

MONTGOMERY COUNTY DOMESTIC RELATIONS COURT USER MANUAL

January 2022

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REQUESTING AN ACCOUNT

1. Click **Request Account** on **Login** page.
2. Read **User Agreement**. Click **Accept** radio button. Click **Submit** button.
3. Choose the applicable **User Role** and click **Next**.
4. Select an **Organization**. Scroll through the drop-down list in the **Existing** field and click the appropriate organization.

5. If the organization is not listed, click the radio button **New** and type the name in the provided field.
6. Create a **User Account Profile**. Fields marked with an asterisk* are required. Click **Submit**.
7. **Login** after notification is received that the account request has been approved

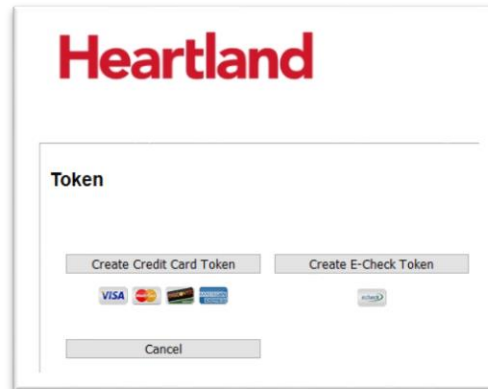
SETTING UP A WALLET ACCOUNT

Wallet Accounts pay for court fees and are set up through a secure third-party Payment Vendor. The user creates a token that allows the eFiling system to communicate with the Vendor when payment of a fee needs to take place. (Credit card information is stored only with the Payment Vendor.) Once created, the Wallet Account description is listed on the **Review & Approve** page so that it is an available option for payment for the filing submission.

Solo Practitioners and Self-Represented filers:

1. Login to the **Filer Interface**.
2. Hover over the **My Profile Tab** and select **My Profile** from the drop-down list.
3. In the **Wallet section**, click **Add** next to the applicable court.
4. Click the applicable button to proceed.

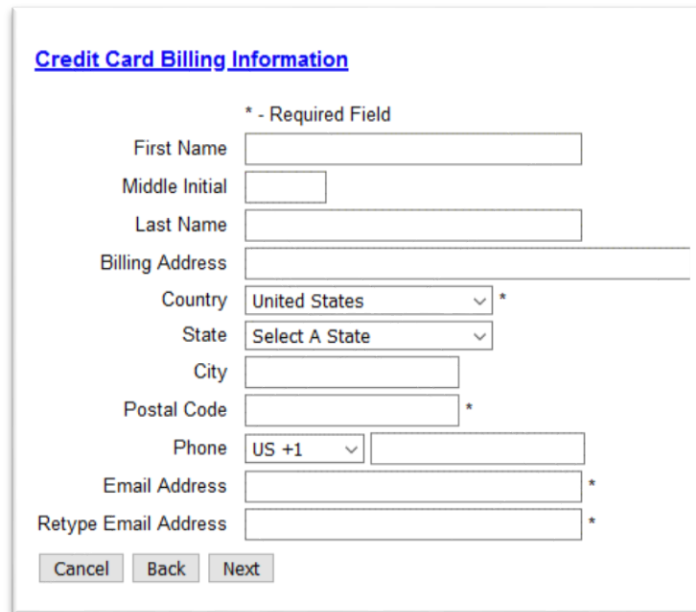




The image shows a web interface for Heartland. At the top, the word "Heartland" is written in a large, bold, red font. Below this, there is a section titled "Token". Under the "Token" heading, there are two buttons: "Create Credit Card Token" and "Create E-Check Token". Below the "Create Credit Card Token" button, there are logos for VISA, MasterCard, American Express, and Discover. Below the "Create E-Check Token" button, there is a logo for eCheck. At the bottom of the section, there is a "Cancel" button.

Pick one method.

5. Enter billing information. Fields with an asterisk* are required. Information entered must match identically with the information on the credit card monthly billing or bank statement.



The image shows a form titled "Credit Card Billing Information". At the top, there is a link for "Credit Card Billing Information". Below the link, there is a legend: "* - Required Field". The form contains the following fields:

- First Name: text input field
- Middle Initial: text input field
- Last Name: text input field
- Billing Address: text input field
- Country: dropdown menu with "United States" selected and an asterisk *
- State: dropdown menu with "Select A State" selected
- City: text input field
- Postal Code: text input field with an asterisk *
- Phone: dropdown menu with "US +1" selected and a text input field
- Email Address: text input field with an asterisk *
- Retype Email Address: text input field with an asterisk *





 At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next".

6. Click **Next** to proceed.
7. Fill out **all Fields**. Read the *Payment Terms and Conditions* and mark the checkbox that you agree. Click **Next**.

[Credit Card Billing Information](#)

Payment Information

* - Required Field

Credit Card Number *    

Expiration Date Month * Year *

Name on Card *

Card Verification Number * ?

PAYMENT TERMS AND CONDITIONS

CONVENIENCE FEE

Terms and Conditions A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 0.00 %.. The convenience fee is included in or has been added to your payment.

I agree to the terms and conditions.

Cancel Back Next

8. Review the displayed information. If it requires editing, click **Back**. If it is correct, click **Create Token**.

[Credit Card Billing Information](#)

Payment Information

Verification

Merchant Name	Nevada 11 Court Test
First Name	John
Middle Initial	
Last Name	Smith
Payor Address	909 Wagon Wheel Road
City	Battle Mountain
Country	United States
State	Nevada
Postal Code	89820
Phone	
Email Address	attorneysmith@gmail.com

Credit Card Number	xxxxxxxxxxxx1111
Expiration Date	xx / xxxx
Name on Card	John Smith
Card Verification Number	xxx

Cancel Back **Create Token**

[Payment Receipt](#)

Merchant Name	Nevada 11 Court Test
First Name	John
Middle Initial	
Last Name	Smith
Address	909 Wagon Wheel Road
City	Battle Mountain
Country	United States
State	Nevada
Postal Code	89820
Phone	
Email Address	attorneysmith@gmail.com

Credit Card Number	xxxxxxxxxxxx1111
Expiration Date	xx / xxxx
Name on Card	John Smith
Card Verification Number	xxx

Token created successfully!

Finish

9. A final screen will appear indicating the Token was successfully created. The user **MUST** click **Finish** in order to complete the vendor set up process and be returned to the eFiling system.
10. Create an **Account Description**. This descriptor will display on the **Review & Approve page** when the filer makes a selection for a payment method.

Attorneys within a firm who **share** a company credit card, will need a designated **Financial Administrator** to set up the Wallet Account and assign who has access to the card. This role is set up as a separate eFiling account and is necessary for firms that have attorneys who will file using a common credit card. Although this role does not have permission to file, it does have the ability to view all filing charges paid through all firm eFiling accounts.

Financial Administrator:

1. Click **Request Account** on the **Login** page.
2. Select the role of **Financial Administrator**.

3. Create a Profile.
4. Login after notification is received that the account request is approved.
5. Hover over the **Admin Tab** and select **Account Settings**.
6. In the **Wallets section**, click **Add** next to the applicable court.
7. Follow steps 4 – 10 in the section above for **Solo Practitioners and Self-Represented filers**.
8. One **additional ESSENTIAL step for Firm Financial Managers** is to authorize *which* attorneys in their firm have access to the Wallet Account as a means of payment.
 - a) Once the user has entered an account description, the Financial Administrator is returned to the **Modify Account Settings page** where the newly created wallet account will be listed under **Item Description**.
 - b) Mark the checkbox next to each staff name who is authorized to use that payment method. **NOTE:** It is not necessary for the name of the Firm Financial Manager to be listed when assigning wallet items since their role does not have rights to file.

Assign Wallet Items

Current Wallet Item: **1111 - Corp Visa CC** ▾

Name	User Name	Access to Item
Franklin, Indigo	9282777	<input checked="" type="checkbox"/>
None, Attorney	Attorney	<input checked="" type="checkbox"/>
Kenison, Bonnie	bk	<input checked="" type="checkbox"/>
Morgan, Mary	mmorgan	<input type="checkbox"/>

Save Changes

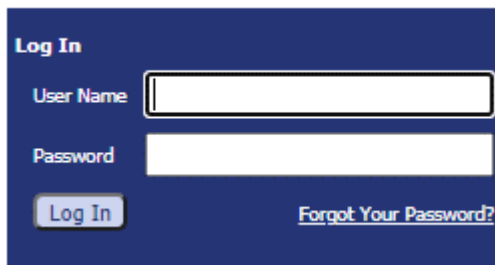
c) Click **Save Changes**.

