

Attorneys

e-Filing User Guide for The Supreme Court of Ohio



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Introduction to e-Filing



NOTE:

The Supreme Court of Ohio e-Filing Portal and this User Guide are for filing cases with the Supreme Court of Ohio **ONLY**.

The e-Filing process requires you to:

- Comply with the Supreme Court of Ohio Rules of Practice
- Create an e-Filing account with the Supreme Court of Ohio
- Follow the steps in this User Guide

You can review the relevant Rules of Practice at the following link:

<https://www.sc.ohio.gov/docs/LegalResources/Rules/practice/rulesofpractice.pdf>

The Supreme Court of Ohio also provides a Filing Guide that provides general information about the basic steps and procedures for filing with the Supreme Court. You can find the Filing Guide at this link:

<https://www.sc.ohio.gov/docs/Publications/filingGuide.pdf>

THE SUPREME COURT of OHIO

RULES of PRACTICE **2021**



EFFECTIVE JANUARY 1, 2021

Creating an Account

You can access the e-Filing web page from the Home screen of the Supreme Court at:
<https://www.supremecourt.ohio.gov/>

Click on the **e-Filing Logo** and it will take you to the e-Filing page.

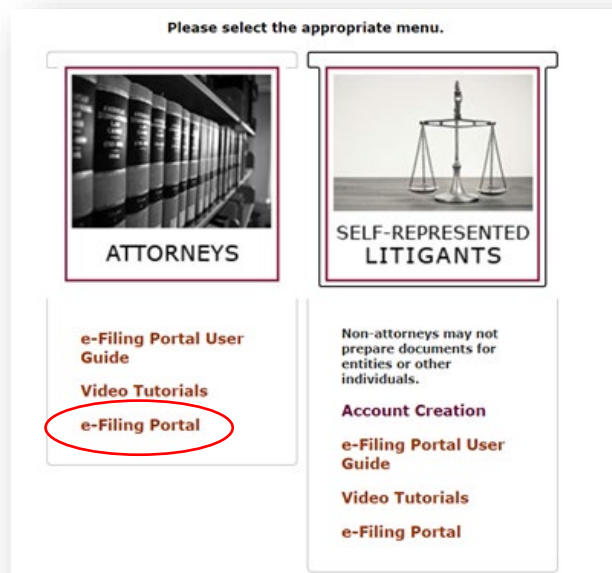


The e-Filing Portal requires the use of a modern browser such as **Microsoft Edge** or **Google Chrome**. Please note that the browser settings for JavaScript and cookies must be enabled for the portal to function properly. Some functions of the portal may be difficult to view on a mobile device due to the small screen size, so we recommend using a desktop or laptop computer.

Getting Started

Select the **"ATTORNEYS"** option to begin creating your account.

A list of options will appear. Under the Attorneys Link, select **e-Filing Portal**.



Signing In for the First Time

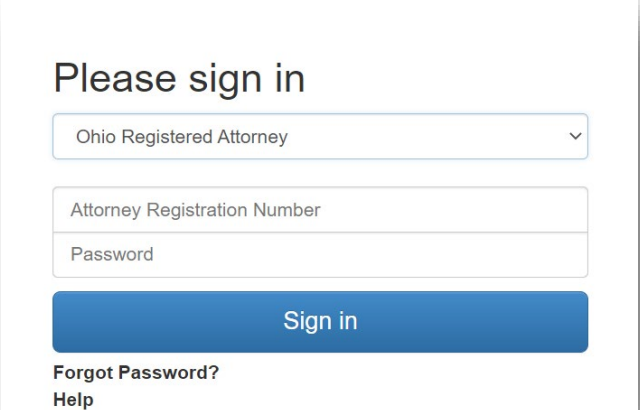
Select whether you wish to log in as an Ohio Registered Attorney or a Pro Hac Vice Attorney.

If you are an Ohio Registered Attorney, enter your Attorney Registration Number and Attorney Services password and click the **Sign In** button.

If you do not remember your Attorney Services password, you can reset it at <https://www.supremecourt.ohio.gov/AttorneyPortal/Account/ForgotPassword>.

If you are a *Pro Hac Vice* Attorney, enter your PHV number, not including the year, and PHV password and click the **Sign In** button.

If you do not remember your PHV password, you can reset it at <https://www.supremecourt.ohio.gov/PHVLogin/>.



The screenshot shows a login interface titled "Please sign in". It features a dropdown menu with "Ohio Registered Attorney" selected. Below this are two input fields: "Attorney Registration Number" and "Password". A blue "Sign in" button is positioned below the fields. At the bottom, there are two links: "Forgot Password?" and "Help".

