



# FRANKLIN COUNTY COURT OF COMMON PLEAS

---

DIVISION OF DOMESTIC RELATIONS & JUVENILE BRANCH

## APPOINTED COUNSEL GUIDE TO E-FILING

Revised 11/26/24

## TABLE OF CONTENTS

---

APPOINTMENTS (SIGNED).....	2
APPOINTMENTS (UNSIGNED).....	3
FEE APPLICATION & FINANCIAL DISCLOSURE .....	4
ATTACHMENTS .....	6
EXTRAORDINARY FEES .....	7
EXPENSES OVER \$100 & EXPERTS .....	8
RETURNS.....	9
TROUBLESHOOTING.....	10
QUICK GUIDE .....	11

## APPOINTMENTS (SIGNED)

Effective January 31, 2019, certain types of “signed” non-rotation appointments (e.g. dismiss/refiles, reappointments, etc.) should be e-filed by the attorney.

To ensure the filing is accepted, please review the following:

### ORDER APPOINTING ATTORNEY (J14-F) / ORDER APPOINTING GUARDIAN AD LITEM (EJU0340)

- ✓ Is my appointment legible?
- ✓ Are all names spelled correctly?
- ✓ Is the case number correct?
- ✓ Are the required fields complete (e.g. case name, case number, judge & magistrate, appointment type, eff. date, party represented, attorney name & SC#)?

Once the form has been reviewed, scan and save the appointment to your computer in a location where you will be able to retrieve it.

### E-FILING INSTRUCTIONS:

1. Log in to the eFiling Filer Interface.
2. Click “**Existing Cases**”.
3. Enter the Case Number, then click “**eFile**”.
4. Using the “Document Category” dropdown box, select “**Assigned Counsel**”.
5. Using the “Document Type” dropdown box, select “**Appointment of Counsel**” or “**Appointment of Guardian ad Litem**”.
6. Click “**Choose File**”, search for the saved appointment, click on the file, then click “**Open**”.
7. Click “**Add**”.
8. Select the primary party this filing is for (party represented).
9. Click “**Next**”.
10. Click “**Next**” again.
11. Click “**Submit the Filing**”.

## APPOINTMENTS (UNSIGNED)

Effective September 8, 2020, certain types of “proposed” or “unsigned” non-rotation appointments (e.g. dismiss/refiles, reappointments, etc.) should be e-filed by the attorney. Forms are located on the Court’s website (<http://drj.fccourts.org> – **Forms – Assigned Counsel**).

To ensure the filing is accepted, please review the following:

### ORDER APPOINTING ATTORNEY (J14-F) / ORDER APPOINTING GUARDIAN AD LITEM (EJU0340)

- ✓ Did I use the most recent fillable PDF version of the form (located on the Court’s website)?
- ✓ Are all names spelled correctly?
- ✓ Is the case number correct?
- ✓ Are the required fields complete (e.g. case name, case number, judge & magistrate, appointment type, eff. date, party represented, attorney name & SC#)?

Once the form has been reviewed, save the appointment to your computer in a location where you will be able to retrieve it.

## E-FILING INSTRUCTIONS:

1. Log in to the eFiling Filer Interface.
2. Click “**Existing Cases**”.
3. Enter the Case Number, then click “**eFile**”.
4. Using the “Document Category” dropdown box, select “**Assigned Counsel**”.
5. Using the “Document Type” dropdown box, select “**Filing Submitted to Magistrate: Appointment of Counsel**” or “**Filing Submitted to Magistrate: Appointment of Guardian ad Litem**”.
6. Click “**Choose File**”, search for the saved appointment, click on the file, then click “**Open**”.
7. Click “**Add**”.
8. Select the primary party this filing is for (party represented).
9. Click “**Next**”. If prompted, click “**Next**” again.
10. Click “**Submit the Filing**”.

## FEE APPLICATION & FINANCIAL DISCLOSURE

Appointed attorneys and guardians ad litem seeking to be paid for fees and/or expenses shall correctly complete and submit the Motion, Entry, and Certification for Appointed Counsel Fees (OPD-1026R) and the Financial Disclosure Form (OPD-206R). Both forms are located on the Court's website (<http://drj.fccourts.org> – **Forms – Assigned Counsel**) and are available upon request.

