

Self-Represented Litigants

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:

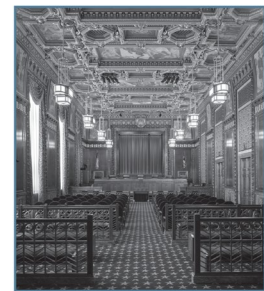
<https://www.sc.ohio.gov/docs/LegalResources/Rules/practice/rulesofpractice.pdf>

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**



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/>



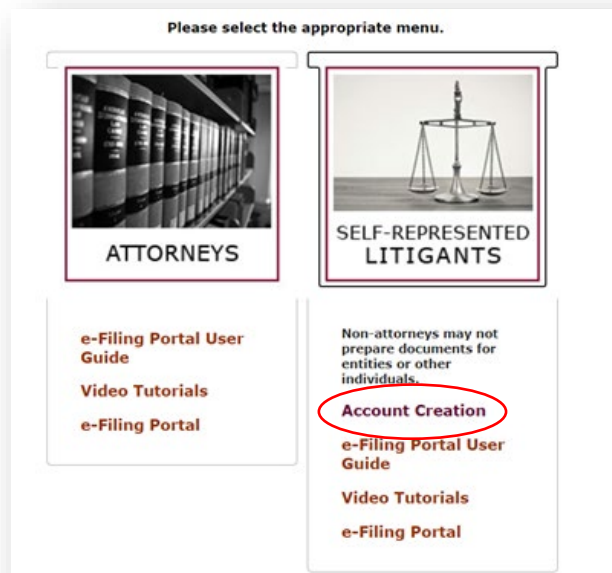
Click on the **e-Filing Logo** and it will take you to the e-Filing page.

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 **"SELF-REPRESENTED LITIGANTS"** option to begin creating your account.

Before you can log into the e-Filing Portal for the first time, you must create an account. Select the **Account Creation** option to begin.



Creating an Account

To create an e-Filing Account, you will need to begin by filling in the information on the signup page.

Fill in all the information on the screen. You must have a valid e-mail address in order to use the e-Filing portal. Make sure you save your password, security question, and response in a secure location.

The screenshot shows a registration form with the following fields: Email, Password, Confirm Password, Security Question, Security Response, First Name, Middle Name*, Last Name, and Suffix*.

If you are a Department of Rehabilitation and Correction (DRC) prisoner, be sure to indicate it by changing the “**No**” button to “**Yes**” and entering your DRC Prisoner ID and facility.

The screenshot shows a dialog box with the question: "Are you a current Department of Rehabilitation and Correction prisoner?". There are two buttons: "NO" and "YES". A blue button with a question mark icon and the text "If yes, please click 'no' button to change to yes." is also present.

Complete the remainder of the form and click “**Submit Request**” to complete your account request.

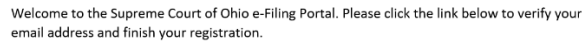
The screenshot shows an address form with the following fields: Address, City, State (dropdown menu showing "OH"), Zip Code, Country (dropdown menu), and Phone Number*. A blue "Submit Request" button is at the bottom.

This will display a confirmation screen notifying you that an e-mail will be sent to your account to verify your address and allow you to complete your account setup. It may take several minutes for the email to arrive – if you do not see it in your inbox, make sure to check any spam/junk folders.

The screenshot shows a confirmation message from eFiling. The text reads: "Thank you for submitting your request for a non-attorney e-Filing Portal account. You should receive an email in the next few minutes with a link to confirm your email address and allow you to complete the account setup."

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You will need to click the link to verify your e-mail in order to log into the e-Filing portal. If the link does not work, you can copy and paste the link into your browser to complete the verification.



Welcome to the Supreme Court of Ohio e-Filing Portal. Please click the link below to verify your email address and finish your registration.

[Verify Email](#)

If the above link does not work, please copy and paste this url into your browser to verify your email: <https://supremecourt.ohio.gov/e-filing/#/verify/>

The link will take you to the Acceptance page. Read the information on this page and review the Rules of Practice of the Supreme Court of Ohio. When you are done, click the **“Accept”** button to continue.



Welcome back!

