

GIRARD MUNICIPAL COURT

e-Filing User Guide

This is a User Guide to e-Filing in the **Girard Municipal Court**. 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 (found on the Girard Municipal Court's website under Site Links / Rules of Court) 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 Girard Court Clerk of Court in order to utilize the e-Filing system. Users must also be registered in Girard Municipal Court Courtview Management System prior to registering for eFiling. Call the Clerk's Office at 330-545-3177 for information on registering for Courtview.
2. All documents must be filed in PDF format.
3. All motions MUST include a proposed **Order** using the provided:

"PROPOSEDORDERTEMPLATE.docx".

Users will need to insert the case information as defined by the instructions attached to the Document. Remove the signature token not being used and do not alter the remaining token.

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.

(2/17/21)

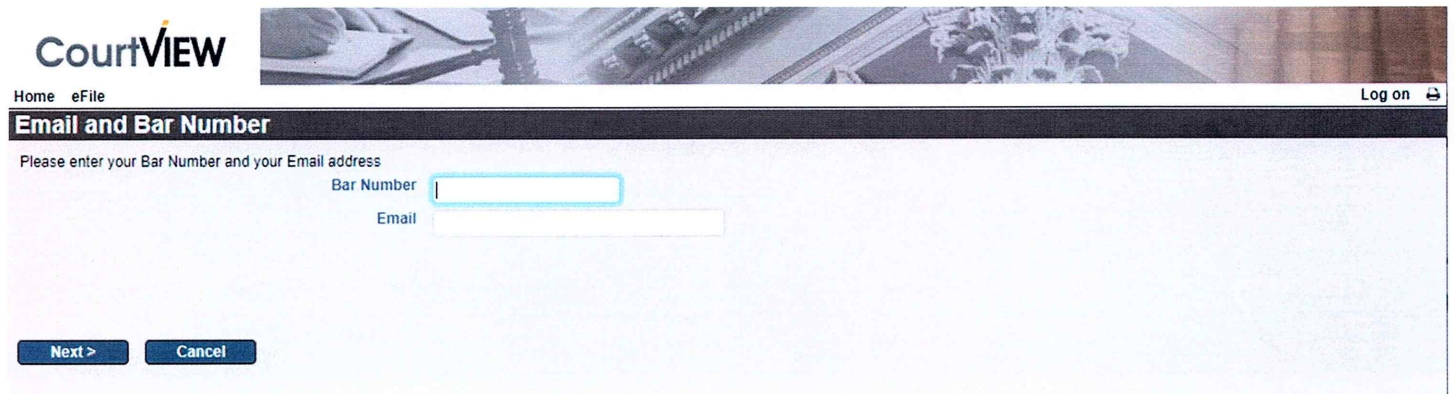
eFiling User's Guide

*****NOTE***** eFiling is available only for Registered users of Girard Municipal Court Courtview Management System (CMS). Registration for eFiling is available on the Girard Municipal Court's Website under the "eFiling button" / Attorney Registration. Users who register will receive an email allowing them to confirm their email address. Once confirmed, Girard Court may approve your account and Users may begin eFiling. Users can go directly to the "eFile" site by typing in below address

<https://eservices.girardmunicipalcourt.com/eservices/home.page.2>

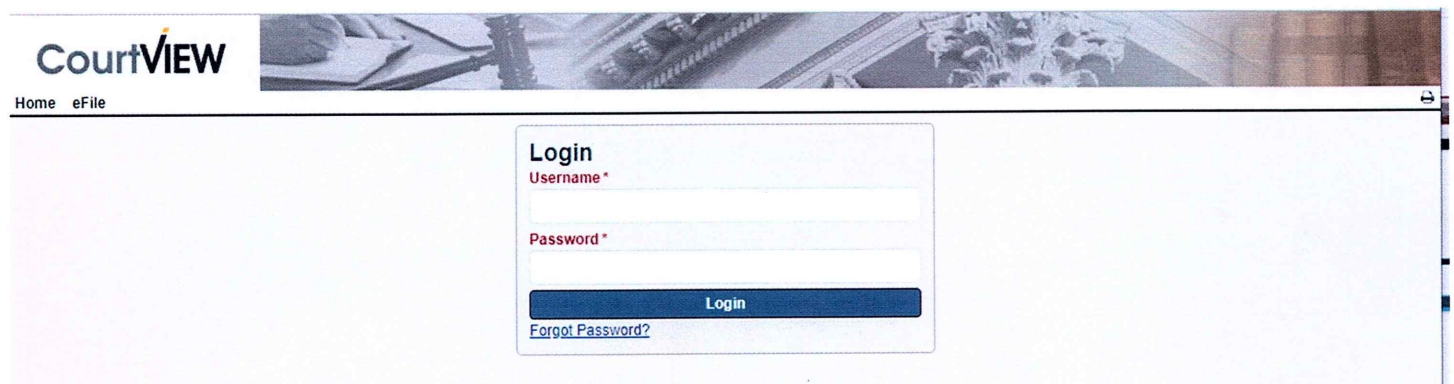
If you are **New** to Girard Municipal Court CMS, please contact the Clerk's Office at 330-545-3177 and they will help you to sign up. Once signed up, then register as above.

