



The Honorable Maryellen O'Shaughnessy  
Franklin County Clerk of Courts

## Creating a New Case to Submit *Proposed Appointment of Special Process Server* – Juvenile Division

This document will explain all the steps necessary to submit a proposed appointment for Special Process Server in the Clerk of Courts' Juvenile Division. For assistance, please contact the division directly at 614.525.4411.

1. Log into the Filer's Interface.



2. Click **New Case**.





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3. Click on the correct court – **DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS.**

The screenshot shows the Franklin County e-Filing website. The header includes the logo, a navigation menu with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out', and the text 'Electronic Filing'. The user is identified as 'SUZIE PROCESSSERVER'. The breadcrumb trail is 'Home >> New Case Filing: Court'. The main heading is 'Court'. Below it is a table with a 'Description' column containing the following links: 'DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS', 'GENERAL DIVISION, COURT OF COMMON PLEAS', 'PROBATE COURT, COURT OF COMMON PLEAS', and 'TENTH DISTRICT COURT OF APPEALS'.

4. From the Court page, click **JUVENILE.**

The screenshot shows the Franklin County e-Filing website. The header is the same as the previous screenshot. The breadcrumb trail is 'Home >> New Case Filing: Court >> New Case Filing: Court'. The main heading is 'Court'. Below it is a table with a 'Description' column containing the following links: 'DOMESTIC RELATIONS' and 'JUVENILE'.

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

The screenshot shows the Franklin County e-Filing website. The header is the same as the previous screenshots. The breadcrumb trail is 'Home >> New Case Filing: Court >> New Case Filing: Court >> Case Types'. The main heading is 'Case Types'. Below it is a table with a 'Description' column containing the following links: 'JUVENILE-CUSTODY/SUPPORT/VISITATION', 'JUVENILE-DEL, UNR, A/N/D CASES', and 'MISCELLANEOUS JUVENILE'.



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- From the Case subtype page, choose the **MISCELLANEOUS – APPT SPECIAL PROCESS SERVER** case subtype.

Franklin County e-Filing *Electronic Filing*

Home eFile Cases My Profile Log Out

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

### Case Subtype

Description
<a href="#">ADULT CRIMINAL CASES</a>
<a href="#">MISCELLANEOUS - APPT SPECIAL PROCESS SERVER</a>
<a href="#">MISCELLANEOUS CASE - IN THE MATTER OF</a>
<a href="#">MISCELLANEOUS CASE - PLAINTIFF VS. DEFENDANT</a>
<a href="#">REGISTRATION OF FOREIGN ORDER</a>
<a href="#">REGISTRATION OF FOREIGN ORDER - VERSUS</a>

[Back](#)

- Click on **Add Child/Defendant/Other Parties**.

Franklin County e-Filing *Electronic Filing*

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 CASE - IN THE MATTER OF

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

**Add Case Participants** [Add Child/Defendant/Other Parties](#)

Participant Name	Role	Attorney(s) for Party
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[Back](#) [Save to Draft](#) [Next](#)



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8. Add your Party Information. The required fields have asterisks by them:
  - a. The Primary Defendant/Petitioner/Respondent should have an Additional Party Type of **Defendant**;
  - b. Check the Business or Person radio button;
  - c. In the **Last Name** field type the person or company name;
  - d. Enter the address in the address fields;
  - e. In the REPRESENTATION FOR THIS PARTY section, enter PROCESS SERVER in the Attorney's Last Name field, and **1000043** in the Supreme Court No. Field and click on **ADD**;
    - i. Note: The case will not process if this step is not completed.
  - f. Click **Next**.

### Add a Party

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

#### Party Information

Party Type: Primary Defendant/Petitioner/Respondent

Additional Party Type: \* DEFENDANT

Business  Person

First Name: \* JON

Middle Initial:

Last Name: \* (or Business Name) DOE

Designation:

Sex: Male  Female  No Information

Home Phone:

Work Phone:

Address Line 1: \* 12 E MAIN ST

Address Line 2:

Address Line 3:

City: \* COLUMBUS

State: \* OHIO

Zip / Postal Code: \* 43215

Demographics

Add Additional Addresses

#### Additional Aliases or Business Name for Party

Type: Also Known As

Business  Person

First Name: \*

Middle Initial:

Last Name: \* (or Business Name)

Designation:

#### Representation for this Party

Add Another or Replace Attorney:

Attorney's Last Name: PROCESS SERVER

Supreme Court No.: 1000043

Bar State: Ohio



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9. You will be returned to the Case Initiation Page. Click on **Next**.
  
