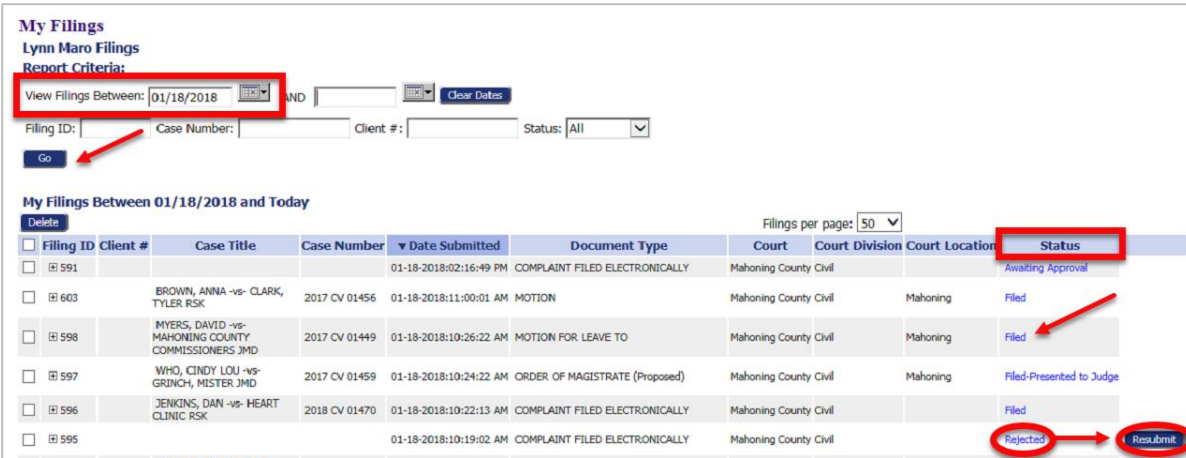
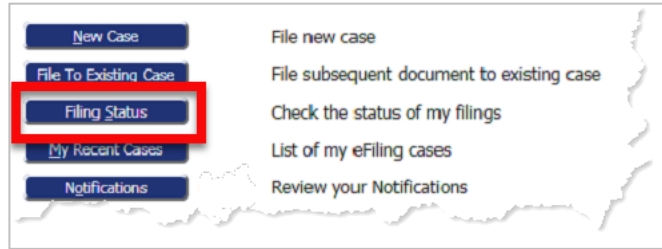


4

Check Filing Status

1. To check status, from the 'Home' page, click **Filing Status**.
2. On the Filing Status page, set the date to include the date of submission, and click **Go** to locate the submission listing.
3. Check the Status column to the right of the table.



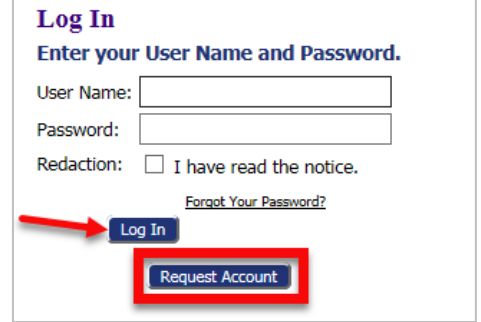
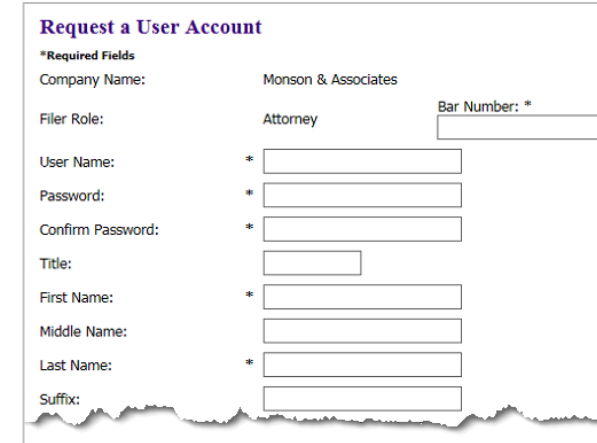
4. Click on the status link to view more details about the filing, including links to a receipt and, if the status has received "Filed" or "Filed-Presented to Judge," potentially to file-stamped documents.
5. If the status is "Rejected," click the status link to view the reason for rejection.
6. If the status is "Rejected," a "one-time-use" button will appear to the right of the listing. Clicking **Resubmit** will cause the eFlex system to clone the information in the rejected submission for use in a brand new submission and will route the user to the page where documents are added so the corrections can be made. The user **MUST** continue through the new case or existing case submission process until the message that the filing has been submitted to the court is received.
7. Upon clicking "Resubmit," the "Rejected" status will switch to "Resubmitted" to indicate the submission was cloned. The button will disappear. If the filing is not submitted to the court when the button is activated, it will be stored in the Draft Filings.

