



The Hamilton County Clerk of Courts

Guide to Electronic Filing

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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

1. Access to the internet
2. A software application to create documents in portable document formats
3. A valid American Express, Discover, MasterCard or Visa credit card and
4. 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. Go to the Clerk's web site and click on the Electronic Filing picture on the right side of the courthouse. At the screen's bottom left click on Sign Up for Electronic Filing. Complete the required input for your account type. You will receive an email with a link to complete your registration.

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

2. How to Prepare Documents for Electronic Filing

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. Tip: when using the last method have 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 20 MB in size. Larger ones might not upload completely and must be separated into sections for separate uploads.

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 efilings process. **EXCEPTION** A Proposed Entry or Proposed Order which you submit to be sent to a judge must be in a word processing format, not PDF. This will be a separate filing of its own and will be filed as the filing type of Proposed Entry or Proposed Order.

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.

No service is done by the Clerk on **Appellate** efilings.

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](#) listing all the names and addresses of those to be served on it and indicating what is to be served and selecting how the service type should be done (certified, sheriff, etc.) Except on new cases, service is usually done by the filer 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.

See the support document "**Helpful Hints for Internet Electronic Filing**" found on the efilings web page at <http://www.courtclerk.org/forms/AllHow-Tos4Users.pdf> for more tips on getting documents assembled for efilings.

5. Login

From the Clerk of Courts homepage, www.courtclerk.org, click “Services” or “Access Logins” then “Electronic Filing Login.”

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

Tracy Winkler
CLERK OF COURTS

Hamilton County Courthouse
1000 Main St, Cincinnati, OH 45202
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Hamilton County Seal

Hamilton County Courthouse

Welcome to Hamilton County Electronic Filing

User Id:

Password:

Submit Forgot User Id/Password?

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3.251.5919.26221

Enter your User ID and Password and click “Log In”.
A secure connection will be established and the Home page appears.



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CLERK OF COURTS

Hamilton County Courthouse
1000 Main St, Cincinnati, OH 45202
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Welcome to Hamilton County Electronic Filing

User ID: LYNN
Password: [REDACTED]

Login ID or password not valid. Please try again.

Submit Forgot User Id/Password?

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3.251.5919.26221

This shows an unsuccessful login.
The e-filing userid or the password was not correct
or there is no such account.



Welcome to Hamilton County Electronic Filing

User ID: LYNN
Password: [REDACTED]

Login ID or password not valid. Please try again.

Submit **Forgot User Id/Password?**

Sign Up for Electronic Filing Electronic Filing Guide Hamilton County Local Rules

If you have forgotten the userid or password click on the line below the Login box
that says "[Forgot your e-filing userid or password?](#)"

Electronic Filing User Account Help

Account Type: <input type="text" value="Ohio Attorney"/>
Ohio Bar Id: <input type="text" value="99999"/>
Email Address: <input type="text" value="lstreck@cms.hamilton-co.org"/>

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Enter your e-filing account information and click the Search box.

Electronic Filing User Account Help

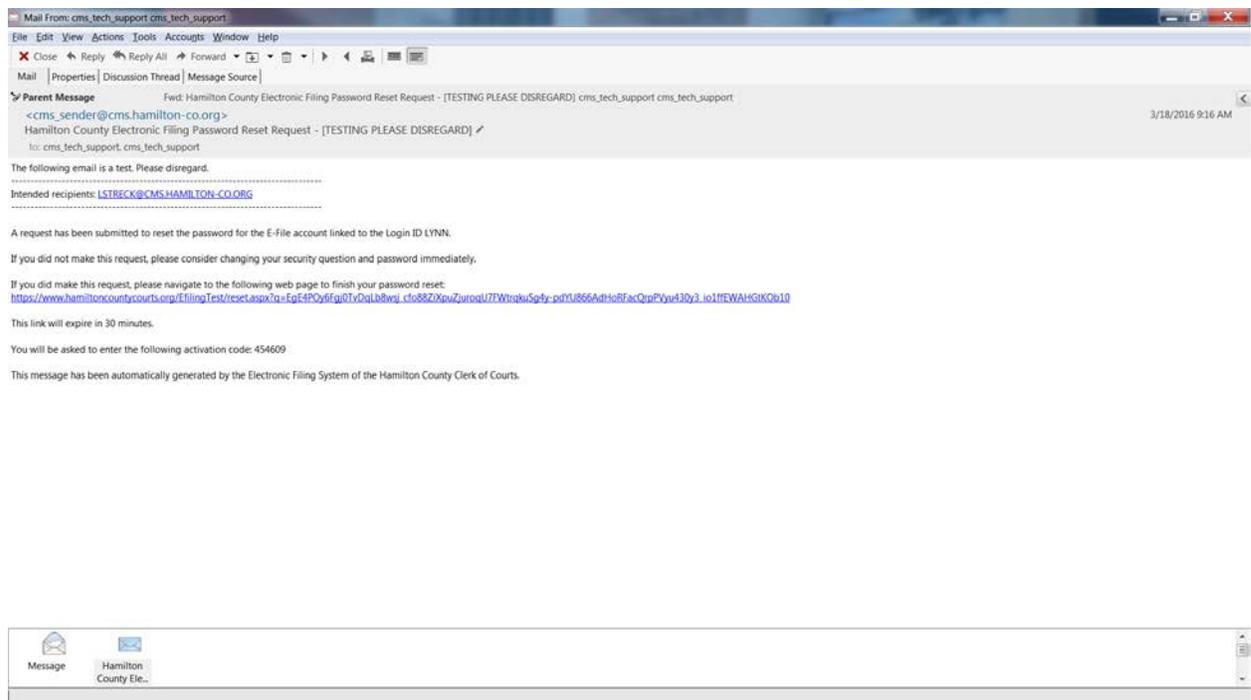
Account Type: <input type="text" value="Ohio Attorney"/>
Ohio Bar Id: <input type="text" value="99999"/>
Email Address: <input type="text" value="lstreck@cms.hamilton-co.org"/>

Name: Lynn S Streck
Question: What was your childhood phone number including area code? (e.g., 000-000-0000)
Answer: <input type="text" value="●●●●●●●●"/>

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Then answer the pre-selected security question and click on Reset Password.

This screen will appear and information will be emailed to you.



Click the [blue link](#) provided in the email.

It will go to that web page to accommodate the password reset.
 This email also contains an activation code necessary to reset the password.
 After 30 minutes this URL address link will expire and you must begin anew.

Electronic Filing User Account Reset

Name:	LYNN STRECK
Email Address:	LSTRECK@CMS.HAMILTON-CO.ORG
Login Id:	LYNN
New Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>
Reset Code:	<input type="text" value="454609"/>
	
Generate New Image <input type="text" value="6J39ZS"/> Type the code from the image.	



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Enter the new password and confirm it.
 In the Reset Code box enter the activation code from the email.
 Then type the alpha numeric characters from the captcha picture and click Reset.



Welcome to Hamilton County Electronic Filing

User Id:

Password:

Account has been reset successfully.
 You may now log in using your e-mail address and password.



Sign Up for Electronic Filing



Electronic Filing Guide



Hamilton County Local Rules



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A message appears saying that the log in information was reset.
 Proceed with the login.
 If you are an attorney key in your user id.
 If you are a pro se filer use your email address as the user id.

Failed Login

Electronic Filing User Account Help

Account Type:

Ohio Bar Id:

Email Address:

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NOTE: If the email address you enter is not from your eFiling account you will receive the message below.

Either you have no eFiling account or
the email address entered is not the one on your eFiling account.

Electronic Filing User Account Help

Account Type:

Ohio Bar Id:

Email Address:

No matching user accounts were found.

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If you do have an eFiling account but did not update it with a new email address contact the eFiling Coordinator.

Successful Login



Hamilton County Courthouse
 1000 Main St, Cincinnati, OH 45202

 Ohio Attorney
 LYNN S STRECK
 LOGOUT 

[Home](#) | [Favorite Cases](#) | [E-Filing](#) | [Case Search](#) | [Payment History](#) | [Support Documents](#) | [My Account](#)

Welcome to the Tracy Winkler, Hamilton County Clerk of Courts Electronic Filing system.
NOTE: Effective May 2, 2016
The Courts' Local Rules no longer allow for a rejected filing to be resubmitted and retain the original filing date.

MY FILINGS (LAST 14 DAYS)						
Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption

Upon Successful login you will be at the Home page.
Towards the top right is the user name with two gears on its icon.
The logout icon below it has a picture of a key on it.

6. Home Tab

Welcome to the Tracy Winkler, Hamilton County Clerk of Courts Electronic Filing system.

NOTE: Effective May 2, 2016

The Courts' Local Rules no longer allow for a rejected filing to be resubmitted and retain the original filing date.

File a New Case | File on Existing Case

Confirmation Number	Date Created	Date Submitted	Status [7]	Case Number	Filing Type	Case Caption	Note
471952	4/26/2016	4/26/2016	Received	15CV01525	ANSWER AND COUNTERCLAIM	STATE OF OHIO vs. ABIGAIL M SHAW	FOR CLIENT SHAW
471937	4/22/2016	4/22/2016	Received	TBD	BMV SUSPENSION (1), CIVIL SUIT (1), EVICTION (3), SMALL CLAIM (1)	TBD	landview apts evictions & Smith small claim
471931	4/22/2016		Partial	15CV00238	MOTION	TRIHEALTH vs. SHAWN A DENT ET AL	LA DE
471917	4/21/2016	4/21/2016	Received	15CV01525	ANSWER AND COUNTERCLAIM	STATE OF OHIO vs. ABIGAIL M SHAW	FOR CLIENT SHAW
471865	4/19/2016	4/19/2016	Received	TBD	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND		for client guide
471795	4/13/2016		Partial	15CV00234	FILING (USE WHEN NOTHING ELSE APPLIES)	TRIHEALTH vs. SHAWN A DENT ET AL	SERVICE ADDITION TESTING
471783	4/12/2016		Partial	A 1501225	JURY DEMAND	JPMORGAN CHASE BANK NA vs. ROBIN K BENS	TESTING FOR PAYMENT SCREEN
471702	4/12/2016		Partial	A 1501225	JURY DEMAND	JPMORGAN CHASE BANK NA vs. ROBIN K BENS	TESTING PAYMENT PAGE
471742	4/6/2016		Partial	15CV01525	COUNTER CLAIM	STATE OF OHIO vs. ABIGAIL M SHAW	CLIENT 987
471676	3/17/2016		Partial	15CV00789	SMALL CLAIM TRANSFER	PFSC INC vs. BRANDIE MILLER	DEFENDANT MILLER'S REQUEST
471608	3/8/2016	3/8/2016	Rejected	A 1500567	JURY DEMAND	US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE vs. CHERYL A PETERS	CHICK WIF0013 FOR REQUEST #17612
471595	3/7/2016	3/7/2016	Rejected	15CV00555	ANSWER	PREMIERE PROPERTIES LP vs. SHAWNISE SMITH	ATTORNEY COMMENT
471579	3/2/2016	3/8/2016	Rejected	A 1500222	ANSWER	CALIBER HOME LOANS INC vs. MAUREEN K HEIDE	TESTING
471554	2/26/2016	2/26/2016	Rejected	TBD	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)		testing for no service
471543	2/25/2016	2/25/2016	Rejected	A 1500122	COUNTER CLAIM	JACKLEN I. LUPCHURCH vs. NORWOOD SCHOOLS	TOM THUMB

Page size: 15 | 21 items in 2 pages

File a New Case | File on Existing Case

This is the home page screen.

There are 7 tabs.

Home, Favorite Cases, Case Search, E-Filing, Payment History, Support Documents and My Settings

There are two sets of gray boxes. Click either one to begin e-filing.

File a New Case

File on Existing Case

Filings made during a preselected day range are listed with their pertinent information displayed in 8 columns.

Changing the page size on the screen bottom by selecting a number of days to show from the drop down arrow adjusts the displayed materials.

To go to another page click on the page number at the screen's bottom left or depress a directional arrow.

The number of items listed and how many pages show at the bottom right.

7. Favorite Cases Tab

Home | Favorite Cases | E-Filing | Case Search | Payment History | Support Documents | My Account

	Case Number	Filed	Status	Case Caption	Judge
Remove	15CV00555	01/12/2015	CLOSED	PREMIERE PROPERTIES LP vs. SHAWNISE SMITH	ADMINISTRATIVE JUDGE

File on Case

This is the Favorite Cases tab which lists cases added as favorite cases.

You may remove one of them or file on it by clicking on either box.

Cases can be added here when you file on them.

8. E-Filing Tab

The screenshot shows the 'My Filings Search' interface. At the top, there is a navigation bar with tabs: Home, Favorite Cases, E-Filing (selected), Case Search, Payment History, Support Documents, and My Account. Below the navigation bar is a dark header with the text 'My Filings Search'. Underneath, there are three main filter sections: 'FILING STATUS' with radio buttons for All (selected), Partial, Received, Approved, Rejected, and Cancelled; 'DATE CREATED' with two date pickers and a 'to' label; and 'CONFIRMATION NUMBER' with a text input field. A 'Search' button is located to the right of the confirmation number field. At the bottom, there are two buttons: 'File a New Case' on the left and 'File on Existing Case' on the right.

The E-Filing tab allows searching for efilings you have made and starting new efilings.

By entering a specific confirmation number the search is limited to that efiling only as shown in the following screen shot.

This screenshot shows the 'My Filings Search' interface with a search result. The navigation bar and header are the same as in the previous screenshot. In the 'CONFIRMATION NUMBER' field, the value '471345__' is entered. The 'Search' button is highlighted, and a 'Clear' button is visible to its right. Below the filters is a table with the following data:

Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
471345	1/4/2016		Partial	14CV01234	ANSWER	JAMIE MEYER vs. SHAUNA REDD	FOR CLIENT REED

At the bottom, there are two buttons: 'File a New Case' on the left and 'File on Existing Case' on the right.

