

# Attorneys

## e-Filing User Guide for The Supreme Court of Ohio



## Table of Contents

<b>Introduction to e-Filing .....</b>	<b>2</b>
<b>Creating an Account .....</b>	<b>3</b>
<b>Creating a New Case .....</b>	<b>8</b>
Case Information.....	9
Parties – Adding and Editing Parties.....	10
Attorneys – Adding Attorneys .....	12
Linking – Linking Parties and Attorneys.....	14
Filings – Adding Documents.....	16
<b>File to an Existing Case .....</b>	<b>21</b>
Finding an Existing Case .....	21
Adding Parties.....	22
Attorneys – Adding Attorneys .....	24
Linking – Linking Parties and Attorneys.....	24
Adding Filings.....	25

## 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:

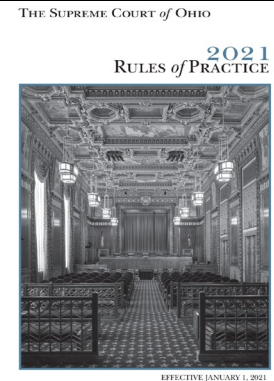
- Comply with the Supreme Court of Ohio Rules of Practice
- Create an e-Filing account with the Supreme Court of Ohio
- Follow the steps in this User Guide

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

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



## 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/>



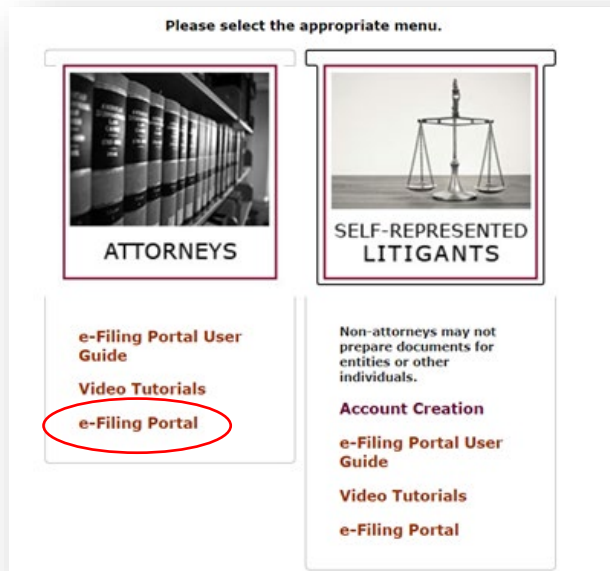
Click on the **e-Filing Logo** and it will take you to the e-Filing page.

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

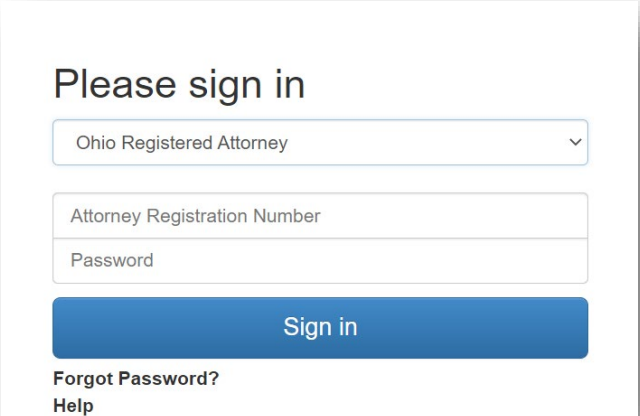
Select whether you wish to log in as an Ohio Registered Attorney or a Pro Hac Vice Attorney.

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 form titled "Please sign in". It features a dropdown menu with "Ohio Registered Attorney" selected. Below the dropdown are two input fields: "Attorney Registration Number" and "Password". A blue "Sign in" button is positioned below the input fields. At the bottom of the form, 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**.



