



The Domestic Relations Division of Common Pleas Court
429 N. Michigan St.
Toledo, Ohio 43604

Attorney E-Filing Manual

The information contained herein represents significant creative and analytical efforts, and is presented here only to help demonstrate the use of this e-file system, which is a restricted website for official court-clerk business only. PROWARE, the software provider, reserves all rights to the ideas, concepts, intellectual property, and trade secrets presented in this document and/or by the e-file software/website. No part of this document, or the website or the processes or e-file methodology may be copied, used, or given to any third party or person without the express written permission of PROWARE.

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Access to web site

To access the e-filing web site, filers can click the link below or cut and paste in an appropriate browser.

<https://courtaccess.co.lucas.oh.us/dr/drefile/>



The image shows the Lucas County Clerk of Courts E-filing Gateway Test Environment login page. The header features the Lucas County Clerk of Courts logo and the text "LUCAS COUNTY CLERK OF COURTS J. BERNIE QUILTER". The main title is "LUCAS COUNTY E-FILING GATEWAY TEST ENVIRONMENT". A "Home" link is in the top left. The login form has fields for "Login ID" and "Password", a "Login" button, and links for "Create an account" and "Forgot Password". A note at the bottom says: "Enter Login Id and Password and click the Login button to connect. If you have forgotten your Password click the Forgot Password link and follow the instructions to Reset your Password." The footer contains links for "Contact Us | Disclaimer" and copyright information: "Copyright © 2022 PROWARE. All Rights Reserved. Development Build 1.0.1.0411".

Create an Account

Click on create an account to open the following screen:



LUCAS COUNTY
CLERK OF COURTS
J. BERNIE QUILTER

LUCAS COUNTY
E-FILING GATEWAY
TEST ENVIRONMENT

Home

CREATE AN E-FILE ACCOUNT

Password must be at least six (6) characters long with one (1) numeric value.
Security Question answer must be at least two (2) characters long.

Name
First
Middle
Last

Email address

Login

Enter a password

Confirm password

Choose a security question
-- Select --

Security question answer

I am an attorney.
 I agree to the [terms of use](#)

[Clear Account Information](#) [Cancel Account Creation](#) [Submit New Account Information](#)

[Contact Us](#) | [Disclaimer](#)

Step 1:

Complete all the information including name, email, login, password, and security question.

Step 2:

Check “I am an attorney” and enter your Bar ID

Check “E-Notice Sign Up”

Check “I agree to the terms of use”

Click “Submit New Account Information”

I am an attorney.

[E-Notice Sign Up](#)

I agree to the [terms of use](#)

Your information has now been sent to the Clerk's Office for approval. Once approved, the filer will receive a confirmation email.

Begin E-Filing:

Once the filer has received their confirmation email from the Clerk's Office, e-filing can begin. **(Can't E File on Domestic Violence cases)**

<https://courtaccess.co.lucas.oh.us/dr/drefile/>

Home E-Filing Case Search E-Notice Payment History

Welcome to the Lucas County Domest Relations Court Electronic Filing System Gateway. [ef_welcm_t]

Listed Below are your Filings from the Last 7 days and Cases on which you have been Recently Scheduled. [ef_home]

MY FILINGS (LAST 7 DAYS)

Case Number	Filed	Status [?]	Conf. #	Filing Type	Case Title
DR20220051	6/07/2022	 119		DISSOLUTION - NO CHILDREN	TESTER/TEST/ VS. TESTER/RTEST/
DM20225022	6/07/2022	 120		DIVORCE - NO CHILDREN	SNIDER/JOHN/ VS. SNIDER/MIRANDA/
		 121		DISSOLUTION - NO CHILDREN	ACKERMAN/MARYANNE/ VS. ACKERMAN/EDWARD/

MY RECENT CASES

No cases were found

Main Screen of system

First Tab: Home screen

The first tab is the home where you will see your filings from the last 7 days and your most recent cases which will be cases that are set within the last 2 weeks.

