



**The Honorable Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts

General Division  
345 S. High Street, Floor 1-B  
Columbus, Ohio 43215  
614.525.3621

## **Instructions for Filing a Public Records Access Dispute**

In accordance to the Ohio Revised Code, section 2743. 75 (D) (1)

*An allegedly aggrieved person who proceeds under this section shall file a complaint, on a form prescribed by the clerk of the court of claims, with the clerk of the court of claims or with the clerk of the court of common pleas of the county in which the public office from which the records are requested is located.*

### **Required Documents and Information:**

1. If claimant does not yet have an e-filing account, claimant must create an account and e-file all documents at <https://efiling.franklincountyohio.gov/>
2. Original Ohio Court of Claims Public Records Access Dispute Formal Complaint form.  
<https://ohiocourtofclaims.gov/public-records-forms.php>
3. Copy of the original records request and any written responses or other communication concerning denial of the request for public records.
4. Cost in the amount of \$25.00.

Please contact the Clerk of Courts, General Division, at 614-525-3621 with additional inquiries.



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1. Log into Filer's Interface. If you do not have an E-flex account you can request one by clicking on **Request Account**.

The screenshot shows the Franklin County e-Filing website. At the top left is the Franklin County e-Filing logo. The main header features a banner with a building image and the text "Electronic Filing" and "powered by eFlex from Tybera". Below the banner are links for "Terms of use", "Payment policy", and "Support". The main content area includes a large "eFile!" button, a photograph of a modern building, and a "Log In" section with fields for "User Name" and "Password", and buttons for "Log In", "Forgot Your Password?", and "Request Account". The "Request Account" button is circled in blue. Below the photograph, there is a welcome message and instructions: "Welcome to the Franklin County's e-Filing website. This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk. Please review the Terms of Use policy. Thank you for your participation in the use of our new e-Filing system."

2. Click on **New Case**.

The screenshot shows the Franklin County e-Filing website user interface. At the top is the Franklin County e-Filing logo and the "Electronic Filing" banner. Below the banner is a navigation menu with links for "Home", "eFile", "Cases", "My Profile", "Admin", and "Log Out", along with a "user:" field. The main content area displays a list of options: "New Case" (circled in blue), "File To Existing Case", "Filing Status", "My Recent Cases", "Notifications", "View Queues", and "Approve/Deny User". Each option has a corresponding description: "File new case", "File subsequent document to existing case", "Check the status of filings", "List of my cases", "Review Notifications", "List of entries in my queues", and "Approve/Deny User Request".



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3. Click on **General Division, Court of Common Pleas**.



4. From the Court page, click on the **Civil Division**.



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





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6. From the Case Subtype page, choose the **Public Records Access Dispute** Case Subtype.

The screenshot shows the Franklin County eFiling interface. The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types ⇒ Case Subtype. The page title is "Case Subtype". Under the "Description" header, the following options are listed: "Miscellaneous (Miscellaneous Cases)", "PUBLIC RECORDS ACCESS DISPUTE" (circled in blue), "SAFE AT HOME ADDRESS REQUEST", "Senate Bill 10 (Adam Walsh Act)", and "Senate Bill 337". A "Back" button is located at the bottom left.

7. If filing on your own behalf, verify filer information is correct. This information is generated by the information entered in the filer profile. Click **Next**.

Note: If you are an attorney, click on **Add My Parties**, and add the information of the person you are representing.

The screenshot shows the Franklin County eFiling interface for "Case Initiation: PUBLIC RECORDS ACCESS DISPUTE". The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types ⇒ Case Subtype ⇒ Case Initiation. There is a "Filer Reference No" input field with the instruction "(Enter your office reference number - if applicable)". Below this are buttons for "Add Case Participants", "Add My Parties", and "Add Other Parties". A table lists the participants:

Participant Name	Role	Attorney(s) for Party
JENN PROSE ID: PROSEJENflex Address:3 OAK ST COLUMBUS, OH 43234 US	Primary Plaintiff	

The participant information for JENN PROSE is circled in blue. At the bottom, there are buttons for "Back", "Save to Draft", and "Next".



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8. Click **Add Other Parties**.

Electronic Filing

Home eFile Cases My Profile Log Out user: [ ]

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

**Case Initiation: PUBLIC RECORDS ACCESS DISPUTE**

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
<input type="checkbox"/> JENN PROSE ID: PROSEJENflex Address:3 OAK ST COLUMBUS, OH 43234 US	Primary Plaintiff	

Back Save to Draft Next

9. Select **Business**. Enter the name *and* address of the Agency denying your Public Records Request. Then click **Next**.