USING THE eFILING SYSTEM

Prepare the pleadings you plan to file and save them to your desk top. Pleadings are required to be submitted in PDF format, except those that require a Judicial signature which are submitted in a Word format. See Local Rules for specifics.

You do not need to prepare the *Divorce/Dissolution Questionnaire*, the *Primary Party Questionnaire*, or any *Instructions for Service*, because the system prepares those documents. A *Secondary Party Questionnaire* shall be submitted when you file an Answer.

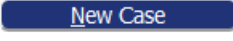
LOG IN:



HOME PAGE:

Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Cases	List of my eFiling cases: eFile, Search, View History, Service List			
My Filings	Check the status of my filings			
Draft Filings	(7)	Finish filing an incomplete filing		
Notifications	(48)	Review your Notifications		
Case Search				

FILING A NEW CASE

1. Click the **New Case** button; 

2. Select the correct **Court Division**:
[Home](#) ⇒ [New Case Filing: Court - Division](#)

Court - Division

Description
MONTGOMERY COUNTY CIVIL AND CRIMINAL
MONTGOMERY DOMESTIC RELATIONS 

3. Choose the **Case type**:

Case Type

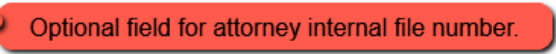
Description
Annulment
Dissolution
Divorce
Domestic Violence
Legal Separation
Only Custody/Support (not post decree)
Registration of Foreign Judgment
Registration of Foreign Support Order
UCCJEA

4. Fill-in information requested on the **Case Initiation Page** –

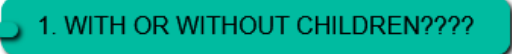
[Home](#) ⇒ [New Case Filing: Court - Division](#) ⇒ [Case Type](#) ⇒ [Case Initiation](#)

Case Initiation: Divorce

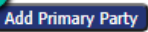
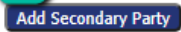
Filer Case #:


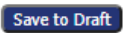

 Optional field for attorney internal file number.

Action Type: [Divorce with children - DRC](#) ▼

 1. WITH OR WITHOUT CHILDREN????

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
		(Any party to be served must be added as a distinct party.)		

Add Case Participants to The Filing:

When you click on Add Primary Party and Add Secondary Party, there will be questions about the parties to be answered, these have been developed to replace the Court’s Divorce/Dissolution Questionnaire. The answers fill in the questionnaires.

Click the button **Add Primary Party and Fill-in information:** *required information

Montgomery County Ohio | Mike Foley, Clerk of Courts | Common Pleas Court, General Division | eFiling

Home | eFile | Cases | My Profile | Log Out | user: KEITH KERNEE

Home » New Case Filing: Court - Division » Case Type » Case Initiation » Primary Party

Add a Party

Note: Any party to be served must be added as a distinct party.

Party Type:

Demographics / Social History

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

SSN: *

DOB: *

Age: Male Female

Interpreter needed? * Yes No

Number of Marriages: *

Birth Place

City:

State:

Country:

Education

Education Level: High School GED College Post Graduate

Address Information

If you are requesting your address remain confidential, please provide another mailing address where you can safely receive notices from the court. This form is a public record.

Confidential Address: * Yes No

Physical Address

Unknown:

Address Type:

Address Line 1: *

Address Line 2:

City: *

County:

Add an Attorney for this Party

Type:

First Name:

Last Name:

Bar Number:

Bar State:

First Name	Last Name	Bar No.	State	Delete
KEITH	KERNEE	0000004	OH	<input checked="" type="checkbox"/>

Aliases or Former Names

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Add Additional Addresses

Physical Description

Race: *

Height:

Weight:

Hair Color:

Eye Color:

Financial Information

Do you receive public assistance? Yes No Pending

Are you retired? Yes No

Are you currently enlisted in the Military? Yes No

Auto populates from atty log-in

State: *

Zip / Postal Code: *

Have you been a resident of Ohio for 6 months? * Yes No

Have you been a resident of Montgomery County, Ohio for 90 days? * Yes No

Contact Information

Email:

Home Phone:

Cell Phone: *

Work Phone:

Current Court Cases

Bankruptcy Case #:

Location:

	Case No	Location
	31-34567	SD OHIO

Domestic Violence Case #:

Location:

	Case Number	Location
--	-------------	----------

Other Legal Cases:

	Other Legal Cases
	19CR3456

Occupation / Employer

Are you currently employed? Yes No

Employer Name:

Work Position:

Employer Address 1:

Employer Address 2:

Employer City:

Employer State:

Employer Zip:

Employer Phone:

Work Hours:

Gross Annual Earnings:

Pension:

Type in information here, click "add" and it populates below

Need to click "add" to save and populate below

All info lost	All info lost	All info saved
Back	Clear	Save

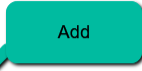
CLICK SAVE

Then Add Secondary Party information:

Case Initiation: Divorce

Filer Case #:

Action Type:



Case Participants (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
<input type="checkbox"/>	TUIM DOVE	Main	Plaintiff	ANNE HARVY



Home eFile Cases My Profile Log Out

user: KEITH KERNEE

Home ⇒ New Case Filing: Court - Division ⇒ Case Type ⇒ Case Initiation ⇒ Secondary Party

Add a Party

Note: Any party to be served must be added as a distinct party.

Party Type:

Demographics / Social History

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

SSN:

Add an Attorney for this Party

Type:

First Name:

Last Name:

Bar Number:

Bar State:

First Name Last Name Bar No. Delete

continued



DOB:

Age:

Male Female

Number of Marriages: *

Interpreter needed? * Yes No

Birth Place

City:

State:

Country:

Education

Education Level: High School GED College Post Graduate

Address Information

Unknown:

Address Type:

Address Line 1:

Address Line 2:

City:

County:

State:

Zip / Postal Code:

Has Secondary Party been a resident of Ohio for 6 months? Yes No

Has Secondary Party been a resident of Montgomery County, Ohio for 90 days? Yes No

Contact Information

Email:

Home Phone:

Cell Phone:

Work Phone:

Additional Aliases for Party

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Alias Delete

Address Delete

Physical Description

Race: *

Height:

Weight:

Hair Color:

Eye Color:

Occupation / Employer

Is Secondary Party currently employed? Yes No

Employer Name:

Work Position:

Employer Address 1:

Employer Address 2:

Employer City:

Employer State:

Employer Zip:

Employer Phone:

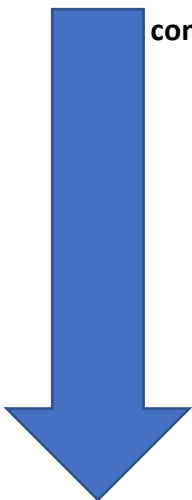
Work Hours:

Gross Annual Earnings:

Pension:

Name Position Address Phone Hours Earnings Pension

continued



Current Court Cases

Bankruptcy Case #:

Location:

Case No	Location
31-09873	SDOHIO WESTERN

Domestic Violence Case #:

Location:

Case No	Location
2020 DV 00001	MONT CO DR

Other Legal Cases:

Other Legal Cases
2019CR00001

Other Information

Is Secondary Party retired? Yes No

Does Secondary Party receive public assistance? Yes No Pending

Is Secondary Party currently enlisted in the Military? Yes No

Branch: Air Force Army Coast Guard
 Marine Corps Navy

Duty Station:

Active Duty: Yes No

Reservist: Yes No

Deployed: Yes No

All info lost	All info lost	All info saved
Back	Clear	Save

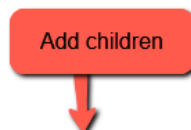
Click to Save.

In cases with minor children, an additional field “Add Child/Other” will display on the **Case Initiation Page** after primary and secondary party information is completed.