Please review the following requirements and select "Accept" to finalize your account creation:

- All filings must comply with the Rules of Practice of the Supreme Court of Ohio.
- Non-attorneys may only file documents on their own behalf. Only a person who is an attorney registered for active status with the Office of Attorney Services of the Supreme Court of Ohio as required by Rule VII of the Rules of the Government of the Bar or an attorney who has complied with the pro hac vice requirements of Rule 2.02 of the Supreme Court Rules of Practice may file documents on behalf of another person or on behalf of an entity.
- Filing documents through the e-Filing Portal does not alter any filing deadlines imposed by the Rules of Practice of the Supreme Court of Ohio.
- Items received through the e-Filing Portal will be reviewed in the order in which they are received by the Clerk's Office. Review of documents can take up to one business day.
- Deputy Clerks are unable to fulfill requests for immediate review. Documents that are not submitted in compliance with the Rules of Practice on or before their filing deadline cannot be accepted for filing.
- 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.
- When submitting documents through the e-Filing Portal, please allow sufficient time to complete the required data entry and upload your documents to insure that your documents are received on the due date before 11:59:59 p.m. local observed time in Columbus, Ohio. Documents are not considered received by the Clerk's Office until the submission is completed.

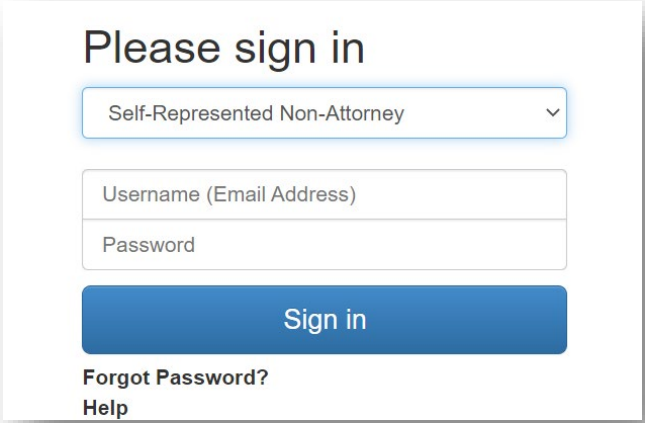
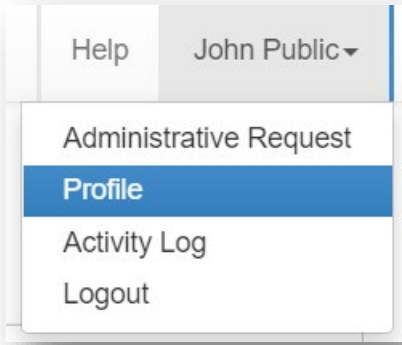
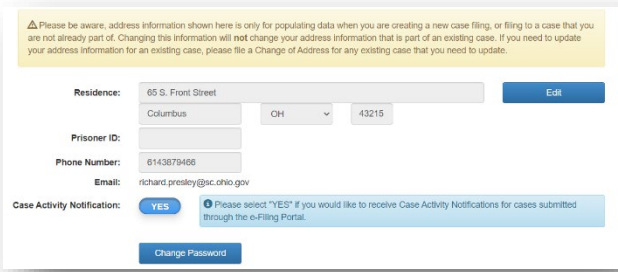
Accept

Decline

You are now ready to log in.

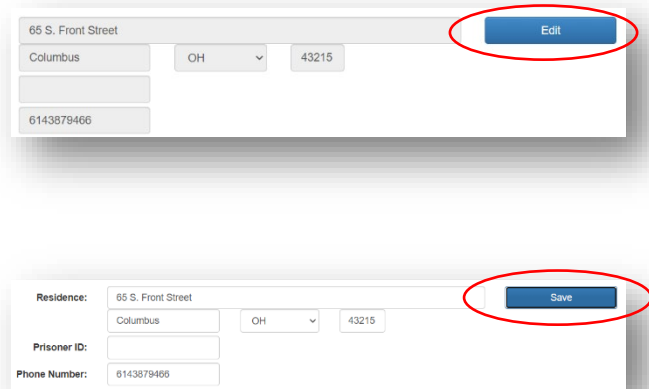
If you have difficulty creating your account or need other technical assistance, you can contact the e-Filing Help Desk at 614-387-9980. The Help Desk is available from 8:00 a.m. to 5:00 p.m. on Court business days.

