



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 Petition for Safe at Home Address Release

In accordance to the Ohio Revised Code, section 111.46 (A)

The secretary of state shall make available to the attorney general, for inclusion into the Ohio law enforcement gateway, the name, telephone number, and confidential address of each program participant. Access to information in the gateway regarding an address confidentiality program participant may only be granted to chiefs of police, village marshals, county sheriffs, county prosecuting attorneys, and a designee of each of these individuals.

A city director of law or similar chief legal officer who requires access to a program participant's confidential address or telephone number for a legitimate governmental purpose may petition the court of common pleas of Franklin county to order the secretary of state to make that confidential address or telephone number available to the petitioner.

Required Documents and Information:

1. If petitioner does not yet have an e-filing account, petitioner must create an account and e-file all documents at <https://efiling.franklincountyohio.gov/>
2. Petition for Release of Safe at Home Address
3. Proposed Hearing/Event Scheduled (this is a document type, no actual document upload required)

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**.

Franklin County e-Filing

Electronic Filing

powered by eFlex from Tybera

Terms of use Payment policy Support

eFile!

Log In

Enter your User Name and Password.

User Name:

Password:

Log In Forgot Your Password?

Request Account

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**.

Franklin County e-Filing

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

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 (17) Review Notifications



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

The screenshot shows the eFiling website interface. At the top left is the Franklin County eFiling logo. The main header area contains the text "Electronic Filing" and a background image of a building. Below the header is a navigation menu with links for Home, eFile, Cases, My Profile, and Log Out. The user is identified as MICHAEL L. MILLER. The breadcrumb trail reads "Home ⇒ New Case Filing: Court". The main content area is titled "Court" and lists several options under a "Description" header: "DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS", "GENERAL DIVISION, COURT OF COMMON PLEAS" (circled in blue), "PROBATE COURT, COURT OF COMMON PLEAS", and "TENTH DISTRICT COURT OF APPEALS".

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

The screenshot shows the eFiling website interface. The navigation menu and user information are the same as in the previous screenshot. The breadcrumb trail is "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court". The main content area is titled "Court" and lists two options under a "Description" header: "CIVIL DIVISION" (circled in blue) and "CRIMINAL DIVISION".

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

The screenshot shows the eFiling website interface. The navigation menu and user information are the same. The breadcrumb trail is "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Types". The main content area is titled "Case Types" and lists several options under a "Description" header: "Civil", "Executions", "Judgment", "Lis Pendens", and "Miscellaneous" (circled in blue).



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6. From the Case Subtype page, choose the **Safe at Home Program Address Request** Case Subtype.

The screenshot shows the 'Case Subtype' page. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Court » Case Types » Case Subtype. The page title is 'Case Subtype'. Below the title is a table with a header 'Description'. The table contains the following rows:

Description
Miscellaneous (Miscellaneous Cases)
Public Records Access Dispute
Safe At Home Program Address Request
Senate Bill 10 (Adam Walsh Act)
Senate Bill 337

At the bottom of the table is a 'Back' button.

7. Click on **Add My Parties**

The screenshot shows the 'Case Initiation: Safe At Home Program Address Request' page. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Court » Case Category » Case Type » Case Initiation. The page title is 'Case Initiation: Safe At Home Program Address Request'. Below the title is a text input field for 'Filer Reference No' with a placeholder '(Enter your office reference number - if applicable)'. Below that are three buttons: 'Add Case Participants', 'Add My Parties', and 'Add Other Parties'. The 'Add My Parties' button is circled in blue. Below the buttons is a table with the following columns: 'Participant Name', 'Role', and 'Attorney(s) for Party'. At the bottom of the page are three buttons: 'Back', 'Save to Draft', and 'Next'.



