

# Electronic Filing Training and Updates 1/29/2016



**PRESENTED BY:  
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COURT ADMINISTRATOR,  
SUMMIT COUNTY DOMESTIC RELATIONS COURT**

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SUMMIT COUNTY OFFICE OF INFORMATION TECHNOLOGY**

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SUMMIT COUNTY CLERK OF COURTS**

# Topics to be covered



- **Mandatory E-filing – February 1**
- **Best Practices / Common Issues**
- **Praecipes to court reporters / Transcript filings**
- **E-filing Registration for attorneys**
- **“My Cases”**
- **New case filing**
- **Secondary Filings (everything except new cases)**
- **Proposed Orders**
- **Hearing Scheduling/Notices**

# Audience Poll



- How many of you are currently e-filing?
- If you are not e-filing at this point, what are the barriers/reasons why?

# Attorney registration

- Web site: [www.cpclerk.co.summit.oh.us](https://www.cpclerk.co.summit.oh.us)
- Click the e-filing link

https://www.cpclerk.co.summit.oh.us/

View Favorites Tools Help

LOGIN • CONTACT

## Summit County Clerk of Courts

CLERK OF COURTS • COUNCIL • EXECUTIVE • PROSECUTOR • FISCAL OFFICE • ENGINEER • SHERIFF

RECORDS SEARCH • MULTI-JURISDICTIONAL • NATURALIZATION RECORDS • MOTOR VEHICLE TITLE SEARCH • UNCLAIMED FUNDS • OTHER LINKS

ADMINISTRATIVE  
LEGAL DIVISION  
TITLE DIVISION  
PASSPORT  
LOCAL RULES  
FREQUENTLY ASKED QUESTIONS  
LOCATIONS AND OFFICE HOURS  
CONTACT US

RECENT CLERK OF COURTS NEWS:

Top 10 Court Websites

2015 WINNER

- [FAMILY MATTERS PROJECT](#)
- [E-Filing Now Available for Domestic Relations Court](#)
- [New Amended Domestic Relations Filing Fees](#)
- [New Fairlawn Title & Passport Office](#)

Welcome to the Summit County Clerk of Courts newly redesigned website. While the appearance of the home page has changed, all of the features previously available are still accessible. The most frequently used areas of our website, such as

RECORDS SEARCH

e-filing

MULTI-JURISDICTIONAL  
SUMMIT COUNTY / AKRON  
BARBERTON AND GUYAHOGA FALLS

NATURALIZATION RECORDS  
SUMMIT COUNTY'S RECORDS  
FROM 1850 - 1991

- ✦ You can then bookmark the link

# Registration



- **Registration tips:**
  - If you are a paralegal/secretary who will be filing on behalf of an attorney, you register as the attorney. (Don't click "I am not attorney")
  - Email addresses – if you want notifications to go to multiple persons in your office we suggest using an email distribution list/alias, or a common mailbox. Currently our system will only send emails to one email address per attorney.

# Registration/Verification Screen



Daniel M. Horrigan - Summit County Clerk of Courts

Welcome (0061855) [Logoff](#)

## Verify Information

Please verify that the information presented below is correct before submitting.

### This Profile contains the following information:

Ohio Supreme Court  
Attorney Registration Number: 0061855  
State of Admission: OH  
Date of Admission: 11/8/1993  
First Name: KENNETH  
Last Name: TELEIS  
Middle Name: R  
Address: 5187 Camden Dr.  
City: Stow  
State: OH  
Province:  
Zip: 44224  
Business Phone No: (330) 328-6621  
Ext:  
Cell Phone No: (330) 328-6621  
Fax No: (614) 340-7185  
Payment Method: Credit Card  
Email Address: ken-test@drcourt.org

If the information is correct, press Continue. If you need to update any of the information, press Update.

Continue

Update

Logoff

# My cases screen



- Once logged on, the system will show you all currently open cases on which you are an attorney
- You must file a Notice of Appearance on any existing case on which you will be filing for the first time
- For closed cases, you will need to input the case number in order to file.

