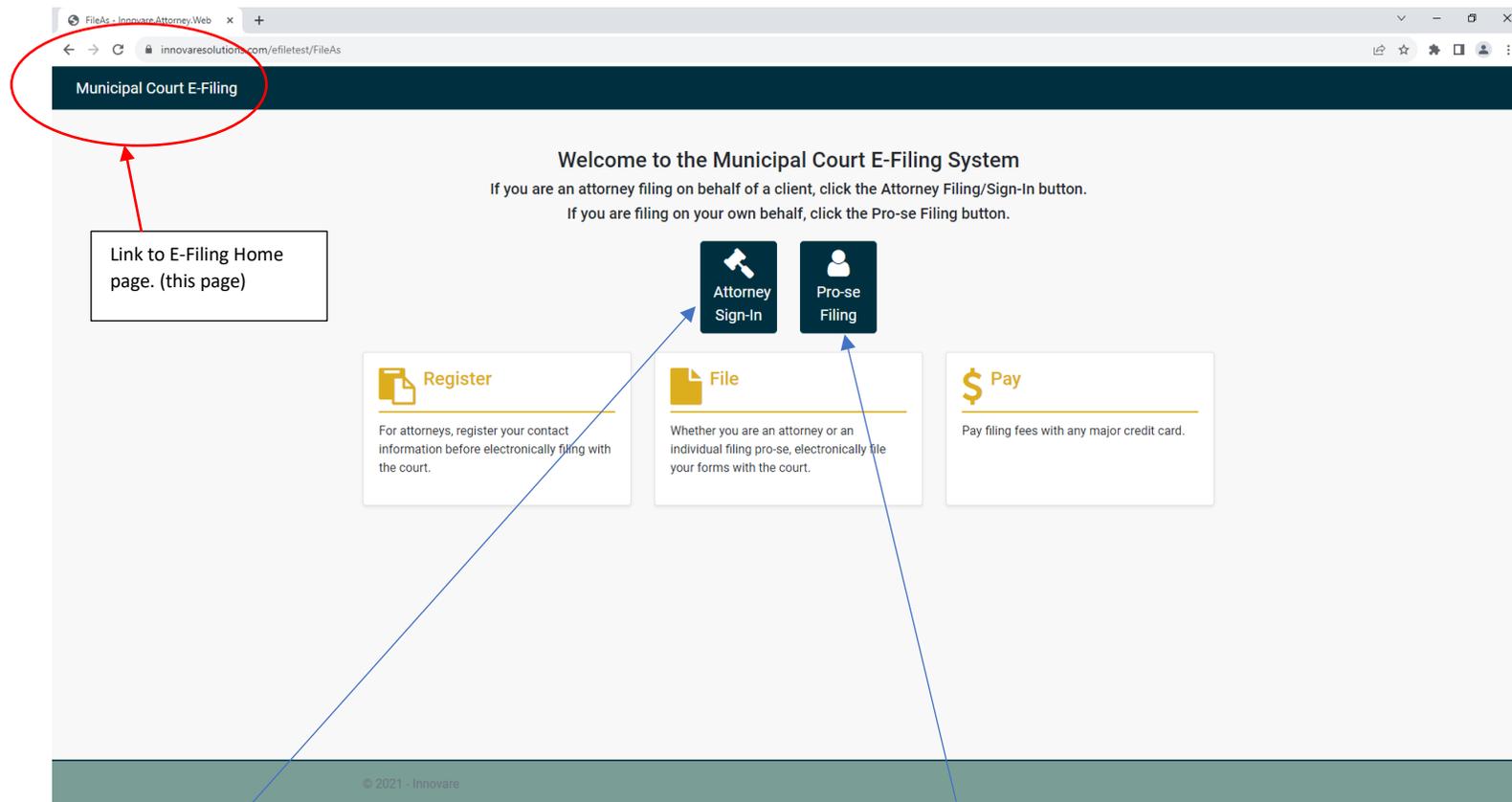


Welcome to the Bedford Municipal Court eFiling Portal

The Bedford Municipal Court eFiling Guideline is intended for use as a quick reference for the preparation and easy entry of any eFiling. Please review the following User guide before using this application to file with the Court. It will help in assisting with any questions while proceeding through various screens.

