

e-Filing for Media

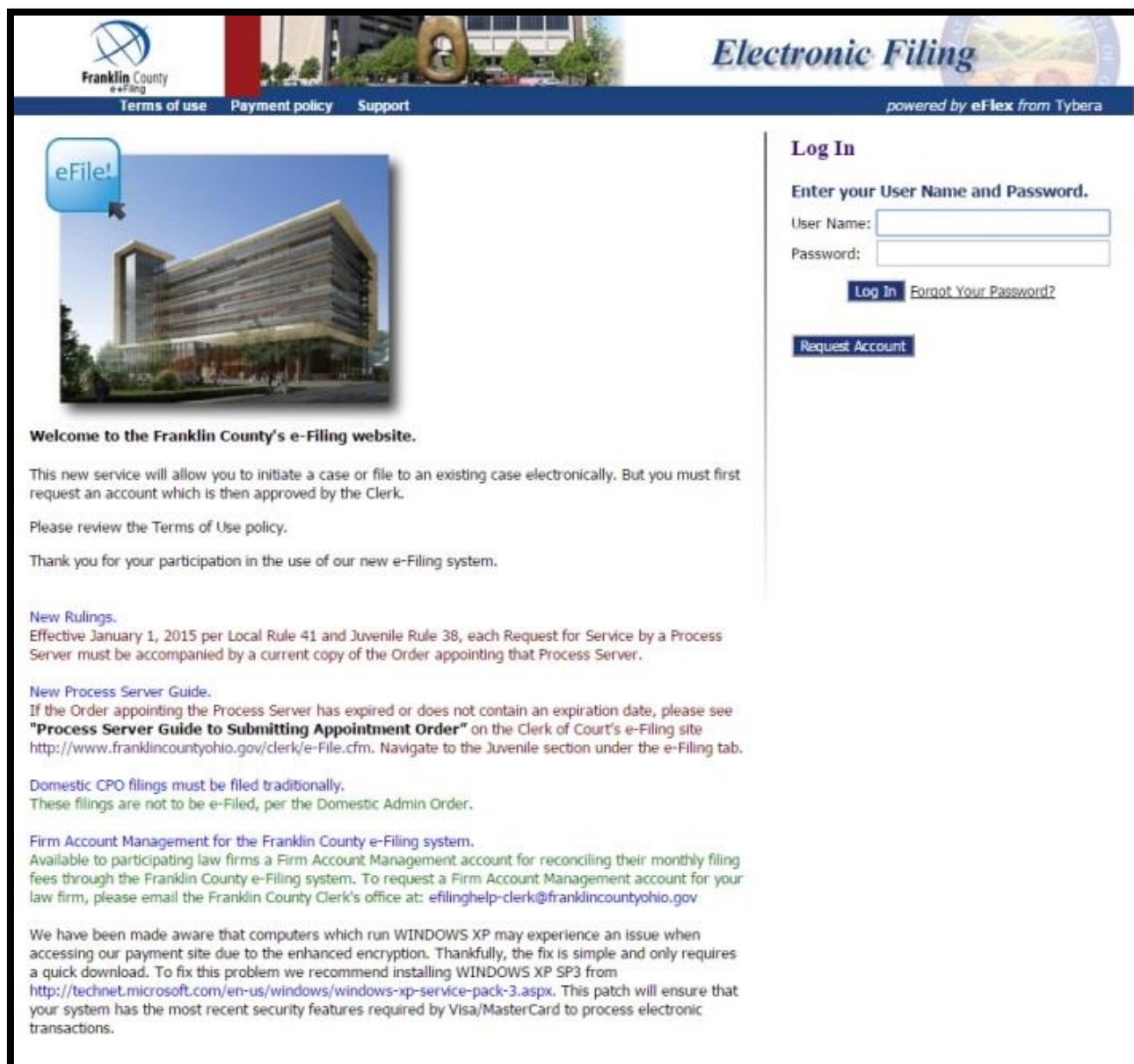


A step-by-step guide for media required to e-File requests through the Franklin County Clerk of Courts e-Filing System

Prepared by Clerk of Courts' Communications Staff

Media members are required to e-File, just like attorneys, agency filers, and pro se litigants and defendants. This guide will assist Media members with e-Filing in the General Divisions of the Court of Common Pleas.