# Filing a New case



- **Select the case type**
- **Add parties**
  - You must search for existing parties first before you can add a new party.
  - You must have the SSN for the primary plaintiff/petitioner
- **Add children if required**
  - Case types with children will prompt you to add children
- **Add documents**
  - The system will prompt for a list of required documents
    - ✦ Documents may be in .pdf or MS Word (.doc or .docx) format
    - ✦ **Proposed Orders MUST be in MS Word format**



## New cases (cont.)



- **Add service**
  - You can select service types and documents to be served on parties
- **Schedule hearings (if required)**
  - You will be prompted to schedule an appropriate hearing and will be given a list of dates
  - If no dates are acceptable, you will be prompted to call the scheduling office to obtain a date.
- **Make payment**
  - Payments must be by credit card (you may use a client's credit card if so authorized).

## New cases (cont).



- Once payment is made, you will get a confirmation screen
  - **YOU MUST CLICK ON FINISH.** If you do not submit from that confirmation screen, your filing is not complete.
  - You will receive an email confirming your submission
  - Once your filing is accepted (or rejected) by the Clerk, you will receive another email confirming the case filing
- **NOTE – Domestic Violence cases must be filed in-person at the clerk’s office. They cannot be electronically filed.**

# Secondary filing



- **Secondary filings are all filings on existing cases**
  - Each filing type has various mandatory documents just as currently exist
    - ✦ Financial affidavits, UCCJEA Affidavits, etc.
  - **Motions**
    - ✦ You can choose from a drop-down list of motions to file
    - ✦ Note that if your motion re-opens the case (on your side), you will need to pay a motion filing fee of \$240.
      - To clarify – if the other party reopened the case, you would still need to pay a fee on the opposing side. (same as currently done)
      - Motions which require a hearing will prompt you with certain questions

# Secondary filings



- **General pleadings**
  - Non-motion pleadings
- **Proposed Orders**
  - Orders will be sent electronically to the judge or magistrate for signature.
  - You need to specify whether the Order needs to go to the Judge or Magistrate or both. **(If the order ultimately needs signed by the magistrate AND judge, select **Magistrate**).**
  - Staff and/or judge will review and sign/deny or reject
  - You may specify service requested by the clerk at the time of submission of the document

# E-filing submission



**Daniel M. Horrigan**  
Summit County Clerk of Courts

## Secondary Filing Transmission Confirmation

The Summit County Clerk of Courts has received your secondary electronic filing. Review the details below and retain for your records. Please note that although we may have received your submission, it is not effective until accepted. If accepted, the filing date will be the date indicated below.

### Case Details

Caption:	<b>MARY TESTING vs TESTING CORP</b>
Case Number:	CV-2013-06-2718
Filed By:	OBI JACOBSON (8811188)
Filed on Behalf of:	
File Date:	2/3/2015 9:13:11 AM
Transaction ID:	114232

### Parties Added

### Documents Filed

Document ID	Document Name
-144512	BRIEF

# E-filing acceptance



**From:** [DoNotReplySCCOC@summitoh.net](mailto:DoNotReplySCCOC@summitoh.net) [mailto:DoNotReplySCCOC@summitoh.net]  
**Sent:** Tuesday, February 03, 2015 9:17 AM  
**To:** Babb, Dennis  
**Subject:** SCCOC E-Filing – Secondary Filing Accepted – CV-2013-06-2718



**Daniel M. Horrigan**  
Summit County Clerk of Courts

## Secondary Filing Acceptance

The Summit County Clerk of Courts has accepted your secondary electronic filing. Review the details below and retain for your records. If your filing included a proposed order, it will be forwarded to the appropriate court staff for review.