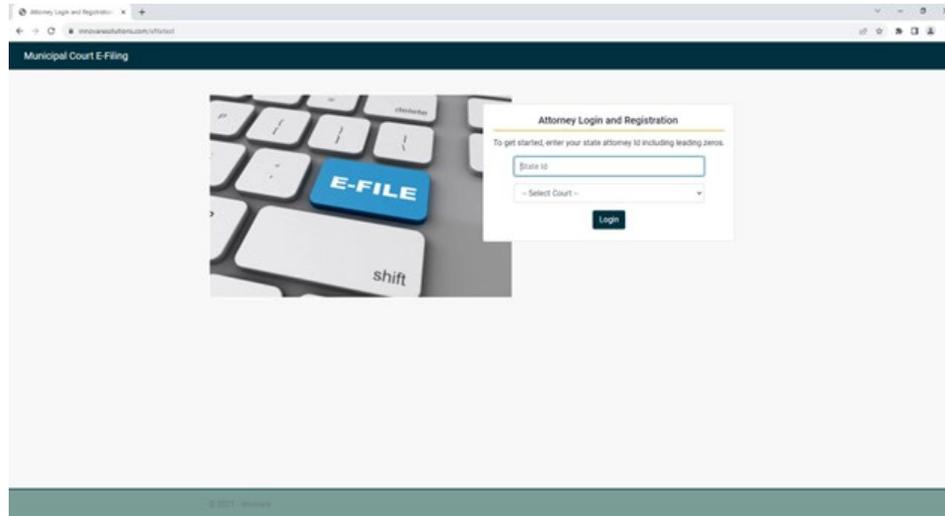
The eFiler assumes the responsibilities of any filer as specified in the Bedford Municipal Court Local Rules. This includes, but is not limited to, timely filing, fee assessments, and identity protection. The Clerk of Court reserves the right to deny or revoke any eFiling participant or organization at any time.



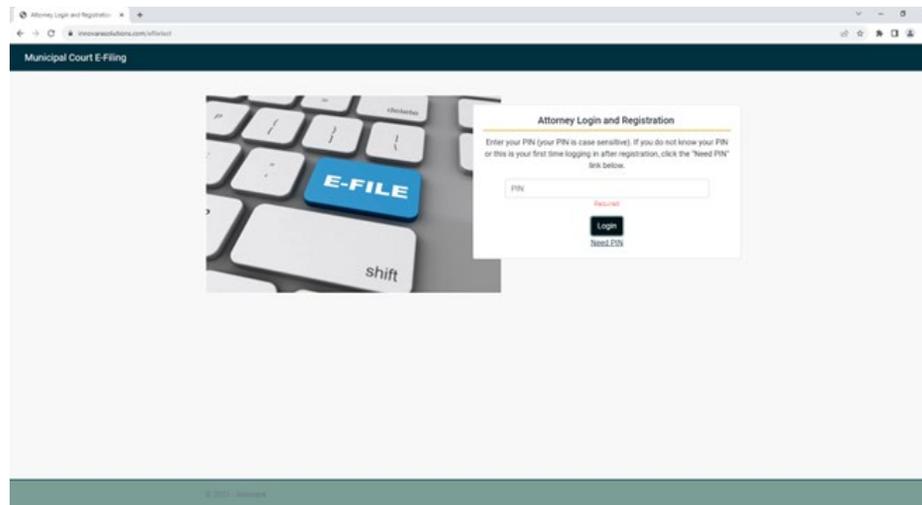
For Attorneys use the Attorney Sign-in. For all others filing under a Pro Se status, use the Pro Se Sign-in. Attorneys must be registered with the Court before eFiling can be accessed and used.

