

# E-filing “Refresher” For Akron Bar Assn. Family Law Section

Presented by:

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# Topics to be covered

- New case creation
- Secondary Filings
- Hearing Scheduling
- Proposed Orders
- Continuance Motions
- E-signatures, and signatures of parties
- Attaching documents to e-filed proposed orders
- Common issues resulting in filing rejection

# My Cases Screen

- The My Cases screen will show only your OPEN-ACTIVE cases.
  - If a case is stayed for conciliation, bankruptcy, or any other reason, it will NOT show on your My Cases screen.
  - If the case does not show, you can still access the case by doing a case search.
    - Must search by case number

# New case filing

- When filing a new case, search party names before simply adding a party
  - If you find the party name in your search, select that party and DO NOT create a new one
  - If you need to use a different address for the party, do not mark the new address as primary

# Post-decree filings on Juvenile Court LC Cases (cases not already transferred)

- Motions in LC cases not already transferred to DR Court may still be filed in E-filing
- You will file as if a “new” case, and will select the case type “Juvenile LC Case”
  - When filing you will need to add all parties as if it was a new case.
  - Filing fee is \$240 for post-decree motions
  - Online scheduling is NOT available in for LC cases
    - After your filing is accepted and you have a case number, please call the scheduling office at
      - **330-643-2368** to obtain your hearing date

# Poverty Motions / Proposed Orders

- Counsel should sign the Motion to Proceed In Forma Paupers
- Counsel should indicate if they have been paid by anyone for this case.
  - If this is a pro bono, or Legal Aid reduced fee case, counsel should indicate this in the motion
- Proposed Order should state:
  - Costs will be assessed at the conclusion of the case
  - Counsel shall ensure that the final decree assesses costs to a party **NOT IN DEFAULT**

# Secondary filings

- General Pleadings
- Motions
  - Note- if the case was opened by the other party and you are filing a post-decree motion, a filing fee is due from each party
- Proposed Orders
  - If Order needs signed by both Magistrate and Judge, select **Magistrate** as to whom the order should be submitted (if you select Judge, it will not be sent to the magistrate)

# Signatures on documents

- You may scan signed documents to .pdf
- You may e-sign documents as “/s/ your name”

## FOR JUDGE COOK CASES:

-E-filed final orders / agreed entries must have party signatures in addition to counsel e-signatures



# Attaching documents to proposed orders

- You cannot easily insert a .pdf into a Word document
- To insert client signatures or any other pages into a Word document:
  - 1) scan the document to a .jpg or .tiff file. (Most copiers/scanners allow you to change the file type for scanned documents)
  - 2) Insert the .jpg or .tiff file into the Word document (insert-picture)
    - Note – if using a .tiff file, you must have separate pages (not a multi-page tiff)

# Inserting child support worksheet into proposed order

- For Finplan: Two options:
  - 1) you can export to a Word document (.rtf file)
    - You then can open the .rtf document and insert it into your proposed order
  - 2) Print the worksheet and scan to a .jpg or .tiff file
- For Family Law Software
  - Print the worksheet and scan to .jpg or .tiff file

# Continuance Requests

- All continuances (except on Domestic Violence cases) must be submitted through the e-filing hearings tab.
  - The Clerk will reject any motions for continuance submitted through the regular e-filing process
  - If you need to add any exhibits or refer to any other documents in your continuance request, those documents should be filed as exhibits and should reference the continuance motion being submitted

# Hearing scheduling

- If you file a motion which requires a hearing, either pick a hearing date in e-filing, or
- Call the scheduling office at 330-643-2368
  - THIS IS THE ONLY NUMBER FOR SCHEDULING – older scheduling phone numbers are no longer used

# DV Cases with companion divorce cases

- DV petitioner should use a “safe” address for the court
- While DV cases is not online, the divorce case is, so the party’s address would be visible in that case.
- Secretary of State has a “Safe at Home” program that provides free mail forwarding

# Common Document Rejection Reasons

- Incomplete or unsigned documents
  - Should have signature image or /s/ name
  - Case designation form should be complete – SSN and DOB for filing party (ideally for all parties)
  - Application for Child Support Services document must be signed requesting “all services”. You cannot say “no services” on cases where this form is required
- Exhibits should have case information and filing party’s info on the face sheet of the exhibit

# Non-public information in documents

- You should not include non-public information in an otherwise public document
  - Motions are generally viewable on the public docket
  - If you have non-public information, file it as an exhibit in a separate document
    - Exhibits are not viewable to the general public

# Contact information:

- Clerk of Courts:
- Domestic Division: 330-643-2201
- Kathy Wilson, Office Manager – 330-643-2202
  - Email: [kwilson@summitoh.net](mailto:kwilson@summitoh.net)
- Office of Information Technology: 330-643-2013
- Domestic Relations Court
  - Scheduling/Case Management: 330-643-2368
  - Ken Teleis, Court Admin – 330-643-2082
    - Email: [kteleis@dr-court.summitoh.net](mailto:kteleis@dr-court.summitoh.net)



Questions?