Or a search can be done by clicking a particular status and entering a specified date range.

Once you have entered your choice(s) click on the Search button and a report will be generated and appear on the screen. A sample report follows.

Click the Clear button to change the search parameters.

My Filings Search

FILING STATUS

All Partial Received Approved Rejected Cancelled

DATE CREATED

12/1/2015 to 3/18/2016

CONFIRMATION NUMBER

Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
471676	3/17/2016		Partial	15CV00789	SMALL CLAIM TRANSFER	PFSC INC vs. BRANDIE MILLER	DEFENDANT MILLER'S REQUEST
471608	3/8/2016	3/8/2016	Received	A 1500567	JURY DEMAND	US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE vs. CHERYL A PETERS	CHECK WEF0013 FOR REQUEST #17812
471595	3/7/2016	3/7/2016	Received	15CV00555	ANSWER	PREMIERE PROPERTIES LP vs. SHAWNISE SMITH	ATTORNEY COMMENT
471579	3/2/2016	3/8/2016	Received	A 1500222	ANSWER	CALIBER HOME LOANS INC vs. MAUREEN K HEIDE	TESTING
471567	2/29/2016	2/29/2016	Approved	A 1600005	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	SORE EARS vs. DEF ONE	headache
471566	2/29/2016		Canceled	A 1500456	AFFIDAVIT	US BANK NATIONAL ASSOCIATION ETC vs. KAREN R DUBOSE	SEE WHERE THIS DISPLAYS
471554	2/26/2016	2/26/2016	Received	TBD	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)		testing for no service
471543	2/25/2016	2/25/2016	Received	A 1500122	COUNTER CLAIM	JACKLEN L UPCHURCH vs. NORWOOD SCHOOLS	TOM THUMB
471541	2/24/2016	2/24/2016	Approved	A 1500250	JURY DEMAND	WELLS FARGO BANK NATIONAL ASSOCIATION AS TRUSTEE F vs. RAYMOND L SIMPSON	
471540	2/24/2016	2/24/2016	Received	A 1500250	ANSWER	WELLS FARGO BANK NATIONAL ASSOCIATION AS TRUSTEE F vs. RAYMOND L SIMPSON	FOR DEFENDANT
471539	2/24/2016	3/11/2016	Received	15CV00555	ANSWER	PREMIERE PROPERTIES LP vs. SHAWNISE SMITH	CLIENT SMEAD
471531	2/23/2016	3/16/2016	Approved	15CV00567	JURY DEMAND FEE	ZIP CASH vs. MICHELLE PEPPERS	ATTY FOR PEPPERS JURY DEMAND
471527	2/23/2016	2/23/2016	Received	A 1500555	AFFIDAVIT	PETRINA ALLEN vs. SHERRY HEAD	CLIENT SMILES
471402	2/5/2016	2/5/2016	Rejected	A 1500234	NOTIFICATION FORM	CROWN ASSET MANAGEMENT LLC vs. GRETCHEN M CAMPBELL AKA GRETCHEN COX	FOR D1 GRETCHEN CAMPBELL REPRESENTATION
471394	2/3/2016	2/3/2016	Received	TBD	SMALL CLAIM		client 456

Page size: 15

42 items in 3 pages

This can be more than one page in length depending on the number of filings done during the selected time frame. The screen bottom allows movement through the multiple pages and displays how many items are listed on how many pages.

The status column has colored and labeled boxes to help immediately locate specifically that e-filing's progress within the system.

Clicking on the [blue confirmation number](#) goes to the Filing Overview page, which contains pertinent information about that confirmation number e-filing. Information about the Filing Overview, with samples, is in chapter 13.

Clicking on the [blue case number](#) goes to that case number on the Clerk's web site.

Click on a gray button to start a new e-filing on an existing case or to begin a new case.

Click on any of the tabs to switch screens.

To logout click on the key icon near the screen's top right side.

9. Case Search Tab

This is the Case Search screen.

“Case Status” allows selection of open, closed, capias, warrant or all cases.

“Case Assignment” allows specification of only the cases on which you are registered as an attorney of record or all cases. Click either button to choose.

Click the calendars under “Assigned Date” to select beginning and ending dates.

“Case Number” allows a search for a particular case by entering its case number in the boxes. Select the court of the case by clicking a circle next to it. Then enter the case number. Samples formats are: A 16 02345, 16 CV 10987 and C 16 00678.

For **Common Pleas** or **Appellate** cases the **case number format** is Box 1 = A or C (court letter), Box 2 = 2 digit year, (12 would represent 2012) and Box 3 = 5 digit sequential case number. An “A” is a Common Pleas case and a “C” is an Appellate case. A sample is here.

A	12	1234
---	----	------

For **Municipal Civil** the **case number format** is Box 1 = 2 digit year, (12 would represent 2012), Box 2 = CV (court letters) and Box 3 = 5 digit sequential case number. Here is a sample.

11	CV	1234
----	----	------

Clicking on the question mark after the case number boxes on any screen brings up sample case formats for the court selected above it.

Click the Search button to initiate the search or click the Clear button to reset the search parameters.

10. Payment History Tab

The Payment History tab has three ways to search.

Home Favorite Cases E-Filing Case Search **Payment History** Support Documents My Account

Payment History

CASE NUMBER PAYMENT DATE CONFIRMATION NUMBER

All Specific

Common Pleas Municipal Court of Appeals

A 16 00005 [?] [?]

SORE EARS v DEF ONE

Search Clear

Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
471567	2/29/2016	A 1600005	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	2345	\$330.00	\$8.95	\$338.95
Page Total:							\$338.95
Grand Total:							\$338.95

First it allows a search by inputting a particular case number.

Home Favorite Cases E-Filing Case Search **Payment History** Support Documents My Account

Payment History

CASE NUMBER PAYMENT DATE CONFIRMATION NUMBER

All Specific

[?] to [?]

471567

Search Clear

Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
471567	2/29/2016	A 1600005	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	2345	\$330.00	\$8.95	\$338.95
Page Total:							\$338.95
Grand Total:							\$338.95

Secondly it allows a search by entering a particular confirmation number.

Home Favorite Cases E-Filing Case Search **Payment History** Support Documents My Account

Payment History

CASE NUMBER PAYMENT DATE CONFIRMATION NUMBER

All Specific

1/1/2016 to 4/28/2016

Search Clear

Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
471541	3/16/2016	A 1500250	JURY DEMAND	2345	\$270.00	\$6.95	\$276.95
471531	3/16/2016	15CV00567	JURY DEMAND	2345	\$18.20	\$2.00	\$20.20
471567	2/29/2016	A 1600005	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	2345	\$330.00	\$8.95	\$338.95
Page Total:							\$636.10
Grand Total:							\$636.10

Thirdly it allows searching for all payments in a selected date range.

Payment History							
CASE NUMBER				PAYMENT DATE		CONFIRMATION NUMBER	
<input checked="" type="radio"/> All <input type="radio"/> Specific				3/1/2015 to 3/1/2016		<input type="text"/>	
				<input type="button" value="Search"/>		<input type="button" value="Clear"/>	
Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
442084	9/30/2015	15CV17976	MOTION	1006	\$5.40		\$5.40
> 441032	9/25/2015	2 cases	CIVIL SUIT (2)	1006	\$211.40		\$211.40
441041	9/25/2015	14CV28699	MOTION	1006	\$5.50		\$5.50
440527	9/23/2015	15CV20606	CIVIL SUIT	1006	\$105.50		\$105.50
440356	9/22/2015	A 1505087	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	1006	\$325.00	\$8.95	\$333.95
> 439274	9/17/2015	2 cases	EVICTON (2)	1006	\$315.60		\$315.60
439281	9/16/2015	A 1504997	INITIAL FILING (OUT OF COUNTY) WITH NO JURY DEMAND	1006	\$355.00	\$8.95	\$363.95
438434	9/14/2015	15CV14683	MOTION	1006	\$5.70		\$5.70
436628	9/3/2015	A 1504766	INITIAL FILING (FORECLOSURE-IN COUNTY)	1006	\$592.00	\$12.95	\$604.95
435842	9/2/2015	15CV18791	EVICTON	1006	\$157.10		\$157.10
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="Next"/>				Page size: <input type="text" value="10"/>		41 items in 5 pages	
				<input type="text" value="10"/>			
				<input type="text" value="20"/>			
				<input type="text" value="50"/>			
					Page Total:		\$2,109.05
					Grand Total:		\$5,852.65

Displayed is searching for all payments made during a specified date range. The resulting report for the set parameters displays the fields shown above.

Clicking on the [blue confirmation number](#) in column 1 goes to the Filing Overview page.

Information about the Filing Overview, with samples, is in chapter 13.

If the [blue confirmation number](#) has multiple efilings associated with it, as can be done for Municipal Civil cases, all of them will be displayed on the Filing Overview screen including their individual case numbers.

The date the payment was charged is shown in column 2.

Click on the [blue case number](#) in column 3 to go to that case on the Clerk's web site.

Column 4 displays the filing type.

The last 4 digits of the credit card charged are posted in column 5.

Column 6 shows the amount of the filing.

Convenience fees are listed in column 7.

Note that older Municipal Civil filings do not include the convenience fees.

In column 8 is the total of the filing charges and vendor fees.

The page total amount and a grand total amount for all of the pages are listed.

Manuverability can be done by clicking the forward or backward arrows at the bottom left of the screen. The number of rows to be displayed can be altered by clicking the down arrow next to page size and making a number selection. On the same bottom bar is listed the number of items and how many pages are viewable.

This report can be printed or copied and saved as a word document or spreadsheet.

11. Support Documents Tab

Home	Favorite Cases	E-Filing	Case Search	Payment History	Support Documents	My Account
------	----------------	----------	-------------	-----------------	-------------------	------------

E-Filing Support Documents
Guide to Electronic Filing - Revised 5-1-16
Helpful Hints (How to do Things) - Revised 5-1-16
System Requirements - Revised 5-1-16

E-Filing Forms
Court of Appeals
Common Pleas Civil
Common Pleas Criminal
Municipal Civil

Fee Schedules
Convenience Fees
Court Fees

Court Rules
Local Rules of the First Appellate Judicial District [Hamilton County] RULE 16
Hamilton County Rules of Practice of the Court of Common Pleas RULE 34
Hamilton County Municipal Court (Local) Rules of Civil Procedure RULE XXVIII
The Rules of Superintendence regarding the filing of records containing personal information has changed. This has links for the Personal Identifier Reference List forms

For more information please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org.

E-Filing Support Documents

1. Guide to Electronic Filing – Revised 5-1-16
2. Helpful Hints (How to do Things) – Revised 5-1-16
3. System Requirements – Revised 5-1-16

Electronic Filing Forms

1. Court of Appeals
2. Common Pleas Civil
3. Common Pleas Criminal
4. Municipal Civil

Fee Schedules

1. Convenience Fees
2. Court Fees

Court Rules

1. Local Rules of the First Appellate Judicial District [Hamilton County] RULE 16
2. Hamilton County Rules of Practice of the Court of Common Pleas RULE 34
3. Hamilton County Municipal Court (Local) Rules of Civil Procedure RULE XXVIII
4. The Rules of Superintendence regarding the filing of records containing personal information has changed. This has links for the Personal Identifier Reference List forms.

For more information please contact the E-Filing Coordinator at 513-946-5612 or efilingclerk@cms.hamilton-co.org.

12. My Account Tab - User Information

Click on the My Account tab.

Clicking on the icon with gears near the top right of the screen (not shown) will go here too.

This has five interior tabs.

The first one is marked **Personal**.

It has the e-filer's work information, password, security question and answer.

The fields may be changed.

The password word rules are to the right of the password fields.

Click Save to activate any changes made.

On the right hand side of the screen is the e-filer's current copy cost account balance.

Closing a Copy Cost Account

If the account owner changes firms, retires or dies the account must be closed so the account credit card cannot be used and any copy cost account money remaining can be returned to the party or firm who made that deposit. No one may use another's account. Contact the E-filing Coordinator at 513-946-5612 or at efilingclerk@cms.hamilton-co.org to close an account.

The second tab is marked **Billing**.
It holds the credit card information.

My Account
Name: LYNN S STRECK Login Id: LYNN

Personal Billing Other Contacts Website Preferences Terms of Service

Card Nickname	Credit Card	Billing Address		
Primary (PRIMARY)	Lynn Streck XXXX-XXXX-XXXX-7754 (Expires 09/2019) Personal Card	Clerks Office Room 371 1000 Oak Street Cincinnati, OH 45202	Edit	Delete
+ Add new credit card				

Save

An account can have several credit cards, but must have at least one credit card.
Each must be identified and named and include the billing address for that card.

Click on the Edit button to change this information.

Make the updates and then click the Save button.

Click on the Delete button to remove this card from your account.

My Account
Name: LYNN S STRECK Login Id: LYNN

Personal Billing Other Contacts Website Preferences Terms of Service

Card Nickname Credit Card Billing Address

Credit Card: Card Type: Personal

Expires: Month Year Primary: Yes

Name on Card:

Billing Address:

Nickname:

Insert Cancel

Primary (PRIMARY)	Lynn Streck XXXX-XXXX-XXXX-7754 (Expires 09/2019) Personal Card	Clerks Office Room 371 1000 Oak Street Cincinnati, OH 45202	Edit	Delete
-------------------	--	---	------	--------

+ Add new credit card

To add another card click on “Add new credit card” at the bottom left.

Complete all of the requested information and click on Insert.

Failure to keep a credit card on file and up to date will result in any efilings with statutory fees to be failed.