Your e-Filing Account

The first time you log in, you will be asked to enter a password, e-mail address, and security question and answer. The information you enter here will apply only to e-Filing, and will not be applied to your Attorney Services account.

Fill in all the information on the screen and click **Confirm**.



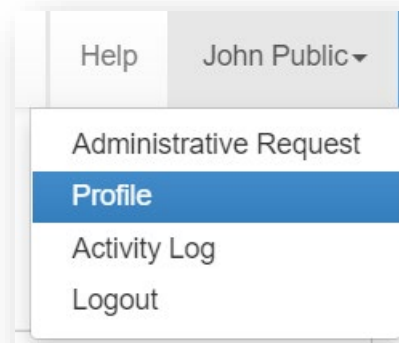
You are now ready to log in.

If you have difficulty logging in or need other technical assistance, you can contact the e-Filing Help Desk at 614-387-9980. The Help Desk is available from 8:00 a.m. to 5:00 p.m. on Court business days.

For general questions about filing with the Supreme Court of Ohio, please call the Office of the Clerk at 614-387-9530.

Editing or Modifying Profile

You may edit or modify your profile by accessing the drop-down menu next to your name and selecting the Profile option.



Your Profile is automatically populated with information from your Attorney Registration. Your name and mailing address cannot be changed here. To update or correct this information, call the Attorney Services Section at 614-387-9320 between 8:00 a.m. and 5:00 p.m. on Court business days.

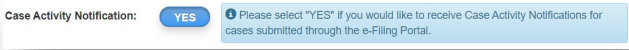
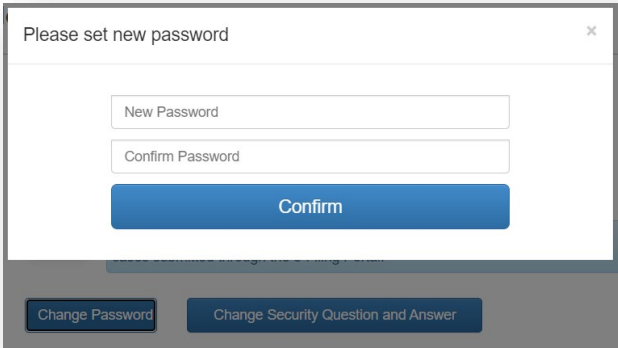
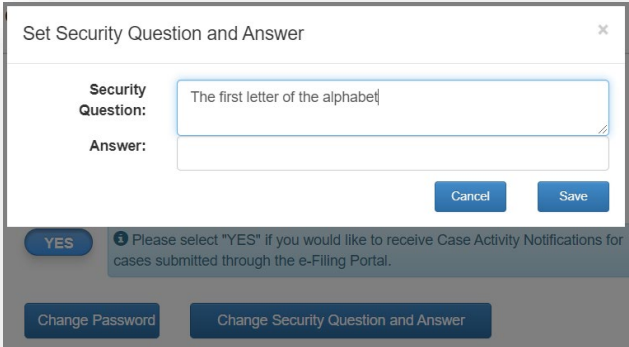
From this screen you can:

- Edit/Update the e-mail address associated with your e-filing account (this will not affect the e-mail associated with your Attorney Registration)
- Change your default case activity notification settings
- Change Password
- Change Security Questions and Answers

To edit or update your e-mail, click the **Edit** button and type in your new information.

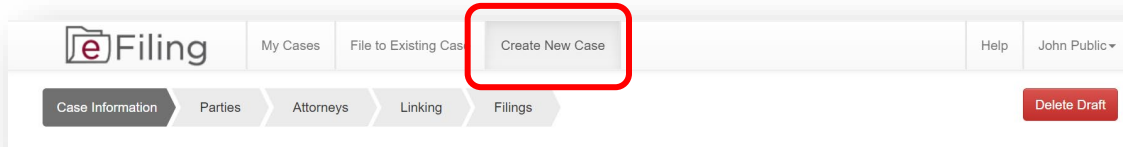
Click the **Save** button to keep your changes.

NOTE: Changing your e-mail in the e-Filing portal does **NOT** change your e-mail for other Attorney Services communications.