### Case Details

Caption:	MARY TESTING vs TESTING CORP
Case Number:	CV-2013-06-2718
Assigned Judge:	
Filed By:	OBI JACOBSON
Filed On Behalf Of:	MARY TESTING
File Date:	2/3/2015 9:13:11 AM
Transaction ID:	114232

### Case Parties

# E-filing Rejections



**From:** [DoNotReplySCCOC@summitoh.net](mailto:DoNotReplySCCOC@summitoh.net) [mailto:DoNotReplySCCOC@summitoh.net]  
**Sent:** Tuesday, February 03, 2015 9:18 AM  
**To:** Babb, Dennis  
**Subject:** SCCOC E-Filing – Secondary Case Filing Rejected - CV-2013-06-2718



**Daniel M. Horrigan**  
Summit County Clerk of Courts

## Secondary Filing Rejection Notification

The Summit County Clerk of Courts has rejected your secondary electronic filing. Review the details below and retain for your records. Please note: this is NOT an active case in the Summit County Court of Common Pleas. Please correct the deficiencies identified below and re-file the case.

### Case Details

Caption:	MARY TESTING vs TESTING CORP
Filed By:	OBI JACOBSON
Filed On Behalf Of:	MARY TESTING
File Date:	2/3/2015 9:15:22 AM
Case Number:	CV-2013-06-2718
Transaction ID:	114233

### Case Details

# Hearing scheduling



- Cougar / e filing will prompt the filing party to schedule a hearing when the filing requires a hearing
- Hearings are scheduled automatically for NEW cases and NEW post-decree matters (where the case is being reopened).
- For Dissolution cases, if you are NOT prompted to schedule, please call the judge's bailiff for a date.
- For open cases, you need to call the scheduling office so we can coordinate schedules with counsel on both sides of the case (as we have in the past)
- **IT IS YOUR RESPONSIBILITY TO GET A NEW HEARING DATE**



# Secondary filing – hearing questions



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## FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. **Select Court Division** ✓
2. [Select Case Type](#)
3. [Add Parties](#)
4. **Attach Documents** ✗
5. **Add Service** ✗
6. **Make Payment** ✗
7. **Submit** ✗

[My Cases](#)

## SECONDARY FILING

**Case Number** DR-2014-08-0085

**Case Caption** CHRISTOPHER ROBIN vs POOH BEAR

**Choose the Secondary Filing Type**

MOTION FOR CONTEMPT FOR PARENTING TIME

**What are you filing?**

Motions

**Is there an issue with parental rights or visitation?**

- Yes  
 No

**Is there an issue of contempt regarding visitation?**

- Yes  
 No

**Fields in Red are Required!**

[Continue](#)

[Cancel](#)

Questions are targeted by case type to ensure we schedule the correct hearing.

# Service screen



## Service Information

### Service Types:

- Sheriff
- Certified Mail
- Regular Mail
- Federal Express
- Publication
- Express Mail

### Documents/Proposed Orders Filed:

- PARENTING PROCEEDING AFFIDAVIT
- ORDER TO SHOW CAUSE
- MOTION FOR CONTEMPT FOR PARENTING TIME
- INSTRUCTIONS TO CLERK FOR SERVICE

**Party Name:** BEAR, POOH - DEFENDANT

Email Address:

- 
- POOH@BEAR.COM

### Service Addresses:

- 
- 2 Brer Lane  
kent, OH 44241

Comments/Special Instructions:

**Save Service**

**Clear Form**

**Fields in Red are Required!**

**Close**

# Hearing scheduling



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## FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. **Select Court Division** ✓
2. [Select Case Type](#)
3. [Add Parties](#) ✓
4. [Attach Documents](#) ✓
5. [Add Service](#) ✓
6. **Make Payment** ✗
7. **Submit** ✗

[My Cases](#)

## E-FILING HEARING SCHEDULE SELECT

### Hearing Schedules

Hearing	Date Time
42 - INITIAL	<a href="#">Select Schedule</a>

Hearing type is automatically selected based on the answers to questions.

Click on Select Schedule to pick your date.

*Note: You can choose to contact the scheduling office directly instead of scheduling above.*

[Continue](#)

[Cancel](#)

# Date selection

## Select Hearing Schedule

Click on a Hearing Schedule to select it. Then click Save Selection below to confirm your selection.