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8. Add the information of the person you are representing. Click **Next**

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home » New Case Filing: Court » New Case Filing: Court » Case Category » Case Type » 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 Plaintiff

Business Person

First Name: * JOHN

Middle Initial:

Last Name: * (or Business Name) DOE

Designation:

Address Line 1: * 123 OAK STREET

Address Line 2:

Address Line 3:

City: * COLUMBUS

State: * OHIO

Zip / Postal Code: * 43215

Add Additional Addresses Add

Address	Delete
---------	--------

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
MILLER	000025561	OH	

Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State: Ohio

Add

Back Next



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Note: 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**.

Home eFile Cases My Profile Log Out user: JENN PROSE

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

Case Initiation: Safe At Home Program Address Request

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 ID: PROSEJENNeflex Address:3 OAK ST COLUMBUS, OH 43224 US	Primary Plaintiff	

Back Save to Draft **Next**

9. Click **Add Other Parties**.

Franklin County eFiling Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Category ⇒ Case Type ⇒ Case Initiation

Case Initiation: Safe At Home Program Address Request

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
JOHN DOE	Primary Plaintiff	MILLER

Back Save to Draft Next



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10. Select **Business**. Enter the name *and* address of the Secretary of State. Click **Next**.

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Category ⇒ Case Type ⇒ 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) SECRETARY OF STATE

Designation:

Address Line 1: * 180 E BROAD STREET

Address Line 2: 16TH FLOOR

Address Line 3:

City: * COLUMBUS

State: * OHIO

Zip / Postal Code: * 43215

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**

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

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Category ⇒ Case Type ⇒ Case Initiation

Case Initiation: Safe At Home Program Address Request

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

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
✗	JOHN DOE	Primary Plaintiff	MILLER
✗	SECRETARY OF STATE	Primary Defendant	

Back Save to Draft **Next**



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12. Choose **Petition for Release of Safe at Home Address** from the *Document Type* dropdown. Browse for your document and click on **Add**.

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

Case Subtype : Safe At Home Program Address Request

Document Category

Document Type *

Additional text

Document Location

Add to Submission

Case Data

[Back](#) [Move to Draft](#)

Edit Data	Size	Pg Count	Remove
	0.01 MB	--	
Total 0.0 MB Size:			

13. Next, choose **Proposed Hearing/Event Scheduled** from the *Document Type* dropdown. You will not have a document to upload. Click **Add**. After both Document Types have been added click **Next**.

Franklin County eFiling

Home eFile Cases My Profile Log Out user: JENN PROSE

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

Case Subtype : Safe At Home Program Address Request

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.pdf)

Document Location No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	
PETITION FOR RELEASE OF SAFE AT HOME ADDRESS	del-complaint.pdf		0.04 MB	--	
PROPOSED HEARING/EVENT SCHEDULED			0.0 MB	--	
Total 0.04 MB Size:					

[Back](#) [Move to Draft](#) [Next](#)



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14. 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**.

Franklin County eFiling *Electronic Filing*

Home eFile Cases My Profile Log Out user: JENN PROSE

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 : JENN PROSE -VS- SECRETARY OF STATE

Case Subtype : Safe At Home Program Address Request

Filers Reference No:
Generated Case Data: [Change Case Data](#)

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

Document Name	View Document
PETITION FOR RELEASE OF SAFE AT HOME ADDRESS	del-complaint.pdf
PROPOSED HEARING/EVENT SCHEDULED	

Special Filing Instructions for the Clerk:

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

15. Click on Ok to file to Court.

Click OK to file to the Court.

[OK](#) [Cancel](#)



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16. 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.

https://efiletrain.franklincountyohio.gov/worklist

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Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: JENN PROSE

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Submission Confirmation

Your Filing has been submitted

Case Type: Safe At Home Program Address Request - PETITION FOR RELEASE OF SAFE AT HOME ADDRESS

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

17. The Clerks office will serve the Petition via certified mail to the Secretary of State. A hearing notice will also be mailed to the petitioner and the Secretary of State prior to the hearing date.