**** For Attorney registration information, skip to the last 3 pages and follow the instructions.**

Attorney eFiling

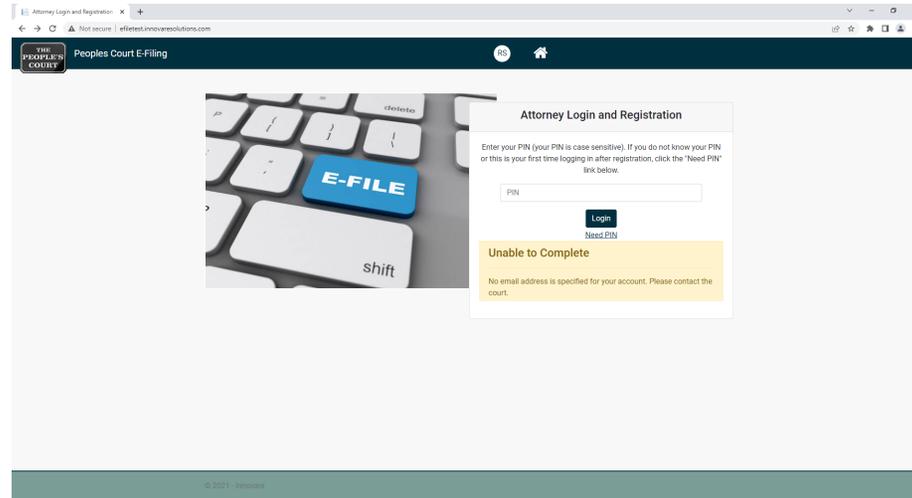


Enter your Attorney Registration StateID and click LOGIN

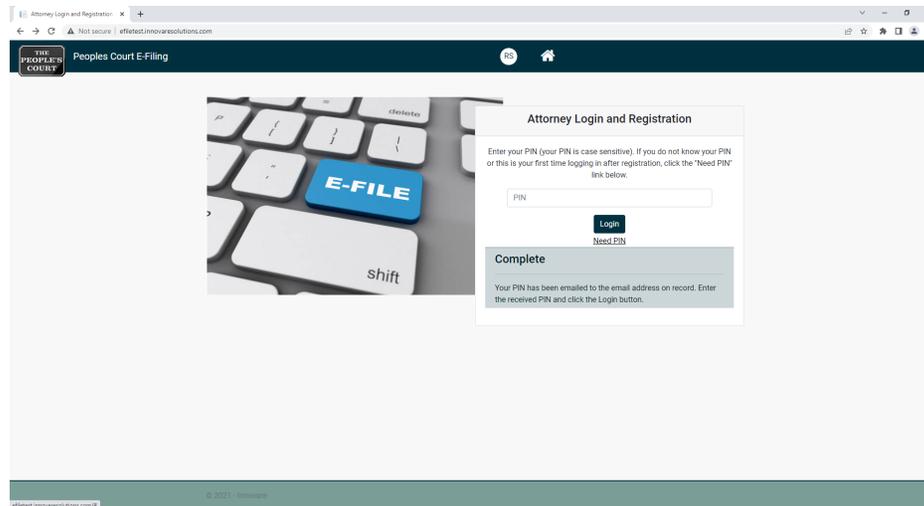


Next enter your PIN that your received once you registered with the Court and click LOGIN.

Attorney eFiling



If you click on the NEED PIN link and no email address on file, you will need to add the email address to your registration.



If your email address is on file, you will receive an email with your PIN number.

Attorney eFiling

On a successful login you can now select the Case Type you are filing. Attorney information will be shown on the left side and Form types to be filed on the right side.

NEXT -To proceed

CLEAR – To reenter information

CLOSE – To return to eFiling Home page

Attorney eFiling

Municipal Court E-Filing

Attorney E-Filing

Attorney Information

Attorney Name
Test Address
Test City OH, 44444

☎ 216-555-1212
✉ Attorney@emailaddress.com

Next **Clear** **Close**

Type of Filing

Case Type*

- Select -

- PERSONAL INJURY & PROPERTY DAMAGE
- CONTRACTS
- COGNOVIT NOTE
- FORCIBLE ENTRY AND DETAINER
- SMALL CLAIMS
- TRANSFER OF JUDGMENT
- REPLEVIN
- LIMITED DRIVING PRIVILEGES
- EXPUNGEMENT
- TRAFFIC OVI
- TRAFFIC OTHER TRAFFIC
- CRIMINAL FELONY
- CRIMINAL MISDEMEANOR
- TRAFFIC PARKING
- TRAFFIC SUSPENDED

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From the Case Type dropdown box select the Case Type you will be filing.

NEXT -To continue

CLEAR – To reenter information

CLOSE – To return to eFiling Home page

Attorney eFiling

Attorney Information

Attorney Name
Test Address
Test City OH, 44444
216-555-1212
Attorney@emailaddress.com

Next **Clear** **Close**

Type of Filing

Case Type*
SMALL CLAIMS

Form Type*

- Certificate of Service
- Blank Motion Form
- Civil Indigent Litigant Form
- Credit Card Fax Form
- Notice of Dismissal
- Satisfaction Form
- Small Claims Complaint Form**
- Summons for Examination in Aid of Execution of Judgment
- Witness Subpoena
- Transfer to Another Court
- Adding New Party Defendant
- Alias Service of Summons
- Continuance
- Motion for Relief from Judgment
- Motion to Revive Judgment
- Notice of Appeal
- Notice to Transfer to Common Pleas
- Objections to Magistrate's Decision
- Request for Findings of Facts and Conclusions of Law
- Subpoena (each witness plus \$6.00 check to witness)

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Once you enter the Case Type a Form Type dropdown box will appear to select the form you will be filing.