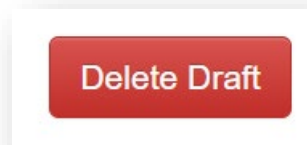
<p>The Case Activity Notification slider can be toggled on or off using the Yes/No button. Changing this setting will not change the notification settings for existing cases, it will only affect the default setting for future filings. You may view and adjust notification settings for cases you have already filed individually in the My Cases tab. Note that changing this setting affects only cases you have e-filed and does not affect any subscriptions created through the Case Notification system.</p>	
<p>You may select the Change Password option in the profile menu.</p> <p>NOTE: Changing your Password in the e-Filing portal does NOT change your Attorney Services portal password. All profile changes made through e-Filing apply only to the e-Filing system.</p>	
<p>You may change your Security Question and Answer in the profile menu. Be sure to click the Save button when you are done.</p>	

Creating a New Case

Overview: Once you are logged in to the e-Filing portal, you will see a screen with the following navigation buttons at the top. To file a new case that has not already been filed with the Supreme Court of Ohio, click the option to **Create New Case**.

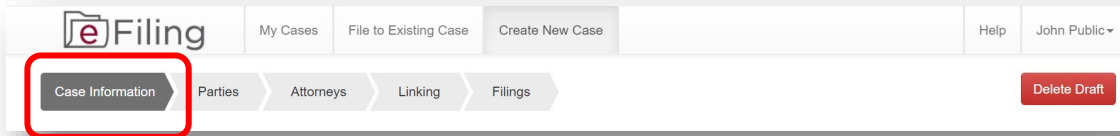


If you decide to cancel your filing at any time during the process, click the **Delete Draft** button. This will delete all data that you have entered on all screens and is not reversible.



If you have questions about case filings, contact the Clerk's Office at 614-387-9530. For technical assistance, contact the e-Filing Help Desk at 614-387-9980. Assistance is available from 8:00 a.m. to 5:00 p.m. on Court business days.

Case Information



Adding Case Information

On the Case Information screen, use the pull-down menus to select:

- Action Type
- Case Type
- Case Category
- County
- Jurisdiction

You must also add the Case Caption, Prior Decision Date and Prior Case Number if applicable.

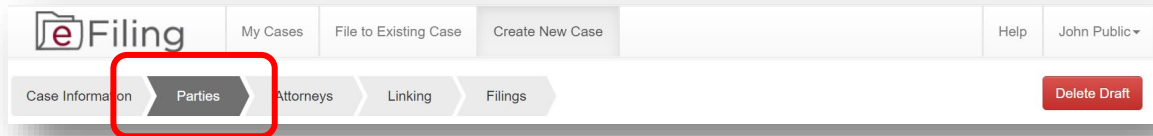
You may add multiple prior case numbers by clicking the + button. Make sure you fill out the form completely or you will be unable to proceed.

Saving Case Information

Click the “Save and Continue” button to advance to the next screen.

Save and Continue

Parties – Adding and Editing Parties



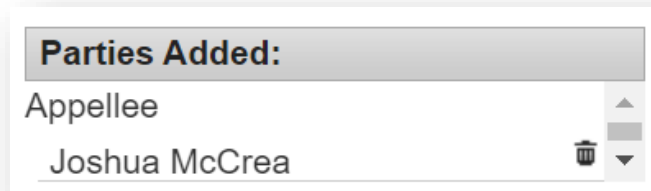
Adding Parties

On the Parties screen, you will need to add all parties involved in the case, not just the parties you represent. For each party, identify:

- Party type
- Pro Se (Yes/No)
- Party Name
- Party Title (if applicable)
- Entity name (if applicable)

Click **Save and Add Party** and the party will appear in the “Parties Added” list at the left side of the screen.

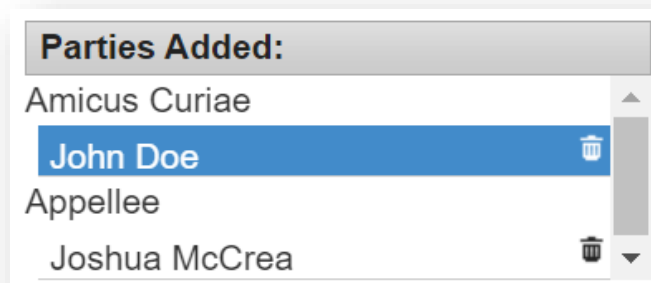
Repeat the process until all parties to the case are added.



Editing Parties

If you need to edit a party after you add them, select the party from the Parties Added list and edit their information. When you are done editing, click **Save and Add Party**.

To delete a party that you have added click the trash can icon.



Saving Parties

When you have added all the parties, click the “Save and Continue” button to advance to the next screen.



Save and Continue

Attorneys – Adding Attorneys

The screenshot shows the top navigation bar of the eFiling system. The 'Attorneys' tab is highlighted with a red box. Other tabs include 'Case Information', 'Parties', 'Linking', and 'Filings'. The top right shows the user 'John Public' and a 'Delete Draft' button.