10. From the Add a Document page, choose the New Case Filings **Document Category** and choose *MOTION: DESIGNATION OF PROCESS SERVER* from the **Document Type** dropdown. Browse for your document, and click on **Add**
  
11. From the Add a Document page, choose the New Case Filings **Document Category** and choose *FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER* from the **Document Type** dropdown. Browse for your document, and click on **Add**
  - a. A Process Server Entry template has been made available on the Court and the Clerk of Court's website. If you choose to draft your own order, the order must contain the following:
    - Per Juvenile Rule 38, the judgment entry shall include the name of the business entity, if any, and list the names of all persons authorized to make service of process under the order. In the event there are any persons listed who are no longer employed by the business entity or are otherwise no longer affiliated with the business entity, or additional persons are to be included, a new motion and judgment entry shall be filed according to this rule.
    - Language indicating that the order expires one year from the date filed.
    - Signature blocks for each of the 5 Judges.

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



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12. If you would like a copy of the process server order sent to you:
- From the Add a Document page, choose the Service **Document Category** and choose the Request for Service-Ordinary Mail from the **Document Type dropdown**;
  - The browse button will be disabled. Click the **Add** button and screen will automatically go to a generated form;
  - From the **Documents to be served** dropdown, choose the documents you'd like sent to you and click on **Add**;
  - Click on the checkbox by your name and Click on **Next**.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: PROCESS SERVER

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

**Case Subtype : MISCELLANEOUS - APPT SPECIAL PROCESS SERVER**

Document Category

Document Type \*

Additional Text

Document Location  No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		0.01 MB	--	
MOTION: DESIGNATION OF PROCESS SERVER	<a href="#">magdecision.pdf</a>		0.06 MB	--	
FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER	<a href="#">magdecision_A.pdf</a>		0.06 MB	--	

Total Size: 0.12 MB



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13. Click **Next**

user: PROCESS SERVER

[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 - APPT SPECIAL PROCESS SERVER**

Document Category

Document Type \*

Additional Text

Document Location  No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		0.01 MB	--	
MOTION: DESIGNATION OF PROCESS SERVER	<a href="#">magdecision.pdf</a>		0.06 MB	--	
FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER	<a href="#">magdecision_A.pdf</a>		0.06 MB	--	
REQUEST FOR SERVICE - ORDINARY MAIL	<a href="#">View Generated Document</a>		<u>0.0 MB</u>	--	
			Total Size:	0.12 MB	



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14. 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 **Submit the Filing**.

### Review and Approve Filing

**Case Title : IN THE MATTER OF: JON DOE**

Case Subtype : MISCELLANEOUS - APPT SPECIAL PROCESS SERVER

Filers Reference No:

Emergency

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

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

Document Name	View Document
MOTION: DESIGNATION OF PROCESS SERVER	<a href="#">magdecision.pdf</a>
FILING SUBMITTED TO MAGISTRATE: ORDER APPOINTING SPECIAL PROCESS SERVER	<a href="#">magdecision_A.pdf</a>
REQUEST FOR SERVICE - ORDINARY MAIL	<a href="#">View Generated Document</a>

Special Filing Instructions for the Clerk:

Payment Method:

Pay by Credit Card  
 Estimated Fees: \$35.00

INDIGENT/DEFER

COURT EXEMPT **FOR COURT USE ONLY**

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





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

Home > View Case Filings > Court > New Case Filings > 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](#)

#### Additional Aliases or Business Name for Party

Type:

Business  Person

First Name: \*

Middle Initial:

Last Name: \* (or Business Name)

Designation:

#### Representation for this Party

Last Name	Supreme Court No.	State	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State:



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16. Click **OK**



17. There is a \$35.00 filing fee for this filing. You will be taken to the PayGov screen where you will be required to enter your credit card information. Once entered, click **Review and Pay**

**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: \$35.00  
Flat Convenience Fee: \$1.05  
Payment Total: \$36.05

**Payment Information - E-Filing Domestic**

Cardholder First Name: DOE  
Last Name: JON  
Address: 12 E MAIN ST  
City: COLUMBUS  
State: OH  
Zip Code: 43215  
Billing Phone: 6141234567  
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: Apr 2016

securityMETRICS  
PCI Certified



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18. Once you've read the information highlighted in yellow and have agreed to it, click **I Agree**. 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.

Cardholder Name: DOE JON  
Address: 12 E MAIN ST  
: COLUMBUS, OH  
Credit Card: VISA 4\*\*\*\*\*1111 exp 04/16

Payment Amount: \$35.00  
Convenience Fee: \$1.05  
Payment Total: \$36.05

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

19. 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: SUZIE PROCESSSERVER

Submission Confirmation

**Your Filing has been submitted**

Case Type: Miscellaneous (Miscellaneous Cases) -

**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](#)