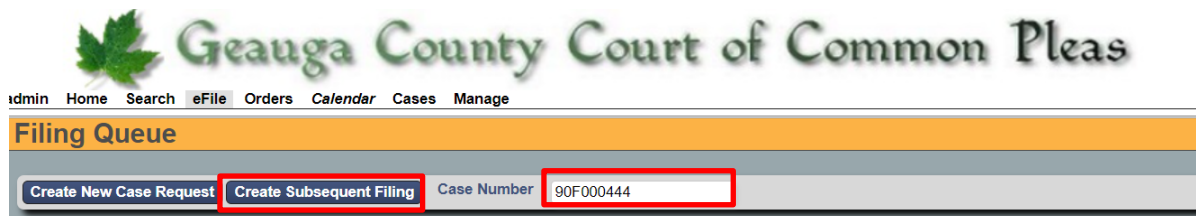


Geauga eFiling 101: Subsequent Filings on eFiled Cases

- 1) Log in to your eFiling portal
- 2) Select the **eFile** tab at the top of the screen



- 3) Enter the **Case Number** (including all leading zeroes) tab



- 4) Select the party you are filing **On Behalf Of**, your filing's **Document Type** from the drop-down menu, then upload your attachment.

Subsequent Filing - 17F000048 HOLMES, SHERLOCK VS . WATSON MD, JOHN FWB

Case Number: 17F000048
Filer: VICKI SCHANER, GEauga COUNTY CLERK OF COURTS
Status: Draft
Attorney Bar No: []
Reference Tags: []
Case Type: FORECLOSURE (F)
Initiating Action: EFILED FORECLOSURE

Parties
On Behalf Of: HOLMES, SHERLOCK (PLAINTIFF) WATSON, MD, JOHN (DEFENDANT)
[Add Party](#)

Documents
Document 1
Document Type * INSTRUCTIONS FOR SERVICE FILED.
Page Count: 4
Document Note: []

Attachments
File Name: Instructions for Service.pdf
Page Count: 4
Date Uploaded: 11/15/2017 02:13 PM
Delete []
Upload Attachment: Choose File No file chosen (PDF 500000 KB max)

- 5) Please be advised that all **Motions** filed require a **Proposed Order** to be attached.

When the MOTION document type is selected, a secondary attachment slot appears which includes an MS Word template. Users are required to use the MS Word document template provided within the e-filing portal.

Documents
Document 1
Document Type * MOTION FILED.
Document Note: []

Attachments
Upload Attachment: Choose File No file chosen (PDF 500000 KB max)
Proposed Order PROPOSED ORDERREV2.docx
Upload Proposed Order: Choose File No file chosen (Word Doc 500000 KB max)

Note: This template can be downloaded for future use.

- 6) At the bottom of the page, select **Cancel** to start over, **Save** to save your progress without submitting, or **Continue with Filing**.

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

[Cancel](#) [Save](#) [Continue with Filing](#)

- 7) The next page will allow you to review your filing before submission. Select **Return** to start over, **Modify** to make changes, or **Submit Filing** to continue.

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

[Return](#) [Modify](#) [Submit Filing](#)

If your filing requires a deposit, you will be redirected to the PayPal website for payment at this time.

- 8) The Clerks will review your filing. If all necessary criteria are met, you will receive an email notification when your filing is accepted.