Case Initiation: Divorce

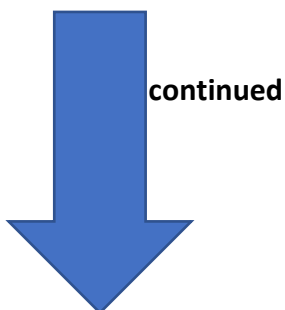
Filer Case #:

Action Type:



Case Participants (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
+	MARY ELLEN MCCORMACK	Main ▾	Plaintiff	ANNE HARVY
+	EDWARD MCCORMACK	Main ▾	Defendant	



Add a Child / Other: Divorce

Child of Party? Yes No

Personal Information

First Name: *

Middle Name:

Last Name: *

DOB: *

SSN:

Male Female

Other Information

Name of School:

Grade:

Living With:

**Minor or dependent
child of the parties**

Add a Child / Other: Divorce

Child of Party? Yes No

Personal Information

First Name: *

Middle Name:

Last Name: *

DOB: *

Male Female

Other Information

Residing With Parent of this marriage? Yes No

Child Support Paid? Yes No

Child Support Received? Yes No

**Minor or dependent
child not of the parties
(Different questions)**

Enter the required information and click **SAVE**.

Add a Child / Other: Divorce

Child of Party? Yes No

Personal Information

First Name: * MARY

Middle Name: CLARE

Last Name: * MCCORMACK

DOB: * 12/01/2011

SSN:

Male Female

Other Information

Name of School: MANN

Grade: 5TH

Living With: MOTHER

[Back](#) [Save](#)

Case Initiation: Divorce

Filer Case #:

Action Type: Divorce with children - DRC

child added

Case Participants [Add Primary Party](#) [Add Secondary Party](#) [Add Child / Other](#) (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
<input type="checkbox"/>	MARY ELLEN MCCORMACK	Main	Plaintiff	ANNE HARVY
<input checked="" type="checkbox"/>	MARY CLARE MCCORMACK		Child	
<input type="checkbox"/>	EDWARD MCCORMACK	Main	Defendant	

Add more children as appropriate to your case.

Answer Marriage information and Real Estate questions:

Marriage Information

Marriage Date: * 12/05/2000

Place of Marriage:

City: * DAYTON

State: * OHIO

Country: * USE

Cohabiting at present? * Yes No

Date separated: * 12/01/2020

Who left first? * MARY ELLEN MCCORMACK

Click no, will expand for more information

Click yes, will expand for more information

Real Estate

Does the Primary Party or the Secondary Party own any real estate? * Yes No

Joint Holdings:

[Add](#) [Clear](#)

Joint Holdings
123 GREENE STREET, DAYTON, OHIO 45402

Primary Party Holdings:

[Add](#) [Clear](#)

Primary Party Holdings

Secondary Party Holdings:

[Add](#) [Clear](#)

Secondary Party Holdings

after you type the information, click "Add"

[Back](#) [Save to Draft](#) [Next](#)



5. **Add a Document Page** – Uploading documents to be filed.

[Home](#) » [New Case Filing: Court - Division](#) » [Case Type](#) » [Case Initiation](#) » [Add a Document](#)

Case Type : Divorce

Document Category

Document Type *

Additional Text *

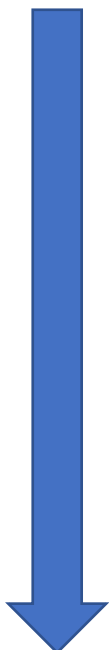
Emergency Sealed

Document Location No file chosen

Using this section saves time in locating Document Types

DOCUMENT CATEGORIES FOR ATTORNEYS

INITIAL PLEADINGS	ATTY INSTRUCTIONS FOR SERVICE
DOMESTIC VIOLENCE	ATTY MEMORANDUMS
CONCILIATION	ATTY MISCELLANEOUS
FSO & OS FILINGS	ATTY MOTION TO SET ASIDE MAGISTRATE ORDER
REPORTS & TEST RESULTS	ATTY MOTIONS - POST DECREE
RETURN OF SERVICE	ATTY MOTIONS - PRE-DECREE
SHARED PARENTING DECREE	ATTY NOTICES
ATTY AFFIDAVITS	ATTY OBJECTIONS
ATTY AGREED ENTRIES	ATTY PRE-TRIAL STATEMENTS
ATTY ANSWER & COUNTERCLAIMS	ATTY PROPOSED ORDERS
ATTY ATTORNEY FEE	ATTY REQUESTS FOR CD-ROM
ATTY DECREES	ATTY RESPONSIVE PLEADINGS
ATTY DISCOVERY	ATTY UCCJEA FILINGS



6. WE PUT MOST DOCUMENTS USED TO START A CASE UNDER THE DOCUMENT CATEGORY: "INITIAL PLEADINGS." Make sure you have all your pleadings ready and saved.

Home » New Case Filing: Court - Division » Case Type » Case Initiation » Add a Document

Case Type : Divorce

Document Category

Document Type *

Additional Text *

Emergency Sealed

Document Location No file chosen

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Form			0.01 MB		
COURT QUESTIONNAIRE	View Generated Document				
PRIMARY PARTY QUESTIONNAIRE	View Generated Document				

Total Size: 0.0 MB

Document Category

Case Type : Divorce

Document Category

Document Type *

Additional Text *

Emergency Sealed

Document Location COMPLAINT.pdf

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Form			0.01 MB		
COURT QUESTIONNAIRE	View Generated Document				
PRIMARY PARTY QUESTIONNAIRE	View Generated Document				

Total Size: 0.0 MB

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Form			0.01 MB		
COURT QUESTIONNAIRE	View Generated Document				
PRIMARY PARTY QUESTIONNAIRE	View Generated Document				
COMPLAINT FOR DIVORCE WITH CHILDREN FILED BY MARY ELLEN	COMPLAINT.pdf		0.02 MB	1	

Total Size: 0.02 MB

Continue adding all the required documents one at a time. To view the listed document, click its hyperlink title. To delete, click the Remove icon.

7. **Service Request/Waiver:** Once all the documents you want to file are added to the list, **prepare your service request in the system** which is handled differently as it does not require a downloaded document. The system prepares the request for service with questions you answer on the opened page. Make sure all your documents are added before starting this process. If you miss one, delete the Instructions for Service and restart the Instructions for Service after you add the missed document.

All pleadings added:

[Home](#) ⇒ [New Case Filing: Court - Division](#) ⇒ [Case Type](#) ⇒ [Case Initiation](#) ⇒ [Add a Document](#)

Case Type : Divorce

Document Category: INITIAL PLEADINGS

Document Type *:

Additional Text *:

Emergency Sealed

Document Location: Choose File No file chosen

Add to Submission: **Add**

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Form			0.01 MB		
COURT QUESTIONNAIRE	View Generated Document				
PRIMARY PARTY QUESTIONNAIRE	View Generated Document				
AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF	AFFIDAVIT FINANCIAL DISCLOSURE.pdf		0.02 MB	1	
APPLICATION FOR CHILD SUPPORT SERVICES FILED BY PLAINTIFF	IV-D APPLICATION.pdf		0.02 MB	1	
COMPLAINT FOR DIVORCE WITH CHILDREN FILED BY PLAINTIFF	COMPLAINT.pdf		0.02 MB	1	
ENTRY GRANTING TEMPORARY RESTRAINING ORDERS (Proposed) FILED BY PLAINTIFF	ENTRY.doc		0.28 MB		
MOTION FOR TEMPORARY RESTRAINING ORDERS FILED BY PLAINTIFF	MOTIONS TRO.pdf		0.02 MB	1	
PARENTING PROCEEDING AFFIDAVIT FILED BY PLAINTIFF	AFFIDAVIT-CHILD CUSTODY.pdf		0.02 MB	1	

Documents to be filed, all added before service is requested.

