



**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

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

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

1. Log into the Filer’s Interface.



2. Click on **New Case**.





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3. Click on the correct court – “GENERAL DIVISION, COURT OF COMMON PLEAS”.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home >> New Case Filing: Court

**Court**

Description
DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS
GENERAL DIVISION, COURT OF COMMON PLEAS
PROBATE COURT, COURT OF COMMON PLEAS
TENTH DISTRICT COURT OF APPEALS

4. From the Court page, click the correct court division.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

Home >> New Case Filing: Court >> New Case Filing: Court

**Court**

Description
CIVIL DIVISION
CRIMINAL DIVISION <i>Coming Soon</i>

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

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

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

**Case Types**

Description
Civil
Executions
Judgment
Lis Pendens
Miscellaneous



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6. From the Case subtype page, choose the **Miscellaneous (Miscellaneous Cases)** case subtype.

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Home eFile Cases My Profile Log Out

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

### Case Subtype

Description
Miscellaneous (Miscellaneous Cases)
Senate Bill 10 (Adam Walsh Act)

Back

7. Click on **Add My Parties**.

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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 (Miscellaneous Cases)

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
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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.

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:

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](#)

[Address](#) [Delete](#)

#### Additional Aliases or Business Name for Party

Type:

Business  Person

First Name \*:

Middle Initial:

Last Name \*:   
(or Business Name)

Designation:

[Type](#) [Alias \(Business Name\)](#) [Delete](#)

#### Representation for this Party

Last Name	Supreme Court No.	State	Delete
PROCESS SERVER	1000043	Ohio	<input type="button" value="Add"/>

Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State:



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9. **Important: Make sure that under the Representation for this Party, you enter PROCESS SERVER as Attorney's Last Name and 1000043 as Supreme Court No. Click Add, and click on Next.**

**Representation for this Party**

Last Name	Supreme Court No.	State	Delete
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Add Another or Replace Attorney:

Attorney's Last Name:

Supreme Court No.:

Bar State:

10. Click on the **Add Other Parties** button.

The screenshot shows the Franklin County eFiling system interface. At the top, there is a navigation bar with links for Home, eFile, Cases, My Profile, and Log Out. The user is identified as SUZIE PROCESSERVEI. The main content area is titled "Case Initiation: Miscellaneous (Miscellaneous Cases)". Below this, there is a field for "Filer Reference No." with a placeholder "(Enter your office reference number - if applicable)". The "Add Case Participants" section is active, showing a table with one participant: JOE JOHNSON, Primary Plaintiff, with attorney PROCESS SERVER. Buttons for "Add My Parties" and "Add Other Parties" are visible. At the bottom, there are buttons for "Back", "Save to Draft", and "Next".

Participant Name	Role	Attorney(s) for Party
JOE JOHNSON	Primary Plaintiff	PROCESS SERVER



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11. 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.

<b>Party Information</b>	<b>Additional Aliases or Business Name for Party</b>
Party Type: <input type="text" value="Primary Defendant"/>	Type: <input type="text" value="Also Known As"/>
Business: <input checked="" type="radio"/> Person <input type="radio"/>	Business: <input type="radio"/> Person <input checked="" type="radio"/>
First Name: *	First Name: *
Middle Initial:	Middle Initial:
Last Name: * (or Business Name): <input type="text" value="APPOINTMENT PROCESS SERVER"/>	Last Name: * (or Business Name):
Designation:	Designation:
Mail Name:	<input type="text"/>
Address Line 1: * <input type="text" value="345 S HIGH ST"/>	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City: * <input type="text" value="COLUMBUS"/>	<input type="text"/>
State: * <input type="text" value="OHIO"/>	<input type="text"/>
Zip / Postal Code: * <input type="text" value="43215"/>	<input type="text"/>

**Add Additional Addresses**

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<b>Representation for this Party</b>				
<table border="1"><thead><tr><th>Last Name</th><th>Supreme Court No.</th><th>State</th><th>Delete</th></tr></thead></table>	Last Name	Supreme Court No.	State	Delete
Last Name	Supreme Court No.	State	Delete	
Add Another or Replace Attorney:				
Attorney's Last Name: <input type="text"/>				
Supreme Court No.: <input type="text"/>				
Bar State: <input type="text" value="Ohio"/>				



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12. After entering the parties, click on **Next**.

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

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

**Case Initiation: Miscellaneous (Miscellaneous Cases)**

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

**Add Case Participants**

	Participant Name	Role	Attorney(s) for Party
X	JOE JOHNSON	Primary Plaintiff	PROCESS SERVER
X	APPOINTMENT PROCESS SERVER	Primary Defendant	

13. From the Add a Document page, choose the *Proposed Appointment of Special Process Server* from the **Document Type** dropdown. Browse for your Word document, and click on **Add**.

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

Home eFile Cases My Profile Log Out user: SUZIE PROCESSSERVER

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

**Case Subtype : Miscellaneous (Miscellaneous Cases)**

Document Category

Document Type \*

Additional Text

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

Document Location

Add to Submission

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

Total Size: 0.0 MB





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14. Choose the *Motion: Designation of Process Server* from the **Document Type** dropdown. Browse for your pdf document, and click on **Add**. Click on **Next**.

Franklin County eFiling

Electronic Filing

Home eFile eFiling - Franklin County Ohio Log Out user: SUZIE PROCESSSERVER

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

**Case Subtype : Miscellaneous (Miscellaneous Cases)**

Document Category

Document Type \* MOTION: DESIGNATION OF PROCESS SERVER

Additional Text

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

Document Location O:\1E-FILING TESTING-DOMESTIC\Motion Filings\Motion for process

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		0.01 MB	--	
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	<a href="#">Order.docx</a>		0.01 MB	--	

Total Size: 0.01 MB

Done

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





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16. 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 on **Submit the Filing**.

Note: The radio button will default to **Pay by Credit Card** since there is a filing fee on Miscellaneous cases.

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 : JOE JOHNSON -VS- APPOINTMENT PROCESS SERVER**

Case Subtype : Miscellaneous (Miscellaneous Cases)

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

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

Document Name	View Document
PROPOSED APPOINTMENT OF SPECIAL PROCESS SERVER	<a href="#">Entry.docx</a>
MOTION: DESIGNATION OF PROCESS SERVER	<a href="#">Motion for process server.pdf</a>

Special Filing Instructions for the Clerk:

Payment Method:

Pay by Credit Card  
 Estimated Fees: \$35.00

INDIGENT/DEFER

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



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17. Click **OK**.



18. eFlex will direct you to the PayGov site where you will be required to enter in your credit card information.

**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: \$39.00  
Flat Convenience Fee: \$1.05  
Payment Total: \$39.05

Security METER  
PCI Certified

SS. Certified  
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: 43218  
Billing Phone: 614-343-3030  
Your Email Address: [Empty Field]  
Optional

Card Type: VISA  
Card Number: 4111111111111111  
Security Code: 123  
Expiration Date: Nov 2017

Three or four-digit code printed on back of card



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19. If you agree, click the Agree checkbox. Click on 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 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: \$35.00  
Convenience Fee: \$1.05  
Payment Total: \$36.05

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20. 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: 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](#)