The screenshot shows a web form titled "Please setup Efiling Account Information" with a close button (X) in the top right corner. The form contains five input fields, each with a label to its left: "New Password:" with a text box containing "New Password"; "Re-enter Password:" with a text box containing "Confirm Password"; "Email Address:" with a text box containing "Email Address"; "Security Question:" with a text box containing "Security Question"; and "Security Answer:" with a text box containing "Security Answer". A blue "Confirm" button is located at the bottom right of the form.

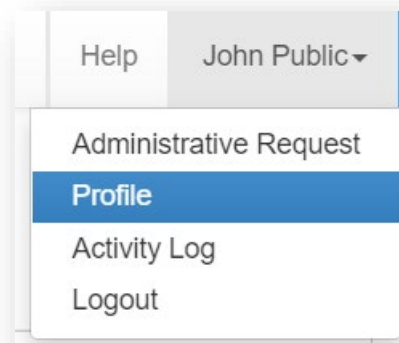
You are now ready to log in.

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 Office of Attorney Services 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

John Q Public | Profile

Employer:

Residence: 65 S Front Street  
Columbus, 43215

Email: john.public@sc.ohio.gov

Case Activity Notification:  YES Please select "YES" if you would like to receive Case Activity Notifications for cases submitted through the e-Filing Portal.

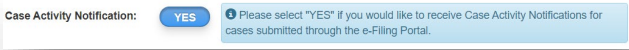
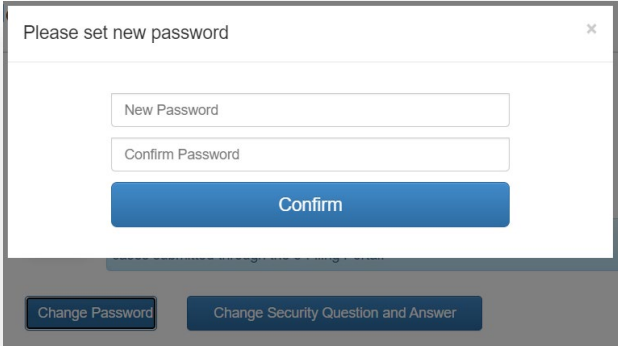
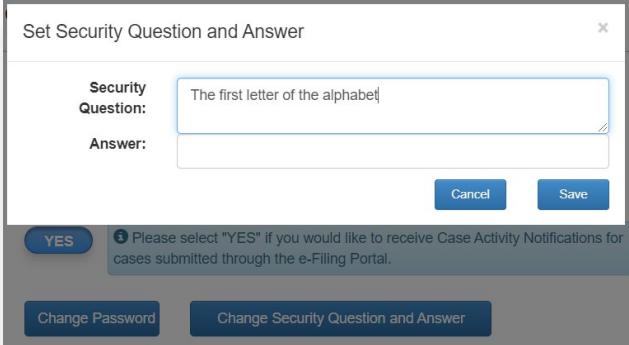
To edit or update your e-mail, click the **Edit** button and type in your new information.

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.

