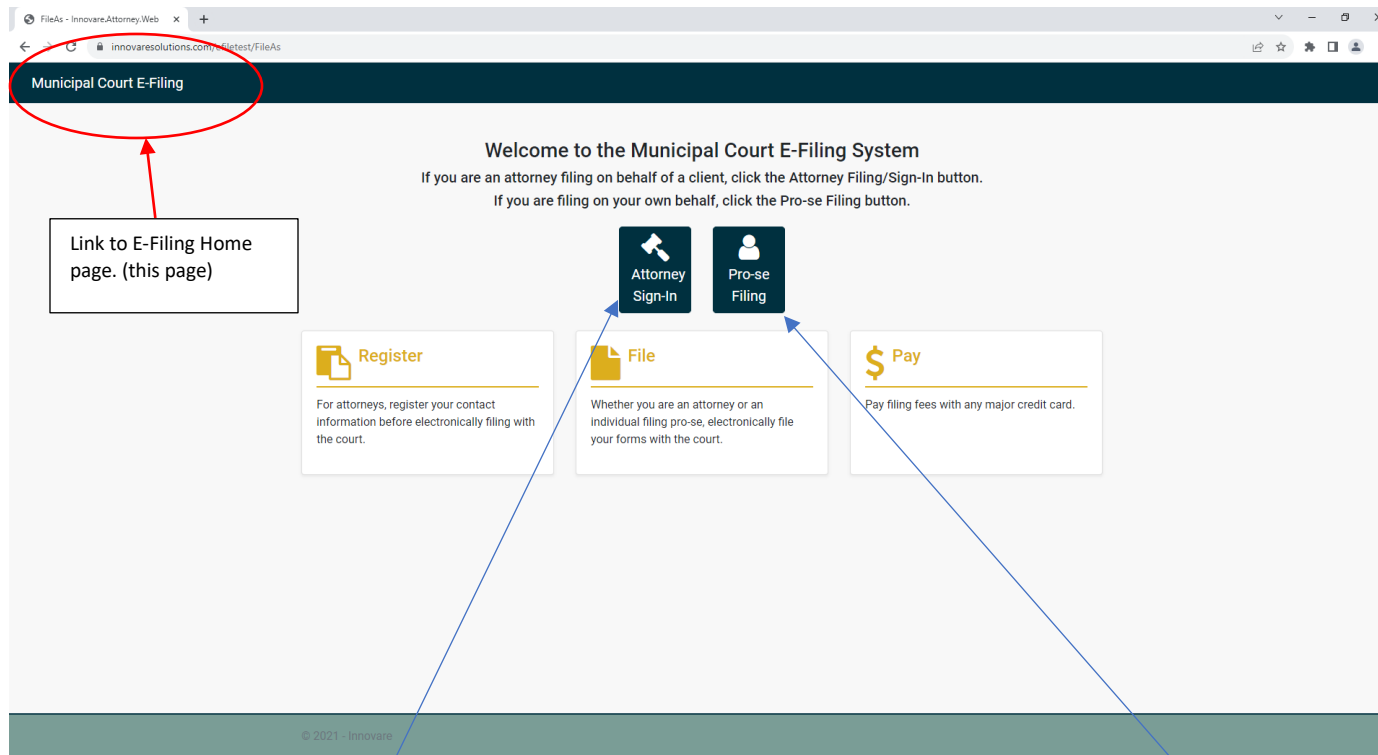


Welcome to the Bedford Municipal Court eFiling Portal

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.



Link to E-Filing Home page. (this page)

For Attorney's use the Attorney Sign-in icon. For all others filing under a Pro Se status, use the Pro Se Filing icon.

Pro Se Form Filing

Municipal Court

Pro Se E-Filing

Court

Municipal Court

Filer Information

First Name* **Last Name***

First Last

Address*

Street Address

Suite, office or floor

City* **State*** **Zip***

City Ohio 44444

Email*

ProSe@emailaddress.com

Cell Phone* **Other Phone**

123-456-7890 987-654-3210

Type of Filing

Case Type*

-- Select --

Next Clear Cancel

Returns you to the Courts website

This is the first screen to begin entering your information. All fields are required except the Other Phone if not applicable. Once the Filer Information is entered proceed to selecting a Case Type from the dropdown list.

Pro Se Form Filing

Pro Se E-Filing

Court

Municipal Court

Filer Information

First Name* First **Last Name*** Last

Address*

Street Address

Suite, office or floor

City* City **State*** Ohio **Zip*** 44444

Email* ProSe@emailaddress.com

Cell Phone* 216-123-4567 **Other Phone** 216-987-6543

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

Next Clear Cancel

© 2021 - Innovare

Enter all **Filer Information**. All fields are required except the Other Phone if not applicable.

Next select the **Case Type** from the dropdown list.