Access this page by [clicking here](#).



The screenshot shows the Franklin County e-Filing website. At the top left is the Franklin County e-Filing logo. To its right is a navigation bar with links for "Terms of use", "Payment policy", and "Support". Further right is the text "Electronic Filing" and "powered by eFlex from Tybera". Below the navigation bar is a large image of a modern building with a blue "eFile!" speech bubble icon. To the right of the image is a "Log In" section with the heading "Enter your User Name and Password." Below this are two input fields for "User Name:" and "Password:". Under the password field are two buttons: "Log In" and "Forgot Your Password?". Below the login section is a "Request Account" button. The main content area contains several paragraphs of text, including a welcome message, instructions on how to use the service, and links to "New Rulings", "New Process Server Guide", and "Domestic CPO filings must be filed traditionally".

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.

New Rulings.
Effective January 1, 2015 per Local Rule 41 and Juvenile Rule 38, each Request for Service by a Process Server must be accompanied by a current copy of the Order appointing that Process Server.

New Process Server Guide.
If the Order appointing the Process Server has expired or does not contain an expiration date, please see **"Process Server Guide to Submitting Appointment Order"** on the Clerk of Court's e-Filing site <http://www.franklincountyohio.gov/clerk/e-File.cfm>. Navigate to the Juvenile section under the e-Filing tab.

Domestic CPO filings must be filed traditionally.
These filings are not to be e-Filed, per the Domestic Admin Order.

Firm Account Management for the Franklin County e-Filing system.
Available to participating law firms a Firm Account Management account for reconciling their monthly filing fees through the Franklin County e-Filing system. To request a Firm Account Management account for your law firm, please email the Franklin County Clerk's office at: efilinghelp-clerk@franklincountyohio.gov

We have been made aware that computers which run WINDOWS XP may experience an issue when accessing our payment site due to the enhanced encryption. Thankfully, the fix is simple and only requires a quick download. To fix this problem we recommend installing WINDOWS XP SP3 from <http://technet.microsoft.com/en-us/windows/windows-xp-service-pack-3.aspx>. This patch will ensure that your system has the most recent security features required by Visa/MasterCard to process electronic transactions.

This is the **e-Filing Login Screen**. Users can sign in to their e-Filing account, or request an account using the button on the right side of the webpage.

New users must agree to the Franklin County Ohio e-Filing System User Agreement. All current filers have agreed to this language.

If you have any questions about this Agreement, please contact the **Clerk of Courts Office at 614.525.3600**

User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

Franklin County, Ohio e-Filing System User Agreement

In order to register for an account with the Franklin County, Ohio, e-Filing System, including the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals and the Clerks of Court for the respective Courts, you must accept the terms of the User Agreement below. Failure to accept these terms will result in you being denied access to the system and being re-directed take you back to the login screen.

Each person who has been approved to file electronically shall be responsible for the security and use of the user name and password that are assigned to that person. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees to comply with the Administrative Orders and/or Local Rules of the Division or Branch of the Common Pleas Court or Tenth District Court of Appeals governing e-Filing as are then in effect in the applicable Court, Division or Branch at the time of each electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

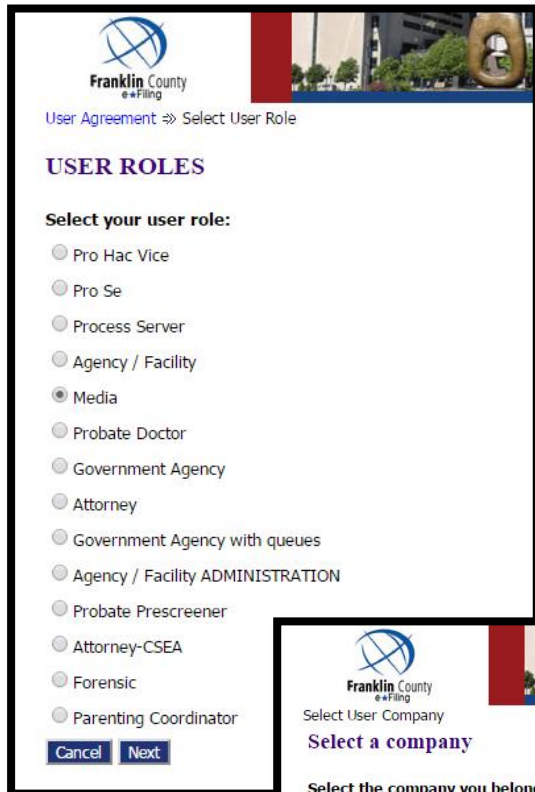
Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing and I accept the terms of the user agreement.