Email: john.public@sc.ohio.gov

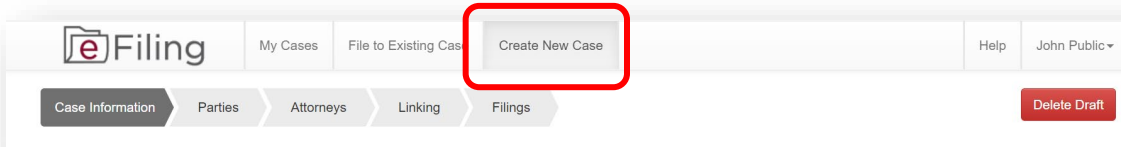
Email: john.q.public@sc.ohio.gov

<p>The <b>Case Activity Notification</b> slider can be toggled on or off using the <b>Yes/No</b> 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 <b>My Cases</b> 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>The screenshot shows a 'Case Activity Notification' section with a 'YES' button selected. A tooltip message reads: 'Please select "YES" if you would like to receive Case Activity Notifications for cases submitted through the e-Filing Portal.'</p>
<p>You may select the <b>Change Password</b> option in the profile menu.</p> <p><b>NOTE:</b> Changing your Password in the e-Filing portal does <b>NOT</b> change your Attorney Services portal password. All profile changes made through e-Filing apply only to the e-Filing system.</p>	 <p>The screenshot shows a 'Please set new password' dialog box with two input fields: 'New Password' and 'Confirm Password', and a 'Confirm' button. Below the dialog, there are two buttons: 'Change Password' and 'Change Security Question and Answer'.</p>
<p>You may change your <b>Security Question and Answer</b> in the profile menu. Be sure to click the <b>Save</b> button when you are done.</p>	 <p>The screenshot shows a 'Set Security Question and Answer' dialog box. The 'Security Question' field contains 'The first letter of the alphabet' and the 'Answer' field is empty. There are 'Cancel' and 'Save' buttons. Below the dialog, there are two buttons: 'Change Password' and 'Change Security Question and Answer'. A tooltip message is visible at the bottom: 'Please select "YES" if you would like to receive Case Activity Notifications for cases submitted through the e-Filing Portal.'</p>

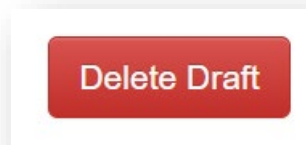


## Creating a New Case

**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**.

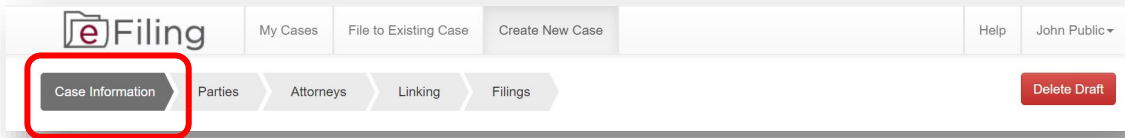


If you decide to cancel your filing at any time during the process, click the **Delete Draft** button. This will delete all data that you have entered on all screens and is not reversible.



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:

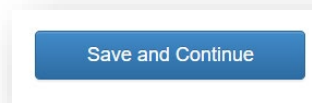
- Action Type
- Case Type
- Case Category
- County
- Jurisdiction

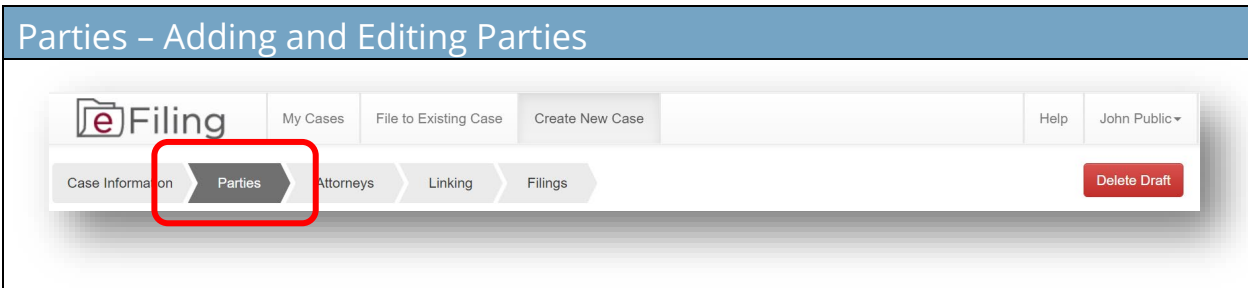
You must also add the Case Caption, Prior Decision Date and Prior Case Number if applicable.

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.





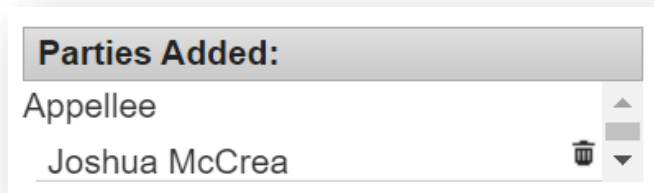
## Adding Parties

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.

