



**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 e-Filing a Praecepte to Issue Order of Sale**

### **Required Documents and Information:**

1. **Praecepte to Issue Order of Sale.**
2. **Copy of the Judgment with the Legal Property Description** filed as an exhibit.
3. **Order of Sale.**
4. If requesting an appraisal, an **Order of Appraisal** is required.
5. If the use of a private selling officer is requested, then a **Copy of the Order Granting Motion to Appoint Private Selling Officer** is filed as an exhibit.
6. Filing should also include a one-time **Online Auction Fee** of \$500 per case with the following exceptions:
  - No Online Auction fee if the property is being sold through a private seller.
  - No Online Auction fee for the Prosecutor's Office.
7. Filing Fee in the amount of \$600 per parcel.

### **E-Filing instructions for an Order of Sale to be sold by the Sheriff's Office:**

1. If filer does not yet have an e-Filing account, to create and request an account visit <https://efiling.franklincountyohio.gov/>
2. Please Note: Each required document should be saved and uploaded as its own separate PDF document.
3. Logon to e-Filing account and e-File all required documents listed above.
  - a. Click on Existing Cases.
  - b. Input the case number.
  - c. Click on the correct court – "GENERAL DIVISION, COURT OF COMMON PLEAS".
  - d. Click eFile.
  - e. From the **Add a Document** page, choose the *Praecepte to Issue Order of Sale* from the Document Type dropdown. Browse for the PDF document and click on **Add**.
    - i. Fill in the number of parcels in the Praecepte Filings area and click Next.



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- g. From the **Add a Document page**, choose the *Exhibits* from the Document Type dropdown. Browse for the *Copy of the Judgment with the Legal Property Description* PDF document and then click on **Add**.
- h. From the **Add a Document page**, choose the *Order of Sale* from the Document Type dropdown. Browse for the PDF document and then click on **Add**.
- i. If requesting an appraisal, from the **Add a Document page**, choose *Order of Appraisal* from the Document Type dropdown. Browse for the PDF document and then click on **Add**.
- j. From the **Add a Document page**, choose *Online Auction Fee* from the Document Type dropdown and then click on **Add**.
- k. Click on the Next button when ready to file the submission.
  - l. The filing fee of \$600.00 per parcel (in addition to the \$500 Online Auction Fee) will be paid by credit card once the documents are submitted for filing.

Note: This praecipe filing cannot be accepted unless the above information is completed and submitted in full.

Please contact the Clerk of Courts General Division with questions at the contact information above.

**E-Filing instructions for an Order of Sale to be sold by a Private Selling Officer:**

1. If filer does not yet have an e-Filing account, to create and request an account visit <https://efiling.franklincountyohio.gov/>
2. Please Note: Each required document should be saved and uploaded as its own separate PDF document.
3. Logon to e-Filing account and e-File all required documents listed in the Required Documents and Information Section.
  - a. Click on Existing Cases.
  - b. Input the case number.
  - c. Click on the correct court – “GENERAL DIVISION, COURT OF COMMON PLEAS”.
  - d. Click eFile.
  - e. From the **Add a Document page**, choose the *Praecipe to Issue Order of Sale* from the Document Type dropdown. Browse for the PDF document and click on **Add**.
    - i. Fill in the number of parcels in the Praecipe Filings area and click Next.



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- i. If requesting an appraisal, from the **Add a Document page**, choose *Order of Appraisal* from the Document Type dropdown. Browse for the PDF document and then click on **Add**.
- j. From the **Add a Document page**, choose *Exhibits from the Document Type* dropdown. Browse for the *Copy of the Order of Granting Motion to Appoint Private Selling Officer* PDF document and then click on **Add**.
- k. Click on the Next button when ready to file the submission.
- l. The filing fee of \$600.00 per parcel will be paid by credit card once the documents are submitted for filing.

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