Use the **NEXT** button to continue.

Attorney eFiling

The screenshot shows a web browser window with the URL `innovaresolutions.com/efiletest/FileAttorney`. The page title is "Municipal Court E-Filing". The main heading is "Attorney E-Filing".

The interface is divided into two main sections:

- Attorney Information:** Contains a key icon, the title "Attorney Information", and a form with the following fields:
 - Attorney Name:** (text input)
 - Test Address:** (text input)
 - Test City OH, 44444:** (text input)
 - 216-555-1212:** (text input)
 - Attorney@emailaddress.com:** (text input)
- Type of Filing:** Contains a document icon, the title "Type of Filing", and the following fields:
 - Case Type*:** (dropdown menu with "SMALL CLAIMS" selected)
 - Form Type*:** (dropdown menu with "Small Claims Complaint Form" selected)
 - Additional Parties:** (text input)
 - Additional Copies:** (text input)

At the bottom of the form area, there are three buttons: "Next", "Clear", and "Close".

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Depending on what Form type you select additional information may appear for entry.

If a **CASE NUMBER** is shown, it is required and will need to be entered

If **ADDITIONAL BANKS** are needed the number will need to be entered

If **ADDITIONAL COPIES** or **ADDITIONAL PAGES** are needed, they will need to be entered

Click the **NEXT** button to continue.

Attorney eFiling

Municipal Court E-Filing

E-Filing Service Selection

Form Details

Attorney: Attorney Name Form Name: Small Claims Complaint Form
Amount Due: **\$80.00** Case Type: SMALL CLAIMS

Service Details

Party Name	Service Type	Alias Service Required
	ALIAS SERVICE - BAILIFF	<input checked="" type="checkbox"/>

Previous Next Cancel

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If a **SERVICE TYPE** is required this screen will appear. Enter the Party first and last name and select which service from the dropdown list. If Alias Service is required check the box.

NOTE: If there is a cost for filing this form as entered, the cost will appear in the Amount Due in **RED**

Once all information is entered you can :

PREVIOUS – to return to the previous page

NEXT – to proceed to the next screen

CANCEL – to return to the E-Filing Home page

Attorney eFiling

Municipal Court E-Filing

Attorney E-Filing

Attorney Information

Attorney Name
Test Address
Test City OH, 44444

216-555-1212
Attorney@emailaddress.com

Previous Next Cancel

Upload Form

Form Name: Small Claims Complaint Form
Case Type: SMALL CLAIMS
Amount Due: **\$80.00**

PDF form to upload

Select document

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From this screen you can upload the filing document. **All filings MUST BE IN A .pdf FORMAT.** Use the Browse button to select which document you want to upload. If there is a cost associated with this filing, the cost for filing will be shown in **RED**. The size of the uploaded document is limited to a maximum of 20MB.

PREVIOUS – to return to the prior page

NEXT – to continue to the Payment and Upload process

CANCEL – to return to the E-Filing Home page

Attorney eFiling

Attorney Information

Attorney Name
Test Address
Test City OH, 44444
216-555-1212
Attorney@emailaddress.com

Upload Form

Form Name: Small Claims Complaint Form
Case Type: SMALL CLAIMS
Amount Due: \$80.00