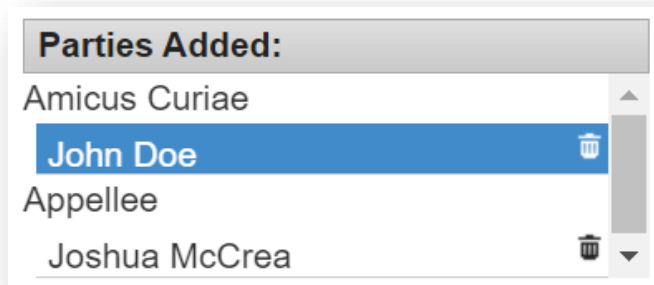
Repeat the process until all parties to the case are added.



## 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.

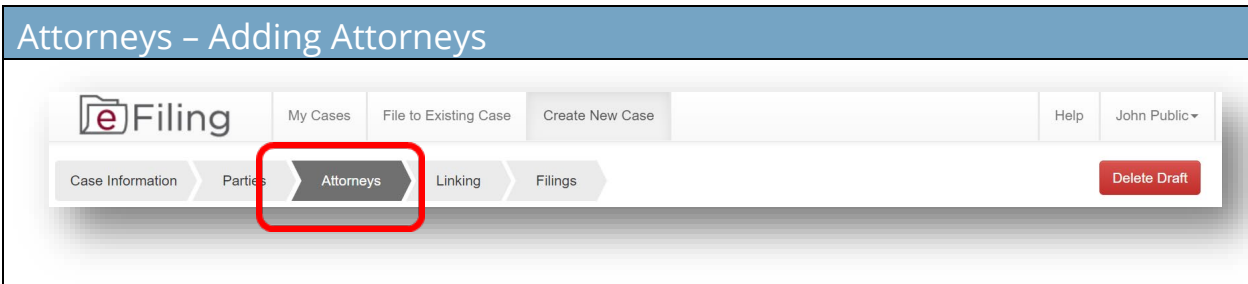


## Saving Parties

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

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

Save and Continue



## 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.

Attorney Type	Ohio Registered Attorney		
Attorney Reg.:	73137	<a href="#">Attorney Search</a>	
Attorney Name:	John	Q	Public
	Suffix		
Employer:			
Country	United States		
Address Line 1:	65 S Front Street		
Address Line 2:	Address Line 2		
City, State Zip:	City	AL	Zip Code
Phone Number:	Phone Number		
Email:	mark.dutton@sc.ohio.gov		<a href="#">Edit</a>

## Searching for Attorneys

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

Attorney Reg.:	73137	<a href="#">Attorney Search</a>
----------------	-------	---------------------------------

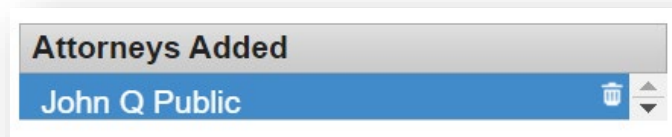
### Editing Attorney Contact Information

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.

### Editing and Deleting Attorneys

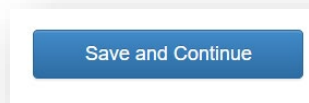
If you need to edit an attorney after you add them, click on their entry in the list and edit their information. When you are done editing, click **Save and Add Attorney**.

