

# JENNIFER JOHNSON

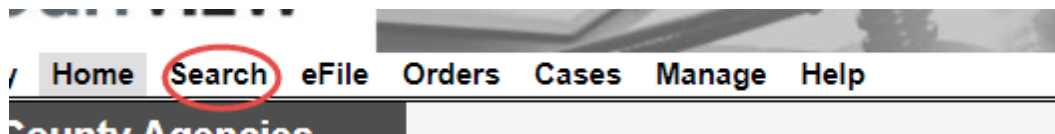
## GUERNSEY COUNTY CLERK OF COURTS

### Subsequent Filings on eFiled Cases

#### What are Subsequent Filings?

*Subsequent Filings are Filings that are being filed against cases that have already been created and assigned a case number in the Clerk's office.*

1. Log in to your eFiling portal
2. Select the **Search** tab at the top of the screen



3. Select the **Case Number** tab

A screenshot of the 'Search' page. The 'Search' title is in an orange header. Below it, a message says 'Select your search criteria below. Fields marked with \* are required.' There is a 'Number of Results' dropdown menu set to '25'. At the bottom, there are four tabs: 'Name', 'Case Number', 'Case Type', and 'Advanced Attorney'. The 'Case Number' tab is selected.

4. Type in the case number (including all leading zeroes), then click **Search**

A screenshot of the search input field. The 'Case Number' tab is selected. The input field contains the text 'Case Number \* 17M000788'. Below the input field is a blue 'Search' button.

5. Click the blue eFile button next to your party's name

A screenshot of the 'Search Results' page. The title 'Search Results' is in an orange header. Below it, it says 'Displaying all 2 matches.' There are two results listed under the 'Party/Company' column. Each result has a blue 'eFile' button and a star icon. The results are: 'BANK OF AMERICA' and 'ROGERS, EILEEN C'.

- Select the party you are filing **On Behalf Of**, your filing's **Document Type** from the drop-down menu, then upload your attachment.

Subsequent Filing - 17F000048 HOLMES, SHERLOCK VS . WATSON MD, JOHN FWB

Case Number 17F000048 Attorney Bar No

Filer VICKI SCHANER Reference Tags

GEAUGA COUNTY CLERK OF COURTS

Status Draft

Case Type FORECLOSURE (F)

Initiating Action EFILED FORECLOSURE

**Parties**

On Behalf Of  HOLMES, SHERLOCK (PLAINTIFF)

WATSON, MD, JOHN (DEFENDANT)

**Add Party**

**Documents**

Document 1

Document Type \* INSTRUCTIONS FOR SERVICE FILED.

Page Count 4

Document Note

**Attachments**

File Name	Page Count	Date Uploaded	
Instructions for Service.pdf	4	11/15/2017 02:13 PM	Delete <input type="checkbox"/>

Upload Attachment  No file chosen (PDF 500000 KB max)

- Please be advised that all **Motions** filed must have a **Proposed Order** attached.

When the MOTION document type is selected, a secondary attachment slot appears.

**Documents**

Document 1

Document Type \* MOTION FILED.

Document Note

**Attachments**

Upload Attachment  No file chosen (PDF 500000 KB max)

**Proposed Order** PROPOSED ORDERREV2.docx

Upload Proposed Order  No file chosen (Word Doc 500000 KB max)

- At the bottom of the page, select **Cancel** to start over, **Save** to save your progress without submitting, or **Continue with Filing**.

Convenience Fee	\$ .00
Total	\$ .00
Paid	\$ .00
Owed	\$ .00

- The next page will allow you to review your filing before submission. Select **Return** to start over, **Modify** to make changes, or **Submit Filing** to continue.

If your filing requires a deposit, you will be redirected for payment at this time.

Convenience Fee	\$ .00
Total	\$ .00
Paid	\$ .00
Owed	\$ .00

- The Clerks will review your filing. If all necessary criteria are met, you will receive an email notification when your filing is accepted.