PDF form to upload

Civil - Blank Motion.pdf

Previous Next Cancel

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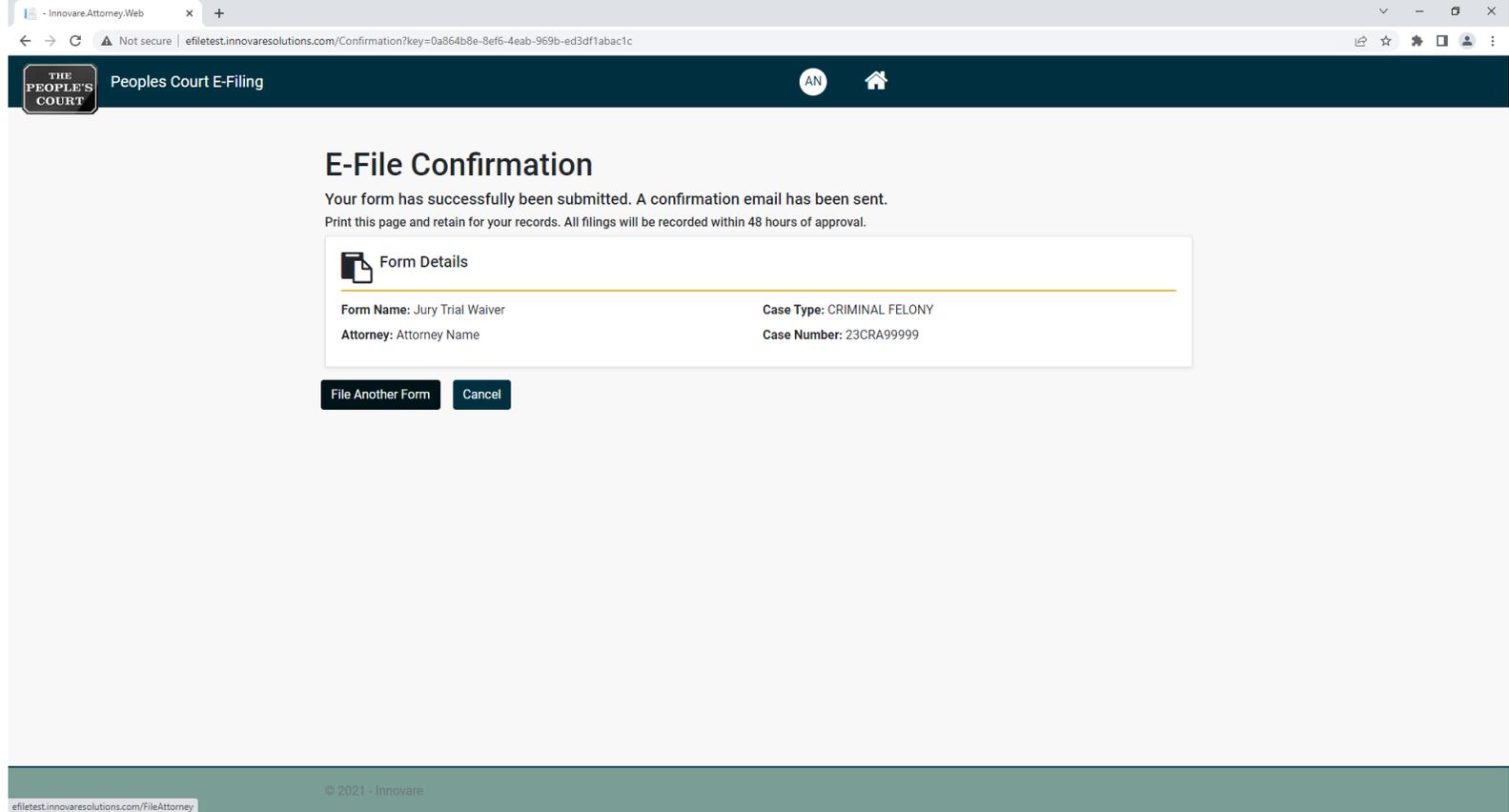
Once you select your document you can send your document to the Court.