Case Type : Divorce

Document Category: INITIAL PLEADINGS

Document Type *:

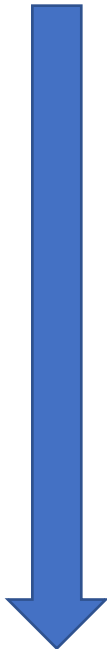
Additional Text *:

Emergency Sealed

Document Location: Choose File No file chosen

Add to Submission: **Add**

"Choose File" is grayed-out as it is not available/needed -- just click on "Add"



INSTRUCTIONS FOR SERVICE PAGE OPENS:

Home efile Cases My Profile Log Out user: KEITH KERNEE

Home ⇒ New Case Filing: Court - Division ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document - Instructions For Service

Annulment **Service Options**

Service Method: Service by Clerk

Service Provider:

Documents to be served: CHILDREN BY PLAINTIFF Add

Document Title Delete

Select the Party to be Served

For	Participant	Current Role	Attorney(s) for Party
<input type="checkbox"/>	LUCKY J14 DUCK	Plaintiff	
<input type="checkbox"/>	MARY MARY DUCK	Defendant	

DAYTON, OH 45402

Back Next

Divorce

Service Method: Service by Clerk 1

Service Provider:

Documents to be served: AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF Add

Document Title Delete

Select the Party to be Served

For	Participant Name	Address	Current Role	Attorney(s) for Party
<input type="checkbox"/>	ANN DOVE	116 WOOD OH 45432	Defendant	
<input type="checkbox"/>	TJIM DOVE	11 DEN DAYTON, OH 45420	Plaintiff	

Back Next

If you pick a process server, tell us who.

Click on the "Add" button to list the documents you want filed. All your documents are listed, so just keep clicking "Add" to list your documents.

Divorce

Service Method: Service by Clerk

Service Provider:

Documents to be served: APPLICATION FOR CHILD SUPPORT SERVICES FILED BY PLAINTIFF Add

Document Title	Delete
AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF	X

added

Divorce

Service Method: Service by Clerk

Service Provider:

Documents to be served: APPLICATION FOR CHILD SUPPORT SERVICES FILED BY PLAINTIFF Add

Document Title	Delete
AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF	X

added

next

Divorce

Service Method Service by Clerk

Service Provider

Documents to be served

Document Title	Delete
AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF	X
APPLICATION FOR CHILD SUPPORT SERVICES FILED BY PLAINTIFF	X
COMPLAINT FOR DIVORCE WITH CHILDREN FILED BY PLAINTIFF	X
ENTRY GRANTING TEMPORARY RESTRAINING ORDERS (Proposed) FILED BY PLAINTIFF	X
MOTION FOR TEMPORARY RESTRAINING ORDERS FILED BY PLAINTIFF	X
PARENTING PROCEEDING AFFIDAVIT FILED BY PLAINTIFF	X

All documents added to the list

Select the Party to be Served

For	Participant Name	Address	Current Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	ANN DOVE	116 WOOD OH 45432	Defendant	Who is being served?
<input type="checkbox"/>	TUJIM DOVE	11 DEN DAYTON, OH 45420	Plaintiff	

Home ⇒ New Case Filing: Court - Division ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document

Case Type : Divorce

Document Category INITIAL PLEADINGS

Document Type *

Additional Text *

Emergency Sealed

Document Location Choose File No file chosen

Add to Submission

Everything is ready to file.....

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Form			0.01 MB		
COURT QUESTIONNAIRE	View Generated Document				
PRIMARY PARTY QUESTIONNAIRE	View Generated Document				
AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF	AFFIDAVIT FINANCIAL DISCLOSURE.pdf		0.02 MB	1	
APPLICATION FOR CHILD SUPPORT SERVICES FILED BY PLAINTIFF	IV-D APPLICATION.pdf		0.02 MB	1	
COMPLAINT FOR DIVORCE WITH CHILDREN FILED BY PLAINTIFF	COMPLAINT.pdf		0.02 MB	1	
ENTRY GRANTING TEMPORARY RESTRAINING ORDERS (Proposed) FILED BY PLAINTIFF	ENTRY.doc		0.28 MB		
MOTION FOR TEMPORARY RESTRAINING ORDERS FILED BY PLAINTIFF	MOTIONS TRO.pdf		0.02 MB	1	
PARENTING PROCEEDING AFFIDAVIT FILED BY PLAINTIFF	AFIDAVIT-CHILD CUSTODY.pdf		0.02 MB	1	
INSTRUCTIONS FOR SERVICE - NEW CASE FILED BY PLAINTIFF	View Generated Document		0.0 MB		
			Total Size:	0.38 MB	



8. Review, Approve, and Pay Page

Review and Approve Filing

Case Type : Divorce

Filer Case #

Estimated Fees: \$475.00

Fee Description	Amount
COMPLAINT FOR DIVORCE WITH CHILDREN	\$475.00
Convenience Fee:	\$9.50
Total Charge:	\$484.50

Wallet: new credit card - *1111

WAIVER

WAIVER

Generated Case Data:

[View Data](#)

[Change Case Data](#)

Document(s) to be Submitted:

[Add/Remove Documents](#)

Document Name	View Document
COURT QUESTIONNAIRE	View Generated Document
PRIMARY PARTY QUESTIONNAIRE	View Generated Document
AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY PLAINTIFF	AFFIDAVIT FINANCIAL DISCLOSURE.pdf
APPLICATION FOR CHILD SUPPORT SERVICES FILED BY PLAINTIFF	IV-D APPLICATION.pdf
COMPLAINT FOR DIVORCE WITH CHILDREN FILED BY PLAINTIFF	COMPLAINT.pdf
ENTRY GRANTING TEMPORARY RESTRAINING ORDERS (Proposed) FILED BY PLAINTIFF	ENTRY.doc
MOTION FOR TEMPORARY RESTRAINING ORDERS FILED BY PLAINTIFF	MOTIONS TRO.pdf
PARENTING PROCEEDING AFFIDAVIT FILED BY PLAINTIFF	AFIDAVIT-CHILD CUSTODY.pdf
INSTRUCTIONS FOR SERVICE - NEW CASE FILED BY PLAINTIFF	View Generated Document

Special Filing Instructions:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit](#)


PAY THE FEE
OR
FEE WAIVER

Review and Approve Filing Page – View, add, or remove documents from the filing.

- The optional Filer Case# field is a convenience for filers with an internal filing system.
- The **Change Case Data** button enables the filer to edit entered information.
- View the documents to be submitted. Click the **Add/Remove Document** button to make changes. Update your Instructions for Service.
- Use the optional **Special Filing Instructions** field as a means to communicate with the Clerk.
- Click the appropriate button:
 - **Submit** to proceed with the filing.
 - **Back** takes you to the Case Initiation page.
 - **Move to Draft** – Click if you choose to finish the submission at a later time. All data will be saved in a file called “Draft Filings.”
 - **Cancel (Delete)** – Client changed their mind.....

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit](#)

eFiling.mcoho.org:8080 says
Payment of fees will occur after the Filing is approved by the court.



[Draft Filings](#) ⇒ Submission Confirmation

Your Filing has been submitted

Case Type: Legal Separation - AFFIDAVIT OF FINANCIAL DISCLOSURE

Note: This filing is now being processed and added to the Clerk of Court(s) document repository. Once eFiling has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court(s).

9. **Tracking progress of filing:** You can follow the status of the filing:

My Filings

ANNE HARVY Filings


Report Criteria:

View Filings Between: AND

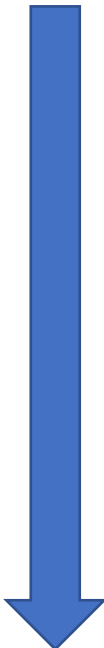
Filing ID: Case Number: Filer Case #: Status:

My Filings Between 12/31/2020 and Today

Filings per page:

<input type="checkbox"/>	Filing ID	Filer Case #	Case Title	Case Number	▼ Date Submitted	Document Type	Status
<input type="checkbox"/>		13407			12-31-2020 10:11:19 AM	AFFIDAVIT OF FINANCIAL DISCLOSURE	Awaiting Approval

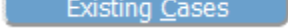
Number of Filings: 1  - Message from the court/clerk



WORKING WITH EXISTING CASES

If you are not an Attorney of Record on the case, BEFORE anything else: Prepare your Notice of Appearance and file it.

Until you are entered into the system by the Clerk's office, your access to the eFiling Case System is limited. So send the Notice of Appearance and get on the case. Once you receive a Notice from the Clerk that your filing has been approved, you will have full access to the eFiling System.

- From the Home page, **click** the **Existing Cases** button. 
- Note** – each column header in the **Case Information Table** has an ascending/descending sort feature by clicking on the header title and controlling the order of the listings with the up/down arrow. This allows sorting by case title, case number, case type, or judge hearing the case. Click the **hyperlink Service List** to view service list information. Click the radio buttons **Show Active**, **Show Inactive** or **Show Both** to alter the cases displayed in the table.