Click **NEXT** to proceed or **CLEAR** to reenter information or **CLOSE** to return to the E-Filing Home page

Pro Se Form Filing

Court

Municipal Court

Filer Information

First Name* First **Last Name*** Last

Address*

Street Address

Suite, office or floor

City* City **State*** Ohio **Zip*** 44444

Email* ProSe@emailaddress.com

Cell Phone* 123-456-7890 **Other Phone** 987-654-3210

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)

Next Clear Cancel

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

Pro Se Form Filing

The screenshot shows a web browser window with the URL `innovaresolutions.com/efiletest/FileProSe`. The page title is "Municipal Court". The main heading is "Pro Se E-Filing". The form is divided into three main sections:

- Court:** A dropdown menu with "Municipal Court" selected.
- Filer Information:** Fields for "First Name*" (First), "Last Name*" (Last), "Address*" (Street Address, Suite, office or floor), "City*", "State*" (Ohio), "Zip*" (44444), "Email*" (ProSe@emailaddress.com), "Cell Phone*" (123-456-7890), and "Other Phone" (987-654-3210).
- Type of Filing:** Fields for "Case Type*" (SMALL CLAIMS), "Form Type*" (Blank Motion Form), and "Case Number*" (empty).

At the bottom of the form are three buttons: "Next", "Clear", and "Cancel".

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 required the number can be entered

If **ADDITIONAL COPIES** or **ADDITIONAL PAGES** are needed, they can be entered

Pro Se Form Filing

The screenshot shows a web browser window with the URL `innovaresolutions.com/efiletest/ServiceSelection?key=2572a75c-a2a9-4852-8387-60468c763951`. The page title is "Municipal Court E-Filing". The main heading is "E-Filing Service Selection".

Form Details

Filer: First Last	Form Name: Civil Action
Amount Due: \$130.00	Case Type: CONTRACTS

Service Details

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

Navigation buttons: Previous, Next, Cancel.

© 2021 - Innovare

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**

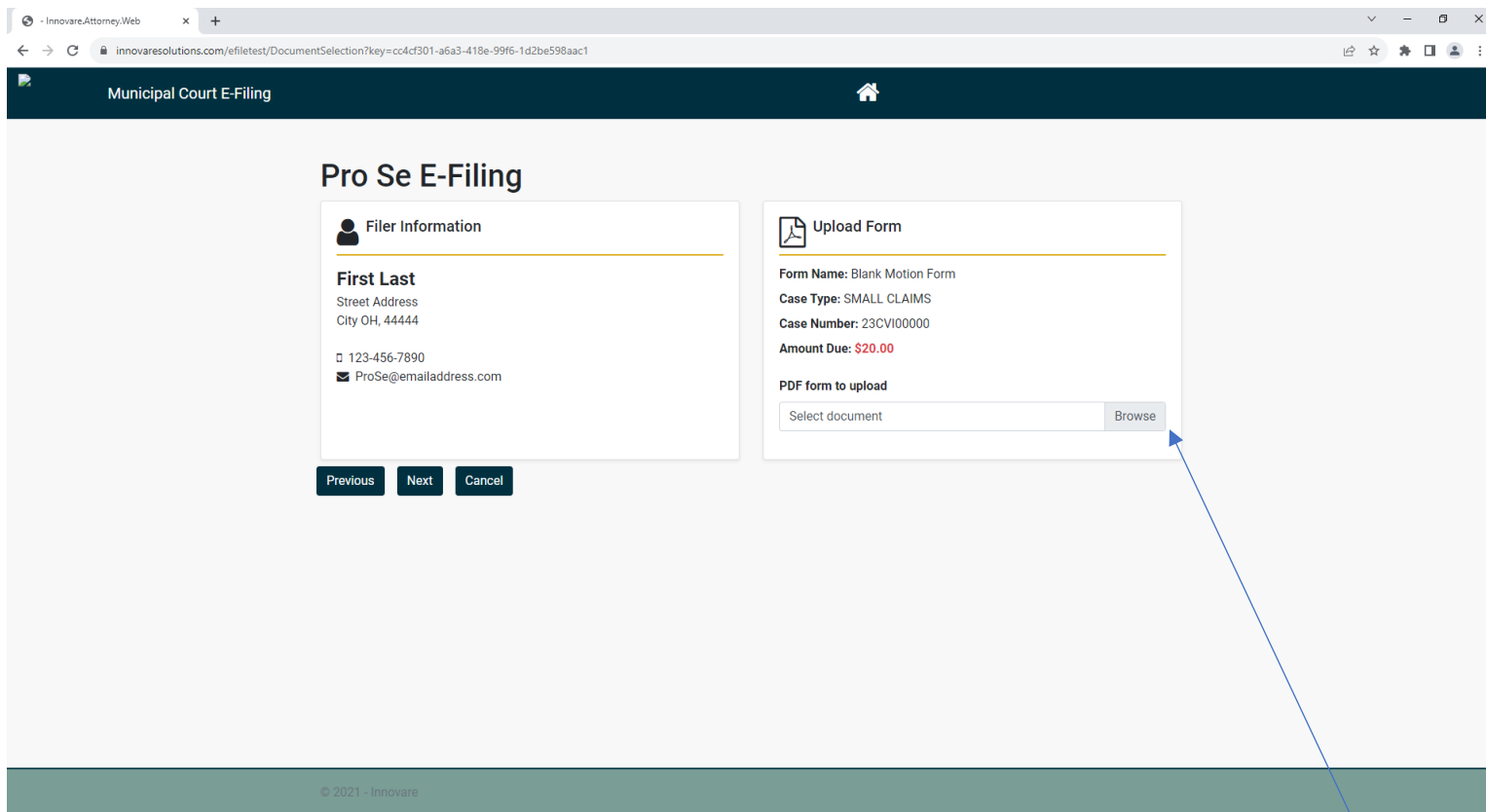
Once all information is entered you can :

