

The Supreme Court of Ohio User Guide for Attorney e-Filing



Getting Started

Before using the e-Filing portal for the first time, be sure to review the relevant Supreme Court of Ohio Rules of Practice related to filing: The rules of practice can be found at <http://www.supremecourt.ohio.gov/LegalResources/Rules/practice/rulesofpractice.pdf>

This guide provides step-by-step instructions for using the e-Filing portal. On-screen tips are also provided on many pages to assist you. These tips can be turned off or on in your profile, described later in this guide.

How to Access e-Filing

To access e-Filing, go to www.supremecourt.ohio.gov and click on the e-Filing link in the right column, or select Clerk of Court & Case Information in the left column, then select e-Filing from the options that appear.

The e-Filing Portal requires the use of a modern browser such as IE 10 and above, or Google Chrome. Please note that the browser settings for JavaScript and cookies must be enabled for the portal to function properly.

Logging In For The First Time

A screenshot of the e-Filing portal's sign-in interface. The form is titled 'Please sign in' and contains a dropdown menu with 'Ohio Registered Attorney' selected, followed by input fields for 'Attorney Registration Number' and 'Password'. A blue 'Sign in' button is positioned below the fields, and a link for 'Forgot Password?' is located at the bottom left of the form area.

Please sign in

Ohio Registered Attorney ▼

Attorney Registration Number

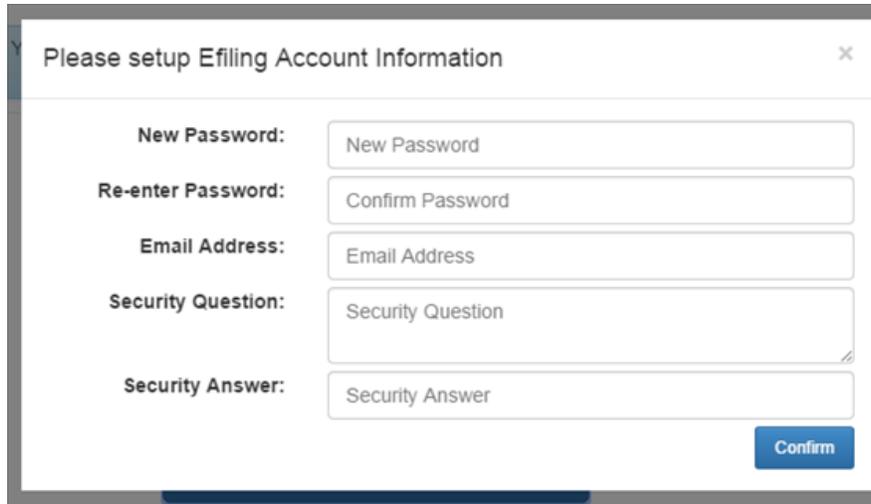
Password

Sign in

Forgot Password?

Your e-Filing user name is your Attorney Registration or Pro Hac Vice number. The first time you access the e-Filing portal, you will use the same password you use to access the Attorney Services portal. For assistance with your Attorney Services information, contact

the e-Filing Help Desk at 614-387-9980. You will then be prompted to change your e-Filing password – changing your e-Filing password will not affect your Attorney Services portal password. You will also be prompted to enter a security question and answer of your choice.



The screenshot shows a web form titled "Please setup Efiling Account Information" with a close button (X) in the top right corner. The form contains five input fields, each with a label to its left: "New Password:" with a text box containing "New Password"; "Re-enter Password:" with a text box containing "Confirm Password"; "Email Address:" with a text box containing "Email Address"; "Security Question:" with a text box containing "Security Question"; and "Security Answer:" with a text box containing "Security Answer". A blue "Confirm" button is located at the bottom right of the form.

