



The Hamilton County Clerk of Courts

Guide to Electronic Filing

Revision 1.20 July 13, 2012

Table of Contents

1. Description of Electronic Filing	3
2. Requirements for Electronic Filing	3
3. Getting Started.....	3
4. How to Prepare Documents for Electronic Filing.....	4
5. Logging In.....	5
6. Filing a New Case in Appeals / Common Pleas.....	7
7. Filing a Document on an Existing Case in Appeals / Common Pleas.....	20
8. Filing a New Case in Municipal Civil.....	30
9. Filing a Document on an Existing Case in Municipal Civil.....	38
10. User Efilings Submitted.....	45
11. Changing Account Information.....	47
12. Logging Out.....	50
13. Handling Rejections.....	51
14. The Copy Cost Account.....	51
15. Where to Find Help.....	51

1. Description of Electronic Filing

Electronic Filing is a paperless document delivery process of filing documents electronically with the Clerk of Courts using the internet. Documents are created on the filer's local computer or network and then securely sent over the internet to the Clerk of Courts. The Clerk of Courts receives and processes the filing with much the same result as if the filing had been mailed or presented in person.

2. Requirements for Electronic Filing

A. A personal computer with:

1. Microsoft Windows 95, 98, or NT 4.0 with Service Pack 3 or later
OR
Mac OS version 7.5.3 or later (on an Apple Power Macintosh or compatible)
2. Access to the internet
3. A word processing application, such as Microsoft Word, Corel WordPerfect Word or OpenOffice Writer
4. A software application to convert word documents to portable document formats, such as Adobe Acrobat version 4.05 or greater (full version) or PaperPort

B. A valid American Express, Discover, MasterCard or Visa credit card and

C. An E-Filing user account with the Clerk of Courts.

3. Getting Started

You will need to set up an **E-Filing User Account** with the Clerk of Courts. The [Internet Electronic Filing Registration and Credit Card Authorization Forms](#) are available online on the e-filing page under Electronic Filing Forms. Either send these by U.S. mail or bring them in person to the E-Filing Coordinator, Clerk of Courts Office, Room 315, Hamilton County Courthouse, 1000 Main Street, Cincinnati Ohio, 45202. Call (513) 946-5612 for additional information about how to set up an E-Filing User Account.

Once you have an E-Filing User Account and your computer system meets all of the requirements listed above, you are ready to begin e-filing.

4. How to Prepare Documents for Electronic Filing

There is a [list of document types](#) that can be filed electronically on the e-filing web page.

Documents should first be **created** in a word processing application.

To enter a **signature** on the document, a digitally scanned signature can be placed on the document as a "picture" file or graphic. Or the source document can be signed and then scanned into the filer's system. One may also "sign" a document by keying in /s/ and the filer's name on the signature line above the required attorney information. The filer's name must be keyed on the line next to the /s/. The /s/ alone is not sufficient. We suggest when using the last method that the signature be in bold font and larger than the rest of the document's type.

A document can have references within itself, but the links must be only to itself. Because a source address may change over time **external links are prohibited**.

Exhibits are to be appended to the document they support and filed together as one document. Documents can be up to 35 MB in size. Larger ones might not upload completely.

When a document is finalized, it should then be converted to **PDF format** using a software package that converts documents to the portable document format. Always check the page count of the converted document because sometimes the pdf formatted version is larger than the original. You will need to enter the number of pages of your filing during the e-filing process.

If you are filing in Municipal Civil Court and want the Clerk to do **Service** for you a [Service Notification Form](#) must be included as the last page of your filing.

If you are filing in Common Pleas Civil Court and want the Clerk to do **Service** for you then file a [Written Request for Service](#) indicating what is to be served and how to serve it. Usually Service is done by the filer, except on new cases, and the service certification is on the filing document.

If you are filing in Common Pleas Criminal Court the **Service** is done for you. This is the **ONLY** time service is done without it being requested by a written form.

5. Logging In

From the Clerk of Courts homepage, www.courtclerk.org, click “Services” or “Quick Links”, then “Electronic Filing.”

You may want to bookmark this page or place it in your “favorites” for quick access in the future.

If you have forgotten your userid or password click on the line below the Login box that says “[Forgot your e-filing userid or password?](#)”, enter your e-mail address and click the Submit box. This information will be e-mailed to you.

Click the “E-Filing Login” box.

The screenshot displays the website for Tracy Winkler, Clerk of Courts, Hamilton County, Ohio. The header includes a search bar and navigation links for Home, Court Records, Court Date, Forms, Services, and Division Info. The main content area is titled "Electronic Filing" and provides information about the e-filing process, including a "Convenience Fees Schedule" and a "Forgot your e-filing userid or password?" link. A sidebar on the right lists "Services Links" such as Portfolio Login / Access, Electronic Filing, Pay Parking Tickets, Excess Funds, Grand Jury Reports, Judgment Interest Rates, Notary Public, Passports, Publications, and Voter Registration. A banner at the bottom encourages signing up for electronic filing, starting January 3, 2012.

Tracy Winkler
CLERK OF COURTS

Hamilton County Courthouse
1000 Main Street
Cincinnati, OH 45202

Electronic Filing

The Hamilton County Clerk of Courts accepts certain types of documents for filing with the Clerk via electronic transmissions. **Internet Electronic Filing** is the process of electronically submitting documents with the Clerk of Courts via the internet. Documents are created on the filer's local computer or network and then securely sent over the internet to the Clerk of Courts. The Clerk of Courts receives and processes the filing with much the same result as if the filing had been mailed or presented in person. It is a paperless document delivery method. The Hamilton County Clerk of Courts also accepts **Fax Filings** that conform to the specifications in the local rules listed below.

For more information, please contact Lynn Streck at (513) 946-5612 or lstreck@cms.hamilton-co.org

Convenience Fees Schedule

The Rules of Superintendence regarding the filing of records containing personal information has changed.

Your userid and password work for either system.

[Forgot your e-filing userid or password?](#)

SIGN UP NOW FOR ELECTRONIC FILING!

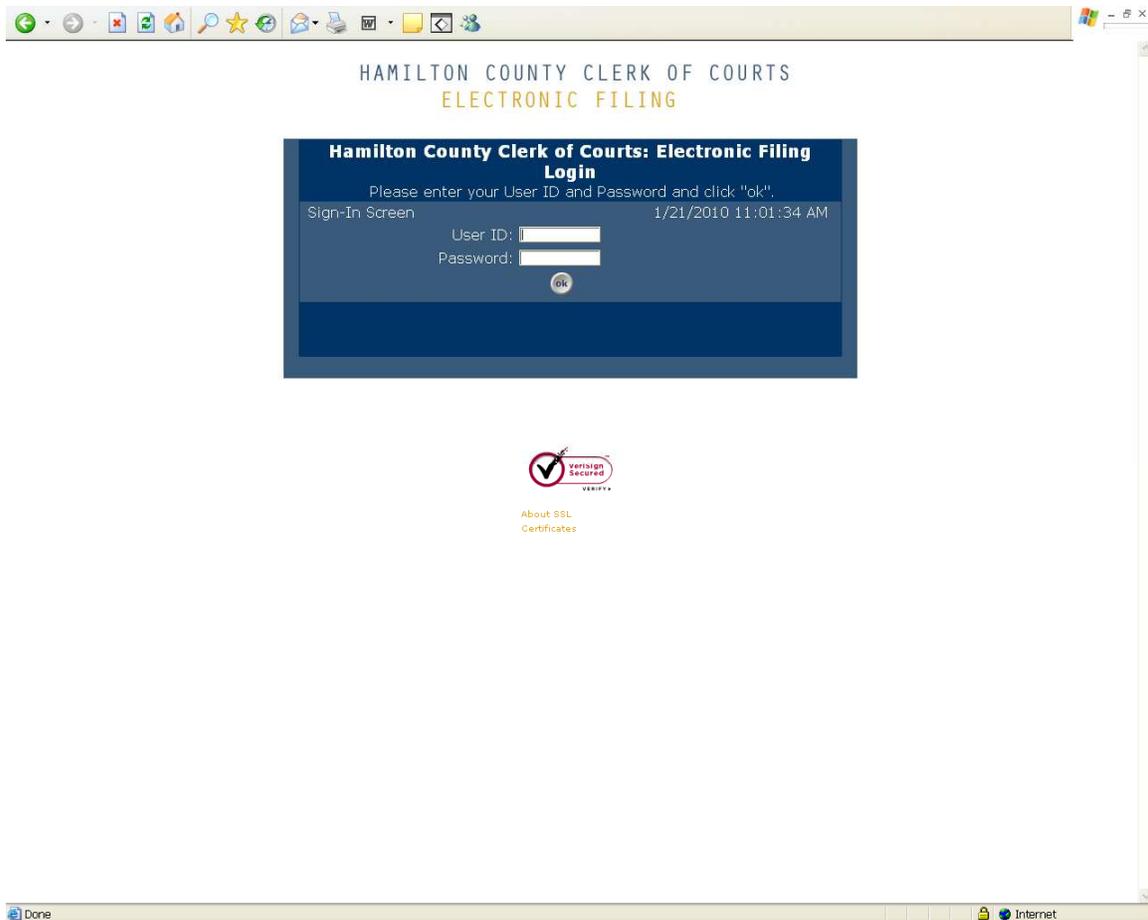
Starting January 3, 2012, most Common Pleas Civil "A" case filings are to be filed via electronic means. To do so an attorney must sign up to file electronically (efile) by completing the two paged Electronic Filing Application and Credit Card Authorization Forms below and linked here: [Electronic Filing Registration and Credit Card Authorization Forms](#). A \$100.00 deposit for copy costs is required for each account at set up and can be paid by check or credit card. The Clerk accepts American Express, Discover and Master Card. A credit card must be on account to pay statutory fees like Cross Claims. Multiple people can use the same credit card, but each attorney needs their own individual account. When an account has been set up the userid and password will be emailed to the account holder. Pictorial User Guides are available below and training can be arranged by calling 513-946-5612. We urge attorneys to sign up starting now as it takes time for each account to be setup.

Electronic Filing Support Documents

1. [Why E-File? A PowerPoint Presentation](#)

Services Links

- Portfolio Login / Access
- Electronic Filing
- Pay Parking Tickets
- Excess Funds
- Grand Jury Reports
- Judgment Interest Rates
- Notary Public
- Passports
- Publications
- Voter Registration



Enter your User ID and Password and click “ok”.

A secure connection will be established and you will be taken to the next page, where you will select which box you want.

Upon Login read the “Efiling Notices.”
Reminders or new information about electronic filing will be posted here.

6. Filing A New Case In Appeals Or Common Pleas

HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Electronic Filing

Click 'New Case' to file documents for a new case, or 'Existing Case' to file documents on an existing case. To view or change account information, click 'User Information'. You must **keep this CURRENT**. To get a listing of efilings you have sent click 'User Efilings Submitted'.

[New Case](#) [Existing Case](#)

[User Information](#) [User Efilings Submitted](#)

Efiling Notices

- A list of filings that **CANNOT** be efiled is displayed above the login boxes on the efilings web page.
- Document size limitation is 20 MB for uploading.
- For Common Pleas new cases you must file the Initial Filing (the Complaint) and a Classification Form.
- You must key in the filer's **NAME** next to the /s/ on the signature line.
- **Service** to the Prosecutor is provided automatically on Common Pleas Criminal (B) cases **ONLY**.
- Include an Exhibit with its filing as one document.
- In Common Pleas a Motion can be filed along with the other case originating documents.

 Log Out

Read the Efiling Notices.
Reminders or new information about electronic filing will be posted here.

Click "New Case".



HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: New Case Filing
Select the Case Type and Filing Type and click "ok".

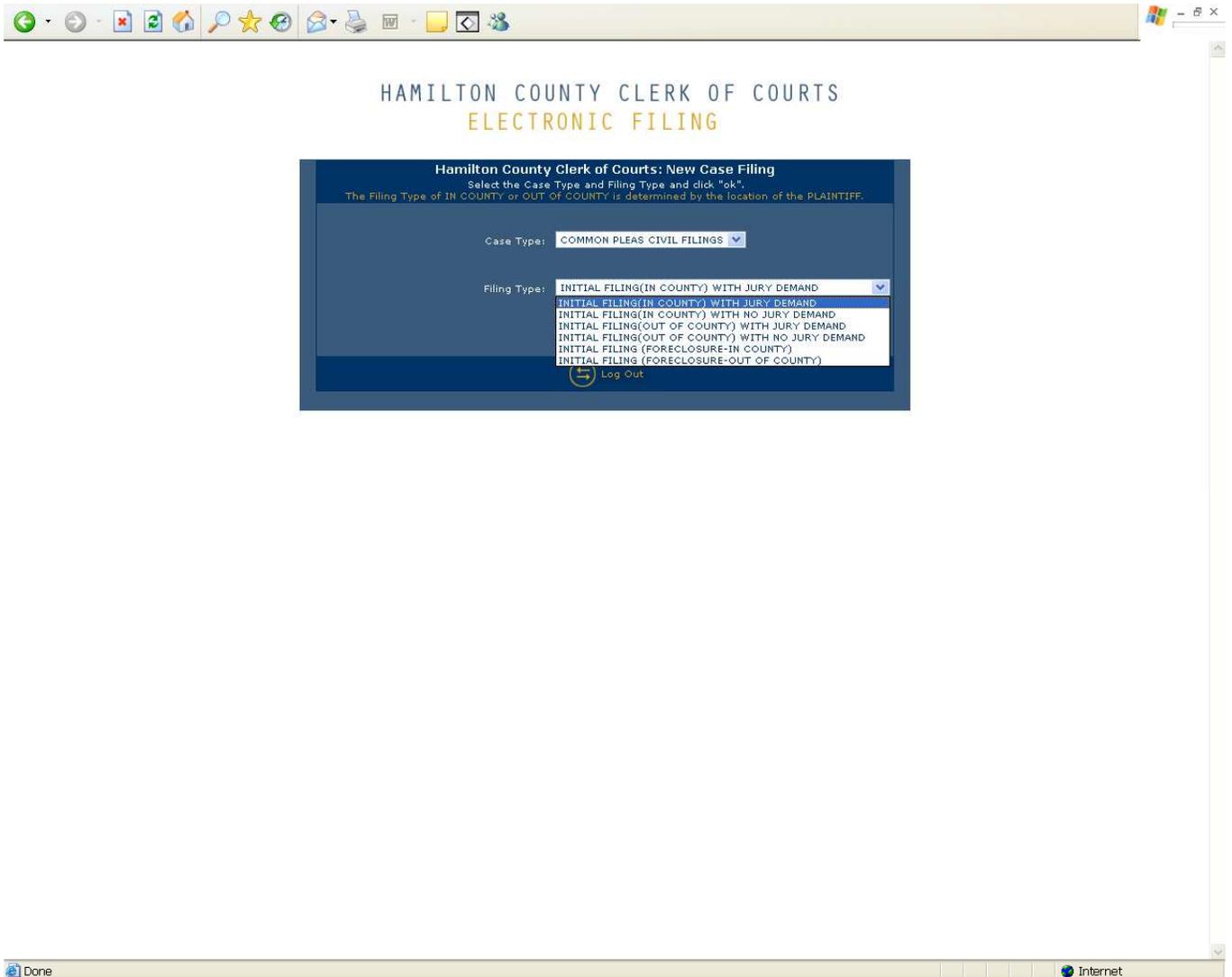
Case Type: COMMON PLEAS CIVIL FILINGS
COMMON PLEAS CIVIL FILINGS
APPELLATE FILINGS
MUNICIPAL CIVIL FILINGS

Filing Type: JURY DEMAND

ok

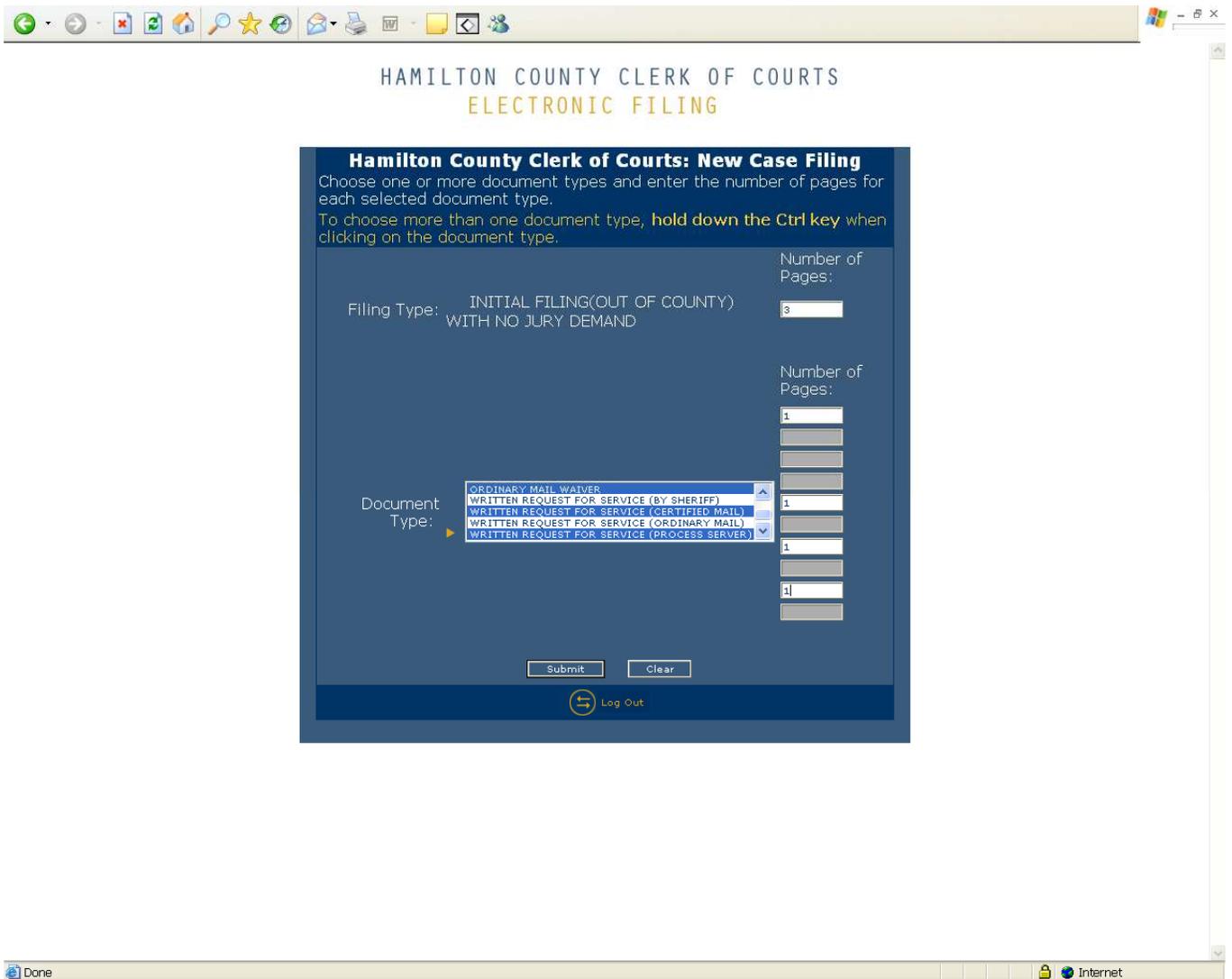
Log Out

Now click on Appellate or Common Pleas Civil Filings in the Case Type Field.



