

Geauga eFiling 101: How to eFile Using the Public Terminal

- All documents must be saved to the **Temp Scans** folder on this public desktop.
- Filings must be in **PDF** format.
- Proposed orders must be in **MS Word** format.
- Feel free to use a thumb drive, download from a cloud, save from an e-mail address, or use the scanner provided for paper documents.

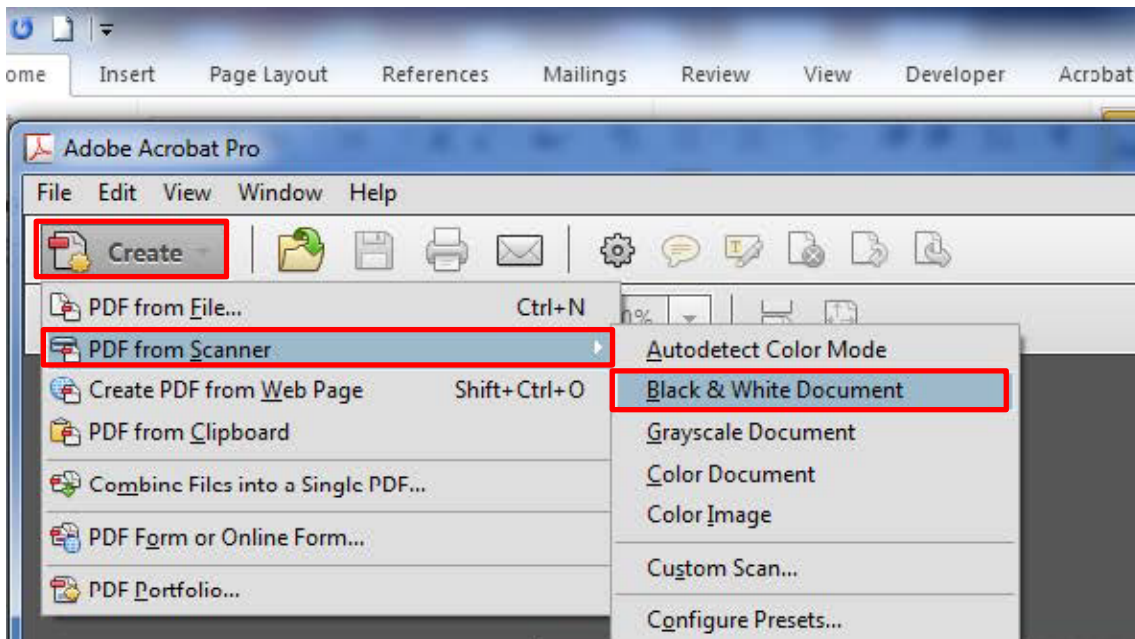
Using the Scanner to Convert Paper Documents into Files

- 1) Before loading into the scanner, please remove staples, stickers, tape, etc. Then place the paper in the scanner top-down, with the printed side facing the scanner.

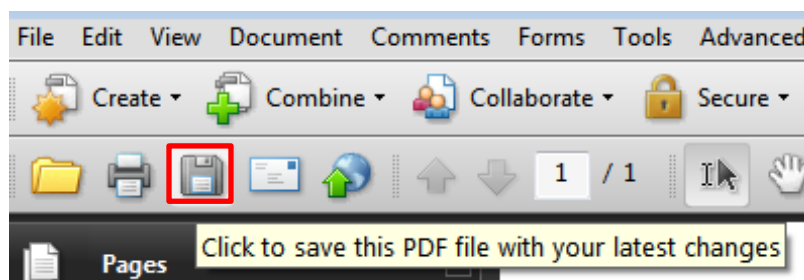
- 2) From the desktop, open Adobe 9 Standard:



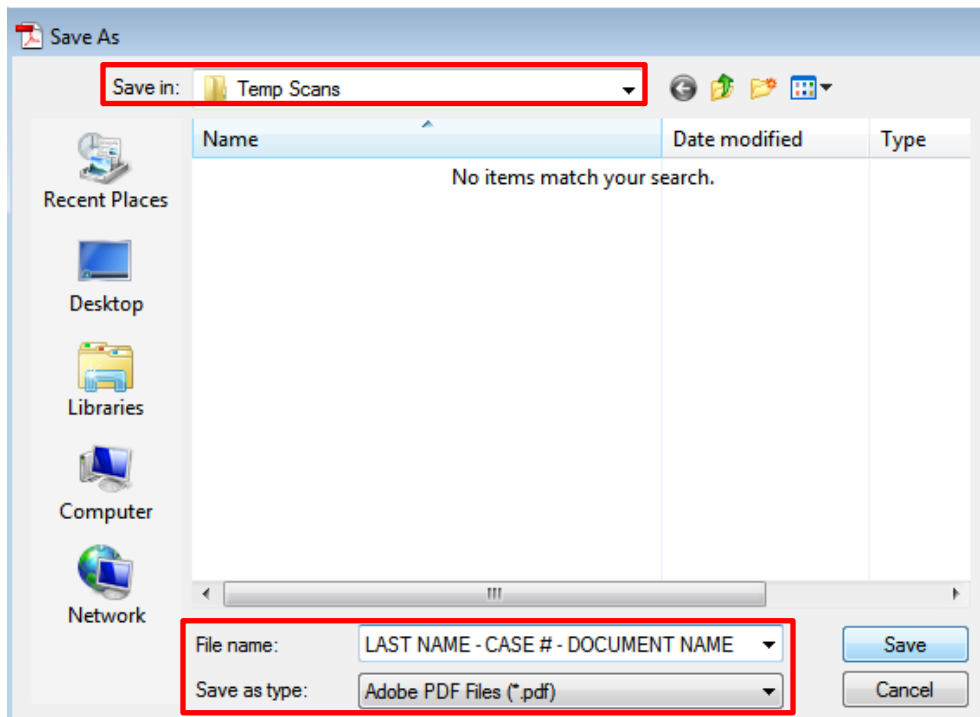
- 3) When the program opens, click the **Create** icon, select **PDF from Scanner**, then select **Black & White Document**:



- 4) The document will be scanned. When document has finished scanning, click the **Save** icon:



- 5) Save the file in the **Temp Scans** folder on the desktop using the format
LAST NAME – CASE NUMBER – DOCUMENT TYPE (ie SMITH – 17X000999 – MOTION TO STAY.PDF)



- 6) Repeat process for every document you need to file.
- 7) **All motions filed must include a proposed order. Proposed orders must be in Word (.docx) format.**
Templates are available in the eFiler Templates folder on the desktop. You can fill in the blanks and save it to the Scan Temp folder along with all your other documents.

REFER TO TUTORIAL "CREATING A SUBSEQUENT FILING" TO SUBMIT ELECTRONICALLY