

Lake County eFiling 101

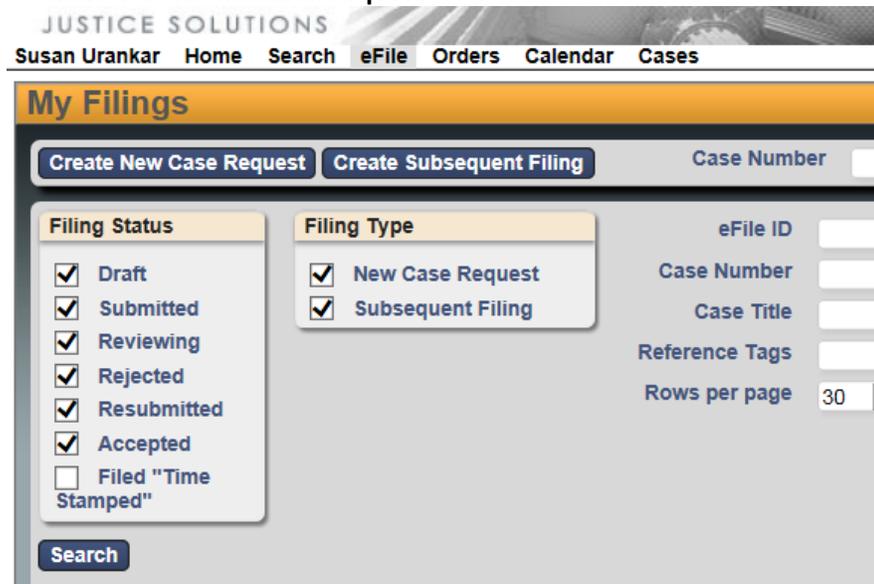
Logon to the Lake County Clerk of Courts eFiling

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.

The screenshot shows the 'New Case Request' form. At the top, the filer is Susan Urankar, Attorney Bar No. 003722, and the status is Draft. The case type is FORECLOSURE (F) and the initiating action is ELECTRONIC FORECLOSURE \$450.00. The 'Parties' section is for Party 1, with Party Type set to PLAINTIFF and Address Type set to DEFAULT ADDRESS. The address is 100 SHORT COURT STE3, CHARDON, Ohio 44024. The company is US BANK AND TRUST. The 'Affiliation/Alias' section shows an affiliation of 'Doing Business As' with a last name of US BANK and a company of US BANK. There is a 'Delete' button and an 'Add Affiliation/Alias' button at the bottom.

- 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

The screenshot shows the 'New Case Request' form for Party 2 and Party 3. Party 2 is a DEFENDANT with the address 101 SOUTH, CHARDON, Ohio 44024, and the company is UNK SPOUSE OF BETTY SM. Party 3 is also a DEFENDANT with the same address and company. The 'Affiliation/Alias' section for Party 3 shows an affiliation of 'Also Known As' with a last name of UNK SPOUSE OF BETTY SM and a company of UNK SPOUSE OF BETTY SM. There is a 'Delete' button and an 'Add Affiliation/Alias' button at the bottom.

- 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

Party 5

Party Type * DEFENDANT (dropdown) Address Type DEFAULT ADDRESS (dropdown)

Rep by Atty Address 50 HIGH

On Behalf Of

Last Name * [text box]

First Name * [text box] City CHARDON

Middle Name [text box] State Ohio (dropdown)

Suffix (dropdown) Zip 44024

Company * UNK TENANT

Phone Type (dropdown)

Phone [text box]

Email [text box]

Affiliation/Alias

Add Affiliation/Alias

Party 5

Party Type * DEFENDANT (dropdown) Address Type DEFAULT ADDRESS (dropdown)

Rep by Atty Address [text box]

On Behalf Of

Last Name * [text box]

First Name * [text box] City [text box]

Middle Name [text box] State (dropdown)

Suffix (dropdown) Zip [text box]

Company * JOHN DOE 1 THRU 10

Phone Type (dropdown)

Phone [text box]

Email [text box]

Affiliation/Alias

Add Affiliation/Alias

Delete

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

Party 5

Party Type * DEFENDANT (dropdown) Address Type DEFAULT ADDRESS (dropdown)

Rep by Atty Address UNKNOWN NAME/ADDRESS

On Behalf Of

Last Name * DOE

First Name * JOHN City N/A

Middle Name [text box] State Not Applicable or Unknown (dropdown)

Suffix (dropdown) Zip 00000

Company * [text box]

Phone Type (dropdown)

Phone [text box]

Email [text box]

Affiliation/Alias

Add Affiliation/Alias

Delete

Add Party

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**

The screenshot shows two document entry forms. Document 5 is titled 'PERMANENT PARCEL NUMBER' and has a document note of '04-007993'. Document 6 is titled 'MOTION FOR APPOINTMENT OF PROCESS SERVER FILED.' and includes a 'Proposed Order' attachment named 'Proposed Order.doc'. Both documents have 'Upload Attachment' and 'Upload Proposed Order' buttons with 'Browse...' options. A 'Delete' button is visible for each document.

***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 screenshot shows the 'Continue with Filing' screen. It displays document details for Document 6, including the document type 'MOTION FOR APPOINTMENT OF PROCESS SERVER FILED.', page count '1', and document note. It also shows a list of attachments: 'Motion for Process Server.pdf' and 'Proposed Order Proposed Order.doc'. A 'Filing Note' field is present for additional communication. At the bottom, there is a fee summary table and buttons for 'Cancel', 'Save', and 'Continue with Filing'.

Convenience Fee	\$13.75	2.9%
Action Costs	\$450.00	
Total	\$463.75	
Paid	\$ 00	
Owed	\$463.75	

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

- 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: [New Case Request 259](#) Fees: \$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: _____

<input checked="" type="checkbox"/> Draft	<input checked="" type="checkbox"/> New Case Request	eFile ID: _____	Last Modified Begin Date: _____	MM/dd/yyyy
<input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/> Subsequent Filing	Case Number: _____	Last Modified End Date: _____	MM/dd/yyyy
<input checked="" type="checkbox"/> Reviewing		Case Title: _____	Filing Begin Date: _____	MM/dd/yyyy
<input checked="" type="checkbox"/> Rejected		Reference Tags: _____	Filing End Date: _____	MM/dd/yyyy
<input checked="" type="checkbox"/> Resubmitted		Rows per page: 30		
<input checked="" type="checkbox"/> Accepted				
<input type="checkbox"/> 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.