My Cases

Number of cases displayed per page: 50 ▾

Cases that will be filed on

Case Number Case Title

Case Number

Ex: 2008 CV 00112

Case Search

		<input checked="" type="radio"/> Show Active <input type="radio"/> Show Inactive <input type="radio"/> Show Both						
	▼ Case Title	Case Number	eFile	Case Type	Judge	Service List	Inactive	
Add	WILMAS STONED vs RED FLINT	2020 DV 00075	eFile	Domestic Violence	TIMOTHY D WOOD	Service List	<input type="checkbox"/>	
Add	WILMA FLINTSTONE vs FRED FLINTSTONE	2020 DV 00068	eFile	Domestic Violence	DENISE L. CROSS	Service List	<input type="checkbox"/>	
Add	WILMA FLINTSTONE ON BEHALF OF PERSON(S) vs FRED FLINTSTONE	2020 DV 00097	eFile	Domestic Violence	DENISE L. CROSS	Service List	<input type="checkbox"/>	
Add	TAWNEY COOK vs ROBERT COOK	2020 DR 00044	eFile	DIVORCE	DENISE L. CROSS	Service List	<input type="checkbox"/>	

- To Find a Case.** If the case is not on the list, enter the case number (2020 DR 00002) in the provided field and click **Case Search**. If you are attorney of record, the case will be in your list.

My Cases

Number of cases displayed per page: 50 ▾

Cases that will be filed on

Case Number Case Title

Case Number

Ex: 2008 CV 00112

Case Search

Case Search Results

Case Number	Case Title	Action			
2020 DR 00002	DEFENDANT, TEST	eFile	Add this case to your list	History	Service List
2020 DR 00002	PLAINTIFF, TEST	eFile	Add this case to your list	History	Service List

		<input checked="" type="radio"/> Show Active <input type="radio"/> Show Inactive <input type="radio"/> Show Both						
	▼ Case Title	Case Number	eFile	Case Type	Judge	Service List	Inactive	
Add	WILMAS STONED vs RED FLINT	2020 DV 00075	eFile	Domestic Violence	TIMOTHY D WOOD	Service List	<input type="checkbox"/>	
Add	WILMA FLINTSTONE vs FRED FLINTSTONE	2020 DV 00068	eFile	Domestic Violence	DENISE L. CROSS	Service List	<input type="checkbox"/>	
Add	WILMA FLINTSTONE ON BEHALF OF PERSON(S) vs FRED FLINTSTONE	2020 DV 00097	eFile	Domestic Violence	DENISE L. CROSS	Service List	<input type="checkbox"/>	

From Case Search

List of your cases

eFILING TO AN EXISTING CASE

My Cases

Number of cases displayed per page: 50

Cases that will be filed on

Case Number Case Title

Case Number

Ex: 2008 CV 00112

Case Search

Case Search Results

Case Number	Case Title	Action
2020 DR 00002	DEFENDANT, TEST	eFile Add this case to your list History Service List
2020 DR 00002	PLAINTIFF, TEST	eFile Add this case to your list History Service List

Show Active
 Show Inactive
 Show Both

	Case Title	Case Number	eFile	Case Type	Judge	Service List	Inactive
Add	WILMAS STONED vs RED FLINT	2020 DV 00075	eFile	Domestic Violence	TIMOTHY D WOOD	Service List	<input type="checkbox"/>
Add	WILMA FLINTSTONE vs FRED FLINTSTONE	2020 DV 00068	eFile	Domestic Violence	DENISE L. CROSS	Service List	<input type="checkbox"/>
Add	WILMA FLINTSTONE ON BEHALF OF PERSON(S) vs FRED FLINTSTONE	2020 DV 00097	eFile	Domestic Violence	DENISE L. CROSS	Service List	<input type="checkbox"/>

Click **hyperlink eFile** to file on the case.

Note – clicking the **History** or **Service List** buttons will open a new browser tab and display the respective information. Clicking the button **Add this case to your list** will add the case to the **My Cases** page.

Home ⇒ My Cases ⇒ Add a Document

Case Number : 2020 DR 00046 Case Title : SGT SCOTT M ABBEY vs PATRICIA J ABBEY

Case Type : Divorce

Document Category

Document Type *

Additional Text *

Emergency Sealed

Document Location Choose File No file chosen

Add to Submission

Add documents to be filed using same steps as starting a new case.

	Document Name	View Document	Edit Data	Size	Pg Count	Remove
	Modify Party Information			0.01 MB		

If you are filing an Answer or Answer and Counterclaim, a *Secondary Party Questionnaire* is required to be filed. You can locate a *Secondary Party Questionnaire* on the Court's website.

If you want to use the Instructions for Service, for example to have the Restraining Order served personally on the plaintiff, then you need to be Attorney of Record. There are no other options. Don't try "miscellaneous" because it will not go to the Clerk's Service staff. Plan accordingly.

CHECKING THE FILING STATUS OF A SUBMISSION

1. On the Home page, click the button **My Filings**, or hover over the **eFile Tab** and select **My Filings** from the drop-down list.



2. On the **Filing Status** page, set the date to include the date of submission and click **Go** to refresh the page and locate the submission listing.
3. The **Status** column is on the right. Click the **status hyperlink** to be directed to the **Filing Status Page** where the filer is able to access the Confirmation of Receipt as well as links to the file-stamped documents - if the status is "Filed" or "Filed-Submitted to Judge."

My Filings
Jeffrey Helms Filings
Report Criteria:

View Filings Between: 04/01/2020 AND 07/08/2020

Filing ID: Case Number: Filer Case #: Status: All

Go

My Filings Between 04/01/2020 and 07/08/2020

Delete Filings per page: 50

<input type="checkbox"/>	Filing ID	Filer Case #	Case Title	Case Number	Date Submitted	Document Type	Status
<input type="checkbox"/>	10563	ANNULMENT62920-1	DEBORAH LINDEN vs DANIEL GASTON	2020 AN 00007	07-06-2020 05:06:20 PM	COURT QUESTIONNAIRE	Filed
<input type="checkbox"/>	10631				8-2020 04:00:25 PM	MOTION	Filed
<input type="checkbox"/>	10627				8-2020 03:56:06 PM	MOTION	Filed - Submitted to Judge
<input type="checkbox"/>	10573	DV	ROROLD JOHN LAWLESS		8-2020 02:44:24 PM	PETITION FOR DOMESTIC VIOLENCE CIVIL PROTECTION ORDER	Filed

ACCESSING A FILING'S RECEIPT CONFIRMATION

The **Filing Status Page**, which is accessed by clicking on a submission's **hyperlink status** in the **Status Column** on the **My Filings Page**, shows detailed case information. This includes the time stamp, a link to open the official confirmation of **receipt** in a new browser tab, and the documents submitted with the file.

Filing Status

Status: Filed 07-06-2020:01:27:14 PM

Reason:

Filer Interface ID: 10615

Clerk Interface ID: 1595

Submitted By: Helms, Jeffrey

Date Submitted: 07-06-2020 01:25:19 PM

Case Title: JENNIFER HODSON vs BARRY HODSON

Case Number: 2020 LS 00003

Case Type: Legal Separation

Note: This filing will be removed from eFiling on 04-02-2021

Document Name	View Document
MOTION FOR CONTINUANCE ON BEHALF OF PLAINTIFF JENNIFER HODSON	Motion.pdf
Receipt	receipt1595.html
Form Data	Generated XML Data

Approved By	Status	Date Approved
Helms, Jeffrey	Signed	07-06-2020 01:25:19 PM

[Filing Status](#)

RESUBMITTING A REJECTED FILING

1. If a filing's status is **Rejected**, click the status link to view the reason for rejection.
2. A filing rejection will generate a "one-time-use" **Resubmit** button to the right of the status column.

<input type="checkbox"/> Filing ID	Filer Case #	Case Title	Case Number	▼ Date Submitted	Document Type	Status	
<input type="checkbox"/> 10419		OLIVIA T. UULAVE vs TIMO G. UULAVE	2020 DR 00025	04-29-2020 01:48:19 PM	PETITION FOR CONCILIATION	Rejected	Resubmit

3. Click the **Resubmit** button. This will cause the system to clone the information in the rejected submission for use in a new submission and will route the user to the **Add-a-Document page**.
 4. Make the necessary corrections to the filing. Click **Next**.
 5. On the **Review and Approve Filing page** click **Submit**.
- NOTE:** The **Filing Status page** will now display a **Resubmitted status** for the first filing and will create a new line for the resubmitted filing.

