



The Hamilton County Clerk of Courts
Appellate Division

Guide to Electronic Filing

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If there is no arrow to click on blue links press Cntl and then left click on mouse

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1. Description of Electronic Filing

Electronic Filing is a paperless document delivery process of filing documents electronically with the Clerk of Courts using the internet. Documents are created on the filer's local computer or network and then securely sent over the internet to the Clerk of Courts. The Clerk of Courts receives and processes the filing with much the same result as if the filing had been mailed or presented in person.

*** Please refer to the First District Court of Appeal's local rules, specifically Rule 13, concerning the requirements to use Electronic Filing and about Privacy and Confidentiality. [Local Rules for First District Court of Appeals](#)

2. Requirements for Electronic Filing

1. Access to the internet
2. Valid email address
3. A software application to create documents in portable document formats (.pdf)
4. A valid American Express, Discover, MasterCard or Visa credit card and
5. An E-Filing user account with the Clerk of Courts.

3. Getting Started

You will need to set up an **E-Filing User Account** with the Clerk of Courts. Go to the Clerk's web site and click on Electronic Filing located in the footer on the right side at the bottom of any web page. This takes you to the electronic filing web page. There is a small blue box near the top on the right side. Click on it to register. Then click on the picture on the left side of the screen under the login boxes where it says "Sign Up for Electronic Filing". Complete the required input for your account type. You will receive an email with a link to finish registering. Click on the Activate button in the email you received and enter the six digit code that is provided in the email to complete your registration.

You will receive an email containing a temporary login id, which can be used to log in and initiate your filing or filings. Once you have met all the requirements and your information has been verified, you will then receive another email containing your permanent login id. Once you have been assigned a permanent login id you will need to use that id going forward.

Once you have registered and have an E-Filing User Account and meet all of the requirements listed above, you are ready to begin e-filing.

At the bottom of the E-filing web page are links for a user guide and a helpful hints document both of which will provide you with help through the E-filing process.

4. How to Prepare Documents for Electronic Filing

HOW TO FIND AND FILL IN FORMS ON THIS WEB SITE (www.courtclerk.org)

Click on the Forms tab, click on the division for the forms you want (from the dropdown menu).

Use the Scroll bar on the right of your screen to find the form you want. It is in PDF already.

Select the form and enter the requested information by tabbing through the document fields.

Save it to your computer by clicking the Adobe icon that looks like a disk. The save as box will appear. Select your path location for where you wish to keep the PDF document on your PC and fill in the name of the document. Then click the save button. The document is now at that location under that name and can be used as your 'upload' document for the filing.

If using PDF, it is ready to upload with your filing. If using Word, convert it to PDF format (except a proposed Entry or a proposed Order which stay in Word) and check the page count for filing it.

If form is not available online the document should be **created** in a word processing application.

To enter a **signature** on the document, a digitally scanned signature can be placed on the document as a "picture" file or graphic. Or the source document can be signed and then scanned into the filer's system. One may also "sign" a document by keying in /s/ and the filer's name on the signature line. The filer's name **must** be keyed on the line next to the /s/. The /s/ alone is not sufficient. Tip: when using the last method have the signature be in bold font and larger than the rest of the document's type.

Because a source address may change over time **links are prohibited**.

All attachments or exhibits are to be appended to the document they support as one document.

Documents can be up to 20 MB in size. Larger ones might not upload completely and must be separated into sections for separate uploads. If the filing is greater than 20 megabytes then break it in into parts as follows. Each part is a separate E-filing. Each section (document) **MUST** have its own cover page attached as the first page of each part with the case caption, case number, and document title on it. The title on each document **MUST** also be keyed into the Document Caption box when E-filing so each section is tied together logically when reading the docket. What you key into the Docket Caption box becomes the docket entry for that filing. **The filing type** for each document will be the **same unless it is one that has money (Notice of Appeal, Cross Appeals, Writs), in which case** only the first document will be that type (to pick up the costs) and each attachment document will be the type of Filing (when nothing else applies) but will contain the name of the document it supports and that will be keyed into the document caption/title box. **An example would be if the filing type is a Motion** then each separate attachment document type **must be Motion** because copies must be made of them and put in the Court of Appeals bin. For example, the first document is called and keyed in as - Motion to Whatever, Part 1 of 2, with Exhibits 1 through 19. The second document is called and keyed in as - Motion to Whatever, Part 2 of 2, with Exhibits 20 through 22 **OR** Part 2 of 2 with Exhibits 20 through 22 of Motion to Whatever.

When a document is finalized, it should then be converted to **PDF format** using a software package that converts documents to the portable document format (.pdf). Always check the page count of the

converted document because sometimes the PDF formatted version is larger than the original. You will need to enter the number of pages of your filing during the E-filing process.

EXCEPTION A Proposed Entry or Proposed Order which you submit to be sent to a judge must be in a word processing format, not PDF. This will be a separate filing of its own and will be filed as the filing type of Proposed Entry or Proposed Order.

CONFIRMATIONS and FILING REJECTIONS

A confirmation number will be assigned to each filing that has been started in the E-filing system. The confirmation number will be displayed on the screen next to the status box of the filing.

Upon successful processing of the filing by the Clerk of Courts, an electronic mail message containing the confirmation number, costs and fees and the case number assigned, if any, will be sent to the filer. Filers will be notified via electronic mail if the filing is failed for any reason. A corrective filing may be entered into the E-filing system at a later time. Such a filing will be considered a new filing and will receive a new confirmation number and file date. We will no longer be able to fix failed filings to retain an original file date.

SEALED CASE and SEALED DOCUMENT E-FILINGS

Filings may be made on sealed cases. Clearly mark on the document below its title that the case is sealed. A copy of the filed document will be given to the case judge.

You may file a single document that is to be sealed. There must be a court order on the case docket that allows the document to qualify for sealing. You must clearly and distinctly note that it is to be sealed on the document itself by its title name and the order date.

DOCUMENTS NOT ACCEPTED FOR E-FILING

A **Partial Dismissal** may be **E-filed**. Be certain to key into the document caption box and have it on the document title that it is a partial dismissal and the case remains open. To completely dismiss a case, the costs must be paid which cannot currently happen during E-filing. If money is owed on the case a dismissal cannot be E-filed. A **Notice of Dismissal** can be E-filed **ONLY** if the costs are paid out already or there is a credit on the case.

CONSOLIDATED CASES

List all case numbers on the document and put "Consolidated" under them. File on the primary case number listed in the entry consolidating the cases.

No service is done by the Clerk on **Appellate** E-filings. Service is the responsibility of each filer.

ONLINE DOCUMENT ACCESS

To **view documents online** at <https://www.courtclerk.org>, you will need a Document Access Account. This is separate and distinct from your E-filing account and has a different login id, password and login location. You will need to complete a Document Access Application Form and send it to the Clerk's Office per the directions on the form. You may obtain the Document Access Application Form by contacting the webmaster at webmaster@cms.hamilton-co.org or (513) 946-5628. If the account has not been used in six months it is inactivated and the webmaster sets up and monitors these accounts.

5. Login

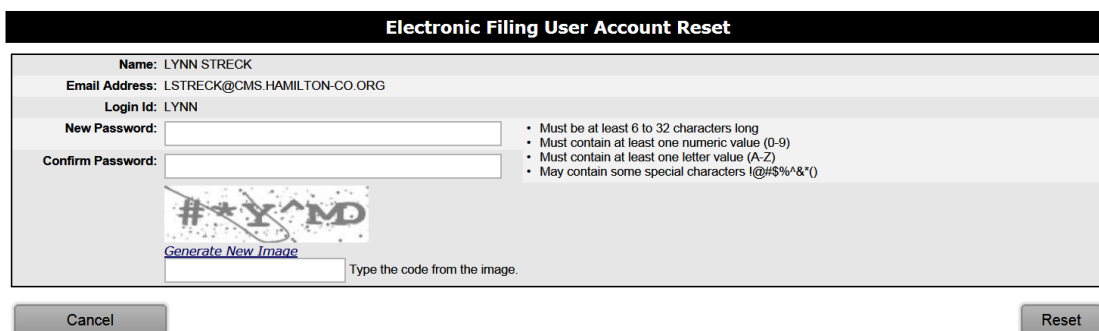
From the Clerk of Courts homepage, <https://www.courtclerk.org>, scroll down and click on E-Filing. This is also in the web page footer. This takes you to the E-Filing web page. On the right hand side in the blue E-Filing Account box click on “Login”.

This takes you to the login page shown below at <https://cmsnet.hamiltoncountycourts.org/CourtClerkEfiling/> You may want to bookmark this page or place it in your “favorites” for quick access in the future.



