

ASHLAND COUNTY COMMON PLEAS COURT
***Tentative* eFiling Quick Reference User's Guide**

This *Tentative* User's Guide for Ashland County Common Pleas Court eFiling is a quick reference for the preparation and easy submission of any filing. **"Filers" (persons who are filing documents through the e-file system) must be registered** with the Court and approved by the Clerk of Court before access will be granted to the Clerk's eFiling system. IN THE FUTURE, applications for eFiling will be found at www.ashlandcommonpleas.com by clicking on the "**eFiling Application**" link on the home page, or by visiting the Ashland County Clerk of Courts website at www.ashlandcounty.org/clerkofcourts.

Three (3) things will be needed to begin eFiling: 1) the Filer must be **registered** with the Court; 2) the document(s) to be filed must be in **PDF format**; and 3) Filers must have a **credit card or PayPal account** for payment. A PayPal account can provide added security and allow username and password authorization for all payments entered through the eFiling portal.

Filers can submit a **new case** or **subsequent filings** through the secure, encrypted eFiling web portal. Filers are responsible for maintaining their passwords and will be required to update their passwords on a recurring basis.

eFiling includes ALL case types with only limited exceptions on a case-by-case basis.

eFiling Filer registration and acceptance by the Clerk of Courts shall be on a first come, first served basis. The Filer assumes the same responsibility as any court filer utilizing a paper filing system, that includes without limitation, timely filing, fee assessments and identity protection. Both the Court and the Clerk of Courts reserve the right to deny or revoke registration and eFiling access to any participant or organization at any time.

(SCREEN-SHOTS WITH INSTRUCTIONS TO BE ADDED IN ADDITIONAL PAGES)