Verifying Your Information

As the logged-in attorney, your information will automatically be added to the case and cannot be removed.

You will be prompted to verify your information. Make any necessary changes, then click **Save and Add Attorney** if there are other attorneys to add to the case.

To switch between adding Ohio Registered Attorneys and Pro Hac Vice attorneys, select the appropriate Attorney Type from the dropdown at the top of the screen.

The screenshot shows the 'Attorney Information' form. It includes fields for Attorney Type (Ohio Registered Attorney), Attorney Reg. (73137), Attorney Name (John Q. Public), Employer, Country (United States), Address Line 1 (65 S Front Street), Address Line 2, City, State (AL), Zip Code, Phone Number, and Email (mark.dutton@sc.ohio.gov). An 'Attorney Search' button is also present.

Searching for Attorneys

For Ohio registered attorneys, enter the registration number and click **Attorney Search** to prepopulate their attorney registration information.

The screenshot shows the 'Attorney Search' input field with the registration number '73137' entered and the 'Attorney Search' button.

Editing Attorney Contact Information

If necessary, you can edit the contact information by typing in the preferred information in the fields. Your edits will only apply to the case you are filing and will not affect the attorney's registration information or contact information in other cases.

The screenshot shows a form for editing attorney contact information. The fields are as follows:

- Attorney Type:** Ohio Registered Attorney (dropdown menu)
- Attorney Reg.:** 73137 (text input) and Attorney Search (button)
- Attorney Name:** John (text input), Q (text input), Public (text input), and Suffix (text input)
- Employer:** (text input)
- Country:** United States (dropdown menu)
- Address Line 1:** 65 S Front Street (text input)
- Address Line 2:** Address Line 2 (text input)
- City, State Zip:** City (text input), AL (dropdown menu), and Zip Code (text input)
- Phone Number:** Phone Number (text input)
- Email:** mark.dutton@sc.ohio.gov (text input) and Edit (button)

Editing and Deleting Attorneys

If you need to edit an attorney after you add them, click on their entry in the list and edit their information. When you are done editing, click **Save and Add Attorney**.

To delete an attorney after you have added them, click the trash can icon.

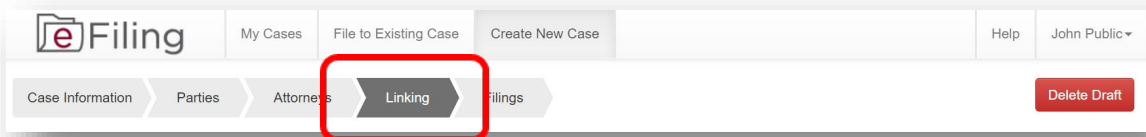
The screenshot shows a list titled "Attorneys Added". The first entry is "John Q Public". To the right of the name is a trash can icon and a dropdown arrow.

Saving Attorneys

When you have added all the attorneys, click the "Save and Continue" button to advance to the next screen.

The screenshot shows a blue button with the text "Save and Continue".

Linking – Linking Parties and Attorneys



Selecting Parties

On the Linking screen, you will need to link the parties to the attorneys who represent them.

Follow the on-screen instructions to link each party to their respective attorney(s).

Step 1 Click a party from the "Parties" list to select that party. Then go to **Step 2**. After completing **Step 2**, return to this list to select the next party and continue until you have linked all of the Parties to their Attorneys.

Parties	
Name	Party Type
asdf asdf	Appellant

Selecting Attorneys

You must select one attorney as the party's counsel of record using the checkbox to the right of the attorney's name, except for *pro se* parties.

Step 2 For the selected party indicate the representing attorneys by clicking the button to change **NO** to **YES** in the "Attorneys" list. Also, indicate the "Counsel of Record" by checking the checkbox.

Attorneys		
Represents	Name	Counsel of Record
<input type="button" value="YES"/>	John Q Public	<input checked="" type="checkbox"/>

Verifying links

Your linking selections will automatically generate a summary at the bottom of the page. Follow the on-screen instructions to verify that all parties have been linked.

Final Step Review the "Summary" listing to verify that all Parties have been associated with their Representing Attorneys and that the correct Counsel of Record has been selected before continuing.

Summary	
asdf asdf : Appellant	
Pro Se	
▪ John Q Public , Counsel of Record	

Saving Links

When you are finished linking attorneys with parties, click the **Next Step** button to advance to the next screen.

A blue rectangular button with rounded corners and a subtle drop shadow, containing the text "Next Step" in white.