My Account
Name: LYNN S STRECK Login Id: LYNN

Personal Billing Other Contacts Website Preferences Terms of Service

Contact Type	Email Address	Phone Number
No records to display.		
+ Add new contact		

Save

The third tab is **Other Contacts**.

This allows additional email addresses to be added to the account that will receive efilings copy cost bills and efilings received and processed or failed emails.

Clicking on the “Add new contact” button (at bottom left of screen) allows adding an additional contact.

From the dropdown select the Contact Type.
Complete the required information and click Insert and then click Save.

The fourth tab is **Website Preferences**.
From the drop downs select the court and date range.
Select whichever court you file in most often. Then when you go to do a filing on an existing case that court's button will already be selected for you.
Whichever date range is selected (7, 14 or 30) will be the default number of days of filings done that appear on the home screen when that tab is clicked.

The fifth tab is **Terms of Service**.
To print a copy scroll to the screen bottom and click the printer icon next to the word Print.

13. Filing Overview Screen

This screen will be accessed anytime the [blue confirmation number](#) is depressed on the Home tab, the E-filing tab or the Payment tab screens. It displays basic and pertinent information about that particular e-filing.

Filing Overview																															
Confirmation Number:	471531																														
Filing Type:	JURY DEMAND FEE																														
Case Number:	15CV00567																														
Case Caption:	ZIP CASH v MICHELLE PEPPERS																														
Judge:	ADMINISTRATIVE JUDGE																														
Additional Info:	ATTY FOR PEPPERS JURY DEMAND																														
Filing Status:	Filed																														
Filing Started:	February 23, 2016 at 12:04 PM																														
Filing Submitted:	March 16, 2016 at 10:57 AM																														
		<table border="1"> <thead> <tr> <th colspan="4">Cost for Filing</th> </tr> </thead> <tbody> <tr> <td>Jury Demand Fee</td> <td>1 @</td> <td>\$10.00</td> <td>\$10.00</td> </tr> <tr> <td>Copy Cost</td> <td>2 @</td> <td>\$0.10</td> <td>\$0.20</td> </tr> <tr> <td>Est. Certified Mail</td> <td>1 @</td> <td>\$8.00</td> <td>\$8.00</td> </tr> <tr> <td colspan="3">Subtotal:</td> <td>\$18.20</td> </tr> <tr> <td colspan="3">Convenience Fee:</td> <td>\$2.00</td> </tr> <tr> <td colspan="3">Total Amount:</td> <td>\$20.20</td> </tr> </tbody> </table>		Cost for Filing				Jury Demand Fee	1 @	\$10.00	\$10.00	Copy Cost	2 @	\$0.10	\$0.20	Est. Certified Mail	1 @	\$8.00	\$8.00	Subtotal:			\$18.20	Convenience Fee:			\$2.00	Total Amount:			\$20.20
Cost for Filing																															
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Convenience Fee:			\$2.00																												
Total Amount:			\$20.20																												
Document Type	Title	Format	Pages																												
JURY DEMAND FEE	JURY DEMAND OF MICHELLE PEPPERS	PDF	1																												
<input type="button" value="Back"/>																															

The boxes on the left hand side display basic information about the particular filing.

These two dark gray boxes always appear.

Below the boxes a line with the document type, title and number of pages appear unless no document was uploaded or no title for the document was entered.

Sometimes the costs fields are shown.

The information displayed varies depending on the Status of the e-filing.

If the Status is "**Partial**" Partial the cost box displays the anticipated cost and fees and includes a page count if the filing was far enough along.

If the Status is "**Received**" Received the filing information boxes display as well as the document type, title and pages. The cost box shows the anticipated expense based on the information supplied when making the filing.

If the Status is "**Approved**" Approved the cost box displays the amount charged against the account specified credit card and includes the convenience fee. The filing information boxes display as well as the document type(s), title(s) and pages.

If the Status is "**Rejected**" Rejected there will be no costs shown and the failure reason will be given.

If the Status is "**Cancelled**" Canceled the filing information boxes display as well as the document type, title and pages.

Samples of each Status type follow.

The screens for Appellate are the same as for Common Pleas except the case numbers.

Common Pleas Partial

Filing Overview

Confirmation Number: 471682
 Filing Type: MOTION
 Case Number: A 1500987
 Case Caption: JOHN KLOSS v TREE HOUSE FOODS INC
 Judge: ROBERT C WINKLER
 Additional Info: CLIENT TREE HOUSE FOODS

Filing Status: In Progress
 Filing Started: March 22, 2016 at 11:25 AM
 Filing Submitted: Not submitted yet

Cost for Filing			
Motion	1 @	\$0.00	\$0.00
Subtotal:			\$0.00
Copy Cost Breakdown			
		Copies	Pages
Motion		2	12
Total Pages:			12
Copy Cost Account			
Opening Balance			\$1,099.10
Copy Costs For This Filing	12 @	\$0.10	\$1.20
Ending Balance When Processed			\$1,097.90

Document Type	Title	Format	Pages
MOTION	MOTION FOR EXTENSION OF TIME TO ANSWER INCLUDING PROPOSED ORDER	PDF	6

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Edit this Filing

Cancel this Filing

Municipal Civil Partial

Filing Overview

Confirmation Number: 471676
 Filing Type: SMALL CLAIM TRANSFER
 Case Number: 15CV00789
 Case Caption: PFSC INC v BRANDIE MILLER
 Judge: ADMINISTRATIVE JUDGE
 Additional Info: DEFENDANT MILLER'S REQUEST

Filing Status: In Progress
 Filing Started: March 17, 2016 at 12:08 PM
 Filing Submitted: Not submitted yet

Cost for Filing			
Small Claim Transfer	1 @	\$115.00	\$115.00
Copy Costs	7 @	\$0.10	\$0.70
Subtotal:			\$115.70
Convenience Fee:			\$4.95
Total Amount:			\$120.65
Copy Cost Breakdown			
		Copies	Pages
Small Claim Transfer		1	7
Total Pages:			7

Document Type	Title	Format	Pages
SMALL CLAIM TRANSFER	TRANSFER FROM SMALL CLAIM DOCKET	PDF	7

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Edit this Filing

Cancel this Filing

Common Pleas Received

Filing Overview

Confirmation Number:	471608
Filing Type:	JURY DEMAND
Case Number:	A 1500567
Case Caption:	US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE v CHERYL A PETERS
Judge:	JOHN ANDREW WEST
Additional Info:	CHECK WCFG013 FOR REQUEST #17812

Cost for Filing		
Jury Demand	1 @ \$270.00	\$270.00
Subtotal:		\$270.00

Filing Status:	Received
Filing Started:	March 8, 2016 at 10:27 AM
Filing Submitted:	March 8, 2016 at 10:31 AM

Document Type	Title	Format	Pages
 JURY DEMAND	JURY DEMAND OF DEFENDANT	PDF	1

[Back](#)

Municipal Civil Received

Filing Overview

Confirmation Number:	471595
Filing Type:	ANSWER
Case Number:	15CV00555
Case Caption:	PREMIERE PROPERTIES LP v SHAWNISE SMITH
Judge:	ADMINISTRATIVE JUDGE
Additional Info:	ATTORNEY COMMENT

Cost for Filing		
Answer	1 @ \$0.00	\$0.00
Copy Cost	4 @ \$0.10	\$0.40
Subtotal:		\$0.40

Filing Status:	Received
Filing Started:	March 7, 2016 at 10:34 AM
Filing Submitted:	March 7, 2016 at 10:36 AM

Document Type	Title	Format	Pages
 ANSWER	ANSWER OF DEFENDANT SMITH	PDF	4

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Common Pleas Approved

Filing Overview

Confirmation Number:	471567
Filing Type:	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND
Case Number:	A 1600005
Case Caption:	SORE EARS v DEF ONE
Judge:	NO NAME
Additional Info:	headache

Filing Status:	Filed
Filing Started:	February 29, 2016 at 12:03 PM
Filing Submitted:	February 29, 2016 at 12:22 PM

Cost for Filing			
Initial Filing (In County) With No Jury Demand	1 @	\$325.00	\$325.00
Classification	1 @	\$0.00	\$0.00
Ordinary Mail Waiver	1 @	\$0.00	\$0.00
Written Request for Service (Certified Mail)	2 @	\$0.00	\$0.00
Directions for Sheriff	0 @	\$0.00	\$0.00
Written Request for Service (By Sheriff)	0 @	\$0.00	\$0.00
Waiver of Service Service	1 @	\$0.00	\$0.00
Residence By Sheriff Service	1 @	\$5.00	\$5.00

Subtotal:	\$330.00
Convenience Fee:	\$8.95
Total Amount:	\$338.95
CREDIT CARD *****-2345	\$338.95
Authorization Code:	12341234

Copy Cost Breakdown			
	Pages	Copies	Total
Initial Filing (In County) With No Jury Demand	3	4	12
Classification	1	1	1
Directions for Sheriff	1	1	1
Ordinary Mail Waiver	1	1	1
Written Request for Service (By Sheriff)	1	1	1
Written Request for Service (Certified Mail)	1	1	1

Total Pages: 17

Copy Cost Account

Copy Costs For This Filing @

	Document Type	Title	Format	Pages
	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	COMPLAINT	PDF	3
	CLASSIFICATION	CIVIL CLASSIFIED	PDF	1
	ORDINARY MAIL WAIVER	MAIL WAIVER	PDF	1
	WRITTEN REQUEST FOR SERVICE (CERTIFIED MAIL)	CERTIFIED MAIL REQUESTED	PDF	1
	DIRECTIONS FOR SHERIFF	SHERIFF DIRECTIONS	PDF	1
	WRITTEN REQUEST FOR SERVICE (BY SHERIFF)	SHERIFF RESIDENTIAL SERVICE	PDF	1

Back

Municipal Civil Approved

Filing Overview

Confirmation Number:	471531
Filing Type:	JURY DEMAND FEE
Case Number:	15CV00567
Case Caption:	ZIP CASH v MICHELLE PEPPERS
Judge:	ADMINISTRATIVE JUDGE
Additional Info:	ATTY FOR PEPPERS JURY DEMAND

Filing Status:	Filed
Filing Started:	February 23, 2016 at 12:04 PM
Filing Submitted:	March 16, 2016 at 10:57 AM

Cost for Filing			
Jury Demand Fee	1 @	\$10.00	\$10.00
Copy Cost	2 @	\$0.10	\$0.20
Est. Certified Mail	1 @	\$8.00	\$8.00
Subtotal:			\$18.20
Convenience Fee:			\$2.00
Total Amount:			\$20.20

	Document Type	Title	Format	Pages
	JURY DEMAND FEE	JURY DEMAND OF MICHELLE PEPPERS	PDF	1

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Common Pleas Rejected

Home	Case Search	E-Filing	Payment History	Support Documents	My Account
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Filing Overview

**This filing has been rejected.
 Modification of this filing is prohibited.**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Confirmation Number:</td><td>471608</td></tr> <tr><td>Filing Type:</td><td>JURY DEMAND</td></tr> <tr><td>Case Number:</td><td>A 1500567</td></tr> <tr><td>Case Caption:</td><td>US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE v CHERYL A PETERS</td></tr> <tr><td>Judge:</td><td>JOHN ANDREW WEST</td></tr> <tr><td>Additional Info:</td><td>CHECK WEF013 FOR REQUEST #17812</td></tr> </table>	Confirmation Number:	471608	Filing Type:	JURY DEMAND	Case Number:	A 1500567	Case Caption:	US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE v CHERYL A PETERS	Judge:	JOHN ANDREW WEST	Additional Info:	CHECK WEF013 FOR REQUEST #17812	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Cost for Filing</th> </tr> </thead> <tbody> <tr> <td>Jury Demand</td> <td style="text-align: center;">1 @</td> <td style="text-align: right;">\$270.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">\$270.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Subtotal:</td> <td style="text-align: right;">\$270.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">VISA</td> </tr> </tbody> </table>	Cost for Filing			Jury Demand	1 @	\$270.00			\$270.00	Subtotal:		\$270.00	VISA		
Confirmation Number:	471608																											
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Case Number:	A 1500567																											
Case Caption:	US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE v CHERYL A PETERS																											
Judge:	JOHN ANDREW WEST																											
Additional Info:	CHECK WEF013 FOR REQUEST #17812																											
Cost for Filing																												
Jury Demand	1 @	\$270.00																										
		\$270.00																										
Subtotal:		\$270.00																										
VISA																												

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Filing Status:</td><td>Rejected on April 21, 2016 at 5:45 PM <i>(Reason: FILING CLEANUP)</i></td></tr> <tr><td>Filing Started:</td><td>March 8, 2016 at 10:27 AM</td></tr> <tr><td>Filing Submitted:</td><td>March 8, 2016 at 10:31 AM</td></tr> </table>	Filing Status:	Rejected on April 21, 2016 at 5:45 PM <i>(Reason: FILING CLEANUP)</i>	Filing Started:	March 8, 2016 at 10:27 AM	Filing Submitted:	March 8, 2016 at 10:31 AM
Filing Status:	Rejected on April 21, 2016 at 5:45 PM <i>(Reason: FILING CLEANUP)</i>					
Filing Started:	March 8, 2016 at 10:27 AM					
Filing Submitted:	March 8, 2016 at 10:31 AM					

	Document Type	Title	Format	Pages
🔍	JURY DEMAND	JURY DEMAND OF DEFENDANT	PDF	1

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Municipal Civil Rejected

Home	Case Search	E-Filing	Payment History	Support Documents	My Account
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Filing Overview