Choose a Filing Type and click "OK".

The Filing Type is determined by the location of the Plaintiff. If the Plaintiff lives in Hamilton County then it's an IN COUNTY filing. Otherwise, if the Plaintiff does not live in Hamilton County, then it's an OUT of COUNTY filing type.

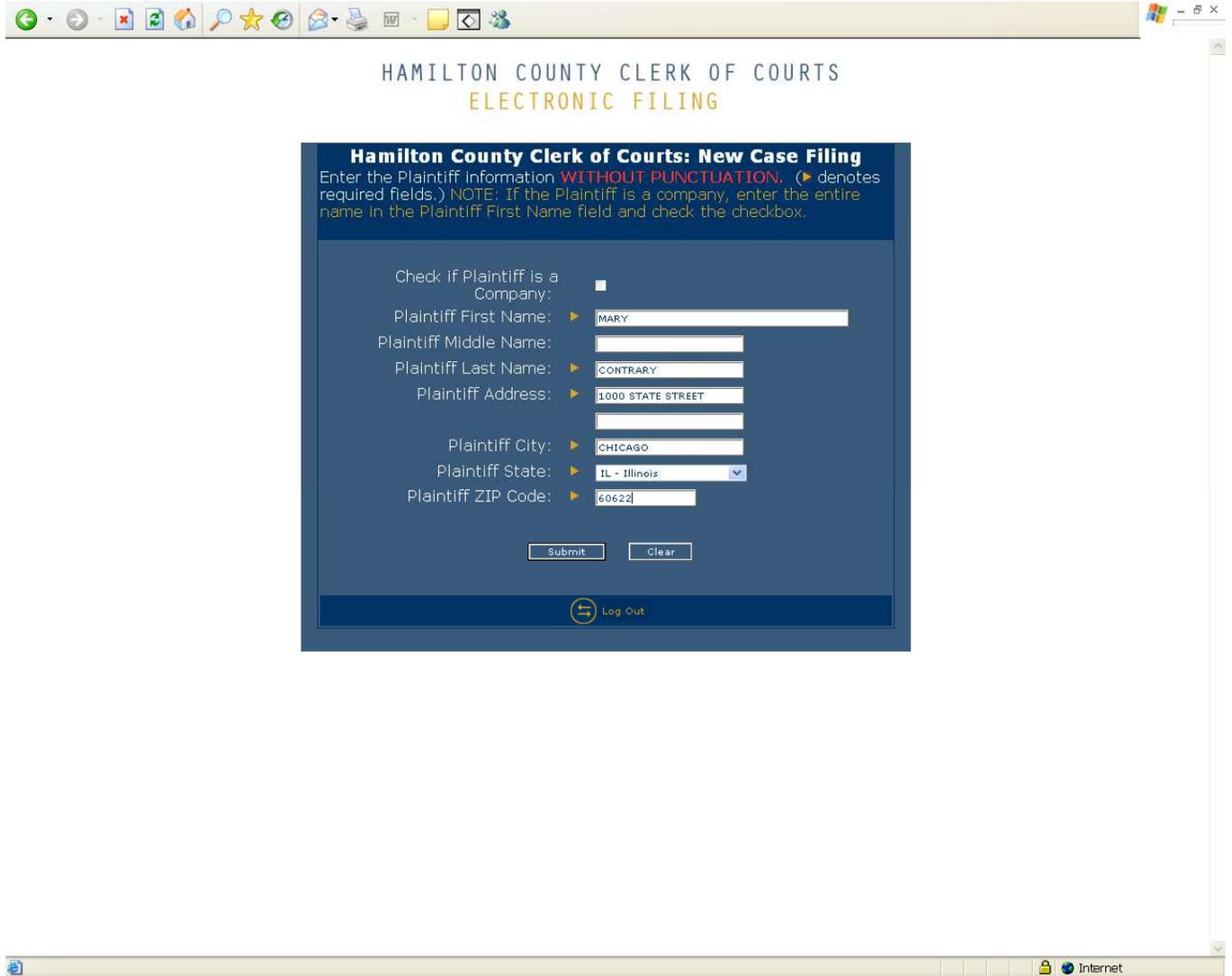


Enter the number of pages for the Initial Filing (Complaint).

Click on each additional document type that is being filed along with the Initial Filing and enter the number of pages for that document type.

You must hold down the "Ctrl" key to select more than one.

Click "Submit" when you are ready to proceed.

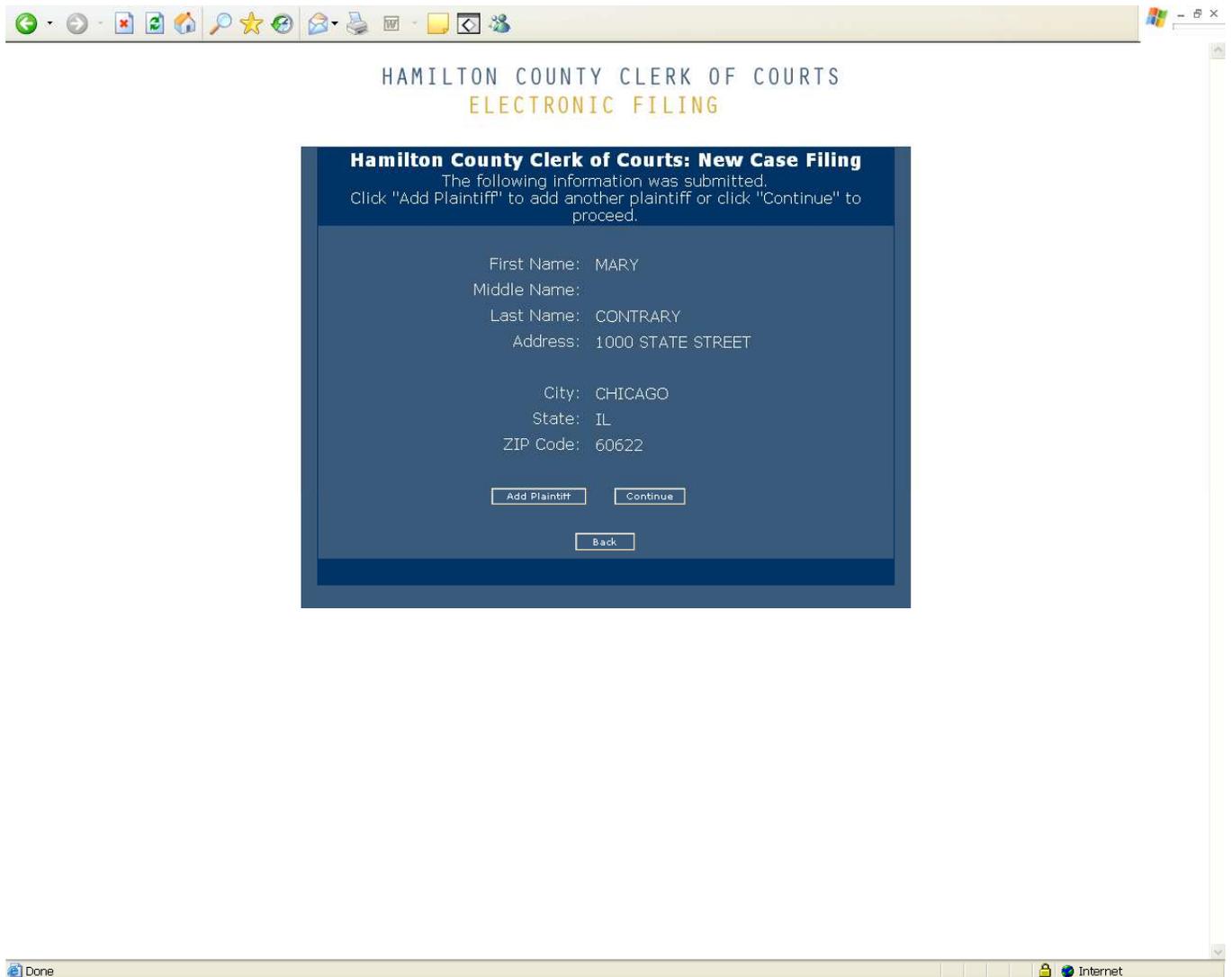


Enter the information for the first plaintiff.

If the plaintiff is a company, enter the entire name in the Plaintiff First Name field and click on the "Check if Plaintiff is a Company" box.

If there are mistakes click the Clear button and key in the correct information.

Click "Submit" when you are ready to proceed.



If the information you entered is incorrect, click "Back" and re-enter the information.

If there are more plaintiffs to enter, click "Add Plaintiff".

If you are done entering plaintiffs, click "Continue".

HAMILTON COUNTY CLERK OF COURTS
ELECTRONIC FILING

Hamilton County Clerk of Courts: New Case Filing

Enter the Defendant information **WITHOUT PUNCTUATION**. (▶ denotes required fields.) NOTE: If the Defendant is a company, enter the entire name in the Defendant First Name field and check the checkbox.

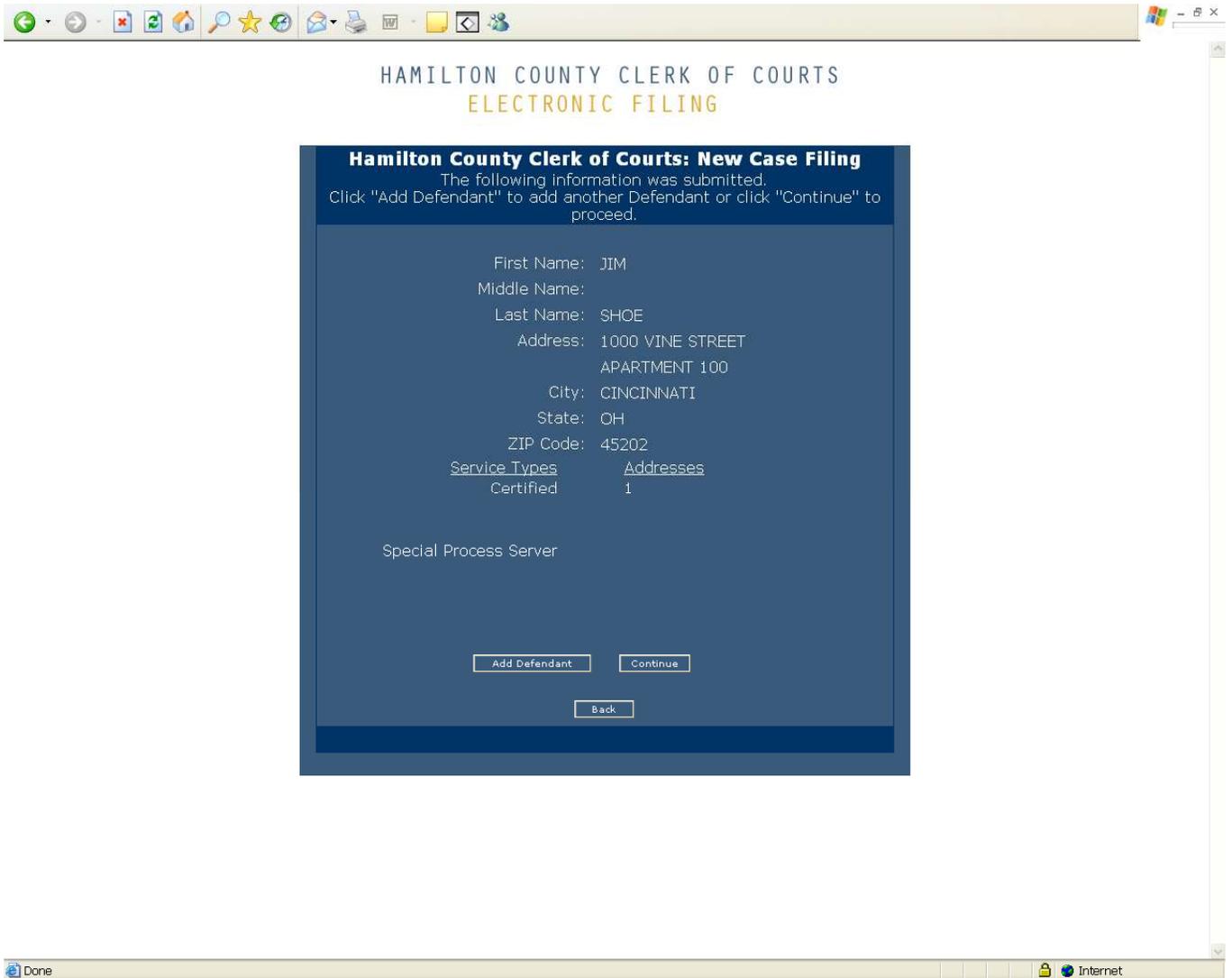
Check if Defendant is a Company:	<input type="checkbox"/>		Number of Addresses:	
Defendant First Name:	<input type="text" value="JIM"/>	<input checked="" type="checkbox"/> Certified	<input type="text" value="1"/>	
Defendant Middle Name:	<input type="text"/>	<input type="checkbox"/> Residence	<input type="text"/>	
Defendant Last Name:	<input type="text" value="SHOE"/>	<input type="checkbox"/> Personal	<input type="text"/>	
Defendant Address:	<input type="text" value="1000 VINE STREET"/>	<input checked="" type="checkbox"/> Special Process Server		
	<input type="text" value="APARTMENT 100"/>	<input type="checkbox"/> Waiver of Service		
Defendant City:	<input type="text" value="CINCINNATI"/>	<input type="checkbox"/> Foreign Sheriff	<input type="text"/>	
Defendant State:	<input type="text" value="OH - Ohio"/>	<input type="checkbox"/> Registered	<input type="text"/>	
Defendant ZIP Code:	<input type="text" value="45202"/>			

Enter the information for the first defendant. If the defendant is a company, enter the entire name in the "Defendant First Name" field and click on the "Check if Defendant is a Company" box.

Click each type of service that you are requesting for the defendant and enter the number of addresses for each type of service checked. (You cannot enter the number of addresses for Special Process Server or Waiver of Service.)

If the defendant entries you have keyed in are incorrect click the Clear button to enter the correct information.

