

TRUMBULL COUNTY COURT OF COMMON PLEAS

GENERAL DIVISION

E-Filing User Guide

This is a User Guide to e-filing in the Trumbull County Court of Common Pleas, General Division. It is intended to be a quick reference for users navigating the e-filing system. It is not a replacement for the Local Rules and/or the current Administrative Order governing e-filing. All users should read the Local Rules and the current Administrative Order and familiarize themselves with the same in order to understand the specific e-filing rules and requirements contained therein.

1. All users must register with the Trumbull County Clerk of Court in order to utilize the e-filing system. Users must establish an electronic payment method in order to register.
2. All documents must be filed in PDF format.
3. All motions MUST include a proposed order USING THE PROVIDED PROPOSED ORDER TEMPLATE titled

“PROPOSEDORDERTEMPLATE.docx”.

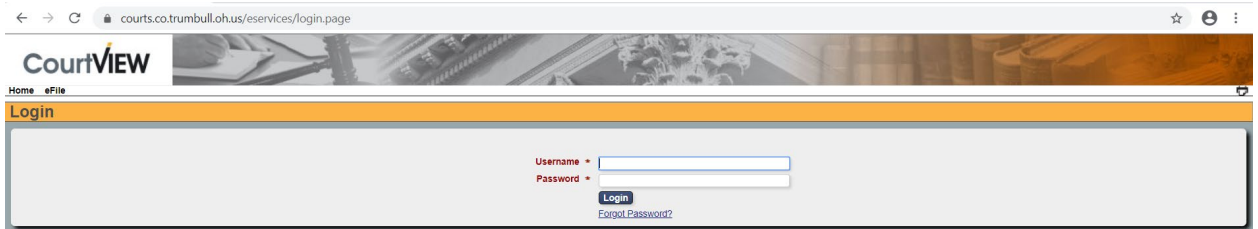
Users will need to insert the case information in the caption as well as paste the body of their proposed order. USERS SHALL NOT ALTER THE SIGNATURE TOKEN FOR THE JUDGE’S SIGNATURE IN ANY MANNER WHATSOEVER.

4. All registered users will be required to maintain an active password and may be prompted to change their password from time to time in accordance with security procedures.

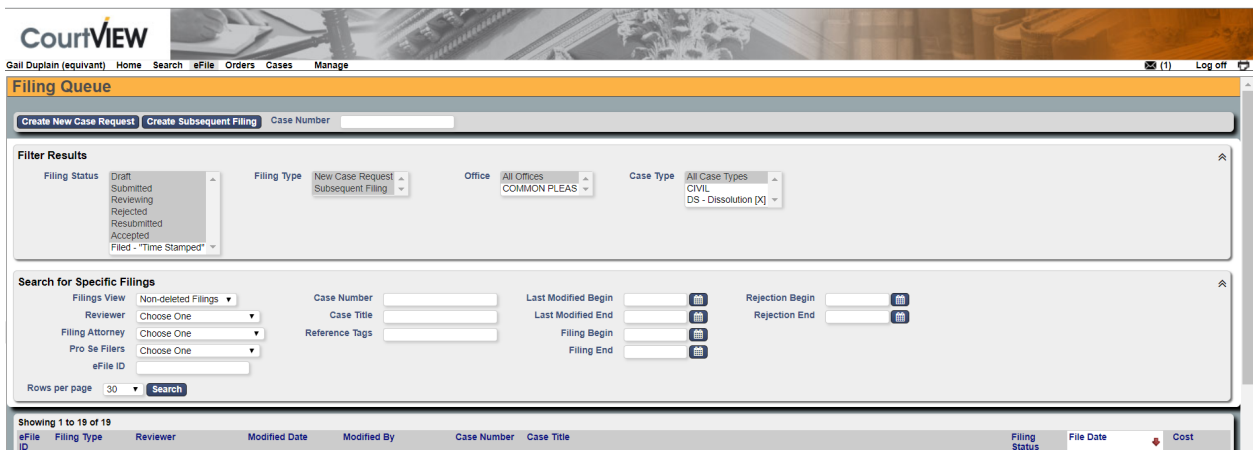
e-FILING IN TRUMBULL COUNTY COMMON PLEAS COURT

GENERAL DIVISION

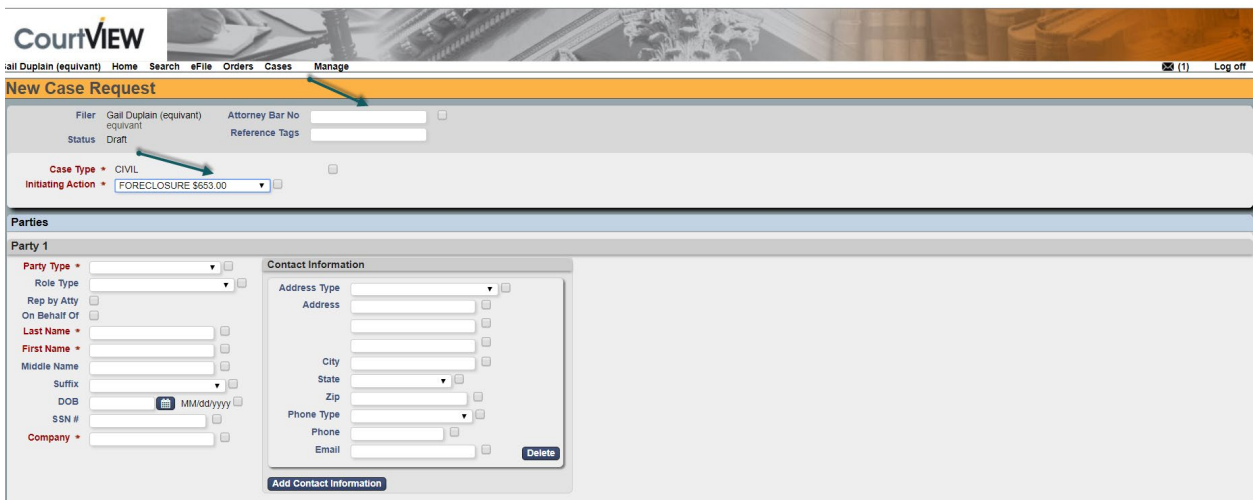
Log on to the e-Filing system with a username and password