Filings – Adding Documents

The screenshot shows the top navigation bar of the eFiling system. It includes the 'eFiling' logo, tabs for 'My Cases', 'File to Existing Case', and 'Create New Case', along with 'Help' and 'John Public' user options. Below this is a secondary navigation bar with tabs for 'Case Information', 'Parties', 'Attorneys', 'Linkin', and 'Filings'. The 'Filings' tab is highlighted with a red rectangular box. To the right of these tabs is a red button labeled 'Delete Draft'.

The Filings screen is where you to add documents to your e-Filing case. The page will automatically populate with a list of required documents for the type of filing you are submitting. You also have the option of adding additional documents.

The screenshot shows the 'Filings' screen. It displays a list of required documents for a 'Notice of Appeal' filing: 'Notice of Appeal', 'Memorandum in Support of Jurisdiction/Motion for Stay/Motion for Delayed Appeal', and 'Lower Court Decision'. Each item has a blue '+ Add PDF...' button next to it. Below the list is a question: 'How many additional filings do you have to submit?' with a text input field containing the number '0'. A note below the input field states: 'Each filing should be uploaded as a single PDF that contains all supporting documents and exhibits.'

NOTE:

Prepare each document (and any associated exhibits) as a single PDF file. Do NOT create a single PDF file containing multiple documents that you are submitting for filing. For example, the notice of appeal and memorandum in support of jurisdiction should be submitted as two separate PDFs.

The signature on e-filed documents can be either the scanned version of an original signature or a signature line with a forward slash followed by an "s" followed by the name in print (e.g. /s John T. Smith).

If you have questions about case filings, contact the Clerk's Office at 614-387-9530. For technical assistance, contact the e-Filing Help Desk at 614-387-9980. Assistance is available from 8:00 a.m. to 5:00 p.m. on Court business days.

Selecting Documents

For each document you need to add, click the Add PDF button and navigate to the document you want to add to the case. You may only add one document at a time.

Adding Documents

If you need to add additional documents, put the number of documents you would like to add in the field and enter the document titles in the description fields.

How many additional filings do you have to submit?

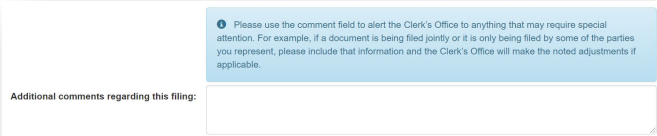
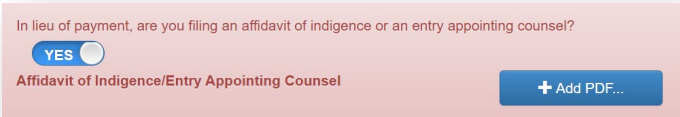

Each filing should be uploaded as a single PDF that contains all supporting documents and exhibits.

Description	+ Add PDF...
Description	+ Add PDF...
Description	+ Add PDF...

Loading Documents

You must upload all documents in PDF format. Your descriptions should be brief, similar in length to the descriptions of the required documents. Descriptions cannot be edited after the document is uploaded. If you need to modify a description, **delete** the associated document, enter a new description, and upload the document again. You may add longer comments in the **Additional Comments** box.

Notice of Appeal	+ Add PDF...	Notice of Appeal.pdf	Delete
Memorandum in Support of Jurisdiction/Motion for Stay/Motion for Delayed Appeal	+ Add PDF...	Memorandum in support of jurisdiction.pdf	Delete
Lower Court Decision	+ Add PDF...	Lower Court Decision.pdf	Delete

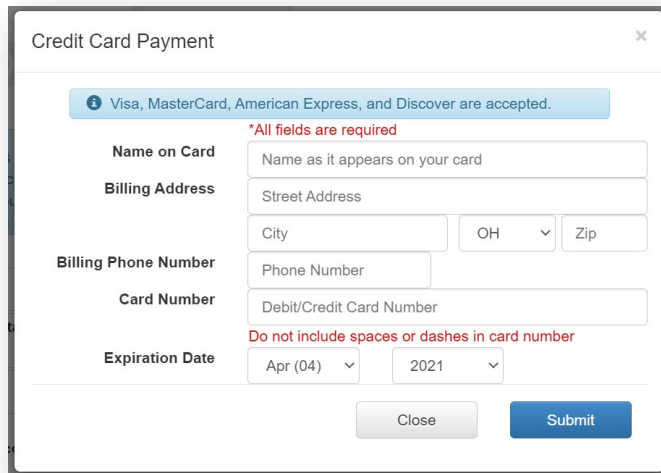
Adding Comments	
<p>If you are including documents from a different party in your filing, be sure to add notes in the “Additional comments” section according to the instructions.</p> <p>Note: all documents will be deemed as filed by the parties represented by the attorney currently logged into e-filing unless otherwise noted here.</p>	
Filing Affidavit of Indigence	
<p>If you are filing an affidavit of indigence or an entry appointing counsel in lieu of a filing fee, slide the button to select Yes, and click Add PDF to upload the appropriate document in PDF format. You will then be able to submit your filing pending the approval of your affidavit or entry by the clerk’s office.</p>	
Submitting Filing	
<p>If you have added more rows for additional filings than you need, it is not necessary to fill all available rows prior to submitting your filing. As long as all of the required documents are uploaded, you will be able to submit your filing. When you are ready to file, click the Submit Filing button.</p>	

