed order for the Court’s consideration that sustains your motion. The applicable Local Rules may require that you file a proposed order.

1. In the **Proposed Order** field, click **Choose File**, then navigate to your proposed order. Select the order, then click **Open**. The order will upload.
2. **Proposed Order Prepared by Filer.** Proposed entries drafted by the filer shall be submitted in a Microsoft Word 2007 or higher compatible format (.docx). Please also **insert Judicial Staff Signature Tokens**. Do not insert a signature line or the name of the judicial officer. Therefore, in the area where the Judge or Magistrate would sign, enter both of the following:

<{Judge Signature}>
<{Magistrate Signature}>

3. **Standard Forms.** Proposed entries or orders contained within a fillable PDF form can be submitted for e-filing. Save the document using a “print to PDF” function to preserve your information and to close the fillable fields.
4. To submit ONLY a proposed order/entry for the Court’s consideration – *without a pleading* – choose the Document Type “**Proposed Order – For Judicial Review**” then upload the proposed order/entry in the Proposed Order field.

Proposed Order Status

After a proposed order is submitted, you will receive status updates via email. You can also check the status under the **Orders** tab in the eFiling Portal, which include:

- **In Review** – The Clerk and/or Court is currently reviewing the proposed order.
- **Hold** – The Court is holding the proposed order for consideration and/or approval in the future.
- **Refused** – The Court will not sign this proposed order. You will receive an email notification including the reason for refusal.
- **Completed** – The Court accepted the proposed order, the Notice of Electronic Filing issued and the order was docketed.



Rejected Proposed Orders

The Clerk or Court may reject a proposed order and require modifications or corrections. You will receive an email notification with the reason(s) for rejection and you may be requested to correct and



upload a modified order. Unlike when you initiate a case that is rejected, the reason for the rejection will *not* appear in the eFiling Portal – it *only* appears in the email. After you review the email notice, make your corrections. Refile the proposed order utilizing the Document Type “Proposed Order – For Judicial Review.”

Final Processing

1. If you click **Cancel**, the session will clear. You will return to the Filing Queue. Information entered on your screen will NOT be saved if you select this option. 
2. If you click **Save**, the entire filing session will be saved as a draft but not submitted; therefore, you can continue to modify your filing.
3. If you click **Continue with Filing**, a screen that summarizes the documents prepared for submission will appear, including the costs due.
4. Click **Modify** to make any necessary corrections or to upload more documents. 
5. Click **Submit Filing** to proceed to ePayment (if required) and upload your submission.

ePayment

1. Click **Submit Filing** to proceed to ePayment (if required) and upload your submission.
2. If your submission is complete, click **Add to Cart**. The **Filing Cart** screen will appear. The Filing Cart allows a filer to process and submit more than one filing at a time during the same session. The cart lists the filings separately and displays the total fees owed.
3. To initiate additional new cases or to submit other documents, click **Return to My Filings**.
4. To remove the filing from the cart and submit later, click **Remove from Cart**.
5. To upload all the submissions and pay the required deposits, costs or fees, click **Submit Filings and Pay Now**. Each cost will be reflected as one of the following Cost Types.

- Convenience Fee** The fee for online payment processing.
- Action Costs** Total deposit for court costs to initiate (or reopen) an action.
- Document Fee** Cost to file a particular document.
- Total** Total of Convenience Fees, Action Costs, and Document Fees.
- Paid** Amount previously paid by the eUser for this case.
- Owed** Amount due upon submission of this filing.

6. You will be redirected to the secure payment portal powered by FivePoint Payments, LLC.
7. Pay with a debit or credit card. If you wish to receive a receipt for your payment, enter your email address. Follow the prompts, complete all necessary fields and click **Submit Payment**.
8. The payment will remain in pending status until the Court accepts all your submissions for e-filing. Once your submissions are e-filed, your payment will be finalized and you will receive an email from FivePoint Payments, LLC with your receipt.



Clerk Review

After your submission is received, the Clerk's office will review it. You can track the status under the **eFile** tab and the **My Filings** queue.