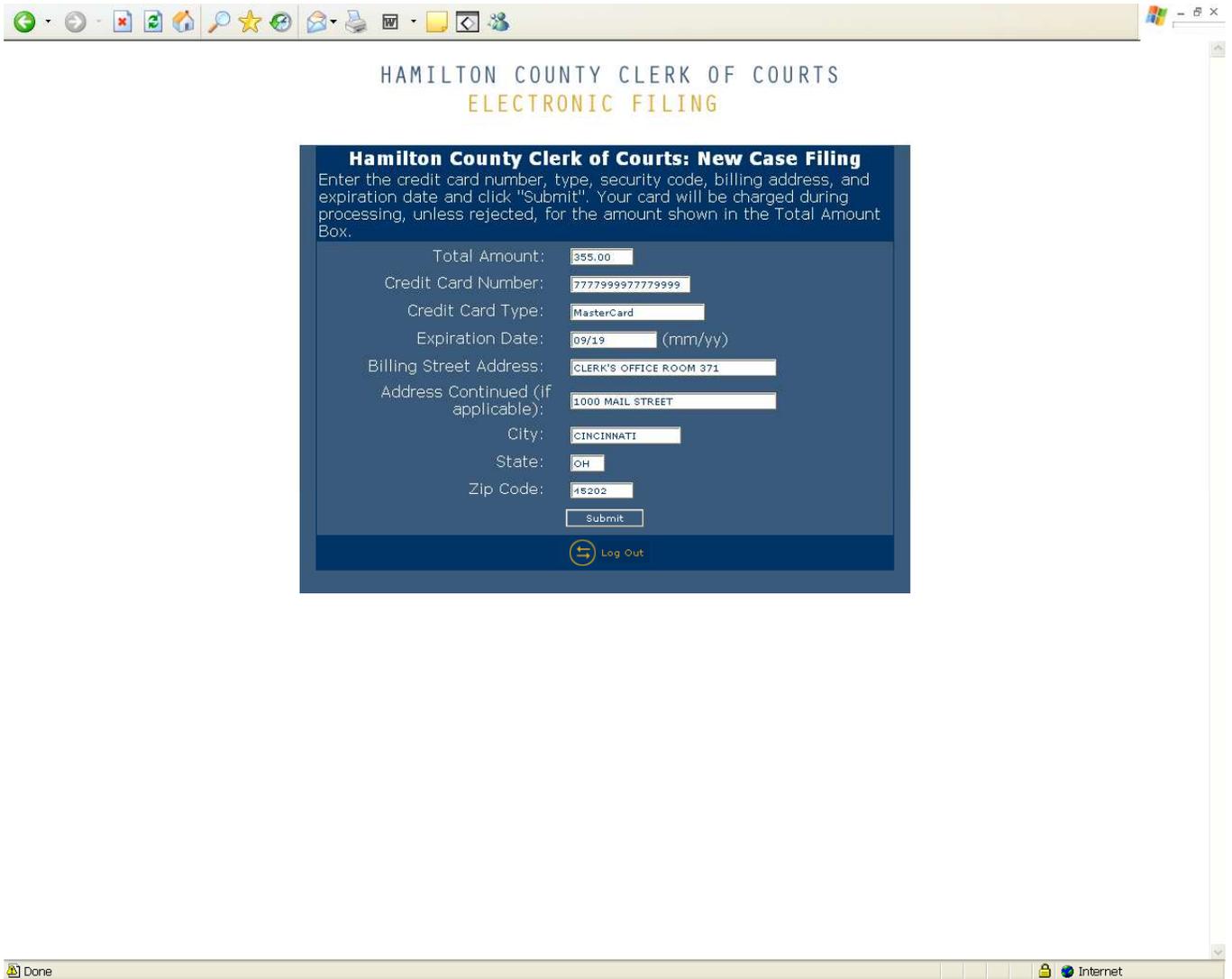
Otherwise click the "Submit" button when you are ready to proceed.



If the information you entered is incorrect, click "Back" and re-enter the information.

If there are more defendants to enter, click "Add Defendant".

If you are done entering defendants, click "Continue".

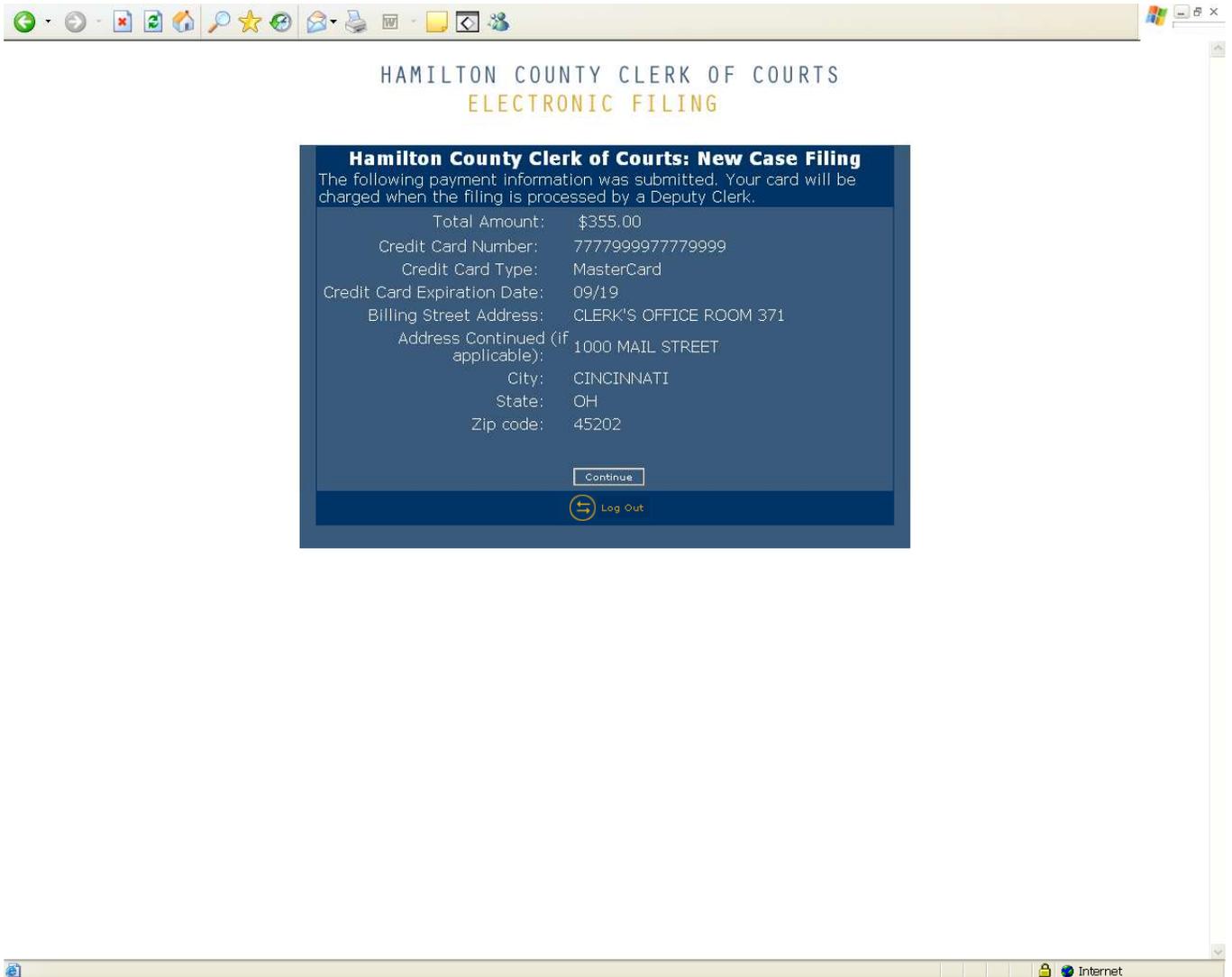


If your credit card is not on file, enter the card number, type and expiration date.
You must also furnish the billing address of the credit card.

The credit card is not charged until processing.
If the filing is rejected the credit card is not charged.
The convenience fee is NOT displayed nor included in the amount on the screen.

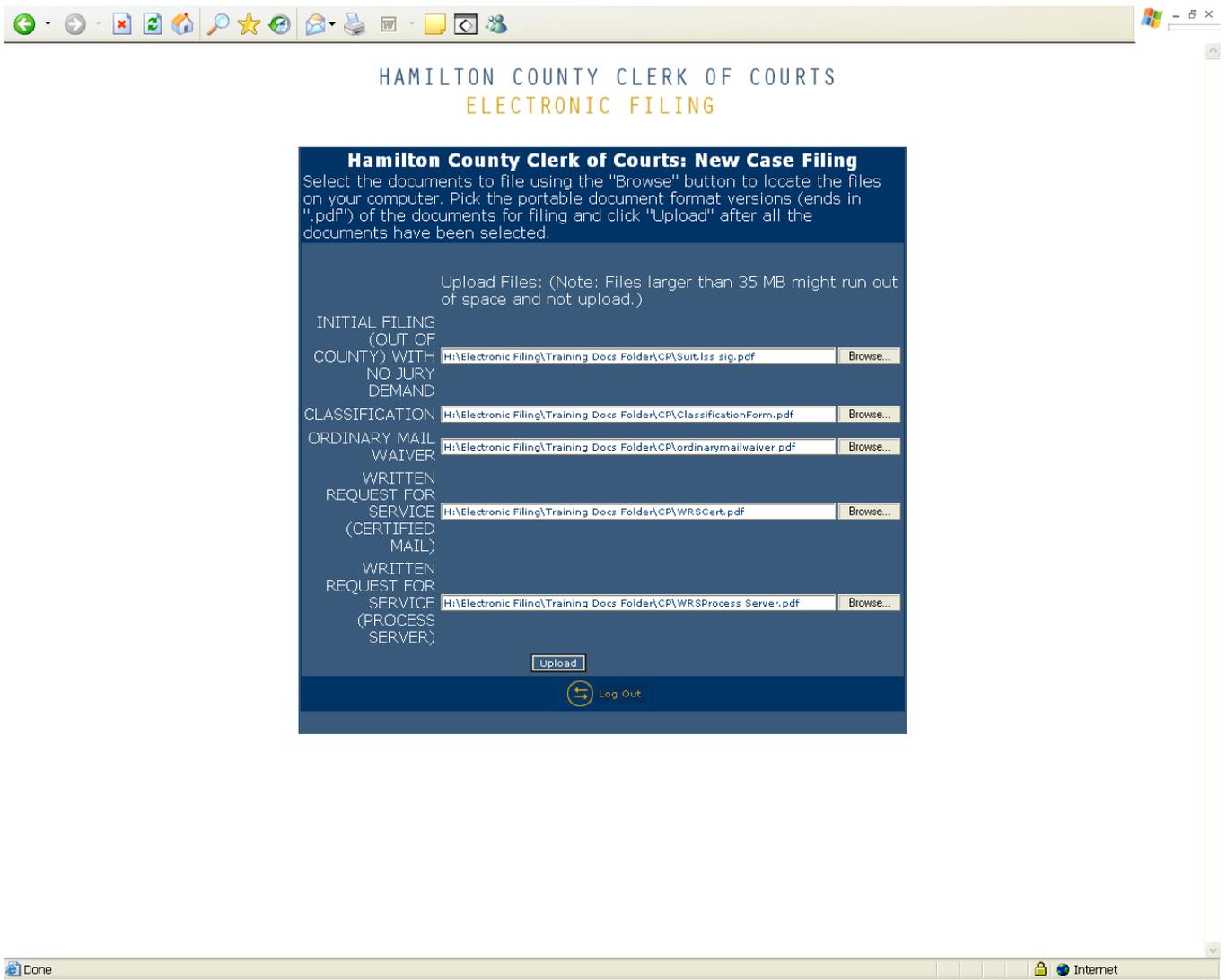
You may wish to print screen this page and save it for your bank statement reconciliation.

When all the information is correct, click "Submit" to proceed.



Check the information entered.
Click "Continue" when you are ready to proceed.

You may wish to print screen this page and save it for your bank statement reconciliation if you did not do one of the previous page.



Enter the pathname of the document(s) that you will be filing in the box next to that document type.

You may want to use the "Browse" feature to more easily locate the document(s) and place the pathname in the box.

Be certain you have selected the portable document format version to upload.
Note. All documents must be in the portable document format and have the extension ".pdf".

Click "Upload" when you are ready to send the document(s).



Record the Confirmation Number for future reference.

You could also make a screen print of it, paste it to a word processing document, and key in information pertinent to you, such as the client's name and the type of filing.

Click "Continue" when you are ready to proceed.



Click "Continue Filing" if you want to file more documents,
or "Log Out" if you are finished.

7. Filing A Document For An Existing Case In Appeals or Common Pleas

HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Electronic Filing

Click 'New Case' to file documents for a new case, or 'Existing Case' to file documents on an existing case. To view or change account information, click 'User Information'. You must **keep this CURRENT**. To get a listing of efilings you have sent click 'User Efilings Submitted'.

[New Case](#) [Existing Case](#)

[User Information](#) [User Efilings Submitted](#)

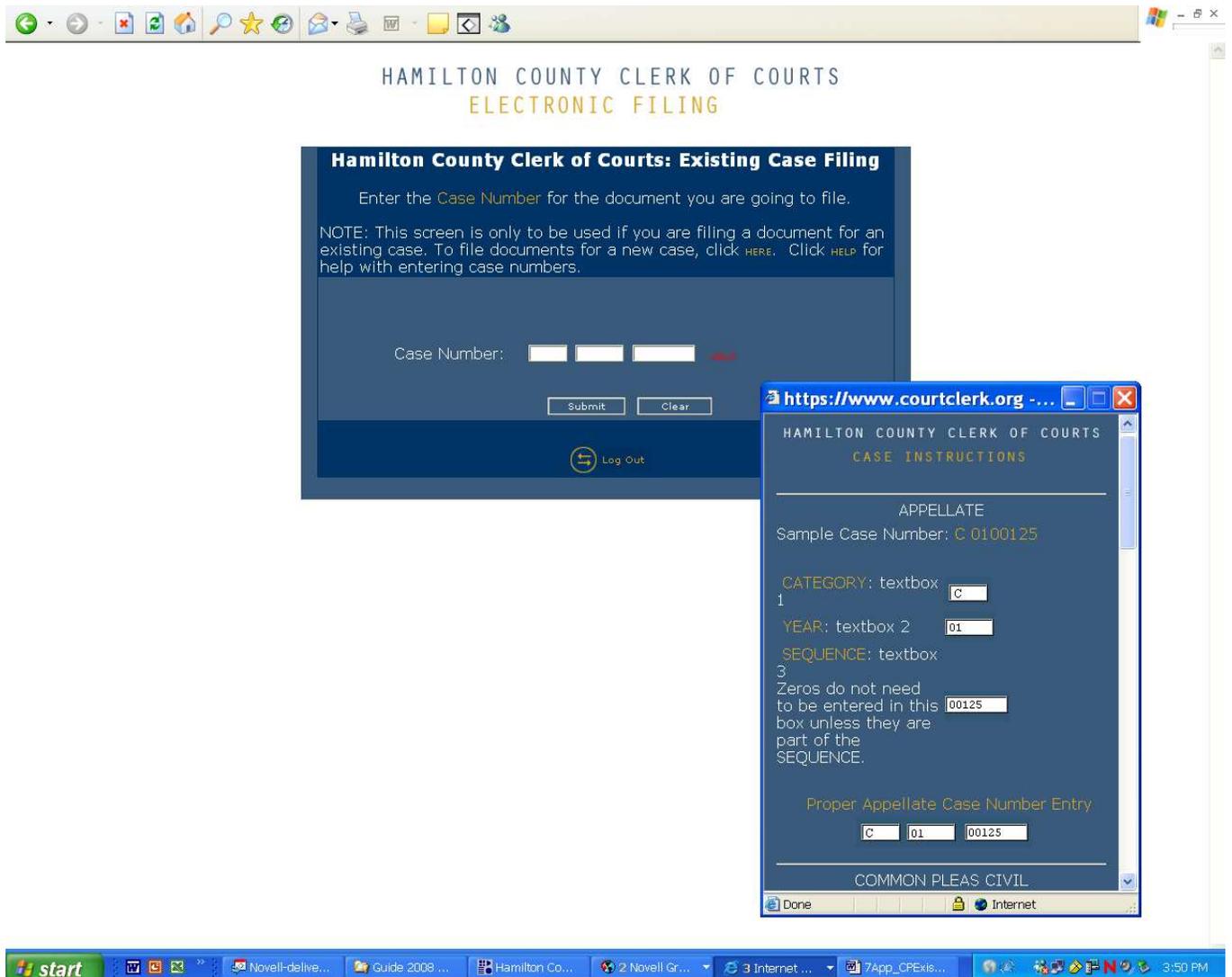
Efiling Notices

- A list of filings that **CANNOT** be efiled is displayed above the login boxes on the efilings web page.
- Document size limitation is 20 MB for uploading.
- For Common Pleas new cases you must file the Initial Filing (the Complaint) and a Classification Form.
- You must key in the filer's **NAME** next to the /s/ on the signature line.
- **Service** to the Prosecutor is provided automatically on Common Pleas Criminal (B) cases **ONLY**.
- Include an Exhibit with its filing as one document.
- In Common Pleas a Motion can be filed along with the other case originating documents.

[Log Out](#)

Read the Efiling Notices.
Reminders or new information about electronic filing will be posted here.

Click "Existing Case".

