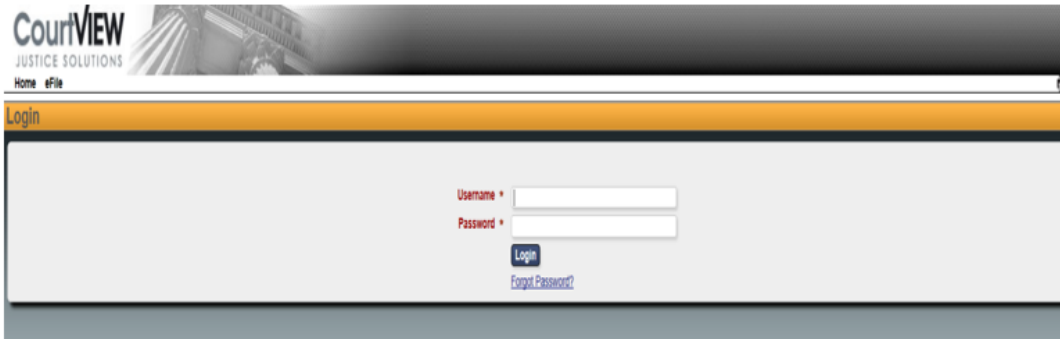


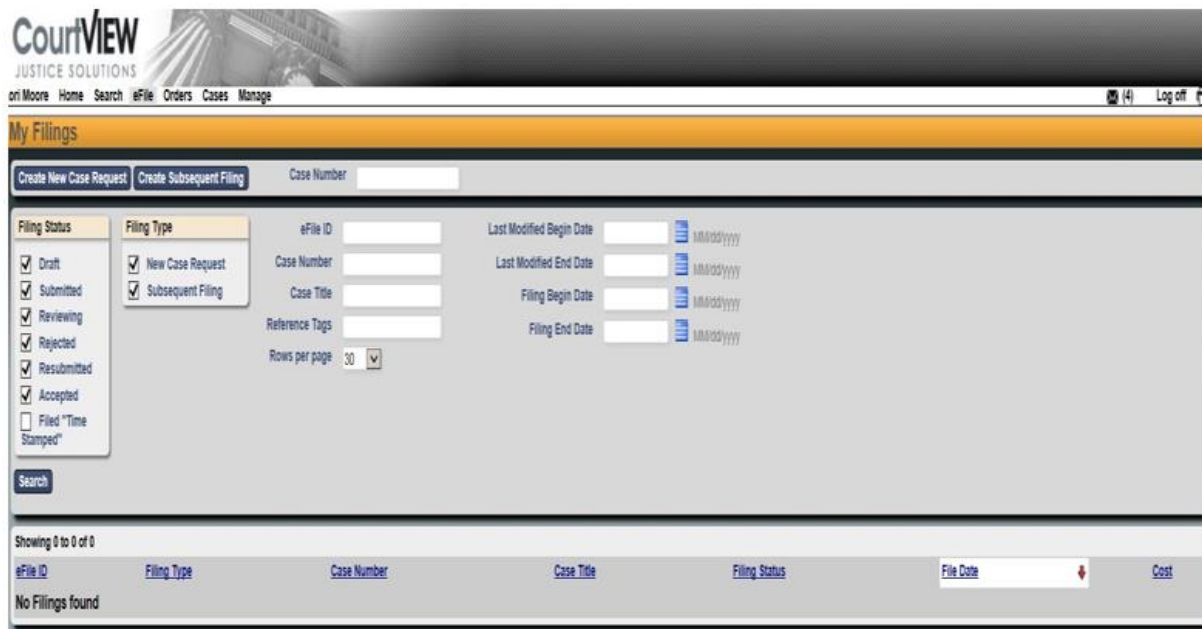
## e-Filing with Erie County Common Pleas Court

Logon on to e-Filing: Enter Username and Password and Select eFile tab



The screenshot shows the login page of the CourtVIEW system. At the top left, the logo reads "CourtVIEW JUSTICE SOLUTIONS" with a background image of a courthouse. Below the logo are links for "Home" and "eFile". The main content area is titled "Login" and contains two input fields: "Username" and "Password", each with a red asterisk indicating a required field. Below these fields is a "Login" button and a "Forgot Password?" link.

## NEW CASE PROCEDURES:



The screenshot displays the "My Filings" page in the CourtVIEW system. The top navigation bar includes "ori Moore", "Home", "Search", "eFile", "Orders", "Cases", and "Manage". The page title is "My Filings". Below the title are two buttons: "Create New Case Request" and "Create Subsequent Filing", followed by a "Case Number" input field. The main area is divided into two columns of filters. The left column, "Filing Status", includes checkboxes for Draft, Submitted, Reviewing, Rejected, Resubmitted, Accepted, and Filed "Time Stamped". The right column, "Filing Type", includes checkboxes for New Case Request and Subsequent Filing. Below these filters are several search criteria: eFile ID, Case Number, Case Title, Reference Tags, Last Modified Begin Date, Last Modified End Date, Filing Begin Date, and Filing End Date, each with a date picker. A "Rows per page" dropdown is set to 30. A "Search" button is located at the bottom left of the filter section. At the bottom of the page, it shows "Showing 0 to 0 of 0" and a table header with columns: eFile ID, Filing Type, Case Number, Case Title, Filing Status, File Date, and Cost. The table content shows "No Filings found".