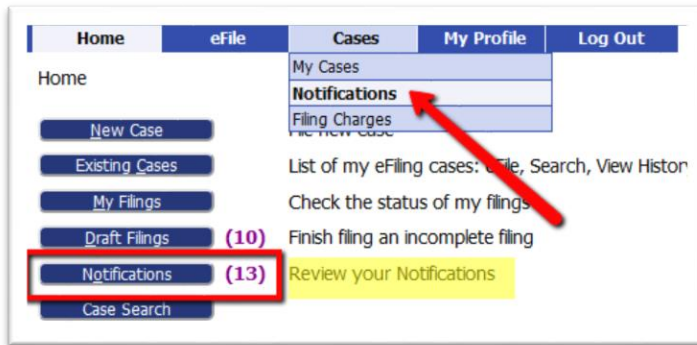
Filings per page: 50

Court	Court Division	Status
THERFORD CHANCERY COURT	CHANCERY COURT	Filed
THERFORD CHANCERY COURT	CHANCERY COURT	Resubmitted/In Draft
VNER CHANCERY COURT	Chancery Court	Awaiting Approval
VNER CHANCERY COURT	Chancery Court	Awaiting Approval

VIEWING NOTIFICATIONS

Notifications are the official court communication regarding eFiling activity on a case. To obtain the *official* notification, the user must login to the eFiling system. The user may also get *unofficial*, courtesy emails regarding efilings to the user’s case.

1. On the **Home** page, click on the **Notifications** button, or hover over the **Cases** Tab and select **Notifications** from the drop-down list. If there is a number in parentheses next to the **Notifications** button, this indicates how many “unread” notifications currently exist.



2. Notifications with bolded headings are “Unread” Notifications. Additionally, unread notifications have a closed envelope to the left of the listing. This status is displayed when the page has been “refreshed” by exiting the page and returning.

Notifications for Jeffrey Helms

Search By: All

Go Clear Search

Delete Mark As Read Mark As Unread

Notification Id	Document(s) filed by...	Case Title
1197	Notice: Appearance was filed by Jeffrey Helms	
1193	MOTION FOR INTERPRETER was filed by Jeffrey Helms	

Documents: Notice: Appearance JEFFREY HELMS

Documents: MOTION FOR DRUG/HAIR FOLLICLE SCREENING DRUG ABUSE MOTION FOR INTERPRETER INTERPRETER NEEDED: SPANISH

The Bolded Title and unopened envelope indicate the Notification has not been read. Click Title to open the NEF.

The Unbolded Title shows the message was read, but this can be reversed by clicking the MARK AS READ button.

Click the document title to view or save each individual date-stamped document.

Users may also use the **Mark as Read** and **Mark as Unread** buttons to manually change the display of the envelope.

Notifications for ANNE HARVY

Search By: All

Go Clear Search

Delete Mark As Read Mark As Unread


Notifications per page: 50

Notification Id	Document(s) filed by...	Case Title	Case Number	File Date
3545	MOTION FOR FAMILY INVESTIGATION was filed by ANNE HARVY	KELLY MCGILLIS vs THOMAS CRUISE	2020 DR 00057	12-30-2020
3487	EX PARTE DOMESTIC VIOLENCE CIVIL PROTECTION ORDER was filed by Annette Wright	WILMA FLINTSTONE ON BEHALF OF PERSON(S) vs FRED FLINTSTONE	2020 DV 00097	10-29-2020

Documents: MOTION FOR FAMILY INVESTIGATION REQUESTED BY KELLY

Documents: EX PARTE DOMESTIC VIOLENCE CIVIL PROTECTION ORDER

3. To open the official Court Notification, click the hyperlink **Document Title**.
4. The **NEF** (Notice of Electronic Filing) will display in a new browser tab.
 - a. The top of the NEF contains case-related information, including **document(s)** filed.



******* IMPORTANT NOTICE - READ THIS INFORMATION *******
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 17MB-1
Judge: HOWARD WILSON

Official File Stamp: 05-05-2020:14:57:31
Court: Rutherford
 CHANCERY COURT

Case Title: CITY OF MURFREESBORO vs MARCIA GIBSON
Document(s) Submitted: COUNTER COMPLAINT/PETITION Test Payment
Filed By: John Test

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:

- b. The bottom portion of the NEF indicates the **service requirements** at the time the listed document was submitted. (Future or past submissions may have different service requirements.)
- c. Persons being served via the email system are listed first on the NEF.
- d. Persons still requiring service by traditional means are listed under the second heading.

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:
 BONNIE KENISON for ALEXANDER JEFFERSON

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:
 SETH FRANKLIN

5. To view the document(s) within the filing, click the **hyperlink document title** listed under the **NEF title** in the **Documents(s) filed by column**. The time-stamped document will display as a pdf. Users may choose to download hard-copies for their records.
6. The system is coded to auto-clean the notifications after a set period as determined by the court. Users can manually clean the page by using the checkbox in combination with the delete button.

CASE SEARCH BUTTON – PUBLIC RECORDS

Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Cases	List of my eFiling cases: eFile, Search, View History, Service List			
My Filings	Check the status of my filings			
Draft Filings (8)	Finish filing an incomplete filing			
Notifications (127)	Review your Notifications			
Case Search				

For convenience to the filer, clicking the **Case Search Button** on the **Home page** directs the user to the **Montgomery County Clerk of Courts Public Records page**. This page allows easy access to all public filings. For further information regarding navigating these pages, contact the Clerk of courts.

**Montgomery County
Clerk Of Courts
Mike Foley**

General Search

CASE NUMBER:

LAST NAME:

FIRST NAME:

COMPANY NAME:

CASE TYPE:

ACTION TYPE:

BEGIN DATE:

END DATE:

COMPLETE:



SEARCH 

CLEAR FILTER CRITERIA 

Attorney Search



Welcome to the Montgomery County Clerk of Courts Public Records Online v2

INCREASE IN FILING FEE EFFECTIVE MAY 15, 2019

Please be advised that effective Wednesday, May 15, 2019, the Filing Fee for Civil Complaints increased to \$334.75 (\$325 Filing Fee + \$9.75 Convenience Fee) and Foreclosure Complaints increased to \$540.75 (\$525 Filing Fee + \$15.75 Convenience Fee). The filing fee for Criminal Sealing of Record increased to \$51.50 (\$50 Filing Fee + \$1.50 Convenience Fee).

PRO System Update

The Common Pleas and County Municipal Courts as well as Eastern (Huber Heights) and Western (New Lebanon) cases can now be found here. This is a permanent change.

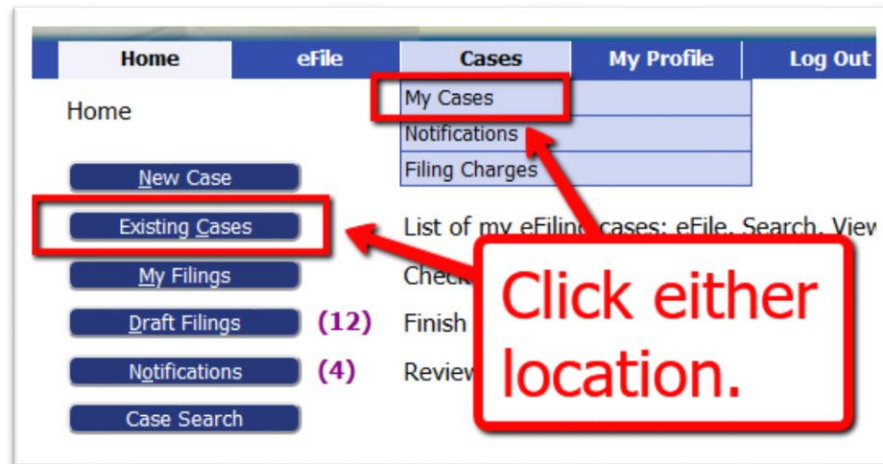
PRO System Update

When a Docket Image is viewed you will no longer see the page with the "Previous Screen" Button. You will need to turn off pop-up blockers to view images.