< > today **June 23, 2015**

	Tuesday
7am	
8am	8:00 - 9:00
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	

**SECOND-**  
Also you must **CLICK** on the desired time slot

**LAST STEP-**  
Click Save Selection

**FIRST-**Click on the date best for you

< June 2015 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Schedules Available

**Selected Schedule:** 06/23/2015 08:00 AM 09:00 AM

**-OR-** You can choose to contact the scheduling office directly.

Save Selection Cancel

# Hearing Confirmation



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## FILING PROGRESS

For this case type, the following steps are required. As each section is completed, a checkmark will appear to indicate your progress.

Once a step is completed, you may re-visit that section at any time.

1. **Select Court Division** ✓
2. **Select Case Type** ✓
3. [Add Parties](#) ✓
4. [Attach Documents](#) ✓
5. [Add Service](#) ✓
6. **Make Payment** ✗
7. **Submit** ✗

## E-FILING HEARING SCHEDULE SELECT

### Hearing Schedules

Hearing	Date Time	
11 - TEMP	06/23/2015 08:00 AM 09:00 AM	<a href="#">Select Schedule</a> <a href="#">Clear Selection</a>
16 - UNCONT	09/24/2015 02:00 PM 02:30 PM	<a href="#">Select Schedule</a> <a href="#">Clear Selection</a>

[Continue](#)

[Cancel](#)

# Filing Confirmation Screen



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E - FILING TRANSMISSION REPORT

## Transmission Report

**Transaction ID:** 60698

**Caption:** CHRISTOPHER ROBIN vs POOH BEAR

**Filed By:** KENNETH R TELEIS

**Filed on Behalf Of:** CHRISTOPHER ROBIN

**Permanent Case Number:** DR-2014-08-0085

**Date Submitted:** 2/3/2015

**Time Submitted:** 8:47 AM

### The following Documents will be submitted:

Document Name
PARENTING PROCEEDING AFFIDAVIT
MOTION FOR ALLOCATION OF PARENTAL RIGHTS
INSTRUCTIONS TO CLERK FOR SERVICE

### Billing Information:

Name:

Address1:

Address2:

City, State, Zip: ,

Email Address: ken-test@drcourt.org

**VERY IMPORTANT - YOU MUST CLICK FINISH OR  
YOUR FILING WILL BE LOST!**

**\*\*\*Your Filing is NOT complete!!!! Please review the information above and click Finish button below to complete your filing.\*\*\***

**Finish**

# Continuance motions



- Automated questionnaire rather than an uploaded document:

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MIKE D LEMIRE vs NICOLE LEMIRE  
Case Type: DISSOLUTION WITH CHILDREN  
Case Number: DR-2013-10-2929

[Secondary Filing](#) [Back To My Cases](#)

<a href="#">Parties</a>	<a href="#">Docket</a>	<a href="#">Judge/Magistrate</a>	<a href="#">Service</a>	<a href="#">Hearings</a>
Hearing Type	Schedule Start Date	PresidedBy	Select	
DISSO	12/10/2013 11:00:00 AM	QUINN, JOHN (Judge)	<a href="#">Request Continuance</a>	
CONTEM	5/26/2015 11:00:00 AM	CARTER, ALLEN (Magistrate)	<a href="#">Request Continuance</a>	
MOTION	9/11/2015 10:00:00 AM	DENNIS, SHARON (Magistrate)	<a href="#">Request Continuance</a>	
PURGE	10/27/2015 10:00:00 AM	CARTER, ALLEN (Magistrate)	<a href="#">Request Continuance</a>	

# Continuance motions

## Schedule Questions



Please answer the following questions:

- 1) What is the reason for the continuance?

- 2) Does the opposing party agree to the continuance?

Yes  No

Comments:

- 3) Is the client aware of the continuance request?

Yes  No

- 4) Have you requested previous continuances for this hearing?

Yes  No

If so, how many and when?

- 5) Filed on Behalf of:

--Select Party--



- CERTIFICATE OF SERVICE

I Certify that I am sending a copy of the Continuance Motion to the following parties:

List names of parties served and how they were notified (regular mail or email) and to what address or email address you have sent the motion.

