

**MONTGOMERY COUNTY, OHIO  
EFILING**

**Changes for Filers –  
Effective 3/4/13**

**Created:  
02/16/2013**

**Montgomery County Common Pleas  
Court, General Division**

**Montgomery County Clerk of Courts**

## Table of Contents

<b>NEW FEATURES INCLUDED IN NOTIFICATIONS .....</b>	<b>1</b>
NOTIFICATIONS FOR PROPOSED ORDERS .....	1
JUDICIAL REJECTION NOTICE FOR PROPOSED ORDERS .....	1
<b>SEARCHING FOR AN EXISTING CASE .....</b>	<b>1</b>
<b>FILING ON CONSOLIDATED CASES – ONE SUBMISSION .....</b>	<b>3</b>
<b>FORMAT OF CERTIFICATE OF SERVICE .....</b>	<b>4</b>

## New Features Included in Notifications

### Notifications for Proposed Orders

- Effective March 4, 2012, the system will begin to send Notifications when a **proposed order** is submitted for judicial signature.
- In addition, the Notice of Electronic Filing of a **proposed order** will be sent to all registered users who submit a **proposed order** for judicial signature even if they are not an attorney of record or a party on the case.
  - When a **Non Participant** filer submits a **proposed order** - a Notification will be delivered to the filer even though they are not a participant on the case once the Order has been filed. **Note: The notification to the Non Participant will only occur when the Non Participant filer files a proposed order. The Non Participant filer will not receive Notifications for other document types filed.**
  - **The “Non Participant” filer will have to retrieve their time stamped document through the Montgomery County Clerk of Courts PRO site instead of the eFiling system since they are not associated with the case as an attorney of record or a party.**

### Judicial Rejection Notice for Proposed Orders

- The system has been redesigned to give Judicial staff the ability to reject a Proposed Order.
  - If a judge rejects a proposed order for some reason, he/she has the ability to provide a reason for the rejection and/or provide further directives for the filer. When a judge rejects a proposed order, the system will generate a Judicial Rejection Notification that will contain the reason for rejection.
  - All participants on the case and any “Non Participant” filer will receive the Judicial Rejection Notification containing the reason for the rejection.

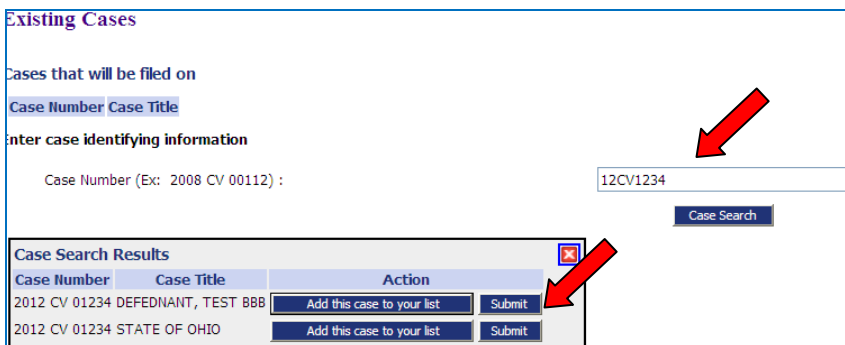
### Searching for an Existing Case

- The case search on the Existing Case screen has been modified so that the filer does not have to enter the case number in the exact format as the example indicated on the screen. The filer can enter the case number without the full year, all of the zeros before the actual case number, capital letters, and spaces, i.e., 12cv125, 2012 cv 125, 12 CV 0125. The criteria for a case search are the same as for the Montgomery County Clerk of Courts PRO site.