To ensure the filing is accepted, please review the following:

### MOTION, ENTRY, AND CERTIFICATION FOR APPOINTED COUNSEL FEES (OPD-1026R)

- ✓ Did I use the most recent fillable PDF version of the form (located on the Court's website)?
- ✓ Did I open and complete the form in Adobe Reader?
- ✓ Did I complete the fee application per the instructions & examples in the Appointed Counsel Guide to Reimbursement?
- ✓ Does my fee application exceed two pages? If yes, you will need to complete additional fee application forms (as needed), print them out, update the totals on the first page (by hand), and then scan the first page along with all the additional Itemized Fee Statement pages in together as one document.
- ✓ Is my fee application for a JPO or Judicial Bypass case? If yes, **STOP**. You will need to hand-deliver the prescribed forms to the Administration Desk (located on the 4<sup>th</sup> floor).

### FINANCIAL DISCLOSURE FORM (OPD-206R)

- ✓ If filing an original, did I scan both sides of the form in as one document?
- ✓ If not filing an original, did I use the most recent fillable PDF version of the form (located on the Court's website)?
- ✓ Are the required fields complete (e.g. applicant's name, name of person being represented, case no., and the reason for needing a Judge's signature (if applicable))?

Once the forms have been reviewed, save the fee application and financial disclosure to your computer in a location where you will be able to retrieve it.

## E-FILING INSTRUCTIONS:

1. Log in to the eFiling Filer Interface.
2. Click "**Existing Cases**".
3. Enter the *highest/most recent* Case Number, then click "**eFile**".
4. Using the "Document Category" dropdown box, select "**Assigned Counsel**".
5. Using the "Document Type" dropdown box, select "**Filing Submitted to Assigned Counsel Department: Award Court Appointed Attorney Fees**".
6. Click "**Choose File**", search for the saved fee application, click on the file, then click "**Open**".

7. Click **"Add"** to upload the fee application.
8. Using the "Document Category" dropdown box, select **"Assigned Counsel"**.
9. Using the "Document Type" dropdown box, select **"Filing Submitted to Assigned Counsel Department: Appointed Counsel Financial Affidavit"**.
10. Click **"Choose File"**, search for the saved financial affidavit, click on the file, then click **"Open"**.
11. Click **"Add"** to upload the financial disclosure.
12. Click **"Next"**.
13. Click **"Submit the Filing"**.

## ATTACHMENTS

Reimbursement for expenses over \$1.00 require a receipt. Receipts are filed as an “Attachment” and must be added to the submission of the fee application and financial disclosure. (If filing for extraordinary fees, the detailed time log may also be added as an “Attachment”).

To ensure the filing is accepted, please review the following:

ATTACHMENTS	
✓	Did I label the attachment with the <u>Case Name</u> and <u>Case Number</u> ?
✓	If filing multiple receipts, did I scan them in as one document? (Not required, but recommended.)

Once the attachment has been reviewed, save it to your computer in a location where you will be able to retrieve it.

### E-FILING INSTRUCTIONS:

1. Complete Steps 1 – 12 of submitting the “Fee Application & Financial Disclosure”.
2. Using the “Document Category” dropdown box, select “**Assigned Counsel**”.
3. Using the “Document Type” dropdown box, select “**Attachment**”.
4. Click “**Choose File**”, search for the saved attachment, click on the file, then click “**Open**”.
5. Click “**Add**” to upload the attachment. (To add additional attachments, repeat Steps 2 – 5.)
6. Click “**Next**”.
7. Click “**Submit the Filing**”.

## EXTRAORDINARY FEES

Appointed attorneys and guardians ad litem seeking to be paid extraordinary fees shall properly submit a written motion as defined in Local Juvenile Rule 4. The motion must be added to the submission of all other prescribed forms (not filed separately).

To ensure the filing is accepted, please review the following:

### MOTION & DETAILED TIME LOG:

- ✓ Does my itemized time log reflect dates of service, nature of services rendered, and hours worked?
- ✓ Does my motion include prior requests for extraordinary fees on the same case number?
- ✓ Does my case qualify for extraordinary fees as defined in Local Juvenile Rule 4 (e.g. multiple counts dealing with multiple separate incidents which required extraordinary amounts of trial preparation, unique legal issues, multiple types of hearings, extended days of trial, etc.)?
- ✓ Does my motion and detailed time log include the Case Name, Case Number, Judge, and Magistrate?