PREVIOUS – to return to the prior page

NEXT – to send your document to the Court

CANCEL – to return to the E-Filing Home page

Attorney eFiling



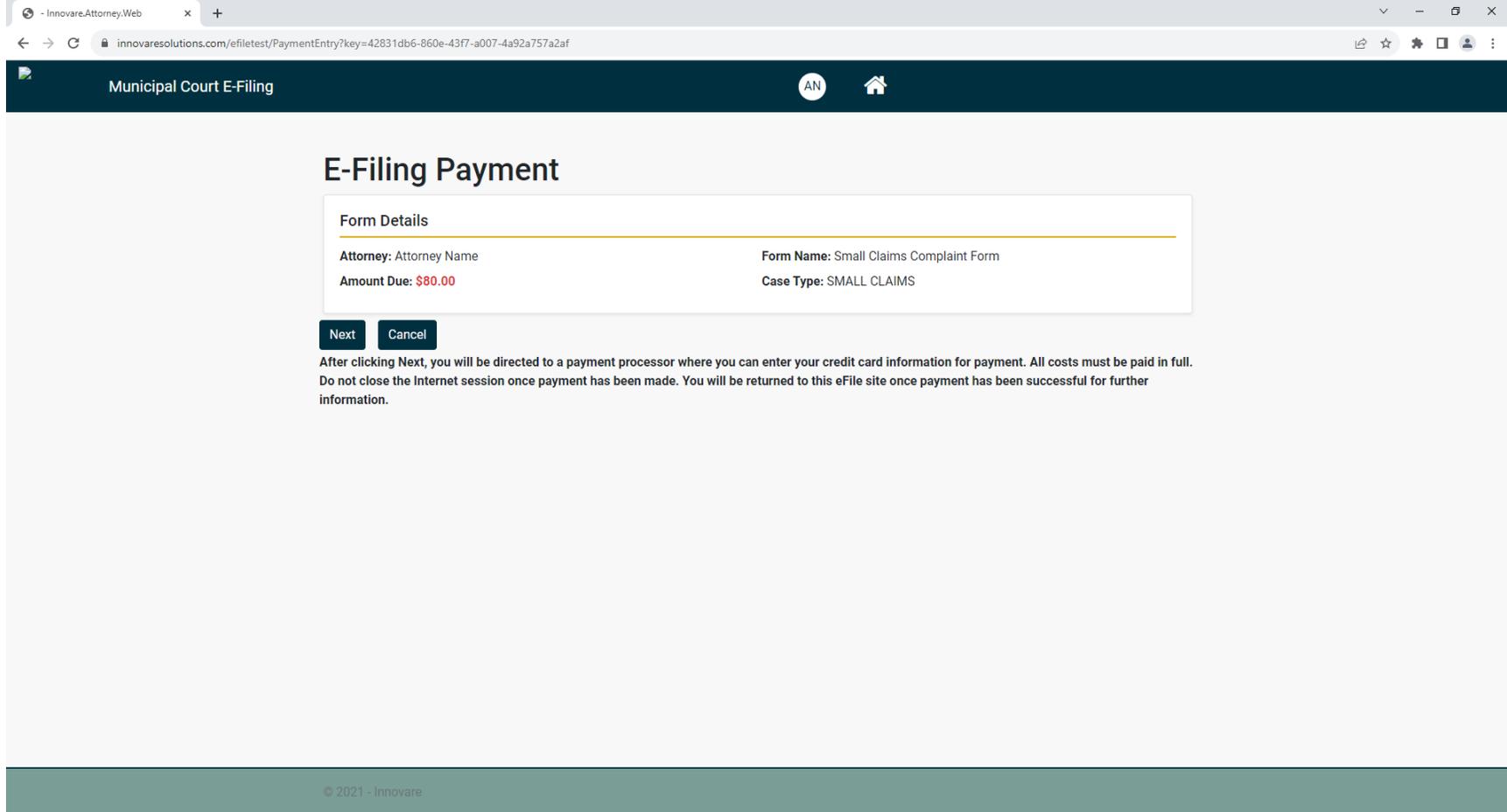
If there are no associated costs for filing, once you successfully upload your document a confirmation page will appear. You can print this page for your records and a confirmation email will be sent to the email address on file. If there is a cost for filing you will be directed to the payment page where you can enter your credit card information for payment. All costs must be paid in full.

Allow 24-48 hours for you filing to be reviewed unless submitted over a weekend or holiday period. If submitted over a weekend or holiday allow an additional 24-48 hours for review.

