

Version

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FRANKLIN COUNTY JUVENILE/DOMESTIC RELATIONS COURT

Request for Video/Teleconference Appearance

Guide to e-Filing

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Helpful Links

- Franklin County Court of Common Pleas 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 Request for Video/Teleconference. Any party requesting a remote video or teleconference appearance in lieu of a personal appearance must file a Request for Video/Teleconference at least 72 hours in advance to effectuate the video or teleconference. Please note, resources are limited, and acceptance of request is required.

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

SUBMITTING A REQUEST FOR VIDEO/TELECONFERENCE

Prior to following the steps below, you will need to complete the new **“Request for Video/Teleconference”** form 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 **“REQUEST FOR VIDEO/TELECONFERENCE”**.
5. If hearing is scheduled with a Judge:
Using the “Document Type” select **“FILING SUBMITTED TO JUDGE: REQUEST FOR VIDEO/TELECONFERENCE”**
6. If hearing is scheduled with a Magistrate:
Using the “Document Type” select **“FILING SUBMITTED TO MAGISTRATE: REQUEST FOR VIDEO/TELECONFERENCE.”**
7. Click “Browse” to find the document you saved.
8. Click “Add” to upload the form.

The screenshot shows a web form for filing a document. At the top, there are two yellow boxes: "Case Number : [redacted]" and "Case Title : IN THE MATTER OF: [redacted]". Below this, the "Case Subtype" is set to "DELINQUENCY".

- Callout 4: Points to the "Document Category" dropdown menu, which is set to "REQUEST FOR VIDEO/TELECONFERENCE".
- Callout 5 or 6: Points to the "Document Type *" dropdown menu, which is set to "FILING SUBMITTED TO JUDGE: REQUEST FOR VIDEO/TELE CONFERENCE".
- Callout 7: Points to the "Document Location" field, which is empty and has a "Browse..." button next to it.
- Callout 8: Points to the "Add" button in the "Add to Submission" section.

Below the form is a table header with columns: "Document Name", "View Document", "Edit Data", "Size", "Pg Count", and "Remove". At the bottom of the form are three buttons: "Back", "Move to Draft", and "Next".

9. Once the filing is complete, click “Next”.
10. You will be taken to a new screen. Select “Submit the Filing”.
11. 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.

The screenshot shows the "Report Criteria" search interface. A large black arrow points to the "View Filings Between:" field, which contains the date "03/16/2020" and an "AND" operator followed by an empty date field. There is a "Clear Dates" button next to the date fields.

Below the date fields are input fields for "Filing ID:", "Court Case #:", "Client #:", and "Status:". The "Status:" dropdown menu is set to "All".

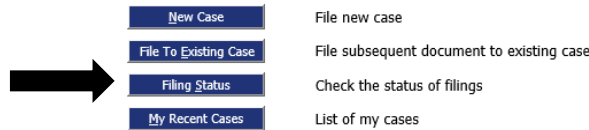
At the bottom, there is a "Company:" field with the text "DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS" and a "Filer Last Name:" field. A "Go" button is located below these fields.

There is no record of any filings submitted by you that meet the criteria.

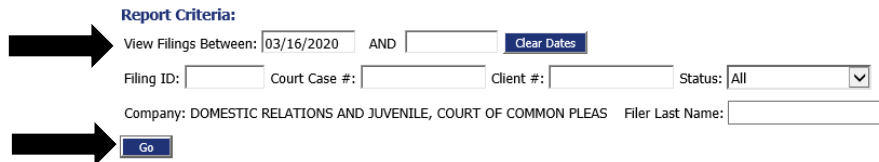
HOW TO REVIEW AND RESUBMIT A REJECTED FILING

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.)

1. Log in to the Filer’s Interface.
2. Click “Filing Status”.



3. Change the date parameters to the appropriate date range. Click “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 05/01/2014 and Today

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
819530		IN THE MATTER OF: JUSTIN D CORDELL	10JU000010	05-22-2014:02:25:57 PM	MOTION: ALTERNATIVE DISPOSITION	Awaiting Approval
819529		IN THE MATTER OF: DEKUAN O WILSON	12JU000001	05-22-2014:02:18:06 PM	FILING SUBMITTED TO JUDGE: ORDER F	RDS Awaiting Approval
819528		IN THE MATTER OF: JUSTIN D CORDELL	10JU000010	05-22-2014:02:13:52 PM	MOTION: VIOLATION OF PROBATION	Not Accepted ! Correct for Resubmission
819526		IN THE MATTER OF: DEKUAN O WILSON	12JU000001	05-22-2014:01:38:12 PM	MOTION: VIOLATION OF PROBATION	Awaiting Approval

Number of Filings: 4 * - 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.