As you can see it has the case number that if you click it will show all images, the date you filed it, Status (?) Will give you the key of what the symbols mean), filing type, and the case caption.

Through all of these screens you will see Save and Proceed or just save. If you do either of these and do not complete the next step you will see an i as the status:

Case Number	Filed	Status [?]	Conf. #	Filing Type	Case Title
			119	DISSOLUTION - NO CHILDREN	TESTER/TEST/ VS. TESTER/RTEST/
DR20220051	6/07/2022		120	DIVORCE - NO CHILDREN	SNIDER/JOHN/ VS. SNIDER/MIRANDA/
DM20225022	6/07/2022		121	DISSOLUTION - NO CHILDREN	ACKERMAN/MARYANNE/ VS. ACKERMAN/EDWARD/
DR20220051			122	DIVORCE - NO CHILDREN	SNIDER/JOHN/ VS. SNIDER/MIRANDA/
DR20220051	6/07/2022		123	DIVORCE - NO CHILDREN	SNIDER/JOHN/ VS. SNIDER/MIRANDA/
DM20225022			124	DISSOLUTION - NO CHILDREN	ACKERMAN/MARYANNE/ VS. ACKERMAN/EDWARD/

Each filing receives a Conf.# if you hit this number, the system will give you a filing overview where you can remove or edit any filing before it is submitted.

FILING OVERVIEW

Below is an overview of your e-filing. You may cancel your e-filing if it has not yet been accepted by the Court. You may also make corrections and resubmit your e-filing if it has been rejected by the Court.

Conf. # 119

Case Title TESTER/TEST/ VS. TESTER/RTEST/

Case Number Case not created yet

Judge Judge not assigned yet

Filing Status Filing is incomplete, not submitted

Filing User STEVEN T SNYDER

Filing Started 6/7/2022 10:33:16 AM

Filing Submitted Not submitted yet

Document	File Name
 PETITION FOR DISSOLUTION AND SEPARATION AGREEMENT	Test Document.pdf
 SCHEDULE I	Test Document.pdf

[Return Home](#)

[Remove this from My Filings](#)

[Edit this Filing](#)

[Cancel this Filing](#)

Second Tab: E-Filing

The E-Filing tab will have 3 options My E-Filings, File a New Case, and Filing on an existing case.

My E-Filings

This option gives you a search capability to search for all your cases. If you click the case number link it will take you to a filed stamp copy of what has been filed (accepted) with the court already on the case.

MY E-FILINGS SEARCH

From <input type="text"/> <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> New Case Filings	Title Search <input type="text"/>	Confirmation # <input type="text"/>
To <input type="text"/> <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> Existing Case Filings	Filing Type <input type="button" value="-- Select --"/>	Filing Status <input type="button" value="All"/>
<input type="button" value="Search E-Filings"/> <input type="button" value="Clear"/>			

Case Number	Filed	Status [?]	Conf. #	Filing Type	Case Title
DR20220051	6/07/2022		119	DISSOLUTION - NO CHILDREN	TESTER/TEST/ VS. TESTER/RTEST/
DM20225022	6/07/2022		120	DIVORCE - NO CHILDREN	SNIDER/JOHN/ VS. SNIDER/MIRANDA/
			121	DISSOLUTION - NO CHILDREN	ACKERMAN/MARYANNE VS. ACKERMAN/EDWARD/

[Create A New E-Filing](#)

[Contact Us](#) | [Disclaimer](#)

It also provides a button at the bottom to create a new filing which takes you to file a new case.

File a New Case

Home E-Filing Case Search E-Notice Payment History

File a New Case [Case Setup](#) ► Case Party ► Documents ► Review ► Payment ► Confirmation

NEW CASE FILING

Enter the Type of Filing and New Case Title Information below.
Once you are finished please click the [Save and Proceed] button to continue to the next screen.