TO INITIATE A NEW CASE:



1. Click **"Create New Case Request"** located in the upper left-hand corner. This is a blue tab with white letters.



2. Enter your Attorney Registration Number.
3. Select a Case Type in the INITIATING ACTION drop down menu.

New Case Request

Filer: Gail Duplain (equivalent) Attorney Bar No:

Status: Draft Reference Tags:

Case Type: CIVIL
Initiating Action: FORECLOSURE \$653.00

Parties

Party 1

Party Type: PLAINTIFF

Role Type:

Rep by Atty:

On Behalf Of:

Last Name:

First Name:

Middle Name:

Suffix:

DOB: MM/dd/yyyy

SSN #:

Company:

Contact Information

Address Type: MAILING/DEFAULT

Address:

City:

State:

Zip:

Phone Type:

Phone:

Email:

Delete

Add Contact Information

4. Select Party Type
5. Select Role Type from the Drop Down Menu
6. *If you are an attorney filing representing a party, then you will select the "Rep. by Atty." Box
7. *Whether or not you are an attorney, you must select the box "On Behalf Of" and then fill in the information.
8. Enter the Identifying Information for Plaintiff
 - *MUST USE ALL CAPITAL LETTERS
 - *PLEASE USE ONLY SIMPLEST FORMS FOR IDENTIFYING INFORMATION (i.e. no punctuation needed and use 2 letter abbreviations when proper)

CourtVIEW

Gail Duplain (equivalent) Home Search eFile Orders Cases Manage

Party 2

Party Type: DEFENDANT

Role Type:

Rep by Atty:

On Behalf Of:

Last Name:

First Name:

Middle Name:

Suffix:

DOB: MM/dd/yyyy

SSN #:

Company:

Contact Information

Address Type: MAILING/DEFAULT

Address:

City:

State:

Zip:

Phone Type:

Phone:

Email:

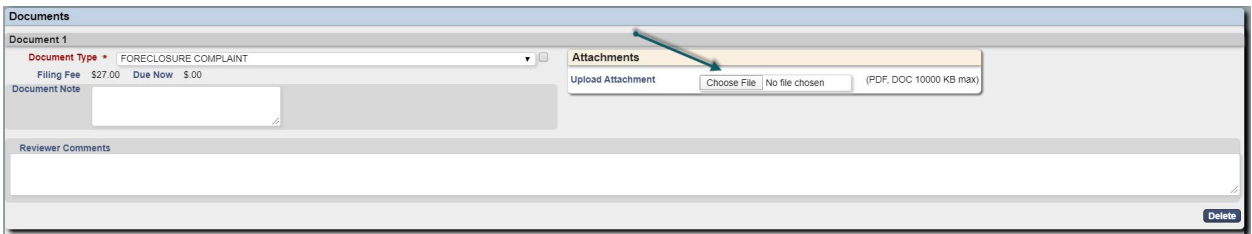
Delete

Add Contact Information

Affiliation/Alias

Add Affiliation/Alias

9. Enter the Identifying Information for Defendant(s).
 - *SEE ABOVE FOR INSTRUCTIONS ON ENTERING A PARTY NAME



10. To upload your pleading:

- A. Select "Choose File"
- B. Browse your directory to find your pleading and select.
- C. *ALL DOCUMENTS EXCEPT PROPOSED ORDERS MUST BE PDF*
- D. Click "Continue with Filing"
- E. *Please note that ALL motions MUST include a Proposed Order using the "PROPOSEDORDERTEMPLATE.docx"

Once you select "Continue with Filing," you will be prompted to proceed with the applicable payment screen.

If you are not ready to proceed with payment, you may select "Save" and return to file the pleadings when you are ready to proceed to payment.

TO FILE A SUBSEQUENT PLEADING:

CourtVIEW
Gail Duplain (equivalent) Home Search eFile Orders Cases Manage (1) Log off

Filing Queue

Create New Case Request Create Subsequent Filing Case Number

Filter Results

Filing Status: Draft, Submitted, Reviewing, Rejected, Resubmitted, Accepted, Filed - "Time Stamped"
Filing Type: New Case Request, Subsequent Filing
Office: All Offices, COMMON PLEAS
Case Type: All Case Types, CIVIL, DS - Dissolution [X]

Search for Specific Filings

Filings View: Non-deleted Filings
Reviewer: Choose One
Filing Attorney: Choose One
Pro Se Filers: Choose One
eFile ID:
Case Number:
Case Title:
Reference Tags:
Last Modified Begin:
Last Modified End:
Filing Begin:
Filing End:
Rejection Begin:
Rejection End:
Rows per page: 30 Search

Showing 1 to 19 of 19

eFile ID	Filing Type	Reviewer	Modified Date	Modified By	Case Number	Case Title	Filing Status	File Date	Cost
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Click **"Create Subsequent Filing"** located in the upper left-hand corner. This is a blue tab with white letters.

You will be prompted to type in the case information. Please note: Case numbers must be EXACT including any zeroes.

If you are an attorney filing on behalf of a party on an existing case, you may be prompted to enter your Bar Registration Number.

Select the appropriate party where indicated "On Behalf Of".

You will then proceed with attaching your document and proposed orders in the same manner as listed herein for the case initiation.