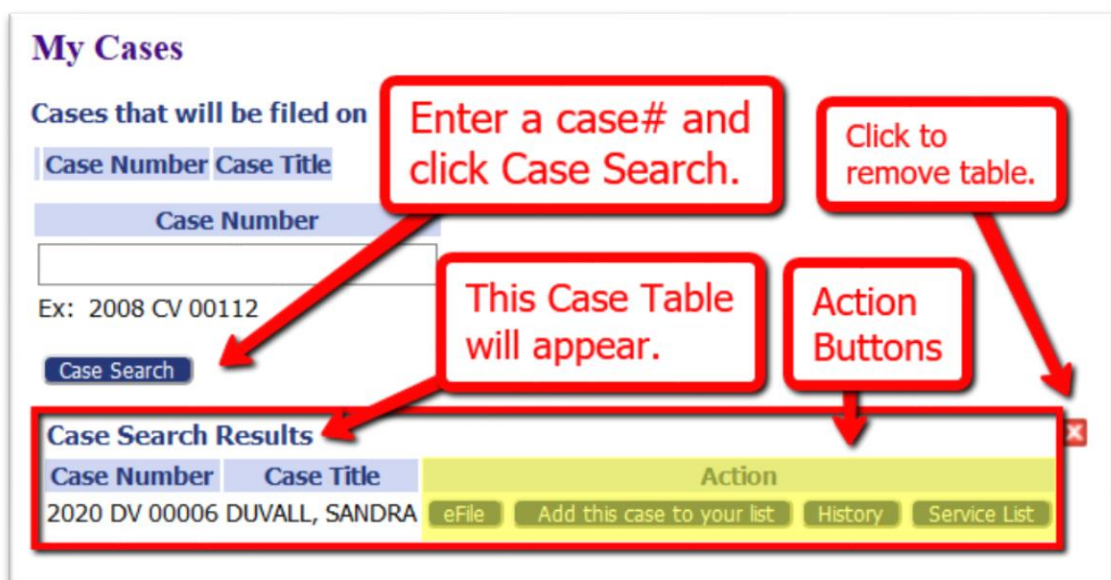
ACCESSING CASE INFORMATION *****

The My Cases page gives the user easy access to cases, documents filed to the cases, and to the service list information associated to a particular case at the time of the query.

- 1) On the **Home page**, click the button **Existing Cases**, or hover over the **Cases** Tab in the menu bar and select **My Cases** in the drop-down list.



2. To view case information, type the case number in the provided text field and click **Case Search**. A pop-up **Case Search Results** table will display with four action buttons:
 - a. **eFile** – Click to file to this existing case.
 - b. **Add this case to your list** – Click if this case is not currently displayed on the **My Cases Page**, but should be.
 - c. **History** – Click to view the **Case History**, which will display in a new browser tab.
 - d. **Service List** – Click to view who was served notification on a filing and in what manner - whether electronically or by traditional means. This will display in a new browser tab.
 - e. Click the red "X" to remove the **Case search Results table**.



3. The bottom portion of the page displays the **Case Information Table**. It has an ascending/descending sort feature by clicking on the header title and controlling the order of the listings with the up/down arrow.
- The **Add button** in the left column is used when creating a multi-case filing. This feature is used when the same documents are to be filed to multiple cases at the same time. Clicking the **Add button** will copy the case number and title to the top of page to allow the filer to group and list the cases together. Proceed with the filing by clicking the button **File on these Cases**. This will direct the filer to the **Add-a-Document page**.

1) Clicking the ADD button will copy the case info and create a list of cases to be included in a multi-case filing.

	Case Title	▼ Case Number	eFile	Case
Add	<input type="checkbox"/> BONNIE BARTON vs RALPH BARTON	2020 LS 00004	eFile	Legal Separation
Add	<input type="checkbox"/> JENNIFER HODSON vs BARRY HODSON	2020 LS 00003	eFile	Legal Separation
Add	<input type="checkbox"/> MARTINELL SEBBO vs PAULO SEBBO	2020 FSO 00005	eFile	Registration of Fore
Add	<input type="checkbox"/> PEYTON JENNINGS vs MELISSA JENNINGS	2020 FSO 00004	eFile	Registration of Fore
Add	<input type="checkbox"/> DENVER OSSARIO vs PALINA OSSARIO	2020 FSO 00003	eFile	Registration of Fore
Add	<input type="checkbox"/> JAVIER DUVAL vs MELISSA DUVAL	2020 FSO 00001	eFile	Registration of Fore

- Clicking the **+ sign** next to the **case title** in the **Case Title column** will display the documents filed to the case. Further, clicking the **hyperlink title** within this expanded view will allow the filer to either open or save the selected document.
- Clicking the **hyperlink case number** in the **Case Number column** will open a new browser tab and display the **Case History**, which includes case participant information as well as links to open, view, and print court-stamped documents. (see screenshot below**)
- Clicking the **eFile hyperlink** will direct the filer to the **Add-a-Document page** to proceed with a new filing.
- Clicking the **hyperlink Service List** in the **Service List Column** opens a new browser tab and identifies those case parties who received a filing's notification electronically or by traditional means.
- Marking the checkbox in the **Inactive column** gives the user the option to hide the case from view by clicking their choice of radio buttons: **Show Active**, **Show Inactive** and **Show Both**.

	Case Title	Case Number	eFile	Case Type	Judge	Service List
Add	JENNIFER HODSON vs BARRY HODSON	2020 LS 00003	eFile	Legal Separation	JOHN MEAGHER	Service List
Add	MARTINELL	2020 FSO 00005	eFile	Registration of F		Service List
Add	PEYTON JEN	2020 FSO 00004	eFile	Registration of F		Service List
Add	DENVER OSS	2020 FSO 00003	eFile	Registration of F		Service List
Add	JAVIER DUVA	2020 FSO 00001	eFile	Registration of F		Service List

Click the hyperlink Case Number to open the Case Summary page.

Click the hyperlink Service List to open the Certificate of Service page.

NOTE: Although any user with a correct case number can file, users will not be able to view a case history unless they are party to the case or counsel of record. Self-Represented filers will need to file a motion or initial pleading to their case to be electronically connected to their case. This will permit them to view the case history.

Case History page – accessed by clicking on the *hyperlink case number* in the **Case Information Table** or by clicking the **History** action button in the **Case Search Results table**:



Civil Case History for Case: 2020 FSO 00004

PEYTON JENNINGS vs MELISSA JENNINGS
MONTGOMERY DOMESTIC RELATIONS

Case Number	2020 FSO 00004	Plaintiff	PEYTON JENNINGS
Case Type	REG. OF FOREIGN SUPPORT ORDER	Defendant	MELISSA JENNINGS
Opened	04-15-2020	Judge	JOHN MEAGHER
Status	OPEN	Amt. of Claim	19000

[Show/Hide Participants](#)

PEYTON JENNINGS
8450 ALLEN TABUR AVE
SUITE 1000
DAYTON, OH 45402

MELISSA JENNINGS
1500 N. ALLSTATE DRIVE
APT 7002
DAYTON, OH 45408

File Date	Docket Listing
04-30-2020	AGREED ORDER GRANTING CONTINUANC
04-30-2020	AGREED ENTRY ON BEHALF OF PLAINTIFF
04-15-2020	INSTRUCTIONS FOR SERVICE- NEW CASE ON BEHALF OF PLAINTIFF FILED BY JEFFREY HELMS
04-15-2020	AFFIDAVIT OF FINANCIAL DISCLOSURE FILED BY ON BEHALF OF PLAINTIFF FILED BY JEFFREY HELMS
04-15-2020	PETITION TO REGISTER FOREIGN SUPPORT ORDERS ON BEHALF OF PLAINTIFF FILED BY JEFFREY HELMS
04-15-2020	DOMESTIC RELATIONS DEPOSIT

Click the Expansion link to view the case participants.

Clicking the Docket listing of any text in blue will allow the filer to view/print/save the court-stamped document.

REVIEWING FILING CHARGES

There are court fees associated to many documents and submissions. When payments are made, the System records the payments and keeps track of the charges. Payments made are tracked for a twelve-month period.

1. On the Home page, hover over the **Cases Tab** in the menu bar and select **Filing Charges** from the drop-down list.



2. The information displayed on the **Filing Charges page** can be filtered by date range. By default, the current month is displayed in the date field. Click the field to make changes. Click **Go** to display the results of the selected dates.
3. The **Filing Charges Table** has an ascending/descending sort feature by clicking the column header titles and controlling the order of the listings with the up/down arrow. This user-friendly feature allows the filer to locate needed information with greater ease.