Type of Filing <input type="button" value="-- Select Filing--"/>
Case Title <input type="text"/> FIRST NAME <input type="text"/> LAST NAME <input type="text"/> MIDDLE INITIAL <small>Plaintiff (max 50 characters)</small>
-VS.-
<input type="text"/> FIRST NAME <input type="text"/> LAST NAME <input type="text"/> MIDDLE INITIAL <small>Defendant (max 50 characters)</small>
<input type="button" value="Save and Proceed"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

PRIOR TO FILING YOU WILL STILL NEED TO CALL THE ASSIGNMENT OFFICE (419-213-6854) TO GET A COURT DATE AND ENTER THAT DATE ON YOUR PAPERWORK PRIOR TO UPLOADING YOUR PAPERWORK FOR FILING.

You will select which type of filing and enter the names of the parties which will become the case caption. You can save and proceed or you can save then come back later and complete on any of these screens.

Then it will take you to Case Party:

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role

Person Company

First Name

Middle Name

Last Name

Date of Birth

Gender Male Female

Email Address

Phone Type Phone Number -

Foreign Address Unknown Address

Address Type

Address Line 1

Address Line 2

City

State Zip Code

PARTY ROLE REVIEW

No persons have been added to this list yet. You may add one above.

Enter all the information for the parties then save and proceed.

This will then take you to the screen to add documents:

ADD DOCUMENTS

Please attach any PDF format documents to the required filings. Hit the button under the [Attach] header for each filing to attach the document. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. All the required documents are needed to proceed.

View	Document	File Name	Attach	Remove
	PETITION FOR DISSOLUTION AND SEPARATION AGREEMENT			

Depending on what you selected to file it will show you a list of documents that you need to upload and attach. If you hit the little pencil and paper it will pull up this:

View	Document	File Name	Attach	Remove
	PETITION FOR DISSOLUTION AND SEPARATION AGREEMENT			

Document

Document Location

You will select which document from the list then hit browse find the document on your computer and add this document (PDF form). You will do this for all the forms it says you are required to file.

Also once you have uploaded all the required forms it will give you an option to select other forms that are not required that you can upload:

ADD DOCUMENTS

Please attach any PDF format documents to the required filings. Hit the button under the [Attach] header for each filing to attach the document. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. All the required documents are needed to proceed.

View	Document	File Name	Attach	Remove
	PETITION FOR DISSOLUTION AND SEPARATION AGREEMENT	Test Document.pdf		
	SCHEDULE I	Test Document.pdf		

Document

Document Location

Any document that is required you can't remove. But all optional you can delete with the red X. You also can hit the magnify glass and this will pull up that document for you to view.

From there you will go to a review of everything you just entered and a place to put a note for the clerk:

FILING REVIEW**EDIT**

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Type of Filing: DISSOLUTION - NO CHILDREN

PARTY ROLE REVIEW**EDIT**

(REPRESENTED BY STEVEN SNYDER (123456))

PLAINTIFF/PETITIONER: TEST TESTER
123 TESTER RD
TOLEDO, OH 43604
(419) 213 - 6745

DEFENDANT/RESPONDENT: RTEST TESTER
123 TESTER RD
TOLEDO, OH 43604
(419) 213 - 5467

DOCUMENT REVIEW**EDIT****View Document****File Name**

PETITION FOR DISSOLUTION AND SEPARATION AGREEMENT Test Document.pdf



SCHEDULE I

Test Document.pdf

NOTE FOR CLERK

Note to Clerk

(max 500 characters)

Save and Proceed

Save and proceed then will take you to the payment screen:

PAYMENT

Filing on an Existing Case

Enter your credit or debit card information below to authorize payment. Your card will be confirmed for the amount shown on the Total Deposit Required line while your filing is under review and charged only after your filing has been accepted by the Court.

An additional convenience fee will be charged by Point and Pay for electronic payment. This will appear as a separate charge on your statement. The convenience fee is non-refundable outside of the same business day your electronic filing is accepted.