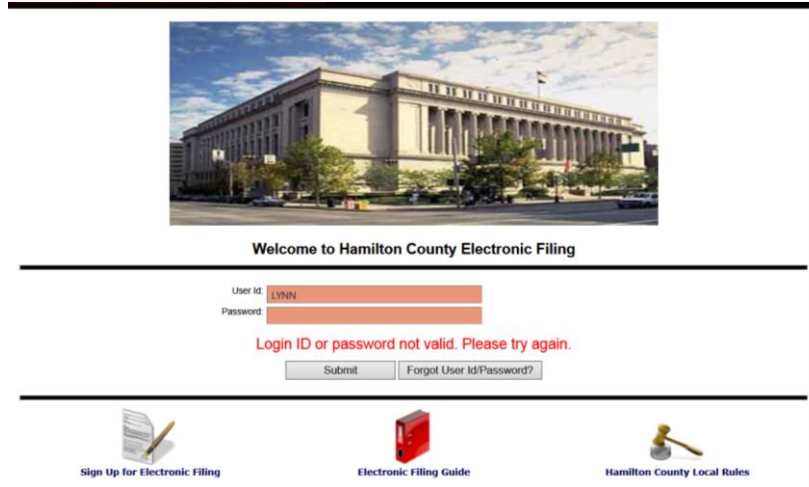
Enter your User ID and Password and click “Submit”.
A secure connection will be established and the Home page appears.

If your **password has expired** the following screen appears.



Complete the fields and click on Reset.
You will be returned to the login page.

This shows an unsuccessful login.
 The possible reason is one of the following:
 the e-filing userid or the password was not correct,
 the password has expired
 or there is no such account.



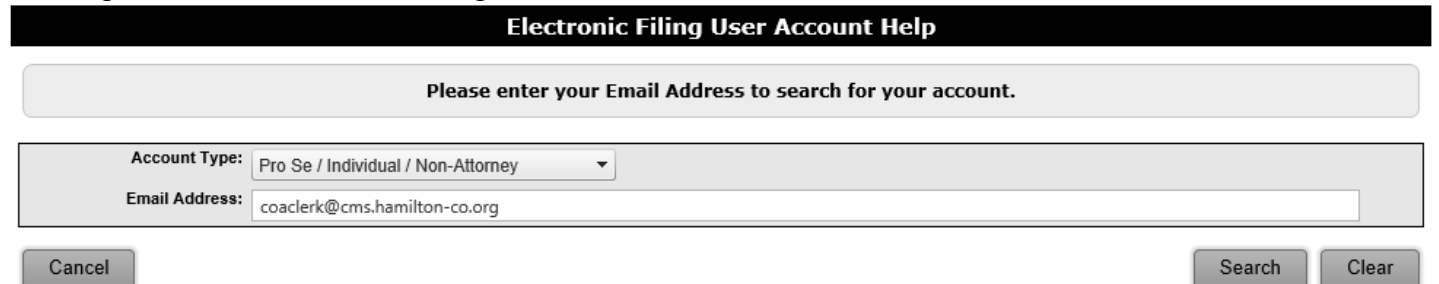
The screenshot shows the Hamilton County Electronic Filing login page. At the top is a banner image of a large, classical-style building. Below the banner, the text "Welcome to Hamilton County Electronic Filing" is displayed. Underneath, there are two input fields: "User Id:" with the value "LYNN" and "Password:" which is empty. A red error message states "Login ID or password not valid. Please try again." Below the error message are two buttons: "Submit" and "Forgot User Id/Password?". At the bottom of the page, there are three links with icons: "Sign Up for Electronic Filing" (with a notepad icon), "Electronic Filing Guide" (with a red book icon), and "Hamilton County Local Rules" (with a gavel icon).

Click on the line below the Login box that says
["Forgot your e-filing userid or password?"](#)



This screenshot is identical to the previous one, but the "Forgot User Id/Password?" button is highlighted with a blue border, indicating it is the button to be clicked.

The screen shown below appears. Select your account type from the drop down and enter your e-filing account information using the email address on the account and click the Search button.



The screenshot shows the "Electronic Filing User Account Help" page. At the top, a black header bar contains the text "Electronic Filing User Account Help". Below this is a light gray box with the instruction "Please enter your Email Address to search for your account." Underneath, there is a form with two fields: "Account Type:" with a dropdown menu showing "Pro Se / Individual / Non-Attorney" and "Email Address:" with a text input field containing "coaclerk@cms.hamilton-co.org". At the bottom of the form are three buttons: "Cancel", "Search", and "Clear".

Then answer the pre-selected security question and click on Reset Password.

Electronic Filing User Account Help

Please enter your Email Address to search for your account.

Account Type:

Email Address:

Cancel

Search

Clear

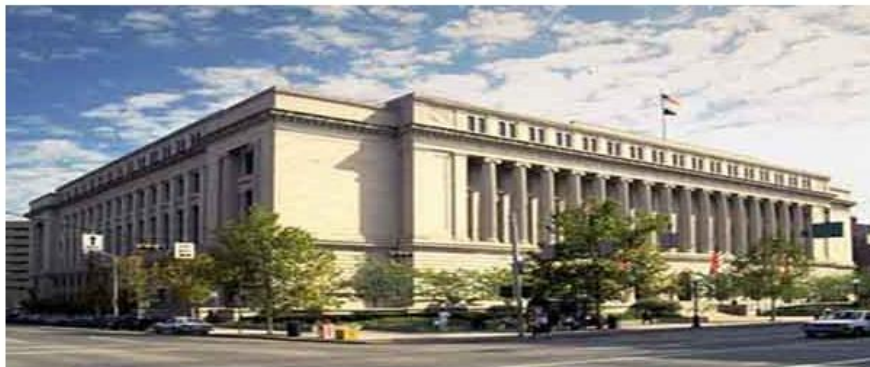
Name: Joe Smith

Question: What is your favorite food?

Answer:

Reset Password

The screen below will appear and information will be emailed to you.



Welcome to Hamilton County Electronic Filing

If you do not have an electronic filing account, please click on the "Sign Up..." button at the bottom of the page to create one.

NOTICE:

Microsoft has blocked Hamilton County from sending emails to any of their domains: @hotmail.com, @outlook.com, @msn.com.

If you are not receiving notification emails or e-filing confirmation emails, you may be part of the group.

Please be diligent in logging into your e-filing account and checking your home page to see if your filings have been processed.

We are working to resolve the issue.

Thank you!

(This message is modifiable via EFV881, using Reference Code INDEX)

User Id:

Password:

Account has been reset successfully.
You may now log in using your e-mail address and password.

Submit

Forgot User Id/Password?

The following email is a test. Please disregard.
Intended recipients: COACLERK@CMS.HAMILTON-CO.ORG

HAMILTON COUNTY CLERK OF COURTS

1000 Main St, Cincinnati, OH 45202

A request has been submitted to reset the password for the Electronic Filing account linked to this email address.

If you did not make this request, please consider changing your security question and password immediately.

If you did make this request, you will need the following code to reset your password:

470602

Please click the following to reset your password:

[Complete Now](#)

If the link does not work, copy and paste this link directly into a web browser:

https://cmsnet.hamiltoncountycourts.org/EFilingProdTest/reset.aspx?q=EgE4POv6Fgg_eWGvCBmhKZ5U-CaVBw8X0


Click the **blue link** provided in the email.

It will go to that web page to accommodate the password reset.

This email also contains an **activation code** necessary to reset the password.

After 30 minutes this URL address link will expire and you must begin anew.

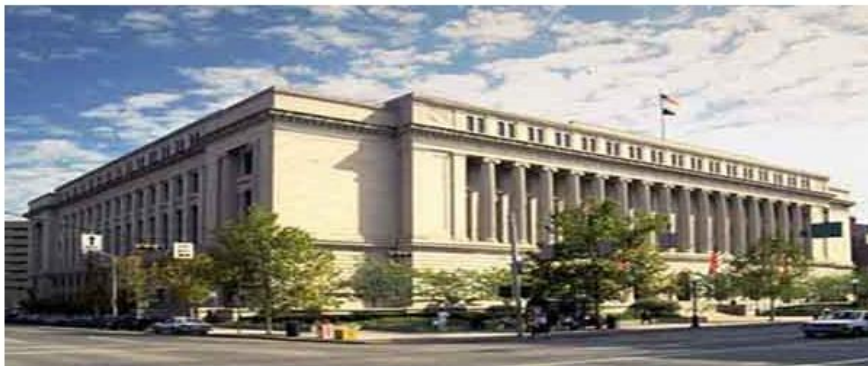
Enter the new password and confirm it. In the Reset Code box enter the activation code from the email. Then type the alpha numeric characters from the captcha picture and click Reset.

Electronic Filing User Account Reset	
Name: JOE SMITH	
Email Address: COACLERK@CMS.HAMILTON-CO.ORG	
Login Id: COACLERK@CMS.HAMILTON-CO.ORG	
New Password:	<input type="password"/> <ul style="list-style-type: none"> • Must be at least 6 to 32 characters long • Must contain at least one numeric value (0-9) • Must contain at least one letter value (A-Z) • May contain some special characters !@#\$%^&*()
Confirm Password:	<input type="password"/>
Reset Code:	<input type="text" value="470602"/>
	
Generate New Image	
<input type="text" value="JDRLTJ"/>	Type the code from the image.
<div>Cancel</div> <div>Reset</div>	

A message appears saying that the log in information was reset. Proceed with the login.

If you are an attorney key in your user id.

If you are a pro se E-filer use your email address as the user id.



Welcome to Hamilton County Electronic Filing

If you do not have an electronic filing account, please click on the "Sign Up..." button at the bottom of the page to create one.

