

Version

2

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

Guide to e-Filing

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Helpful Links

- Franklin County Court of Common Please Division of Domestic Relations and Juvenile Branch Home Page <http://www.fccourts.org/DRJ/main.html>
- Franklin County Filer Interface <https://efiling.franklincountyohio.gov/>

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 "File to Existing Case".
3. Enter the Case Number and Participant's Last Name and click "Submit".
4. Using the "Document Category" dropdown box, select "Motions/Objections".
5. Using the "Document Type" select "Motion: Transfer to Private Judge".
6. Click "Browse" to find the document you saved.
7. Click "Add" to upload the form.

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.pdf)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
MOTION: TRANSFER TO PRIVATE JUDGE	Motion for Referral to Private Judge_eDR9184 11-2020_.pdf		0.75 MB	--	
AGREEMENT FOR TRIAL BY REFERENCE	Agreement for Trial by Reference_eDR7907 11-2020_.pdf		0.65 MB	--	
FILING SUBMITTED TO DUTY BAILIFF: ENTRY REFERRAL TO PRIVATE JUDGE	Agreed Entry for Referral to Private Judge_eDR0800 11-2020_.pdf		0.71 MB	--	

Total Size: 2.11 MB

8. Using the "Document Category" dropdown box, select "Miscellaneous".
9. Using the "Document Type" select "Agreement for Trial by Reference".
10. Click "Browse" to find the document you saved.
11. Click "Add" to upload the form.
12. Using the "Document Category" dropdown box, select "Filing Submitted to Duty Bailiff".
13. Using the "Document Type" select " Filing Submitted to Duty Bailiff: Entry Referral to Private Judge".
14. Click "Browse" to find the document you saved.
15. Click "Add" to upload the form.
16. Once the filing is complete, click "Next".
17. You will be taken to a new screen. Select "Submit the Filing".

18. 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.

Filing Status

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](#)

My Filings Between 12/08/2020 and Today

[Delete](#)

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Status	Filer's Name
<input type="checkbox"/>	32774				12-08-2020:04:42:39 PM	FILING SUBMITTED TO DUTY BAILIFF: ENTRY REFERRAL TO PRIVATE JUDGE	Package Pending	

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.”



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 “Not Accepted”.
5. Click on “Not Accepted” to view the reason the court declined the filing. Click “Back” to return to the filing status page.
6. Click on “Correct for Resubmission” to begin the process of correcting the filing.

*(Please note, you only receive the “Correct for Resubmission” button once. EFile will save a copy in “Draft Filings”. This can be accessed under the eFile tab.)

My Filings Between 12/08/2020 and Today

Delete

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Status	Filer's Name	
<input type="checkbox"/>	32774				12-08-2020:04:42:39 PM	FILING SUBMITTED TO DUTY BAILIFF: ENTRY REFERRAL TO PRIVATE JUDGE	Rejected		Resubmit

Number of Filings: 1 * - Duplicated for resubmission - Message from the court/clerk

7. After you click on “Correct for Resubmission” you will be taken to the upload page where you can remove the filing that needs corrected and resubmit.

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.