Electronic Filing

Home eFile Cases My Profile Log Out user: [ ]

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: Primary Defendant

Business  Person

First Name: [ ]

Middle Initial: [ ]

Last Name: \* (or Business Name) ABC-123

Designation: [ ]

Address Line 1: \* 1234 MAIN STREET

Address Line 2: [ ]

Address Line 3: [ ]

City: \* COLUMBUS

State: \* OHIO

Zip / Postal Code: \* 42215

**Additional Aliases or Business Name for Party**

Type: Also Known As

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: [ ]

Supreme Court No.: [ ]

Bar State: Ohio

Add

Back **Next**



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10. Verify information is correct. Click **Next**.

Franklin County e-Filing | Electronic Filing

Home eFile Cases My Profile Log Out user: [ ]

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

**Case Initiation: PUBLIC RECORDS ACCESS DISPUTE**

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
JENN PROSE	Primary Plaintiff	
ABC-123	Primary Defendant	

[ Back ] [ Save to Draft ] [ Next ]

11. Choose **Complaint OCC Public Records Access Dispute & Summons** from the *Document Type* dropdown. Browse for your document and click on **Add**. Click **Next**.

Franklin County e-Filing | Electronic Filing

Home eFile Cases My Profile Log Out user: [ ]

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

**Case Subtype : PUBLIC RECORDS ACCESS DISPUTE**

Document Category [ ]

Document Type \* **COMPLAINT OCC PUBLIC RECORDS ACCESS DISPUTE & SUMMONS** ▼

Additional Text [ ]

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

Document Location [ Browse... ] No file selected.

Add to Submission [ Add ]

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

Total Size: 0.0 MB

[ Back ] [ Move to Draft ] [ Next ]



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12. Next, choose **Attachment** from the *Document Type* dropdown. (The attachment would be a copy of the original records request and any written responses or other communications concerning the denial of the request for public records.) Browse for your document and click on **Add**. Click **Next**.

Franklin County eFiling **Electronic Filing**

Home eFile Cases My Profile Log Out user: [ ]

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

**Case Subtype : PUBLIC RECORDS ACCESS DISPUTE**

Document Category [ ]

Document Type \* **ATTACHMENT**

Additional Text [ ]

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

Document Location [Browse...] No file selected.

Add to Submission [Add]

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml	[ ]	0.01 MB	--	
COMPLAINT OCC PUBLIC RECORDS ACCESS DISPUTE & SUMMONS	20160224163246.pdf		0.06 MB	--	[ ]
Total Size:			0.06 MB		

[Back] [Move to Draft] [Next]

13. Next choose **Request for Service-Certified Mail** from the *Document Type* dropdown. You will not have a document to upload. Click **Add**.

Franklin County eFiling **Electronic Filing**

Home eFile Cases My Profile Log Out user: [ ]

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

**Case Subtype : PUBLIC RECORDS ACCESS DISPUTE**

Document Category [ ]

Document Type \* **REQUEST FOR SERVICE - CERTIFIED MAIL**

Additional Text [ ]

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

Document Location [Browse...] No file selected.

Add to Submission [Add]

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml	[ ]	0.01 MB	--	
COMPLAINT OCC PUBLIC RECORDS ACCESS DISPUTE & SUMMONS	20160224163246.pdf		0.06 MB	--	[ ]
ATTACHMENT	20160224163246_A.pdf		0.06 MB	--	[ ]
Total Size:			0.12 MB		

[Back] [Move to Draft] [Next]



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14. **Add the Documents to be Served.** The *COMPLAINT OCC PUBLIC RECORDS ACCESS DISPUTE & SUMMONS* and *ATTACHMENT* need to be served. Verify that the documents have been added under **Document Title**.

Franklin County eFiling Electronic Filing

Home eFile Cases My Profile Log Out user: [redacted]

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

REQUEST FOR SERVICE - CERTIFIED MAIL

**Instructions for Service**

Service Method: CERTIFIED MAIL

Documents to be served ATTACHMENT Add

Document Title	Proposed Document Title
COMPLAINT OCC PUBLIC RECORDS ACCESS DISPUTE & SUMMONS	

Select the Party and Address to be Served

For	Participant Name	Address	Current Role	Attorney(s) for Party
<input type="checkbox"/>	JENN PROSE	3 OAK ST COLUMBUS, OH 43234	Primary Plaintiff	
<input type="checkbox"/>	ABC-123	1234 MAIN STREET COLUMBUS, OH 42215	Primary Defendant	