The name on the credit/debit card MUST match the Registered Account Name. Third party payments will NOT be accepted.[efile_pay]

Filing Charges	\$300.00
Convenience Fee	\$9.00
Total Deposit Required	\$309.00

On Behalf of: TEST TESTER (PLAINTIFF/PETITIONER)

Payment Type Credit Card Debit Card

Bill To

First Name Last Name Suffix

Address Line 1

Line 2

City

State

Zip

Card Number (without dashes or spaces)

Expiration /
(Month/Year)

CSV/CID Code (AMX 4 digits on front, all others 3 digits on back of card)



SSL

You will complete this screen and then submit filing. Filing charges go to the court and the processing fee goes to the company that runs the credit card.

File on existing case

File on an Existing Case [Case Setup](#) ► Case Party ► Review ► Payment ► Confirmation

EXISTING CASE FILING

Enter the Case Number and choose the Type of Existing Case Filing below.
Once you are finished please click the [Save and Proceed] button to continue to the next screen. [\[ef_ex_case\]](#)

Example Case Number: DR[YEAR]0001, DM[YEAR]5001

Case Number: [Verify Case](#) Valid Case

Type of Existing Case Filing: ▼

Case Title: SNIDER/JOHN/ VS. SNIDER/MIRANDA/

Case Filed: 02/01/2022

Judge: MCGOWAN/LISA/

[Save and Proceed](#)

[Save](#)

[Cancel](#)

Enter case number then click verify case. You will see a green valid case next to it or if the case number was wrong you will get a red Invalid Case Number. Once you verify the valid case is the same as the others select what you are filing from the drop down list and the save and proceed:

Filing on an Existing Case

EXISTING CASE FILING

Case Number: DR20220051
Case Title: SNIDER/JOHN/ VS. SNIDER/MIRANDA/
Case Filed: 02/01/2022
Type: DIVORCE - NO CHILDREN
Judge: MCGOWAN/LISA/

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add a new or modified party member to the filing. You can add an unlimited number of party members this way. You may also indicate that an existing party member is your client. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role -- Select --

Person Company

First Name

Middle Name

Last Name

Date of Birth

Gender Male Female

Email Address

Phone Type -- Select -- Phone Number ()

Foreign Address Unknown Address

Address Type -- Select --

Address Line 1

Address Line 2

City

State -- Select -- Zip Code

Copy Address -- Select --

PARTY ROLE REVIEW

PLAINTIFF/PETITIONER: (REPRESENTED BY STEVEN SNYDER (123456))
JOHN SNIDER
423 CINCINNATI ST
TOLEDO, OH 43611
(419) 921 - 6257
SNIDERREALESTATEINVESTMENTS@GMAIL.COM

DEFENDANT/RESPONDENT: MIRANDA SNIDER
64 BENEDICT AVE
SUITE 2
NORWALK, OH 44857
(419) 577 - 9786

From here fill out what information as needed, upload form, add note if needed for the clerk, and then save and proceed:

EXISTING CASE FILING REVIEW

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Conf. #: 122
Case Number: DR20220051
Case Title: SNIDER/JOHN/ VS. SNIDER/MIRANDA/
Case Filed: 2/1/2022
Type: DIVORCE - NO CHILDREN
Judge: MCGOWAN/LISA/

FILING REVIEW

[EDIT](#)

Filing Attorney: ATTORNEY/TEST/EFILE

(REPRESENTED BY STEVEN SNYDER (123456))

PLAINTIFF/PETITIONER: JOHN SNIDER
[Claimed Party](#)
423 CINCINNATI ST
TOLEDO, OH 43611
(419) 921 - 6257
SNIDERREALESTATEINVESTMENTS@GMAIL.COM

(REPRESENTED BY STEVEN SNYDER (123456))

PLAINTIFF/PETITIONER: PETER SNIDER
[New Party](#)
423 CINCINNATI ST
TOLEDO, OH 43611
(419) 921 - 6257

DEFENDANT/RESPONDENT: MIRANDA SNIDER
64 BENEDICT AVE
SUITE 2
NORWALK, OH 44857
(419) 577 - 9786

DOCUMENT REVIEW

[View Document](#) [File Name](#)
 EXPARTE MOTION Test Document.pdf

NOTE FOR CLERK

Note to Clerk

(max 500 characters)

