

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)

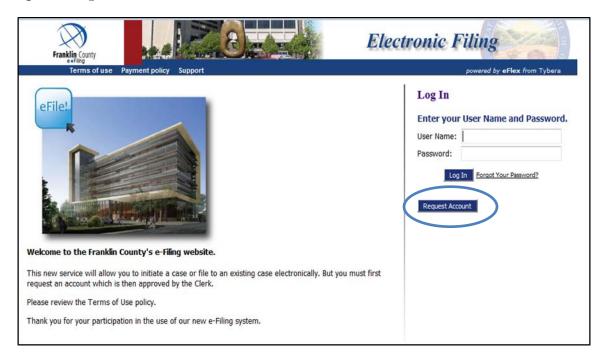
Please contact the Clerk of Courts, General Division, at 614-525-3621 with additional inquiries.



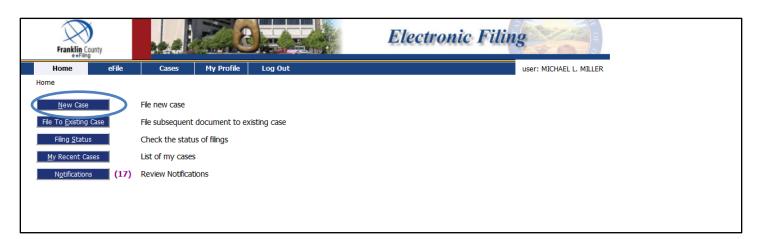
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1. Log into Filer's Interface. If you do not have an E-flex account you can request one by clicking on **Request Account.**



2. Click on New Case.

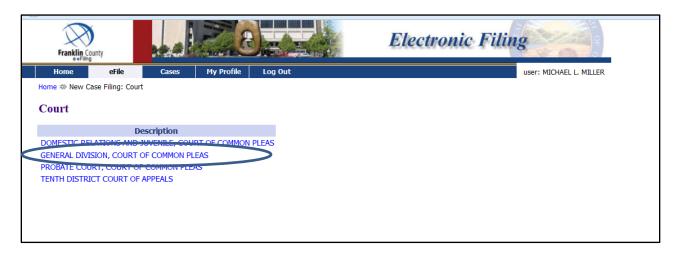




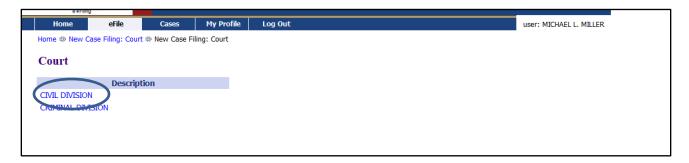
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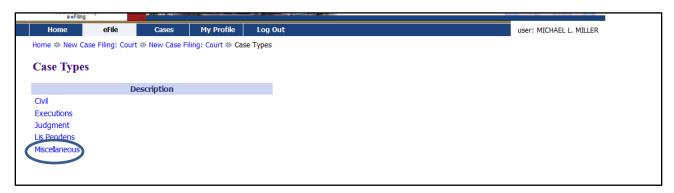
3. Click on General Division, Court of Common Pleas.



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



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

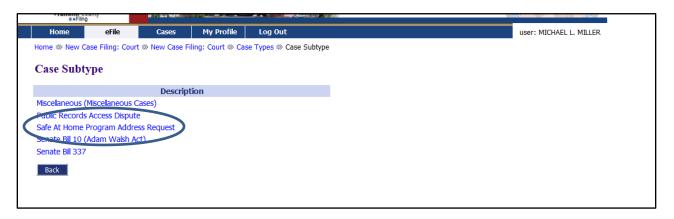




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6. From the Case Subtype page, choose the **Safe at Home Program Address Request** Case Subtype.



7. Click on Add My Parties

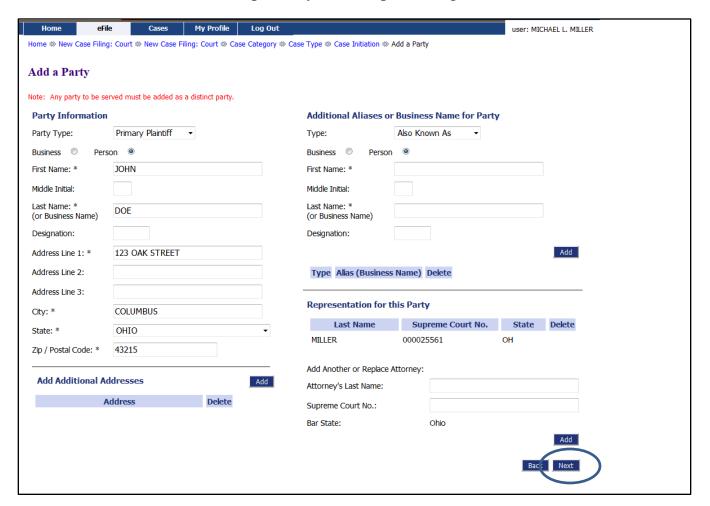




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8. Add the information of the person you are representing. Click Next





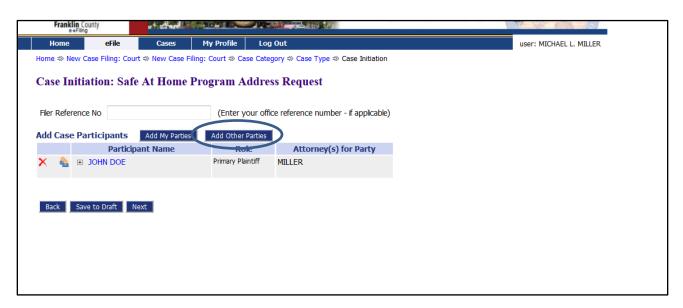
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Note: If filing on your own behalf, verify filer information is correct. This information is generated by the information entered in the filer profile. Click **Next**.