NOTICE:

Microsoft has blocked Hamilton County from sending emails to any of their domains: @hotmail.com, @outlook.com, @msn.com.

If you are not receiving notification emails or e-filing confirmation emails, you may be part of the group.

Please be diligent in logging into your e-filing account and checking your home page to see if your filings have been processed.

We are working to resolve the issue.

Thank you!

(This message is modifiable via EFV881, using Reference Code INDEX)

User Id:

Password:

Account has been reset successfully.

You may now log in using your e-mail address and password.

Submit

Forgot User Id/Password?

Failed Login

NOTE: If the email address you enter does not match your E-filing account you will receive the message below. Either you have no E-filing account or the email address entered is not the one on your E-filing account.

Electronic Filing User Account Help

Please enter your Email Address to search for your account.

Account Type: Pro Se / Individual / Non-Attorney

Email Address:

Cancel
Search
Clear

No matching user accounts were found.

If you do have an E-filing account but did not update it with a new email address contact the E-filing Coordinator.

HAMILTON COUNTY
CLERK OF COURTS
1000 Main St, Cincinnati, OH 45202

Pro Se / Individual / Non-Attorney
JOE SMITH
LOGOUT

Connected to **TEST** database

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

Welcome to the Hamilton County Clerk of Courts, Electronic Filing system.
(This message is modifiable via EFVB81, using Reference Code HOME MSG)

MY FILINGS (LAST 7 DAYS)

No filings were found for the past 7 days

File a New Case
File on Existing Case

Upon Successful login you will be at the Home page.
Towards the top right is the user name with two gears on its icon.
Click on it to go to the "My Account" tab.
The logout icon below it has a picture of a key on it.

6. Home Tab

Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
1043378	12/16/2021		Partial	C 2100182	BRIEF	JOE SMITH vs. JANE DOE	
1043377	12/16/2021	12/16/2021	Received	C 2100182	MOTION	JOE SMITH vs. JANE DOE	MOTION FOR EXTENSION OF TIME
1043376	12/16/2021	12/16/2021	Received	20CV01234	NOTICE OF APPEAL	PFSC INC vs. CHAVONN E DALE	
1043373	12/15/2021	12/15/2021	Approved	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	JOE SMITH vs. JANE DOE	notice of appeal

Home, Favorite Cases, My E-Filings, Case Search, Payment History, Support Documents and My Account are the tabs. The dropdown has links to the Clerk's web site and the search court records web page.

There are two gray boxes. Click either one to begin e-filing.

Filings made during a preselected day range are listed with their pertinent information displayed in 8 columns as shown above.

Clicking on the Status [?] question mark displays the following meanings:

Status	Explanation
Partial	This filing is not completed (it is only part way done) and has not yet been submitted to the Clerk for processing.
Canceled	This filing has been canceled, and will not be submitted to the Clerk for processing.
Received	This filing has been received by the Clerk and is awaiting processing.
Pending	This filing has been received by the Clerk and is awaiting court action.
Rejected	This filing has been rejected by the Clerk.
Approved	This filing has been processed and approved by the Clerk.

Changing the page size on the screen bottom by selecting a number of days to show from the drop down arrow adjusts the displayed materials. To go to another page, click on the page number at the screen's bottom left or depress a directional arrow. The number of items listed and how many pages show at the bottom right.

7. Favorite Cases Tab

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
Case Number	Filed	Case Status	Case Caption	Judge		
Remove	C 2100182	12/15/2021	OPEN	Joe Smith vs. Jane Doe	File on Case	

This is the Favorite Cases tab which lists cases added as favorite cases.
 You may remove one of them or file on it by clicking on either box.
 Cases can be added here when you file on them.

8. E-Filing Tab

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
My E-Filings File A New Case File on Existing Case			Search for Filing			
FILING STATUS <input checked="" type="radio"/> All <input type="radio"/> Partial <input type="radio"/> Received <input type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Cancelled			DATE CREATED <input type="text"/> to <input type="text"/>		CONFIRMATION NUMBER <input type="text"/>	
			Search			
File a New Case			File on Existing Case			

The E-Filing tab allows searching for E-filings you have made and starting new E-filings.
 To search select My E-Filings from the dropdown on the E-filing tab.
 By entering a specific confirmation number the search is limited to that E-filing only as shown in the following screen shot.

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account		
Search for Filing								
FILING STATUS <input type="radio"/> All <input type="radio"/> Partial <input type="radio"/> Received <input checked="" type="radio"/> Approved <input type="radio"/> Rejected <input type="radio"/> Cancelled			DATE CREATED <input type="text"/> to <input type="text"/>		CONFIRMATION NUMBER <input type="text"/>			
			Search		Clear			
Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note	Filed By
1043373	12/15/2021	12/15/2021	Approved	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	JOE SMITH vs. JANE DOE	notice of appeal	Joe Smith
File a New Case			File on Existing Case					

Or a search can be done by clicking a particular status and entering a specified date range.

Once you have entered your choice(s) click on the Search button and a report will be generated and appear on the screen. A sample report follows.

Click the Clear button to change the search parameters.

My Filings Search

FILING STATUS

☒ All
 ☐ Partial
 ☐ Received
 ☐ Approved
 ☐ Rejected
 ☐ Cancelled

DATE CREATED

to

CONFIRMATION NUMBER

Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
471676	3/17/2016		Partial	15CV00789	SMALL CLAIM TRANSFER	PFSC INC vs. BRANDIE MILLER	DEFENDANT MILLER'S REQUEST
471608	3/8/2016	3/8/2016	Received	A 1500567	JURY DEMAND	US BANK NATIONAL ASSOCIATION AS SUCCESSOR TRUSTEE vs. CHERYL A PETERS	CHECK WFG013 FOR REQUEST #17812
471595	3/7/2016	3/7/2016	Received	15CV00555	ANSWER	PREMIERE PROPERTIES LP vs. SHAWNISE SMITH	ATTORNEY COMMENT
471579	3/2/2016	3/8/2016	Received	A 1500222	ANSWER	CALIBER HOME LOANS INC vs. MAUREEN K HEIDE	TESTING
471567	2/29/2016	2/29/2016	Approved	A 1600005	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	SORE EARS vs. DEF ONE	headache
471566	2/29/2016		Canceled	A 1500456	AFFIDAVIT	US BANK NATIONAL ASSOCIATION ETC vs. KAREN R DUBOSE	SEE WHERE THIS DISPLAYS
471554	2/26/2016	2/26/2016	Received	TBD	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)		testing for no service
471543	2/25/2016	2/25/2016	Received	A 1500122	COUNTER CLAIM	JACKLEN L UPCHURCH vs. NORWOOD SCHOOLS	TOM THUMB
471541	2/24/2016	2/24/2016	Approved	A 1500250	JURY DEMAND	WELLS FARGO BANK NATIONAL ASSOCIATION AS TRUSTEE F vs. RAYMOND L SIMPSON	
471540	2/24/2016	2/24/2016	Received	A 1500250	ANSWER	WELLS FARGO BANK NATIONAL ASSOCIATION AS TRUSTEE F vs. RAYMOND L SIMPSON	FOR DEFENDANT
471539	2/24/2016	3/11/2016	Received	15CV00555	ANSWER	PREMIERE PROPERTIES LP vs. SHAWNISE SMITH	CLIENT SMEAD
471531	2/23/2016	3/16/2016	Approved	15CV00567	JURY DEMAND FEE	ZIP CASH vs. MICHELLE PEPPERS	ATTY FOR PEPPERS JURY DEMAND
471527	2/23/2016	2/23/2016	Received	A 1500555	AFFIDAVIT	PETRINA ALLEN vs. SHERRY HEAD	CLIENT SMILES
471402	2/5/2016	2/5/2016	Rejected	A 1500234	NOTIFICATION FORM	CROWN ASSET MANAGEMENT LLC vs. GRETCHEN M CAMPBELL AKA GRETCHEN COX	FOR D1 GRETCHEN CAMPBELL REPRESENTATION
471394	2/3/2016	2/3/2016	Received	TBD	SMALL CLAIM		client 456

Page size:

42 items in 3 pages

There can be more than one page in length depending on the number of filings done during the selected time frame. The screen bottom allows movement through the multiple pages and displays how many items are listed on how many pages.

The status column has colored and labeled boxes to help immediately locate specifically that E-filing's progress within the system. Clicking on the [blue confirmation number](#) goes to the Filing Overview page, which contains pertinent information about that confirmation number e-filing. Information about the Filing Overview, with samples, is in chapter 13.

Clicking on the [blue case number](#) goes to that case number on the Clerk's web site.

Click on a gray button to start a new E-filing on an existing case or to begin a new case.

Click on any of the tabs to switch screens.

To logout click on the key icon near the screen's top right side.

9. Case Search and Case Number Formats

To Search for a case you can select Search Court Records from the Home Tab to go to the Clerk's website.

Select from the list of available searches which search to do. Or you can click on the Case Search Tab and search for any case based on a date range or specific case (see below).

Case Number	Filed	Case Status	Case Caption	Jurist
C 2100182	12/15/2021	OPEN	JOE SMITH vs. JANE DOE	

To search for or E-file on a particular case its case number must be entered in the boxes. Samples formats are: A 16 02345, 16 CV 10987 and B 16 00678-C.