I do not accept the terms of the user agreement

Click on the radio button to agree with the Administrative Orders, and accept the terms of the user agreement and move forward.

To register your account, follow these few steps, including defining your user roll (media), identifying the company for whom you are filing, if any.



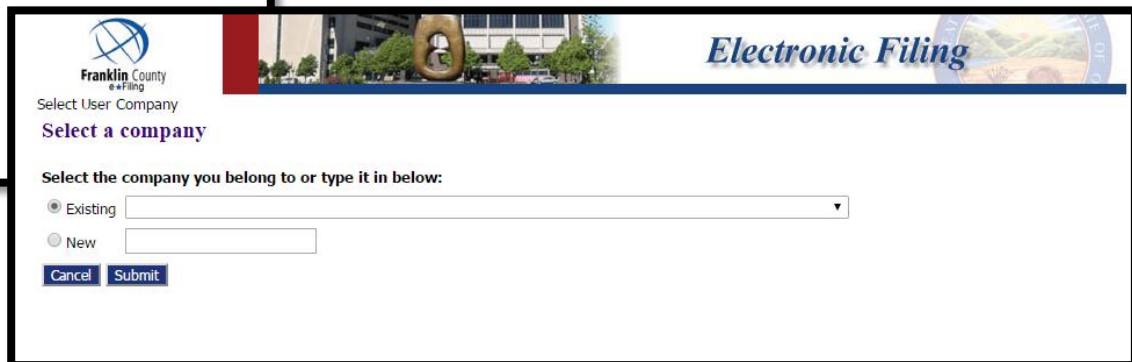
Franklin County e-Filing

User Agreement => Select User Role

USER ROLES

Select your user role:

- Pro Hac Vice
- Pro Se
- Process Server
- Agency / Facility
- Media
- Probate Doctor
- Government Agency
- Attorney
- Government Agency with queues
- Agency / Facility ADMINISTRATION
- Probate Prescreener
- Attorney-CSEA
- Forensic
- Parenting Coordinator



Franklin County e-Filing

Electronic Filing

Select User Company

Select a company

Select the company you belong to or type it in below:




Existing

New

The Clerk of Courts Office produced several YouTube videos on using the e-Filing website. We highly recommend viewing these videos, and subscribing to the Clerk's YouTube Channel to receive the most up-to-date information about this office.

View the YouTube channel by [clicking here](#).

Please fill out the User Account contact information form on the next page. This ensures that our staff can get in touch with you should any errors occur.



Request a User Account

Request a User Account

***Required Fields**

Company Name: Rise Communication LLC

User Name: *

Your password must be at least 6 characters long and must be different than your user name.

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Phone: Fax:

E-Mail:

1st Alternate E-Mail:

2nd Alternate E-Mail:

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State: ALABAMA

Postal Code: * Country: UNITED STATES

Once submitted, your account should be active within **24 hours**; confirmation sent via the email address provided during registration. Please contact our office if you have any issues.

Login using your credentials. Once successfully logged in, you will see the e-Filing Home Screen. Here, you can navigate throughout the system, based on what tasks you need to accomplish.

The Clerk of Courts produced a special video about navigating the e-Filing Home Screen, which you can view by [clicking here](#).

Franklin County e-Filing

Electronic Filing

Home eFile Cases My Profile Log Out user: ADAM SMITH

Home

New Case	File new case
File To Existing Case	File subsequent document to existing case
Filing Status	Check the status of filings
My Recent Cases	List of my cases
Notifications	Review Notifications

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Most Media members will need to **File to an Existing Case**, and should start their e-Filing by clicking on the appropriate button on the Home Screen, as shown above.