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

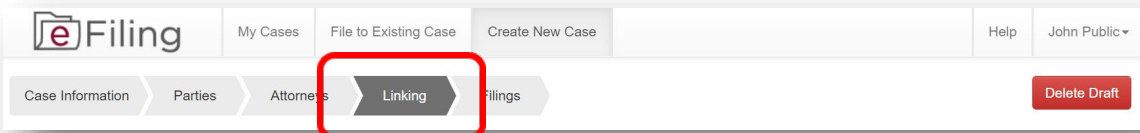


### Saving Attorneys

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



## 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	

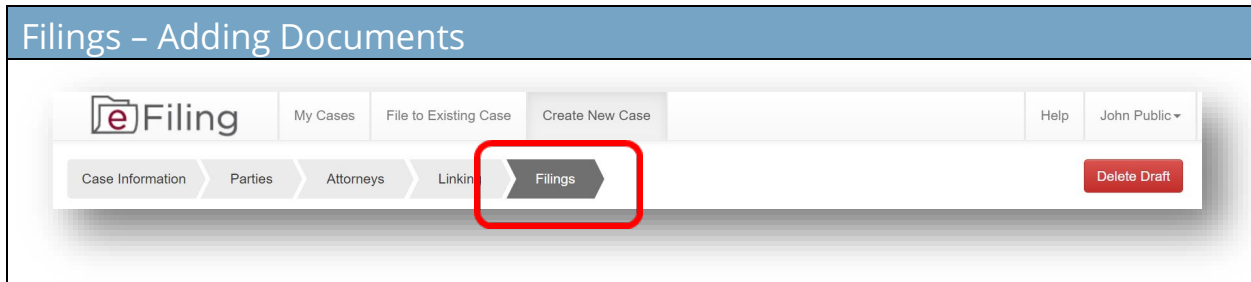
## Saving Links

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

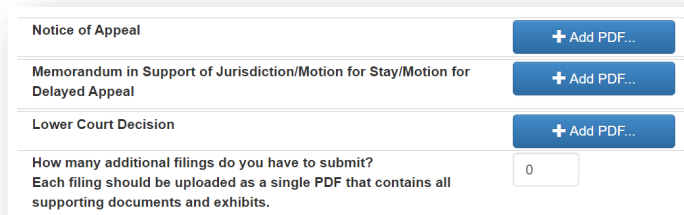
A blue rectangular button with rounded corners and a white border, containing the text "Next Step" in white. The button is centered within a white rectangular frame that has a subtle drop shadow effect against the background.

Next Step





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.


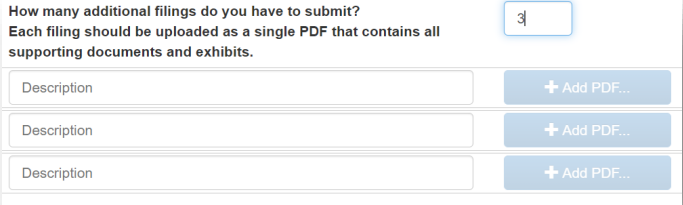



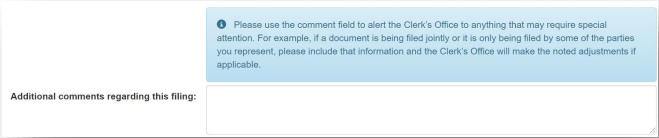
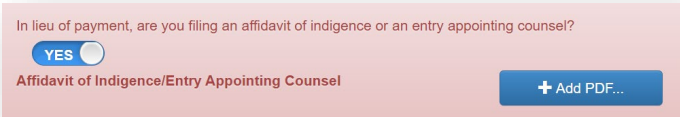

**NOTE:**

**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.**

<h2 style="margin: 0;">Selecting Documents</h2>	
<p>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.</p>	
<h2 style="margin: 0;">Adding Documents</h2>	
<p>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.</p>	
<h2 style="margin: 0;">Loading Documents</h2>	
<p>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, <b>delete</b> the associated document, enter a new description, and upload the document again. You may add longer comments in the <b>Additional Comments</b> box.</p>	