Cancel

Continue



# Continuance motions



## Schedule Questions



Please answer the following questions:

- 1) What is the reason for the continuance?

I am unprepared and unlikely to ever be prepared.

- 2) Does the opposing party agree to the continuance?

Yes  No

Comments: She says she is tired of me being unprepared for hearings

- 3) Is the client aware of the continuance request?

Yes  No

This refers to YOUR client

- 4) Have you requested previous continuances for this hearing?

Yes  No

If so, how many and when? Many many times - too many to count

- 5) Filed on Behalf of:

NICOLE LEMIRE - Petitioner 2

- CERTIFICATE OF SERVICE

I Certify that I am sending a copy of the Continuance Motion to the following parties:

Mora Lowry, by email - mora@randallowry.com, and William Bickett - by email - William.bickett@jfs.ohio.gov

List names of parties served and how they were notified (regular mail or email) and to what address or email address you have sent the motion.

Cancel

Continue

# Continuance Motions



- The judge or magistrate will review your continuance request and will issue an electronic ruling granting or denying.
- You will receive an electronic notification of the ruling.
- An electronic docket entry will be generated and you will get an email of that entry.
- If granted, a scheduler will call you to set a new date; however it is YOUR responsibility to ensure you get a new date.

# Continuance Motion Result

IN THE COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
SUMMIT COUNTY, OHIO

MIKE LEMIRE  
Plaintiff

CASE NO: DR-2013-10-2929

JUDGE JOHN QUINN

-vs.-

MAGISTRATE SHARON DENNIS

NICOLE LEMIRE  
Defendant

MOTION FOR CONTINUANCE

TELEIS, KENNETH(Defense Attorney) hereby moves the court to continue the MOTION currently scheduled for 09/11/2015 10:00 AM.

The reason for the continuance is I am unprepared and unlikely to ever be prepared.

Does the other party consent? No She says she is tired of me being unprepared for hearings

Is the Client aware of the continuance? Yes

Have other continuances been granted? Yes Many many times - too many to count

CERTIFICATE OF SERVICE: I Certify that I am sending a copy of the Continuance Motion to the following parties:  
Mora Lowry, by email - mora@randallowry.com, and William Bickett - by email - William.bickett@jfs.ohio.gov

Respectfully submitted:/s/ TELEIS, KENNETH, Defense Attorney, representing NICOLE LEMIRE

# Confirmation email

## Court Order Notice

### Case Details

Caption: **MIKE D LEMIRE vs NICOLE LEMIRE**  
Case Number: DR-2013-10-2929  
Assigned Judge: JOHN QUINN  
Magistrate: SHARON DENNIS  
Filed By: SHARON DENNIS  
File Date: Jun 1 2015 7:53PM

### Case Parties

\*A copy of this E-mail was sent to the e-mail addresses listed below. If an e-mail address is not listed, no e-mail was sent to that party.\*

Party Type	Party Name	E-Mail Address
Plaintiff	MIKE LEMIRE	
Defendant	NICOLE LEMIRE	
ADDITIONAL PARTY	CHILD SUPPORT ENFORCEMENT AGENCY OF SUMM	<a href="mailto:ameer.tashfeen@cgi.com">ameer.tashfeen@cgi.com</a>
Attorney	WILLIAM BICKETT	<a href="mailto:ameer.tashfeen@cgi.com">ameer.tashfeen@cgi.com</a>
Plaintiff Attorney	MORA LOWRY	
Defense Attorney	KENNETH TELEIS	<a href="mailto:efiling-test@dr-court.org">efiling-test@dr-court.org</a>

### Order Filed

Document Name	View Image
ORDER FOR CONTINUANCE - The motion for continuance of the MOTION scheduled for 09/11/2015 10:00 AM by TELEIS, KENNETH Defense Attorney is granted. Electronically signed by Magistrate DENNIS SHARON on 06/01/2015 date. A new hearing date will be set.	<a href="#">View Image</a>

### Additional Information \*IMPORTANT PLEASE READ\*

- Hearing notices (if applicable) will be automatically generated and available on the on-line docket. It is your responsibility to review those notices.