Paying Filing Fees

After you click Submit Filing, a dialog box will appear where you can enter your credit card information to pay your filing fees. The Supreme Court submits credit card information directly to the processor and card numbers are not stored within the e-filing system or elsewhere at the Supreme Court of Ohio.

Your filing fee is automatically calculated and displayed in the red box at the bottom of the filings page.

Your filing will not be processed without payment or appropriate documentation in lieu of payment.



The image shows a 'Credit Card Payment' dialog box with a close button (X) in the top right corner. Below the title bar, there is a blue information banner that reads: 'i Visa, MasterCard, American Express, and Discover are accepted.' Below this, a red asterisk note states: '*All fields are required'. The form contains the following fields:

- Name on Card:** A text input field with the placeholder 'Name as it appears on your card'.
- Billing Address:** A text input field with the placeholder 'Street Address'.
- City:** A text input field with the placeholder 'City'.
- State:** A dropdown menu currently showing 'OH'.
- Zip:** A text input field with the placeholder 'Zip'.
- Billing Phone Number:** A text input field with the placeholder 'Phone Number'.
- Card Number:** A text input field with the placeholder 'Debit/Credit Card Number'.
- Expiration Date:** Two dropdown menus. The first shows 'Apr (04)' and the second shows '2021'.

Below the fields, there is a red note: 'Do not include spaces or dashes in card number'. At the bottom right of the form are two buttons: a grey 'Close' button and a blue 'Submit' button.

Confirming Filing

Once your payment is accepted, you will see a confirmation screen and receive an e-mail confirming receipt of your documents and a separate e-mail confirming receipt of payment.

Following Clerk's Office review, you will receive another e-mail advising you of whether your submissions were filed. If the submissions were not filed, you will receive a refund of the fees.

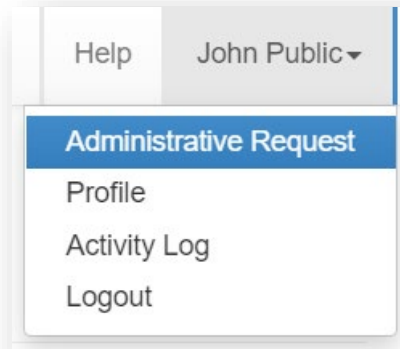
Case Submission Confirmation

Thank you for filing through the Supreme Court of Ohio's e-Filing Portal. Your reference number for this submission is 56827.

- Pursuant to S.Ct.Prac.R. 3.02(A)(3)(e), documents must be submitted by 11:59:59 p.m. local observed time in Columbus, Ohio on or before the date they are due. Documents submitted through the e-Filing portal after 5:00:00 p.m. will not be reviewed by the Clerk's Office until the next business day. The documents will be timely if they comply with the Rules of Practice and were received on or before 11:59:59 p.m. on the date they were due.
- Technical and Clerk's Office support is only available Monday through Friday, excluding legal holidays, between the hours of 8:00 a.m. and 5:00 p.m. local observed time in Columbus, Ohio.
- Review of documents for compliance with the Rules of Practice can take up to one business day. Documents that do not comply with the Rules of Practice cannot be accepted for filing.

Administrative Request

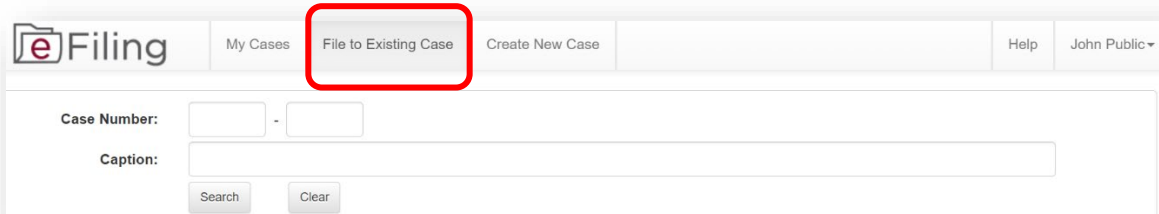
If you need to make an administrative request related to a case, click the drop-down arrow next to your name and select **Administrative Request**. Make sure you include the case number or tracking number if a case number has not yet been issued.



