

Delaware County eFiling: Subsequent Filings

- 1) **Log in** to your eFiling portal at <https://court.co.delaware.oh.us/eservices>
- 2) Select the **eFile tab** at the top of the screen



- 3) Type the **Case Number** (including any spaces that may be present), then click **Create Subsequent Filing**. Criminal, Civil, and some Domestic Relations Cases require spaces as displayed below.



- 4) Select the party you are filing **On Behalf Of**, your filing's **Document Type** from the drop down menu, then upload your PDF attachment.

A screenshot of the "Subsequent Filing" form for case 17 CR | 01 0001. The title bar reads "Subsequent Filing - 17 CR | 01 0001 STATE OF OHIO VS. APPLESEED, JOHNNY". The form is divided into several sections:

- Case Information:** Includes fields for Case Number (17 CR | 01 0001), Attorney Bar No (X2), Filer (Data Center), Attorney (Data Center), Status (Draft), and Reference Tags.
- Case Type:** (CR) CRIMINAL
- Initiating Action:** DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS
- Parties:** A section titled "On Behalf Of" with radio button options: APPLESEED, JOHNNY (Defendant), SMITH, JOHN (Prosecutor), THE STATE OF OHIO (Plaintiff), and OHIO BUREAU OF MOTOR VEHICLES (Non-Party). The "OHIO BUREAU OF MOTOR VEHICLES (Non-Party)" option is selected and highlighted with a red rectangular box.
- Documents:** A section titled "Document 1" with a "Document Type" dropdown menu set to "MEMORANDUM" (highlighted with a red rectangular box), a "Page Count" of 3, and a "Document Note" text area.
- Attachments:** A table with columns "File Name" and "Page Count". It contains one entry: "Memoranda Contra.pdf" with a page count of 3. The file name is highlighted with a red rectangular box.

- 5) At the bottom of the page, select **Cancel** to start over, **Save** to save your progress without submitting, or **Continue with Filing**.

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

Cancel **Save** **Continue with Filing**

- 6) The next page will allow you to review your filing before submission. Select **Return** to start over, **Modify** to make changes, or **Submit Filing** to continue.

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

Return **Modify** **Submit Filing**

- 7) If your filing requires a deposit, you will be redirected to the PayPal website for payment at this time.
- 8) The Clerks will review your filing. If all necessary criteria are met, you will receive an email notification when your filing is accepted.