# Electronic Signatures



- You need to sign documents electronically
- Use the format /s/ YOUR NAME
- If you are indicating opposing counsel's approval on a document use the same format
- /s/ OPPOSING COUNSEL NAME
- **Be sure to electronically sign your approval on proposed orders as well**

# Special Circumstances



- **Service on Dissolution Cases**
  - The system will require you to select a service type for any new case.
  - Pick any service type – put in instructions – **WAIVERS OF SERVICE**

# Special Circumstances



- **Poverty Affidavits**

- You must file: A Motion to Proceed In Forma Pauperis
  - ✦ Signed by you as counsel – indicating you have either not been paid or if this is a Legal Aid/VLSP/Reduced fee referral
  - ✦ If not a VLSP/Legal Aid case, you must certify that filing fees will be paid before you are
- Must also file a Poverty Affidavit signed by your Client
- You must upload a proposed order granting your Motion to Proceed In Forma Pauperis
  - ✦ That motion should be sent to the judge (not magistrate)

# Special Circumstances



- **Financial Affidavits**

- For Divorce cases, the system wants separate forms:

- ✦ Affidavit of Income and Expenses;
- ✦ Affidavit of Property
- ✦ Health Insurance Affidavit (if children)
- ✦ Parenting Proceeding Affidavit (if children)

- For Dissolution cases, the system wants the **Dissolution Financial Affidavit**

- ✦ If you have separate affidavits in a dissolution, upload one of them as the **Dissolution Financial Affidavit** and then upload the others individually.



# Common Issues and Best Practices



- **Hearing dates on proposed orders**
  - Please obtain a date for your hearing and put that date in any proposed order before submitting. If needed, you can submit the proposed order in a separate transaction.
- **Signature on Proposed Orders**
  - Please be sure to indicate your approval on the order – and approval of opposing counsel if applicable. (We do not automatically see the motion when viewing the order so it is important to have your approval on the order so we know WHO submitted it)

# Dissolution and Uncontested Divorce Decrees



- Proposed Decrees need to be submitted to the judge two days before the hearing. (Friday before hearings for Judge Quinn’s Monday and Tuesday hearings).
- All decrees should be the final version – if modifications are needed, we can reject it back to you for correction and you can resubmit.
- Exhibits and/or child support worksheets may be filed separately and should be referenced in the decree (e.g. “A child support worksheet supporting this calculation is docketed separately on xxx date”)

## Dissolution and Uncontested Decrees (cont.)



- **Judges will sign the final decree which will be sent to the clerk's office directly.**
- **Certified copies will be provided by the clerk's office**
- **You will also receive a link to the final decree by email.**

# Praecipes to Court Reports and Transcripts



- Your praecipe should be created and signed with your /s/ electronic signature and that document (in MS Word) should be EMAILED to the court reporter for the assigned judge:
  - Judge Dezso – Dana Capriulo – [dcapriulo@drcourt.org](mailto:dcapriulo@drcourt.org)
  - Judge Quinn – Tami Vega – [tvega@drcourt.org](mailto:tvega@drcourt.org)
  - Visiting Judges and Chief Magistrate Carter – Joni Berka – [jberka@drcourt.org](mailto:jberka@drcourt.org)
- The Court reporter will review the praecipe and sign it electronically (/s/ their name) and will e-file the praecipe. You will receive notice of the electronic filing of the praecipe by email.
- When transcripts are complete, the court reporter will e-file the transcript and you will receive notice of the filing by email. You will be able to access the transcript online. If you need a hard copy, please notify the court reporter and they will provide you with one.

# Clerk's office e-filing issues/tips



- If there are attachments that need to go with a Proposed Order, upload the Proposed Order in .doc/.docx and upload the attachments as “Exhibit” in .pdf
- When choosing a party for “Filed on behalf of” **ALWAYS** choose your client's name
- If you are filing a post-decree motion that requires a filing fee, choose “Secondary Filing” then choose the appropriate “Motion” in the Secondary Filing Type list. Do not choose “additional motion” if a filing fee is required.
- If the motion is Pre-Decree, choose “Additional Motion” as your Secondary Filing type.