[Save and Proceed](#)

When searching to file on an existing case you will see two things after the case one being New E-File and the second being New PO:

CASE SEARCH

Case Number	Filed	Status	Case Title	Judge	New E-File	New PO
DR20220051	2/01/2022	A	SNIDER/JOHN/ VS. SNIDER/MIRANDA/	LISA MCGOWAN		

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If you hit the paper with the green E for new E-File it will take you to the Existing Case Filing:

EXISTING CASE FILING

Enter the Case Number and choose the Type of Existing Case Filing below.
Once you are finished please click the [Save and Proceed] button to continue to the next screen. [ef_ex_case]

Case Number:	<input type="text" value="DM20225022"/>
Type of Existing Case Filing:	<input type="text" value="-- Select Existing Case Filing--"/>
Case Title:	ACKERMAN/MARYANNE/ VS. ACKERMAN/EDWARD/
Case Filed:	01/18/2022
Judge:	LEWANDOWSKI/DAVID/

Save and Proceed **Save** **Cancel**

From there you would follow the above instructions for filing on an existing case.

To get a filed stamped copy of what you filed once it is accepted you can go to the online docket here <https://co.lucas.oh.us/99/Dockets-Online>

The second is New PO (Proposed Order):

CASE SEARCH

Case Number	dr	20220051	From	<input type="text"/>	<input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> Pending Cases	
			To	<input type="text"/>	<input type="button" value="Calendar"/>	<input checked="" type="checkbox"/> Post Decree Cases	
						<input type="button" value="Search Cases"/>	<input type="button" value="Clear"/>
Case Number	Filed	Status	Case Title	Judge	New E-File	New PO	
DR20220051	2/01/2022	A	SNIDER/JOHN/ VS. SNIDER/MIRANDA/	LISA MCGOWAN			

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When you click the paper with the P on it:

EXISTING CASE FILING PROPOSED ORDER

Enter the Proposed Order/Pleading information below. Browse to upload the MSWord .doc or .docx file(s) from your PC and click [Add this Document]. Once you are finished adding Proposed Orders/Pleadings click the [Save and Proceed] button.[\[file_po\]](#)

Case Number: **Type of Existing Case Filing:** **Case Title:** SNIDER/JOHN/ VS. SNIDER/MIRANDA/**Case Filed:** 02/01/2022**Judge:** MCGOWAN/LISA/**ADD DOCUMENTS**

View	Document	File Name	Attach	Remove
	PROPOSED ORDER/PLEADING	Test Document.docx		

Document **Document Location**

You will browse and this is the only document that it will require it to be in a word document format. Once uploaded you hit the save and proceed:

CASE REVIEW

Below is a summary of the Proposed Order data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Conf. #: 123

Case Number: DR20220051

Case Title: SNIDER/JOHN/ VS. SNIDER/MIRANDA/

Case Filed: 2/1/2022

Type: DIVORCE - NO CHILDREN

Judge: MCGOWAN/LISA/

PROPOSED ORDER REVIEW

[EDIT](#)

Filing Attorney: ATTORNEY/TEST/EFILE

Document Caption: PROPOSED ORDER

DOCUMENT REVIEW

[View Document](#)

[File Name](#)



PROPOSED ORDER/PLEADING Test Document.docx

NOTE FOR CLERK

Note to Clerk

PROPOSED ORDER

(max 500 characters)

[Submit Proposed Order](#)

Review and then Submit.

Case Search

The screenshot shows the 'CASE SEARCH' section of a web application. At the top, there are five tabs: Home, E-Filing, Case Search, E-Notice, and Payment History. The 'Case Search' tab is active. Below the tabs, the 'CASE SEARCH' header is displayed. The search form includes fields for 'Case Number' (with two input boxes), 'From' and 'To' dates (each with a date picker icon), and two checked checkboxes: 'Pending Cases' and 'Post Decree Cases'. At the bottom of the search form are 'Search Cases' and 'Clear' buttons.

