

# Geauga eFiling 101 – Initiating a Replevin Case

## Getting Started

Log into your e-filing portal and select the **eFile** tab;  
Then click on **Create New Case Request**:



## Entering the Case Type and Initiation Action

Click the **Initiating Action** checkbox:

Then, select the **Case Type** from the drop 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

Role Type

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.

**Contact Information**

Address Type DEFAULT ADDRESS

Address 100 SHORT COURT SUITE

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 2**

Party Type\* DEFENDANT

Role Type

Rep by Atty

On Behalf Of

Last Name\* DOE

First Name\* JANE

Middle Name

Suffix

DOB MM/dd/yyyy

SSN #

Company\*

**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 2**

Party Type\* DEFENDANT

Role Type

Rep by Atty

On Behalf Of

Last Name\* DOE

First Name\* JANE

Middle Name

Suffix

DOB MM/dd/yyyy

SSN #

Company\*

**Affiliation/Alias**

Affiliation\* Also Known As

Last Name\*

First Name\*

Middle Name

Suffix

Company\* UNK SPOUSE OF JOHN S

**Delete**

**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.

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

**Party 2**

Party Type\* DEFENDANT

Role Type

Rep by Atty

On Behalf Of

Last Name\*

First Name\*

Middle Name

Suffix

DOB MM/dd/yyyy

SSN #

Company\* UNK SPOUSE OF JOHN S

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.

**Contact Information**

Address Type: DEFAULT ADDRESS

Address: UNKNOWN ADDRESS

City: NOT APPLICABLE

State: NOT APPLICABLE

Zip: 00000

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 o 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. **Motion Filed** (PDF)  
Proposed Order (Word Doc)
4. **Affidavit Filed** (PDF)
5. **Instructions For Service** (PDF)
  - 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 Motion and Proposed Orders, see Subsequent Filings on eFiled Cases
6. • **Notice of Proceedings & Request for Hearing** (Word Doc)
  - a. Page 1 is Notice of Proceedings
  - b. Page 2 is Request for Hearing

### 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	\$13.16
Action Costs	\$350.00
<b>Total</b>	<b>\$363.16</b>
Paid	\$0.00
Dismissed	\$363.16
Owed	\$0.00

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

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

Convenience Fee	\$ 13.16
Action Costs	\$350.00
<b>Total</b>	<b>\$363.16</b>
Paid	\$363.16
Owed	

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