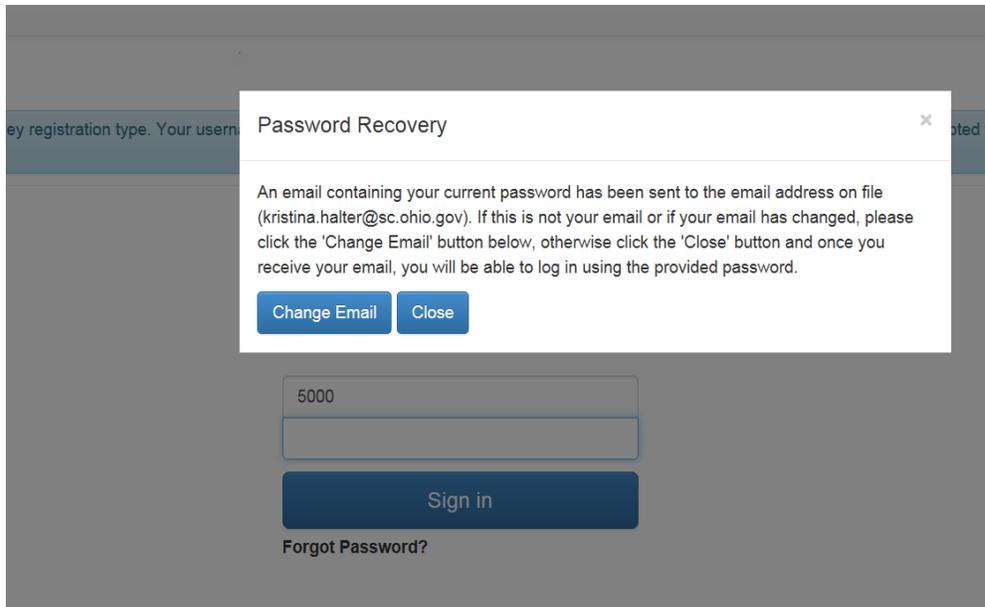
Logging In After The First Time

Your e-Filing user name will always be your Attorney Registration or Pro Hac Vice number and cannot be changed. If you forget your password, click the ***Forgot Password?*** link to enter your user name and have your password e-mailed to the e-mail address associated with your e-filing account.



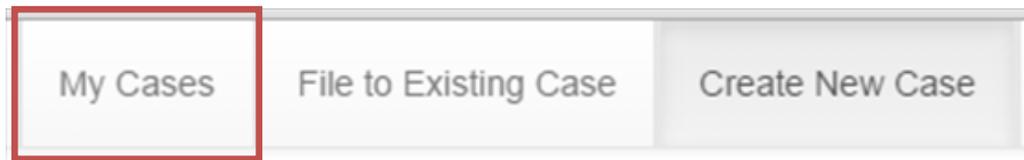
The screenshot shows a web form titled "Please sign in". It features a dropdown menu with "Ohio Registered Attorney" selected, a text box with "5000", and another text box with "Password". Below these fields is a blue "Sign in" button. A red-bordered box highlights the "Forgot Password?" link located below the "Sign in" button.

If your e-mail address has changed, click the ***Change Email*** button to answer your security question and reset your password.



For password-related questions and problems, please call the e-Filing help desk at (614) 387-9980.

My Cases



The **My Cases** page allows attorneys registered in Ohio to see all cases in which they are involved on a single screen. You will automatically see the **My Cases** page every time you login to e-filing, and can return to the page anytime by clicking **My Cases** at the top of the screen. The **My Cases** feature is not currently available for attorneys appearing Pro Hac Vice.

Pending

Pending Submissions					Total Pending Submissions: 8
Reference	Case Number	Case Caption	Filings	Submitted Date	
622		Osgood v. Cowan	<ul style="list-style-type: none"> • Certified Copy of Order Certifying Question of State Law' opinions • Second Document • Third Document • Fourth Document • Fifth Document • Sixth Document • Seventh Document • Eighth Document • Ninth Document • First Document 	10/09/2014 10:06 AM	
630	2014-1668	Peach v. Plum	<ul style="list-style-type: none"> • First Document 	10/09/2014 10:13 AM	

Cases and filings that have been submitted through the e-Filing portal but have not yet been accepted by the Clerk’s Office will appear in the **Pending** list. When a case is accepted and filed, it moves into the **Cases** list below.

Cases

Cases				
Case Number	Case Caption	Case Status		Case Activity Notification
2014-1625	In Re: Robert Stuart	Case is Open	Add Filing	YES

Filed cases in which you are listed as an attorney appear in the **Cases** list, whether you filed the case yourself or it was filed by one of the other participating attorneys. Cases remain on the list until 180 days after they are disposed.

