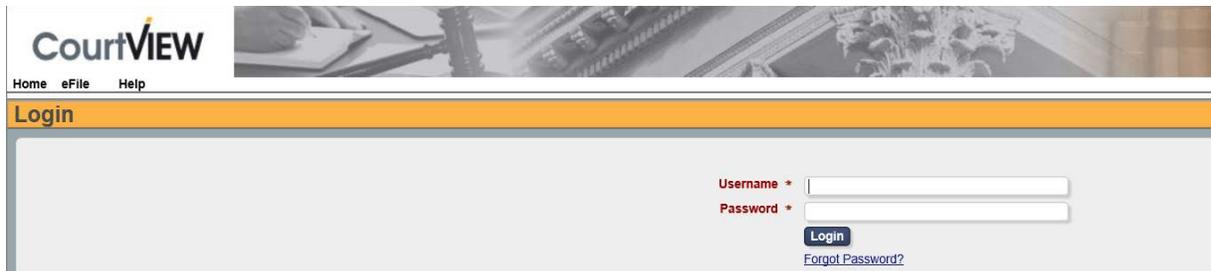


E-FILING INSTRUCTIONS

CREATING A SUBSEQUENT FILING <https://clerkofcourts.eriecounty.oh.gov/eservices/home.page.2>

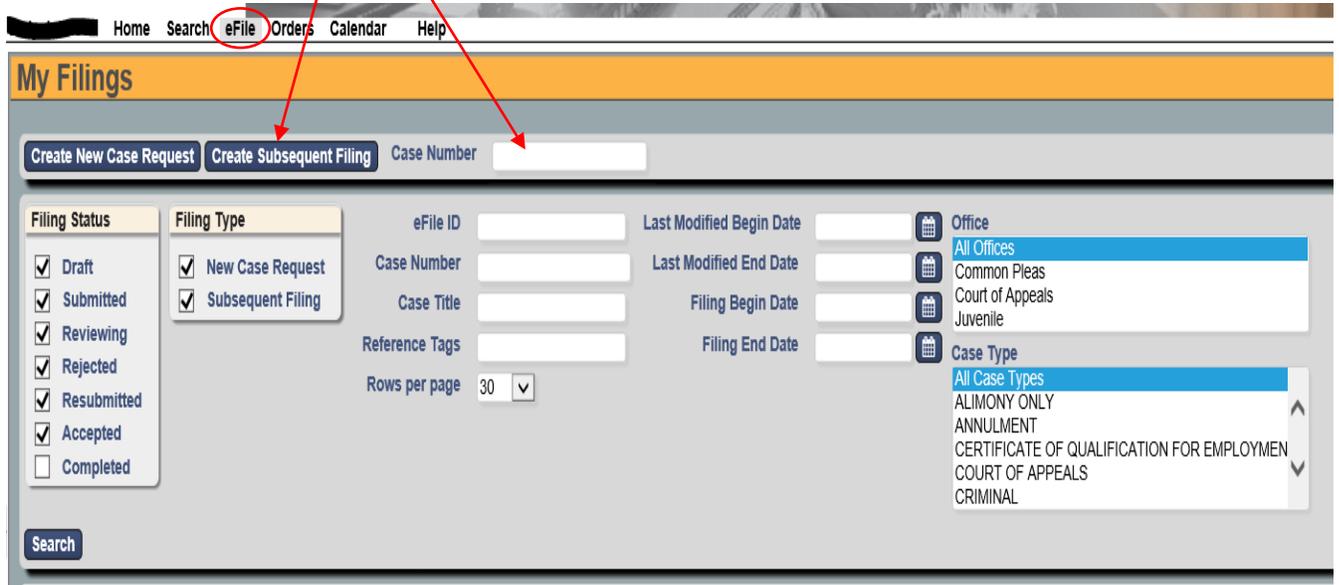
First:

Log on to e-Filing: Enter Username and Password and click Login



Select: e-File; then, add case number. Be sure to use correct format (yyyy CR xxxx)

Then: click Create Subsequent Filing



Next:

1. Enter Attorney Bar Number
2. Select on Behalf Of

Subsequent Filing - [REDACTED]

Case Number: 2001 CR 0003
Filer: [REDACTED]
Status: Draft
Case Type: CRIMINAL
Initiating Action: BURGLARY

Attorney Bar No: [REDACTED]
Reference Tags: [REDACTED]

Parties
On Behalf Of: [REDACTED] (Defendant)

Documents
Document 1
Document Type: [REDACTED]
Document Note: [REDACTED]
Attachments: Upload Attachment [REDACTED] Browse... (PDF, DOC 76800 KB max)

Reviewer Comments: [REDACTED]

Buttons: Add Party, Add Document, Delete

DOCUMENTS

1. **Select Document Type** from drop down list
2. **Click on Browse, Select your document and Upload Document.** (If you have a proposed order the **"PDF"** version will get uploaded under the attached Motion and you will check the **"Supplemental Box"**. The **"Word"** version will get uploaded into the **"Proposed Order"** slot.

Subsequent Filing - 2001 CR 0003 STATE OF OHIO VS [REDACTED]

Case Number: 2001 CR 0003
Filer: [REDACTED]
Status: Draft
Case Type: CRIMINAL
Initiating Action: BURGLARY

Attorney Bar No: [REDACTED]
Reference Tags: [REDACTED]

Parties
On Behalf Of: [REDACTED] (Defendant)

Documents
Document 1
Document Type: Motion for Early Release filed by defendant
Document Note: [REDACTED]
Attachments: Upload Attachment [REDACTED] Browse... (PDF, DOC 76800 KB max)
Proposed Order: Upload Proposed Order [REDACTED] Browse... (Word Doc/PDF 76800 KB max)

NOTE: 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 “ Motion” and select the “ **Supplemental**” box. The “**Word**” order should be inserted into the “ **Proposed Order**” slot.

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

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

Proposed Orders submitted without a Motion 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.

Cancel (clears all)

Save (Saves all entries as Draft)

Continue with filing(Filing will be saved as Draft and filer can enter next filing or submit all filings to the court.

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.

A screenshot of the 'equivalent' Payment review screen. The page features the 'equivalent' logo and a 'Select Language' dropdown. The main heading is 'Payment'. Below it, the text reads 'Please review the payment amount.' There are two checkboxes, both of which are checked. The first checkbox is followed by the text: '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](#)'. The second checkbox is followed by: '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.' To the right of these checkboxes is a payment summary table:

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

At the bottom of the screen is a large blue button labeled '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.