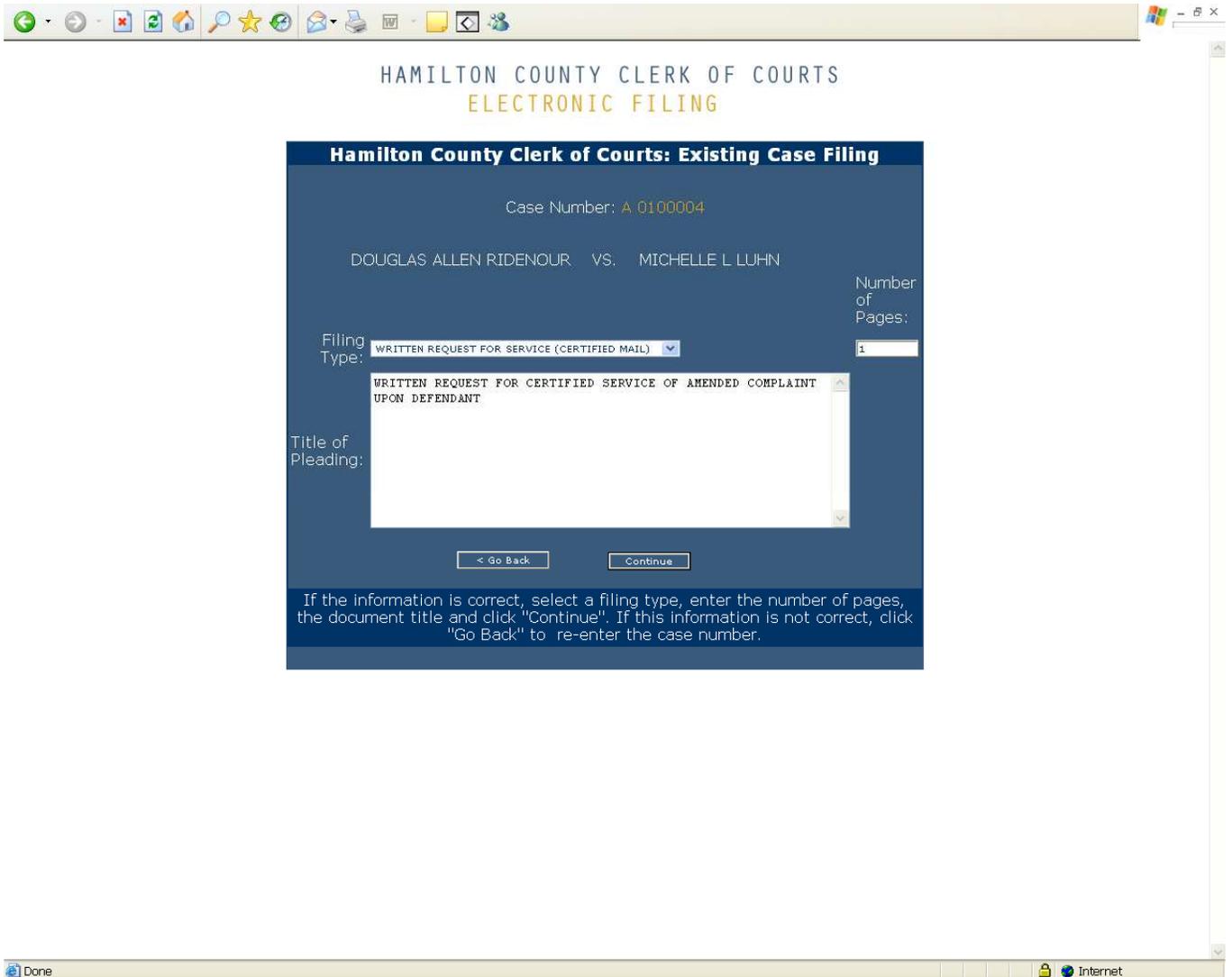


Enter the case number for the document you are going to file.

Click "HELP" if you need help with the case number format.
Scroll down on the help box to find the division information you are seeking.

Click "Clear" if you wish to re-enter a number.

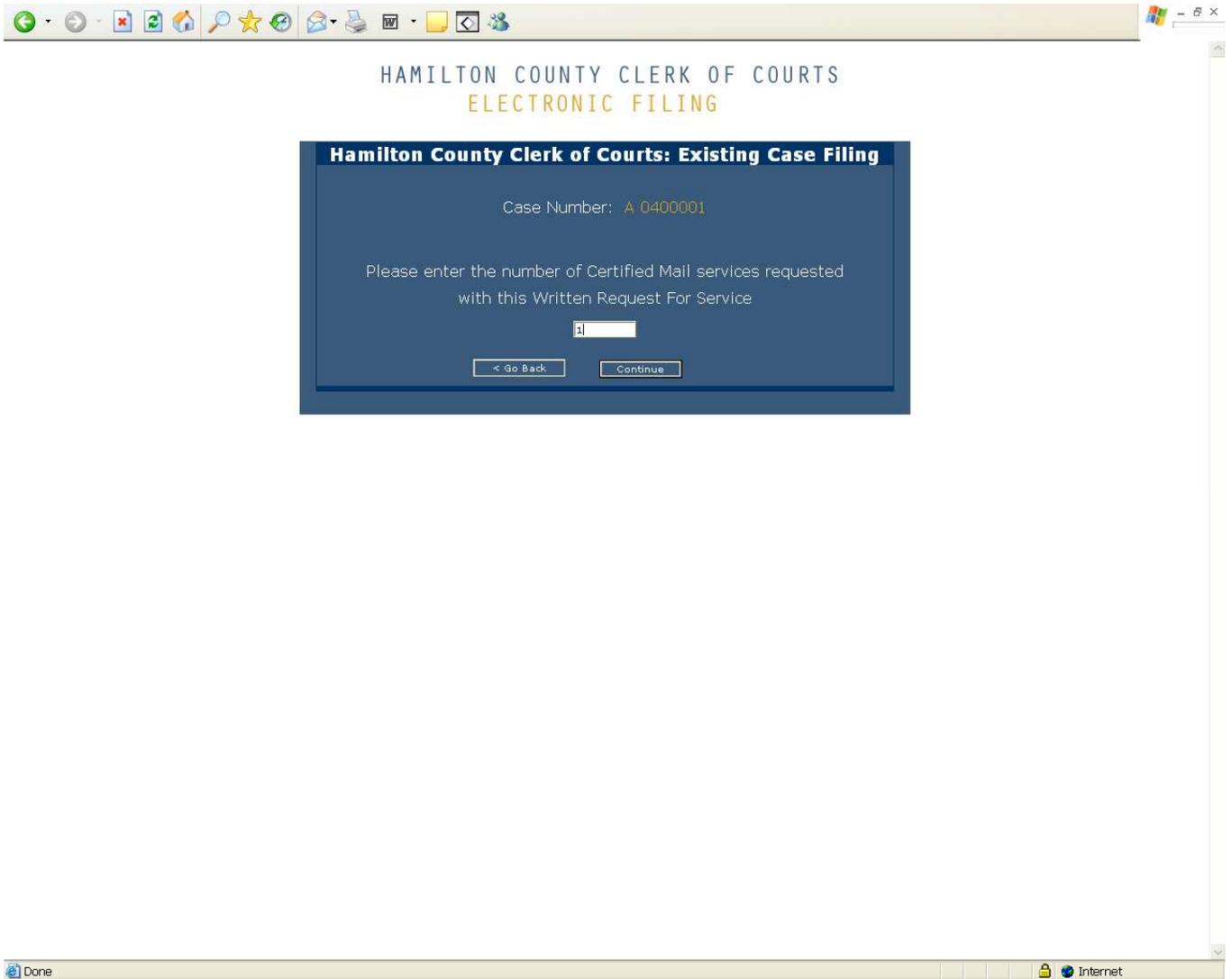
Click "Submit" when you are ready to continue.



If the correct case is not displayed, click "Go Back" and re-enter the case number.

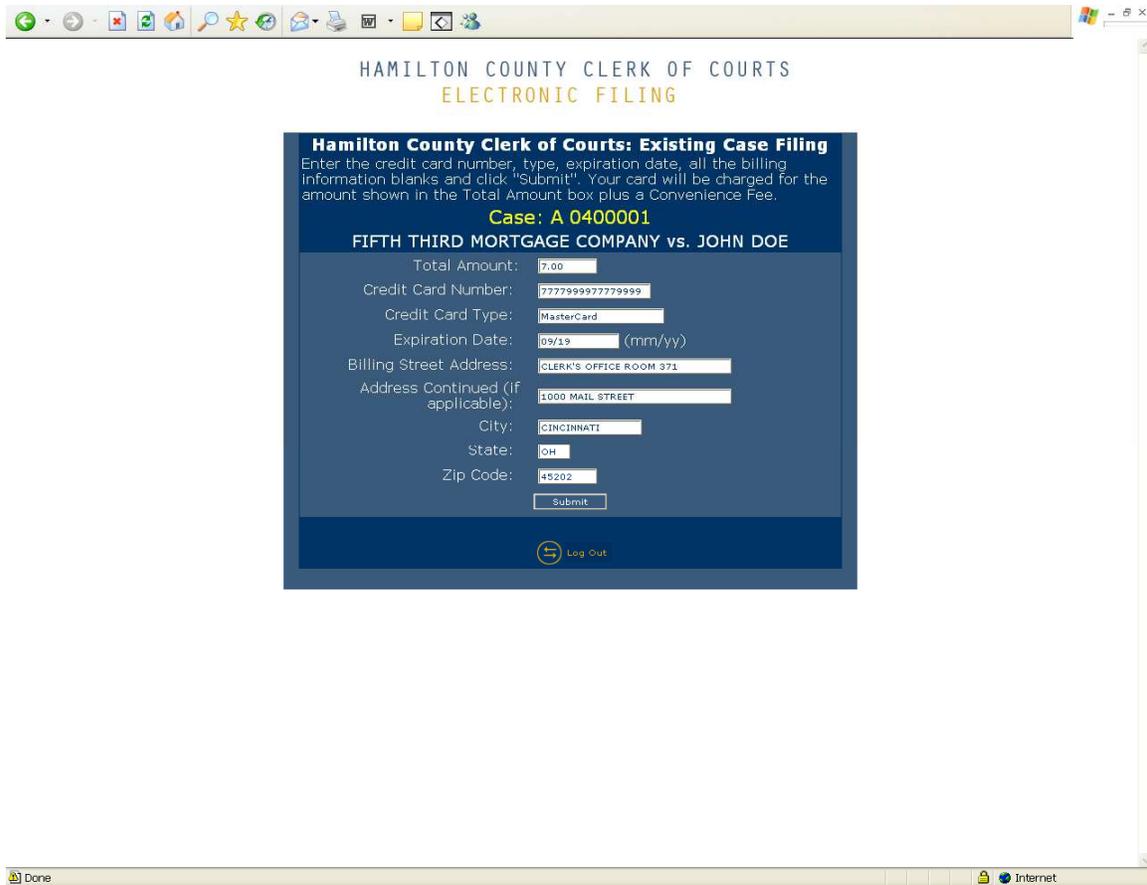
If the correct case is displayed, select the filing type from the drop down list, enter the number of pages of the document to be filed and key in the document's title or name as it appears on the filing. This information keyed in will become the docket entry for this filing.

Click "Continue".



If additional information is needed another screen will appear, such as the above one. Complete what is requested.

Then click "Continue" to go forward.

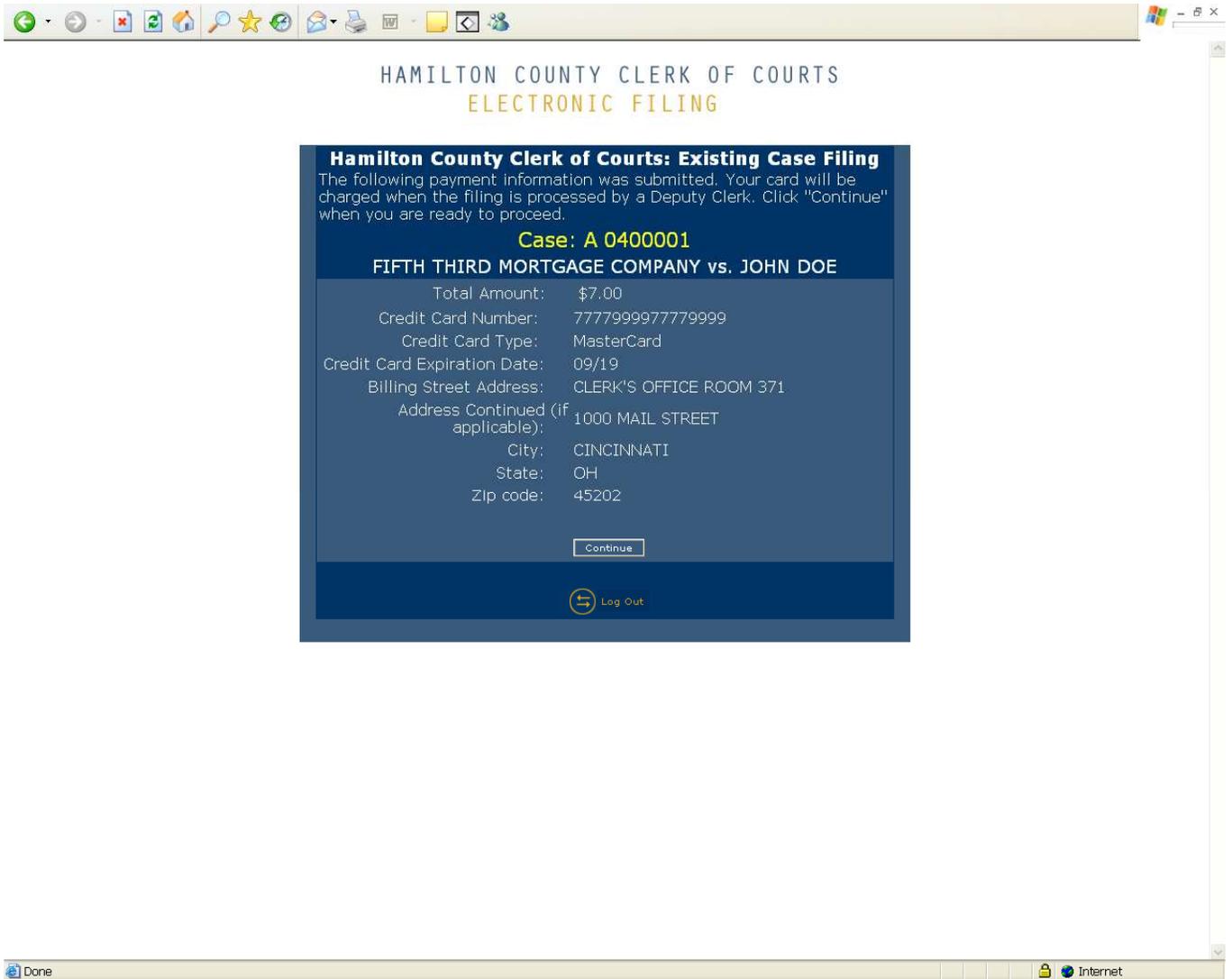


If the document type that you are filing requires an additional deposit, this payment entry screen appears. Otherwise you will go directly to the "Upload Files" screen.

If your credit card is not on file, enter the card number, type, expiration date and billing information for the card. During processing your card will be charged the amount shown on this screen, unless the filing is rejected.

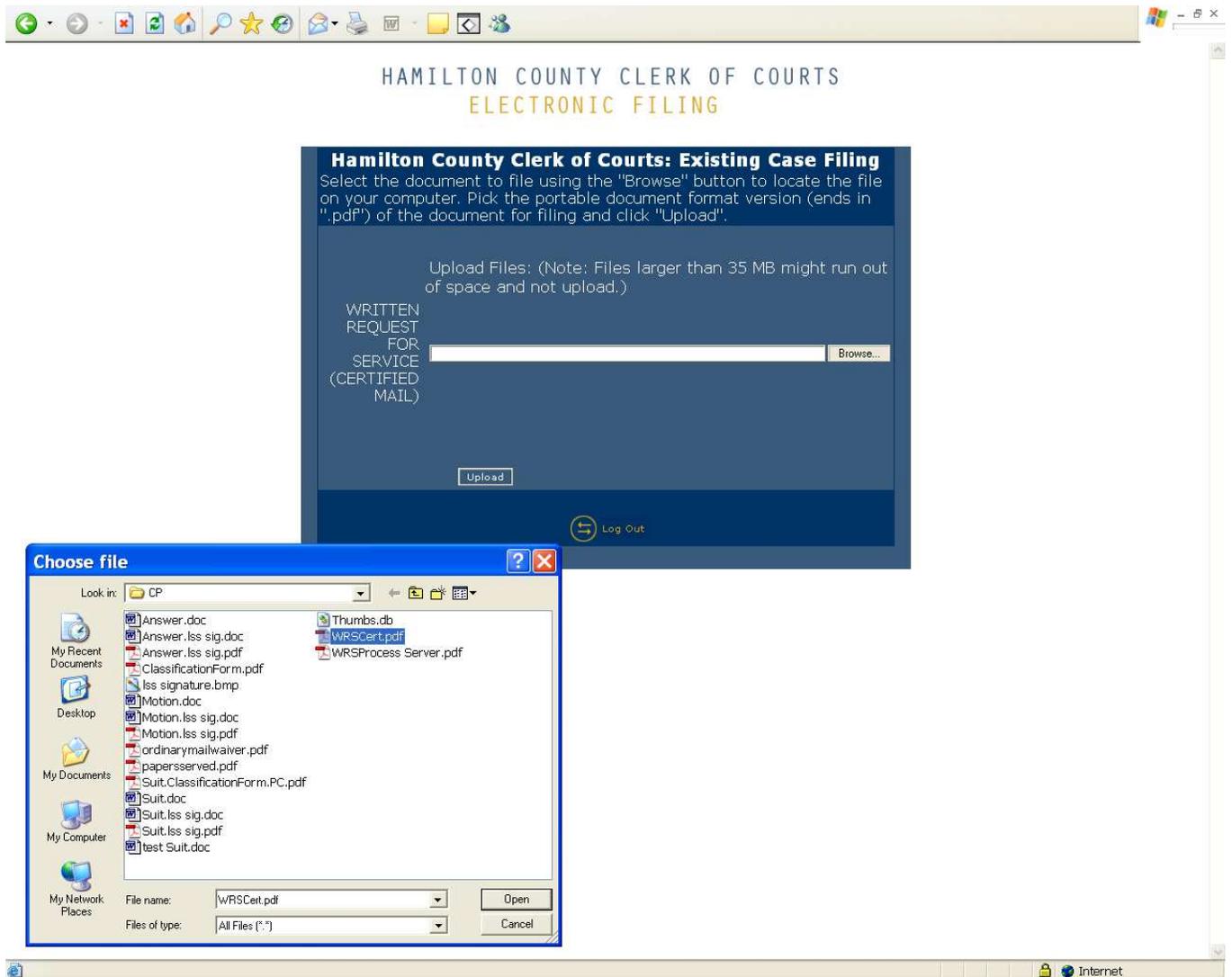
You may wish to print screen this page and save it for your bank statement reconciliation.