Sorting Columns

Column Headers				
Case Number	Case Caption	Case Status		Case Activity Notification

By default, the most recent case numbers are displayed first on your list of active cases. To sort the list of active cases by case number, caption, or case status, click on the column header at the top of the column by which you would like to sort. Clicking again will reverse the order of the list.

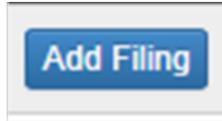
Case Activity Notification

Case Activity Notification
<input type="radio"/> NO
<input checked="" type="radio"/> YES

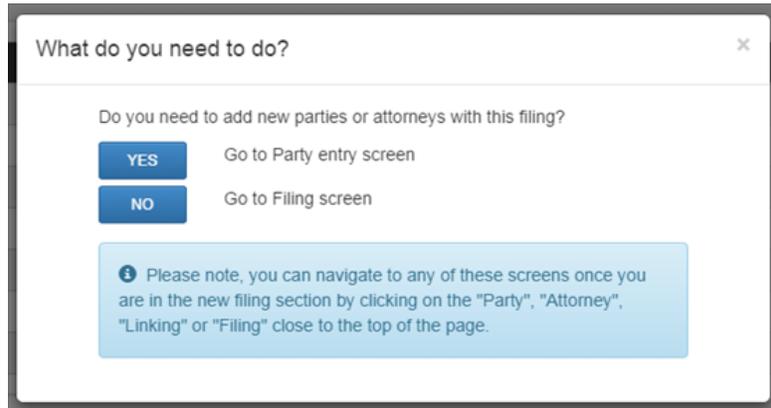
If you would like to receive an e-mail when activity occurs in a case, select **Yes**. You can change the default setting for notifications in your profile, as described later in this guide.

Add Filing

To file additional documents to an existing case from your list, click the **Add Filing** button on the appropriate row. Adding filings to cases with which you are not yet associated will be discussed later in this guide.



If you need to add parties or attorneys, click *Yes*. To upload documents to be filed by existing parties and attorneys, click *No*.



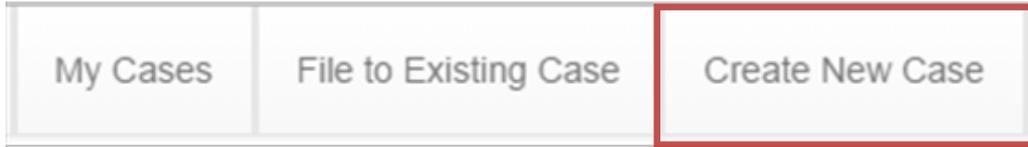
The process of adding parties and attorneys is discussed in the new case creation section of this guide. Please note that it is not possible to modify existing parties and attorneys on a case through e-Filing. Depending on the type of change, you will either need to submit a filing or an administrative request for any necessary changes.



For each document, enter a brief description (1), then click *Add PDF* (2) to select the document to attach. To remove a document, click *Delete* (3) next to its file name. Once you have added and described all of your documents, click *Submit Filing* (4) at the bottom of the screen. You can also view a summary of your filings or return to the previous step of adding parties and attorneys by clicking the appropriate buttons at the bottom of the page.

The signature on e-Filed documents can be either the scanned version of an original signature or a signature line with a forward slash followed by an "s" followed by the name in print (e.g. /s John T. Smith).

Create New Case

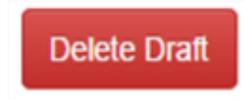


To file a new case, click **Create New Case** at the top of the screen. This will allow you to add parties, attorneys, and documents to create a case that has not already been filed with the Supreme Court of Ohio. To add filings to a case that has already been filed with the Supreme Court of Ohio, even if it was filed by another party or attorney, use the **File to Existing Case** process described in the following section.

Navigation Within New Case Creation



During the process of creating a new case, you can move back and forth between **Case Information**, **Parties**, **Attorneys**, **Linking**, and **Filings** using the links near the top of the screen. Be sure to save your work on the current page using the buttons at the bottom before switching to a different page to avoid losing information.



To cancel the creation of your new case at any point during the process and delete all information you have entered, use the **Delete Draft** button in the upper right corner. This will delete all of your entries from the entire case creation process. To delete individual parties, attorneys, or documents while preserving the remaining case information, use the delete buttons on the individual pages, described later in this guide.

