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

CourtVIEW		a ta June	
Deborah Urankar Home Sea	rch eFile Orders Cases Manage		
Filing Queue			
Create New Case Request	Create Subsequent Filing Case Number		
Filter Results			
Choose "Create New (JUSTICE SOLUTI Susan Urankar Home	Case Request" ONS Search eFile Orders Calendar	Cases	
My Filings			
Create New Case Requ	est Create Subsequent Filing	Case Numb	er
Filing Status	Filing Type	eFile ID	
✓ Draft	New Case Request	Case Number	
Submitted	Subsequent Filing	Case Title	
Reviewing		Reference Tags	
Rejected		Rows per page	30
Resubmitted			
Accepted Eiled "Time			
Stamped"			
Search			

In the New Case Request Screen

- Select Initiating Action
 - \circ $\,$ 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.

ew Case Request Filer Susan Urankar Attorney Bar No 003722 Status Draft Reference Tags Case Type + FORECLOSURE (F) Initiating Action + ELECTRONIC FORECLOSURE \$450.00 artices arty 1 Party Type + PLAINTIFF ▼ Address Type DEFAULT ADDRESS ▼ Phone Type ▼ Rep by Atty ✓ Address 100 SHORT COURT STE3 Phone ■ Email Last Name + Company + US BANK AND TRUST Affiliation/Alias Affiliation + Doing Business As ▼ Last Name + Company + US BANK COURT COURT STE3	an Urankar Ho	ome Searc	h eFile	Orders	Calendar	Cases							
Filer Susan Urankar Attorney Bar No 003722 Status Draft Reference Tags Case Type + FORECLOSURE (F) Initiating Action + ELECTRONIC FORECLOSURE \$450.00 Initiating Action + ELECTRONIC FORECLOSURE \$450.00 Image: Company +	ew Case F	Request											
Case Type + FORECLOSURE (F) Initiating Action + ELECTRONIC FORECLOSURE \$450.00	Fil Stat	ler Susan U us Draft	Jrankar	Attorney Referen	/ Bar No ice Tags	003722	!						
Parties Party 1 Party Type ● PLAINTIFF ▼ Address Type DEFAULT ADDRESS ▼ Phone Type ▼ ▼ Rep by Atty On Behalf Of Email First Name ● City CHARDON Middle Name State Ohio ▼ Suffix ▼ Zip 44024 Company ● US BANK AND TRUST Affiliation + Doing Business As ▼ First Name ● Company ● US BANK Delete	Case Ty Initiating Action	pe * FORE on * ELEC	CLOSURE	(F) ORECLOS	URE \$450.	00			~				
Arry 1 Party	arties												
Party Type PLAINTIFF Address Type DEFAULT ADDRESS Phone Pho	arty 1												
Rep by Atty Address 100 SHORT COURT STE3 Phone Email Last Name + First Name + Company + US BANK Delete	Party Type *	PLAINTIFF	~		Address	Гуре	DEFAULT	ADDRESS	~		Phone Type	~	
On Behalf Of V Last Name + First Name = Suffix V CHARDON Middle Name State Onio V Company + US BANK AND TRUST Affiliation/Alias Affiliation + Doing Business As V Last Name + First Name + Company + US BANK C Celete	Rep by Atty	✓			Add	ress	100 SHOR	T COURT ST	TE3		Phone		
Last Name + First Name + State Ohio Suffix Company + US BANK AND TRUST Affiliation + Ooing Business As Last Name + First Name + Company + US BANK Delete	On Behalf Of	\checkmark									Email		
First Name • City CHARDON Middle Name State Ohio V Suffix V Zip 44024 Company • US BANK AND TRUST Affiliation/Alias Affiliation • Doing Business As V Last Name • First Name • Company • US BANK Delete	Last Name *												
Middle Name State Ohio V Suffix V Zip 44024 Company • US BANK AND TRUST Affiliation/Alias First Name • Company • US BANK Delete	First Name *					City	CHARDON						
Suffix V Zip 44024 Company • US BANK AND TRUST Affiliation/Alias Affiliation • Doing Business As V Last Name • First Name • Company • US BANK Delete	Middle Name				5	state	Ohio			v			
Company • US BANK AND TRUST Affiliation / Alias Affiliation • Doing Business As Last Name • First Name • Company • US BANK Delete	Suffix		~			Zip	44024			_			
Affiliation/Alias Affiliation * Doing Business As Last Name * First Name * Company * US BANK Delete	Company *	US BANK	AND TRUST	r)									
Affiliation * Doing Business As Last Name * First Name * Company * US BANK Delete	Affiliation/Alias	5											
Last Name * First Name * Company * US BANK Delete	Affiliation	* Doing B	usiness As		~		1						
First Name * Company * US BANK Delete	Last Name												
Company • US BANK Delete	First Name	*		_									
Jeree	Company	* US BAN	IK			Delete							
		US DAI				Delete							