When all the information is correct click "Submit".



If you did not print the last screen you may wish to print this one.

Click "Continue" when you are ready to proceed.

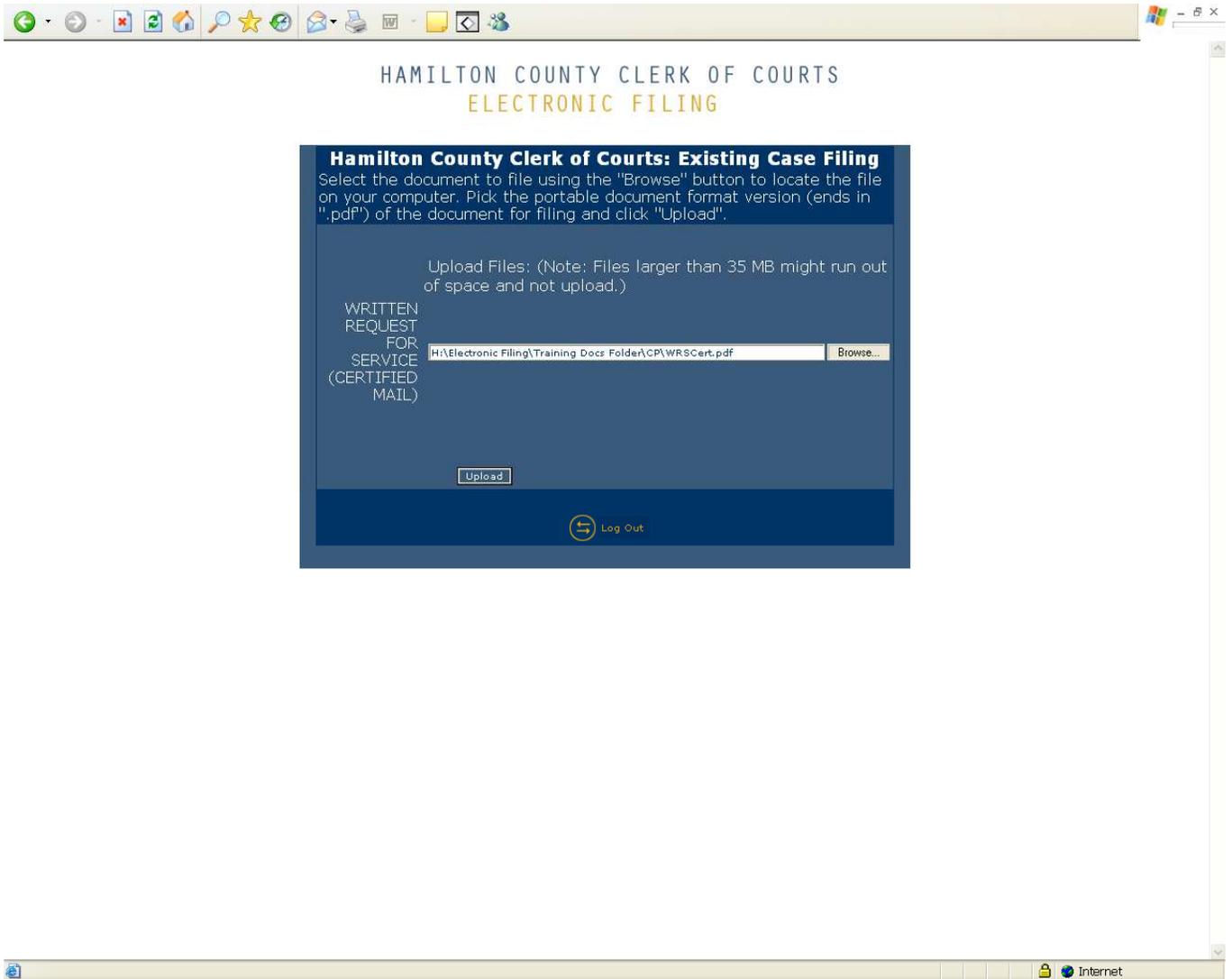


Enter the pathname of the document you will be filing in the box next to that document.

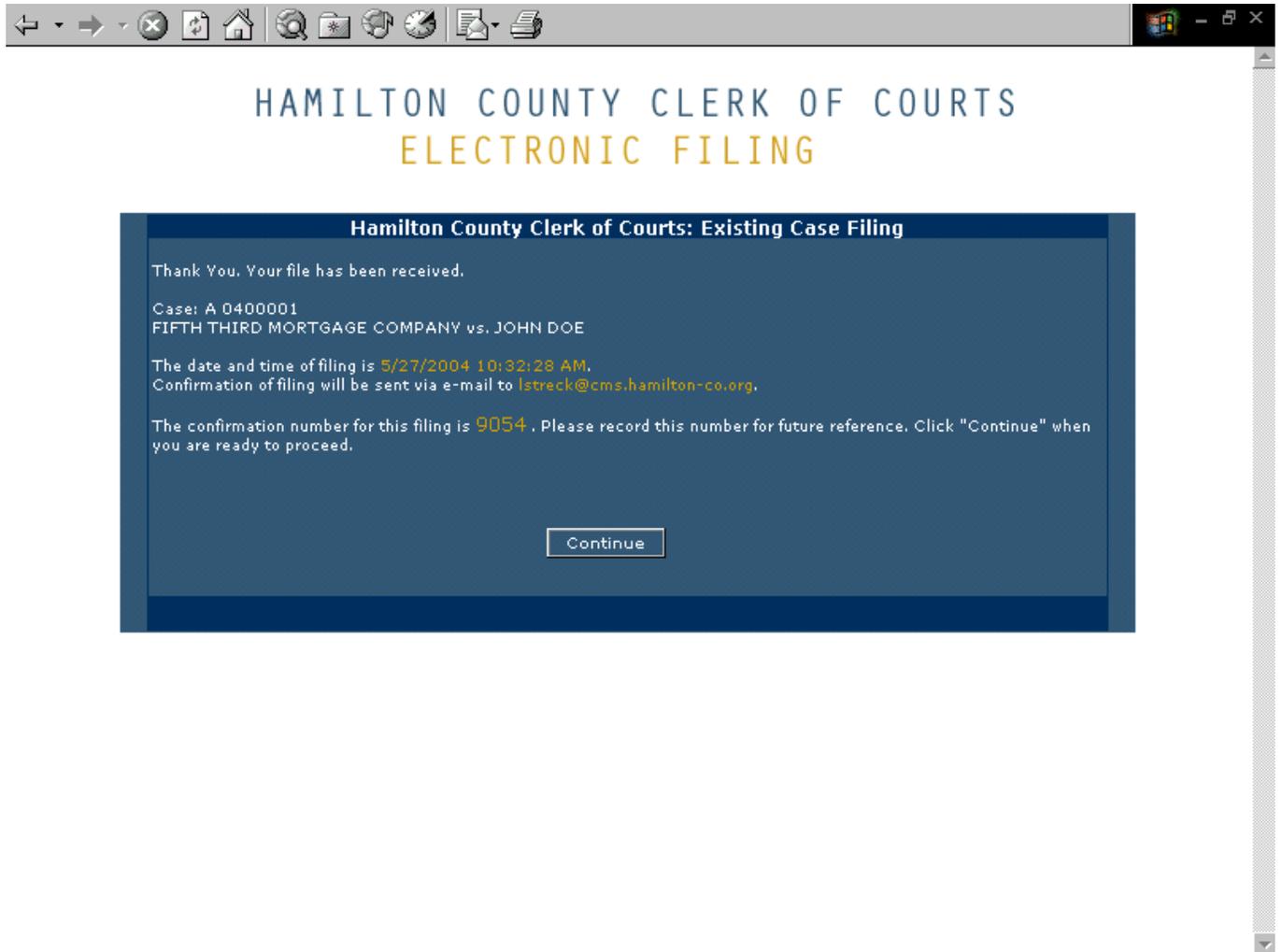
You may want to use the "Browse" feature to more easily locate the document on your computer to place the pathname in the box.

Be certain you have selected the portable document format to upload.

Note. All documents must be in the portable document format and have the extension ".pdf".



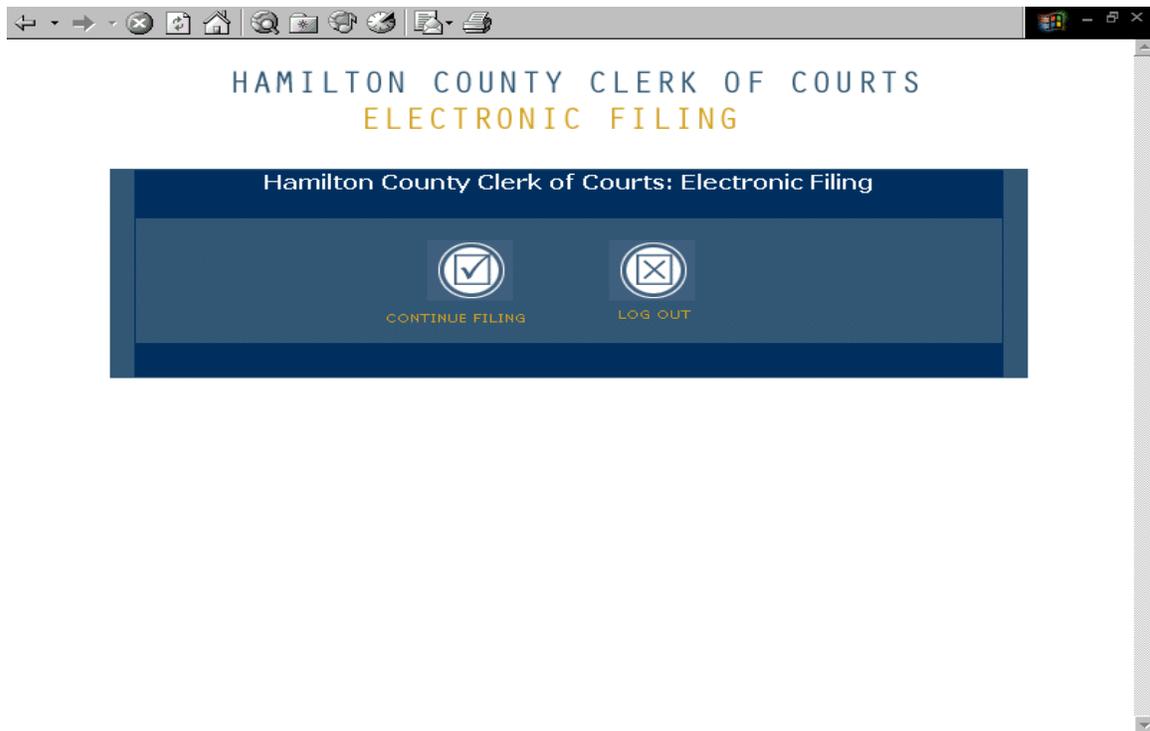
The selected document will now appear in the white box.
Click "Upload" when you are ready to send the document.



Record the Confirmation Number for future reference.

You may also wish to "Print Screen" this page and paste it to a word processing document. You can then key in pertinent information about the filing such as the type of filing it was.

Click "Continue" when you are ready to proceed.



Click "Continue Filing" if you want to file more documents, or "Log Out".

8. Filing a New Case in Municipal Civil.

HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Electronic Filing

Click 'New Case' to file documents for a new case, or 'Existing Case' to file documents on an existing case. To view or change account information, click 'User Information'. You must **keep this CURRENT**. To get a listing of efilings you have sent click 'User Efilings Submitted'.

[New Case](#) [Existing Case](#)

[User Information](#) [User Efilings Submitted](#)

Efiling Notices

- A list of filings that **CANNOT** be efiled is displayed above the login boxes on the efilings web page.
- Document size limitation is 20 MB for uploading.
- For Common Pleas new cases you must file the Initial Filing (the Complaint) and a Classification Form.
- You must key in the filer's **NAME** next to the /s/ on the signature line.
- **Service** to the Prosecutor is provided automatically on Common Pleas Criminal (B) cases **ONLY**.
- Include an Exhibit with its filing as one document.
- In Common Pleas a Motion can be filed along with the other case originating documents.

[Log Out](#)

Read the Efiling Notices.
Reminders or new information about electronic filing will be posted here.

Click "Existing Case".



HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: New Case Filing
Select the Case Type and Filing Type and click "ok".

Case Type:
COMMON PLEAS CIVIL FILINGS
APPELLATE FILINGS
MUNICIPAL CIVIL FILINGS
Filing Type: JURY DEMAND

Choose Municipal Civil Filings in the Case Type and click "OK".



Choose the document(s) type(s) you wish to file and enter the quantity for each.

When entering more than one document type, hold down the "Ctrl" key when clicking on the Document Type and release it to enter the quantity.

Click "Submit" when you are ready to proceed.

**Hamilton County Clerk of Courts: New Case Filing
Municipal Civil**

Enter the Case Caption, Number of Pages, and Service quantities in the appropriate section for each new case being filed. Click Submit when you are ready to proceed.

CIVIL SUIT

Case Caption	Number of Pages	Do Not Serve	Certified	Personal Residence	Restricted	Registered	Waiver
LOSANTIVILLE COUNTRY vs. MATTHEW GRECO	2	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVICTION Schedule Date: 6/25/2004

Case Caption	Number of Pages	Do Not Serve	Certified	Personal Residence	Restricted	Registered	Waiver
LORETTA BRINSON vs. NELL GUNTHRIE	2	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISCAN HOME DEVELOPM vs. REBECCA BROWN	2	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SMALL CLAIM Schedule Date: 6/25/2004

Case Caption	Number of Pages	Do Not Serve	Certified	Personal Residence	Restricted	Registered	Waiver
EMMA DELP vs. ION AND SHARON BRADH	2	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back Submit

Log Out

Enter the Plaintiff and Defendant (case caption) and the number of pages for each suit being filed. Include the Service Notification Form in your page count.

Enter the number of Services for each type chosen in the appropriate box.
 If you wish that no Service be issued, click on the "Do Not Serve" box.
 If you would like an Ordinary Mail Waiver, click on the waiver box.

For Evictions and Small Claims cases, you must pick a "Schedule Date".

Click "Submit" when you are ready to proceed.



HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Municipal Civil Filing

Enter the credit card number, type, and expiration date and click "Submit". Your card will be charged for the amount shown in the Total Amount box. If you need to make changes, click the Start Over button. Do not use your browser's Back button.

Case:
vs.