**This filing has been rejected.
 Modification of this filing is prohibited.**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Confirmation Number:</td><td>471595</td></tr> <tr><td>Filing Type:</td><td>ANSWER</td></tr> <tr><td>Case Number:</td><td>15CV00555</td></tr> <tr><td>Case Caption:</td><td>PREMIERE PROPERTIES LP v SHAWNISE SMITH</td></tr> <tr><td>Judge:</td><td>ADMINISTRATIVE JUDGE</td></tr> <tr><td>Additional Info:</td><td>ATTORNEY COMMENT</td></tr> </table>	Confirmation Number:	471595	Filing Type:	ANSWER	Case Number:	15CV00555	Case Caption:	PREMIERE PROPERTIES LP v SHAWNISE SMITH	Judge:	ADMINISTRATIVE JUDGE	Additional Info:	ATTORNEY COMMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Cost for Filing</th> </tr> </thead> <tbody> <tr> <td>Answer</td> <td style="text-align: center;">1 @</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Copy Cost</td> <td style="text-align: center;">4 @</td> <td style="text-align: right;">\$0.10</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">\$0.40</td> </tr> <tr> <td colspan="2" style="text-align: right;">Subtotal:</td> <td style="text-align: right;">\$0.40</td> </tr> <tr> <td colspan="3" style="text-align: center;">VISA</td> </tr> </tbody> </table>	Cost for Filing			Answer	1 @	\$0.00	Copy Cost	4 @	\$0.10			\$0.40	Subtotal:		\$0.40	VISA		
Confirmation Number:	471595																														
Filing Type:	ANSWER																														
Case Number:	15CV00555																														
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Additional Info:	ATTORNEY COMMENT																														
Cost for Filing																															
Answer	1 @	\$0.00																													
Copy Cost	4 @	\$0.10																													
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Filing Status:	Rejected on April 21, 2016 at 5:45 PM <i>(Reason: FILING CLEANUP)</i>					
Filing Started:	March 7, 2016 at 10:34 AM					
Filing Submitted:	March 7, 2016 at 10:36 AM					

	Document Type	Title	Format	Pages
🔍	ANSWER	ANSWER OF DEFENDANT SMITH	PDF	4

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Common Pleas Cancelled

Filing Overview

Confirmation Number:	471566
Filing Type:	AFFIDAVIT
Case Number:	A 1500456
Case Caption:	US BANK NATIONAL ASSOCIATION ETC v KAREN R DUBOSE
Judge:	ETHNA M COOPER
Additional Info:	SEE WHERE THIS DISPLAYS

Filing Status:	Cancelled
Filing Started:	February 29, 2016 at 11:56 AM
Filing Submitted:	Not submitted yet

Document Type	Title	Format	Pages
AFFIDAVIT	AFFIDAVIT OF SUZIE QUE AS TO THE SYSTEM DOWNGAGE	PDF	1

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Municipal Civil Cancelled

Filing Overview

Confirmation Number:	471363
Filing Type:	COUNTER CLAIM
Case Number:	14CV00444
Case Caption:	BAHAMA TERRACE LLC v LATONDA CARTER ET AL
Judge:	ADMINISTRATIVE JUDGE
Additional Info:	CLIENT SMITH JONES

Filing Status:	Cancelled
Filing Started:	January 15, 2016 at 12:09 PM
Filing Submitted:	February 4, 2016 at 12:42 PM

Cost for Filing			
Counter Claim	1 @	\$15.00	\$15.00
Est. Certified Mail	1 @	\$8.00	\$8.00
Subtotal:			\$23.00

Document Type	Title	Format	Pages
COUNTER CLAIM	ANSWER AND COUNTER CLAIM OF D1	PDF	2

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Filing Overview from a confirmation number with NO STATUS follows. If you begin a new efiling and get out quickly before doing much data entry, it is given a confirmation number but no Status as in the search results page picture below. Clicking on the [blue confirmation number](#) there will produce a Filing Overview, shown here. Click on Edit this Filing to continue it.

Filing Overview

Confirmation Number:	470708
Filing Type:	FILING
Case Number:	15CV13923
Case Caption:	LEON WASHINGTON v CARPETLAND INC
Judge:	FANON A RUCKER
Additional Info:	

Filing Status:	
Filing Started:	October 8, 2015 at 9:01 AM
Filing Submitted:	Not submitted yet

No documents have been associated with this filing

Back
Edit this Filing

A search results page with no Status for the 6th one down - 470708.

FILING STATUS			DATE CREATED		CONFIRMATION NUMBER
<input checked="" type="radio"/> All	<input type="radio"/> Partial	<input type="radio"/> Received	<input type="radio"/> Approved	<input type="radio"/> Rejected	<input type="radio"/> Cancelled
			9/1/2015	to	3/23/2016
					Search
					Clear

Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
471556	2/26/2016		Partial	TBD			
471503	2/19/2016	2/22/2016	Received	TBD	INITIAL FILING (FORECLOSURE-IN COUNTY)		
444636	2/10/2016	2/10/2016	Received	TBD	INITIAL FILING (IN COUNTY) WITH JURY DEMAND		
471417	2/9/2016	2/9/2016	Received	A 1201555	MOTION	JPMORGAN CHASE BANK vs. SONYA A MCDONNELL AKA SONYA MCDONNELL	
444249	10/8/2015	10/8/2015	Approved	15CV13923	FILING	LEON WASHINGTON vs. CARPETLAND INC	
470708	10/8/2015			15CV13923	FILING	LEON WASHINGTON vs. CARPETLAND INC	
443319	10/5/2015	10/5/2015	Approved	15CV18143	FILING	PS WHOLESALE FL CVRNGS CIN LTD vs. AMY RUBENSTEIN	
443062	10/2/2015	10/2/2015	Approved	15CV18145	FILING	PS WHOLESALE FL CVRNGS CIN LTD vs. JOE RACHFORD	
443061	10/2/2015	10/2/2015	Rejected	15CV18143	FILING	PS WHOLESALE FL CVRNGS CIN LTD vs. AMY RUBENSTEIN	
442084	9/29/2015	9/29/2015	Approved	15CV17976	MOTION	KWT PROPERTIES LLC vs. HOLLY WALKER	
441041	9/24/2015	9/24/2015	Approved	14CV28699	MOTION	KANTER INVESTMENTS LTD vs. CUSTOM COMPUTER FACTORY ET AL	
441032	9/24/2015	9/24/2015	Approved	2 cases	CIVIL SUIT (2)	2 cases	
440527	9/22/2015	9/22/2015	Approved	15CV20606	CIVIL SUIT	CARPETLAND INC vs. COLUMBIA EXTERIORS LLC	
440356	9/21/2015	9/21/2015	Approved	A 1505087	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	BRANDON GUTTMAN vs. TED FREKING	
440343	9/21/2015	9/21/2015	Approved	A 1401272	MEMORANDUM	NORTH SIDE BANK AND TRUST COMPANY vs. J S GOLD & COIN INC	MEMORANDUM IN OPPOSITION TO MOTION TO INTERVENE AND MOTION TO INTERVENE

Page size: 15

31 items in 3 pages

Filing Overview screen Municipal Civil New Case Batch filing

Home
Case Search
E-Filing
Payment History
Support Documents
My Settings

Filing Overview

Confirmation Number: 441032 Filing Type: CIVIL SUIT (2)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 2px;">Cost for Filing</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Civil Suit</td> <td style="padding: 2px;">2 @</td> <td style="padding: 2px;">\$90.00</td> <td style="padding: 2px;">\$180.00</td> </tr> <tr> <td style="padding: 2px;">Copy Cost</td> <td style="padding: 2px;">14 @</td> <td style="padding: 2px;">\$0.10</td> <td style="padding: 2px;">\$1.40</td> </tr> <tr> <td style="padding: 2px;">Est. Certified Mail</td> <td style="padding: 2px;">2 @</td> <td style="padding: 2px;">\$10.00</td> <td style="padding: 2px;">\$20.00</td> </tr> <tr> <td style="padding: 2px;">Ordinary Mail Waiver</td> <td style="padding: 2px;">2 @</td> <td style="padding: 2px;">\$5.00</td> <td style="padding: 2px;">\$10.00</td> </tr> <tr> <td colspan="3" style="text-align: right; padding: 2px;">Subtotal:</td> <td style="padding: 2px;">\$211.40</td> </tr> </tbody> </table>	Cost for Filing				Civil Suit	2 @	\$90.00	\$180.00	Copy Cost	14 @	\$0.10	\$1.40	Est. Certified Mail	2 @	\$10.00	\$20.00	Ordinary Mail Waiver	2 @	\$5.00	\$10.00	Subtotal:			\$211.40
Cost for Filing																									
Civil Suit	2 @	\$90.00	\$180.00																						
Copy Cost	14 @	\$0.10	\$1.40																						
Est. Certified Mail	2 @	\$10.00	\$20.00																						
Ordinary Mail Waiver	2 @	\$5.00	\$10.00																						
Subtotal:			\$211.40																						

Filing Status: Filed Filing Started: September 24, 2015 at 11:08 AM Filing Submitted: September 24, 2015 at 11:11 AM
--

Document Type	Title	Format	Pages	Case Number	Case Caption	Judge
CIVIL SUIT		pdf	3	15CV20908	CARPETLAND INC vs. SHOWCASE BUILDING & DESIGN INC	ADMINISTRATIVE JUDGE
CIVIL SUIT		pdf	3	15CV20909	CARPETLAND INC vs. BROOKMEADOWS LTD	ADMINISTRATIVE JUDGE

Back

Directions for Filing by Type

NOTE:

Anytime during this process you may stop and later come back and complete the filing. Let's say you put the Plaintiffs in and add 2 of 7 defendants but you now need to attend a meeting. You can logout and come back in later, go to the Blue Partial Filing block

Partial on the Home tab or the E-Filing tab and click on the confirmation number next to it. This goes to the Filing review screen from which you select Edit This Filing and finish the filing by adding the remaining defendants, their service types, the documents, check everything over and submit it. What you entered before you logged out will not be lost.

14. Common Pleas Existing Case Filing

From either Home tab, E-Filing tab or Favorite Cases tab click on the “File on Existing Case” button.

Click on the circle for the court in which to file and enter the case number. If you do not know the formatting for entering your case number click on the question mark next to the boxes and a grid appears.

It shows the correct format for the case types.

Then click on the Select case button and the case heading appears.

This shows the case caption to check that it's the correct case.

File on an Existing Case [Filing](#) » Review » Payment » Confirmation

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: A 1500555
 Case Caption: PETRINA ALLEN v SHERRY HEAD
 Case Filed: 1/30/2015
 Case Category: COMMON PLEAS CIVIL
 Judge: ROBERT C WINKLER

ADD DOCUMENT

Filing Type:

Document Title:
(Document Title becomes the docket entry for this filing)

Document Path:

Number of Pages:

Additional Info: (optional)

DOCUMENT REVIEW

Home Case Search **E-Filing** » Review » Payment » Confirmation

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: A 1500555
 Case Caption: PETRINA ALLEN v SHERRY HEAD
 Case Filed: 1/30/2015
 Case Category: COMMON PLEAS CIVIL
 Judge: ROBERT C WINKLER

Filing Type:

Document Title:
(Document Title becomes the docket entry for this filing)

Document Path:

Number of Pages:

Additional Info: (optional)

DOCUMENT REVIEW

- AFFIDAVIT
- AMENDED COMPLAINT
- ANSWER
- ANSWER AND COUNTER CLAIM
- ANSWER AND CROSS CLAIM
- ANSWER AND JURY DEMAND
- ANSWER AND THIRD PARTY COMPLAINT
- COMPLAINT
- COUNTER CLAIM
- CROSS CLAIM
- FILING (USE WHEN NO OTHER TYPE APPLIES)
- INTERVENING COMPLAINT
- JURY DEMAND
- MEMORANDUM
- MOTION
- NOTICE
- NOTIFICATION FORM
- REPLY
- SERVICE RETURN
- SUBSTITUTION OF COUNSEL

Select the Filing Type from the dropdown list by depressing the down arrow.
 You can only select one Filing Type per filing on existing cases.
 You cannot file more than one document at a time on Common Pleas existing cases.

File on an Existing Case [Filing](#) ► [Review](#) ► [Payment](#) ► [Confirmation](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: A 1500555
Case Caption: PETRINA ALLEN V SHERRY HEAD
Case Filed: 1/30/2015
Case Category: COMMON PLEAS CIVIL
Judge: ROBERT C WINKLER

ADD DOCUMENT

Filing Type: ANSWER AND COUNTER CLAIM

Document Title: ANSWER AND COUNTER CLAIM OF DEFENDANT
(Document Title becomes the docket entry for this filing)

Document Path:

Number of Pages:

Additional Info: (optional)

DOCUMENT REVIEW

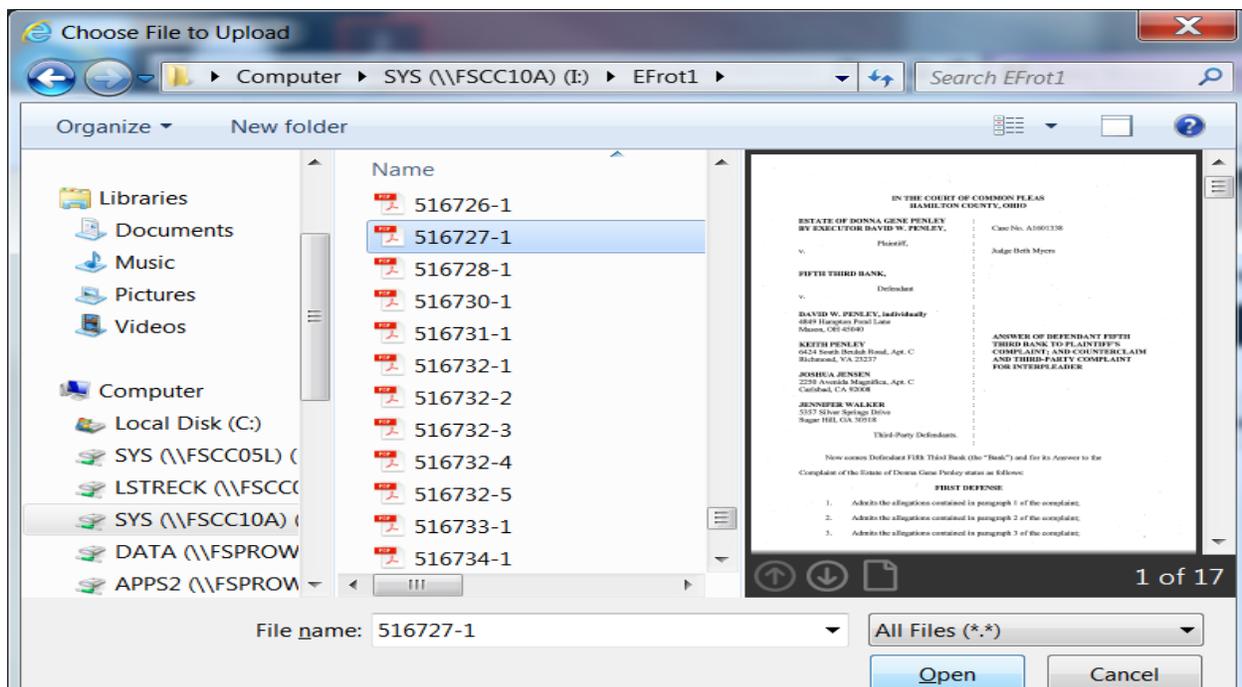
Key in the title that is on the document you are filing.