For **Common Pleas** or **Appellate** cases, the **case number format** is Box 1 = A or C (court letter), Box 2 = 2 digit year, (12 would represent 2012) and Box 3 = 5 digit sequential case number.

An "A" is a Common Pleas Civil case, a "B" is a Common Pleas Criminal case and a "C" is an Appellate case. A sample is above right.

A "B" case can have an additional box entry if there are multiple defendants as each person gets a designated letter.

See the sample at the right for a case with several defendants.

B 15 03456 - C

For **Municipal Civil** the **case number format** is Box 1 = 2 digit year, (12 would represent 2012), Box 2 = CV (court letters) and Box 3 = 5 digit sequential case number. Here is a sample.

11 CV 01234

Clicking on the question mark after the case number boxes on any screen brings up sample case formats for the court selected above it.

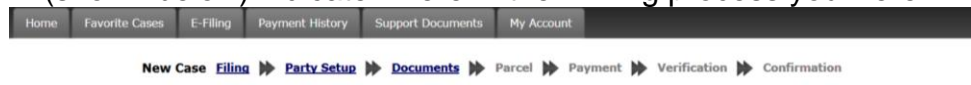
10. Partial Filings

NOTE ABOUT **Partial** PARTIAL FILINGS

Partial E-filings are not completed and have not been submitted to the Clerk
even though they have been assigned a confirmation number.

Anytime during the E-filing process you may stop and later come back and complete a partial filing by following the direction below.

Let's say you put the Appellant in and added 1 of 3 Appellees but you now need to attend a meeting. You can logout and come back in later. Go to the Blue Partial Filing block on the Home tab or the E-Filing tab and click on the confirmation number next to it. This takes you to the Filing overview screen from which you select Edit This Filing to finish the filing. Directional arrows under the tabs (shown below) indicate where in the E-filing process you were.



11. Payment History Tab

The Payment History tab has three ways to search.

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

Payment History

CASE NUMBER

PAYMENT DATE

CONFIRMATION NUMBER

☐ All
☒ Specific

☐ Common Pleas
☐ Municipal
☒ Court of Appeals
☐ Court of Domestic Relations

C
21
00182
[?]

JOE SMITH v JANE DOE

Search
Clear

Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
1043373	12/15/2021	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	***1111	\$85.00	\$2.95	\$87.95

Page Total:

\$87.95

Grand Total:

\$87.95

First it allows a search by inputting a particular case number (above).

Home Favorite Cases My E-Filings Case Search **Payment History** Support Documents My Account

Payment History

CASE NUMBER PAYMENT DATE CONFIRMATION NUMBER

☒ All ☐ Specific

to

Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
1043373	12/15/2021	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	***1111	\$85.00	\$2.95	\$87.95

Page Total: \$87.95
Grand Total: \$87.95

Secondly it allows a search by entering a particular confirmation number (above).

Home Favorite Cases My E-Filings Case Search **Payment History** Support Documents My Account

Payment History

CASE NUMBER PAYMENT DATE CONFIRMATION NUMBER

☒ All ☐ Specific

to

Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total
1043373	12/15/2021	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	***1111	\$85.00	\$2.95	\$87.95

Page Total: \$87.95
Grand Total: \$87.95

Thirdly it allows searching for all payments in a selected date range (next page).

Payment History								
CASE NUMBER				PAYMENT DATE		CONFIRMATION NUMBER		
<input checked="" type="radio"/> All <input type="radio"/> Specific				3/1/2015 to 3/1/2016		<input type="text"/>		
				<input type="button" value="Search"/> <input type="button" value="Clear"/>				
Confirmation Number	Date Paid	Case Number	Filing Type	Payment Account	Amount	Convenience Fee	Total	
442084	9/30/2015	15CV17976	MOTION	1006	\$5.40		\$5.40	
> 441032	9/25/2015	2 cases	CIVIL SUIT (2)	1006	\$211.40		\$211.40	
441041	9/25/2015	14CV28699	MOTION	1006	\$5.50		\$5.50	
440527	9/23/2015	15CV20606	CIVIL SUIT	1006	\$105.50		\$105.50	
440356	9/22/2015	A 1505087	INITIAL FILING (IN COUNTY) WITH NO JURY DEMAND	1006	\$325.00	\$8.95	\$333.95	
> 439274	9/17/2015	2 cases	EVICTON (2)	1006	\$315.60		\$315.60	
439281	9/16/2015	A 1504997	INITIAL FILING (OUT OF COUNTY) WITH NO JURY DEMAND	1006	\$355.00	\$8.95	\$363.95	
438434	9/14/2015	15CV14683	MOTION	1006	\$5.70		\$5.70	
436628	9/3/2015	A 1504766	INITIAL FILING (FORECLOSURE-IN COUNTY)	1006	\$592.00	\$12.95	\$604.95	
435842	9/2/2015	15CV18791	EVICTON	1006	\$157.10		\$157.10	
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="Next"/>				Page size: <input type="text" value="10"/>		41 items in 5 pages		
						Page Total:		\$2,109.05
						Grand Total:		\$5,852.65

Displayed is searching for all payments made during a specified date range. The resulting report for the set parameters displays the fields shown above.

Clicking on the [blue confirmation number](#) in column 1 goes to the Filing Overview page.

Information about the Filing Overview, with samples, is in chapter 13.

If the [blue confirmation number](#) has multiple E-filings associated with it, as can be done for Municipal Civil cases, all of them will be displayed on the Filing Overview screen including their individual case numbers. The date the payment was charged is shown in column 2.

Click on the [blue case number](#) in column 3 to go to that case on the Clerk's web site.

Column 4 displays the filing type. The last 4 digits of the credit card charged are posted in column 5.

Column 6 shows the amount of the filing. Convenience fees are listed in column 7.

Note that older Municipal Civil filings do not include the convenience fees.

In column 8 is the total of the filing charges and vendor fees.

The page total amount and a grand total amount for all of the pages are listed.

Manuverability can be done by clicking the forward or backward arrows at the bottom left of the screen. The number of rows to be displayed can be altered by clicking the down arrow next to page size and making a number selection. On the same bottom bar is listed the number of items and how many pages are viewable.

This report can be printed or copied and saved as a word document or spreadsheet.

12. Support Documents Tab

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
------	----------------	--------------	-------------	-----------------	-------------------	------------

E-Filing Support Documents

- [Guide to Electronic Filing and System Requirements](#)
- [Guide to Domestic Relations Electronic Filing](#)
- [Helpful Hints \(How to do Things\)](#)

E-Filing Forms

- [Court of Appeals](#)
- [Common Pleas Civil](#)
- [Common Pleas Criminal](#)
- [Municipal Civil](#)

Fee Schedules

- [Convenience Fees](#)
- [Court Fees](#)

Court Rules

- [Local Rules of the First Appellate Judicial District \[Hamilton County\] RULE 13](#)
- [Hamilton County Rules of Practice of the Court of Common Pleas RULE 34](#)
- [Administrative Order for Domestic Relations](#)
- [Hamilton County Municipal Court \(Local\) Rules of Civil Procedure RULE XXVIII](#)
- [The Rules of Superintendence regarding the filing of records containing personal information has changed. This has links for the Personal Identifier Reference List forms](#)

For more information please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org.

E-Filing Support Documents

1. Guide to Electronic Filing
2. Helpful Hints (How to do Things)
3. System Requirements

Electronic Filing Forms

1. Court of Appeals
2. Common Pleas Civil
3. Common Pleas Criminal
4. Municipal Civil

Fee Schedules

1. Convenience Fees
2. Court Fees

Court Rules

1. Local Rules of the First Appellate Judicial District [Hamilton County] RULE 13
2. Hamilton County Rules of Practice of the Court of Common Pleas RULE 34
3. Hamilton County Municipal Court (Local) Rules of Civil Procedure RULE XXVIII
4. The Rules of Superintendence regarding the filing of records containing personal information has changed. This has links for the Personal Identifier Reference List forms.

13. My Account Tab - User Information

My Account

Name: JOE SMITH Login Id: COACLERK@CMS.HAMILTON-CO.ORG

Personal Billing Other Contacts Website Preferences Terms of Service

Email Address: COACLERK@CMS.HAMILTON-CO.ORG Account Type: Pro Se / Individual / Non-Attorney
 Account Created: 12/14/2021

Employer:

Address:

Phone Number:

Password:
 • Must be at least 6 to 32 characters long
 • Must contain at least one numeric value (0-9)
 • Must contain at least one letter value (A-Z)
 • May contain some special characters !@#\$%^&*()
 • May NOT contain the exact combinations &# and ##

Confirm Password:

Secret Question:

Question Answer:

Save

Click on the My Account tab. Also clicking on the icon with gears near the top right of the screen (not shown) will go here. This has five interior tabs.

The first one is marked **Personal**.

It has the e-filer's work information, password, security question and answer.

The fields may be changed.

The password word rules are to the right of the password fields.

Click Save to activate any changes made.

The second tab is marked **Billing**. It holds the credit card information.

