

# 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\*

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

Address

City

State

Zip

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\*

Role Type

Rep by Atty

On Behalf Of

Last Name\*

First Name\*

Middle Name

Suffix

DOB

SSN #

Company\*

**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\*

Role Type

Rep by Atty

On Behalf Of

Last Name\*

First Name\*

Middle Name

Suffix

DOB

SSN #

Company\*

**Affiliation/Alias**

Affiliation\*

Last Name\*

First Name\*

Middle Name

Suffix

Company\*

**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\*

Role Type

Rep by Atty

On Behalf Of

Last Name\*

First Name\*

Middle Name

Suffix

DOB

SSN #

Company\*

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:

**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 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. 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 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

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

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

**New Case Request 159161**

Filer: Michelle Post  
Geauga County Court of Common Pleas  
Status: Draft

Attorney Bar No  
Last Modified: 11/28/2022 02:46 PM

Case Type: OTHER CIVIL (M)  
Initiating Action: OTHER CIVIL \$350.00

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**Parties**

**Party 1**

Party Type: PLAINTIFF	<b>Contact Information</b>
Role Type	Address Type: DEFAULT ADDRESS
Rep by Atty: <input type="checkbox"/>	Address: 100 SHORT COURT SUITE 300
Last Name: HENRY	City: CHARDON
First Name: JOHN	State: Ohio
Middle Name	Zip: 44024
Suffix	Phone Type
DOB	Phone
SSN #	Email
Company	

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**Documents**

**Document 1**

Document Type: CASE DESIGNATION SHEET FILED.	<b>Attachments</b>
Page Count: 1	File Name   Page Count   Date Uploaded
	<a href="#">General Case Designation Form Fillable.pdf</a>   1   11/28/2022 02:48 PM

**Document 2**

Document Type: COMPLAINT FILED.	<b>Attachments</b>
Page Count: 4	File Name   Page Count   Date Uploaded
	<a href="#">Complaint for Receivn.pdf</a>   4   11/28/2022 02:55 PM

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>
<b>Paid</b>	\$363.16
<b>Owed</b>	

**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

[New Case Request 1009](#)

Case Type: OTHER CIVIL (M)  
Initiating Action: OTHER CIVIL

Payment by:  Credit Card Fee Total

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