The screenshot shows the 'Filing Charges' page. At the top, there is a filter for 'View Filings Between: 07/01/2020 AND 07/08/2020' with a 'Go' button. Below this, there is a table of charges. The table has columns: Filing ID, Tracking ID, Case Title, Filer Case #, Case Number, Description, Date, Account, Authorization Code, and Court Fees. A red box highlights the date range filter, and another red box highlights the 'Export to file' button. A third red box highlights the 'Date' column header. A red arrow points from the 'Export to file' button to the table.

Filing ID	Tracking ID	Case Title	Filer Case #	Case Number	Description	Date	Account	Authorization Code	Court Fees
10563	1611	DEBRA LISTON vs DANIEL G LISTON	ANNULMENT62920-1	2020 AN 00007	Annulment	07-06-2020 05:06	WAIVER		\$300.00
10625	1603	New Case			Divorce	07-06-2020 02:33	WAIVER		\$475.00
10617	1597	DONALD PERMIT vs NILES FARMER		2020 CV 00055	Civil	07-06-2020 01:34	WAIVER		\$325.00
10607	1589	New Case			Annulment	07-03-2020 07:26	WAIVER		\$300.00
10595	1587	BONNIE BARTON vs RALPH BARTON					WAIVER		\$300.00
10599	1585	New Case					WAIVER		\$400.00
10603	1581	New Case					WAIVER		\$375.00
10601	1579	New Case					WAIVER		\$325.00
Total:									\$2,800.00

4. Click the **hyperlink Export to File** to export the **Filing Charges Table** to an excel spreadsheet.

MY PROFILE

Home	eFile	Cases	My Profile	Log Out
Home			My User Profile	
			Change My Password	
			View Login History	
New Case		File new case		
Existing Cases		List of my eFiling cases: eFile, Search, View History, Service List		
My Filings		Check the status of my filings		
Draft Filings	(8)	Finish filing an incomplete filing		
Notifications	(127)	Review your Notifications		
Case Search				

Change My Password

Change Password

Change Password

***Required Fields**

Password: *

New Password: *

Confirm New Password: *

[Cancel](#)

[Submit](#)

View Login History

Login History

Login History

KEITH KERNEE Log In History

User Account Status: Active

Entries per page: 50

[Date Logged In](#)

[Log In Result](#)

[Requesting IP Address](#)

LOG OUT [The system will time out after 30 minutes of inactivity.]

Or Log Out manually:



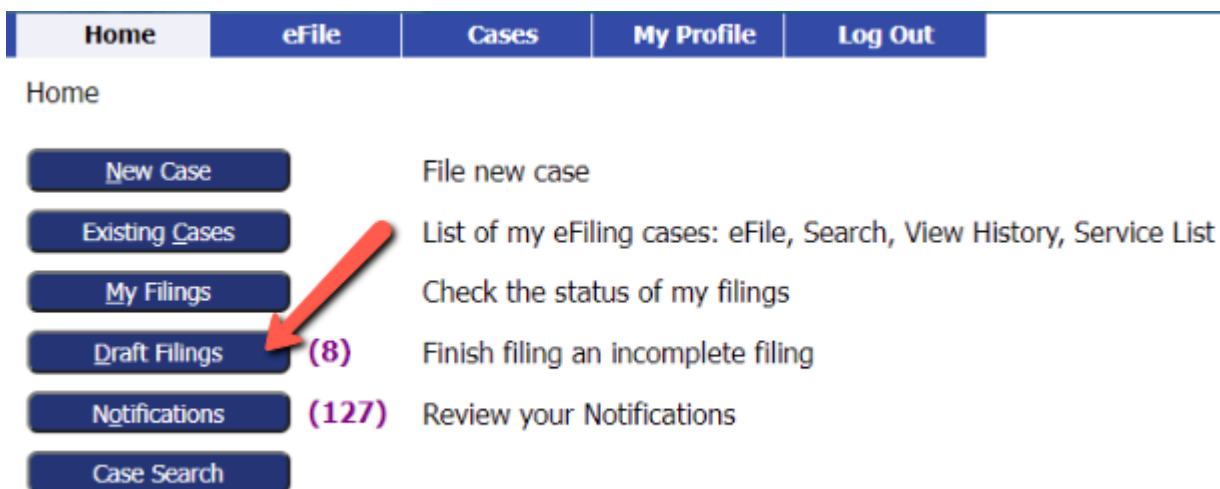
When you are finished, Log Out. If you have incomplete filings, the system will remind you.

You have incomplete Filings. Are you sure you want to log out?

Filing ID	Filed Case #	Case Number	Case Title	Description	▼ Create Date	Days Until Deletion
15295				Custody and Support	09-13-2021 03:46:13 PM	976
14839				Child Support	07-23-2021 09:09:47 AM	924
14831				Child Support	07-22-2021 03:00:35 PM	923
14785				Child Support	07-16-2021 03:59:59 PM	917
14665				UCCJEA	07-13-2021 11:47:12 AM	914
14431				UCCJEA	06-30-2021 11:34:39 AM	901
14429				UCCJEA	06-30-2021 11:17:57 AM	901
14091				Domestic Violence	04-21-2021 11:37:13 AM	831

You have incomplete Filings. Are you sure you want to log out? "No" will take you to Draft Filings

DRAFT FILINGS



Draft Filings

Draft Filings

[Create New](#) [Delete](#)

Adding your client information at the start of the process will help you track your Drafts

<input type="checkbox"/>	Filing ID	Filer Case #	Case Title	Case Number	▼ Create Date	Days Until Deletion
<input type="checkbox"/>	15295				09-13-2021 03:46:13 PM	976
<input type="checkbox"/>	14839				07-23-2021 09:09:47 AM	924
<input type="checkbox"/>	14831				07-22-2021 03:00:35 PM	923

Draft Filings

[Create New](#) [Delete](#)

<input type="checkbox"/>	Filing ID	Filer Case #	Case Title	Case Number	▼ Create Date	Days Until Deletion
<input type="checkbox"/>	16143	PETERSON			11-04-2021 06:46:54 PM	1000
<input type="checkbox"/>	16111				11-04-2021 10:02:59 AM	1000

Draft Filings

[Create New](#) [Delete](#)

<input type="checkbox"/>	Filing ID	Filer Case #	Case Title	Case Number	▼ Create Date	Days Until Deletion
<input type="checkbox"/>	15295				09-13-2021 03:46:13 PM	976
<input type="checkbox"/>	14839				07-23-2021 09:09:47 AM	924
<input type="checkbox"/>	14831				07-22-2021 03:00:35 PM	923

Click to work on draft filing.

Draft Filings ⇒ Add a Document

Case Type : Child Support

Document Category

Document Type *

Additional Text *

Emergency Sealed

Document Location Choose File No file chosen

Add to Submission [Add](#)

Takes you back to where you left off. Continue from there.

	Document Name	View Document	Edit Data	Size	Pg Count	Remove
	Form			0.01 MB		
	COMPLAINT FOR PARENTAGE, ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES BY ATTORNEY FOR FATHER WHO WANTS CHILD SUPPORT MODIFICATION ONLY	COMPLAINT.pdf		0.17 MB	2	
	AFFIDAVIT OF FINANCIAL DISCLOSURE WITH TEMPORARY ORDER REQUEST BY ATTORNEY	AFFIDAVIT OF FINANCIAL DISCLOSURE.pdf		0.53 MB	5	
	APPLICATION FOR CHILD SUPPORT SERVICES BY ATTORNEY	APPLICATION FOR IV-D SERVICES.pdf		0.26 MB	2	
	PARENTING PROCEEDING AFFIDAVIT BY ATTORNEY	PARENTING PROCEEDING AFFIDAVIT.pdf		0.55 MB	5	
	INSTRUCTIONS FOR SERVICE - NEW CASE BY ATTORNEY	View Generated Document		0.0 MB		
	ADMINISTRATIVE SUPPORT ORDER WITH FINDINGS OF FACT (PROPOSED) BY ATTORNEY	ORDER.docx		0.02 MB		

Total Size: 1.53 MB

[Back](#) [Move to Draft](#) [Next](#)