My Account

Name: JOE SMITH Login Id: COACLERK@CMS.HAMILTON-CO.ORG

Personal **Billing** Other Contacts Website Preferences Terms of Service

Card Nickname	Credit Card	Billing Address
Primary (PRIMARY)	 Joe Smith XXXX-XXXX-XXXX-1111 (Expires 12/2036) Personal Card	230 E 9Th Street Room 12100 Cincinnati, OH 45202 Edit Delete

+ Add new credit card

Save

An account can have several credit cards, or none. With no card on the account, credit card information must be entered every time an E-filing has a cost or the E-filing will be failed. Each card must be identified and named and include the billing address for that card. If the card has your name but the firm pays the bills the card type should be business, not personal. The "Name on Card" field should be the credit card bill payer.

The screenshot shows the 'My Account' page for 'JOE SMITH' with login ID 'COACLERK@CMS.HAMILTON-CO.ORG'. The 'Billing' tab is active, displaying a form to add or edit a credit card. The form includes fields for Card Nickname, Credit Card Number, Card Type, Expires (Month/Year), Primary (Yes/No), Name on Card, Billing Address (Country, Street, City, State, Postal/Zip), and Nickname. Below the form are 'Insert' and 'Cancel' buttons. A table lists existing credit cards, showing a VISA card as the primary card. At the bottom left is a '+ Add new credit card' button.

Card Nickname	Credit Card	Billing Address
	Credit Card: <input type="text" value="Credit Card Number"/> Card Type: <input type="text" value="Please select"/> Expires: <input type="text" value="Month"/> <input type="text" value="Year"/> Primary: <input type="text" value="Yes"/> Name on Card: <input type="text"/> Billing Address: <input type="text" value="UNITED STATES"/> <input type="text" value="Street Address"/> <input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="Postal/Zip Cc"/> Nickname: <input type="text"/>	
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>		

Primary	Card	Cardholder	Card Number	Expires	Address	Actions
Primary (PRIMARY)		Joe Smith	XXXX-XXXX-XXXX-1111	(Expires 12/2036)	230 E 9Th Street Room 12100 Cincinnati, OH 45202	Edit Delete
<input type="button" value="+ Add new credit card"/>						

To **add** a new card, click on "Add new credit card" at the bottom left. Complete all of the requested information fields and drop downs, select Yes for Primary if replacing the primary card, click on Insert and then click the Save button. If the original card has not been removed both cards will now show up on the account. Only one card can be Primary and it will be charged for filing fees. Click on the word **Edit** to update a card's information. Make the changes, click on the Update button and then click the Save button. The **card number cannot be changed!**

To switch which card will be charged change the secondary card to the Primary one. Click on Edit of the card you want to make primary (to be charged). On the "Primary" drop down box switch No to Yes, click update and then Save. Done! Above shows the American Express card, after clicking on Edit, to make it the Primary card and the Discover one will become secondary. Click **Delete** and then the Save button to **remove** a card from the account.

The third tab is **Other Contacts**, shown above. This allows additional email addresses to be added to the account that will receive E-filing copy cost bills and E-filing received and processed or failed emails. Clicking on the “Add new contact” button (at bottom left of screen) allows adding an additional contact.

From the dropdown select the Contact Type.
Complete the required information and click Insert and then click Save.

The fourth tab is **Website Preferences**.
From the drop downs select the court and date range.
Select whichever court you file in most often. Then when you go to do a filing on an existing case that court's button will already be selected for you.

Whichever date range is selected (7, 14, 30, 60 or 90) will be the default number of days of filings done that appear on the home screen when that tab is clicked.

The fifth tab is **Terms of Service**.

To print a copy scroll to the screen bottom and click the printer icon next to the word Print.

14. Status of E-filing and Filing Overview Screen

This screen will be accessed anytime the [blue confirmation number](#) is depressed on the Home tab, the E-filing tab or the Payment tab screens.

It displays basic and pertinent information about that particular e-filing.

The screenshot shows the 'Filing Overview' screen. At the top is a navigation bar with tabs: Home, Favorite Cases, My E-Filings, Case Search, Payment History, Support Documents, and My Account. Below this is a header 'Filing Overview'. The main content area is divided into two dark gray boxes on the left. The first box contains: Confirmation Number: 1043378, Filing Type: BRIEF, Case Number: C 2100182, Case Caption: JOE SMITH v JANE DOE, Judge: NO NAME, and Additional Info: (empty). The second box contains: Filing Status: Partial (in a blue box), Filing Started: December 16, 2021 at 8:48 AM, and Filing Submitted: Not submitted yet. Below these boxes is a table with columns: Document Type, Title, Format, and Pages. The table has one row: BRIEF, BRIEF OF APPELLANT, PDF, 1. At the bottom are three buttons: Back, Edit this Filing, and Cancel this Filing.

Document Type	Title	Format	Pages
BRIEF	BRIEF OF APPELLANT	PDF	1

The boxes on the left hand side display basic information about the particular filing.

These two dark gray boxes always appear.

Below the boxes a line with the document type, title and number of pages appear unless no document was uploaded or no title for the document was entered.

Sometimes the costs fields are shown.


The information displayed varies depending on the Status of the E-filing.


If the Status is "**Partial**" **Partial** the cost box displays the anticipated cost and fees and includes a page count if the filing was far enough along. The E-filing is not done.

If the Status is "**Received**" **Received** the filing information boxes display as well as the document type, title and pages. The cost box shows the anticipated expense based on the information supplied when making the filing.

If the Status is "**Pending**" **Pending** it means the document has been received by the Clerk, is awaiting court action and any costs are still anticipated expenses.

If the Status is "**Approved**" **Approved** the cost box displays the amount charged against the account specified credit card and includes the convenience fee. The filing information boxes display as well as the document type(s), title(s) and pages.

If the Status is “**Rejected**”  there will be no costs shown (because none were charged) and the failure reason will be given.

If the Status is “**Cancelled**”  the filing information boxes display as well as the document type, title and pages.

15. Notice of Appeal from Common Pleas (Civil, Criminal or Domestic Relations) - New Court of Appeals Case

After logging into your E-filing account or by clicking on the Home Tab,
click on the “File a New Case” button on the Home Page.

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

Welcome to the Hamilton County Clerk of Courts, Electronic Filing system.
(This message is modifiable via EFV881, using Reference Code HOME MSG)

MY FILINGS (LAST 7 DAYS)							
Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
1043378	12/16/2021		Partial	C 2100182	BRIEF	JOE SMITH vs. JANE DOE	
1043377	12/16/2021	12/16/2021	Received	C 2100182	MOTION	JOE SMITH vs. JANE DOE	MOTION FOR EXTENSION OF TIME
1043376	12/16/2021	12/16/2021	Received	20CV01234	NOTICE OF APPEAL	PFSC INC vs. CHAVONN E DALE	
1043373	12/15/2021	12/15/2021	Approved	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	JOE SMITH vs. JANE DOE	notice of appeal

File a New Case
File on Existing Case

Then on the next screen, select “*Court of Appeals*” from the drop-down menu.

The screenshot shows the 'New Case Filing' interface. At the top is a navigation bar with links: Home, Favorite Cases, My E-Filings, Case Search, Payment History, Support Documents, and My Account. Below this is a breadcrumb trail: New Case > Filing > Party Setup > Documents > Payment > Verification > Confirmation. The main heading is 'New Case Filing'. A light gray box contains the instruction: 'Fill out the form below and click [Save and Proceed] to start your e-filing.' The form has three sections: 'Court:' with a dropdown menu showing 'COMMON PLEAS CIVIL', 'Type of Filing:' with a dropdown menu showing 'COMMON PLEAS CIVIL', and 'Additional Info:' with a dropdown menu showing 'DOMESTIC RELATIONS COURT' and 'MUNICIPAL CIVIL'. A red '*** NOTICE ***' box on the right states: 'If the address of Plaintiff One is in Hamilton County, select IN COUNTY. Otherwise select OUT OF COUNTY. (This message is modifiable via EFV881, using Reference Code WEFG001_CCV)'. A 'Save and Proceed' button is at the bottom right.

Then select “*Initial Filing Deposit Required*” or “*Initial Filing No Deposit Required*,”
- depending on certain circumstances.

The screenshot shows the 'New Case Filing' interface. At the top is a navigation bar with links: Home, Favorite Cases, My E-Filings, Case Search, Payment History, Support Documents, and My Account. Below this is a breadcrumb trail: New Case > Filing > Party Setup > Documents > Payment > Verification > Confirmation. The main heading is 'New Case Filing'. A light gray box contains the instruction: 'Fill out the form below and click [Save and Proceed] to start your e-filing.' The form has three sections: 'Court:' with a dropdown menu showing 'COURT OF APPEALS', 'Type of Filing:' with a dropdown menu showing 'INITIAL FILING (\$85.00 DEPOSIT REQUIRED)', and 'Additional Info:' with a dropdown menu showing 'INITIAL FILING (\$85.00 DEPOSIT REQUIRED)' and 'INITIAL FILING (NO DEPOSIT REQUIRED)'. A 'Save and Proceed' button is at the bottom right.

And then click on the “Save and Proceed button”

The next screen will contain the Pro Se's information as the Appellant. If all information is correct, click "Add This Party."