If you have questions about case filings, contact the Clerk's Office at 614-387-9530. For technical assistance, contact the e-Filing Help Desk at 614-387-9980. Assistance is available from 8:00 a.m. to 5:00 p.m. on Court business days.

File to an Existing Case

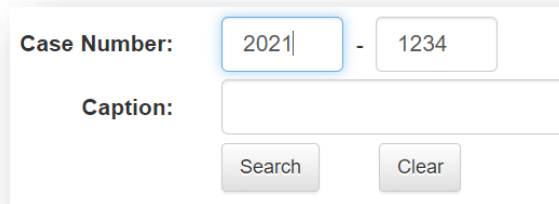
To add filings or parties to an existing case already filed with the Supreme Court of Ohio, click **File to Existing Case**.



The screenshot shows the top navigation bar of the eFiling system. The 'File to Existing Case' button is highlighted with a red rectangular box. Other buttons visible include 'My Cases', 'Create New Case', 'Help', and a user profile 'John Public'.

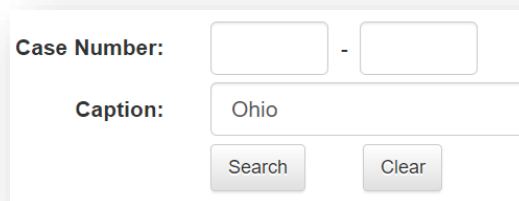
Finding an Existing Case

When you select **File to Existing Case**, the search option will appear. Enter the Supreme Court of Ohio case number which is the four-digit year followed by the four-digit case number.



This screenshot shows the search form after clicking 'File to Existing Case'. The 'Case Number' field is split into two parts: the first contains '2021' and the second contains '1234', separated by a hyphen. The 'Caption' field is empty. 'Search' and 'Clear' buttons are at the bottom.

If you do not know the case number, you may enter a word or two from the case caption in the Caption bar and click the **Search** button to display the search results.



This screenshot shows the search form with the 'Caption' field containing the word 'Ohio'. The 'Case Number' fields are empty. 'Search' and 'Clear' buttons are at the bottom.

Identify the case you want to file to and click the Add Filing button.



Adding Parties

The screenshot shows the top navigation bar of the eFiling system. The 'Parties' tab is highlighted with a red rectangle. Other tabs include 'Attorneys', 'Linking', and 'Filings'. The main header area contains the 'eFiling' logo, navigation links like 'My Cases', 'File to Existing Case', and 'Create New Case', user information 'Help' and 'John Public', and a status bar indicating 'Filing to case: 2015-0664 State of Ohio v. Raymond Bertuzzi' with a 'Cancel Filing' button.

Selecting Parties

If you have additional parties to add who have not previously been added to the case, you will need to select a party type and add their information:

- Party type
- Pro Se (Yes/No)
- Party Name
- Party Title (if applicable)
- Entity name (if applicable)

The form for selecting a party type. It includes a 'Party Type' dropdown menu, a 'Party is Pro Se' radio button set with 'NO' selected, and input fields for 'Party Name' (First, Middle, Last, Suffix), 'Party Title', and 'Entity Name'. A red note states: 'If this party is a business or government agency, enter the name here:'.

Adding Parties

Click **Save and Add Party** and the party will appear in the **Newly Added Parties** list.

Repeat the process until all parties to the case are added.

To delete a party that you have added, you can click the trash can icon to delete them. You can only delete parties that you have just entered – not parties previously added.

A list titled 'Newly Added Parties' showing two entries. The first entry is 'Appellant' with the name 'Raymond Bertuzzi' and a trash can icon to its right. The second entry is 'Appellee' with the name 'State of Ohio' and a trash can icon to its right.

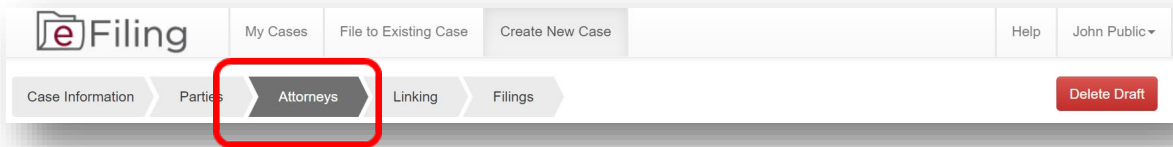
Saving Parties

When you have added all the new parties, click the “Save and Continue” button to advance to the next screen.

