



## Creating Your Filing

Log in to the eFiling Portal

- New Users must Register

Select the **eFile** tab, enter your **Case Number**, and then click on **Create Subsequent Filing**:

Home Search **eFile** Orders Calendar Cases Manage

### Filing Queue

Create New Case Request **Create Subsequent Filing** Case Number

## Uploading Documents

- Select MOTION TO SEAL RECORD in the Document Type field, this will automatically attach a fee of \$220.00, which must be paid upon filing.
- In the **Attachments** field, upload your Motion in PDF Format.
- In the **Proposed Order** field, upload your Proposed Order in Word Document Format.
  - o There is a template available for your convenience. ([PROPOSED ORDERREV.docx](#))
  - o Fill out the caption of the template and save to your computer as a .doc or .docx

Documents

Document 1

Document Type \* MOTION TO SEAL RECORD

Filing Fee \$50.00 Due Now \$50.00

Document Note

Attachments

Upload Attachment Choose File No file chosen

Proposed Order PROPOSED ORDERREV2.docx

Upload Proposed Order Choose File No file chosen

## Submitting your Filing

Once you have selected all of your documents for filing, click **Continue with Filing** at the bottom of the eFiling window.

Convenience Fee	\$1.80
Document Fee	\$50.00
<b>Total</b>	<b>\$51.80</b>
Paid	\$51.80
Dismissed	\$0.00
Owed	\$0.00

**Return** **Modify** **Add to Cart**

Convenience Fee	\$1.80
Document Fee	\$50.00
<b>Total</b>	<b>\$51.80</b>
Paid	\$0.00
Dismissed	\$0.00
Owed	\$51.80

**Cancel** **Save** **Continue with Filing**

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

Selecting **Add to Cart** will take you to your cart. You will then select **Submit Filings and Pay Now**; this will redirect you to PayPal. You can check out with an existing PayPal account, create a New Account, or check out as a Guest. After payment is completed, you will return to the eFiling Portal.

## **After Submitting the Case**

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

You will receive a second email indicating if the filing has been **accepted** or **rejected**. If your filing has been **rejected**, the Clerk will include **Reviewer Comments** so that you can make corrections and resubmit.

The Prosecuting Attorney and Judge assigned to your case will receive notification of the Filing.

Visit [courts.geauga.oh.gov](https://courts.geauga.oh.gov) to view the docket and track any hearings that may be scheduled.