- 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

arty 2				
Party Type 🔹		Address Type	DEFAULT ADDRESS	
Rep by Atty		Address	101 SOUTH	
On Behalf Of				
Last Name 🔹	SMITH			
First Name 🔹	BETTY	City	CHARDON	
Middle Name		State	Ohio	\sim
Suffix		Zip	44024	
Company *				
Phone Type	~			
Phone				
Email				
Affiliation/Alias	•			
Add Affiliation				
Add Anniation				
				Delete
arty 3				
arty 3 Party Type ★	DEFENDANT	Address Type	DEFAULT ADDRESS 🔽	
arty 3 Party Type * Rep by Atty		Address Type Address	DEFAULT ADDRESS	
arty 3 Party Type * Rep by Atty On Behalf Of		Address Type Address	DEFAULT ADDRESS	3
arty 3 Party Type * Rep by Atty On Behalf Of Last Name *	DEFENDANT V	Address Type Address	DEFAULT ADDRESS V 101 SOUTH	
arty 3 Party Type * Rep by Atty On Behalf Of Last Name * First Name *	DEFENDANT V DOE JOHN	Address Type Address City	DEFAULT ADDRESS V 101 SOUTH CHARDON	
arty 3 Party Type * Rep by Atty On Behalf Of Last Name * First Name * Middle Name	DEFENDANT V DOE JOHN	Address Type Address City State	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio	
arty 3 Party Type * Rep by Atty On Behalf Of Last Name * First Name * Middle Name Suffix	DEFENDANT V DOE JOHN	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	
arty 3 Party Type + Rep by Atty On Behaif Of Last Name + First Name + Middle Name Suffix Company +	DEFENDANT V DOE JOHN	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	
arty 3 Party Type + Rep by Atty On Behalf Of Last Name + First Name + Middle Name Suffix Company + Phone Type	DEFENDANT	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	V
arty 3 Party Type + Rep by Atty On Behalf Of Last Name + First Name + Middle Name Suffix Company + Phone Type Phone	DEFENDANT	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	
arty 3 Party Type * Rep by Atty On Behalf Of Last Name * Middle Name Suffix Company * Phone Type Phone Email	DEFENDANT V DOE JOHN	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	
arty 3 Party Type * Rep by Atty On Behalf Of Last Name * First Name * Middle Name Suffix Company * Phone Type Phone Type Email Affiliation/Alias	DEFENDANT V DOE JOHN	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	V
arty 3 Party Type * Rep by Atty On Behaif Of Last Name * First Name * Middle Name Suffix Company * Phone Type Email Affiliation/Allas	DEFENDANT	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	~
arty 3 Party Type * Rep by Atty On Behalf of Last Name * First Name * Middle Name Suffix Company * Phone Type Email Affiliation/Alias Affiliation Last Name	DEFENDANT	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	V
arty 3 Party Type * Rep by Atty On Behaif Of Last Name * First Name * Middle Name * Middle Name * Suffix Company * Phone Type Phone Type Phone Type Email Affiliation/Alias Affiliation Last Name	DEFENDANT	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	×
arty 3 Party Type * Rep by Atty On Behalf Of Last Name * First Name * Middle Name Suffix Company * Phone Type Phone Email Affiliation/Ailias Affiliation Last Name First Name	DEFENDANT	Address Type Address City State Zip	DEFAULT ADDRESS V 101 SOUTH CHARDON Ohio 44024	