1. If the submission is **Accepted**, it will be e-filed as of the date and time the filing is accepted.
 - a. If the filing is a new case or reopens a previously closed matter, the ECF will generate a Notice of Electronic Filing to the filer. Summons will issue from the Clerk in accord with the Instructions (Praecipe) for Service submitted by the filer.
 - b. If the filing was made into an existing and open case, the ECF will generate a Notice of Electronic Filing to the filer and all counsel of record who are registered eUsers. The Notice will also appear in the eUser's eFiling Portal Inbox.

Note: The ECF will automatically issue a Notice of Electronic Filing via email to any party whose email address entered during case initiation. Parties who are not registered eUsers will not be able to access the ECF to view the filing, but if the case is available in the Court's remote Public Record, they can view the filing though the [Public Record Search](#).

- c. The filer is responsible to serve their filings in accordance with the applicable Rules of Procedure upon all parties who are not registered eUsers.
2. If the submission is **Rejected**, the eUser will receive a message from the ECF sent to the eUser's notification email address and the eUser's eFiling Portal Inbox.
 - a. Log in and select the **eFile** tab. Within **My Filings**, the **Filing Status** of a submission not accepted for e-filing will be marked "**Rejected**" (displayed in red text).
 - b. Select the filing to open the record. All fields flagged by the Reviewer are identified by **yellow highlighting**. A **Reviewer Comments** field appears after each section; the Reviewer may provide additional, specific instructions for the filer.
 - c. Address the necessary concerns to correct your submission.
 - d. Click **Submit Filing**. The submission will be reviewed by the clerk, and the filing status of the submission will change from Rejected to Resubmitted.
 - e. ePayment will remain on hold for up to seven (7) days pending Clerk Review and approval of the filing. If more than seven (7) days elapse from your original submission to approval, the hold may be released and you may need to input your payment information again.



eFiling Status

Once you have completed your submission, the **My Filings** queue under the **eFile** tab will indicate a **Filing Status** each of your submissions as one of the following:

- **Draft** – you created a filing, but it has not been submitted to the Court. You can leave a matter in draft status for up to six (6) months, after which time the ECF will purge the record.
- **Submitted** – submission was received and awaits Clerk Review. The filer can modify a submission while it remains in submitted status – therefore if you discover an error and wish to upload a replacement, you can delete the prior submission and replace it with a new one.
- **Clerk Reviewing** – submission is currently being reviewed by a Clerk.
- **Rejected** – submission was refused for e-filing. An email notification was sent to you and is also available in your eFiling Portal Inbox. See [Rejected Filings](#) for further information.
- **Resubmitted** – after rejection, you uploaded a corrected submission for Clerk Review.
- **Accepted** – submission was accepted for e-filing, e-file stamped with the date and time of acceptance, and the payment (if any was required) is complete. A Notice of Electronic Filing (eService) is sent to attorneys of record (registered eUsers only) and parties whose email addresses were entered upon case initiation.
- **eFiling Complete** – e-filing docketed upon the Court’s record.

Delete Filings

Documents or cases in your **My Filings** queue (**eFile** tab) can be deleted. The selection box appears only on filings that are eligible to be deleted.

1. To delete a record, click the box on the right margin of the record you wish to delete. Click **Delete** at the bottom of the screen.
2. A **Confirm Delete** window will appear.
3. If you wish to delete the filing, click **Yes**.

You will still be able to view your accepted filings and active cases under the **Cases** tab in the eFiling Portal.

Document Type	Event Date	<input type="checkbox"/>
COMPLAINT FOR DIVORCE		<input type="checkbox"/>
INDICTMENT		<input type="checkbox"/>

Delete

Confirm Delete

Are you sure you want to delete the selected filings?

Yes **No**

Clerk’s Offices Contact Information

For direct assistance, call the appropriate Clerk’s Office during normal Court business hours (Monday through Friday, 8:30 a.m. to 4:00 p.m.).

Clerk of Courts (General & Domestic Relations Division): (937) 645-3006 Ext. 3144 or 3140
Probate Division Clerk’s Office: (937) 645-3029 Ext. 3405
Juvenile Division Clerk’s Office: (937) 645-3029 Ext. 3411