Do not use punctuation.

Do not leave this block blank.

Include the filing type chosen. In the above sample that would be the words "Answer and Counter Claim" of Defendant.

NOTE: The Judges have requested that the entire document title be entered here.



Now click on the Search button to browse your computer for the document to upload. Once it is found and selected click on Open to attach the document to the filing.

NOTE: only one document can be efiled at a time on Common Pleas or Appellate existing cases. The only time several document types can be added is for a new case initiation.

Home Case Search E-Filing Payment History Support Documents My Account

File on an Existing Case [Filing](#) >> [Review](#) >> [Payment](#) >> [Confirmation](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: A 1500555
Case Caption: PETRINA ALLEN v SHERRY HEAD
Case Filed: 1/30/2015
Case Category: COMMON PLEAS CIVIL
Judge: ROBERT C WINKLER

DOCUMENT REVIEW

Filing Attorney: LYNN S STRECK
Additional Info: CLIENT S.HEAD 543

Preview	Document Type	Title	Format	Pages	Edit	Delete
	ANSWER AND COUNTER CLAIM	ANSWER AND COUNTER CLAIM OF DEFENDANT	PDF	17		

Cancel this Filing
Save and Proceed

Select Preview to view your uploaded document. If the document is wrong you can fix it. Click on Edit and replace the document. Or Delete it completely and continue or cancel.

Home Case Search E-Filing Payment History Support Documents My Account

File on an Existing Case [Filing](#) >> [Review](#) >> [Payment](#) >> [Confirmation](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: A 1500555
Case Caption: PETRINA ALLEN v SHERRY HEAD
Case Filed: 1/30/2015
Case Category: COMMON PLEAS CIVIL
Judge: ROBERT C WINKLER

DOCUMENT REVIEW

Filing Attorney: LYNN S STRECK
Additional Info: CLIENT S.HEAD 543

Preview	Document Type	Title	Format	Pages	Edit	Delete
	ANSWER AND COUNTER CLAIM	ANSWER AND COUNTER CLAIM OF DEFENDANT	PDF	17		

Note: You must file a NOTIFICATION FORM on this case but may continue with this efilng.

Cancel this Filing
Save and Proceed

If you have not yet registered as an attorney of record for this case the red message above reminds you to do so after finishing this filing. Click on Save and Proceed to go forward.

Home	Case Search	E-Filing	Payment History	Support Documents	My Account
------	-------------	----------	-----------------	-------------------	------------

File on an Existing Case [Filing](#) ► [Review](#) ► Payment ► Confirmation

EXISTING CASE FILING REVIEW

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. After updating any data please return to this page to review any changes. If the data below is correct click the [Save & Proceed] button to continue.

Case Number: A 1500555
Case Caption: PETRINA ALLEN v SHERRY HEAD
Case Filed: 1/30/2015
Case Type: CIVIL
Judge: ROBERT C WINKLER

FILING REVIEW [Edit](#)

Filing Attorney: LYNN S STRECK
Filing Category: COMMON PLEAS CIVIL FILINGS
Filing Type: ANSWER AND COUNTER CLAIM
Additional Info: CLIENT S.HEAD 543

DOCUMENT REVIEW

	Document Type	Title	Format	Pages
	ANSWER AND COUNTER CLAIM	ANSWER AND COUNTER CLAIM OF DEFENDANT	PDF	17

Cancel this Filing

Save and Proceed

The filing review page displays what has been done so far.
Select cancel or continue.

PAYMENT

Enter your credit card information below and click the [Submit] button. Your e-filing will be submitted for review and your credit card will be charged for the amount shown in the total during the e-filing's processing. If the e-filing is failed the credit card will not be charged.

DEFAULT E-FILE PAYMENT SCREEN MESSAGE REFERENCING CONVENIENCE FEE. Can be customized in CMS via EFV881. code = payment screen msg

Bill To

Payment method PRIMARY (PREFERRED) ▼

Billing Address
 CLERKS OFFICE ROOM 371
 1000 OAK STREET
 CINCINNATI OH 45202-____

Name on Card LYNNSTRECK

Credit Card *****-7754

Expires 09 2019

Cost for Filing			
Answer and Counter Claim	1 @	\$75.00	\$75.00
		Subtotal:	\$75.00
		Convenience Fee:	\$2.95
		Total Amount:	\$77.95
Copy Cost Breakdown			
		Pages	Copies
Answer and Counter Claim		17	1
		Total Pages:	17
Copy Cost Account			
		Opening Balance	\$1,099.10
Copy Costs For This Filing	17 @	\$0.10	\$1.70
		Ending Balance When Processed	\$1,097.40

Filing As

Name LYNN S STRECK
 Address CLERKS OFFICE ROOM 371
 1000 MAIN STREET
 CINCINNATI, OH 45202

E-mail Address LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or efilingclerk@cms.hamilton-co.org.

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected.

Cancel this Filing

Submit

The payment screen allows selection of a different payment card if more are listed for the account. The primary one automatically comes up.

The costs for the filing are broken down and the convenience fee is indicated.

The copy costs for this filing are shown.

Additionally the current balance in the copy cost account is shown.

The balance after processing this e-filing (if its page count is correct) is also displayed.

The filing party information is listed.

The filer's certification box must be checked.

Cancel or submit the e-filing by clicking the appropriate box.

PAYMENT

You must indicate that you understand and agree that this filing is complete, correct and being submitted by the person indicated under the 'Filing As' header in order to submit it.

Enter your credit card information below and click the [Submit] button. Your e-filing will be submitted for review and your credit card will be charged for the amount shown in the total during the e-filing's processing. If the e-filing is failed the credit card will not be charged.
 DEFAULT E-FILE PAYMENT SCREEN MESSAGE REFERENCING CONVENIENCE FEE. A Can be customized in CMS via EFV881. code = payment screen msg

Bill To

Payment method PRIMARY (PREFERRED)

Billing Address
 CLERKS OFFICE ROOM 371
 1000 OAK STREET
 CINCINNATI OH 45202-

Name on Card LYNNSTRECK

Credit Card
 **** * 7754

Expires 09 2019

Cost for Filing			
Answer and Counter Claim	1 @ \$75.00	\$75.00	
Subtotal:		\$75.00	
Convenience Fee:		\$2.95	
Total Amount:		\$77.95	
Copy Cost Breakdown			
Answer and Counter Claim	Pages	Copies	Total
	17	1	17
Total Pages:			17
Copy Cost Account			
Opening Balance		\$1,099.10	
Copy Costs For This Filing	17 @ \$0.10	\$1.70	
Ending Balance When Processed		\$1,097.40	

Filing As

Name LYNN S STRECK
 Address CLERKS OFFICE ROOM 371
 1000 MAIN STREET
 CINCINNATI, OH 45202

E-mail Address LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the Filing Coordinator at (513) 946-5612 or efilingclerk@cms.hamilton-co.org.

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected.

Failure to click on the certification box will cause the red header to appear.
 This must be checked to actually submit the e-filing for processing.

Home	Case Search	E-Filing	Payment History	Support Documents	My Account
File on an Existing Case Filing ► Review ► Payment ► Confirmation					
EXISTING CASE FILING CONFIRMATION					
Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.					
Confirmation Number: 471765					
Case Number: A 1500555					
Case Caption: PETRINA ALLEN v SHERRY HEAD					
Case Filed: 1/30/2015					
Case Type: CIVIL					
Judge: ROBERT C WINKLER					
FILING INFORMATION					
Filing Attorney: LYNN S STRECK					
Filing Category: COMMON PLEAS CIVIL FILINGS					
Filing Type: ANSWER AND COUNTER CLAIM					
Additional Info: CLIENT S HEAD 543					
FILING PARTIES CONFIRMATION					
DOCUMENT INFORMATION					
Document Type	Title	Format	Pages		
ANSWER AND COUNTER CLAIM	ANSWER AND COUNTER CLAIM OF DEFENDANT	PDF	17		
Cost for Filing					
Answer and Counter Claim	1 @ \$75.00	\$75.00			
Subtotal:		\$75.00			
VISA **** * 7754					
Add Case to Favorites			Print		Home

The confirmation page shows that unique number for this e-filing.
 There is an option to print this page or return to Home by clicking that button.
 The case can be added to your favorites list by clicking that.

If you want to file a document and then have it served by the clerk's office it will be two separate filings. First file the document and then file a Written Request for Service for the type of service to be done.

15. Municipal Civil Existing Case Filing

From the Home Tab, the E-filing Tab or the Favorite Cases tab click on the File on Existing Case button.
The following screen will appear.

Select the court in which the filing is to go and enter the case number in the boxes. If you do not know the formatting for entering your case number click on the question mark next to the boxes and a grid appears. It shows the correct format for the case types.

Click the Select Case box.
This brings up the case caption to check that it's the correct case.

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
 Case Caption: STATE OF OHIO v ABIGAIL M SHAW
 Case Filed: 1/23/2015
 Case Category: MUNICIPAL CIVIL
 Judge: ADMINISTRATIVE JUDGE

ADD DOCUMENT

Filing Type: COUNTER CLAIM

Document(s) included within this Counter Claim:

ANSWER CROSS CLAIM JURY DEMAND
 THIRD PARTY COMPLAINT

Document Title: DOCUMENT TITLE BECOMES THE DOCKET ENTRY FOR THIS FILING.

Document Path: Select

Number of Pages:

Additional Info: (optional)

Service Ordered: [\[?\]](#)

Service Type	Addresses
<i>DO NOT SERVE THIS DOCUMENT</i>	
+ Add service to this filing	

Add This Document

DOCUMENT REVIEW

Additional Info: None added yet

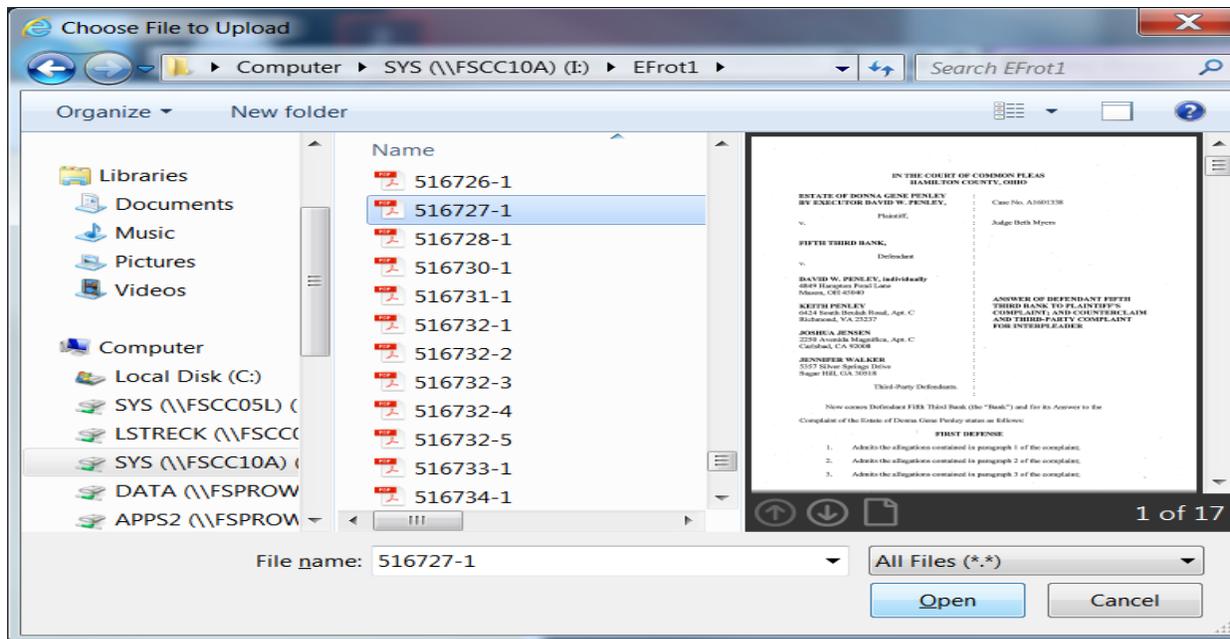
No documents have been added to this filing yet. You may add one above.