- 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 Type *	DEFENDANT 🔽	Address Type	DEFAULT ADDRESS	
Party 5					Rep by Atty		Address		
Party Type *	DEFENDANT 🗸	Address Type	DEFAULT ADDRESS		On Behalf Of				í –
Rep by Atty		Address	50 HIGH		Last Name *				1
On Behalf Of				1	First Name 🔹		City		ñ -
Last Name *				í	Middle Name		State		
First Name 🔹		City	CHARDON	1	Suffix	~	Zip		
Middle Name		State	Ohio	\checkmark	Company *	JOHN DOE 1 THRU 10]		
Suffix	v	Zip	44024		Phone Type	V			
Company *	UNK TENANT				Phone				
Phone Type					Email)		
Phone					Affiliation/Alias	3			
Email					Add Affiliation	n/Alias			
Affiliation/Alias									
Annadon/Anas									Delete
Add Affiliation	n/Alias				Add Barty				
					Add Party				

Party 5

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

Faily J				
Party Type *	DEFENDANT 🗸	Address Type	DEFAULT ADDRESS 🗸	
Rep by Atty		Address	UNKNOWN NAME/ADDRESS	a l
On Behalf Of				Ĩ
Last Name *	DOE			Ĩ
First Name *	JOHN	City	N/A	ĵ.
Middle Name		State	Not Applicable or Unknown	~
Suffix		Zip	00000	
Company *				
Phone Type				
Phone				
Email				
Affiliation/Alia	S			
Add Affiliatio	n/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
 - o 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

Document Note 04-007993 Attachments upload Attachment Browse (PDF 500000 KB max)	Document Type +	DEDMANENT DADOEL NU	MOED					
Document Note 04-007993 Attachments Upload Attachment Browse (PDF 500000 KB max) ocument 6 Document Type MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Document Note Document Note Proposed Order Proposed Order.doc Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order for Browse (Word Doc 500000 KB max)	Document Type -	PERMANENT PARCEL NO	MBER:			~		
Attachments Upload Attachment Browse (PDF 500000 KB max) occument Document Type MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Document Note Document Note Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order for the serves (Word Doc 500000 KB max)	Document Note	04-007993	~					
Attachments Upload Attachment Browse (PDF 500000 KB max) Cocument S Document Type MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Document Note Cocument Note Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order for Browse (Word Doc 500000 KB max)			\sim					
Upload Attachment	Attachments							
Occument S Document Note Attachments Upload Attachment Browse (PDF 500000 KB max)	Upload Attachment		Browse	PDF 500000 KB max)				
Document 6 Document Type MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Document Note Document Note Proposed Order Comparison Proposed Order Proposed Order.doc Upload Attachment Browse (Word Doc 500000 KB max) (Word Doc 500000 KB max)								
Document S Document Type * MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Document Note C Attachments Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order Browse (Word Doc 500000 KB max)								
Document Type MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Document Note C Attachments Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order Browse (Word Doc 500000 KB max)								
Document Note Image: Constraint of the second sec	ocument 6							
Attachments Upload Attachment Proposed Order Proposed Order.doc Upload Proposed Order Browse (Word Doc 500000 KB max)	ocument 6 Document Type *		ENT OF PROCESS	SERVER FILED.		√]		
Attachments Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order Browse (Word Doc 500000 KB max)	Document 6 Document Type * Document Note		ENT OF PROCESS	SERVER FILED.		v		
Upload Attachment Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order Browse (Word Doc 500000 KB max)	Document 6 Document Type * Document Note	MOTION FOR APPOINTME	ENT OF PROCESS	SERVER FILED.		v		
Upload Attachment Browse (PDF 500000 KB max) Proposed Order Proposed Order.doc Upload Proposed Order (Word Doc 500000 KB max)	Document 6 Document Type * Document Note	MOTION FOR APPOINTME	ENT OF PROCESS	SERVER FILED.		v		
Proposed Order Proposed Order.doc Upload Proposed Order Browse (Word Doc 500000 KB max)	Occument 6 Document Type * Document Note Attachments	MOTION FOR APPOINTME		SERVER FILED.]	Y		
Upload Proposed Order [Browse] (Word Doc 500000 KB max)	Attachments Upload Attachment		Browse	SERVER FILED. PDF 500000 KB max)	-	×		
Diowse	ocument 6 Document Type * Document Note Attachments Upload Attachment Proposed Order Prop	MOTION FOR APPOINTME	ENT OF PROCESS S	SERVER FILED. PDF 500000 KB max)]	×		
	Document 6 Document Type * Document Note Attachments Upload Attachment Proposed Order Prop Upload Proposed Ord	MOTION FOR APPOINTME	Browse	SERVER FILED. PDF 500000 KB max) Word Doc 500000 KB max		Ÿ		