If you exit e-Filing during the case creation process, all information that you have entered and saved will be there the next time you log in. You must submit your current case or delete the current draft before you will be able to create another new case – only one new case can be created at a time.

Case Information

The screenshot shows a web form titled "Case Information". It contains the following fields and elements:

- i. Action Type:** A dropdown menu with the text "Choose Action Type".
- ii. Case Type:** A dropdown menu with the text "Choose Case Type".
- iii. Case Category:** A dropdown menu with the text "Choose Case Category".
- iv. Caption:** A large text area for entering the case caption.
- v. Prior Decision Date:** A date input field with the placeholder "mm-dd-yyyy".
- Prior Case Numbers:** A text input field containing "34534", followed by a blue "+" button and a red trash can icon.
- vi. County:** A dropdown menu with the text "Choose County".
- Jurisdiction:** A dropdown menu with the text "Choose Jurisdiction".

Additional elements include:

- A blue callout box titled "Case Caption Examples:" with two examples: "1. Party 1 v. Party 2" and "2. In Re: Contempt of Party 1".
- A blue callout box titled "Usage Note:" with the text: "Use the + to add more prior case numbers. Use the [trash icon] to remove prior case numbers."
- Two blue buttons at the bottom right: "Save" and "Save and Continue".

i. Action Type

Select the appropriate *Action Type* from the dropdown list.

ii. Case Type

Select the appropriate *Case Type* from the dropdown list.

iii. Case Category

Select the appropriate *Case Category* – only case types relevant to the case category will be displayed.

iv. Caption

Add the caption for your case, such as Party 1 v. Party 2 or In re: Contempt of Party 1.

v. Prior Decision Date and Case Number

If your case involves the appeal of a prior decision, enter the prior decision date and case number. To add more prior case numbers, click the + button. To delete the last case number listed, click the trash can.

vi. County/Jurisdiction

If the selected case category involves the appeal of a lower court case, select the appropriate county and jurisdiction from the dropdown lists. The lists will not appear if your selected case category does not involve the appeal of a lower court case.

Parties

Parties Added

Appellant
John Smith

Appellee
Bob Jones

Party Type: Choose Party Type

Party is Pro Se: NO

Party Name: First Middle Last Suffix

Party Title: Title

OR If this party is a business or government agency, enter the name here:

Entity Name: Entity Name

Previous Step Save and Add Party Save and Continue

Enter all parties involved in the case, not just the parties you represent.

Parties Added

Appellant
John Smith

Appellee
Bob Jones

To edit a previously added party, click on their name in the list on the left side of the screen. To delete a previously added party, click on the trash can next to their name.

i Party Type: Choose Party Type

ii Party is Pro Se: NO

iii Party Name: First Middle Last Suffix

Party Title: Title

OR If this party is a business or government agency, enter the name here:

Entity Name: Entity Name

Previous Step Save and Add Party Save and Continue

i. Party Type

Select the party type from the dropdown list. Only party types appropriate to the type of case you are filing will be displayed.

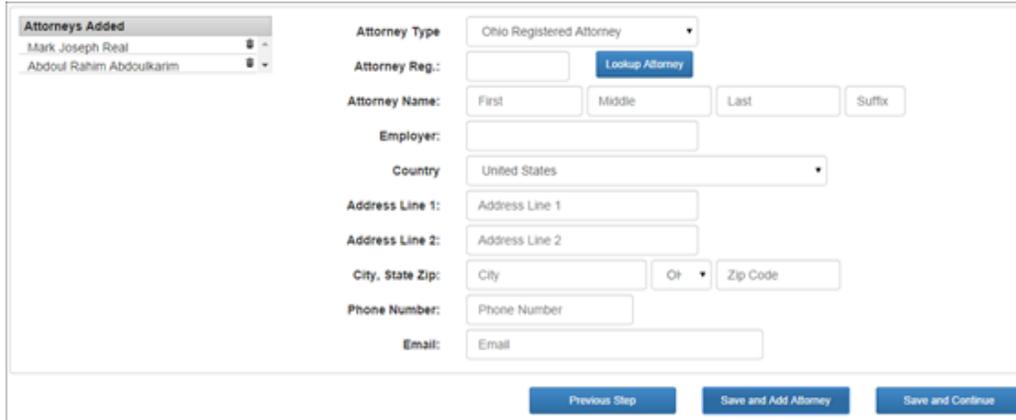
ii. Pro Se Parties

If the party will not be represented by an attorney, click the button to change *No* to *Yes* to enter the party's contact information.

