

# eFiling Webinar:

**Welcome:** Session will start promptly at 10 AM

➤ Audio or System Problems:

- Click + Audio
- Choose between Telephone or **Mic**
- Enter Audio PIN (if using telephone option)
- Try hanging up and calling again
- Use Chat feature if you have issues
- Call us at 937.496.7987 or email [cooperl@montcourt.org](mailto:cooperl@montcourt.org)

# Montgomery County eFiling

## Joint Project:

- Montgomery County Clerk of Courts
- Montgomery County Common Pleas Court, General Division

# Mandatory eFiling

General Civil:

New Cases: January 1, 2010

Certificate of Judgments and Executions:  
In development

Criminal Cases:

In development, Goal early 2012

## Support Information

- Montgomery County Clerk of Courts  
937-225-4562, Request eFiling Assistance
- [montefiling@mcoho.org](mailto:montefiling@mcoho.org)
- eFiling Informational Site  
<http://efiling.mcoho.org>
- Webinar response to questions:  
<http://www.montcourt.org:8080/wordpress/>

# How to Prepare for eFiling

- Acquire the Necessary Software and Equipment;
  - PDF Creation Software: CutePDF Writer (Freeware)
  - Scanner: black and white setting, low resolution (under 300 dpi)

# Pleadings: Not Signed by Judge

These are documents that **Do not** require Judges Signature:  
Affidavits, Answers, Briefs, Complaints, Motions, Responses, etc.

- If prepared in a word processing application:  
Microsoft Word or Corel WordPerfect
  - Save as a Portable Document Format (.pdf)
  
- Not in a word processing application:  
Copy of a contract, Legal Description, etc.
  - Scan into a Portable Document Format (.pdf)

# Pleadings: Signed by Judge

These are documents that **Do** require Judges Signature: Entries (proposed), Orders (proposed) etc.

- Microsoft Word 98 – 2003 (.doc)
- Microsoft Word 2007 (.docx)
- WordPerfect 6 – 13 (.wpd)

## Size of Submission

- Each filing and/or attachment no larger than 10MB
- Total submission must be 30MB or less

## **Format of Written Deposition Transcripts and Transcripts of Proceedings**

- PDF Format
- PDF cannot be an encrypted secured document;
- A scanned copy of the transcript that has been converted to a PDF will not be accepted for filing;
- Scanned images are acceptable;

## **Documents to Be Filed with Written Deposition Transcripts**

- Notice of filing Deposition Transcript
  - Identify the deponent and the date deposition was taken;
  - Certification that the written deposition transcript being filed is a true record of the deposition that was certified by the officer who took the deposition and that testimony has not been altered in any way;

## **Documents to Be Filed with Written Deposition Transcripts**

- Certificate of Compliance
  - Stating that the deposition is being filed on order of the Court or for support of a motion or for use as evidence at trial;

## Filing of Audio/Video Version of Deposition Transcripts

- Audio/video version of a deposition transcript should be submitted to the Court (***Not the Clerk***)
  - An audio/video version of the deposition transcript will not be accepted by the Court unless a written transcript of the deposition has been filed by the attorney of record;
- <http://efiling.mcoho.org>

# Administrative Order: Sealed Documents

Protective orders and orders to seal shall designate a specific level of access.

- No Remote Access by Public (PRO)
- No Remote or Direct Access by Public
- Judge Access Only

# Administrative Order: Sealed Documents

The Clerk of Courts **shall not accept** any documents to be filed under seal **unless** there is a previously signed protective order or order to seal and that **order designates a specific level of access.**

## Documents Filed Electronically

- Motions for Protective Order or Order to Seal along with a Proposed Order
- Documents with Level of Access of No Remote Access by Public (PRO)
- Documents with Level of Access of No Remote or Direct Access by Public

## Documents Filed in Paper

- Documents with Level of Access of Judge Access Only
- Documents for *In Camera* Review

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