*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

ad Attachment Browse (PDF 500000 KB max) ment 6 cocument Type • MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Page Count 1 Document Note Document Note Document File Name Date Uploaded Crder Process Server.pdf 103/11/2016 03:07 PM De Document Filing Note Document Filing Note S13.75 2.9% Action Costs S460.00 Total S463.75 Paid S.00 Owed S463.75 Paid S.00 Paid S463.75						
ment 6 bocument Type * (MOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Page Count 1 Document Note Proposed Order Proposed Order.doc File Name Date Uploaded Order Process Server.doc 03/11/2016 03:07 PM De Document Filing Note Convenience Fee \$13.75 2.9% Action Costs \$460.00 Total \$463.75 Paid \$.00 Owed \$463.75 Ed Save Continue with Filing	oad Attachment	Browse	DF 500000 KB max)			
ment 6 bocument Type * IMOTION FOR APPOINTMENT OF PROCESS SERVER FILED. Page Count 1 Document Note Proposed Order Proposed Order Order Proposed Order doc File Name Date Uploaded Order Process Server doc 03/11/2016 03:07 PM De Proposed Order Process Server doc 03/11/2016 03:07 PM De Document Filing Note Convenience Fee \$13.75 2.9% Action Costs \$463.00 Total \$463.75 Paid \$.00 Owed \$463.75 Paid \$.00 Owed \$463.75 Paid \$.00 Owed \$463.75						I
Convenience Fee \$13,75 2.9% Action Costs \$463,75 Prid 5.00 Owed \$463,75 Prid \$.00 Owed \$463,75	ment 6					
Page Count 1 Document Note I 03/11/2016 03.07 PM Proposed Order Proposed Order Acc Proposed Order Proposed Order Acc File Name Date Uploaded Order Process Server doc 03/11/2016 03.07 PM Proposed Order Proposed Order Acc File Name Document Date Uploaded Proposed Server doc 03/11/2016 03.07 PM Convenience Fee \$13.75 2.9% Action Costs \$463.75 Paid \$.00 Owed \$463.75 State Server with Filing	Document Type 🔹	MOTION FOR APPOINTMENT OF PROCESS SE	ERVER FILED.	~	Attachments	
Document Note Motion for Process Server.pdf 1 03/11/2016 03:07 PM D Proposed Order Proposed Order.doc File Name Date Uploaded Order Process Server.doc 03/11/2016 03:07 PM Decement Proposed Order Proposed Order.doc File Name Date Uploaded Order Process Server.doc 03/11/2016 03:07 PM Decement Convenience Server.doc Server.doc 03/11/2016 03:07 PM Convenience Server.doc Server.doc Server.doc Convenience Server.doc Server.doc Server.doc Convenience Server.doc Server.doc Server.doc Server.doc Server.doc Server.doc Server.doc	Page Count	1			File Name	Page Count Date Uploaded
Proposed Order Proposed Order.doc File Name Date Uploaded Order Process Server.doc 03/11/2016 03:07 PM Del Document Filing Note Convenience Fee \$13.75 2.9% Action Costs \$460.00 Total \$463.75 Paid \$0.00 Owed \$463.75 Paid \$0.00 Owed \$463.75 Paid \$0.00 Continue with Filing	Document Note	<u>^</u>			Motion for Process Server.pd	f 1 03/11/2016 03:07 PM Delete
File Name Date Uploaded Order Process Server.doc 03/11/2016 03:07 PM Detection Plocument		~			Proposed Order Proposed C	rder.doc
Order Process Server.doc 03/11/2016 03:07 PM Det 3Document					File Name	Date Uploaded
I Document Filling Note Convenience Fee \$13.75 2.9% Action Costs \$450.00 Total \$463.75 Paid \$00 Owed \$463.75 Paid \$00 Owed \$463.75					Order Process Server.doc	03/11/2016 03:07 PM Delete
Document Filing Note Convenience Fee \$13.75 2.9% Action Costs \$463.75 Paid \$00 Owed \$463.75 Paid \$00 Owed \$463.75 Paid \$00 Owed \$463.75						
Convenience Fee \$13.75 2.9% Action Costs \$450.00 Total \$463.75 Paid \$.00 Owed \$463.75						
Convenience Fee \$13.75 2.9% Action Costs \$450.00 Total \$463.75 Paid \$.00 Owed \$463.75 Convenience \$463.75	Filing Note			_		
Convenience Fee \$13.75 2.9% Action Costs \$450.00 Total \$463.75 Paid \$00 Owed \$463.75	Filing Note					
Convenience Fee \$13.75 2.9% Action Costs \$450.00 Total \$463.75 Paid \$00 Owed \$463.75	Filing Note					
Action Costs \$450.00 Total \$463.75 Paid \$.00 Owed \$463.75 cel Save	Filing Note					
Total \$463.75 Paid \$.00 Owed \$463.75 Cel Save Continue with Filing	Filing Note	\$13.75 2.9%				
Paid \$.00 Owed \$463.75	Filing Note Convenience Fee Action Costs	\$13.75 2.9% \$450.00				
Owed \$463.75	Filing Note Convenience Fee Action Costs Total	\$13.75 2.9% \$450.00 \$463.75				
ncel Save Continue with Filing	Filing Note Convenience Fee Action Costs Total Paid	\$13.75 2.9% 				
	Filing Note Convenience Fee Action Costs Total Paid Owed	\$13.75 2.9% \$450.00 \$463.75 \$.00 \$463.75				
	Filing Note Convenience Fee Action Costs Total Paid Owed Ncei Save Con	\$13.75 2.9% \$450.00 \$463.75 \$.00 \$463.75 tinue with Filing				