Once the motion and itemized time log have been reviewed, save them to your computer in a location where you will be able to retrieve them. You may include the itemized time log in the motion or save it as a separate document. There is no need to prepare an Entry or Order. Court staff will add an Order based upon the recommendation of the Administrative Magistrate.

## E-FILING INSTRUCTIONS:

1. Complete Steps 1 – 12 of submitting the “Fee Application & Financial Disclosure”.
2. Using the “Document Category” dropdown box, select “Assigned Counsel”.
3. Using the “Document Type” dropdown box, select “Motion: Extraordinary Fees”.
4. Click “Choose File”, search for the saved motion, click on the file, then click “Open”.
5. Click “Add” to upload the motion.
6. Select the primary party this filing is for (attorney)
7. Click “Next” (at the bottom).
8. If the detailed time log was saved separately, complete Steps 2 – 5 of submitting “Attachments”.
9. Click “Next”.
10. Click “Submit the Filing”.



## EXPENSES OVER \$100 & EXPERTS

Attorneys must submit a motion and entry (prior to and separate from their billing) for the approval of an expense that exceeds \$100 and for the hiring of an expert.

To ensure the motion and entry is accepted, please review the following:

### MOTION & ENTRY:

- ✓ Does my motion and entry include the Case Name, Case Number, Judge, and Magistrate?

Once the motion and entry have been reviewed, save them to your computer in a location where you will be able to retrieve them.

### E-FILING INSTRUCTIONS:

1. Log in to the eFiling Filer Interface.
2. Click “**Existing Cases**”.
3. Enter the *highest/most recent* Case Number, then click “**eFile**”.
4. Using the “Document Category” dropdown box, select “**Motions/Objections**”.
5. Using the “Document Type” dropdown box, select “**Motion**”.
6. Click “**Choose File**”, search for the saved motion, click on the file, then click “**Open**”.
7. Click “**Add**” to upload the motion.
8. Select the primary party this filing is for (attorney).
9. Click “**Next**” (at the bottom).
11. Using the “Document Category” dropdown box, select “**Assigned Counsel**”.
12. Using the “Document Type” dropdown box, select “**Filing Submitted to Assigned Counsel Department: Judgement Entry**”.
13. Click “**Choose File**”, search for the saved entry, click on the file, then click “**Open**”.
14. Click “**Add**” to upload the entry.
15. Click “**Next**”.
16. Click “**Submit the Filing**”.

## RETURNS

---

Submissions will be declined electronically for the following reasons:

- Not a billable event
- Duplicate filing
- Past 60 days
- Incorrect or missing document(s)
- Case title/name and/or number does not match document(s)
- Unnecessary documents(s)
- Not filed on the highest/most recent case number
- Not in an editable PDF format
- Blank information
- No final journal entry
- No appointment
- Billing prior to appointment date
- Billing duplicate dates
- Dates not in chronological order

If declined, the attorney will receive an eFlex notification that includes the reason for return and the name and number of the fiscal assistant who reviewed the filing.

Filings that are corrected and resubmitted within 10 days of the return will be reimbursed at the same rate as if they were correct on the date first submitted.

## E-FILING INSTRUCTIONS:

1. Log in to the eFiling Filer Interface.
2. Select **“My Filings”**.
3. Select **“Resubmit”**.
4. Make the necessary corrections and save the form to your computer in a location where you will be able to retrieve it. *If you click **“Resubmit”** and do not make the corrections immediately, this button will disappear, and then you will have to go to **“Draft Filings”** to do the corrections.*
5. When replacing (or deleting) a form, click on the icon labeled **“Remove”**.
6. Using the “Document Category” dropdown box, select the appropriate category (see Quick Guide).
7. Using the “Document Type” dropdown box, select the appropriate document type (see Quick Guide).
8. Click **“Choose File”**, search for the saved form, click on the file, then click **“Open”**.
9. Click **“Add”** to upload the form.
10. Complete Steps 4 – 9 for each document that needs corrected and replaced.
11. Click **“Next”**.
12. Click **“Submit the Filing”**.

