

FRANKLIN COUNTY JUVENILE/DOMESTIC RELATIONS COURT
REFERRAL TO PRIVATE/RETIRED JUDGE eFILING GUIDE

Guide to e-Filing

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Welcome to e-Filing!

The Franklin County Domestic Relations Division and Juvenile Branch has put together this guide to give you step-by-step instructions on how to e-File a Motion for Referral to Retired Judge. The parties requesting this action have agreed to refer this matter to a retired judge, and have completed the required Motion for Referral, Agreement for Trial by Reference, and the Agreed Entry and Order for Referral. The parties are aware of the time requirements for submission of these documents as addressed in the Court's Local Domestic Rule 1/ Local Juvenile Rule 25.

If you do not already have an eFlex account, you will need to visit https://efiling.franklincountyohio.gov/ to request an account.

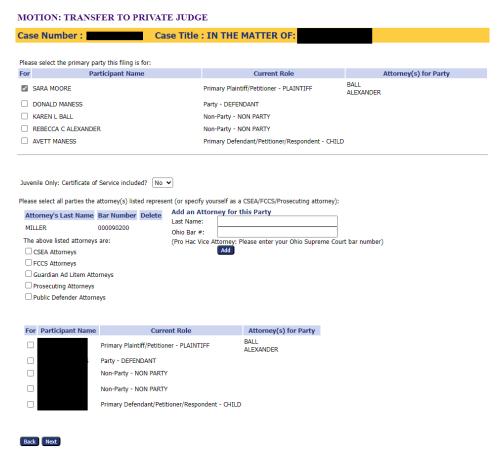
SUBMITTING A MOTION FOR REFERRAL TO RETIRED JUDGE

Prior to following the steps below, you will need to complete the "Motion for Referral to Retired Judge", "Agreement for Trial by Reference", and "Agreed Entry for Referral to Private/Retired Judgel" forms on the Domestic/Juvenile Court's website and save it to your computer in a location where you will be able to retrieve it.

- 1. Log in to the Filer's Interface.
- 2. Click "Existing Cases".
- 3. Enter the Case Number and "eFile".
- 4. Using the "Document Category" dropdown box, select "Motions/Objections".
- 5. Using the "Document Type" select "Motion: Transfer to Private Judge".
- 6. Click "Choose File" to find the document you saved.
- Click "Add" to upload the form.

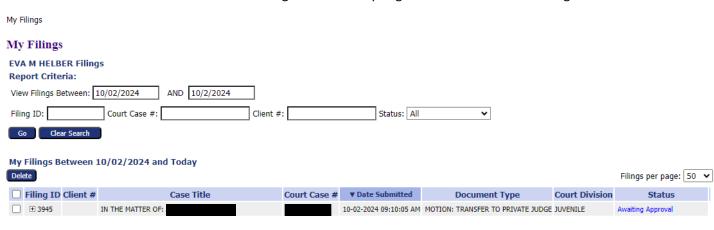


8. On the next screen that automatically loads, select a Primary Party for the filing, then click "Next"



- 9. Using the "Document Category" dropdown box, select "Miscellaneous".
- 10. Using the "Document Type" select "Agreement for Trial by Reference".
- 11. Click "Choose File" to find the document you saved.
- 12. Click "Add" to upload the form.
- 13. Using the "Document Category" dropdown box, select "Filing Submitted to Duty Bailiff".
- 14. Using the "Document Type" select "Filing Submitted to Duty Bailiff: Entry Referral to Private Judge"
- 15. Click "Choose File" to find the document you saved.
- 16. Click "Add" to upload the form.
- 17. Once the filing is complete, click "Next".
- 18. You will be taken to a new screen. Select "Submit the Filing".
- 19. To view the status of your filing, select "Filing Status" from the home screen.

*Note: be sure to check the date range when attempting to view the status of a filing.



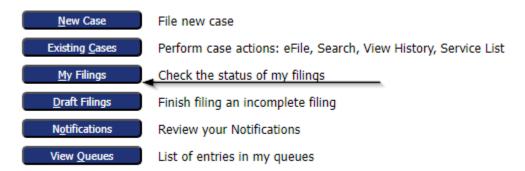
HOW TO REVIEW AND RESUBMIT A REJECTED FILING

My Filings

If your filing has been rejected, you will receive an email notification letting you know of the rejection. Once you receive the notification, follow these steps to correct and resubmit the filing.

(Only resubmit if an error was made on the form and if the filing is still applicable.)

- 1. Log in to the Filer's Interface.
- 2. Click "Filing Status.



Change the date parameters to the appropriate date range. Click "Go".



- 4. Find the case that was rejected. The status should read "Rejected" with an exclamation point next to it.
- 5. Click on "Rejected" to view the reason the court declined the filing. Click "Back" to return to the filing status page.



- 6. Click on "Resubmit" and "Confirm" on the pop-up to begin the process of correcting the filing.
 - *(Please note, you only receive the "Resubmit" button once. eFile will save a copy in "Draft Filings". This can be accessed under the eFile tab.)



- 7. After you click on "Resubmit" you will be taken to the "Add a Document" page where you can change or add documents to the filing. Click "Next" when finished correcting the issues.
- 8. Click "Submit the Filing" when you are ready to resubmit the filing.

TROUBLESHOOTING TIPS

- Do <u>not</u> access the forms through the Clerk of Court's website. Please use the forms on the Juvenile/Domestic Court's website. https://drj.fccourts.org/DRJ.aspx?PN=Forms.htm
- Attempt to reinstall Adobe Reader. When you reinstall the application, if prompted, set Adobe Reader as
 your default reader. (This reinstall should override any other program that has become your default reader
 (i.e. Preview, Nitro, etc.).
- Do not try to create a digital signature. Typing /s/ and then your name is the acceptable way to sign an electronic document.