

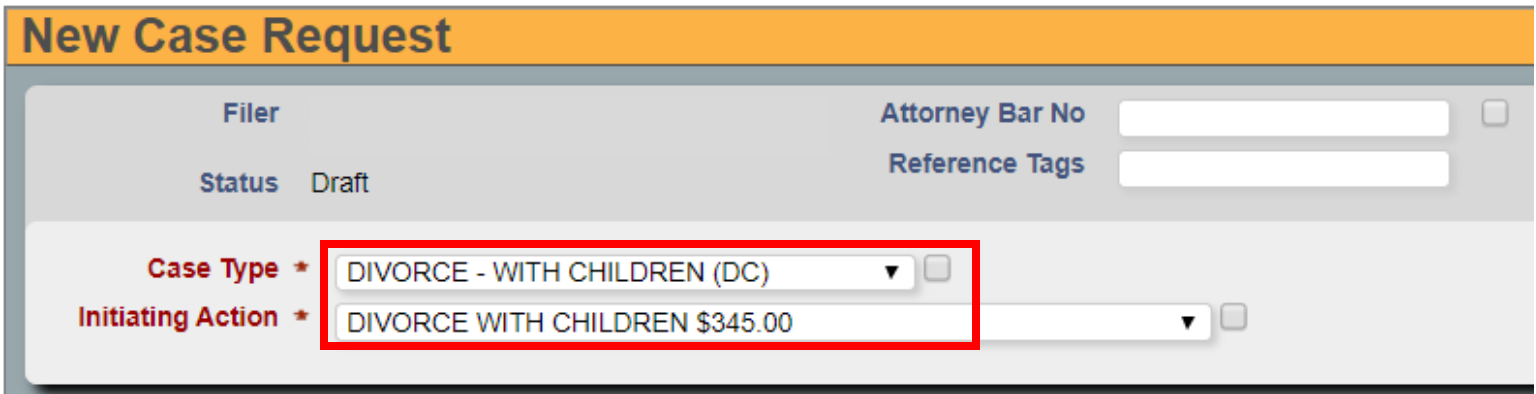
# Geauga eFiling 101 – Initiating a Domestic Relations Case

## Getting Started

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



## Entering the Case Type and Initiating Action



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. Please read the following instructions, and refer to the images below.

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/Petitioner 1.

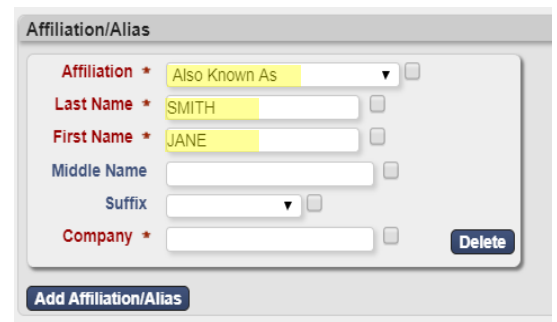
*Note: if you are filing as an attorney, make sure to click the checkboxes for **Rep by Attorney** and **On Behalf Of**. If you are filing as a Pro Se Litigant, leave them blank.*

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.*

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.

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.



**Parties**

**Party 1**

Party Type \*

Role Type

Rep by Atty

On Behalf Of

Last Name \*

First Name \*

Middle Name

Suffix

DOB

SSN #

Company \*

**Contact Information**

Address Type

Address

City

State

Zip

Phone Type

Phone

Email

### 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.

Please see the list of required documents for each case type:

#### **Divorce without Children (D) or Divorce with Children (DC):**

- Case Designation Sheet - found on the Geauga County Clerk of Courts website
- Complaint for Divorce
  - o Please indicate on this document the number of marriages for each party
- Child Custody Affidavit (Required for DC Cases)
- Family Law Sensitive Information Sheet

#### **Dissolution without Children (DM) or Dissolution with Children (DK):**

- Case Designation Sheet - found on the Geauga County Clerk of Courts Website
- Petition for Dissolution of Marriage with Separation Agreement Attached
  - o Please indicate on this document the number of marriages for each party
- Child Custody Affidavit (Required for DK Cases)
- Family Law Sensitive Information Sheet

You may choose to file **Instructions for Service** on any case type.

- 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	\$10.61
Action Costs	\$345.00
<b>Total</b>	<b>\$355.61</b>
Paid	\$0.00
Dismissed	\$355.61
Owed	\$0.00

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

Please ensure all of the necessary document have been uploaded in the proper file types.

### New Case Request 22365

Filer: Last Modified 03/16/2020 09:50 AM

Status: Draft

Case Type: DIVORCE - WITH CHILDREN (DC)  
Initiating Action: DIVORCE WITH CHILDREN \$345.00

#### Parties

##### Party 1

Party Type	PLAINTIFF	<b>Contact Information</b>	
Role Type	WIFE	Address Type	DEFAULT ADDRESS
Last Name	SMITH	Address	12345 MAIN ST
First Name	JANE	City	CHARDON
Middle Name	A	State	Ohio
DOB	01/01/1980	Zip	44024

MM/dd/yyyy

##### Affiliation/Alias

Affiliation	Also Known As
Last Name	SMITH
First Name	JANE

##### Party 2

Party Type	DEFENDANT	<b>Contact Information</b>	
Role Type	HUSBAND	Address Type	DEFAULT ADDRESS
Last Name	SMITH	Address	54321 MAIN ST
First Name	MICHAEL	City	CHARDON
DOB	12/31/1980	State	Ohio
		Zip	44024

MM/dd/yyyy

#### Documents

##### Document 1

Document Type	CASE DESIGNATION SHEET FILED.	<b>Attachments</b>	
Page Count	1	File Name	Page Count Date Uploaded
		<a href="#">Case Designation Sheet.pdf</a>	1 03/16/2020 09:50 AM

##### Document 2

Document Type	COMPLAINT FOR DIVORCE FILED.	<b>Attachments</b>	
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At the bottom of the page, select **Return** to start over, **Modify** to make changes, or **Add to Cart** to continue

Convenience Fee	\$10.61
Action Costs	\$345.00
<b>Total</b>	<b>\$355.61</b>
Paid	\$0.00
Owed	\$355.61

[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.

#### 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.

### Filing Cart

<b>Filing Description</b>	<b>Fees</b> <input type="checkbox"/>
<a href="#">New Case Request</a>	\$345.00 <input type="checkbox"/>
Case Type	DIVORCE - WITH CHILDREN (DC)
Initiating Action	DIVORCE WITH CHILDREN
Payment by <input type="radio"/> Credit Card	Fee Total \$345.00

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