

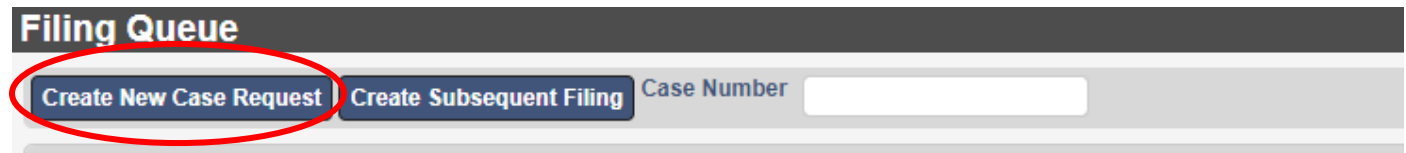
JENNIFER JOHNSON

GUERNSEY COUNTY CLERK OF COURTS

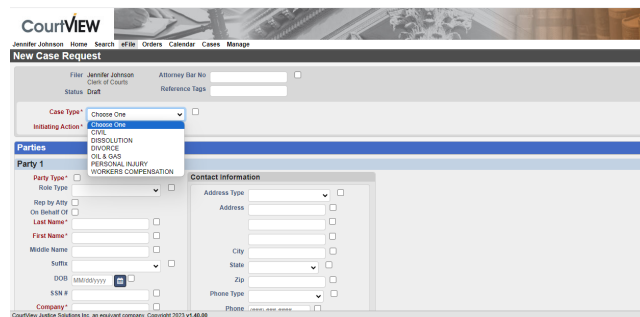
Guernsey County eFiling 101: Initiating a Case

Getting Started

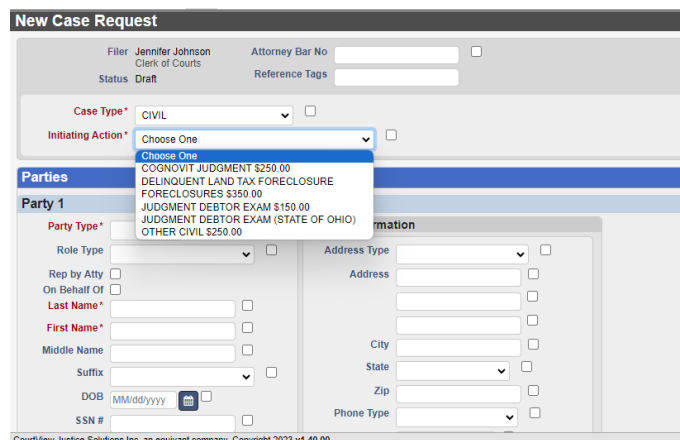
1. Log in to your e-filing portal and select the **eFile** tab, then click on **Create New Case Request**:



2. Select the Case type from the list:

A screenshot of the 'New Case Request' form in the CourtVIEW system. The form is titled 'New Case Request' and shows the filer as Jennifer Johnson, Clerk of Courts. The 'Case Type' dropdown menu is open, displaying a list of options: CIVIL, RESOLUTION, DIVORCE, CHILD SUPPORT, PERSONAL INJURY, and WORKERS COMPENSATION. The 'Parties' section is visible, with 'Party 1' having a 'Role Type' dropdown menu. The 'Contact Information' section includes fields for Address, City, State, Zip, and Phone Type.

3. Select the Initiating Action from the list unless it defaults from the case type selected.

A screenshot of the 'New Case Request' form in the CourtVIEW system, showing the 'Initiating Action' dropdown menu open. The dropdown menu lists several options: COGNATE JUDGMENT \$250.00, DELINQUENT LAND TAX FORECLOSURE, FORECLOSURES \$350.00, JUDGMENT DEBTOR EXAM \$150.00, JUDGMENT DEBTOR EXAM (STATE OF OHIO), and OTHER CIVIL \$250.00. The form also shows the 'Parties' section with 'Party 1' and the 'Contact Information' section with fields for Address, City, State, Zip, and Phone Type.

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**.

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.

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

PARTY ADDRESSES:

- Under **Address Type**, always select **ADDRESS**.
- Additional Address needed for Service: Click Add Contact Information and choose Service Address and enter information.
- When a party's address is unknown, enter ADDRESS UNKNOWN into the Address line.

PARTY AFFILIATIONS:

- 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.

The screenshot displays the 'Party 1' form interface. It is divided into several sections:

- Party Information:** Includes 'Party Type*' (set to Plaintiff), 'Role Type' (dropdown), 'Rep by Atty' (checkbox), 'On Behalf Of' (checkbox), 'Last Name*', 'First Name*', 'Middle Name', 'Suffix' (dropdown), 'DOB' (MM/dd/yyyy), 'SSN #', and 'Company*'.
- Contact Information:** Contains two columns for address entry. The left column is for 'ADDRESS' and the right for 'SERVICE ADDRESS'. Each column has fields for 'Address Type', 'Address', 'City', 'State', 'Zip', 'Phone Type', 'Phone' (format: ###-###-####), and 'Email'. There are 'Delete' buttons at the bottom of each column.
- Buttons:** 'Add Contact Information' is located below the contact information section, and 'Add Affiliation/Alias' is at the bottom of the form.

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.

Upload your initial filings in the following order:

- 1) **Case Designation Sheet** (located on the Clerk of Courts website)
- 2) **Complaint**
- 3) **Instructions for Service.**
 - a. If no instructions are filed, service will default to certified mail; 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.

Submitting the Case

Once you have selected all your documents for uploading, click Continue with Filing at the bottom of the eFiling window, a convenience fee will be added.

Convenience Fee	\$15.20
Action Costs	\$380.00
Total	\$395.20
Paid	\$0.00
Owed	\$395.20

[Cancel](#) [Save](#) [Continue with Filing](#)

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	\$15.24
Action Costs	\$500.00
Total	\$515.24
Paid	\$0.00
Owed	\$515.24

[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 enter your credit card information and check out.

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.