Select: Create New Case

1. Enter Attorney Bar Number
2. Select a Case Type from the drop down list

**CourtVIEW**  
JUSTICE SOLUTIONS

Lori Moore Home Search eFile Orders Cases Manage (4) Log out

### New Case Request

Filer: Lori Moore Attorney Bar No:   
Status: Draft Reference Tags:

Site \* COMMON PLEAS COURT  
Case Type \*   
Initiating Action \*

#### Parties

Party 1

Party Type *	<input type="text"/>	Address Type	<input type="text"/>	Phone Type	<input type="text"/>
Rep by Atty	<input type="checkbox"/>	Address	<input type="text"/>	Phone	<input type="text"/>
On Behalf Of	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Email	<input type="text"/>
Last Name *	<input type="text"/>	City	<input type="text"/>		
First Name *	<input type="text"/>	State	<input type="text"/>		
Middle Name	<input type="text"/>	Zip	<input type="text"/>		
Suffix	<input type="text"/>				
Company *	<input type="text"/>				

Select the Action to be filed ( Initiating Action )

## PARTY ENTRIES

The screenshot shows the 'New Case Request' form in the CourtVIEW system. The 'Parties' section is highlighted with a blue header. An arrow points to the 'Party 1' section, which contains the following fields:

- Party Type: Plaintiff (dropdown)
- Address Type: DEFAULT ADDRESS (dropdown)
- Phone Type: DEFAULT PHONE (dropdown)
- Rep by Atty:
- On Behalf Of:
- Last Name: [text input]
- First Name: [text input]
- Middle Name: [text input]
- Suffix: [dropdown]
- Company: [text input]
- Address: [text input]
- City: [text input]
- State: [dropdown]
- Zip: [text input]
- Phone: [text input]
- Email: [text input]

Below the Party 1 section is an 'Affiliation/Alias' section with an 'Add Affiliation/Alias' button. A 'Delete' button is located at the bottom right of the form.

### PLAINTIFF ENTRY:

1. Represented by Attorney (Check if applicable)
2. Select Party type (Party 1 should always be the Plaintiff)
3. Enter Party information
4. Enter Party address information (use only default address for type)

Please enter the Party information in the simplest form with the least punctuation.

Example: JOHN Q PUBLIC (Not Mr. John Q. Public)  
OLLIE O'CONNER

## DEFENDANT ENTRY:

The screenshot displays the 'Party 2' entry form in the CourtVIEW JUSTICE SOLUTIONS application. The form is titled 'Party 2' and includes a 'Delete' button in the top right corner. The form fields are organized into three columns:

- Party Information:** Party Type (dropdown menu set to 'Defendant'), Rep by Atty (checkbox), On Behalf Of (checkbox), Last Name (text input), First Name (text input), Middle Name (text input), Suffix (dropdown menu), and Company (text input).
- Address Information:** Address Type (dropdown menu set to 'DEFAULT ADDRESS'), Address (text input), City (text input), State (dropdown menu), and Zip (text input).
- Phone and Email Information:** Phone Type (dropdown menu set to 'DEFAULT PHONE'), Phone (text input), and Email (text input).

Below the main form is an 'Affiliation/Alias' section with an 'Add Affiliation/Alias' button. A blue arrow points to the 'Party Type' dropdown menu.

1. Represented by Attorney (Check if applicable)
2. Select Party Type (Defendant)
3. Enter Party Information
4. Enter Party Address Information (use only Default Address for Type)

If a party has an **Affiliation** (i.e. Also Known As, Doing Business As, Formerly Known As, etc), add the information by selecting **Add Affiliation/Alias**. Do not try to include affiliation/alias information within the main party information

## DOCUMENT ENTRY:

The screenshot displays a web interface for document entry. At the top, the document is identified as 'Document 1' with a 'Document Type' of 'COMPLAINT FILED'. Key details include a 'Filing Fee' of \$158.00 and a 'Page Count' of 10. An 'Attachments' table lists a file named 'foreclosures.pdf' with a page count of 10, uploaded on 10/06/2016 at 02:44 PM, and a 'Delete' link. Below this is an 'Upload Attachment' section with a 'Browse...' button and a note '(PDF 10048 KB max)'. A 'Delete' button is also present in the bottom right of the attachment area. The 'Add Document' section contains a 'Filing Note' field with the instruction 'Use this area for any additional notes or instructions.' At the bottom, a 'Costs and Fees' summary table is shown, and navigation buttons for 'Cancel', 'Save', and 'Continue with Filing' are at the very bottom.