Registration: Navigate to the eFiling web page and under the **Home** tab you will see Attorney Registration. Click on it to enter your BAR number and email (for **Pro Se** filers just email), another screen appears where additional information is required to finish registration.



The screenshot shows the 'CourtVIEW' logo at the top left. Below it are links for 'Home' and 'eFile'. On the right, there is a 'Log on' link with a user icon. The main heading is 'Email and Bar Number'. Below this, a prompt says 'Please enter your Bar Number and your Email address'. There are two input fields: 'Bar Number' and 'Email'. At the bottom left, there are two buttons: 'Next >' and 'Cancel'.

Once Registered: Navigate to the same page and click on the **eFile** tab where you will enter your Username (email) and Password



The screenshot shows the 'CourtVIEW' logo at the top left. Below it are links for 'Home' and 'eFile'. On the right, there is a user icon. The main heading is 'Login'. Below this, there are two input fields: 'Username *' and 'Password *'. At the bottom left, there is a 'Login' button and a link for 'Forgot Password?'.

TO INITIATE A NEW CASE:

CourtVIEW
 Get Caption (Required) Home Search eFile Orders Cases Manage

Filing Queue

Create New Case Request Create Subsequent Filing Case Number

Filter Results

Filing Status: Draft Submitted Reviewed Rejected Resubmitted AutoFiled Filed - Time Stamped

Filing Type: New Case Request Subsequent Filing

Office: All Offices COMMON PLEAS

Case Type: All Case Types CIVIL DS - Dissolution [D]

Search for Specific Filings

Filing View: Non-Default Filings

Reviewer: Choose One

Filing Attorney: Choose One

Pro Se Filings: Choose One

eFile ID

Rows per page: 30

Showing 1 to 19 of 19 eFile Filing Type Reviewer Modified Date Modified By Case Number Case Title Filing Status Fee Code Cost

1. Click on "**Create New Case Request**" (Located in the upper left-hand corner Blue tab with white letters).

New Case Request

Filing: Get Caption (Required) Attorney Bar No. Reference Tags

Status: Draft

Case Type: CIVIL

Initiating Action: FORECLOSURE \$653.00

Parties

Party 1

Party Type: [Dropdown]

Role Type: [Dropdown]

Rep by Atty: [Checkbox]

On Behalf Of: [Checkbox]

Last Name: [Text]

First Name: [Text]

Middle Name: [Text]

Suffix: [Text]

DOB: [Text]

SSN #: [Text]

Company: [Text]

Contact Information

Address Type: [Dropdown]

Address: [Text]

City: [Text]

State: [Text]

Zip: [Text]

Phone Type: [Dropdown]

Phone: [Text]

Email: [Text]

Delete

Add Contact Information

2. If you are an attorney, your bar number will appear in the Attorney Bar No field.
3. Select a **Case Type** (drop down menu). If **Initiating Action** dropdown appears, choose **Appropriate Action** from dropdown menu.

CourtVIEW
 Get Caption (Required) Home Search eFile Orders Cases Manage

New Case Request

Filing: Get Caption (Required) Attorney Bar No. Reference Tags

Status: Draft

Case Type: CIVIL

Initiating Action: FORECLOSURE \$653.00

Parties

Party 1

Party Type: [Dropdown]

Role Type: [Dropdown]

Rep by Atty: [Checkbox]

On Behalf Of: [Checkbox]

Last Name: [Text]

First Name: [Text]

Middle Name: [Text]

Suffix: [Text]

DOB: [Text]

SSN #: [Text]

Company: [Text]

Contact Information

Address Type: [Dropdown]

Address: [Text]

City: [Text]

State: [Text]

Zip: [Text]

Phone Type: [Dropdown]

Phone: [Text]

Email: [Text]

Delete

Add Contact Information

4. Select **Plaintiff** under Party Type.
5. Select **Role Type** from the Drop Down Menu. If you are an attorney filing-representing a party, then you will select the "**Rep. by Atty.**" Box.
6. Whether or not you are an attorney, you must select the box "**On Behalf Of**" and then fill in the information.
7. Enter the identifying Information for the party including **Last Name, First Name, or Company**, and the **Address Information**.