iii. Party Information

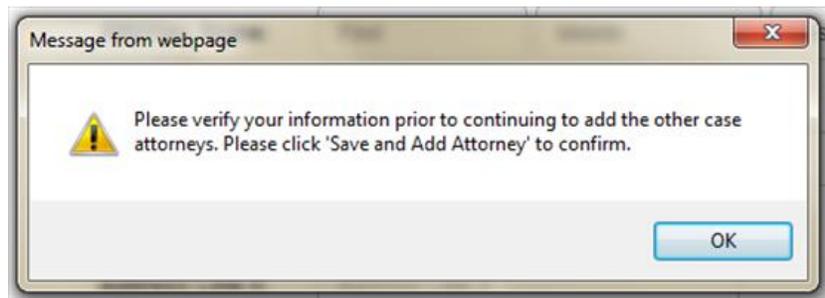
For a represented party, only the party or entity name is required. For a pro se party, make sure to fill in all applicable contact information.

Attorneys



The screenshot shows a web form for adding attorneys. On the left, a box titled "Attorneys Added" contains a list with two entries: "Mark Joseph Real" and "Abdoul Rahim Abdoukarim", each with a trash can icon. The main form fields include: "Attorney Type" (dropdown menu set to "Ohio Registered Attorney"), "Attorney Reg.:" (text input with a "Lookup Attorney" button), "Attorney Name:" (four text inputs for First, Middle, Last, and Suffix), "Employer:" (text input), "Country" (dropdown menu set to "United States"), "Address Line 1:" (text input), "Address Line 2:" (text input), "City, State Zip:" (text input for City, a dropdown for State, and text input for Zip Code), "Phone Number:" (text input), and "Email:" (text input). At the bottom are three buttons: "Previous Step", "Save and Add Attorney", and "Save and Continue".

The logged-in attorney will automatically be added to the case and cannot be removed.



You will be prompted to review and confirm your information by clicking ***Save and Add Attorney*** before adding additional attorneys. You will need to enter all other attorneys involved with the case.



To edit a previously added attorney or your own contact information, click on the attorney's name in the list on the left side of the screen. To delete a previously added attorney, click on the trash can icon next to the attorney's name.

i Attorney Type: Ohio Registered Attorney

ii Attorney Reg.: [Text Box] Attorney Search

iii Attorney Name: First [Text Box] Middle [Text Box] Last [Text Box] Suffix [Text Box]

Employer: [Text Box]

Country: United States

Address Line 1: [Text Box]

Address Line 2: [Text Box]

City, State Zip: City [Text Box] OH [Dropdown] Zip Code [Text Box]

Phone Number: [Text Box]

Email: [Text Box]

Buttons: Previous Step, Save and Add Attorney, Save and Continue

i. Attorney Type

If the attorney is registered in Ohio, select *Ohio Registered Attorney*. If the attorney is not registered in Ohio, but has registered to appear Pro Hac Vice, select *Pro Hac Vice*.

ii. Attorney Lookup

To automatically fill in name and address information for an attorney, enter the attorney registration number in the *Attorney Reg* box and click the *Attorney Search* button. If the attorney is appearing Pro Hac Vice, click the dropdown arrow on the *Attorney Type* list to select the appropriate option and enter the Pro Hac Vice number in the box.

iii. Contact Information

You may edit the contact information that will be used for an attorney on the case being filed by deleting the automatically populated information in a field and typing the preferred information. Edits will apply only to the case you are filing and will not affect the attorney’s registration information or contact information on other cases. A mailing address and e-mail address must be provided for each attorney.

Linking

Once you have entered the parties and attorneys, you must link them together.