To add a document select a Filing Type by depressing the down arrow and picking from the drop down menu that appears.

Some document types allow additional types to be included with them as shown above. Boxes with the additional types appear. Click the box for each one to be added. The extra costs will be included in the total and on the docket entry.

Enter the document title in that box. Do not leave this blank.

Click the Select button to go to your computer and choose the document to upload.



In the above example the document named 516727-1 was chosen, highlighted and the Open button was depressed. This put that document to be uploaded into the box next to the Select button. The document that was selected is listed next to Document Path.

Enter the number of pages of the document in the Number of Pages box.

The line Additional Information is for the filer's use to enter a personal note, such as a client number or name, which will be associated with this filing.

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
Case Caption: STATE OF OHIO v ABIGAIL M SHAW
Case Filed: 1/23/2015
Case Category: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE

ADD DOCUMENT

Filing Type: COUNTER CLAIM

Document(s) included within this Counter Claim: ANSWER CROSS CLAIM JURY DEMAND
 THIRD PARTY COMPLAINT

Document Title: ANSWER AND COUNTERCLAIM OF MS. SHAW

Document Path: 361500-1.pdf Remove

Number of Pages: 3

Additional Info: FOR CLIENT SHAW (optional)

Service Ordered: [2]

Service Type: Addresses
DO NOT SERVE THIS DOCUMENT

+ Add service to this filing

Add This Document

DOCUMENT REVIEW

Additional Info: None added yet

No documents have been added to this filing yet. You may add one above.

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
 Case Caption: STATE OF OHIO v ABIGAIL M SHAW
 Case Filed: 1/23/2015
 Case Category: MUNICIPAL CIVIL
 Judge: ADMINISTRATIVE JUDGE

DOCUMENT REVIEW

Additional info: FOR CLIENT SHAW

To add service click on the Add service to this filing plus box.

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
 Case Caption: STATE OF OHIO v ABIGAIL M SHAW
 Case Filed: 1/23/2015
 Case Category: MUNICIPAL CIVIL
 Judge: ADMINISTRATIVE JUDGE

DOCUMENT REVIEW

Additional Info: FOR CLIENT SHAW

Select the service type from the drop down menu.

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
 Case Caption: STATE OF OHIO v ABIGAIL M SHAW
 Case Filed: 1/23/2015
 Case Category: MUNICIPAL CIVIL
 Judge: ADMINISTRATIVE JUDGE

ADD DOCUMENT

Filing Type: ANSWER

Document(s) included within this Answer: COUNTER CLAIM CROSS CLAIM JURY DEMAND
 THIRD PARTY COMPLAINT

Document Path: Load New Document

Number of Pages: 3

Additional Info: FOR CLIENT SHAW (optional)

Service Ordered: [\[?\]](#)

Service Type	Addresses
Service Type: CERTIFIED	
<input checked="" type="checkbox"/> Ordinary Mail Waiver [?]	
Number of Addresses: <input type="text"/>	
Apply Cancel	
DO NOT SERVE THIS DOCUMENT	
+ Add service to this filing	

Cancel Changes Update Changes

DOCUMENT REVIEW

If you select Certified the option to add an Ordinary Mail Waiver appears. Click the box next to it to add it. Enter the number of service addresses in that box. Click Apply.

File on an Existing Case [Filing](#) ► Review ► Payment ► Verification ► Confirmation

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
 Case Caption: STATE OF OHIO v ABIGAIL M SHAW
 Case Filed: 1/23/2015
 Case Category: MUNICIPAL CIVIL
 Judge: ADMINISTRATIVE JUDGE

ADD DOCUMENT

Filing Type: COUNTER CLAIM

Document(s) included within this Counter Claim: ANSWER CROSS CLAIM JURY DEMAND
 THIRD PARTY COMPLAINT

Document Path: 361500-1.pdf Remove

Number of Pages: 3

Additional Info: FOR CLIENT SHAW (optional)

Service Ordered: [\[?\]](#)

Service Type	Addresses	Edit	Delete
CERTIFIED	1	Edit	Delete
ORDINARY MAIL WAIVER			Delete
+ Add additional service			

Add This Document

DOCUMENT REVIEW

Additional Info: None added yet

No documents have been added to this filing yet. You may add one above.

Save and Proceed

Additional service types can be added. Click Add additional service to do that.
 The selected services can be edited. Click on that word to do that.
 The selected services can be deleted. Click on that word to do that.
 If done click on the Add This Document button.

File on an Existing Case [Filing](#) ► [Review](#) ► [Payment](#) ► [Verification](#) ► [Confirmation](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
Case Caption: STATE OF OHIO v ABIGAIL M SHAW
Case Filed: 1/23/2015
Case Category: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE

DOCUMENT REVIEW

Additional Info: FOR CLIENT SHAW

View	Document Type	Format	Pages	Service Ordered	Edit	Delete
	ANSWER AND COUNTER CLAIM	PDF	3	CERTIFIED 1 ORDINARY MAIL WAIVER		

Cancel this Filing

Save and Proceed

[About the Clerk](#) | [FAQ](#) | [Links](#) | [Directions](#) | [Policies](#) | [Contact Us](#) | [Site Map](#)

You have the opportunity to view the uploaded document, edit it or delete it.
If it is OK click on the Save and Proceed button.

File on an Existing Case [Filing](#) ► [Payment](#) ► [Verification](#) ► [Confirmation](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save & Proceed] button.

Case Number: 15CV01525
Case Caption: STATE OF OHIO v ABIGAIL M SHAW
Case Filed: 1/23/2015
Case Category: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE

DOCUMENT REVIEW

Additional Info: FOR CLIENT SHAW

View	Document Type	Title	Format	Pages	Service Ordered	Edit	Delete
	ANSWER AND COUNTER CLAIM	ANSWER AND COUNTERCLAIM OF MS. SHAW	PDF	3	DO NOT SERVE		

Note: You must file a NOTIFICATION FORM on this case but may continue with this e filing.

Cancel this Filing

Save and Proceed

If you are not yet registered as an attorney of record on this case a red message appears on the screen to remind you to file a Notification Form.
Again either cancel the filing or continue it by clicking on the appropriate box.

PAYMENT

Enter your credit card information below and click the [Submit] button. Your e-filing will be submitted for review and your credit card will be charged for the amount shown in the total during the e-filing's processing. If the e-filing is failed the credit card will not be charged.

Convenience Fees for Credit Card Usage

The Board of County Commissioners has signed Resolution Number P007-09 which authorizes the County Administrator to enter a financial arrangement with Point & Pay for collecting a convenience fee for financial transaction devices used to make payments owed the County. This was NOT instituted by the Clerk who is compelled to implement it. This includes electronic filing credit card charges. The fee varies according to the amount to be charged. The fee schedule for Point & Pay can be found at http://www.courtclerk.org/forms/pnp_efiling.pdf.

Bill To

Payment method PRIMARY (PREFERRED) ▼

Billing Address
 CLERKS OFFICE ROOM 371
 1000 OAK STREET
 CINCINNATI OH 45202-____

Name on Card LYNNSTRECK

Credit Card ****_****_****_7754

Expires 09 2019

Cost for Filing			
Answer and Counterclaim	1 @	\$15.00	\$15.00
Certified Service	1 @	\$10.00	\$10.00
Ordinary Mail Waiver Service	1 @	\$5.00	\$5.00
Copy Costs	6 @	\$0.10	\$0.60
Subtotal:			\$30.60
Convenience Fee:			\$2.00
Total Amount:			\$32.60
Copy Cost Breakdown			
	Pages	Copies	Total
Answer and Counterclaim	3	2	6
Total Pages:			6

Filing As

Name LYNN S STRECK
 Address CLERKS OFFICE ROOM 371
 1000 MAIN STREET
 CINCINNATI, OH 45202

E-mail Address LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org.

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected. In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

This is the payment screen.

Select the desired payment method.

The payment screen allows a selection of which card (if more than one is on the account) is to be used for this filing. Depress the down arrow to change from the default payment method you have selected for your account to another one you have entered.

Remember, if a filing is failed, the card is NOT charged.

The Cost for Filing box displays a breakdown of costs for this filing as a subtotal then displays and adds the vendor received convenience fee and shows a Total amount to be run against the card. Since this is a Municipal Civil filing the copy costs are included in this amount and are broken down by number of copies needed and total pages.

Click on the certification button near the bottom of the screen.

Cancel or proceed by clicking either button.

You must indicate that you understand and agree that this filing is complete, correct and being submitted by the person indicated under the 'Filing As' header in order to submit it.

If the certification box was not clicked the red message above appears. Click the certification box and then click either Submit or Cancel This Filing.

File on an Existing Case [Filing](#) >> [Review](#) >> [Payment](#) >> [Verification](#) >> Confirmation**EXISTING CASE FILING REVIEW**

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Submit] button to submit this E-Filing.

Case Number: 15CV01525
Case Caption: STATE OF OHIO v ABIGAIL M SHAW
Case Filed: 1/23/2015
Case Type: CIVIL
Judge: ADMINISTRATIVE JUDGE

DOCUMENT REVIEW[Edit](#)

Document Type	Title	Format	Pages
 ANSWER AND COUNTER CLAIM		PDF	3

PAYMENT REVIEW[Edit](#)

Billing Address	Name	Card Type	Credit Card	Expiration Date	
CLERKS OFFICE ROOM 371 1000 OAK STREET CINCINNATI, OH 45202	LYNNSTRECK	VISA	****_****_****-7754	09/2019	
Cost for Filing					
Answer and Counterclaim			1 @ \$15.00	\$15.00	
Certified Service			1 @ \$10.00	\$10.00	
Ordinary Mail Waiver Service			1 @ \$5.00	\$5.00	
Copy Costs			6 @ \$0.10	\$0.60	
			Subtotal:	\$30.60	
			Convenience Fee:	\$2.00	
			Total Amount:	\$32.60	
Copy Cost Breakdown					
Answer and Counterclaim			Pages	Copies	Total
			3	2	6
			Total Pages:	6	

Cancel this Filing

Submit

This is the final review screen.
This shows information on the document to be filed.

The case number, type of filing, document title (absent above) and number of pages are listed.

The credit card to be charged has its information shown under Payment Review.

The cost box is broken down into a description of the filing items, the quantity of each item, the cost per unit for each item and the total cost of each line item for this filing all subtotaled together. Since this is a Municipal Civil filing the copy costs are included. The convenience fee that goes to the vendor is then shown and added into the amount. The Total Amount of all the parts is displayed.

This would be a good page to print out or make a screen print of it and paste it to a word document for your records to help when balancing your bank statement.

Either cancel it or submit it.

EXISTING CASE FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Confirmation Number: 471952

Case Number: 15CV01525
Case Caption: STATE OF OHIO v ABIGAIL M SHAW
Additional Info: FOR CLIENT SHAW
Case Filed: 1/23/2015
Case Type: CIVIL
Judge: ADMINISTRATIVE JUDGE

FILING INFORMATION

Filing Category: MUNICIPAL CIVIL FILINGS
Filing Type: ANSWER AND COUNTER CLAIM
Filing Date: 4/26/2016
Filing Time: 08:13 AM

DOCUMENT INFORMATION

Document Type	Title	Format	Pages
 ANSWER AND COUNTER CLAIM	ANSWER AND COUNTERCLAIM OF MS. SHAW	PDF	3
COPY COST			6
EST. CERTIFIED MAIL			1
ORDINARY MAIL WAIVER			1

Cost for Filing			
Answer and Counterclaim	1 @	\$15.00	\$15.00
Copy Cost	6 @	\$0.10	\$0.60
Est. Certified Mail	1 @	\$10.00	\$10.00
Ordinary Mail Waiver	1 @	\$5.00	\$5.00
Subtotal:			\$30.60
VISA ****-****-****-7754			

Add Case to Favorites

Print

Home



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This is the confirmation screen.
 You can add this case to your favorites or print it or go to the Home tab by clicking on one of those buttons.

16. Common Pleas New Case Filing

Home Favorite Cases E-Filing Case Search Payment History Support Documents My Account

New Case **Filing** ▶ Party Setup ▶ Documents ▶ Payment ▶ Verification ▶ Confirmation

New Case Filing

Fill out the form below and click [Save and Proceed] to start your e-filing.

Court COMMON PLEAS CIVIL

Type of Filing Select A Filing Type

Additional Info (optional)

Save and Proceed

From the Home tab or E-Filing tab select New Case Filing.

New Case **Filing** ▶ Party Setup ▶ Documents ▶ Review ▶ Payment ▶ Confirmation

New Case Filing

Fill out the form below and click [Save and Proceed] to start your e-filing.

Court COMMON PLEAS CIVIL

Type of Filing COMMON PLEAS CIVIL

Additional Info MUNICIPAL CIVIL (optional)

Save and Proceed

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Select the court from the dropdown.

From the Type of Filing dropdown select the correct case initiation filing type from the six listed options.

If Plaintiff one's address is within Hamilton County then the filing is IN COUNTY.
If Plaintiff one's address is outside of Hamilton County then it is OUT OF COUNTY.

The Appellate Court has 2 choices: IF with money or IFND with no deposit.

If you want a Jury you must select a filing type with the Jury Demand.

There are separate filing types for Foreclosures and separate Classification Forms for them also.

All of these choices cause different cost charges, so it is important to select correctly.

After making the type selection you can enter a note for yourself, such as a client number, in the Additional Info box.

Click Save and Proceed.

Next is adding the case parties.

Do not use punctuation when entering the information.

All parties listed on the Initial Filing/Complaint must be keyed into the system.

Please note you must enter them in the same order as they appear on the complaint and in their entireties. It may be necessary to use accepted abbreviations.