In order to begin, you must identify the case to which you are filing.

Please enter the **Case Number**, select the **correct Court***, and type a case **Participant's Last Name** (Plaintiff or Defendant)

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: CLARK KENT

Home ⇒

Existing Cases

Case Number	Court	Participant's Last Name
<input type="text"/>	GENERAL DIVISION, COURT OF COMMON PLEAS	<input type="text"/>

Submit

Ex: 11CV12345

filter all your cases.
[Search My Cases](#)

Number of cases displayed per page: 50

There are no cases on record for you.

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**Note the court in which you are searching. Searching for a "DR" case with the dropdown on "GENERAL DIVISION, COURT OF COMMON PLEAS" will return no results, as "DR" cases are filed in Domestic Court.*

Once you have identified the case to which you are e-Filing, you will be taken to the Add a Document screen. Here, you will upload your request for Media e-Filing.

Franklin County e-Filing

Electronic Filing

Home eFile Cases My Profile Log Out user: CLARK KENT

Home » Existing Case » Add a Document

Case Number : 12CV000123 Case Title : CREDIT ACCEPTANCE CORPORATION -VS- VERNON L DUBLIN

Case Subtype : H-Other Civil

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.pdf)

Document Location No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
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The **YELLOW BAR** across the top of the page identifies the case information. Check that you are filing to the correct case and that the case number and title match the case to which you are requesting access.

Using the Drop Down Menus, find the **Document Category** labeled **"MEDIA"**, and select the **Document Type** labeled **"PROPOSED ENTRY OF MEDIA PERMISSION"** when submitting on Civil case, or **"PROPOSED ORDER: MEDIA PERMISSION"** when submitting on a Criminal case. Then, select the Browse button to upload your completed Proposed Entry.

The screenshot shows the Franklin County eFiling system interface. At the top left is the Franklin County eFiling logo. The main header features a navigation menu with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out', and a user identification 'user: CLARK KENT'. Below the navigation is a breadcrumb trail: 'Home ⇒ Existing Case ⇒ Add a Document'. A yellow banner displays the 'Case Number : 12CV000123' and 'Case Title : CREDIT ACCEPTANCE CORPORATION -VS- VERNON L DUBLIN'. The 'Case Subtype : H-Other Civil' is shown below. The form includes a 'Document Category' dropdown menu set to 'MEDIA', a 'Document Type *' dropdown menu set to 'PROPOSED ENTRY OF MEDIA PERMISSION', and an empty 'Additional Text' field. Below these is the 'Acceptable File Format(s) (*.DOCX,*.DOC)' section, which includes a 'Document Location' field with a 'Choose File' button and the filename 'RiseCommMed...equest.docx'. An 'Add to Submission' section contains an 'Add' button. A table header with columns 'Document Name', 'View Document', 'Edit Data', 'Size', 'Pg Count', and 'Remove' is visible. At the bottom of the form are 'Back', 'Move to Draft', and 'Next' buttons. The footer contains links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', 'about Tybera Development Group, Inc.', and 'contact us', along with the copyright notice '© 2001-11 Tybera Development Group, Inc. All rights reserved.'

For Criminal cases, a .PDF document can be obtained off the Common Pleas Court website, and can be found by [clicking here](#). Please note that different courts require different documents and document types. Contact the proper court for the proper document.

Finally, you can **Review and Approve** your filing to make sure that you are submitting the proposed entry to the correct case, and to make sure you have uploaded the correct document. When this is verified, click Submit the Filing.