A blue rectangular button with rounded corners and a subtle drop shadow, containing the text "Save and Continue" in white. It is centered within a white rectangular box that also has a drop shadow.

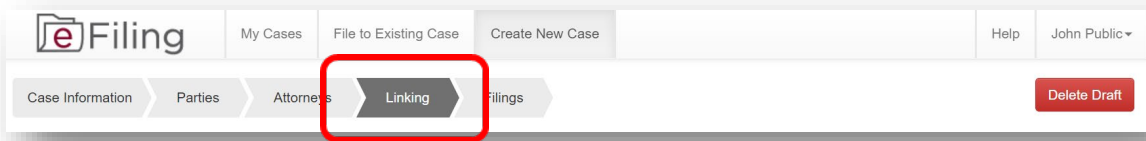
Save and Continue

Attorneys – Adding Attorneys



Follow previous instructions located [here](#) for linking attorneys

Linking – Linking Parties and Attorneys



Follow previous instructions located [here](#) for linking parties and attorneys

Adding Filings

The screenshot shows the top navigation bar of the eFiling system. The 'eFiling' logo is on the left. To its right are tabs for 'My Cases', 'File to Existing Case', and 'Create New Case'. Further right are 'Help' and a user profile dropdown for 'John Public'. Below these tabs is a secondary navigation bar with buttons for 'Parties', 'Attorneys', 'Linking', and 'Filings'. The 'Filings' button is highlighted with a red rectangular box. To the right of the 'Filings' button, the text 'Filing to case: 2015-0664 State of Ohio v. Raymond Bertuzzi' is visible. On the far right of this bar is a red 'Cancel Filing' button.

Describing a Filing

On the **Filings** screen, indicate whether or not your filing is a subsequent notice of appeal or cross-appeal.

Next, indicate how many filings you want to submit.

Provide a brief description in the **Description** box. Descriptions should be brief and related to the document you want to upload.



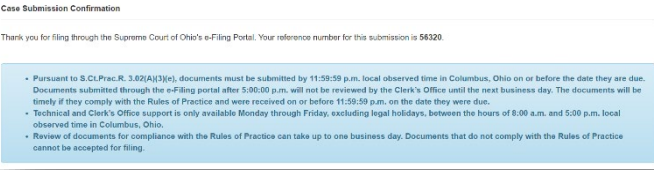
The screenshot shows the 'Describe Filing' form. At the top, it asks 'Are you filing a subsequent notice of appeal or a cross-appeal?' with a 'NO' radio button selected. Below this, it asks 'How many filings do you have to submit?' with a text input field containing the number '2'. A note states: 'Each filing should be uploaded as a single PDF that contains all supporting documents and exhibits.' There are two 'Description' text input fields, each followed by a '+ Add PDF' button. At the bottom, there is a large text area for 'Additional comments regarding this filing:'. A blue information box on the right side of the form contains the following text: 'Please use the comment field to alert the Clerk's Office to anything that may require special attention. For example, if a document is being filed jointly or it is only being filed by some of the parties you represent, please include that information and the Clerk's Office will make the noted adjustments if applicable.'

NOTE:

Prepare each document (and any associated exhibits) as a single PDF file. Do NOT create a single PDF file containing multiple documents that you are submitting for filing. For example, the notice of appeal and memorandum in support of jurisdiction should be submitted as two separate PDFs.

The signature on e-filed documents can be either the scanned version of an original signature or a signature line with a forward slash followed by an "s" followed by the name in print (e.g. /s John T. Smith).

If you have questions about case filings, contact the Clerk's Office at 614-387-9530. For technical assistance, contact the e-Filing Help Desk at 614-387-9980. Assistance is available from 8:00 a.m. to 5:00 p.m. on Court business days.

Adding a Filing	
For each document you need to add, click the Add PDF button and navigate to the document you want to add to the case. You may only add one document at a time.	
Submitting a Filing	
Repeat the process until all your documents are added. When you are ready to file, click the Submit Filing button.	
You will receive a confirmation notice with a reference number for your submission. You will also receive an e-mail notification. This confirms receipt of your filing, but does not mean that your submission is filed yet. Following Clerk's Office review, you will receive an e-mail advising you if the submission was filed.	
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