Indicate the party role – either a Plaintiff or a Defendant.
Select the individual or company circle before entering the name.

Detailed instructions for entering names are located in the Helpful Hints document available under the Support Documents tab.

Defendants with multiple addresses should only be keyed into the efilng system once using the main address.*

On the Complaint/Initial Filing and on each Written Request for Service form they must be listed multiple times if they have different addresses (one time for each address). For each service type selected enter the number of service addresses (1, 2, 3, 4, etc.). Listing a party on a Service Request form only, even with multiple addresses, does not mean they will be served. A party must be listed on the Complaint/Initial Filing with all their addresses but keyed into the efilng system once* for service to be done to them.

*Exception: The United States of America is entered as many times as there are addresses on the Complaint/Initial Filing.

If there is with no known address or if the party is deceased there will be no address listed on the Complaint/Initial Filing.

Enter Unknown or Deceased or zeroes in the party's address boxes.
Click on Waiver of Service for the service type.

New Case [Filing](#) ▶ Party Setup ▶ Documents ▶ Review ▶ Payment ▶ Confirmation

Add Party Members

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you are finished click the [Save & Proceed] button below the party member review section.

ADD NEW PARTY

Party Role:

Person Company

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Add Service [?] Number of Addresses:

Current Service Selected: No service currently added

PARTY ROLE REVIEW

No persons have been added to this list yet. You may add one above.

Enter the party information for each person.
 Plaintiffs are not served so do not select a service for any of them.
 Each defendant must have the service type(s) and number of addresses for each type selected. For each one click on Apply Service.

There may be more than one type of service per defendant.
 There may be more than one address for service(s) to be done per defendant.
 Add each type of service indicate how many addresses.
 Each additional address is listed on the written documents that will be uploaded, but not keyed into the e filing application.
 The uploaded documents will say "Also Serve at: plus the address" for a person with more than one service address.

*Exception: The United States of America will be entered into the system for each different address it has.

Click on Add This Party.

New Case [Filing](#) ▶ [Party Setup](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ [Confirmation](#)

Add Party Members

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you are finished click the [Save & Proceed] button below the party member review section.

ADD NEW PARTY

Party Role:

Person Company

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Current Service Selected:

PARTY ROLE REVIEW

PLAINTIFF 1	MICHAEL ADAMS 2345 SMITHFIELD RD CINCINNATI, OH 45242	Waiver of Service	✖
--------------------	---	-------------------	---

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The party shows under Party Role Review and can be edited or deleted.
 Continue until all the parties have been added.
 If someone is on the complaint he/she must be entered into the system.

New Case [Filing](#) ▶ [Party Setup](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ [Confirmation](#)

Add Party Members

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you are finished click the [Save & Proceed] button below the party member review section.

ADD NEW PARTY

Party Role:

Person Company

Company Name:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Add Service [\[?\]](#) Number of Addresses:

Current Service Selected:

- 1 Certified ✖
- 1 Personal by Sheriff ✖

PARTY ROLE REVIEW

PLAINTIFF 1	MICHAEL ADAMS 2345 SMITHFIELD RD CINCINNATI, OH 45242	Waiver of Service	✖
↓	DEFENDANT 1	JAMES N BAKER 6789 TOOL TRAIL CINCINNATI, OH 45240	1 Certified ✖
↑	DEFENDANT 2	NATALIE MARY BAKER 6789 TOOL TRAIL CINCINNATI, OH 45240	1 Certified ✖

Each Defendant must have a service type added, even if it is only a Waiver of Service.
 Each service type chosen appears next to that party name.
 Once added each party can be edited or deleted by clicking either box.

ADD NEW PARTY

Party Role:

Person Company

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City: State: Zip Code:

Current Service Selected:

PARTY ROLE REVIEW

PLAINTIFF 1	MICHAEL ADAMS 2345 SMITHFIELD RD CINCINNATI, OH 45242	Waiver of Service	<input type="button" value="X"/>
↓ DEFENDANT 1	JAMES N BAKER 6789 TOOL TRAIL CINCINNATI, OH 45240	1 Certified	<input type="button" value="X"/>
↑ ↓ DEFENDANT 2	NATALIE MARY BAKER 6789 TOOL TRAIL CINCINNATI, OH 45240	1 Certified	<input type="button" value="X"/>
↑ DEFENDANT 3	HOME IMPROVEMENT COMPANY OF CINCINNATI 89000 FIELD ROAD SUITE 200 CINCINNATI, OH 45242	1 Certified 1 Personal by Sheriff	<input type="button" value="X"/>

To switch the order of parties entered to conform to their position on the initial filing/complaint document use the arrows to the left of their names. They must be keyed into the system in that same order.

New Case **Filing** ▶▶ Party Setup ▶▶ Documents ▶▶ Review ▶▶ Payment ▶▶ Confirmation

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document, open it and then enter the document's number of pages. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

ADD NEW DOCUMENT

Document Type:

Document:

Number of Pages: (max 9999)

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Next add the documents for the filing.
From the dropdown list select the document to upload.

The Initial Filing is the Complaint that is starting the case and is one of these six.

IFF	Initial Filing Foreclosure (In County)
IFFO	Initial Filing Foreclosure (Out of County)
IFI	Initial Filing (In County) With NO Jury Demand
IFIJ	Initial Filing (In County) With Jury Demand
INO	Initial Filing (Out of County) With NO Jury Demand
INOJ	Initial Filing (Out of County) With Jury Demand

Click Select to browse your computer location for the correct document by highlighting it and opening it.
 Enter its number of pages.
 Click Add This Document.

Home Case Search E-Filing Payment History Support Documents My Account

New Case [Filing](#) ▶ [Party Setup](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ [Confirmation](#)

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document, open it and then enter the document's number of pages. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

View	Document Type	Format	Pages	Delete
	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	PDF	5	
	CLASSIFICATION	PDF	1	
	WRITTEN REQUEST FOR SERVICE (CERTIFIED MAIL)	PDF	1	
	ORDINARY MAIL WAIVER	PDF	1	
	WRITTEN REQUEST FOR SERVICE (BY SHERIFF)	PDF	1	
	DIRECTIONS FOR SHERIFF	PDF	1	

ADD NEW DOCUMENT

Document Type

Document

Number of Pages (max 9999)

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Each new case started in Common Pleas MUST have a Classification Form. There are two of them. One is exclusively for foreclosures. The other is for all the other types. Only 1 Classification box is to be selected.

If the Complaint is greater than 20 megabytes it must be broken down into parts. Upload the additional section(s) as the Filing Type(s) of ICON – Initial Filing Additional Pages.

Other documents might be needed for uploading.

Detailed instructions about these and service requirements are in the Helpful Hints document under the Support Documents tab.

Once each document is added it can be viewed by clicking on the View icon next to it.

If the wrong document was chosen click the Delete icon next to it to remove it.

Then replace it with the correct one by adding it as a new one.

When done adding and checking the documents click on “Save and Proceed”.

New Case [Filing](#) ► [Party Setup](#) ► [Documents](#) ► [Review](#) ► [Payment](#) ► [Confirmation](#)

FILING REVIEW [Edit](#)

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. After updating any data please return to this page to review any changes. If the data below is correct click the [Save & Proceed] button to continue.

Case Category: COMMON PLEAS CIVIL FILINGS
 Type of Filing: INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND
 Additional Info: FOR CLIENT GUIDE
 Filed By: LYNN S STRECK

PARTY ROLE REVIEW [Edit](#)

PLAINTIFF 1	MICHAEL ADAMS 2345 SMITHFIELD RD CINCINNATI, OH 45242		Waiver of Service
DEFENDANT 1	JAMES N BAKER 6789 TOOL TRAIL CINCINNATI, OH 45240	1	Certified
DEFENDANT 2	NATALIE MARY BAKER 6789 TOOL TRAIL CINCINNATI, OH 45240	1	Certified
DEFENDANT 3	HOME IMPROVEMENT COMPANY OF CINCINNATI 89000 FIELD ROAD SUITE 200 CINCINNATI, OH 45242	1 1	Certified Personal by Sheriff

DOCUMENT REVIEW [Edit](#)

	Document Type	Title	Format	Pages
	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	MICHAEL v JAMES	PDF	5
	CLASSIFICATION		PDF	1
	WRITTEN REQUEST FOR SERVICE (CERTIFIED MAIL)		PDF	1
	ORDINARY MAIL WAIVER		PDF	1
	WRITTEN REQUEST FOR SERVICE (BY SHERIFF)		PDF	1
	DIRECTIONS FOR SHERIFF		PDF	1

[Cancel this Filing](#)
[Save and Proceed](#)

[About the Clerk](#) | [LEAD](#) | [Links](#) | [Directions](#) | [Policies](#) | [Contact Us](#) | [Site Map](#)

The Filing Review screen allows another chance to peruse what has been entered and make any changes.

Click on Edit on any review line (if it is a foreclosure there will also be a Parcel Review line) to make any changes to the party or document or parcel.

Save and Proceed to the Payment screen after you are satisfied that everything is correct.

Convenience Fees for Credit Card Usage

The Board of County Commissioners has signed Resolution Number P007-09 which authorizes the County Administrator to enter a financial arrangement with Point & Pay for collecting a convenience fee for financial transaction devices used to make payments owed the County. This was NOT instituted by the Clerk who is compelled to implement it. This includes electronic filing credit card charges. The fee varies according to the amount to be charged. The fee schedule for Point & Pay can be found at http://www.courtclerk.org/forms/pnp_e_filing.pdf.

Bill To

Payment method PRIMARY (PREFERRED) ▾

Billing Address
 CLERKS OFFICE ROOM 371
 1000 OAK STREET
 CINCINNATI OH 45202-____

Name on Card LYNNSTRECK

Credit Card ****_*-****-7754

Expires 09 2019 ▾

Cost for Filing			
Initial Filing (In County) With No Jury Demand	1 @ \$325.00	\$325.00	
Classification	1 @ \$0.00	\$0.00	
Written Request for Service (Certified Mail)	3 @ \$0.00	\$0.00	
Ordinary Mail Waiver	1 @ \$0.00	\$0.00	
Written Request for Service (By Sheriff)	1 @ \$5.00	\$5.00	
Directions for Sheriff	1 @ \$5.00	\$5.00	
Waiver of Service Service	1 @ \$0.00	\$0.00	
Subtotal:		\$335.00	
Convenience Fee:		\$8.95	
Total Amount:		\$343.95	
Copy Cost Breakdown			
	Pages	Copies	Total
Initial Filing (In County) With No Jury Demand	5	6	30
Classification	1	2	2
Written Request for Service (Certified Mail)	1	1	1
Ordinary Mail Waiver	1	1	1
Written Request for Service (By Sheriff)	1	1	1
Directions for Sheriff	1	1	1
Total Pages:			36
Copy Cost Account			
Opening Balance			\$1,099.10
Copy Costs For This Filing	36 @ \$0.10		\$3.60
Ending Balance When Processed			\$1,095.50

Filing As

Name LYNN S STRECK
 Address CLERKS OFFICE ROOM 371
 1000 MAIN STREET
 CINCINNATI, OH 45202

E-mail Address LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org.

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected. In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

Cancel this Filing

Submit

The Payment screen shows the cost breakdown for this filing.

The payment screen allows a selection of which card (if more than one is on the account) is to be used for this filing. Depress the down arrow to change from the default payment method you have selected for your account to another one you have entered.

Remember, if a filing is failed, the card is NOT charged.

The Cost for Filing box displays a breakdown of costs for this filing as a subtotal then displays and adds the vendor received convenience fee and shows a total amount to be run against the card.

The copy costs are shown and broken down by pages per document and number of copies needed of each document.

The copy cost account balance after this filing, provided all page counts were correct as entered and the filing is approved (processed), is also given.

This display should help indicate when more money will need to be deposited.

Remember, this copy cost account with its debits and credits is available online.

The Helpful Hints document, linked under Support Documents, explains copy cost accounts and viewing them online in detail.

New Case Filing ►► Party Setup ►► Documents ►► Review ►► Payment ►► Confirmation

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Confirmation Number: 471865
Case Category: COMMON PLEAS CIVIL FILINGS
Type of Filing: INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND
Additional Info: FOR CLIENT GUIDE

PARTY ROLE INFORMATION

Role	Name	Address	Count	Status
PLAINTIFF 1	MICHAEL ADAMS	2345 SMITHFIELD RD CINCINNATI, OH 45242		Waiver of Service
DEFENDANT 1	JAMES N BAKER	6789 TOOL TRAIL CINCINNATI, OH 45240	1	Certified
DEFENDANT 2	NATALIE MARY BAKER	6789 TOOL TRAIL CINCINNATI, OH 45240	1	Certified
DEFENDANT 3	HOME IMPROVEMENT COMPANY OF CINCINNATI	89000 FIELD ROAD SUITE 200 CINCINNATI, OH 45242	1 1	Certified Personal by Sheriff

DOCUMENT INFORMATION

Document Type	Title	Format	Pages
INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	MICHAEL v JAMES	PDF	5
CLASSIFICATION		PDF	1
WRITTEN REQUEST FOR SERVICE (CERTIFIED MAIL)		PDF	1
ORDINARY MAIL WAIVER		PDF	1
WRITTEN REQUEST FOR SERVICE (BY SHERIFF)		PDF	1
DIRECTIONS FOR SHERIFF		PDF	1

Cost for Filing		
Initial Filing (In County) With No Jury Demand	1 @ \$325.00	\$325.00
Classification	1 @ \$0.00	\$0.00
Written Request for Service (Certified Mail)	3 @ \$0.00	\$0.00
Ordinary Mail Waiver	1 @ \$0.00	\$0.00
Written Request for Service (By Sheriff)	1 @ \$5.00	\$5.00
Directions for Sheriff	1 @ \$5.00	\$5.00
Waiver of Service Service	1 @ \$0.00	\$0.00
Subtotal:		\$335.00
VISA **** * 7754		

The Confirmation screen shows a breakdown of all the elements entered for this filing. The Plaintiffs, Defendants, Services and Documents (and parcels if a foreclosure) entered appear along with the account credit card information and the cost of the filing.