The screenshot shows the Franklin County eFiling interface. At the top left is the Franklin County eFiling logo. The top right features the text "Electronic Filing" and a circular seal. A navigation bar contains links for Home, eFile, Cases, My Profile, and Log Out. The user is identified as CLARK KENT. The breadcrumb trail is Home » Existing Case » Add a Document » Review and Approve Filing. The main heading is "Review and Approve Filing". A yellow banner displays "Case Number : 12CV000123" and "Case Title : CREDIT ACCEPTANCE CORPORATION -VS- VERNON L DUBLIN". Below this, the case subtype is "H-Other Civil". The section "Document(s) to be Submitted:" includes a table with one entry: "PROPOSED ENTRY OF MEDIA PERMISSION" with a "View Document" link pointing to "RiseCommMediaRequest.docx". An "Add/Remove Documents" button is also present. A "Special Filing Instructions for the Clerk:" section contains an empty text box. At the bottom, there are buttons for "Back", "Cancel (Delete)", "Move to Draft", and "Submit the Filing". The footer contains links for online help, terms of use, privacy policy, payment policy, support, about Tybera Development Group, Inc., and contact us, along with a copyright notice for 2011.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: CLARK KENT

Home » Existing Case » Add a Document » Review and Approve Filing

Review and Approve Filing

Case Number : 12CV000123 Case Title : CREDIT ACCEPTANCE CORPORATION -VS- VERNON L DUBLIN

Case Subtype : H-Other Civil

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

Document Name	View Document
PROPOSED ENTRY OF MEDIA PERMISSION	RiseCommMediaRequest.docx

Special Filing Instructions for the Clerk:

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

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Please be sure to click on the View Document link for the submission to verify you haven't uploaded the incorrect document. One of the biggest reasons we reject filings is because of this type of situation. For more information on Rejection and Decline, you can view the Clerk of Court's YouTube [video on the subject here](#).

Your filing has been submitted to the Clerk's Office for review. This Proposed Entry will then be electronically forwarded to the Court for Judicial Review, and the **Judge or Judge's staff** will approve or decline the Entry.



The screenshot shows the Franklin County eFiling system interface. At the top left is the Franklin County eFiling logo. To the right is a banner for "Electronic Filing" with a scenic background. Below the banner is a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "CLARK KENT". The breadcrumb trail reads "Home » Existing Case » Submission Confirmation". The main heading is "Your Filing has been submitted". Below this, the case type is listed as "H-Other Civil - PROPOSED ENTRY OF MEDIA PERMISSION". A note states: "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." A button labeled "Filing Status" is visible. At the bottom, there are links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us", along with the copyright notice "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Once your document has been filed, you will be able to follow its progress through the system by clicking on Filing Status. This will tell you when your Proposed Entry has passed through the Clerk's Office, and gone to a Judge.

The Clerk's News section of our website has information about our office, like our Quarterly Newsletter, Annual Reports, and other important statistics. [Click here.](#)

The screenshot shows the website for Maryellen O'Shaughnessy, Franklin County Clerk of Courts. The header includes a search bar, a language selector, and navigation links for HOME, CASE INFORMATION ONLINE, E-FILING, CLERK'S NEWS, LOCATIONS, CONTACT US, and ABOUT THE CLERK. The main content area is titled "Clerk's News" and is divided into several sections: "Achievements" (listing awards like Digital Government Achievement Award and Clerk Vegas 2014), "Annual Reports" (listing reports from 2010 to 2014), "Foreclosures" (listing foreclosure statistics), "Newsletters" (listing the current quarter's newsletter), and "Other Topics". A sidebar on the left contains links for LEGAL DIVISIONS, AUTO TITLE, FORMS AND FEES, ONLINE RESOURCES, and OTHER. A "Clerk of Courts YouTube Channel" logo and a "Click to Subscribe" button are also visible.

The screenshot shows the YouTube channel page for Maryellen O'Shaughnessy, Franklin County Clerk of Courts. The channel name is "Franklin County Clerk of Courts" and the subscriber count is 277. The page features a "What to watch next" section with video thumbnails, including "Franklin County Auto Title PSA (15)" and "Services - ADDED!". There is also a "Featured Channels" section with links to other channels like "Franklin County, Ohio" and "The Young Turks".

The Clerk of Courts' YouTube Channel is the go-to source for learning about our office, and about e-Filing. [Access here.](#)

We're Here to Help!



For *Technical Questions*, call the **Division**:

General Division – (614) 525-3621

(Including Civil & Criminal Case Filings)

Juvenile Division – (614) 525-4411

Domestic Relations Division – (614) 525-4410

Appeals Division – (614) 525-3624

For *Media Inquiries*, call the office and ask for the
Director of Communications:

Clerk of Courts Administration – 614.525.3600