

Geauga eFiling 101 – Initiating a Domestic Relations Case

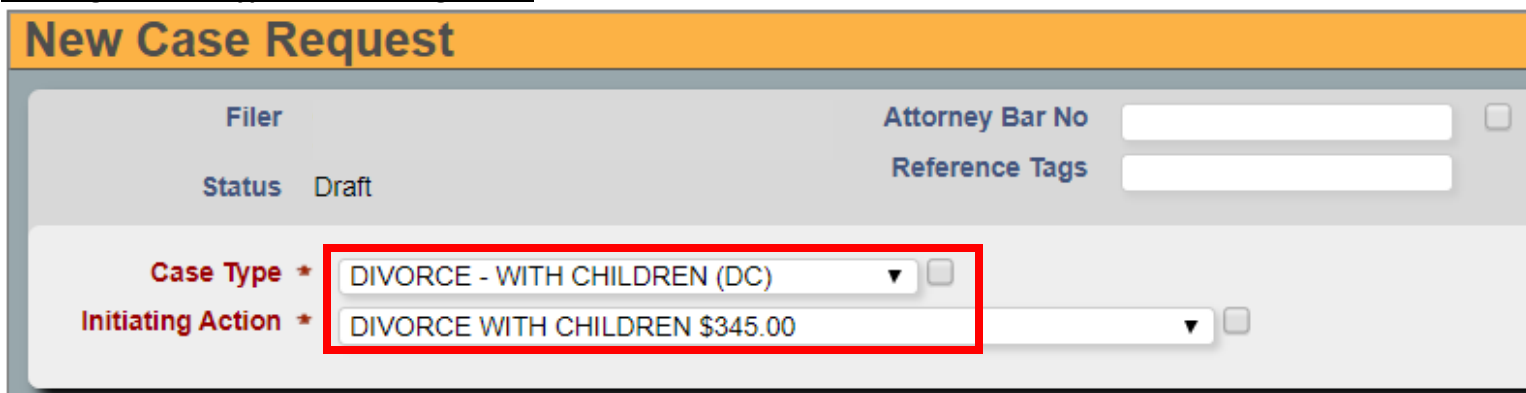
Getting Started

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



The screenshot shows the top navigation bar of the Geauga County eFiling portal. The navigation bar includes links for Home, Search, eFile (highlighted with a red box), Orders, Calendar, and Cases. Below the navigation bar is a section titled "Filing Queue" with a yellow background. Inside this section, there are two buttons: "Create New Case Request" (highlighted with a red box) and "Create Subsequent Filing". To the right of these buttons is a label "Case Number".

Entering the Case Type and Initiating Action



The screenshot shows the "New Case Request" form. The form has a yellow header bar with the title "New Case Request". Below the header, there are several fields and labels. On the left, there are labels for "Filer", "Status" (with a dropdown menu showing "Draft"), "Case Type" (with a dropdown menu showing "DIVORCE - WITH CHILDREN (DC)" and a red box around it), and "Initiating Action" (with a dropdown menu showing "DIVORCE WITH CHILDREN \$345.00" and a red box around it). On the right, there are labels for "Attorney Bar No" (with a text input field) and "Reference Tags" (with a text input field). There are also checkboxes next to the "Case Type" and "Initiating Action" dropdowns.

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.

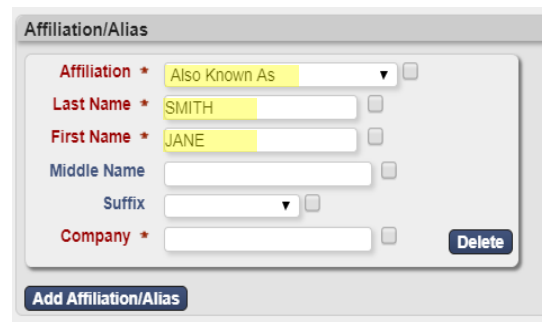
*Note: if you are filing as an attorney, make sure to click the checkboxes for **Rep by Attorney** and **On Behalf Of**. If you are filing as a Pro Se Litigant, leave them blank.*

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.



The screenshot shows the "Affiliation/Alias" form. The form has a title bar "Affiliation/Alias". Below the title bar, there are several fields and labels. On the left, there are labels for "Affiliation" (with a dropdown menu showing "Also Known As" and a red box around it), "Last Name" (with a text input field showing "SMITH"), "First Name" (with a text input field showing "JANE"), "Middle Name" (with a text input field), "Suffix" (with a dropdown menu), and "Company" (with a text input field). On the right, there are checkboxes next to each of these fields. At the bottom right, there is a "Delete" button. At the bottom left, there is a button labeled "Add Affiliation/Alias".

Parties

Party 1

Party Type *

PLAINTIFF

Role Type

WIFE

Rep by Atty

On Behalf Of

Last Name *

SMITH

First Name *

JANE

Middle Name

A

Suffix

DOB

01/01/1980

MM/dd/yyyy

SSN #

Company *

Contact Information

Address Type

DEFAULT ADDRESS

Address

12345 MAIN ST

City

CHARDON

State

Ohio

Zip

44024

Phone Type

Phone

Email

Delete

Add Contact Information

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

All case types, *except for Dissolutions*, must be filed with **Instructions for Service**:

- a. Pursuant to Local Rule 7(a)(2)(b) all new cases must be filed with instructions for service.
- 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
Total	\$355.61
Paid	\$0.00
Dismissed	\$355.61
Owed	\$0.00

Cancel
Save
Continue with Filing

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	Contact Information
Role Type	WIFE	
Last Name	SMITH	
First Name	JANE	
Middle Name	A	
DOB	01/01/1980	MM/dd/yyyy

Address Type: DEFAULT ADDRESS
Address: 12345 MAIN ST
City: CHARDON
State: Ohio
Zip: 44024

Affiliation/Alias

Affiliation: Also Known As
Last Name: SMITH
First Name: JANE

Party 2

Party Type	DEFENDANT	Contact Information
Role Type	HUSBAND	
Last Name	SMITH	
First Name	MICHAEL	
DOB	12/31/1980	
DOB	12/31/1980	MM/dd/yyyy

Address Type: DEFAULT ADDRESS
Address: 54321 MAIN ST
City: CHARDON
State: Ohio
Zip: 44024

Documents

Document 1

Document Type	CASE DESIGNATION SHEET FILED.	Attachments
Page Count	1	

File Name	Page Count	Date Uploaded
Case Designation Sheet.pdf	1	03/16/2020 09:50 AM

Document 2

Document Type	COMPLAINT FOR DIVORCE FILED.	Attachments
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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
Total	\$355.61
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

Filing Description	Fees
New Case Request	\$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](#)