- From the eFiling home page: Click the **File to Existing Case Button** or select **eFile > Existing Case** from the menu to list current cases:



- Note this list only includes cases in which you are counsel of record. If you are registered as counsel of record for a case, simply click the case title to select that case to file on.
- To file on an existing case for which you are not registered as counsel of record: Enter the case number. It is not necessary to format the case number exactly as shown in the example on the screen.
- Click on Case Search
  - The Case Hit List will now appear



- Click the **Submit Button** if you are filing your document(s) on one case;

Once you have selected the case(s), the Add a Document page is displayed for that case:

**\*\*Note that the Case Number is now highlighted in a bright yellow bar to indicate that you are currently filing to an existing case with its case number also displayed.**

## Filing on Consolidated Cases – One Submission

- Effective March 4, 2013, the filer will be able to file a document on consolidated cases in **one submission** instead of submitting a separate filing for each of cases in the eFiling system.
- From the eFiling home page: Click the **File to Existing Case Button** or select **eFile > Existing Case** from the menu to list current cases:

Case Number	Case Title
2012 CR 02678	STATE OF OHIO vs MIRANDA GRIMPE
2012 CR 02665	STATE OF OHIO vs EMANUEL W. HALL
2011 CV 05806	HUNTINGTON NATIONAL BANK vs CORA L. LOWE
2011 CV 05802	STATE OF OHIO EX REL MICHAEL DEVINE OHIO ATTORNEY GENERAL vs MASTER VISION PLATING LLC

- If you are filing your document(s) on a consolidated case, and the case list includes the consolidated case numbers, click on the **Add** button next to the Case Title of each consolidated case number. The cases will appear under **“Cases That Will Be Filed On.”**

- If a consolidated case number is not listed, enter the case number and click On **Case Search**. Click on **Add this case to your list Button** this will allow you to file on multiple cases numbers with one submission;
  - When you select **Add this case to your list Button** - the case will appear under **“Cases that will be filed on”**;
  - Enter the next case number for your multiple cases and click on the **Case Search Button**; Click on **Add this case to your list** button to add this case number to the list of Cases that will be filed on;
  - Continue adding until you have included all case numbers on the consolidated case;

The screenshot shows the eFile system interface. At the top, there is a navigation bar with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The user is logged in as 'L. Cooper'. The main content area is titled 'Existing Cases' and includes a section for 'Cases that will be filed on' with a 'File on these Cases' button. Below this, there is a table of existing cases:

Remove	Case Number	Case Title
	2012 CV 01234	STATE OF OHIO vs TEST BBB DEFENDANT
	2012 CV 01235	HERITAGE KNOLL APARTMENTS vs SHAUNA HERNANDEZ

Below the table is a section for 'Enter case identifying information' with a 'Case Number (Ex: 2008 CV 00112):' field containing '2012 CV 01236' and a 'Case Search' button. At the bottom, there is a 'Case Search Results' table:

Case Number	Case Title	Action
2012 CV 01236	MILLER FARM APARTMENTS LLC	Add this case to your list Submit
2012 CV 01236	OILLILA, PAMELA	Add this case to your list Submit

- Click on the **File on these Cases Button**

**\*\*When you file on multiple cases the banner will appear different:**

The screenshot shows the eFile system interface with a yellow banner at the top that reads 'Case Title : MULTI CASE'. The navigation bar and user information are the same as in the previous screenshot.

## Format of Certificate of Service

- Filers are required to include a certificate of service to their document.
- Pursuant to Loc. R. XI (A) (2), the filing party, not the Court or Clerk, is required to serve a paper copy to all Pro se parties or attorneys who have not registered with the Court's e filing system. Service shall be by U.S. regular mail and in accordance with the applicable Ohio Court Rules.
- It is also the responsibility of the filing party, not the Court or Clerk, to serve all proposed entries and orders submitted to the Court for signature on all parties that are not registered users of

the eFiling system and must be served by regular U.S. mail once the order has been signed and filed.

***Note: To identify which parties are registered in the eFiling system, click on My Cases. Click on the Service List that pertains to the case you are preparing the document for.***

- All documents, including proposed orders should include a certificate of service as outlined in Loc. R. 1.37 (XI) (A) (2) (b) and be signed in the /s/ Attorney Name format according to Loc. R. 1.37 (VIII) (D).

- **Certificate of Service for Registered Users in the Efiling System:**

I hereby certify that on (date) this document was electronically filed via the Court's authorized electronic filing system which will send notifications of this filing to the following (list all parties who are registered users of the Efiling System.)

- **Certificate of Service for Non-Registered Users in the Efiling System (Pro se):**

And I hereby certify that I served this document by regular U.S. mail to the following (list all parties who are not registered users of the Efiling System.)