Quick Guide – Filing

1

Request Account


- Click **Request Account** on 'Login' page.
- Create Profile

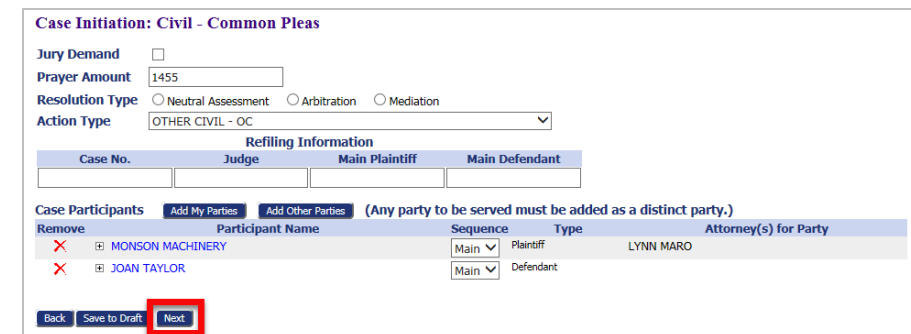


Login (After approval of Account)

2

Entering a New Case

1. Click the **New Case** button  and select the correct Case Type.
2. Fill in required info on "Case Initiation" page.
 - Click the appropriate button to input party information usually required on a cover sheet.
 - Add all parties one at a time.
 - Click **Next** to move forward.



2

New Case (cont.)

3. Add Documents - Use the dropdown to select the Document Type.
 - The user can change the default security for the document by using the other radio buttons.
 - Required Additional Text will display on the docket listing.
 - Search for the document by clicking **Browse**. Proposed Orders must be in Word format, but all other documents must be PDFs. Documents must be less than 10 MB.

Case Type : Civil - Common Pleas

Document Type *

Public
 Sealed
 Confidential

Order Date: --Enter a comment on what rule you are using--

Order Date: --Enter a comment on what rule you are using--

Additional Text *

Document Location

Document Name	View Document	On Behalf of *	Edit Data	Size	Pg Count	Remove
Form				form.xml	0.01 MB	

Total Size: 0.0 MB

- Click **Add** to upload the document to the submission.
- Select the "On Behalf of" party, and click **Add**.
- Add subsequent documents one at a time. The total submission size must be less than 30 MB.
- With all items added, click **Next**.

NOTE: Some Document Types, such as Instructions for Service, may gray out the Browse button or may require additional information to be input after clicking **Add**.

Civil - Common Pleas

Service Document

Service Method

Server

Service Provider

Documents to be served

Document Title	Delete
COMPLAINT FILED ELECTRONICALLY MONSON MACHINERY V JOAN TAYLOR COMPLAINT	X

Select the Party to be Served

For	Participant Name	Address	Current Role	Attorney(s) for Party
<input type="radio"/>	MONSON MACHINERY	1234 INDUSTRIAL WAY WARREN, OH 44481	Plaintiff	
<input checked="" type="radio"/>	JOAN TAYLOR	7890 RESIDENT DRIVE YOUNGSTOWN, OH 44507	Defendant	

2

Entering New Case (cont.)

4. Review and Submit
 - The Filer Reference # is a convenience for filers with an internal filing system.
 - Use the radio button/dropdown combination to select the payment method.

Review and Approve Filing

Case Type : Civil - Common Pleas

Filer Reference No.

Payment Method:

CV-SPECIAL PROJECTS FUND	\$50.00
CV-COURT MEDIATION PROGRAM	\$40.00
CLERK COMPUTERIZATION FEE (CVIL)	\$20.00
CV-TECHNICAL COURT FEE	\$10.00
eFiling Fee:	\$6.75
Total Charge: \$231.75	

Accounts:
 Waiver: Indigent Filer

Special Filing Instructions:

- If necessary, add a note to the clerk using the text field provided.
- Click **Next** to submit to the court.

NOTE: If no payment method is available, refer to the instructions on setting up a wallet.

3

Entering an Existing Case

1. Click the **Existing Case** button.
2. Enter the case number following the format in the example below, and click **Submit**. Alternately, find the case in the list of previously submitted eFilings, and click the "Case Title" hyperlink for the listing.

Existing Cases

Cases that will be filed on

Case Number Case Title

Enter case identifying information

Court Jurisdiction

Case Number (Ex: 2008 CV 00112) :

Case Title	Case Number	Case Type	Judge	Court	Court Division	Court Location
JENKINS, DAN vs HEART CLINIC RSK	2018 CV 01470	Civil - Common Pleas	R. SCOTT KRICHBAUM	Mahoning County	Civil	Mahoning

3. From the Add a Document page, the process is the same as the New Case process above.