PREVIOUS – to return to the previous page

NEXT – to proceed to the next screen

CANCEL – to return to the E-Filing Home page

Pro Se Form Filing



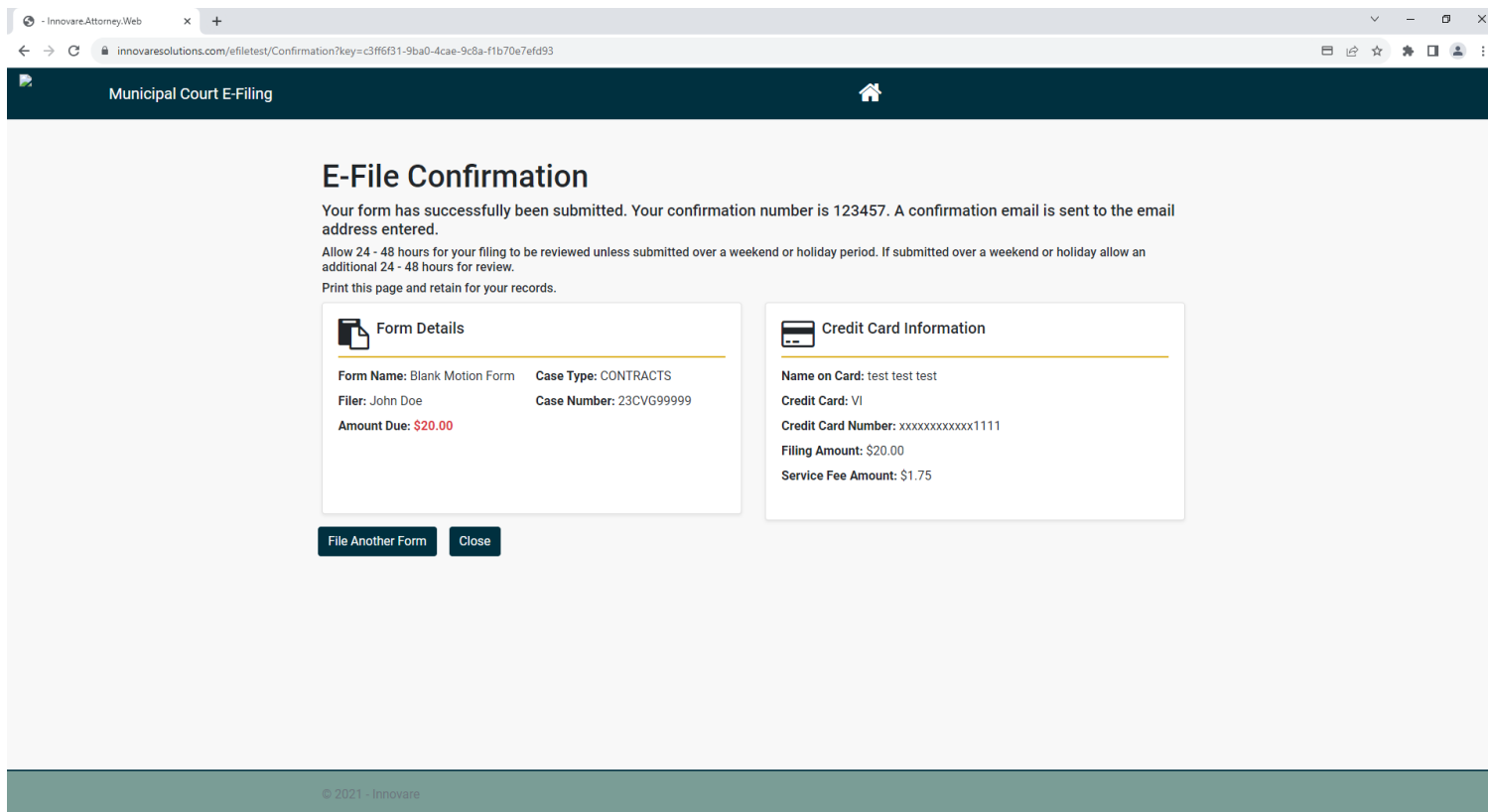
From this screen you can upload the filing document. **All filings MUST BE IN A .PDF FORMAT.** Use the browse button to select which document you want to upload. Once you select your document you can send your document to the Court. The size of the uploaded document is limited to a maximum of 20MB.