9. Click Add Other Parties.

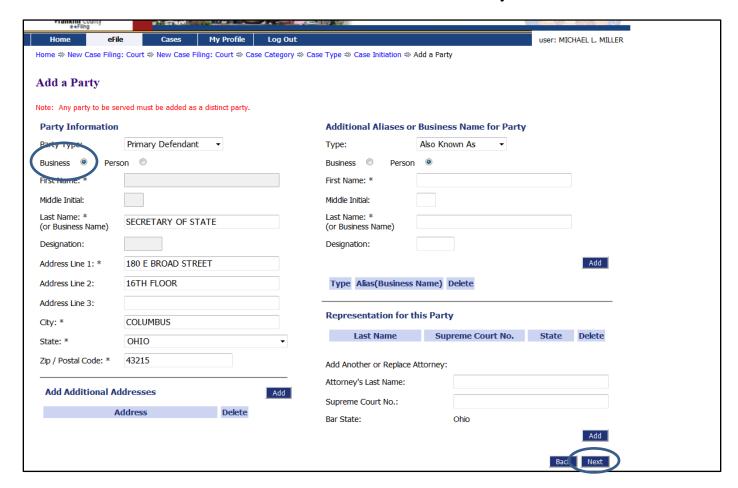




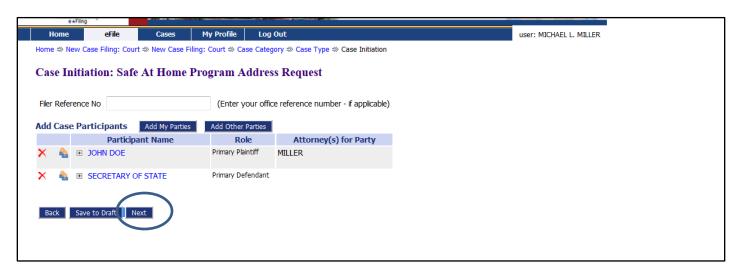
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10. Select **Business**. Enter the name *and* address of the Secretary of State. Click **Next**.



11. Verify information is correct. Click Next.

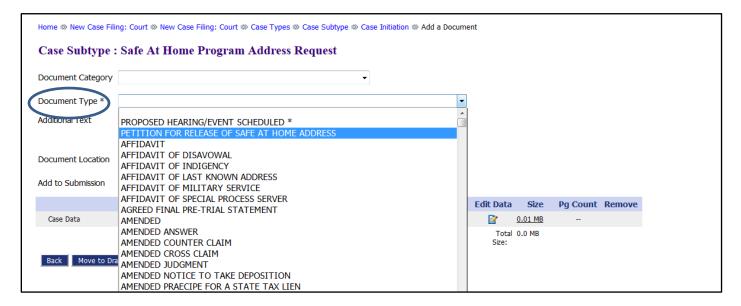




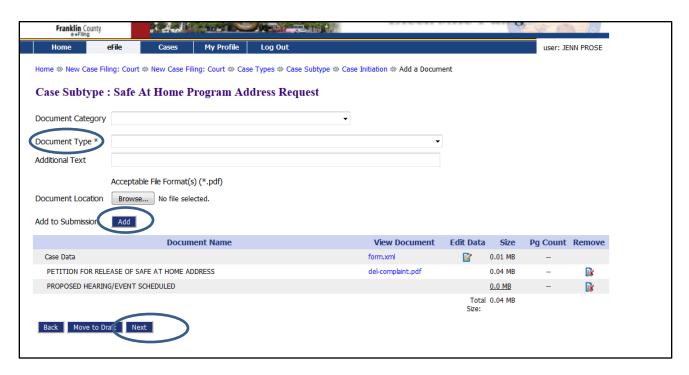
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12. Choose **Petition for Release of Safe at Home Address** from the *Document Type* dropdown. Browse for your document and click on **Add**.



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.**





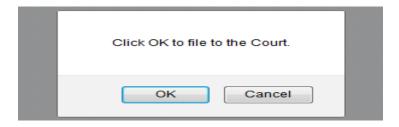
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14. From the **Review and Approve** page, verify that you uploaded the correct documents, add/remove documents, Case Data, and/or send a note to the Clerk or Court along with your filing. Once you have confirmed that you are ready to submit your filing, click on **Submit the Filing**.

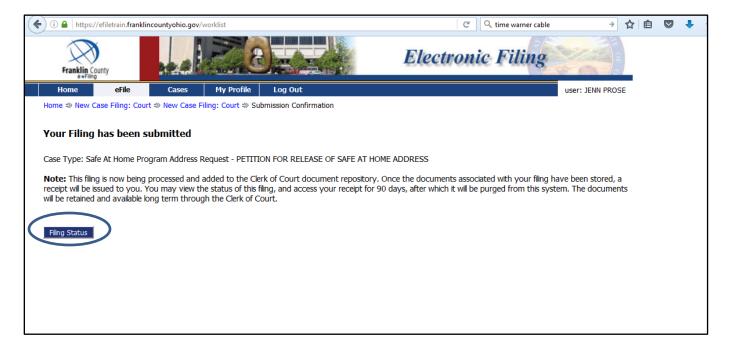


15. Click on Ok to file to Court.



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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.



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.