[Home](#) [Favorite Cases](#) [My E-Filings](#) [Case Search](#) [Payment History](#) [Support Documents](#) [My Account](#)

New Case [Filing](#) ➤ [Party Setup](#) ➤ Documents ➤ Payment ➤ Verification ➤ Confirmation

Add Party Members

Enter the Party Information. If the address information is unknown or the party is deceased click on that particular box above the address entry boxes, which will then fade away.
The system will add the waiver of service to that party automatically.

Add service if appropriate. Click the [Add This Party] button to add the party member to the filing.
You can add an unlimited number of party members this way.
When you are finished click the [Save and Proceed] button below the party member review section.
(This message is modifiable via EFV881, using Reference Code WEF002)

PARTY ROLE REVIEW

No parties have been added to this list yet. You may add one below.

ADD NEW PARTY

Party Role: APPELLANT

☒ Person ☐ Company

Name:

Address: ☐ Unknown ☐ Deceased

On the next screen, the Appellee's information will need to be entered by selecting "Appellee" from the drop-down menu and entering their contact information and clicking "Add This Party." If there are multiple Appellants or Appellees, you need to add their contact information the same way. Once you have all the parties entered, click on "Save and Proceed."

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
------	----------------	--------------	-------------	-----------------	-------------------	------------

New Case [Filing](#) ➤ [Party Setup](#) ➤ Documents ➤ Payment ➤ Verification ➤ Confirmation


Add Party Members

Enter the Party Information. If the address information is unknown or the party is deceased click on that particular box above the address entry boxes, which will then fade away. The system will add the waiver of service to that party automatically.

Add service if appropriate. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way.

When you are finished click the [Save and Proceed] button below the party member review section.
(This message is modifiable via EFV881, using Reference Code WEF002)

PARTY ROLE REVIEW

APPELLANT 1	JOE SMITH 230 E 9TH STREET ROOM 12100 CINCINNATI, OH 45202	
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ADD NEW PARTY

Party Role: Please Select Party Role

Name: APPELLEE

Address: ☐ Unknown ☐ Deceased

UNITED STATES

City State Postal/Zip Co

[Add This Party](#)

[Cancel this Filing](#)
[Save and Proceed](#)

The next screen is where you need to upload the Notice of Appeal document by clicking “*Select*” and selecting the specific document that you saved to your computer. The number of total pages will then be entered and must match the number of pages in the Notice of Appeal document. Then enter the Document Title, usually “*Notice of Appeal*,” and then click “*Add This Document*.” If the document was uploaded successfully, click “*Save and Proceed*.”

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

New Case
Filing
Party Setup
Documents
Payment
Verification
Confirmation

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document, open it and then enter the document's number of pages. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

ADD REQUIRED DOCUMENTS

Document Description	Document	Pages
INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	<div> <div> Notice of Appeal.pdf Remove </div> <div> Document Title: <input type="text" value="Notice of Appeal"/> </div> </div>	<input type="text" value="1"/> <small>(max 9999)</small>

Add Required Documents

Cancel this Filing

Save and Proceed

If the document was uploaded successfully, as shown below, click “*Save and Proceed.*”

[Home](#) [Favorite Cases](#) [My E-Filings](#) [Case Search](#) [Payment History](#) [Support Documents](#) [My Account](#)

New Case [Filing](#) ➤ [Party Setup](#) ➤ [Documents](#) ➤ [Payment](#) ➤ [Verification](#) ➤ [Confirmation](#)

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document, open it and then enter the document's number of pages. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

View	Document Type	Title	Format	Pages	Edit	Delete
	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	Notice of Appeal	PDF	1		

ADD NEW DOCUMENT

Document Type

Select the Document Type

Document

Select

Number of Pages

(max 9999)

Add This Document

Cancel this Filing

Save and Proceed

This will bring you to the credit card/payment screen. Enter the credit card information and billing information, if information is not already prepopulated. This screen will also provide the total payment, including convenience fee. If all the information entered is correct, click the box to check that you certify the information is correct and that the Clerk of Courts is authorized to charge the credit card, then click “Save and Proceed.”

PAYMENT

Enter your credit card information below and click the [Save and Proceed] button. Your e-filing will be submitted for review and your credit card will be charged. If the e-filing is failed the credit card will not be charged.

Convenience Fees for Credit Card Usage

The Board of County Commissioners has signed Resolution Number P007-09 which authorizes the County Administrator to enter a financial arrangement with Point & Pay for collecting a convenience fee for financial transaction devices used to make payments owed the County. This was NOT instituted by the Clerk who is compelled to implement it. This includes electronic filing credit card charges. The fee varies according to the amount to be charged. The fee schedule for Point & Pay can be found at https://www.courtclerk.org/forms/pnp_efiling.pdf.

(This message is modifiable via EFV881, using Reference Code PAYMENT SCREEN MSG)

Payment method: PRIMARY (PREFERRED) ▼

Billing Address: UNITED STATES ▼

230 E 9TH STREET

ROOM 12100

CINCINNATI

OHIO ▼

45202

Phone Number: (513) 946-3746

Name on Card: JOE SMITH

Credit Card: ****_****_****_1111

Expires: 12 2036 ▼

Cost for Filing			
Initial Filing (\$85.00 Deposit Required)	1 @	\$85.00	\$85.00
Waiver of Service	1 @	\$0.00	\$0.00
Copy Costs	1 @	\$0.00	\$0.00
Subtotal:			\$85.00
Convenience Fee:			[?] 7
Total Amount:			\$85.00

Copy Cost Breakdown			
	Pages	Copies	Total
Initial Filing (\$85.00 Deposit Required)	1	1	1
Total Pages:			1

Filing As

Name: JOE SMITH
Address: 230 E 9TH STREET
ROOM 12100
CINCINNATI, OH 45202

E-mail Address: COACLERK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org

☒ I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected.

In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

Cancel this Filing

Save and Proceed

This will now take you to the Filing Review screen so you can verify all information entered is correct. If everything is correct, click “*Submit*” and the E-filing will be placed in the que for processing. If the information is incorrect, click “*Cancel This Filing*” and start from the beginning.

FILING REVIEW

[Edit](#)

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Submit] button to submit this E-Filing.

Case Category: APPELLATE FILINGS

Type of Filing: INITIAL FILING (\$85.00 DEPOSIT REQUIRED)

Filed By: JOE SMITH


PARTY ROLE REVIEW

[Edit](#)

APPELLANT 1	JOE SMITH 230 E 9TH STREET ROOM 12100 CINCINNATI, OH 45202
APPELLEE 1	JOHN S DOE 1000 MAIN ST CINCINNATI, OH 45202

DOCUMENT REVIEW

[Edit](#)

Document Type	Title	Format	Pages
 INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	Notice of Appeal	PDF	1

Cost for Filing			
Initial Filing (\$85.00 Deposit Required)	1 @	\$85.00	\$85.00
Waiver of Service	1 @	\$0.00	\$0.00
Copy Costs	1 @	\$0.00	\$0.00
Subtotal:			\$85.00
Convenience Fee:			?
Total Amount:			\$85.00
VISA ****_****_****_1111			
Copy Cost Breakdown			
	Pages	Copies	Total
Initial Filing (\$85.00 Deposit Required)	1	1	1
Total Pages:			1

[Cancel this Filing](#)
[Submit](#)

After clicking on “Submit” you will be taken to the Filing Confirmation screen. This is a complete summary of your E-filing. You can print a copy of the page for your records.

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
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New Case Filing ➡ Party Setup ➡ Documents ➡ Payment ➡ Verification ➡ Confirmation

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Confirmation Number: 1043383

Case Category: APPELLATE FILINGS
 Type of Filing: INITIAL FILING (\$85.00 DEPOSIT REQUIRED)
 Filing Date: 12/17/2021
 Filing Time: 02:44 PM

PARTY ROLE INFORMATION

APPELLANT 1	JOE SMITH 230 E 9TH STREET ROOM 12100 CINCINNATI, OH 45202
APPELLEE 1	JOHN S DOE 1000 MAIN ST CINCINNATI, OH 45202

DOCUMENT INFORMATION

Document Type	Title	Format	Pages
INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	Notice of Appeal	PDF	1

Cost for Filing			
Initial Filing (\$85.00 Deposit Required)	1 @	\$85.00	\$85.00
Waiver of Service	1 @	\$0.00	\$0.00
Subtotal:			\$85.00
Convenience Fee:			<u>\$0.00</u>
Total Amount:			\$85.00
VISA **** *1111			

Print

Home

16. Notice of Appeal from Municipal Civil (New Court of Appeals Case)

After logging into your E-filing account or by Clicking on the Home Tab,
click on the “File on Existing Case” button.

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

Welcome to the Hamilton County Clerk of Courts, Electronic Filing system.
(This message is modifiable via EFV881, using Reference Code HOME MSG)

MY FILINGS (LAST 7 DAYS)							
Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
1043383	12/17/2021	12/17/2021	Received	TBD	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)		
1043378	12/16/2021		Partial	C 2100182	BRIEF	JOE SMITH vs. JANE DOE	
1043377	12/16/2021	12/16/2021	Received	C 2100182	MOTION	JOE SMITH vs. JANE DOE	MOTION FOR EXTENSION OF TIME
1043376	12/16/2021	12/16/2021	Received	20CV01234	NOTICE OF APPEAL	PFSC INC vs. CHAVONN E DALE	
1043373	12/15/2021	12/15/2021	Approved	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	JOE SMITH vs. JANE DOE	notice of appeal

File a New Case
File on Existing Case

The following screen will appear. Click the Municipal circle and enter the case number in the boxes.
Click the “Select Case” box and that case information appears.