Non-Party Addressees or Other Addresses Add

For	Name	Address	Delete
-----	------	---------	--------

Back Next

15. Select the **Party to be Served**. Click **Next**.

Franklin County eFiling Electronic Filing

Home eFile Cases My Profile Log Out user: [redacted]

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

REQUEST FOR SERVICE - CERTIFIED MAIL

**Instructions for Service**

Service Method: CERTIFIED MAIL

Documents to be served Add

Document Title	Proposed Document Title
COMPLAINT OCC PUBLIC RECORDS ACCESS DISPUTE & SUMMONS	
ATTACHMENT	

Select the Party and Address to be Served

For	Participant Name	Address	Current Role	Attorney(s) for Party
<input type="checkbox"/>	JENN PROSE	3 OAK ST COLUMBUS, OH 43234	Primary Plaintiff	
<input checked="" type="checkbox"/>	ABC-123	1234 MAIN STREET COLUMBUS, OH 42215	Primary Defendant	

Non-Party Addressees or Other Addresses Add

For	Name	Address	Delete
-----	------	---------	--------

Back Next



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

17. From the **Review and Approve** page, verify that you uploaded the correct documents, add/remove documents, Case Data, 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**.

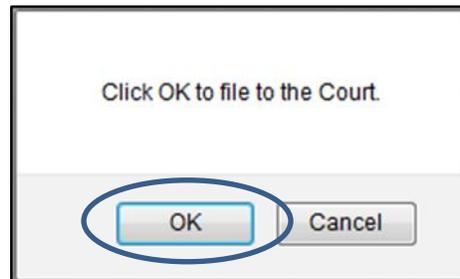
Note: The radio button will default to **Pay by Credit Card** since there is a \$25.00 filing fee on the case.



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18. Click on **OK**.



19. eFlex will direct you to the PayGov site where you will be required to enter in your credit card information. Click **Review and Pay**.

Note: There will be a 3% PayGov convenience fee added to the \$25.00 filing fee.

**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: \$25.00  
Flat Convenience Fee: \$1.00  
Payment Total: \$26.00

Security METRICS PCI Certified

SSL Certificate

Copyright © 2009 PayGov, LLC www.PayGov.US

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

Cardholder First Name: JOE  
Last Name: JOHNSON  
Address: 43 E FIFTH  
City: COLUMBUS  
State: OH  
Zip Code: 43216  
Billing Phone: 614-123-4567  
Your Email Address: \_\_\_\_\_ Optional

Card Type: VISA  
Card Number: 4111111111111111  
Security Code: 123 Three or four-digit code printed on back of card  
Expiration Date: Nov 2017



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20. If you agree, click the **I Agree** Checkbox.

**PayGOV.US**

**I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<< Edit Payor Info  
<<<< Edit Payment Amts  
<<< Edit Payment Info  
Cancel and Go Back

Payment Amount: \$25.00  
Flat Convenience Fee: \$1.00  
Payment Total: \$26.00

SECURITYMETRICS  
✓ PCI Certified

SSL Certificate

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

Cardholder Name: JOE JOHNSON  
Address: 43 E FIFTH : COLUMBUS, OH  
Credit Card: VISA 4\*\*\*\*\*1111 exp 11/17

Payment Amount: \$25.00  
Convenience Fee: \$1.00  
Payment Total: \$26.00

Copyright © 2009 PayGov, LLC [www.PayGov.US](http://www.PayGov.US)

21. Click **Submit Payment**.

**PayGOV.US**

**I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<< Edit Payor Info  
<<<< Edit Payment Amts  
<<< Edit Payment Info  
**Submit Payment**  
Cancel and Go Back

Payment Amount: \$25.00  
Flat Convenience Fee: \$1.00  
Payment Total: \$26.00

SECURITYMETRICS  
✓ PCI Certified

SSL Certificate

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

Cardholder Name: JOE JOHNSON  
Address: 43 E FIFTH : COLUMBUS, OH  
Credit Card: VISA 4\*\*\*\*\*1111 exp 11/17

Payment Amount: \$25.00  
Convenience Fee: \$1.00  
Payment Total: \$26.00

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22. 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.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user:

Submission Confirmation

**Your Filing has been submitted**

Case Type: PUBLIC RECORDS ACCESS DISPUTE -

**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.

[Filing Status](#)

23. The Clerk's office will submit your Complaint to the Ohio Court of Claims who will proceed with the case. Any additional questions or concerns can be directed to:

Ohio Court of Claims  
65 South Front Street  
Columbus, Ohio 43215  
(614) 387-9800

<https://ohiocourtofclaims.gov/public-records-forms.php>