<h2 style="margin: 0;">Adding Comments</h2>	
<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>	 <p>The screenshot shows a text input field labeled "Additional comments regarding this filing:". Above the field is a blue information box with a white border and a small 'i' icon. The text in the box reads: "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."</p>
<h2 style="margin: 0;">Filing Affidavit of Indigence</h2>	
<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 <b>Yes</b>, 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>	 <p>The screenshot shows a form with a pink background. At the top, it asks: "In lieu of payment, are you filing an affidavit of indigence or an entry appointing counsel?". Below the question is a toggle switch labeled "YES" which is currently turned on. To the right of the toggle is a blue button with a white plus sign and the text "+ Add PDF...". Below the toggle, the text "Affidavit of Indigence/Entry Appointing Counsel" is displayed.</p>
<h2 style="margin: 0;">Submitting Filing</h2>	
<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 <b>Submit Filing</b> button.</p>	 <p>The screenshot shows two blue buttons with white text. The button on the left is labeled "View Summary" and the button on the right is labeled "Submit Filing".</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.

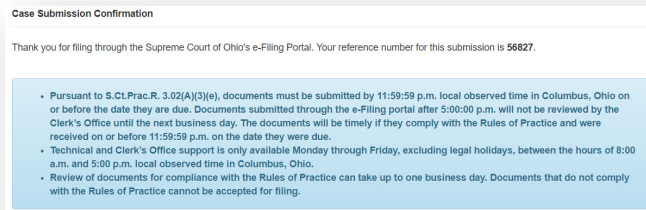
Your filing will not be processed without payment or appropriate documentation in lieu of payment.

The screenshot shows a 'Credit Card Payment' dialog box with a close button 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 banner, a red asterisk indicates that all fields are required. The form contains the following fields: 'Name on Card' (text input), 'Billing Address' (text input), 'City' (text input), 'OH' (state dropdown), 'Zip' (text input), 'Billing Phone Number' (text input), 'Card Number' (text input), and 'Expiration Date' (two dropdown menus for month and year). A red warning message below the card number field states 'Do not include spaces or dashes in card number'. At the bottom of the dialog, there are two buttons: 'Close' and 'Submit'.

## Confirming Filing

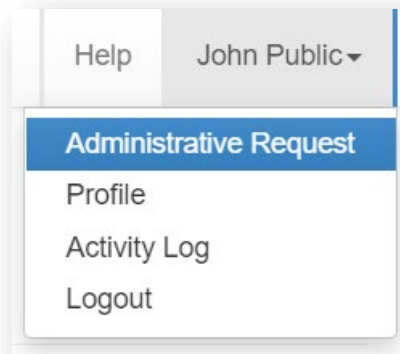
Once your payment is accepted, you will see a confirmation screen and receive an e-mail confirming receipt of your documents and a separate e-mail confirming receipt of payment.

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.



## Administrative Request

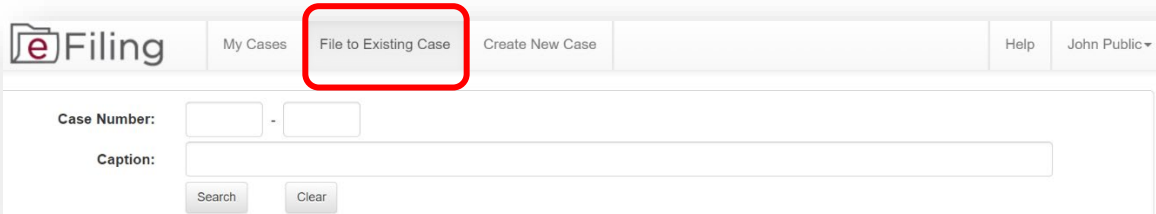
If you need to make an administrative request related to a case, click the drop-down arrow next to your name and select **Administrative Request**. Make sure you include the case number or tracking number if a case number has not yet been issued.



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**.



### 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 a search form with two input fields for 'Case Number' separated by a hyphen. The first field contains the text '2021' and is highlighted with a blue border. The second field contains '1234'. Below these fields is a 'Caption' input field which is empty. At the bottom of the form are 'Search' and 'Clear' buttons.