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

Your session has timed out, please restart your session by logging back in ► [Login Page](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

☐ Common Pleas
☒ Municipal
☐ Court of Appeals
☐ Court of Domestic Relations

20 CV 01123 [?]

Enter Case Number: CITY OF CINCINNATI v VIRGINIA WILLIAMS

Select Case
Clear Case

Click on “Filing Type” and select “Notice of Appeal” from the drop down menu. The Add Document section will appear. Enter the Document Title in the area provided. Now click on the “Select” button and select the document that you saved to your computer and enter the number of pages of the document. You can add service at this point if you wish the clerk to provide service (Keep in mind, going forward, that service will be the responsibility of the parties). Once you have uploaded the document and requested service or not click on the “Add This Document”.

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

Your session has timed out, please restart your session by logging back in [Login Page](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: 20CV01123
Case Caption: CITY OF CINCINNATI v VIRGINIA WILLIAMS
Case Filed: 1/14/2020
Case Category: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE

Filing Type: NOTICE OF APPEAL

Additional Info: (optional)

ADD DOCUMENT

Document Type: NOTICE OF APPEAL

Document Title: DOCUMENT TITLE BECOMES THE DOCKET ENTRY FOR THIS FILING.

Document: Select

Number of Pages:

Service Ordered: [?](#)

Service Type	Addresses
DO NOT SERVE THIS DOCUMENT	
+ Add service to this filing	

Add This Document

Add Case to Favorites
Save and Proceed

This will update the screen with your uploaded document (see below). Verify that the correct Document Type, Title, Number of Pages and Service Ordered is correct. If something is incorrect click on the “Edit” icon and fix the error or errors. Once you have verified everything is correct click on the “Save and Proceed” button.

[Home](#)
[Favorite Cases](#)
[My E-Filings](#)
[Case Search](#)
[Payment History](#)
[Support Documents](#)
[My Account](#)

File on an Existing Case
[Filing](#)
▶▶
[Payment](#)
▶▶
Verification
▶▶
Confirmation

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: 20CV01123
Case Caption: CITY OF CINCINNATI v VIRGINIA WILLIAMS
Case Filed: 1/14/2020
Case Category: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE
Filing Type:
Additional Info: (optional)

DOCUMENT REVIEW

View	Document Type	Title	Format	Pages	Service Ordered	Edit	Delete
	NOTICE OF APPEAL	NOTICE OF APPEAL	PDF	1	DO NOT SERVE		

Cancel this Filing
Add Case to Favorites
Save and Proceed

This will bring you to the credit card/payment screen. If not already populated, enter the credit card information and billing information, if different from the mailing address. This screen will also provide the total payment, including convenience fee. If all the information entered is correct, click the box to check that you certify the information is correct and that the Clerk of Courts is authorized to charge the credit card, then click **"Save and Proceed."**

Confirmation Number: 1043384
Case Number: 20CV01123
Case Caption: CITY OF CINCINNATI v VIRGINIA WILLIAMS
Case Filed: 1/14/2020
Case Type: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE

Enter your credit card information below and click the [Save and Proceed] button. Your e-filing will be submitted for review and your credit card will be charged. If the e-filing is failed the credit card will not be charged.

Convenience Fees for Credit Card Usage

The Board of County Commissioners has signed Resolution Number P007-09 which authorizes the County Administrator to enter a financial arrangement with Point & Pay for collecting a convenience fee for financial transaction devices used to make payments owed the County. This was NOT instituted by the Clerk who is compelled to implement it. This includes electronic filing credit card charges. The fee varies according to the amount to be charged. The fee schedule for Point & Pay can be found at https://www.courtclerk.org/forms/pnp_efiling.pdf.

(This message is modifiable via EFV881, using Reference Code PAYMENT SCREEN MSG)

Payment method: PRIMARY (PREFERRED) ▼

Billing Address: UNITED STATES ▼
230 E 9TH STREET
ROOM 12100
CINCINNATI OHIO 45202

Phone Number: (513) 946-3746

Name on Card: JOE SMITH

Credit Card: ****_****_****_1111

Expires: 12 2036

Cost for Filing			
Notice of Appeal	1 @	\$20.00	\$20.00
Copy Costs	1 @	\$0.00	\$0.00
Subtotal:			\$20.00
Convenience Fee:			[?]
Total Amount:			\$20.00
Copy Cost Breakdown			
	Pages	Copies	Total
Notice of Appeal	1	1	1
Total Pages:			1

Filing As

Name: JOE SMITH
Address: 230 E 9TH STREET
ROOM 12100
CINCINNATI, OH 45202

E-mail Address: COACLERK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org

☐ I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected.

In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

Cancel this Filing

Save and Proceed

This will now take you to the Filing Review screen so you can verify all information entered is correct. If everything is correct, click “*Submit*.” If the information is incorrect, click “*Cancel This Filing*” and start from the beginning.

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
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E-Filing Home
Clerk of Courts Website
Search Court Records

File on an Existing Case [Filing](#) ► [Payment](#) ► [Verification](#) ► Confirmation

EXISTING CASE FILING REVIEW

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Submit] button to submit this E-Filing.

Confirmation Number: 1043384
Case Number: 20CV01123
Case Caption: CITY OF CINCINNATI v VIRGINIA WILLIAMS
Case Filed: 1/14/2020
Case Type: MUNICIPAL CIVIL
Judge: ADMINISTRATIVE JUDGE

DOCUMENT REVIEW [Edit](#)

Document Type	Title	Format	Pages
NOTICE OF APPEAL	NOTICE OF APPEAL	PDF	1




Cost for Filing			
Notice of Appeal	1 @	\$20.00	\$20.00
Copy Costs	1 @	\$0.00	\$0.00
Subtotal:			\$20.00
Convenience Fee:			[?]
Total Amount:			\$20.00
VISA ****_****_1111			

Copy Cost Breakdown			
Notice of Appeal	Pages	Copies	Total
	1	1	1
Total Pages:			1

Cancel this Filing

Submit

The Existing Case Filing Confirmation screen will now appear that has the summary of your E-filing. At this point your E-filing is in the que waiting to be processed. You can print out a copy of the screen for your records or click on the “Home” button to take you back to the Home Screen where you can verify the status of the case (should be Received status).

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account																		
File on an Existing Case Filing ➤ Payment ➤ Verification ➤ Confirmation																								
EXISTING CASE FILING CONFIRMATION																								
Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.																								
Confirmation Number: 1043384 Case Number: 20CV01123 Case Caption: CITY OF CINCINNATI v VIRGINIA WILLIAMS Case Filed: 1/14/2020 Case Type: MUNICIPAL CIVIL Judge: ADMINISTRATIVE JUDGE																								
FILING INFORMATION																								
Filing Category: MUNICIPAL CIVIL FILINGS Filing Type: NOTICE OF APPEAL Filing Date: 12/20/2021 Filing Time: 10:15 AM																								
DOCUMENT INFORMATION																								
<table border="1"> <thead> <tr> <th>Document Type</th> <th>Title</th> <th>Format</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td> NOTICE OF APPEAL</td> <td>NOTICE OF APPEAL</td> <td>PDF</td> <td>1</td> </tr> </tbody> </table>							Document Type	Title	Format	Pages	 NOTICE OF APPEAL	NOTICE OF APPEAL	PDF	1										
Document Type	Title	Format	Pages																					
 NOTICE OF APPEAL	NOTICE OF APPEAL	PDF	1																					
<table border="1"> <thead> <tr> <th colspan="3">Cost for Filing</th> </tr> </thead> <tbody> <tr> <td>Notice of Appeal</td> <td>1 @ \$20.00</td> <td>\$20.00</td> </tr> <tr> <td colspan="2">Subtotal:</td> <td>\$20.00</td> </tr> <tr> <td colspan="2">Convenience Fee:</td> <td><u>\$0.00</u></td> </tr> <tr> <td colspan="2">Total Amount:</td> <td>\$20.00</td> </tr> <tr> <td colspan="3">VISA ****_****_****_1111</td> </tr> </tbody> </table>							Cost for Filing			Notice of Appeal	1 @ \$20.00	\$20.00	Subtotal:		\$20.00	Convenience Fee:		<u>\$0.00</u>	Total Amount:		\$20.00	VISA ****_****_****_1111		
Cost for Filing																								
Notice of Appeal	1 @ \$20.00	\$20.00																						
Subtotal:		\$20.00																						
Convenience Fee:		<u>\$0.00</u>																						
Total Amount:		\$20.00																						
VISA ****_****_****_1111																								
Add Case to Favorites				Print		Home																		

The Clerk of Courts for the Municipal Civil office will then process the E-filing and walk hard copies of the documents to the Clerk of Courts for the Court of Appeals office to get a Court of Appeals case number.

