

# Creating a new case to submit a Proposed Appointment of Special Process Server

1. Log into the Filer's Interface.



2. Click on **New Case**.



3. Click on the correct court.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home >> New Case Filing: Court

### Court

Description

- DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS
- GENERAL DIVISION, COURT OF COMMON PLEAS
- PROBATE COURT, COURT OF COMMON PLEAS
- TENTH DISTRICT COURT OF APPEALS

4. From the Court page, click the correct court division.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home >> New Case Filing: Court >> New Case Filing: Court

### Court

Description

- CIVIL DIVISION
- CRIMINAL DIVISION (Coming Soon)

5. From the Case Types page, choose the **Miscellaneous** case type.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home >> New Case Filing: Court >> New Case Filing: Court >> Case Types

### Case Types

Description

- Civil
- Executions
- Judgment
- Lis Pendens
- Miscellaneous

- From the Case subtype page, choose the **Miscellaneous (Miscellaneous Cases)** case subtype.

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Home eFile Cases My Profile Log Out

Home >> New Case Filing: Court >> New Case Filing: Court >> Case Types >> Case Subtype

### Case Subtype

Description
Miscellaneous (Miscellaneous Cases) Senate Bill 10 (Adam Walsh Act)

Back

- Click on **Add My Parties**.

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Home eFile Cases My Profile Log Out

Home >> New Case Filing: Court >> New Case Filing: Court >> Case Types >> Case Subtype >> Case Initiation

### Case Initiation: Miscellaneous (Miscellaneous Cases)

Filer Reference No  (Enter your office reference number - if applicable)

Add Case Participants **Add My Parties** Add Other Parties

Participant Name	Role	Attorney(s) for Party
------------------	------	-----------------------

Back Save to Draft Next

8. Add your Party Information. The required fields have asterisks by them.

Home > New Case Filing > Court > New Case Filing > Court > Case Types > Case Subtype > Case Initiation > Add a Party

### Add a Party

Note: Any party to be served must be added as a distinct party.

#### Party Information

Party Type:

Business:  Person

First Name: \*

Middle Initial:

Last Name: \* (or Business Name)

Designation:

Mail Name:

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*

State: \*

Zip / Postal Code: \*

[Add Additional Addresses](#)

[Address](#) [Delete](#)

#### Additional Aliases or Business Name for Party

Type:

Business:  Person

First Name: \*

Middle Initial:

Last Name: \* (or Business Name)

Designation:

[Type](#) [Alias \(Business Name\)](#) [Delete](#)

#### Representation for this Party

Last Name	Supreme Court No.	State	Delete
PROCESS SERVER	1000043	Ohio	<input type="button" value="Add"/>

Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State:

9. Important: Make sure that under the Representation for this Party, you enter PROCESS SERVER as Attorney's Last Name and 1000043 as Supreme Court No. Click Add, and click on Next.

#### Representation for this Party

Last Name	Supreme Court No.	State	Delete
PROCESS SERVER	1000043	Ohio	<input type="button" value="Add"/>

Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State:

- a. If you are an attorney, or are filing on behalf of an attorney, you need not fill in this information; it will appear automatically on the case information just like any other e-Filed document.
- b. This also means that, if filing as or on behalf of an attorney, you will show up on the docket as representing counsel for the process server.

10. Click on the **Add Other Parties** button.

Franklin County eFiling *Electronic Filing* user: SUZIE PROCESSERVEI

Home eFile Cases My Profile Log Out

Home New Case Filing Court New Case Filing Court Case Types Case Subtype Case Initiation

**Case Initiation: Miscellaneous (Miscellaneous Cases)**

Filer Reference No.  (Enter your office reference number - if applicable)

Add Case Participants **Add My Parties** **Add Other Parties**

	Participant Name	Role	Attorney(s) for Party
	JOE JOHNSON	Primary Plaintiff	PROCESS SERVER

**Back** **Save to Draft** **Next**

11. Choose the **Business** radio button and enter in *Appointment Process Server* in Business Name filed. Enter in the court's address. Click Next.

## Add a Party

Note: Any party to be served must be added as a distinct party.

### Party Information

Party Type:

Business  Person

First Name: \*

Middle Initial:

Last Name: \* (or Business Name):

Designation:

Mail Name:

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*

State: \*

Zip / Postal Code: \*

Add Additional Addresses

Add

Address Delete

### Additional Aliases or Business Name for Party

Type:

Business  Person

First Name: \*

Middle Initial:

Last Name: \* (or Business Name):

Designation:

Add

Type Alias(Business Name) Delete

### Representation for this Party

Last Name	Supreme Court No.	State	Delete
Add Another or Replace Attorney:			
Attorney's Last Name:	<input type="text"/>		
Supreme Court No.:	<input type="text"/>		
Bar State:	Ohio		

Add

Back Next

12. After entering the parties, click on **Next**.

Franklin County eFiling **Electronic Filing** user: SUZIE PROCESSSERVER

Home eFile Cases My Profile Log Out

Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype » Case Initiation

**Case Initiation: Miscellaneous (Miscellaneous Cases)**

Filer Reference No  (Enter your office reference number - if applicable)

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
X	JOE JOHNSON	Primary Plaintiff	PROCESS SERVER
X	APPOINTMENT PROCESS SERVER	Primary Defendant	

13. From the Add a Document page, choose the *Proposed Appointment of Special Process Server* from the **Document Type** dropdown. Browse for your Word document, and click on **Add**.