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

<h2 style="margin: 0;">Signing In</h2>	
<p>The e-Filing Portal link will take you to the sign in screen. Select the Self-Represented Non-Attorney option from the pull-down menu.</p> <p>Enter your e-mail address and your password to begin.</p>	
<h2 style="margin: 0;">Editing or Modifying Profile</h2>	
<p>You may edit or modify your profile by clicking the arrow next to your name and selecting the Profile option.</p>	
<p>Your Profile is populated with the information you provided during your registration.</p> <p>From this screen you can:</p> <ul style="list-style-type: none"> • Edit/Update your address, prisoner ID, and phone • Turn case activity notifications on or off • Change your Password 	

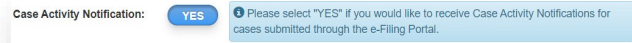
Self-Represented Litigant e-Filing User Guide

To change your Profile information, click the **Edit** button. Make sure to click **Save** when you're finished.



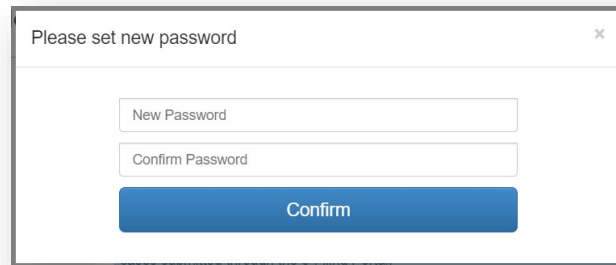
The screenshot shows two parts of a profile form. The top part displays the current profile information: "65 S. Front Street", "Columbus", "OH", "43215", and "6143879466". A blue "Edit" button is circled in red. The bottom part shows the same information with labels: "Residence:", "Prisoner ID:", and "Phone Number:". A blue "Save" button is also circled in red.

The **Case Activity Notification** button controls whether you will automatically receive e-mails about additional filings in your case.



The screenshot shows a "Case Activity Notification:" section with a blue "YES" button. To the right, there is a light blue informational box that says: "Please select 'YES' if you would like to receive Case Activity Notifications for cases submitted through the e-Filing Portal."

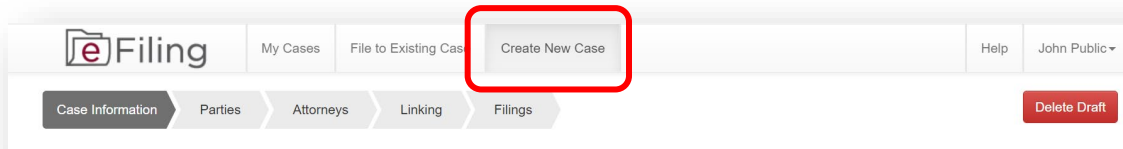
To change your password, select the **Change Password** option in the profile menu. Enter and confirm your new password and click the **Confirm** button to finalize your changes.



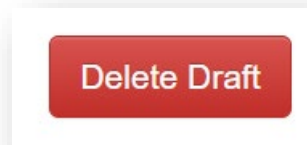
The screenshot shows a modal window titled "Please set new password" with a close button (X) in the top right corner. It contains two input fields: "New Password" and "Confirm Password". Below the fields is a blue "Confirm" button.

Creating a New Case

Overview: Once you are logged into 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**.

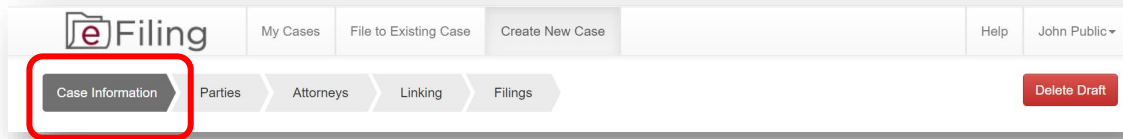


If you decide to cancel your filing at any time during the process, click the **“Delete Draft”** button. This will delete all data that you have entered on all screens and is not reversible.