Parties		Attorneys		
Name	Party Type	Represents	Name	Counsel of Record
John Smith	Appellant	<input type="radio"/> NO	Abdoul Rahim Abdoukarim	<input type="checkbox"/>
Bob Jones	Appellee	<input type="radio"/> NO	Mark Joseph Real	<input type="checkbox"/>

Summary

John Smith : Appellant
Represented By:

Bob Jones : Appellee
Represented By:

Click on a party from the list in the left column (1). In the right column, change the button from *No* to *Yes* for each attorney associated with that party (2). You must select one attorney as the party’s counsel of record using the checkbox to the right of the attorney’s name (3). Repeat these steps for each party, until all parties and attorneys are appropriately linked and a counsel of record has been selected for each party. When you have finished linking parties and attorneys, click the *Next Step* button.

Filings

i

Notice of Appeal

i

Memorandum in Support of Jurisdiction/Motion for Stay/Motion for Delayed Appeal

How many additional documents do you have to file?

2

ii

Document Description

ii

Document Description

Additional comments regarding this filing:

Please use the comment field to alert the Clerk's Office to anything that may require special attention. For example, if a document is being filed jointly or it is only being filed by some of the parties you represent, please include that information and the Clerk's Office will make the noted adjustments.

iii

This filing has a required filing fee of \$100.00
In lieu of payment, are you filing an affidavit of indigence or an entry appointing counsel?

NO

i. Required Documents

At the top of the filings screen you will see a list of required documents for the type of filing you are submitting.

As you prepare and format your documents, keep in mind the formatting guidelines provided by the Rules of Practice. **Make sure to prepare each document as a separate PDF file, rather than creating a single file containing multiple documents.** Please note, however, that if the Rules of Practice require that a document be a single filing (for

example S.Ct.Prac.R 16.02 requires a merit brief have attached to it an appendix) then the document must be uploaded to the E-Filing portal as a single PDF file.

To upload each document, click the **Add PDF** button next to the description and select the appropriate document in the window that appears. Only one document may be uploaded at a time. By default, the filing parties will be those associated with the attorney logged into e-filing. To delete a document, click the **Delete** button that appears to the right of the document title. All required documents must be attached before your filing is submitted.

The signature on e-Filed documents can be either the scanned version of an original signature or a signature line with a forward slash followed by an “s” followed by the name in print (e.g. /s John T. Smith).

ii. Additional Documents

If you would like to include additional documents with your initial filing, indicate the number of documents in the appropriate box and the corresponding number of spaces will appear to add and describe them. It is not necessary to fill all available rows prior to submitting your filing – as long as required documents are uploaded, other documents may be added after the initial filing, as described previously. All documents must be in PDF format. Descriptions should be brief, similar in length to the descriptions of the required documents. Descriptions cannot be edited once the associated document is uploaded - to modify a description, delete the associated document, enter a new description, and upload the document again. Longer comments may be added in the box below the documents.

To upload a document, click the **Add PDF** button and select the appropriate document in the window that appears. Only one document may be uploaded at a time. To delete a document, click the **Delete** button that appears to the right of the document title.

iii. Payment

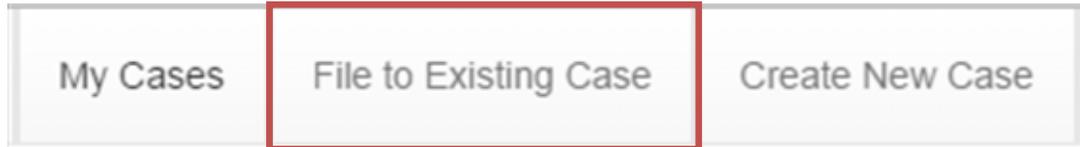
The fee associated with your filing is automatically calculated and displayed in the red box at the bottom of the filings page. Filings without payment or appropriate documentation in lieu of payment will not be processed.

If you are filing an affidavit of indigence or an entry appointing counsel, click the button to select **Yes**, and upload the appropriate document in PDF format. You will then be able to submit your filing pending the approval of your affidavit or entry by the clerk’s office.

For all other filers, a valid credit card number is required for payment. Visa, MasterCard, American Express, and Discover are accepted. Credit card information is submitted directly to the processor and is not stored within the e-filing system or elsewhere at the Supreme Court of Ohio. Enter your full credit card number with no spaces or dashes, and the expiration date, and click **Submit**. If your payment is not processed successfully, you

will have the opportunity to re-enter your card information or enter a different card. Once you have received on-screen confirmation that your payment has been successfully processed, your filing will be submitted. Upon Clerk's Office review, if your case is not accepted for filing a refund will be issued.