## TROUBLESHOOTING



### Franklin County

COURT OF COMMON PLEAS  
Division of Domestic Relations  
and Juvenile Branch

373 South High Street • Columbus, OH 43215

#### TROUBLESHOOTING TIPS FOR FORMS



If you are experiencing an issue with one of our court forms, please try the following:

- Please use the forms on the Domestic/Juvenile Court's website (<http://drj.fccourts.org> – Franklin County Division of Domestic Relations and Juvenile Branch – Click on "Forms").
- Form documents are in Adobe Acrobat PDF format. You may experience issues if completing a form in different applications. Confirm "Adobe Acrobat Reader" or "Adobe Acrobat" is your systems default reader.

Follow one of these two suggestions to change your systems default reader:

- Attempt to install/reinstall Adobe Reader (<https://get.adobe.com/reader/>). When installing the application, if prompted, set Adobe Reader as your default reader. (This install/reinstall should override any other application that has become your systems default reader (i.e. Preview, Nitro, etc.).)
- Changing your systems default reader in Windows 7:
  1. Click on the start icon at the bottom left of your desktop and click on "Control Panel".
  2. Click on "Default Programs". (You may need to click on "Programs" and then "Default Programs".)
  3. Click on "Associate a file type or protocol with a program".
  4. Click to highlight ".pdf" from the menu and click "Change Program" at the top of the window.
  5. Select "Adobe Reader" from the "Open with" menu. The program selected will become your systems default reader.
- Some internet browsers use software to read documents without leaving the application. If you are completing a form inside the browser application you may experience issues. Some of these issues include:
  - Form fields appear to be missing
  - Form fields can't be edited after saving the document
  - Form fields appear to be hiding text (e.g. click on the form field and suddenly text appears or text is completely gone).

To reduce chances of experiencing issues, try these tips:

- Use Internet Explorer (version 9 or newer) or Firefox
- If using Google Chrome or Safari:
  1. Click on the blue link of the form you desire to complete.
  2. The form should appear in the browser window under a new tab.
  3. Look for a toolbar to appear as you move the mouse to the bottom or bottom right of the page.  
The toolbar should look similar to this:  

  4. Click on the save icon  to rename and save the form on your desktop or in a folder on your hard drive. (Do not complete the form)
  5. Exit the browser tab and open the saved pdf form on your hard drive.
  6. Complete form.
- If needing to sign a form, do not try to create a "digital signature". Typing /s/ and then your name is the acceptable way to sign a document electronically.

## QUICK GUIDE

---

	CATEGORY	DOCUMENT TYPE
<b>Appointment of Attorney (Signed)</b>	Assigned Counsel	Appointment of Counsel
<b>Appointment of Attorney (Unsigned)</b>	Assigned Counsel	Filing Submitted to Magistrate: Appointment of Counsel
<b>Appointment of GAL (Signed)</b>	Assigned Counsel	Appointment of Guardian Ad Litem
<b>Appointment of GAL (Unsigned)</b>	Assigned Counsel	Filing Submitted to Magistrate: Appointment of Guardian Ad Litem
<b>Fee Application <sup>(1)</sup></b>	Assigned Counsel	Filing Submitted to Assigned Counsel Department: Award Court Appointed Attorney Fees
<b>Financial Disclosure <sup>(1)</sup></b>	Assigned Counsel	Filing Submitted to Assigned Counsel Department: Appointed Counsel Financial Affidavit
<b>Receipts / Detailed Time Log</b>	Assigned Counsel	Attachment
<b>Motion (Extraordinary Fees) <sup>(2)</sup></b>	Assigned Counsel	Motion: Extraordinary Fees
<b>Motion (Expenses &gt;\$100) <sup>(3)</sup></b>	Motions/Objections	Motion
<b>Judgement Entry (Expenses &gt;\$100) <sup>(3)</sup></b>	Assigned Counsel	Filing Submitted to Assigned Counsel Department: Judgment Entry

<sup>(1)</sup> All submissions must include a fee application and financial disclosure.

<sup>(2)</sup> The motion & detailed time log for extraordinary fees must be filed in the same submission as the fee application & financial disclosure. The attorney does not need to add an entry.

<sup>(3)</sup> The motion and entry for expenses over \$100 must be filed and approved prior to the submission of the fee application & financial disclosure.