File Another Form – Returns to beginning eFiling process

Close – To end session

Attorney eFiling

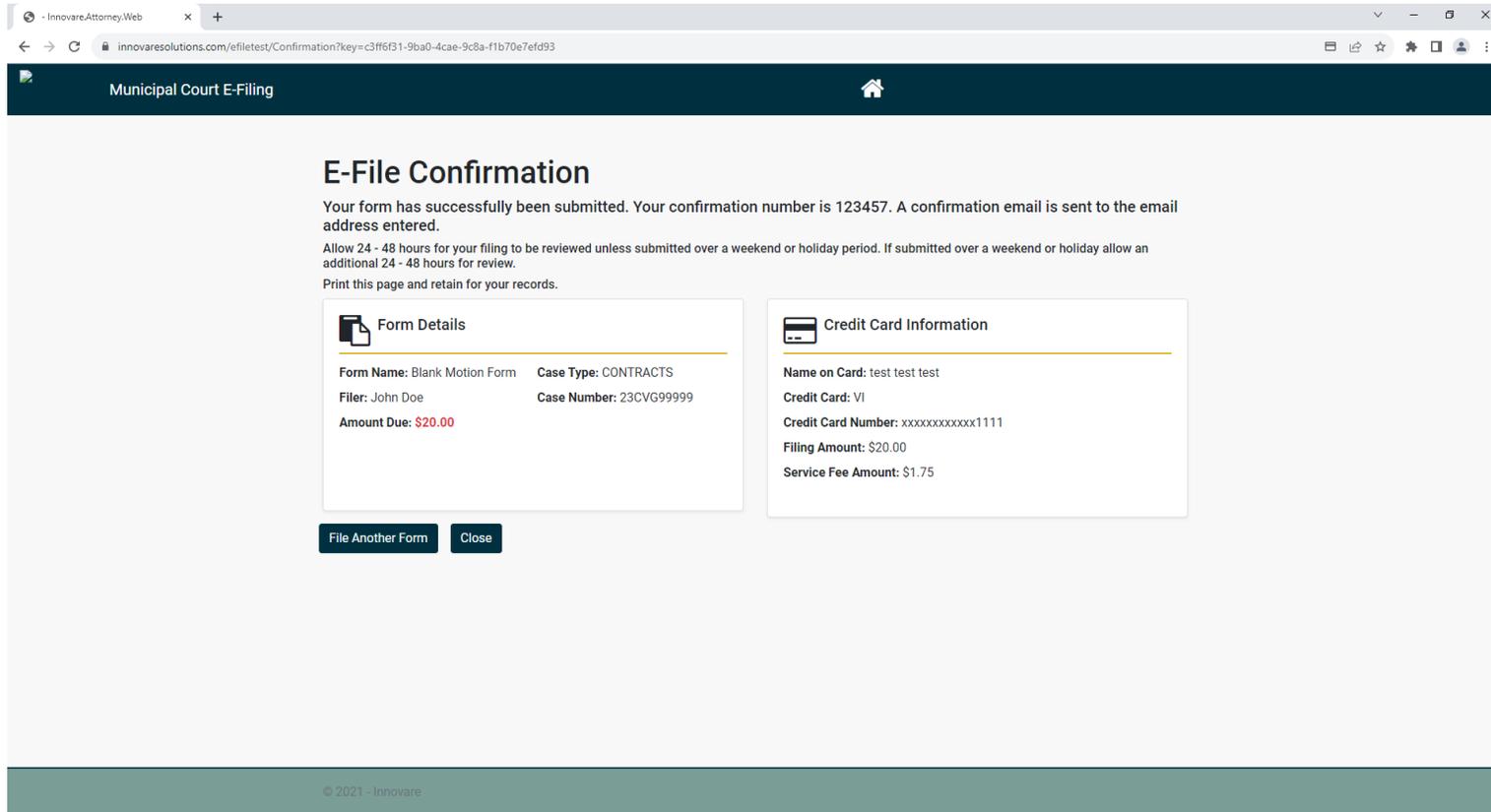


If there is a cost for filing you will be directed a Payment page where you can enter your credit card information for payment. All costs must be paid in full. Do not close the Internet session once payment has been made. You will be returned to this eFile site once payment has been successful for further information and a confirmation number.

NEXT – To proceed to Payment page

CANCEL – To cancel eFiling

Attorney eFiling



If payment is successful your file will be uploaded and you will receive a confirmation email at the email address on file.