Note: eFlex will not allow a Proposed Order to be submitted alone. Another document (Motion: Designation of Process Server) must be uploaded as well.

Franklin County eFiling **Electronic Filing** user: SUZIE PROCESSSERVER

Home eFile Cases My Profile Log Out

Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype » Case Initiation » Add a Document

**Case Subtype : Miscellaneous (Miscellaneous Cases)**

Document Category

Document Type \*

Additional Text

Acceptable File Format(s) (\*.pdf, \*.tif)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	

Total Size: 0.0 MB

14. Choose the *Motion: Designation of Process Server* from the **Document Type** dropdown. Browse for your pdf document, and click on **Add**. Click on **Next**.

Franklin County eFiling | Electronic Filing | user: SUZIE PROCESSSERVER

Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype » Case Initiation » Add a Document

**Case Subtype : Miscellaneous (Miscellaneous Cases)**

Document Category:

Document Type \*:

Additional Text:

Acceptable File Format(s) (\*.pdf,\*.tif)

Document Location: O:\1E-FILING TESTING-DOMESTIC\Motion Filings\Motion for proces |

Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		0.01 MB	--	
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	<a href="#">Order.docx</a>		0.01 MB	--	
			Total Size:	0.01 MB	

Done

15. You will be returned to the Add a Document screen. If you are ready to submit your filing, click on **Next**.

16. From the **Review and Approve** page, you may verify that you've uploaded the correct documents, delete or add more documents, edit the information you've entered and/or send a note to the clerk or court along with your filing. Once you have confirmed that you are ready to submit your filing, click on **Submit the Filing**.

Note: The radio button will default to **Pay by Credit Card** since there is a filing fee on Miscellaneous cases.

Home > New Case Filing: Court > New Case Filing: Court > Case Types > Case Subtype > Case Initiation > Add a Document > Review and Approve Filing

### Review and Approve Filing

**Case Title : JOE JOHNSON -VS- APPOINTMENT PROCESS SERVER**

Case Subtype : Miscellaneous (Miscellaneous Cases)

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	<a href="#">Entry.docx</a>
MOTION: DESIGNATION OF PROCESS SERVER	<a href="#">Motion for process server.pdf</a>

Special Filing Instructions for the Clerk:

Payment Method:

Pay by Credit Card  
Estimated Fees: \$35.00

INDIGENT/DEFER

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

17. Click on **OK**.



18. eFlex will direct you to the PayGov site where you will be required to enter in your credit card information.



**PayGOV.US**

The following payments are accepted for your transaction:

Credit/Debit  
 Check

**Review and Pay ->**  
<<< Edit Payor Info  
< Edit Payment Amts  
Cancel and Go Back

Payment Amount: \$39.00  
Flat Convenience Fee: \$1.09  
Payment Total: \$39.09

**Payment Information - Franklin County Clerk of Courts**

Cardholder First Name: JOE  
Last Name: JOHNSON  
Address: 43 E FIFTH  
City: COLUMBUS  
State: OH  
Zip Code: 43218  
Billing Phone: 614-343-3030  
Your Email Address: Optional

Card Type: VISA  
Card Number: 4111111111111111  
Security Code: 123  
Expiration Date: Nov 2017

Three or four-digit code printed on back of card

SS. Certified  
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19. If you agree, click the Agree checkbox. Click on Submit Payment.

The screenshot shows the PayGov.US payment page. At the top left is the PayGov.US logo. Below it is a blue bar with a white checkmark and the text "I Agree". To the right of this bar is a yellow box containing the text: "By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE." Below the yellow box is another yellow box with the text: "If you would like to make any changes to the information you have entered, please select the page from the buttons below." Below these boxes are five buttons: "<<<-- Edit Payor Info", "<<-- Edit Payment Amts", "<-- Edit Payment Info", "Submit Payment ->" (highlighted in green), and "Cancel and Go Back". To the right of the "I Agree" section is a white box titled "Payment Information - Franklin County Clerk of Courts". Inside this box, the cardholder name is "JOE JOHNSON", the address is "43 E FIFTH : COLUMBUS, OH", and the credit card is "VISA 4\*\*\*\*\*1111 exp 11/17". Below the card information, the payment amount is "\$35.00", the convenience fee is "\$1.05", and the total payment is "\$36.05". At the bottom of the white box is the copyright notice "Copyright © 2009 PayGov, LLC" and the website "www.PayGov.US". The browser window title bar at the bottom says "Done".

20. Your filing is complete. From the **Your Filing has been submitted** page, you may click on **Filing Status** to view the status of your submission.

The screenshot shows the Franklin County eFiling submission confirmation page. At the top left is the Franklin County eFiling logo. To the right is a banner image with the text "Electronic Filing". Below the banner is a navigation bar with buttons for "Home", "eFile", "Cases", "My Profile", and "Log Out". The user name "user: SUZIE PROCESSSERVER" is displayed on the right side of the navigation bar. Below the navigation bar is the text "Submission Confirmation". The main heading is "Your Filing has been submitted". Below this heading is the text "Case Type: Miscellaneous (Miscellaneous Cases) -". A note follows: "Note: This filing is now being processed and added to the Clerk of Court document repository. Once the documents associated with your filing have been stored, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 90 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court." At the bottom left is a button labeled "Filing Status".