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 same search form as above, but the 'Case Number' fields are empty. The 'Caption' field now contains the word 'Ohio'. The 'Search' and 'Clear' buttons are still present at the bottom.

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



### Adding Parties

### 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)

### 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.

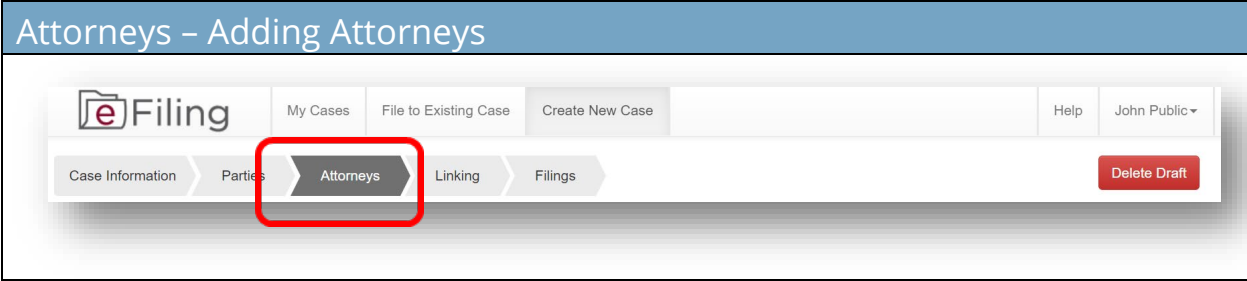
## Saving Parties

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

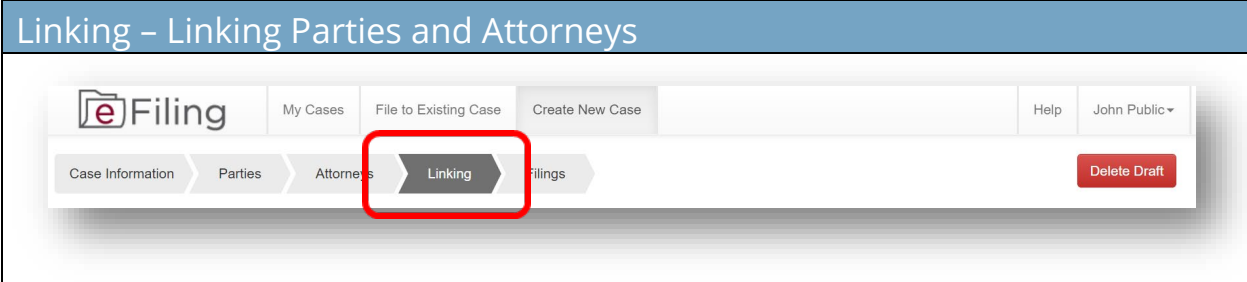
A blue rectangular button with rounded corners and a white shadow, containing the text "Save and Continue" in white. The button is centered within a white rectangular frame that also has a white shadow.

Save and Continue





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



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



## 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.



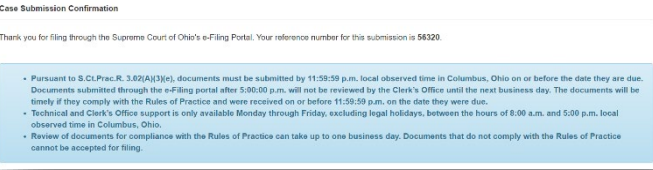
Provide a brief description in the **Description** box. Descriptions should be brief and related to the document you want to upload.

### 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.**

<h2 style="margin: 0;">Adding a Filing</h2>	
<p>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.</p>	
<h2 style="margin: 0;">Submitting a Filing</h2>	
<p>Repeat the process until all your documents are added. When you are ready to file, click the Submit Filing button.</p>	
<p>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.</p>	
<p>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.</p>	