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

Susan Urankar Home Search eFile Orders Calendar	Cases
New Case Request 259	
Filer Susan Urankar Last Modified Status Draft	03/11/2016 03:10 PM
Case Type FORECLOSURE (F) Initiating Action ELECTRONIC FORECLOSURE \$450.00	
Parties	
Party 1	
Party Type PLAINTIFF Address Type DEFAULT AD Company US BANK Address 100 SHORT (City CHARDON State Ohio Zip 44024 Documents Document 1	IDRESS COURT
Document Type CASE DESIGNATION SHEET FILED.	Attachments
Page Count 1	File Name Page Count Date Uploaded
	Case Designation.pdf 1 03/11/2016 03:10 PM
Document 2	
Document Type COMPLAINT FOR FORECLOSURE F	File Name Page Count Date Unloaded
rage count of	Complaint.pdf 32 03/11/2016 03:10 PM
	Constabil & 2010 Count Jour Justice Solutions Inc.

- 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 Case Type FORECLOSURE (F) Initiating Action ELECTRONIC FORECLOSURE Payment by Credit Card Return to My Filings Submit Filings	_	_	_	_	Fee Total Ren	Fees \$463.75 \$463.75 nove from Ca	
After payment you w Create New Case Request Create Subsequent Filin	vill be returned t	to the eFilin	ng Portal.				
Filing Status Filing Type Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped Image: Constraint of the stamped	eFile ID Case Number Case Title Reference Tags Rows per page 30	V	Last Modified Beg Last Modified E Filing Beg Filing E	nd Date	MM/dd/yyyy MM/dd/yyyy MM/dd/yyyy MM/dd/yyyy MM/dd/yyyy		
Showing 1 to 1 of 1 eFile ID Filing Type Store No. 0 D I	Case Number Case Number	ase Title	Filing Status	File Date	+	<u>Cost</u>	
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.