*PLEASE USE ONLY SIMPLEST FORMS FOR IDENTIFYING INFORMATION (i.e. no punctuation needed and use 2 letter abbreviations when proper)

8. Enter the Identifying Information for **Defendant(s)**.

SEE ABOVE FOR INSTRUCTIONS ON ENTERING A PARTY NAME

9. Choose **Document Type** from the dropdown.

To upload your pleading:

- Select "Choose File"
- Browse your directory to find your pleading and select.
- If filing a motion, upload your Proposed Order
- ALL DOCUMENTS **EXCEPT** PROPOSED ORDERS MUST BE PDF
- Click "Continue with Filing"
- Please note that **ALL** motions **MUST** include a Proposed Order using the "PROPOSEDORDERTEMPLATE.docx"

*****NOTE*****

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.

If you are **ready** to proceed with the filing, click "**Continue with Filing**"

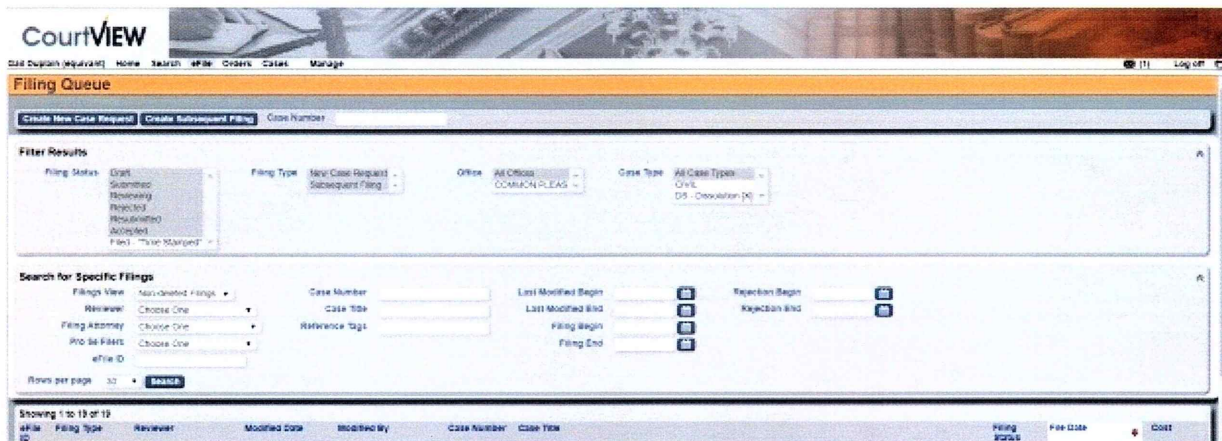
10. **Verify** your information (click on Modify to update).

11. If a filing fee is required:

- Click on Add to Cart
- Click on Submit Filings and Pay Now
- Read and accept Acknowledgment and Click Pay By Card
- Enter Credit Card information and Click Submit Payment

12. If no fee is required, click on **Submit Filing**.

TO FILE A SUBSEQUENT PLEADING:



1. 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**.

- You may also:
 - Enter a case number in the Case Number field and click on Create Subsequent Filing or
 - Click on the plus sign on a previously submitted case, which will display at the bottom right hand side of your screen

2. If you are an attorney, your bar Registration Number will appear in the Attorney Bar No field.
3. Whether or not you are an attorney, you must select the box "**On Behalf Of**".
4. You will then proceed with attaching your document and proposed orders in the same as listed herein for the case initiation in steps #9-12.

Case Filing Tips

- Select the Appropriate Filing Action — Fees correspond to the filing.
- Make sure you enter all party information accurately.
- Do not send multiple copies. Only 1 copy is required.
- Payments can be made after each or multiple filings. A shopping cart will keep track of multiple filings and allow a single payment for all transactions.
- Enter Case Number in the correct format. 2015 XXX 12345 --- Include all "0" zero's
- Additional comments in the Notes section are always helpful.
- Do not combine motions. Each motion requires a separate filing. Motion to Continue and Motion to Strike for the same case requires two separate filings.
- Payments will be authenticated and funds reserved upon initial submittal. As the eFiling is Accepted the funds will be captured and transferred. Rejected filings will not capture any funds; the funds will remain in reserve for seven (7) days. If the filing is Refiled the funds will be captured and transferred at that time.
- Rejected filings that will not be refiled may have the funds released upon request. Please call the Clerk of Court's office. (330) 545-3177