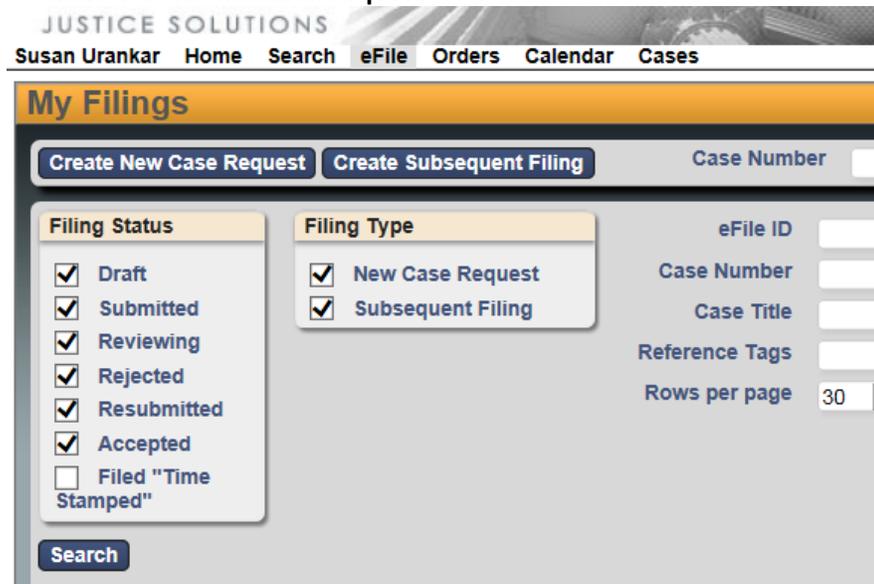# Lake County eFiling 101

Logon to the Lake County Clerk of Courts eFiling

The example provided below is for a Foreclosure case, the concept is the same for all case types. The case type selected will determine the available documents to be filed.

Click on the eFile tab at the top of the page

Choose "Create New Case Request"

In the New Case Request Screen
- Select Initiating Action
    - When selecting, payment type is determined by the number of parties not the number of service addresses

Entering a Plaintiff

- The first party should be "Plaintiff" and be sure to indicate "Rep by Attorney" and "on behalf of"
- When entering any information into the portal **use all CAPs and no punctuation**. Do not include AKA's or other affiliations in the main party screen. If an AKA or Affiliation is required please click the Add Affiliation/Alias button.

- Always use the **Default Address** type.
- After you enter the street address you can skip to the zip code field. Enter the Zip Code and hit the tab button, it will automatically populate the City & State fields.

Entering Defendants

- Each Defendant needs to be added separately using the format specified for the Plaintiff
- If the Defendant has additional/multiple addresses, the Clerk of Courts will enter the additional addresses.

Entering Unknown Defendants

- LAST NAME: DOE
- FIRST NAME: JOHN

- Company field:
  - UNK SPOUSE OF "NAME OF DEFENDANT"
  - UNK HEIRS OF "NAME OF DEFENDANT"
  - UNK TENNANTS
  - ESTATE OF "NAME OF DEFENDANT"
  - JOHN DOE 1 THRU 10

To Enter Deceased or Unknown address
- Choose DEFAULT address type
- Type Unknown or Deceased in the Address field
- Go to the Zip code and enter 00000, this will populate the city and state as N/A

Adding Documents to the Filing
- All documents must be in a pdf format with the exception of Proposed Orders and Judgment Entries.
- Filers are required to use the MS Word document template provided in the eFiling Portal for Proposed Orders and Proposed Judgement Entries, the template allows for judicial electronic signing.

The Order of Documents:
- Case Designation – located on the Lake Clerk of Courts Website
- Complaints – Please do not include a field for Case Number or Judge Name
- Preliminary Judicial Report
- Service Instructions
  - If there are multiple instructions please enter each as a separate document
- Permanent Parcel Number

If a process server is requested you must file the following documents:

- Motion to appoint a process server
- Proposed Order – Filers must use the template available in the eFiling portal.
- **Motions and Orders must be filed individually in pairs i.e 1 Motion and 1 Order for each process server, if requesting multiple Process Servers a Motion and Order must be filed for each.**
- **Do not include instructions for Process Server until the Order is approved/granted**

*Note –
- "Document Note" field will add the text to the case docket description. Please include the permanent parcel number in "Document Notes" for the Permanent Parcel document.
- "Filing Notes" – are communications to the Clerk regarding the case.

Submitting the Case
- Once documents have been uploaded click the "Continue with Filing" button at the bottom of the window

- The next screen will allow you to review the case documents before payment and submission.

New Case Request 259

Filer   Susan Urankar   Last Modified   03/11/2016 03:10 PM
Status   Draft

Case Type   FORECLOSURE (F)
Initiating Action   ELECTRONIC FORECLOSURE $450.00

Parties

Party 1

Party Type   PLAINTIFF   Address Type   DEFAULT ADDRESS
Company   US BANK   Address   100 SHORT COURT
City   CHARDON
State   Ohio
Zip   44024

Documents

Document 1

Document Type   CASE DESIGNATION SHEET FILED.
Page Count   1

Attachments

File Name	Page Count	Date Uploaded
Case Designation.pdf	1	03/11/2016 03:10 PM

Document 2

Document Type   COMPLAINT FOR FORECLOSURE FILED.
Page Count   32

Attachments

File Name	Page Count	Date Uploaded
Complaint.pdf	32	03/11/2016 03:10 PM

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- At the bottom of the screen you can click modify if necessary to add more documents, or click add to cart to move to the payment and submission screen.
- Click the "Submit Filing" button. The system will move you to PayPal to complete the payment and submission.

Filing Cart

Filing Description		Fees ☐
New Case Request 259		$463.75 ☐
Case Type FORECLOSURE (F)		
Initiating Action ELECTRONIC FORECLOSURE		
Payment by ⦿ Credit Card	Fee Total	$463.75

[Return to My Filings] [Submit Filings]   [Remove from Cart]

- After payment you will be returned to the eFiling Portal.

[Create New Case Request] [Create Subsequent Filing]   Case Number [   ]

Filing Status	Filing Type				
☑ Draft	☑ New Case Request	eFile ID [ ]	Last Modified Begin Date [ ] 🗓 MM/dd/yyyy
☑ Submitted	☑ Subsequent Filing	Case Number [ ]	Last Modified End Date [ ] 🗓 MM/dd/yyyy
☑ Reviewing		Case Title [ ]	Filing Begin Date [ ] 🗓 MM/dd/yyyy
☑ Rejected		Reference Tags [ ]	Filing End Date [ ] 🗓 MM/dd/yyyy
☑ Resubmitted		Rows per page [30 ▾]	
☑ Accepted			
☐ Filed "Time Stamped"			

[Search]

Showing 1 to 1 of 1

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date ↓	Cost ☐
259	New Case Request			Submitted	03/11/2016 03:15 PM	$463.75 ☐

[Delete]

After Submitting the Case

- You will receive an email indicating the filing has been submitted. The case will be reviewed by the Clerk of Courts, if it meets the filing criteria, the Clerk will accept the case. You will receive a second email indicating acceptance or rejection of the case.

- All future filings from Plaintiff and Defendants will occur via eFiling. Email communications will notify you when subsequent filings and actions on the case occur.