<u>Qty:</u>	<u>Item:</u>	<u>Cost:</u>	<u>Total:</u>
1	CIVIL SUIT	63.00	63.00
2	EVICTON	85.00	170.00
1	SMALL CLAIM	26.00	26.00
3	NEW SERVICE - CERTIFIED	7.00	21.00
15	COPY COST	0.10	1.50

Total Amount:

Credit Card Number:

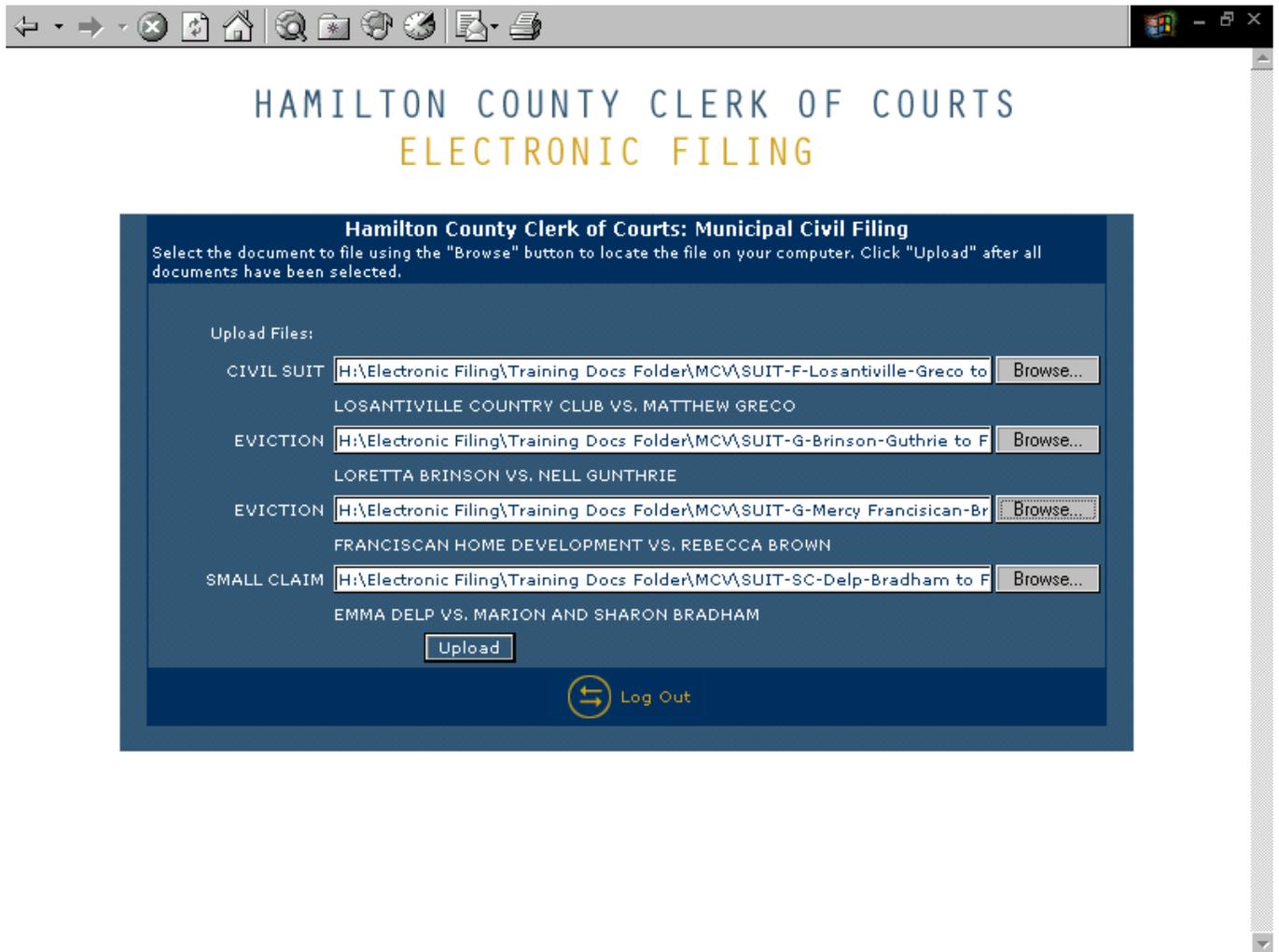
Credit Card Type:

Expiration Date: (mm/yy)

If your credit card is not on file, enter the card number, type, and expiration date.

You may wish to print screen this page and save it for your bank statement reconciliation.

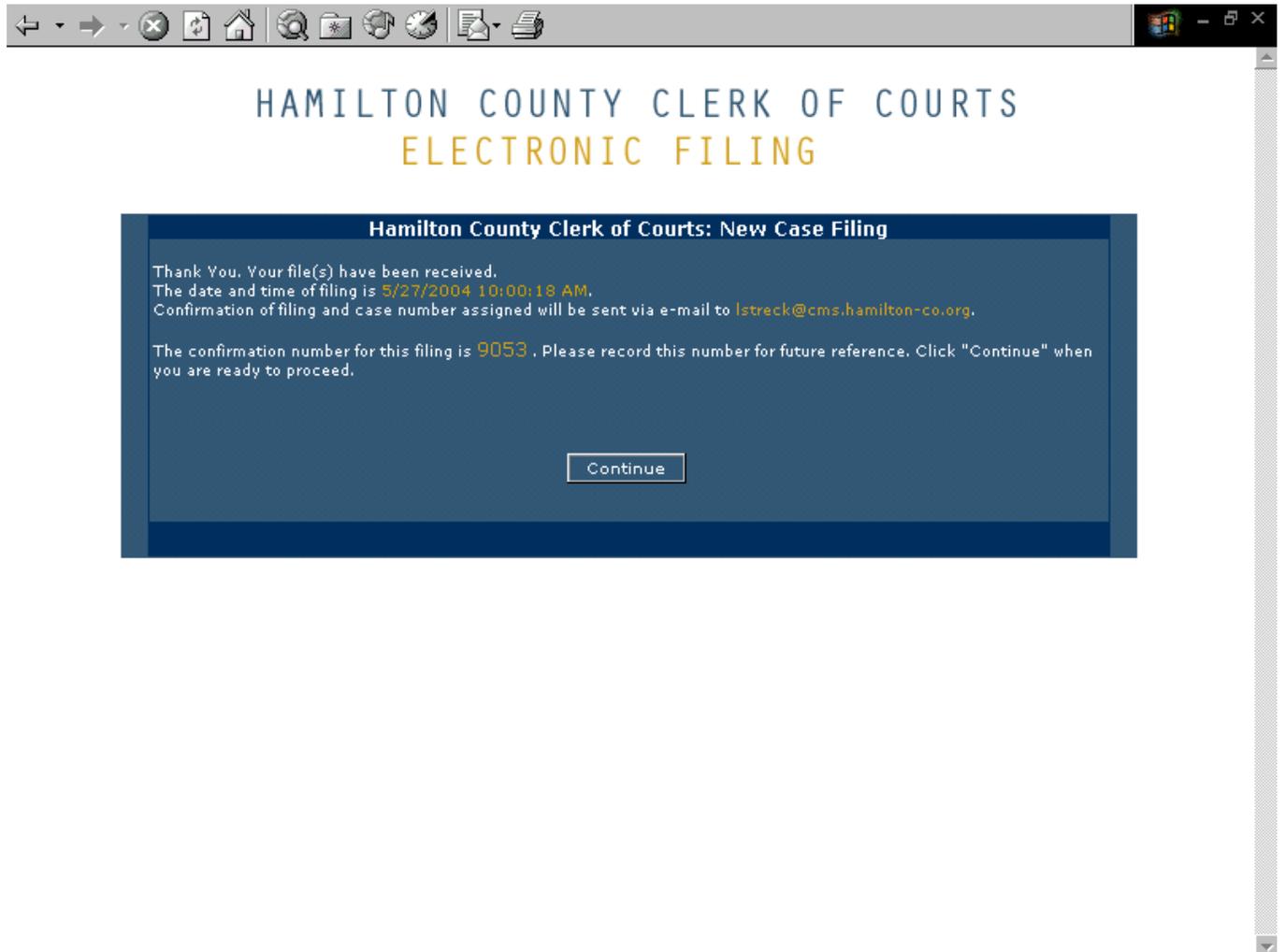
When all the information is correct, click "Submit" to proceed.



Enter the pathname* of the document(s) that you will be filing in the box next to it. You may want to use the "Browse" feature to more easily locate the document(s) and place the pathname in the box.

Be certain you have selected the portable document format version to upload. Note. All documents must be in the portable document format and have the extension ".pdf".

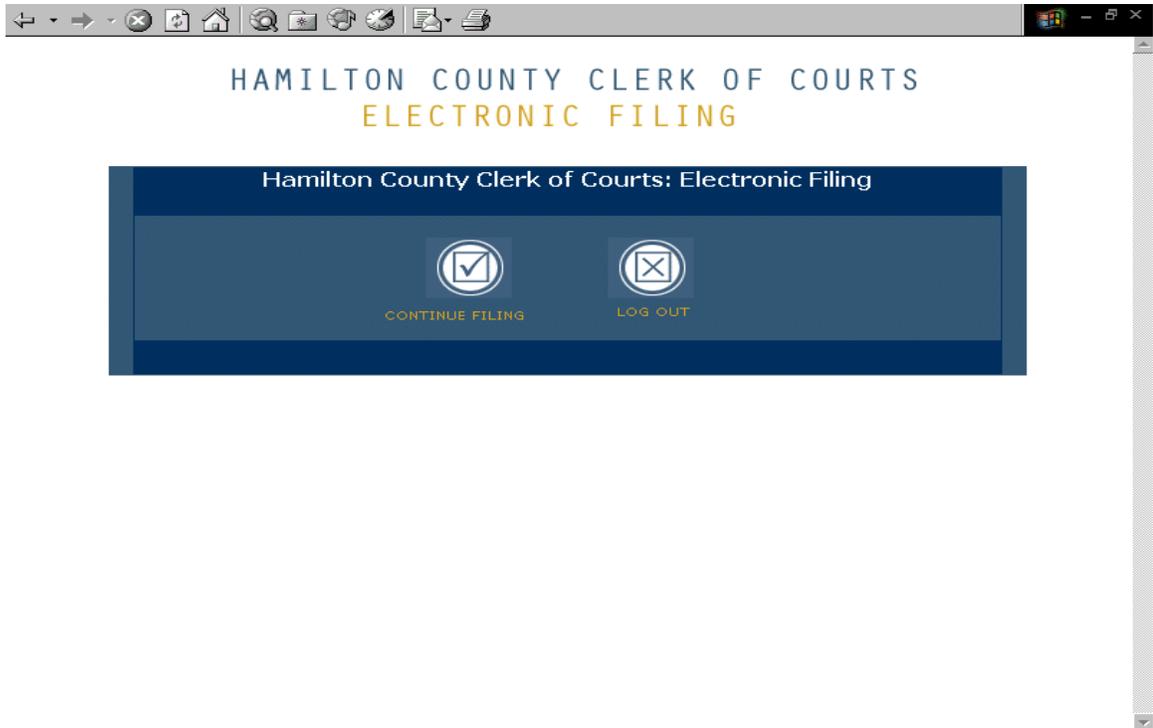
Click "Upload" when you are ready to send the document(s).



Record the Confirmation Number for future reference.

You may also wish to "Print Screen" this page and paste it to a word processing document. You can then key in pertinent information about the filing such as the type(s) of filing it was and the plaintiff and defendant information.

Click "Continue" when you are ready to proceed.



Click "Continue Filing" if you want to file more documents.

"Log Out" if you are finished.

9. Filing on an Existing Case in Municipal Civil.

HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Electronic Filing

Click 'New Case' to file documents for a new case, or 'Existing Case' to file documents on an existing case. To view or change account information, click 'User Information'. You must **keep this CURRENT**. To get a listing of efilings you have sent click 'User Efilings Submitted'.

[New Case](#) [Existing Case](#)

[User Information](#) [User Efilings Submitted](#)

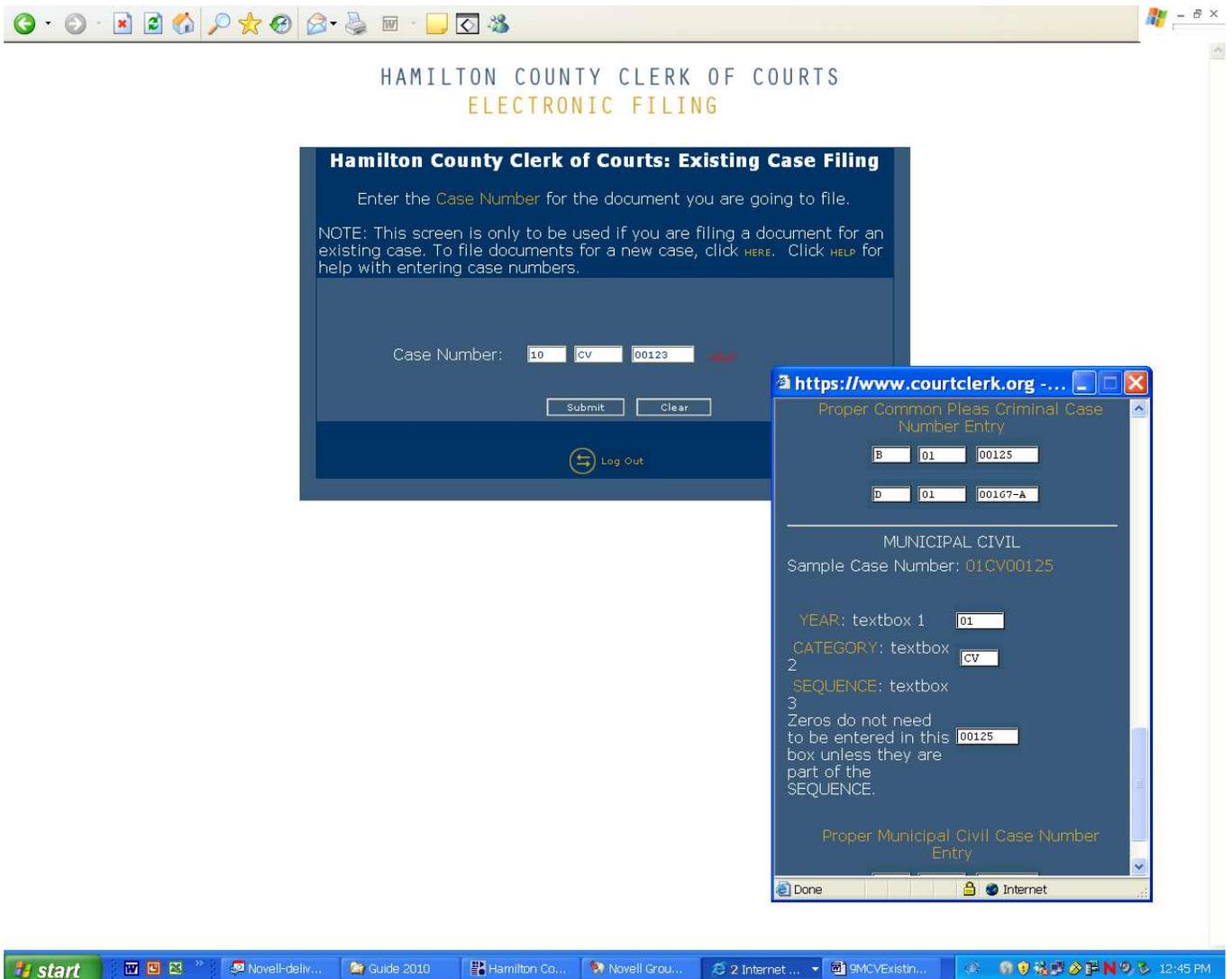
Efiling Notices

- A list of filings that **CANNOT** be efiled is displayed above the login boxes on the efilings web page.
- Document size limitation is 20 MB for uploading.
- For Common Pleas new cases you must file the Initial Filing (the Complaint) and a Classification Form.
- You must key in the filer's **NAME** next to the /s/ on the signature line.
- **Service** to the Prosecutor is provided automatically on Common Pleas Criminal (B) cases **ONLY**.
- Include an Exhibit with its filing as one document.
- In Common Pleas a Motion can be filed along with the other case originating documents.

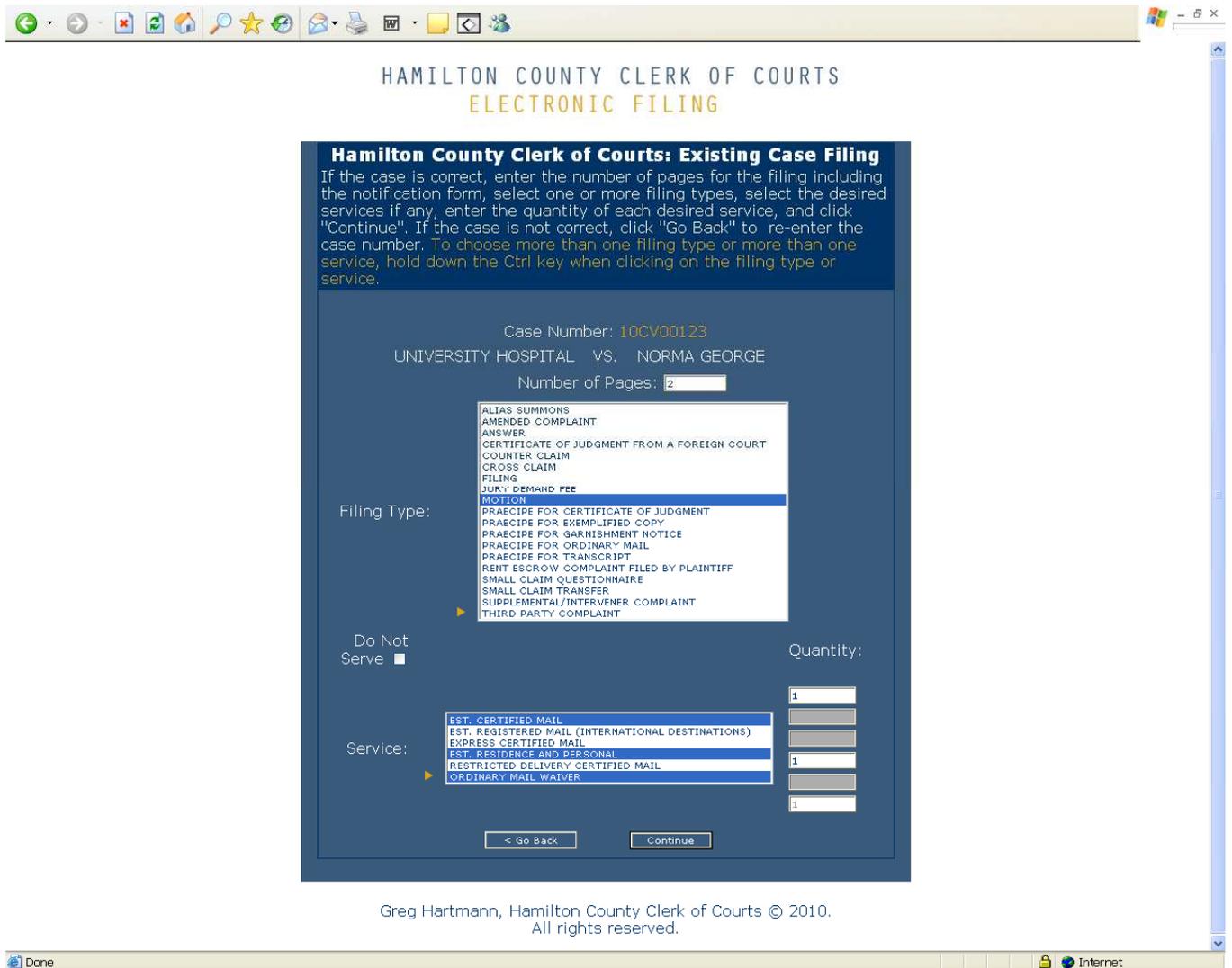
[Log Out](#)

Read the Efiling Notices.
Reminders or new information about efilings will be posted here.