It shows the date and time of the submitted filing (not shown on this screen shot) and the confirmation number.

All future dealings online for this filing reference this confirmation number.

Suggestion: As in the past you can make a print screen of this page and paste it to a word doc. You can then add whatever information is valuable to you to the doc and save it.

17. Municipal Civil New Case New Filing

From the Home tab or E-Filing tab click on the File a New Case box.
 Select the Municipal Civil Court from the drop down menu.
 The Additional Info line can be used for your notes, like a client number.

Click Save and Proceed

Select the Case Type from the drop down menu.

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document, open it and then enter the document's number of pages. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

ADD NEW DOCUMENT

Case Type:

Plaintiff:

Defendant:

Schedule Date:

Service Ordered:

Service Type	Addresses
Service Type: <input type="text" value="PERSONAL/RESIDENCE"/>	
Number of Addresses: <input type="text" value="1"/>	
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	
<i>DO NOT SERVE THIS DOCUMENT</i>	
<input type="button" value="+ Add service to this filing"/>	

Document:

Number of Pages: (max 9999)

Fill in the Plaintiff and the Defendant names in their boxes.
Do not use punctuation when entering the information.

Select a Schedule Date if the filing type (Evictions and Small Claims do) requires it.

Select to serve a defendant by clicking on the plus sign next to Add service to this filing.
Choose the service type from the drop down menu.
Enter the number of addresses for that service in the box next to it.
Click on Apply to add it or Cancel to not include it.

Click on Select to browse your computer for the document to upload.
Enter the number of pages of that document.
Click Add This Case.

Click on either button "Save and Proceed" or "Cancel this Filing".

Home Case Search E-Filing Payment History Support Documents My Account

New Case **Filing** >> Case Information >> **Review** >> Payment >> Confirmation

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document, open it and then enter the document's number of pages. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

View	Document Type	Title	Format	Pages	Service Ordered	Edit	Delete
	EVICTON	APARTMENT OWNER v DIRTY DUFF	PDF	5	PERSONAL/RESIDENCE		
	EVICTON	APARTMENT OWNER v MESSY MOE	PDF	14	PERSONAL/RESIDENCE		
	EVICTON	APARTMENT OWNER v SLOPPY STIFF	PDF	6	PERSONAL/RESIDENCE		
	SMALL CLAIM	IRATE PERSON v BLAMED PERSON	PDF	3	RESTRICTED		
	CIVIL SUIT	BANK v CREDIT CARD HOLDER	PDF	2	CERTIFIED PERSONAL/RESIDENCE 1 ORDINARY MAIL WAIVER		
	BMV SUSPENSION	STATE v DRIVER	PDF	13	SPECIAL PROCESS SERVER		

ADD NEW DOCUMENT

Case Type:

Plaintiff:

Defendant:

Service Ordered: **121**

Service Type:

DO NOT SERVE THIS DOCUMENT

Document:

Number of Pages: (max 9999)

Additional cases can be added here in Municipal Civil Court cases.
As the cases are added they appear above the Add New Document line.
The above sample shows 6 cases were entered.
The steps are the same.

Enter the Parties

If a schedule date is needed (for an Eviction or a Small Claim) a calendar will appear.
Click on it to select a court date from those dates that still have openings for your appearance.

Add service and click Apply.

Select the document from your computer.

Enter the number of pages of the document uploaded.

If it is a Small Claim or a Civil Suit enter the amount.

Pick the service method for this filing by clicking on the plus button next to "Add Service".

You can add more than one service type.
Select the document from your computer.

Enter the number of pages.

Click Add This Case.

You can repeat this process until you have added all the cases you are filing

New Case [Filing](#) >> [Case Information](#) >> [Review](#) >> [Payment](#) >> [Confirmation](#)

FILING REVIEW [Edit](#)

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. After updating any data please return to this page to review any changes. If the data below is correct click the [Save & Proceed] button to continue.

Case Category: MUNICIPAL CIVIL FILINGS
 Type of Filing: MUNICIPAL CIVIL NEW CASE FILING
 Filed By: LYNN S STRECK
 Additional Info: LANDVIEW APTS EVICTIONS & SMITH SMALL CLAIM

PARTY ROLE REVIEW		
PLAINTIFF 1	APARTMENT OWNER	No service requested
DEFENDANT 1	DIRTY DUFF	1 PERSONAL/RESIDENCE
PLAINTIFF 2	APARTMENT OWNER	No service requested
DEFENDANT 2	MESSY MOE	1 PERSONAL/RESIDENCE
PLAINTIFF 3	APARTMENT OWNER	No service requested
DEFENDANT 3	SLOPPY STIFF	1 PERSONAL/RESIDENCE
PLAINTIFF 4	IRATE PERSON	No service requested
DEFENDANT 4	BLAMED PERSON	1 RESTRICTED
PLAINTIFF 5	BANK	No service requested
DEFENDANT 5	CREDIT CARD HOLDER	1 CERTIFIED 1 ORDINARY MAIL WAIVER 1 PERSONAL/RESIDENCE
PLAINTIFF 6	STATE	No service requested
DEFENDANT 6	DRIVER	1 SPECIAL PROCESS SERVER

DOCUMENT REVIEW				Edit
	Document Type	Title	Format	Pages
	EVICTON	APARTMENT OWNER v DIRTY DUFF	PDF	5
	EVICTON	APARTMENT OWNER v MESSY MOE	PDF	14
	EVICTON	APARTMENT OWNER v SLOPPY STIFF	PDF	6
	SMALL CLAIM	IRATE PERSON v BLAMED PERSON	PDF	3
	CIVIL SUIT	BANK v CREDIT CARD HOLDER	PDF	2
	BMV SUSPENSION	STATE v DRIVER	PDF	13

This is the Filing Review and Document Review screen.
 Both lines have edits on them.
 Click on the appropriate one to edit a party name or a document.

Save and Proceed or Cancel this Filing

PAYMENT

Enter your credit card information below and click the [Submit] button. Your e-filing will be submitted for review and your credit card will be charged for the amount shown in the total during the e-filing's processing. If the e-filing is failed the credit card will not be charged.

Convenience Fees for Credit Card Usage

The Board of County Commissioners has signed Resolution Number P007-09 which authorizes the County Administrator to enter a financial arrangement with Point & Pay for collecting a convenience fee for financial transaction devices used to make payments owed the County. This was NOT instituted by the Clerk who is compelled to implement it. This includes electronic filing credit card charges. The fee varies according to the amount to be charged. The fee schedule for Point & Pay can be found at http://www.courtclerk.org/forms/pnp_efiling.pdf.

Bill To

Payment method Select a saved payment method

Billing Address Street Address

City State Zip Code

Name on Card

Credit Card - - - - -

Expires Month Year

Save this payment method

Cost for Filing		
Eviction	1 @ \$110.00	\$110.00
Eviction	1 @ \$110.00	\$110.00
Eviction	1 @ \$110.00	\$110.00
Small Claim	1 @ \$39.00	\$39.00
Civil Suit	1 @ \$90.00	\$90.00
Bmv Suspension	1 @ \$116.00	\$116.00
Restricted Service	1 @ \$15.00	\$15.00
Certified Service	1 @ \$10.00	\$10.00
Special Process Server Service	1 @ \$10.00	\$10.00
Personal/Residence Service	4 @ \$15.00	\$60.00
Ordinary Mail Waiver Service	1 @ \$5.00	\$5.00
Copy Costs	85 @ \$0.10	\$8.50
Subtotal:		\$683.50
Convenience Fee:		\$14.95
Total Amount:		\$698.45

Copy Cost Breakdown			
	Pages	Copies	Total
Eviction	5	9	45
Small Claim	3	2	6
Civil Suit	2	4	8
Bmv Suspension	13	2	26
Total Pages:			85

Filing As

Name LYNN S STRECK
Address CLERKS OFFICE ROOM 371
1000 MAIN STREET
CINCINNATI, OH 45202

E-mail Address LSTRECK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org.

- I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected. In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

This is the Payment Screen.
After reviewing or printing it click on the certification box to continue.

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Confirmation Number: 471937

Case Category: MUNICIPAL CIVIL FILINGS
 Type of Filing: MUNICIPAL CIVIL NEW CASE FILING
 Additional Info: LANDVIEW APTS EVICTIONS & SMITH SMALL CLAIM
 Filing Date: 4/23/2016
 Filing Time: 12:03 PM

PARTY ROLE INFORMATION

PLAINTIFF 1	APARTMENT OWNER	No service requested
DEFENDANT 1	DIRTY DUFF	1 PERSONAL/RESIDENCE
PLAINTIFF 2	APARTMENT OWNER	No service requested
DEFENDANT 2	MESSY MOE	1 PERSONAL/RESIDENCE
PLAINTIFF 3	APARTMENT OWNER	No service requested
DEFENDANT 3	SLOPPY STIFF	1 PERSONAL/RESIDENCE
PLAINTIFF 4	IRATE PERSON	No service requested
DEFENDANT 4	BLAMED PERSON	1 RESTRICTED
PLAINTIFF 5	BANK	No service requested
DEFENDANT 5	CREDIT CARD HOLDER	1 CERTIFIED 1 ORDINARY MAIL WAIVER 1 PERSONAL/RESIDENCE
PLAINTIFF 6	STATE	No service requested
DEFENDANT 6	DRIVER	1 SPECIAL PROCESS SERVER

DOCUMENT INFORMATION

Document Type	Title	Format	Pages
EVICTION	APARTMENT OWNER v DIRTY DUFF	PDF	5
EVICTION	APARTMENT OWNER v MESSY MOE	PDF	14
EVICTION	APARTMENT OWNER v SLOPPY STIFF	PDF	6
SMALL CLAIM	IRATE PERSON v BLAMED PERSON	PDF	3
CIVIL SUIT	BANK v CREDIT CARD HOLDER	PDF	2
BMV SUSPENSION	STATE v DRIVER	PDF	13
COPY COST			85
NEW SERVICE - RESIDENTIAL AND PERSONAL			4
RESTRICTED DELIVERY CERTIFIED MAIL			1
NEW SERVICE - CERTIFIED			1
ORDINARY MAIL WAIVER			1

Cost for Filing

Eviction	1 @ \$110.00	\$110.00
Eviction	1 @ \$110.00	\$110.00
Eviction	1 @ \$110.00	\$110.00
Small Claim	1 @ \$39.00	\$39.00
Civil Suit	1 @ \$90.00	\$90.00
Bmv Suspension	1 @ \$116.00	\$116.00
Copy Cost	85 @ \$0.10	\$8.50
New Service - Residential and Personal	4 @ \$15.00	\$60.00
Restricted Delivery Certified Mail	1 @ \$15.00	\$15.00
New Service - Certified	1 @ \$10.00	\$10.00
Ordinary Mail Waiver	1 @ \$5.00	\$5.00
Special Process Server Service	1 @ \$10.00	\$10.00
Subtotal:		\$683.50
VISA **** * 7754		

[Print](#)

[Home](#)

This is the Confirmation screen.
 The party information, documents uploaded and costs are displayed.
 The last 4 digits of the credit card to be charged and its type are shown.

Batch filings are available for Municipal Civil NEW cases.
 This may save you some money in convenience fees but if one filing is wrong all the filings for that single confirm number are rejected and must all be entered again.

18. The Copy Cost Account

The E-Filing Copy Cost Account displays online the 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, for a judge and/or for the case jacket.

For Municipal Civil efilings the account credit card is charged during the processing of every e filing made, unless the charges are less than \$2.00.

For Appellate and Common Pleas efilings 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, minimally 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 (example EF0012345) 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 by the automated billing system.

You can track your own copy cost account by logging onto www.courtclerk.org, select the Court Records tab, then Search by Case Number and using the format EF for electronic filing, 00 (zero, zero) for the year and your login number (your Ohio bar number) for the “case” sequential number. Examples are EF0012345 or for a four digit bar number EF0004444. The Case Summary appears showing the credit and debit totals. Next to it, under Case Options, select Case History.

A listing of your copy costs and deposits will appear (sample below).

It includes the date, number of copies, case number, confirm number and amount.

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3/15/01	DEPOSIT BY ALLY McBEAL E FILING FUND	100.00-
3/20/01	004 COPIES MADE FOR CASE NUMBER A -0008196; CONFIRMATION NUMBER 1034	0.40
3/20/01	004 COPIES MADE FOR CASE NUMBER A -0005878; CONFIRMATION NUMBER 1035	0.40
3/24/01	010 COPIES MADE FOR CASE NUMBER A -0002271; CONFIRMATION NUMBER 1037	1.00
4/23/01	004 COPIES MADE FOR CASE NUMBER A -9907658; CONFIRMATION NUMBER 1060	0.40
5/7/01	008 COPIES MADE FOR CASE NUMBER A -9907658; CONFIRMATION NUMBER 1077	0.80
5/7/01	022 COPIES MADE FOR CASE NUMBER A -0001441; CONFIRMATION NUMBER 1076	2.20

Convenience Fees for charged deposits are NOT included.

Closing a Copy Cost Account

If the account owner changes firms*, retires or dies the account must be closed so the account credit card cannot be used and any copy cost account money remaining can be returned to the party or firm who made that deposit. No one may use another’s account.

Contact the E filing Coordinator to close an account.

19. 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) or send an email to efilingclerk@cms.hamilton-co.org.