File Name	Page Count	Date Uploaded	
<a href="#">foreclosures.pdf</a>	10	10/06/2016 02:44 PM	<a href="#">Delete</a>

Convenience Fee	\$31.58	4%
Action Costs	\$600.00	
Document Fee	\$158.00	
Total	\$789.58	
Paid	\$0.00	
Owed	\$789.58	

1. Select: e-File Document
2. Click on Browse and select and select your PDF document. Review Costs and Fees.--Add Filing Notes (optional)
3. Cancel – Save – Continue with Filing
  - Cancel (Clears all)
  - Save (Saves all entries as: Draft)
  - Continue with FilingFiling will be saved as Draft and filer can enter next filing or submit all filings to the court. Payment is required to submit the filings.

## **Uploading Documents**

All pleadings must be in **PDF** format and all proposed judgment entries must be in **MS Word** format and **PDF** format. Upload the **PDF** order under attachment such as “ Complaint” or “ Motion” and select the “ **Supplemental**” box. The “**Word**” order should be inserted into the “ **Proposed Order**” slot.

Financial Affidavits, Vital Statistic Forms, Property Affidavits, which are pleadings that do not get file stamped , and are not for public viewing should be submitted behind the Complaint, Answer, or Motion etc. and select the “ Supplemental” box.

Notice of Hearings should be inserted into the “ **Proposed Order**” box

It is possible to make notes on every filing submitted. A “Document Note” will add text to the case docket description. A “Filing Note” is a communication to the Clerk regarding the case.

## ADD TO CART:

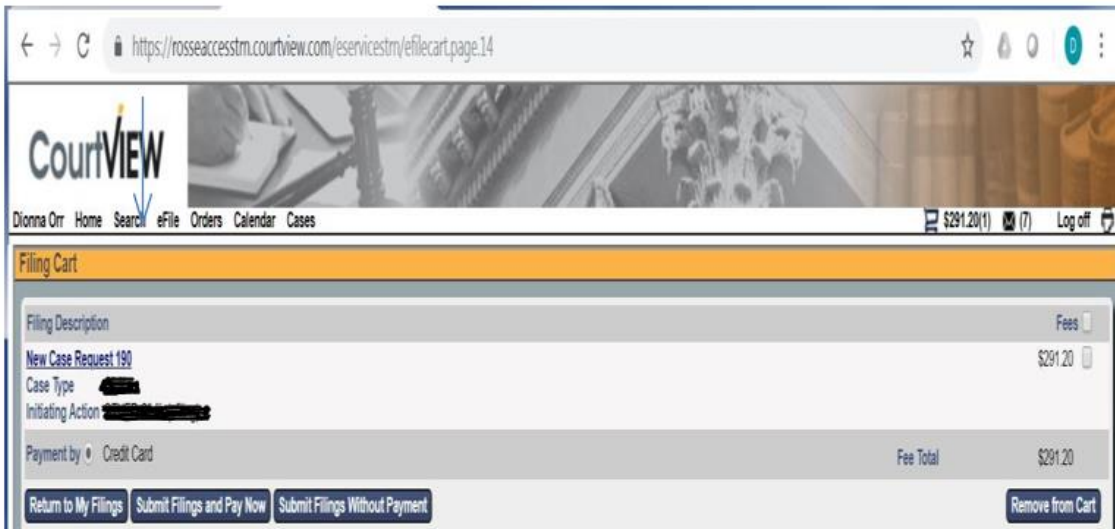
This will allow you to Save and go to the next filing.



## SUBMIT FILINGS:

This will allow you to Check Out. All filings submitted will be totaled and ready for payment.

You can remove a filing at this point if necessary.



## AUTHORIZATION AND PAYMENT:

After submitting your filings, you will be redirected to a screen for review of the payment amount. Check both boxes and then select "PAY BY CARD." Your filing costs will be added to a Shopping Cart. All charges and fees will accumulate.





Select Language ▼

## Payment

Please review the payment amount.

- I acknowledge that the third party merchant processor for this payment will be **Five Point Payments LLC**. I acknowledge that the service fee will appear as a separate transaction on my card statement. All payments are final
- You hereby acknowledge and agree that this is a payment for a judicial related charge that can in no way be disputed, charged back, refunded or recalled. Should this charge be disputed by you without authority, you acknowledge and agree that you will be subject to civil and criminal penalties, including but not limited to, jail time and fines up to \$500 per instance, for civil recovery of all fees paid, plus service fees, plus costs, plus attorney fees, plus any incidental or associated damages.

CASEID	EFILING 1000
AMOUNT	\$24.00
SERVICE FEE	\$2.50
TOTAL	\$26.50

PAY BY CARD

## Credit Card

Complete information on screen to pay with credit card.  
There is NO option to be billed later.

After authorization and payment, you will receive an email from the Clerk of Courts acknowledging the submittal of your filings. NOTE: Submittal does not mean acceptance

## **REVIEW BY CLERK AND ACCEPTANCE OR REJECTION:**

A Clerk will review your submittals and accept or reject the filings. Accepted filings will create a case, capture the authorized payment and email you with the case information.

Rejected filings will be returned with a description of the rejection issue.

It is the responsibility of the filer to promptly remedy any errors and to resubmit.