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:

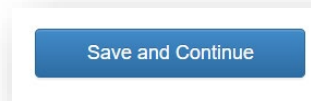
- Action Type
- Case Type
- Case Category
- County
- Jurisdiction

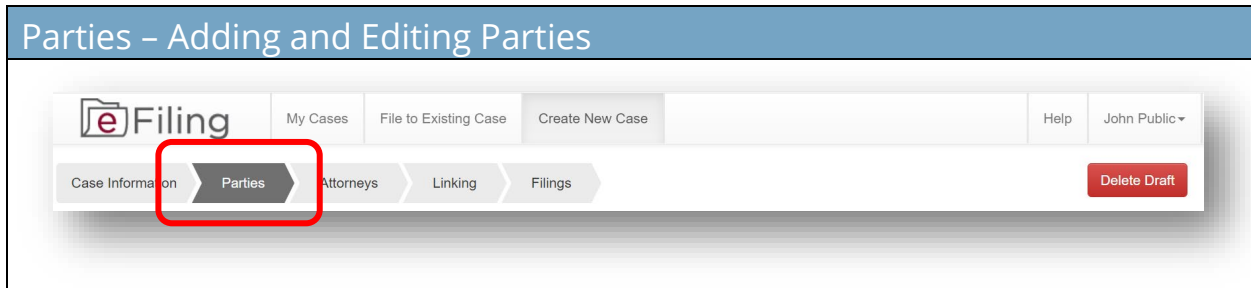
You must also add the Case Caption, Prior Decision Date and Prior Case Number if applicable.

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.





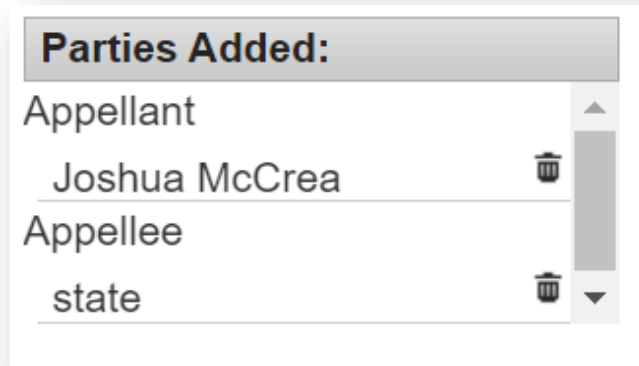
Adding Parties

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
- Is the Party represented by an attorney? (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

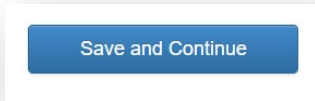
If you need to edit a party after you add them, select the party from the Parties Added list and edit their information. When you are done editing, click **Save and Add Party**.

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

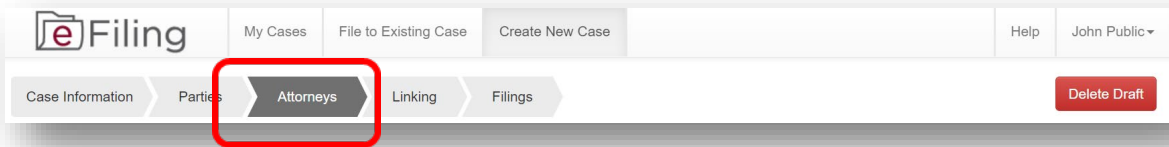
The screenshot shows a web interface for adding and editing parties. On the left, a 'Parties Added' list contains three entries: 'Appellant', 'Joshua McCrea', and 'Appellee'. The 'Joshua McCrea' entry is selected. To the right is a form for editing the selected party. The form includes fields for 'Party Type' (Appellant), 'is the Party represented by an attorney?' (NO), 'Party Name' (Joshua, Middle, McCrea, Suffix), 'Party Title' (Title), 'Entity Name', 'Prisoner ID', 'Country' (United States), 'Address Line 1' (65 S Front St), 'City, State, Zip' (Columbus, OH, 43215), 'Phone Number' (6143879615), and 'Email Address' (josh.mccrea@ec.ohio.gov). At the bottom of the form are three buttons: 'Previous Step', 'Save and Add Party', and 'Save and Continue'.

Saving Parties

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



Attorneys – Adding Attorneys



Verifying Your Information

If the other party is represented by an attorney, you will need to add the attorney information.

You may add Ohio Registered Attorneys or Pro Hac Vice attorneys by selecting the appropriate Attorney Type.

Searching for Attorneys

If you know the attorney registration number, enter it and select Auto-Fill to automatically add this information.

If you don't know the attorney number and only have the attorney's name, click the **Go to Attorney Information Search** function. This will take you to the Supreme Court of Ohio Attorney Directory so you can search for the Attorney's Information and add it to your filing.

