

Geauga eFiling 101 – Initiating a Case

Getting Started

Log in to your e-filing portal and select the **eFile** tab, then click on **Create New Case Request**:



Entering the Case Type and Initiating Action

Click the **Initiating Action** checkbox:

Then, select the **Case Type** from the drop-down menu. Once the Case Type is selected, the **Initiating Action** drop-down will appear:

Note: the Initiating Action's deposit amount is determined by the number of parties, not the number of service addresses.

Entering Parties

After the **Case Type** and **Initiating Action** are selected, you may begin to enter the parties of the case.

When entering party information, you must:

- Enter each party individually
- Use ALL CAPS
- Remove punctuation (*i.e. O'Reilly becomes OREILLY, and Smith-Parker becomes SMITH PARKER*)

Party 1 should always be the **Plaintiff**.

*Note: if you are filing as an attorney, make sure to click the checkboxes for **Rep by Attorney** and **On Behalf Of**. If you are filing as a Pro Se Litigant, leave them blank.*

Parties

Party 1

Party Type * PLAINTIFF

Rep by Atty

On Behalf Of

Under **Address Type**, always select **DEFAULT ADDRESS**.

Note: if a party has multiple addresses, only enter one; the Clerk's office will enter the additional addresses manually.

Address Type DEFAULT ADDRESS

Address 100 SHORT COURT STE3

City CHARDON

State Ohio

Zip 44024

If a party has an **Affiliation** (i.e. Also Known As, Doing Business As, Formerly Known As, etc), add the information by selecting **Add Affiliation/Alias**. Do not try to include affiliation/alias information within the main party information.

Party Type * DEFENDANT

Rep by Atty

On Behalf Of

Last Name * SMITH

First Name * BETTY

Middle Name

Suffix

Company *

Phone Type

Phone

Email

Affiliation/Alias

Add Affiliation/Alias

After clicking **Add Affiliation/Alias**, select the **Affiliation** type from the dropdown menu and enter the information.

If a party has multiple aliases, enter them separately one at a time.

Party 3

Party Type * DEFENDANT

Rep by Atty

On Behalf Of

Last Name * DOE

First Name * JOHN

Middle Name

Suffix

Company *

Phone Type

Phone

Email

Affiliation/Alias

Affiliation * Also Known As

Last Name *

First Name *

Company * UNK SPOUSE OF BETTY SM

Add Affiliation/Alias

Unknown Defendants: JOHN DOE parties can be entered as a first and last name. If they are an UNK SPOUSE or UNK TENANT, etc this information should be included as an Affiliation:

Party 3

Party Type * DEFENDANT

Rep by Atty

On Behalf Of

Last Name * DOE

First Name * JOHN

Middle Name

Suffix

Company *

Phone Type

Phone

Email

Affiliation/Alias

Affiliation * Also Known As

Last Name *

First Name *

Company * UNK SPOUSE OF BETTY SM

Add Affiliation/Alias

Unknown parties (i.e. UNK SPOUSE OF JOHN DOE, UNK HEIRS OF JOHN DOE, JOHN DOE 1 THRU 5) should be entered in the **Company** line.

Party 2

Party Type * DEFENDANT

Rep by Atty

On Behalf Of

Last Name *

First Name *

Middle Name

Suffix

Company * UNK SPOUSE OF JOHN DOE

When a party's address is unknown, enter ADDRESS UNKNOWN into the Address line.

Enter 00000 into the **Zip** box and hit tab; the city and state will auto-fill.

Address Type DEFAULT ADDRESS

Address UNKNOWN ADDRESS

City NOT APPLICABLE

State NOT APPLICABLE

Zip 00000

Uploading Documents

All pleadings must be in **PDF** format and all proposed judgment entries must be in **MS Word** format.

It is possible to make notes on every filing submitted. A “Document Note” will add text to the case docket description. A “Filing Note” is a communication to the Clerk regarding the case.

Upload your initial filings in the following order:

- 1) **Case Designation Sheet** (located on the Clerk of Courts website)
- 2) **Complaint**
- 3) **Instructions for Service.**
 - a. If no instructions are filed, service will default to Federal Express; if you have multiple instructions, submit each as a separate filing.
 - b. If you would like to request service by Process Server, you must file a Motion to Appoint Process Server along with a Proposed Order. ****for more detail on Motions and Proposed Orders, see Subsequent Filings on eFiled Cases*

Submitting the Case

Once you have selected all of your documents for uploading, click Continue with Filing at the bottom of the eFiling window:

Convenience Fee	\$13.75	2.9%
Action Costs	\$450.00	
Total	\$463.75	
Paid	\$0.00	
Owed	\$463.75	

Cancel Save **Continue with Filing**

The next screen will allow you to review the case documents before payment and submission.

New Case Request 259

Filer: Susan Urankar Last Modified: 03/11/2016 03:10 PM
 Status: Draft

Case Type: FORECLOSURE (F)
 Initiating Action: ELECTRONIC FORECLOSURE \$450.00

Parties

Party 1

Party Type	PLAINTIFF	Address Type	DEFAULT ADDRESS
Company	US BANK	Address	100 SHORT COURT
		City	CHARDON
		State	Ohio
		Zip	44024

Documents

Document 1

Document Type	CASE DESIGNATION SHEET FILED.	Page Count	1	Attachments
				File Name Page Count Date Uploaded
				Case Designation.pdf 1 03/11/2016 03:10 PM

Document 2

Document Type	COMPLAINT FOR FORECLOSURE FILED.	Page Count	32	Attachments
				File Name Page Count Date Uploaded
				Complaint.pdf 32 03/11/2016 03:10 PM

At the bottom of the page, select **Return** to start over, **Modify** to make changes, or **Add to Cart** to continue.

Convenience Fee	\$15.24
Action Costs	\$500.00
Total	\$515.24
Paid	\$.00
Owed	\$515.24

[Return](#) [Modify](#) [Add to Cart](#)

Selecting **Add to Cart** will take you to your cart. Selecting **Submit Filings and Pay Now** will redirect you to the PayPal website where you can either check out with your existing PayPal account, create a new one, or check out as a Guest..

After payment is completed, you will be returned to the eFiling portal.

Filing Cart

Filing Description	Fees <input type="checkbox"/>
New Case Request 1009	\$240.00 <input type="checkbox"/>
Case Type	OTHER CIVIL (M)
Initiating Action	OTHER CIVIL
Payment by <input checked="" type="radio"/> Credit Card	Fee Total \$240.00

[Return to Filing Queue](#) [Submit Filings and Pay Now](#) [Remove from Cart](#)

After Submitting the Case

You will receive an email indicating the filing has been submitted. The case will be reviewed by the Clerk of Courts, and if it meets the filing criteria, the Clerk will accept the case.

You will receive a second email indicating the acceptance or rejection of the case. If the case has been rejected, the Clerk will include a note of explanation so that you can make corrections and resubmit.

All subsequent filings on the case must be eFiled. You will receive notice via email when subsequent filings and actions occur.