

**Version**

**3**

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 Judge" 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.
7. Click "Add" to upload the form.

Document Name	View Document	Edit Data	Size	Pg Count	Remove
MOTION: TRANSFER TO PRIVATE JUDGE	<a href="#">Motion for Referral to Private_Retired Judge_eDR9184 12-2020_v2.pdf</a>		0.75 MB	2	
AGREEMENT FOR TRIAL BY REFERENCE	<a href="#">Agreement for Trial by Reference_eDR7907 12-2020_.pdf</a>		0.65 MB	1	
FILING SUBMITTED TO DUTY BAILIFF: ENTRY REFERRAL TO PRIVATE JUDGE	<a href="#">Agreed Entry for Referral to Private_Retired Judge_eDR0800 08-2021_.pdf</a>		0.77 MB	1	
			Total Size:	2.17 MB	

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

### MOTION: TRANSFER TO PRIVATE JUDGE

Case Number : [REDACTED] Case Title : IN THE MATTER OF: [REDACTED]

Please select the primary party this filing is for:

For	Participant Name	Current Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	SARA MOORE	Primary Plaintiff/Petitioner - PLAINTIFF	BALL ALEXANDER
<input type="checkbox"/>	DONALD MANESS	Party - DEFENDANT	
<input type="checkbox"/>	KAREN L BALL	Non-Party - NON PARTY	
<input type="checkbox"/>	REBECCA C ALEXANDER	Non-Party - NON PARTY	
<input type="checkbox"/>	AVETT MANESS	Primary Defendant/Petitioner/Respondent - CHILD	

Juvenile Only: Certificate of Service included?

Please select all parties the attorney(s) listed represent (or specify yourself as a CSEA/FCCS/Prosecuting attorney):

Attorney's Last Name	Bar Number	Delete	Add an Attorney for this Party
MILLER	000090200		Last Name: <input type="text"/> Ohio Bar #: <input type="text"/> <small>(Pro Hac Vice Attorney: Please enter your Ohio Supreme Court bar number)</small>

The above listed attorneys are:

CSEA Attorneys

FCCS Attorneys

Guardian Ad Litem Attorneys

Prosecuting Attorneys

Public Defender Attorneys

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	[REDACTED]	Primary Plaintiff/Petitioner - PLAINTIFF	BALL ALEXANDER
<input type="checkbox"/>	[REDACTED]	Party - DEFENDANT	
<input type="checkbox"/>	[REDACTED]	Non-Party - NON PARTY	
<input type="checkbox"/>	[REDACTED]	Non-Party - NON PARTY	
<input type="checkbox"/>	[REDACTED]	Primary Defendant/Petitioner/Respondent - CHILD	

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.

My Filings

### My Filings

EVA M HELBER Filings

Report Criteria:

View Filings Between:  AND

Filing ID:  Court Case #:  Client #:  Status:

#### My Filings Between 10/02/2024 and Today

Filings per page:

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Division	Status
<input type="checkbox"/>	3945		IN THE MATTER OF: [REDACTED]	[REDACTED]	10-02-2024 09:10:05 AM	MOTION: TRANSFER TO PRIVATE JUDGE JUVENILE	JUVENILE	Awaiting Approval

## HOW TO REVIEW AND RESUBMIT A REJECTED FILING

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."

<a href="#">New Case</a>	File new case
<a href="#">Existing Cases</a>	Perform case actions: eFile, Search, View History, Service List
<a href="#">My Filings</a>	Check the status of my filings
<a href="#">Draft Filings</a>	Finish filing an incomplete filing
<a href="#">Notifications</a>	Review your Notifications
<a href="#">View Queues</a>	List of entries in my queues

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

### My Filings

#### Report Criteria:

View Filings Between:  AND  [Clear Dates](#)

Filing ID:  Court Case #:  Client #:  Status:

Company: DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS Filer Last Name:

[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.

[My Filings](#) => Rejected

### Filing Status

Status: **Rejected** 10-17-2024:03:36:53 PM

Reason: Incorrect or missing document(s).

Client #:

Filing ID: 5013

Tracking ID: 2973

Original Filing ID: 5011

Original Tracking ID: 2971

Submitted By: MILLER, AARON P

Date Submitted: 10-17-2024 03:35:16 PM

Official File Stamp:

Case Title:

Court Case #:

Case Type:

Court Division: JUVENILE

Note: This filing will be removed from eFlex on 01-15-2025

Document Name	View Document
MOTION: TRANSFER TO PRIVATE JUDGE	<a href="#">Motion for Referral to Private_Retired Judge _eDR9184 12-2020_v2.pdf</a>
AGREEMENT FOR TRIAL BY REFERENCE	<a href="#">Agreement for Trial by Reference _eDR7907 12-2020_.pdf</a>
FILING SUBMITTED TO DUTY BAILLIFF: ENTRY REFERRAL TO PRIVATE JUDGE	<a href="#">Agreed Entry for Referral to Private_Retired Judge _eDR0800 08-2021_.pdf</a>

[Back](#)

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.)

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Division	Status	
<input type="checkbox"/>	5013				10-17-2024 03:35:16 PM	MOTION: TRANSFER TO PRIVATE JUDGE	JUVENILE	Rejected	Resubmit

Resubmit

You are requesting the e-filing system to create a draft filing where you must revise the previously rejected submission. These revisions may include but are not limited to editing and replacing data, correcting any mistakes, adding documents to the submission, or entering a new payment method. The correction depends on the reason your submission was rejected. Click the rejected status link to read the rejection reason to understand what you must change. Until you complete the draft filing that this action will create, your corrected submission will not be sent to the court, nor will it receive a date and time stamp

Confirm

Cancel

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 not 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>
- Complete PDF forms using Adobe Reader. All forms available on <https://drj.fccourts.org/DRJ.aspx?PN=Forms.htm> were created using Adobe software. We highly recommend avoiding the use of non-Adobe software/applications that allow for form completion. This includes web browsers. Visit this site to learn more about making Adobe Reader your default pdf reader/viewer: <https://helpx.adobe.com/acrobat/kb/not-default-pdf-owner-windows10.html>
- 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.