Editing Attorney Contact Information

If you need to edit the attorney's contact information, you can delete and enter new 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.

When your edits are complete, click the **Save and Add Attorney** button if you need to add more attorneys, or click **Save and Continue** if you have finished adding attorneys

Editing and Deleting Attorneys

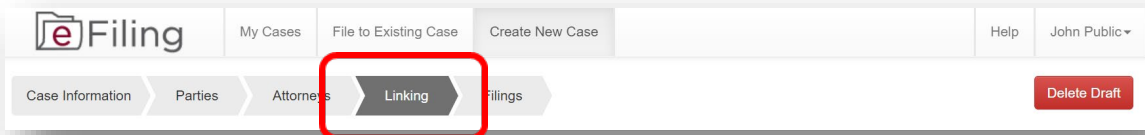
If you need to edit an attorney after you add them, click on their entry in the Attorneys Added list and edit their information. When you are done editing, click **Save and Add Attorney**.

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
Joshua McCrea	Appellant
state	Appellee

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.

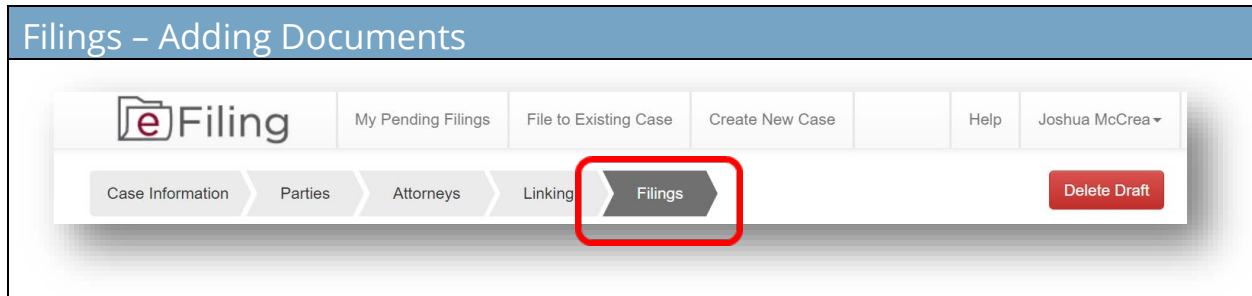
Final Step Review the "Summary" listing to verify that all Parties have been associated with their Representing Attorneys and that the correct Counsel of Record has been selected before continuing.

Summary	
Joshua McCrea ; Appellant	<i>Pro Se</i>
state; Appellee	<i>Represented By:</i>
<ul style="list-style-type: none"> John Q. Public , Counsel of Record 	

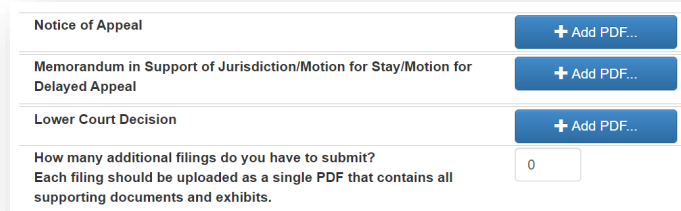
Saving Links

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





The Filings screen is where you add the 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.


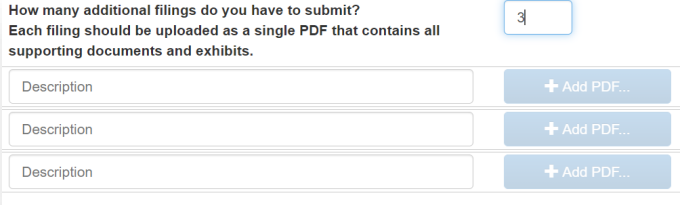



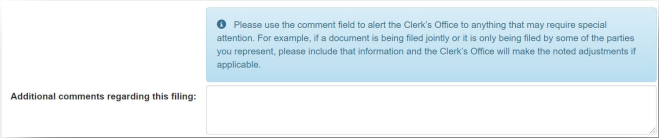
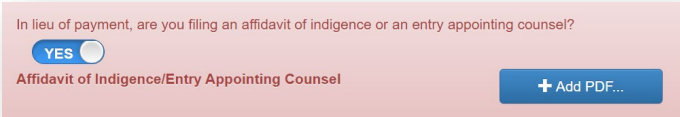

NOTE:

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, a notice of appeal and memorandum in support of jurisdiction should be filed 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>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>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>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, delete the associated document, enter a new description, and upload the document again. You may add longer comments in the Additional Comments 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 regarding this filing section according to the instructions.</p> <p>Note: all documents will be deemed as filed by the party currently logged into e-filing unless otherwise noted here.</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 Yes and click Add PDF to upload the appropriate document. You will then be able to submit your filing pending the approval of your affidavit or entry by the clerk's office.</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 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.