## Clerk's office tips- continued



- When filing a New Dissolution, the filing party must be **Petitioner 1**. You cannot put your client as Petitioner 2 for accounting purposes in Clerk's Office.
- If you are filing an Answer and Counterclaim as one document, you must choose "Counterclaim" as your Secondary Filing Type in order for the e filing system to assess \$50 filing fee. **Choosing Answer will not assess a fee and your filing will be rejected.**
- Make sure your New Case Designation Form and Instructions for Service are signed.
- When filing a Motion and Proposed Order, the Motion and Proposed Order must be 2 separate documents. The Motion will be filed as a Motion and the Proposed Order must be submitted as a Proposed Order.

# Clerk's tips



- Motions for Continuance **must** be submitted through the “Hearings” tab. Do not upload the Motion and Proposed Order after submitting a continuance request through the Hearings tab.
- Subpoenas must be signed by either an attorney or notary when efile. The Clerk cannot sign a subpoena once it's submitted for efile as is done at the Clerk's window.
- When typing “Document Title”, please type the caption of the document you are filing. Please do not abbreviate as this is the text that goes on the Clerk's docket.
- When creating a new case in efile, please complete the parties' SSN, DOB and email when filling in the parties' information. If the party does not have an email, please indicate “N/A” or “none” on the New Case Designation Form.

## Service instructions



- When filing an Instructions for Service, indicate all documents to be served. If service instructions are being submitted for Clerk to serve documents that have been filed on a previous date, please indicate the document name and date of filing for all documents to be served.
- Do not attach a copy of documents to be served. The Clerk will print them from the docket. Only submit a completed Instructions for Service through e filing.
- There is a NEW instructions for service form effective in November.



# Additional clerk items



- When filing multiple documents, each document must be uploaded as its own separate document. For example, when filing a New Dissolution with the Petition for Dissolution; Separation Agreement; Shared Parenting Plan, each of these three documents must be uploaded separately.
- Do not upload documents that have already been time-stamped. If a document is required for your filing, you must upload new originals in efilng. The only exception to this would be if you are using an already filed document as an Exhibit to your filing. If an already time-stamped document is uploaded, your filing will be rejected.
- If the case is closed, or you are not listed as counsel for a party on the case, these cases will not show up in your Case List. You must do a Case Search in order to access a closed case, or a case that you are not counsel of record.
- When filing a post-decree action, do not file a New Case. You must do a case search, and file the post-decree motion on that existing case number.

## Child Support worksheets, Document exhibits or memoranda



- When submitting proposed orders, you may upload child support worksheets or exhibits separately. Those will be docketed by the clerk and the court can view the exhibit. If docketing these separately, your proposed order should contain a reference to the worksheet or exhibit which was docketed on xxx date.

# Mandatory E-filing



- E-filing went live in June, 2015
- We originally announced e-filing would be mandatory for all attorneys on December 1.
- E-filing will be mandatory for attorneys on February 1, 2016.
- Please be prepared.

# Contact info



- Clerk of Courts I.T. Department – (technical issues)
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- Clerk of Courts Domestic Division (filing issues)
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- Clerk of Courts Domestic Supervisor – Kathy Wilson
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- DR Court Scheduling Department
  - ✦ 330-643-2368 or 330-643-2085
- DR Court Administrator
  - ✦ Ken Teleis – 330-643-2082 / email: [kteleis@dr-court.org](mailto:kteleis@dr-court.org)
- DR Court Deputy Administrator
  - ✦ Rebecca Brown – 330-643-2086 / email: [rbrown@dr-court.org](mailto:rbrown@dr-court.org)

# Resources



- **E-filing – Attorney Manual**
  - [https://www.cpclerk.co.summit.oh.us/efiling/Documentation/efiling\\_Instructions.pdf](https://www.cpclerk.co.summit.oh.us/efiling/Documentation/efiling_Instructions.pdf) (linked from E-filing login page)

# Questions?