PREVIOUS – to return to the prior page

NEXT – to send your document to the Court

CANCEL – to return to the E-Filing Home page

Pro Se Form Filing



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 entered on the first page. 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.

File Another Form – Returns to beginning eFiling process

Close – To end session

Pro Se Form Filing

Municipal Court E-Filing

E-Filing Payment

Form Details

Filer: John Doe	Form Name: Blank Motion Form
Amount Due: \$20.00	Case Type: CONTRACTS
	Case Number: 23CVG99999

[Next](#) [Cancel](#)

After clicking Next, you will be directed to a payment processor 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.

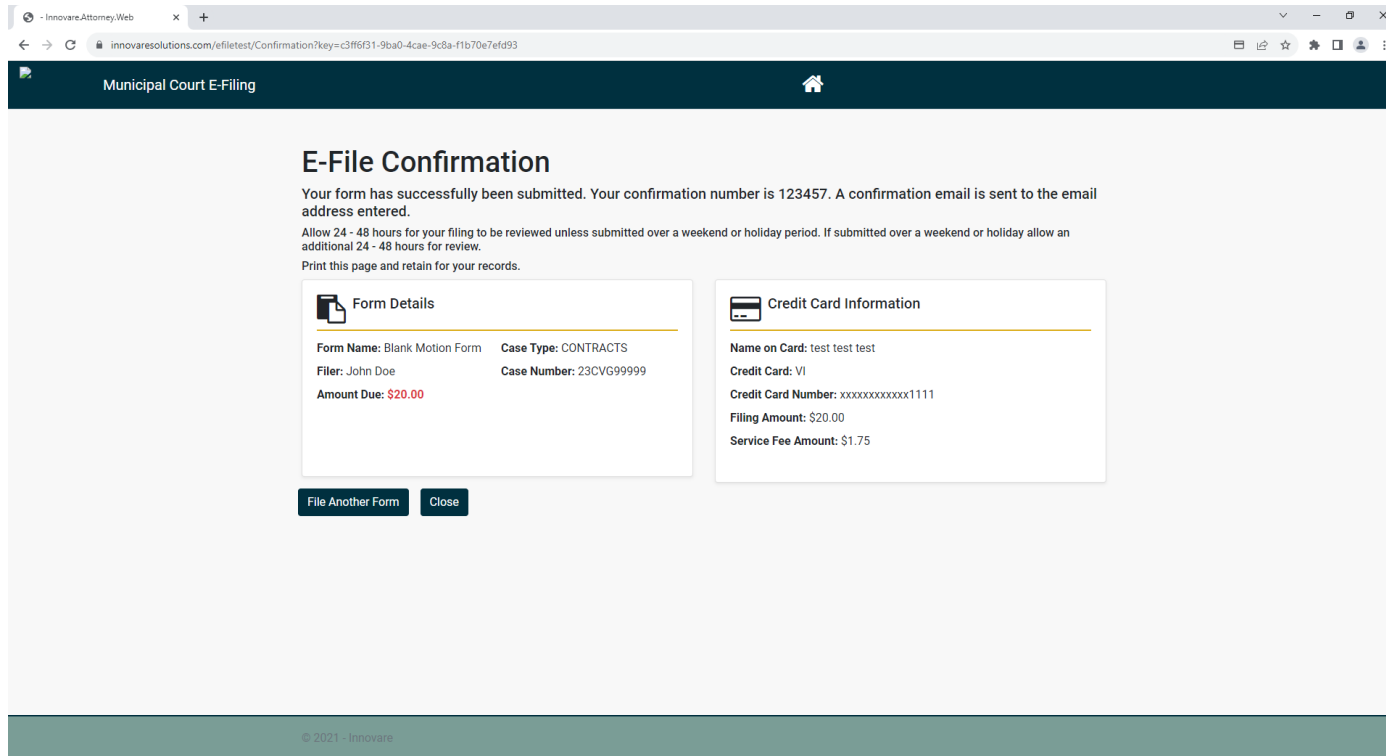
© 2021 - Innovare

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

Pro Se Form Filing



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

Allow 24-48 hours for your 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