File to Existing Case



To add documents to a case that has previously been filed either by you or by another party or attorney but does not appear in your *My Cases* list, click *File to Existing Case* at the top of the screen.



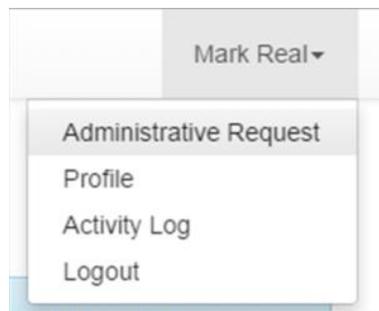
Enter the case number and/or caption to search for the appropriate case.

Case Number	Case Caption	Case Status	
2014-0001	State of Ohio v. Terry P. Triplett	Disposed	Add Filing

Click the *Add Filing* button on the row of the case to which you would like to add your filing.

You can then add parties, attorneys, and filings as described earlier in this guide.

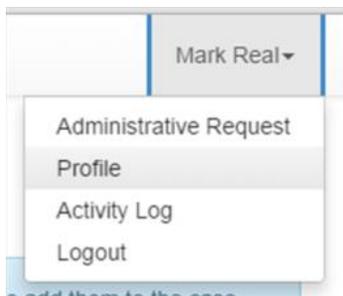
Administrative Requests



To make an administrative request related to a case, click on your name in the upper right corner of the screen and select *Administrative Request*. Make sure to include the case

number to which your request pertains or tracking number if a case number has not yet been issued.

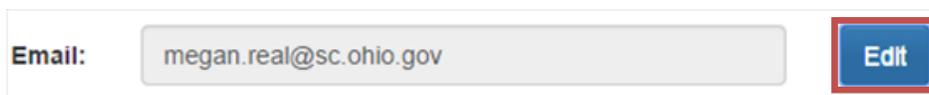
Profile



To update the profile associated with your e-Filing account, click on your name in the upper right corner of the screen, then select **Profile** from the dropdown.

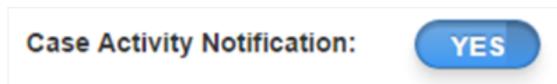
Contact Information

Your name and mailing address displayed is from your attorney registration information and cannot be changed here. To update or correct this information, call the Office of Attorney Services at (614) 387-9320.



The e-mail address used for e-Filing notifications can be changed by clicking the **Edit** button. Changing this address will not change the e-mail address used for other Attorney Services communications. Once you have typed in your preferred e-mail address, click the **Save** button.

Notifications



To change the default setting for whether or not you will be notified by e-mail of activity on newly eFiled cases, adjust the button located below your contact information. Changing this setting will not change the notification settings for existing cases, which can be viewed and individually adjusted in **My Cases**.

Change Password

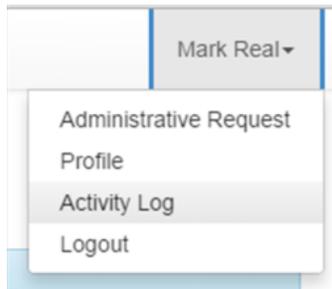
To change your password, click the **Change Password** button at the bottom of your profile. For password-related questions and problems, please call the help desk at (614)

387-9980. Changing your e-Filing password will not change your attorney services login information – all changes made through e-filing apply only to the e-Filing system.

Change Security Question and Answer

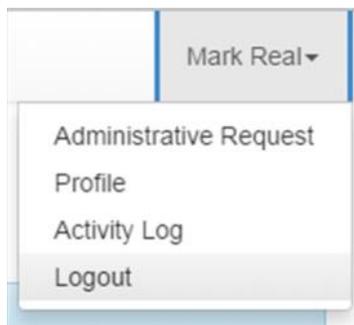
To change the question and/or answer that you will use if you forget your e-Filing password and have changed your e-mail address, click the ***Change Security Question and Answer*** button.

Activity Log



To view a list of your recent e-Filing activity (logging on, filing cases, etc.), click on your name in the upper right corner of the screen, then select ***Activity Log*** from the dropdown.

Logging Out



When you have finished using the e-Filing system, the logout option can be found by clicking on your name in the upper right corner of the screen. If you need to logout during the process of creating a case, make sure that you have saved your work before clicking on the logout option.