Click "Existing Case".



Enter the case number for the document you are going to file.



If the correct case is displayed, choose the Filing Type(s) of the document(s) you wish to file and enter the number of pages for each.

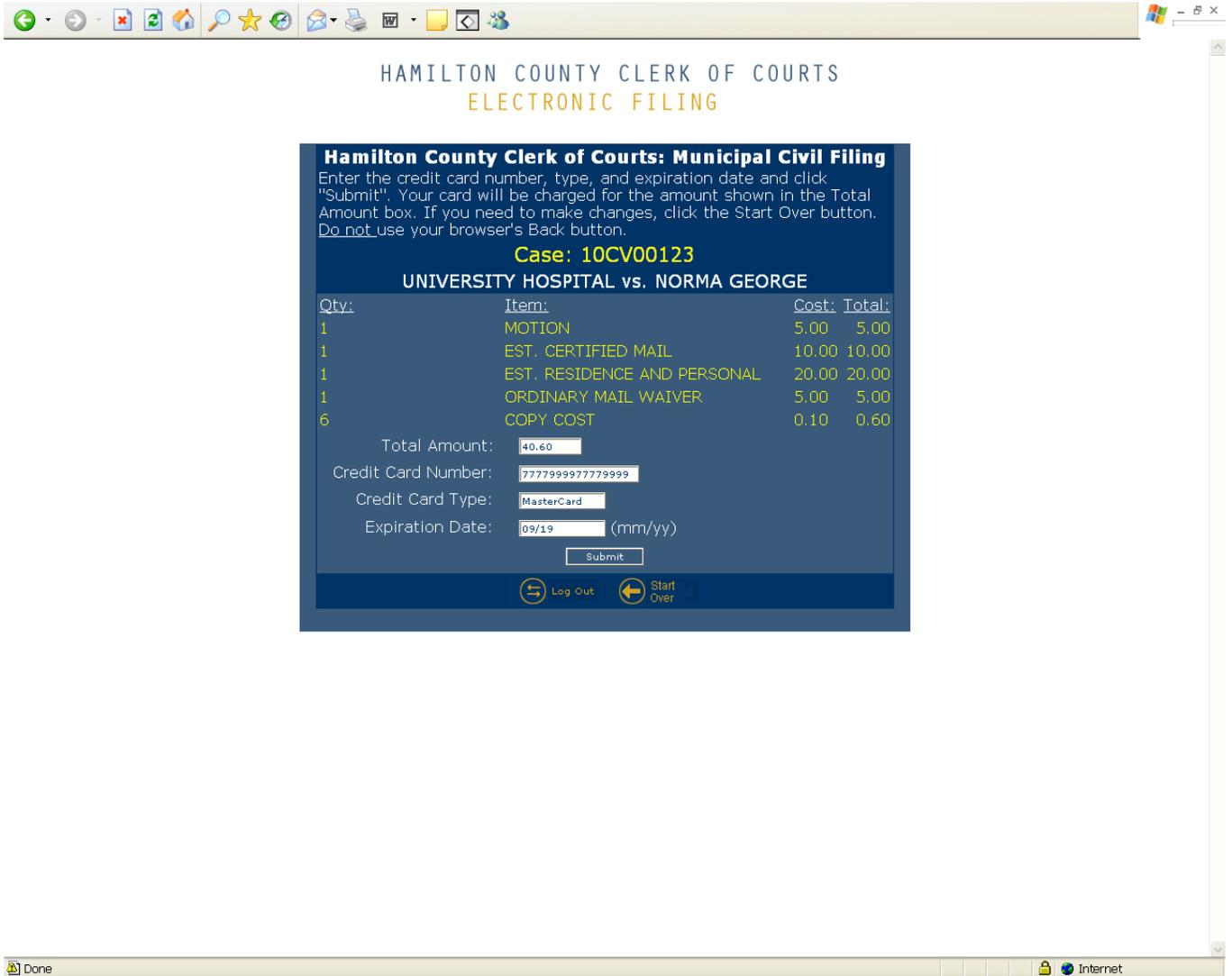
Choose the service and enter the quantity of each service.

When entering more than one Filing Type or more than one Service Type, hold down the "Ctrl" key when clicking on the types and release it to enter the quantity.

If you wish that no service be issued, click on the "Do Not Serve" box.

Click "Continue" when you are ready to proceed.

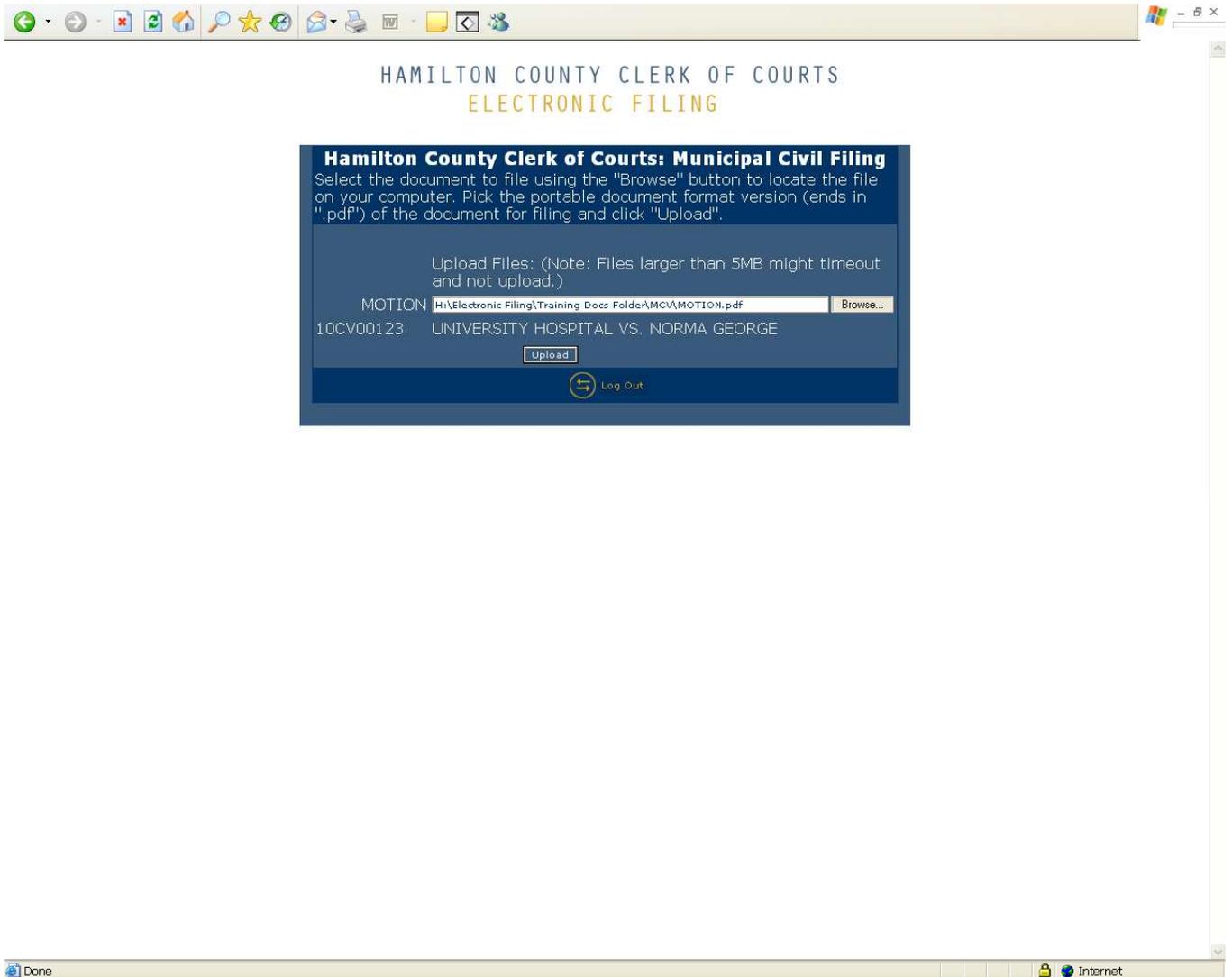
If the correct case is not displayed, click "Go Back" and re-enter the case number.



If your credit card is not on file, enter the card number, type and expiration date.

You may want to "Print Screen" this to help to reconcile your bank statement.

When all the information is correct, click "Submit" to proceed.

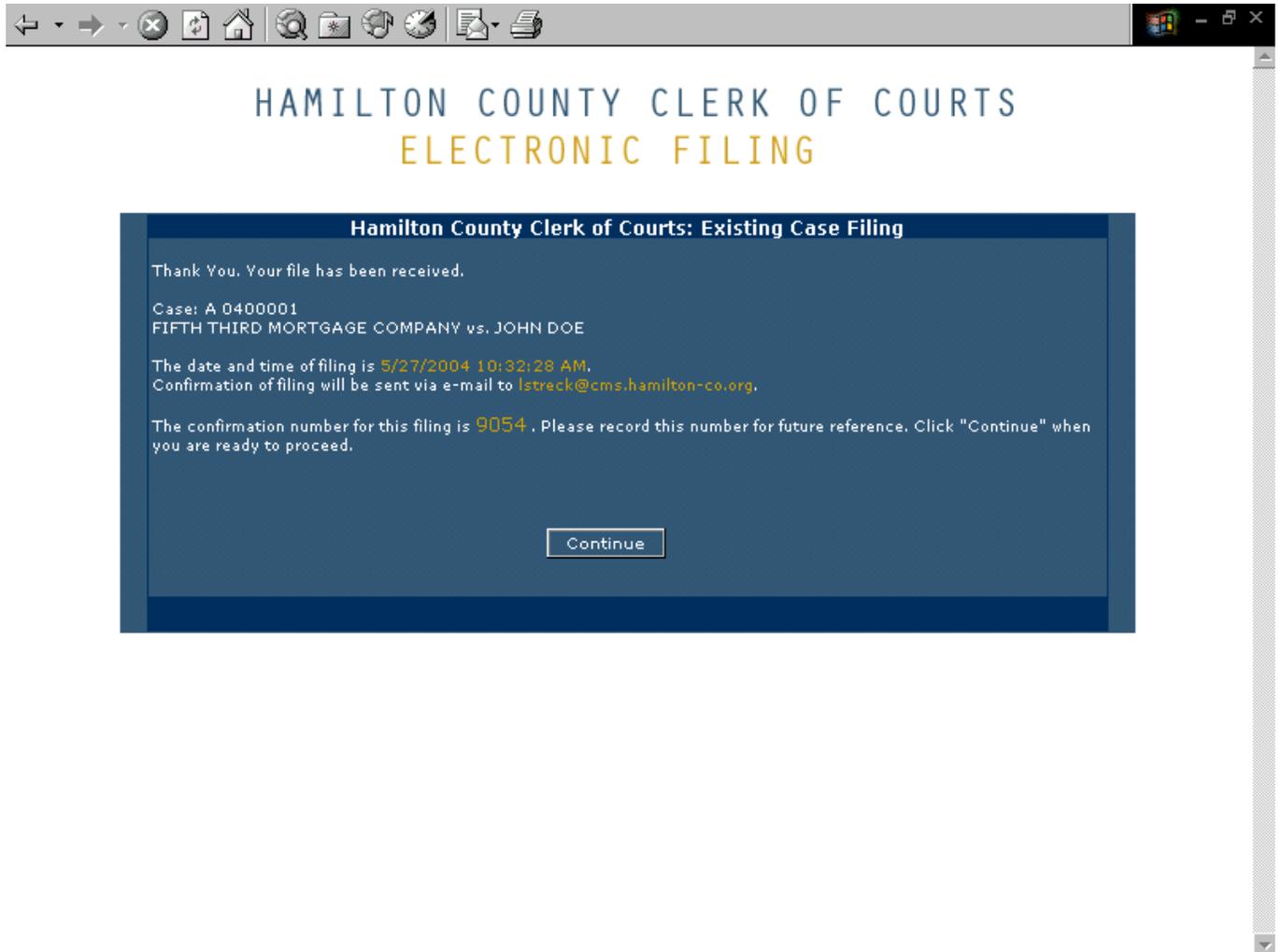


Enter the pathname* of the document(s) that you will be filing in the box next to that document type.

You may want to use the "Browse" feature to more easily locate the document(s) and place the pathname in the box.

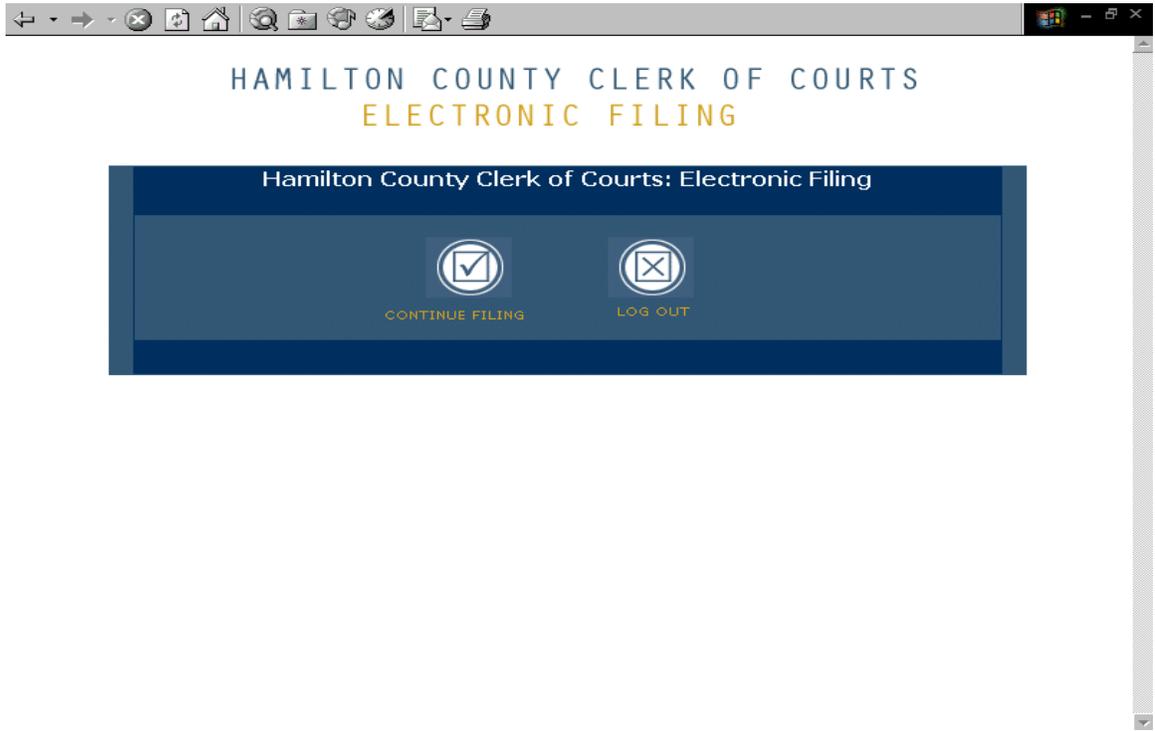
Click "Upload" when you are ready to send the document(s).

*Note. All documents must be in the portable document format and have the extension ".pdf".



Record the Confirmation Number for future reference.

Click "Continue" when you are ready to proceed.



