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".



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



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

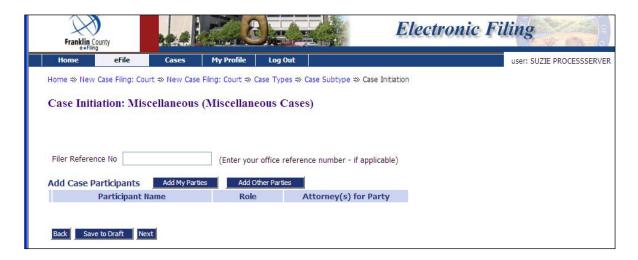


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6. From the Case subtype page, choose the Miscellaneous (Miscellaneous Cases) case subtype.

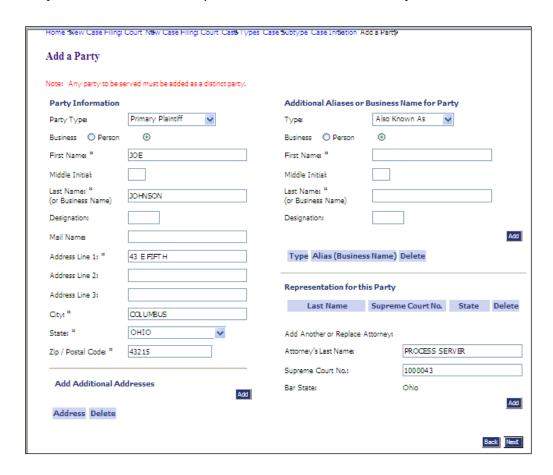


7. Click on Add My Parties.



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8. Add your Party Information. The required fields have asterisks by them.



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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.



10. Click on the Add Other Parties button.

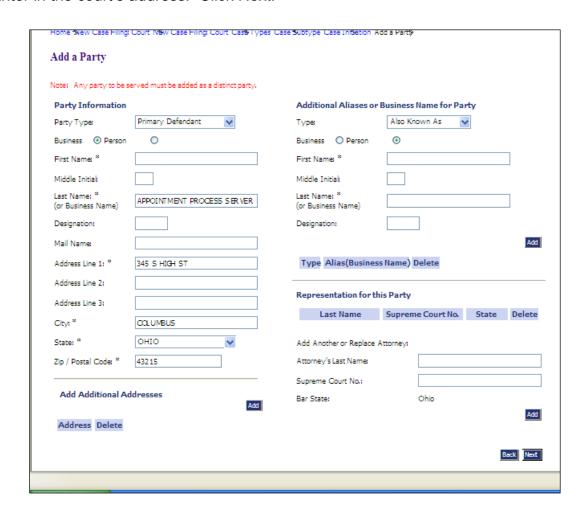




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11. Choose the **Business** radio button and enter in *Appointment Process Server* in Business Name filed. Enter in the court's address. Click Next.



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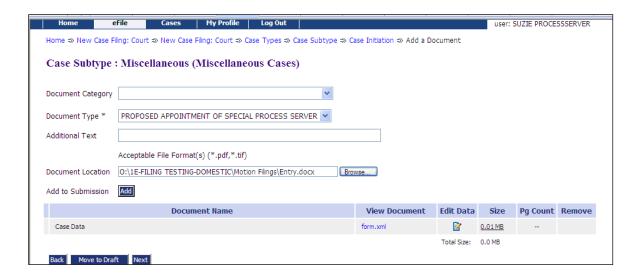
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12. After entering the parties, click on **Next**.



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.





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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**.



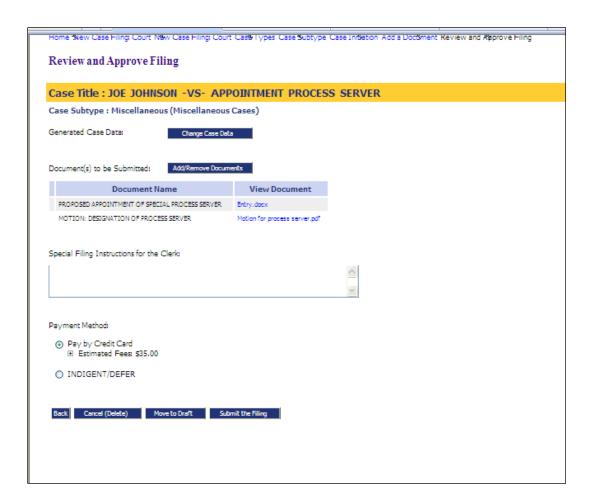
15. You will be returned to the Add a Document screen. If you are ready to submit your filing, click on **Next**.

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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.





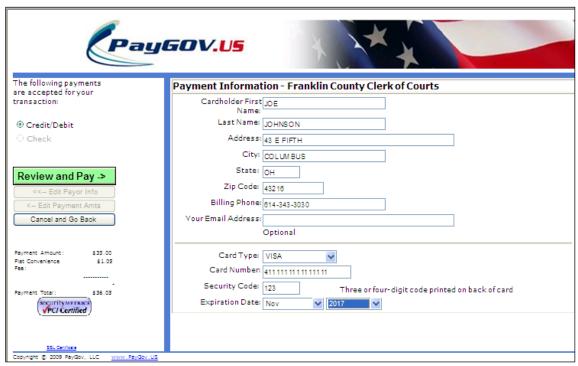
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17. Click **OK**.



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



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19. If you agree, click the Agree checkbox. Click on Submit Payment.



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.