If you have the case number and are just appointed you can file on a case by searching here.

E-Notice

The screenshot shows the 'E-NOTICE' section of a web application. The top navigation bar includes tabs for Home, E-Filing, Case Search, E-Notice (which is active), and Payment History. The 'E-NOTICE' header is shown. The search form contains fields for 'Case Number' (two input boxes), 'From' and 'To' dates (date pickers), and a checked checkbox for 'Unread Notices Only'. At the bottom of the search form are 'Search' and 'Clear' buttons. Below the search form, a message states: 'No notices were found, enter search criteria and click the search button'.

When you created an account if you signed up for E-Notice you will get anything that the other attorney filed on a case on this tab.

Payment History

Home E-Filing Case Search E-Notice Payment History

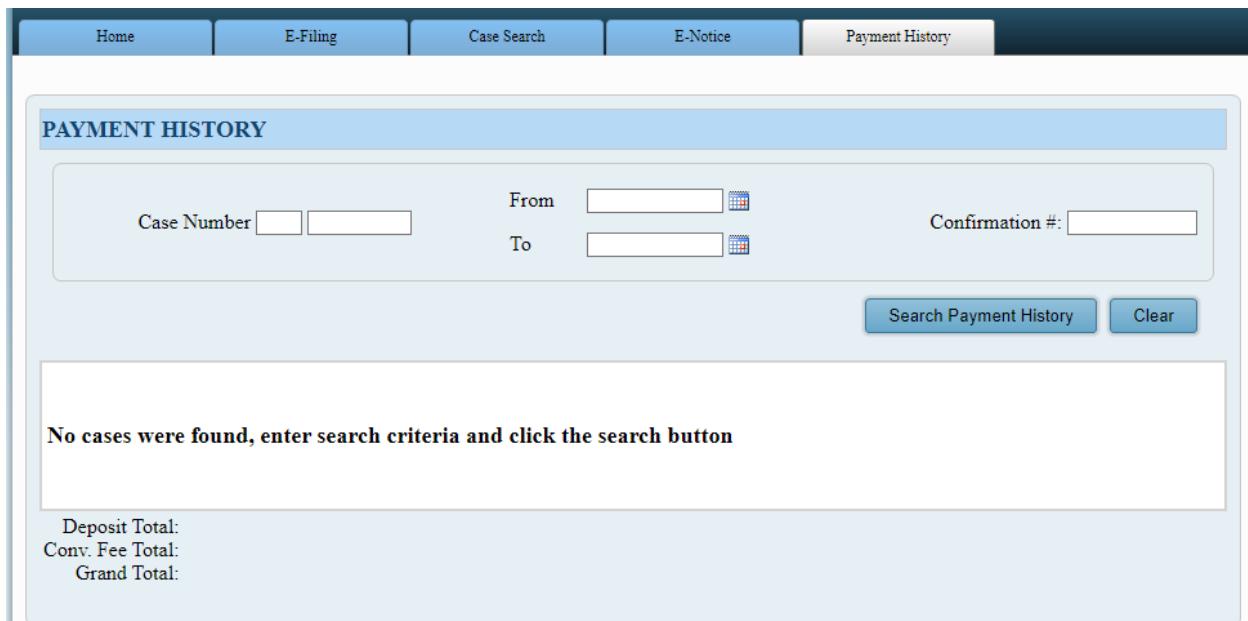
PAYMENT HISTORY

Case Number From To Confirmation #:

Search Payment History Clear

No cases were found, enter search criteria and click the search button

Deposit Total:
Conv. Fee Total:
Grand Total:



This will show all the payments that you have made through the DR E-Filing.

Any problems or questions please call 419-213-6774 or email
HelpDesk@co.lucas.oh.us