17. Court of Appeals Existing Case Filing

After logging into your E-filing account or from the Home Tab, click on the “File on Existing Case” button.

Welcome to the Hamilton County Clerk of Courts, Electronic Filing system.
(This message is modifiable via EFV881, using Reference Code HOME MSG)

File a New Case File on Existing Case

Confirmation Number	Date Created	Date Submitted	Status [?]	Case Number	Filing Type	Case Caption	Note
1043384	12/20/2021	12/20/2021	Received	20CV01123	NOTICE OF APPEAL	CITY OF CINCINNATI vs. VIRGINIA WILLIAMS	
1043383	12/17/2021	12/17/2021	Rejected	TBD	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)		
1043378	12/16/2021		Partial	C 2100182	BRIEF	JOE SMITH vs. JANE DOE	
1043377	12/16/2021	12/16/2021	Received	C 2100182	MOTION	JOE SMITH vs. JANE DOE	MOTION FOR EXTENSION OF TIME
1043376	12/16/2021	12/16/2021	Received	20CV01234	NOTICE OF APPEAL	PFSC INC vs. CHAVONN E DALE	
1043373	12/15/2021	12/15/2021	Approved	C 2100182	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)	JOE SMITH vs. JANE DOE	notice of appeal

File a New Case File on Existing Case

The following screen will appear.

Home Favorite Cases My E-Filings Case Search Payment History Support Documents My Account

Your session has timed out, please restart your session by logging back in >> [Login Page](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

☐ Common Pleas
 ☐ Municipal
 ☒ Court of Appeals
 ☐ Court of Domestic Relations

Enter Case Number: JOE SMITH v JANE DOE

Select Case Clear Case

Select the court in which you are filing, in this case Court of Appeals and enter the case number in the boxes. If you do not know the formatting for entering your case number click on the question mark next to the boxes and a grid appears. It shows the correct format for the case types. Hit the Tab key and then the case caption will appear. Check that it's the correct case and then click the “Select Case” button if it is.

The following screen will appear.

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
------	----------------	--------------	-------------	-----------------	-------------------	------------

Your session has timed out, please restart your session by logging back in ► [Login Page](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: C 2100182
Case Caption: JOE SMITH v JANE DOE
Case Filed: 12/15/2021
Case Category: COURT OF APPEALS
Judge: NO NAME
Filing Code: NOTICE OF APPEAL - CIVIL

Filing Type:

Additional Info: (optional)

Select a Filing Type by depressing the down arrow and picking from the drop down list that appears. Select the document being filed by clicking on that line and the following screen will appear. Enter the document title in that box, this field needs to be filled in to proceed. Click on “*Select*” and upload the document you want to file. Enter the total number of pages of the document being filed, then click “*Add This Document.*”

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
------	----------------	--------------	-------------	-----------------	-------------------	------------

Your session has timed out, please restart your session by logging back in ➤ [Login Page](#)

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: C 2100182
Case Caption: JOE SMITH v JANE DOE
Case Filed: 12/15/2021
Case Category: COURT OF APPEALS
Judge: NO NAME
Filing Code: NOTICE OF APPEAL - CIVIL

Filing Type:

Additional Info: (optional)

ADD DOCUMENT

Document Type: BRIEF

Document Title:

Document:

Number of Pages:

The following screen will appear. Verify in Document Review that the document was uploaded. If the document was uploaded with errors, then click the “Edit” icon to fix. If everything has been uploaded correctly, then click “*Save and Proceed.*”

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account

File on an Existing Case
[Filing](#)
▶▶
[Payment](#)
▶▶
Verification
▶▶
Confirmation

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: C 2100182
Case Caption: JOE SMITH v JANE DOE
Case Filed: 12/15/2021
Case Category: COURT OF APPEALS
Judge: NO NAME
Filing Code: NOTICE OF APPEAL - CIVIL
Filing Type:
Additional Info: (optional)

DOCUMENT REVIEW

View	Document Type	Title	Format	Pages	Edit	Delete
	BRIEF	BRIEF OF APPELLANT	PDF	17		

Cancel this Filing
Remove Case from Favorites
Save and Proceed

You will be directed to the Payment screen. Verify all information entered is correct, click the box to check that you certify the information is correct and that the Clerk of Courts is authorized to charge the credit card if there are any fees, then click "Save and Proceed."

Home	Favorite Cases	My E-Filings	Case Search	Payment History	Support Documents	My Account
------	----------------	--------------	-------------	-----------------	-------------------	------------

File on an Existing Case [Filing](#) ➤ [Payment](#) ➤ Verification ➤ Confirmation

PAYMENT

Confirmation Number: 1043385
Case Number: C 2100182
Case Caption: JOE SMITH v JANE DOE
Case Filed: 12/15/2021
Case Type: COURT OF APPEALS

Filing As

Name: JOE SMITH
Address: 230 E 9TH STREET
ROOM 12100
CINCINNATI, OH 45202

E-mail Address: COACLERK@CMS.HAMILTON-CO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at (513) 946-5612 or EfilingClerk@cms.hamilton-co.org

☒ I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected.

In addition, I authorize the Clerk of Courts to charge my credit card and/or copy cost account for any fees and/or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

You will now be directed to the Existing Case Filing Review screen so you can verify all information entered is correct. If everything is correct, click “*Submit*.” If the information is incorrect, you can click on the sections (Filing, Payment, Verification) above the banner and fix the errors or click “*Cancel This Filing*” and start from the beginning.

Home
Favorite Cases
My E-Filings
Case Search
Payment History
Support Documents
My Account


File on an Existing Case
[Filing](#)
▶▶
[Payment](#)
▶▶
[Verification](#)
▶▶
Confirmation

EXISTING CASE FILING REVIEW

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Submit] button to submit this E-Filing.

Confirmation Number: 1043385
Case Number: C 2100182
Case Caption: JOE SMITH v JANE DOE
Case Filed: 12/15/2021
Case Type: COURT OF APPEALS

DOCUMENT REVIEW
Edit

Document Type	Title	Format	Pages
 BRIEF	BRIEF OF APPELLANT	PDF	17

Cancel this Filing
Submit

You will be taken to the Existing Case Filing Screen. From this screen you can print a copy of this page for your records.

[Home](#) [Favorite Cases](#) [My E-Filings](#) [Case Search](#) [Payment History](#) [Support Documents](#) [My Account](#)

File on an Existing Case [Filing](#) ➤ [Payment](#) ➤ [Verification](#) ➤ [Confirmation](#)

EXISTING CASE FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.


Confirmation Number: 1043385

Case Number: C 2100182
Case Caption: JOE SMITH v JANE DOE
Case Filed: 12/15/2021
Case Type: COURT OF APPEALS
Judge: NO NAME

FILING INFORMATION

Filing Category: APPELLATE FILINGS
Filing Type: BRIEF
Filing Date: 12/21/2021
Filing Time: 01:01 PM

DOCUMENT INFORMATION

Document Type	Title	Format	Pages
 BRIEF	BRIEF OF APPELLANT	PDF	17

[Remove Case from Favorites](#) [Print](#) [Home](#)

18. Notification Emails

REJECTION EMAIL

You are receiving this notification from Pavan Parikh, Hamilton County Clerk of Courts, because a document filing has been **REJECTED** by the Clerks' Office and you are listed as the E-filer. The confirmation number, filing type, date filed, documents filed, and reason for rejection are noted below.

Confirmation Number:	1043383
Filing Type:	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)
Date Filed:	December 17, 2021 2:44 PM
Documents Filed:	1. INITIAL FILING (\$85.00 DEPOSIT REQUIRED)
Reason for Rejection:	CREDIT CARD PAYMENT FAILED

New Case Filing Received and Processed

You are receiving this notification from Pavan Parikh, Hamilton County Clerk of Courts, because a new case filing was received and processed by the Clerks' Office and you are listed as the E-filer. The confirmation number, filing type, date filed, new case number, case caption, date processed, and payment information are noted below.

Confirmation Number:	1043373
Filing Type:	INITIAL FILING (\$85.00 DEPOSIT REQUIRED)
Date Filed:	December 15, 2021 1:00 PM
Case Number:	C 2100182
Case Caption:	JOE SMITH vs. JANE DOE
Date Processed:	December 15, 2021 1:21 PM

Filing Cost:	\$85.00
Convenience Fee:	\$2.95
Total Charged:	\$87.95
Payment Id:	10611137
Receipt Number:	211000003415

Existing Case Filing Received

You are receiving this notification from Pavan Parikh, Hamilton County Clerk of Courts, because a document was received and processed by the Clerks' Office and you are listed as the E-filer. The confirmation number, filing type, date filed, case number, case caption, and date processed.

Confirmation Number:	1043387
Filing Type:	DOCKET STATEMENT
Date Filed:	December 22, 2021 10:07 AM
Case Number:	C 2100183
Case Caption:	JOE SMITH vs. STEVE SMITH
Date Processed:	December 22, 2021 10:07 AM

19. Where to Get Help

If you need help you can send an email to coaclerk@cms.hamilton-co.org or call (513) 946-3746 during regular business hours (8:00 A.M. – 4:00 P.M. EST M-F).