Credit Card Payment ✕

i Visa, MasterCard, American Express, and Discover are accepted.

***All fields are required**

Name on Card

Billing Address

Billing Phone Number

Card Number

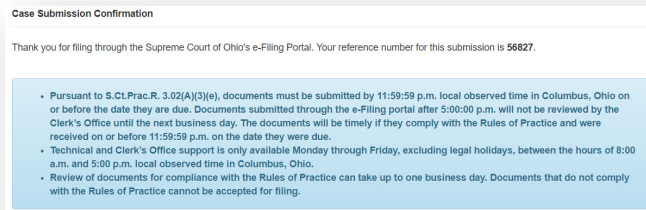
Expiration Date

Do not include spaces or dashes in card number

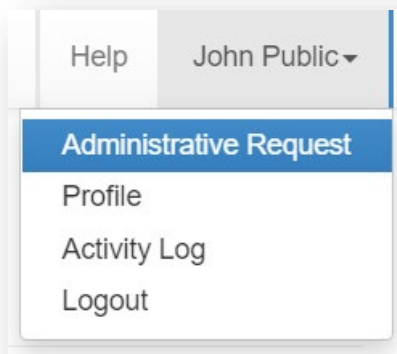
Confirming Filing

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.



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.

The search form shows the 'Case Number' field with '2021' entered in the first box and '1234' in the second box. 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.

The search form shows the 'Case Number' field with empty boxes. The 'Caption' field contains the word 'Ohio'. 'Search' and 'Clear' buttons are at the bottom.

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



Adding Parties

Selecting Parties

If you have not added anything to the case before, you will need to select a party type and add your 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.

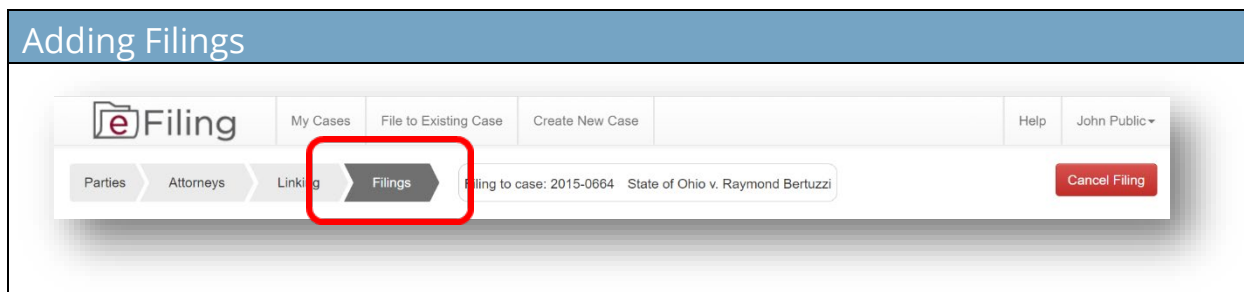
To delete a party that you have added, you can click the **trash can icon** to delete them. You can only delete parties that you have just entered – not parties previously added.

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 border, containing the text "Save and Continue" in white. The button is centered within a white rectangular box that has a subtle drop shadow.

Save and Continue



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.



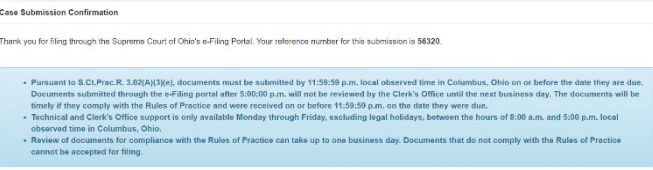
Descriptions should be brief and related to the document you want to upload.

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<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>	