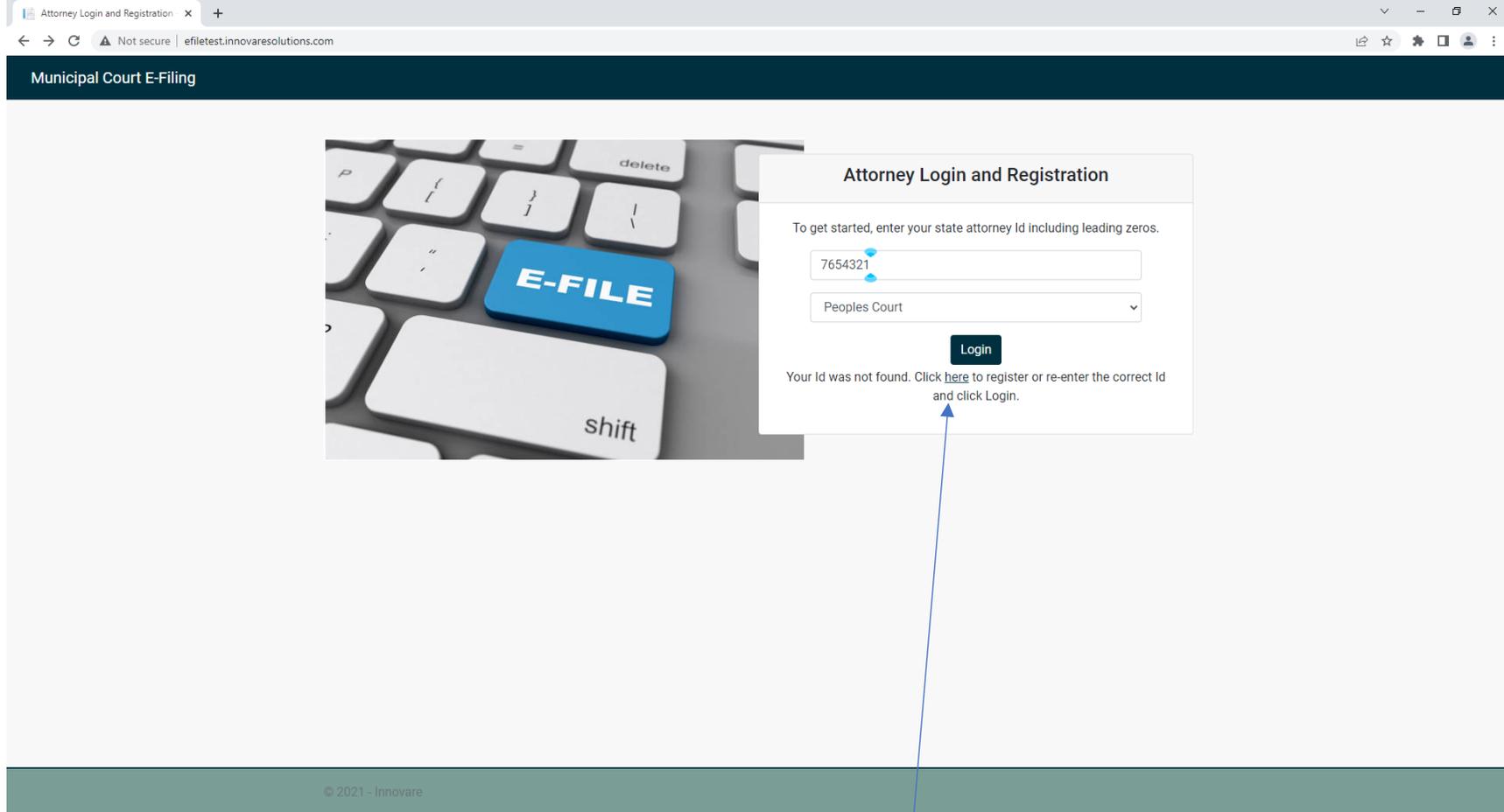
Allow 24-48 hours for you filing to be reviewed unless submitted over a weekend or holiday period. If submitted over a weekend or holiday allow an additional 24-48 hours for review.

File Another Form – Click this button to file another Form

Cancel – To cancel the filing process

Close - to return to the E-Filing Home page

Attorney Registration



Enter your attorney State ID. If it is not registered with the Court you can click on the [here](#) link to register.

Attorney Registration

Attorney E-Filing Registration

State Id*

7777777

First Name* Last Name* M.I. Suffix

Primary Email* Secondary Email Cell Phone*

Law Firm

Select Existing Firm or Enter New Name*

Start typing to select existing firm

Enter New Firm

Business Address

Address*

Street Address

Suite, office or floor

City* State* Zip*

-- Select --

Primary Phone* Secondary Phone Fax

Save Close

Enter all information as requested. If you work for an existing firm registered with the Court you can begin typing the firm name and select the from the dropdown list. Otherwise enter the new firm information.

Attorney Registration

The screenshot shows a web browser window with the URL `efiletest.innovareolutions.com/attorneyregistration?id=7654321#`. The page title is "Attorney Registration". The form contains the following fields and sections:

- State ID***: 7654321
- First Name***: [Text Input]
- Last Name***: [Text Input]
- M.I.**: [Text Input]
- Suffix**: [Text Input]
- Primary Email***: emailAddress@whatever.com
- Secondary Email**: Secondemailadd@whatever.com
- Cell Phone***: 216-555-1212
- Law Firm**:
 - Select Existing Firm or Enter New Name***: Start typing to select existing firm
 - MyFirm, LTD
- Business Address**:
 - Address***: 123 Test Street
 - STE100
 - City***: TestCity
 - State***: Ohio
 - Zip***: 55555
 - Primary Phone***: 216-555-9999
 - Secondary Phone**: 216-555-8888
 - Fax**: 216-555-1212

Buttons: Save, Close

The screenshot shows the same web browser window, but the form is now in a "Submitted" state. The "Submitted" message reads: "Your information has been successfully submitted for E-Filing. Your PIN has been emailed to the email address entered. It might take up to three business days until you are able to log in and E-File." Buttons: Login, Close

Once all information is successfully entered, click the **SAVE** button. A confirmation message will be shown and email sent to the email address entered.

Allow 24-48 hours for the information to be entered into the Court's case management system before beginning to eFile.