Click "Continue Filing" if you want to file more documents.
"Log Out" if you are finished.

10. User Efilings Submitted

HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Electronic Filing

Click 'New Case' to file documents for a new case, or 'Existing Case' to file documents on an existing case. To view or change account information, click 'User Information'. You must **keep this CURRENT**. To get a listing of efilings you have sent click 'User Efilings Submitted'.

New Case Existing Case

User Information User Efilings Submitted

Efiling Notices

- A list of filings that **CANNOT** be efiled is displayed above the login boxes on the efilings web page.
- Document size limitation is 20 MB for uploading.
- For Common Pleas new cases you must file the Initial Filing (the Complaint) and a Classification Form.
- You must key in the filer's **NAME** next to the /s/ on the signature line.
- **Service** to the Prosecutor is provided automatically on Common Pleas Criminal (B) cases **ONLY**.
- Include an Exhibit with its filing as one document.
- In Common Pleas a Motion can be filed along with the other case originating documents.

Log Out

The newest functionality for electronic filing users is a listing of electronic filings submitted for a selected date range.

On the first screen after login, pictured above, select the box "User Efilings Submitted".

HAMILTON COUNTY CLERK OF COURTS
ELECTRONIC FILING

The screenshot shows a dialog box titled "Hamilton County Clerk of Courts: E-filings Submitted". At the top, it says "Click 'Submit Request' after making the time selection that you want, or click 'Cancel' if you don't want to run an inquiry." Below this, the user's name is listed as "STRECK, LYNN S." and the user ID as "LYNN". Under the heading "Select Date Range:", there are four radio button options: "Today's Filings" (which is selected), "Past Week's Filings", "Past 4 Weeks' Filings", and "Past Year's Filings". At the bottom of the dialog box are two buttons: "Cancel" and "Submit Request".

Press a date selection option, and depress the “Submit Request” key.

A list of the following items will appear:

- the confirmation number,
- the date and time of the filing,
 - the status of the filing,
- the case number on which the filing was made, if applicable,
 - the type of filing description (such as an Affidavit) and
- the anticipated amount to be charged to the account credit card and
- the actual amount, if processed, charged to the account credit card.

This functionality allows you:

- to check if your filing has been received,
- to find a confirmation number on a filing,
- to see the amounts to be, or that have been, charged to your account credit card and
 - to learn the processing status of the filing at the time the report was run.

Click “Cancel” to return to the home page.

11. Changing Account Information

HAMILTON COUNTY CLERK OF COURTS ELECTRONIC FILING

Hamilton County Clerk of Courts: Electronic Filing

Click 'New Case' to file documents for a new case, or 'Existing Case' to file documents on an existing case. To view or change account information, click 'User Information'. You must **keep this CURRENT**. To get a listing of efilings you have sent click 'User Efilings Submitted'.

New Case Existing Case

User Information User Efilings Submitted

Efiling Notices

- A list of filings that **CANNOT** be efiled is displayed above the login boxes on the efilings web page.
- Document size limitation is 20 MB for uploading.
- For Common Pleas new cases you must file the Initial Filing (the Complaint) and a Classification Form.
- You must key in the filer's **NAME** next to the /s/ on the signature line.
- **Service** to the Prosecutor is provided automatically on Common Pleas Criminal (B) cases **ONLY**.
- Include an Exhibit with its filing as one document.
- In Common Pleas a Motion can be filed along with the other case originating documents.

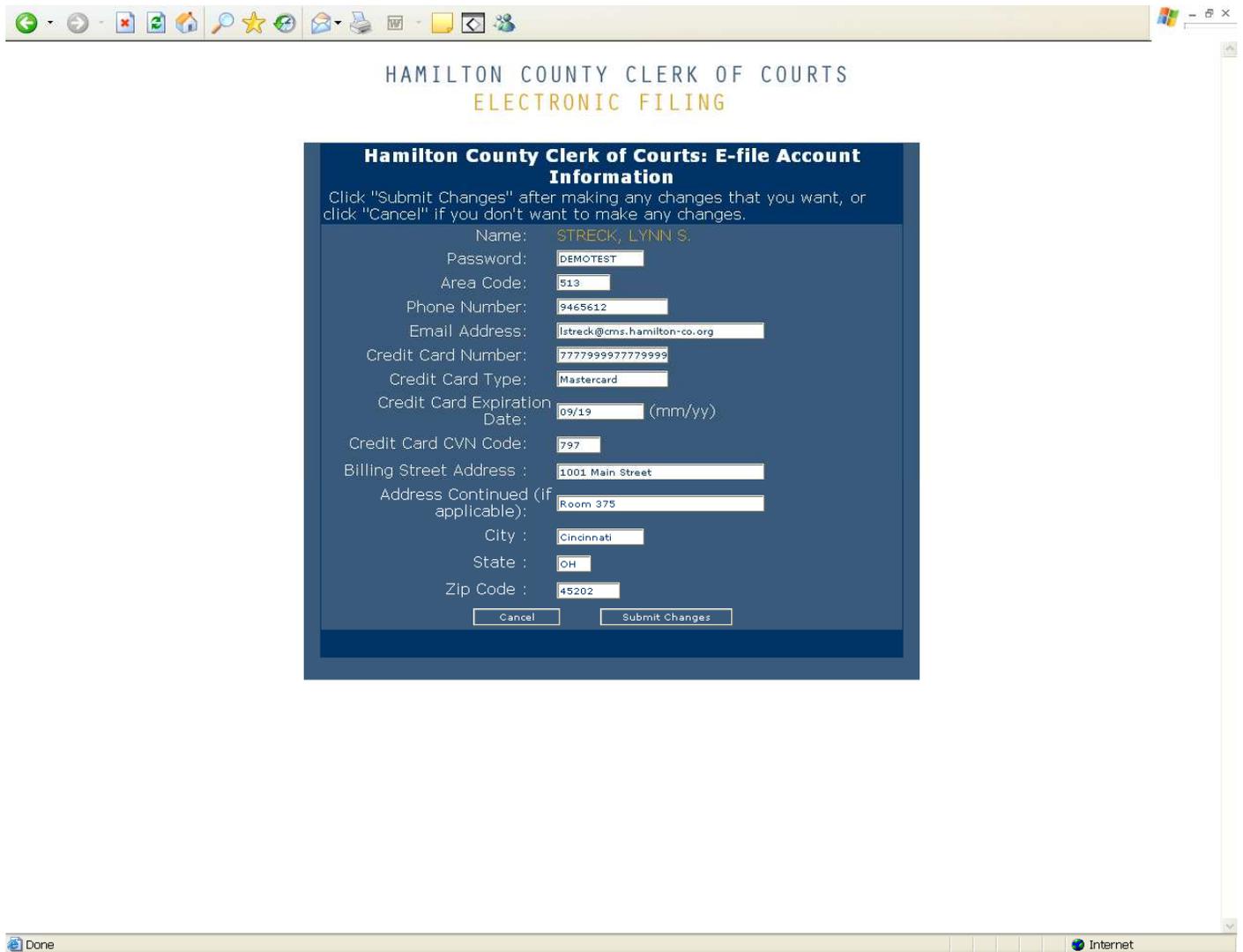
Log Out

Enter your User-Id and Password and click “ok” to LOGIN to Efiling.

Read the Efiling Notices.

Reminders or new information about electronic filing will be posted here.

Click “User Information”.



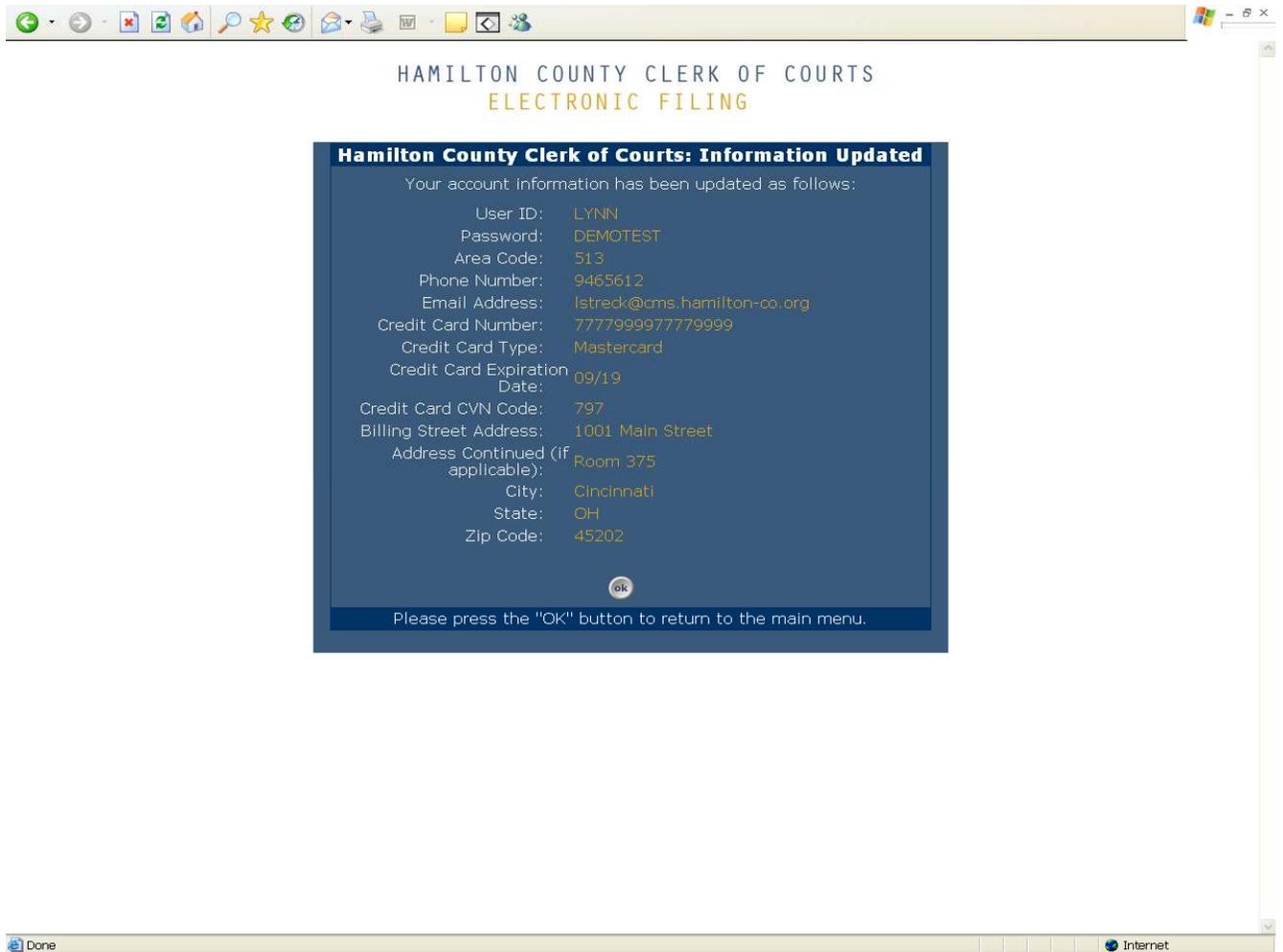
Make any changes that you want on this screen.

Acceptances and/or Rejections are sent to the name and email address listed here.

Be certain you keep your credit card information current.

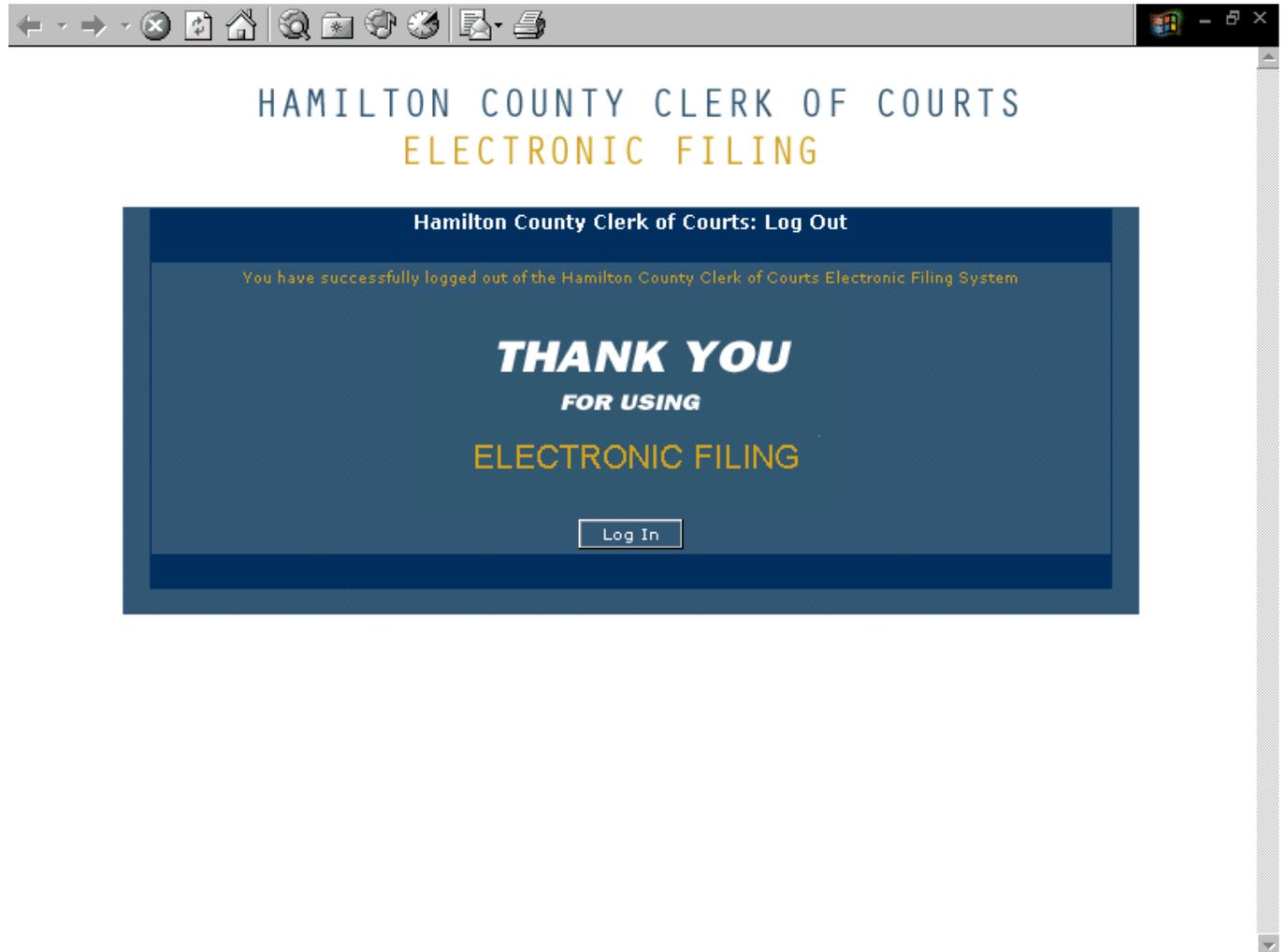
Click "Submit Changes" when you are finished making changes.

Click "Cancel" if you do not want to make any changes.



Click the OK button to return to the main menu screen.

12. Logging Out



Whenever you select "Log Out" and are successful you will see this screen.

13. Handling Rejections

If your transmitted filing is received but rejected by the filing clerk, you may retain the original date and time of filing by submitting a corrected filing within 24 business hours of the time that the notice of rejection was sent. Submit the corrected filing as an e-mail attachment. Send the email to efilingclerk@cms.hamilton-co.org. Include the confirmation number in the body of the message and state what change needs to be made. If you cannot submit a corrected filing by email within 24 business hours of the time that the notice of rejection was sent to you, then you must submit the filing using the normal e-filing process. Your date and time of filing will be based on the new submission.

14. The Copy Cost Account

As explained on the E-filing Registration form there is a photocopying charge of \$0.10 per page for the production of paper copies of documents electronically filed that are needed for service on parties, for the Court Index and for the case jacket. For Municipal Civil filings the account credit card is charged during the processing of every filing made. For Appellate and Common Pleas filings the copy costs are debited from the balance in the copy cost account originated at the e-filing account setup. Occasionally this account needs funds deposited into it. You will be invoiced by email when the balance drops below \$25.00 and requested to make a contribution to it, usually in the amount of \$100.00. This may be made in person using a check, a money order, a credit card or cash or made by sending a check or money order with the e-filing account number referenced on it to the Issue Desk in Room 315 of the Courthouse. An email in response to the billing email stating to charge it to the credit card on account is the usual payment method utilized and a receipt number will be emailed back to you. You can track your own copy cost account by logging onto www.courtclerk.org, select the Court Records tab and Search by Case Number and using the format EF for electronic filing, 00 (zero, zero) for the year and your login number (usually your Ohio bar number) for the "case" number. Examples are EF0012345 or for a four digit bar number EF0004444. The Case Summary appears. Next to it, under Case Options, select Case History. A listing of your copy costs will appear.

15. Where to Get Help

If you need help you can call (513) 946-5612 during regular business hours (8:00 A.M. – 4:00 P.M. EST M-F). Ask for help with electronic filing.