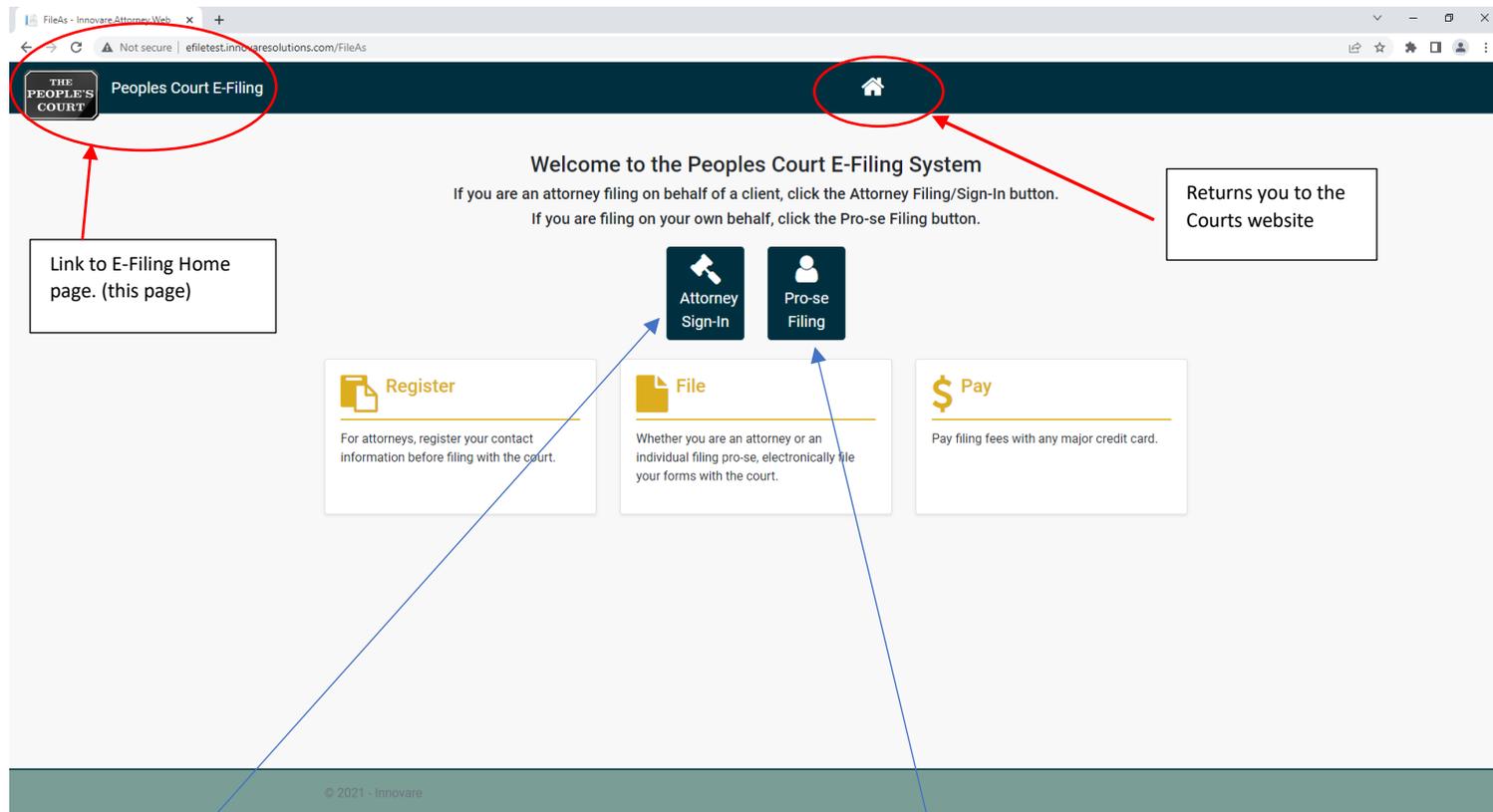


Welcome to the Berea Municipal Court eFiling Portal

The Berea 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.

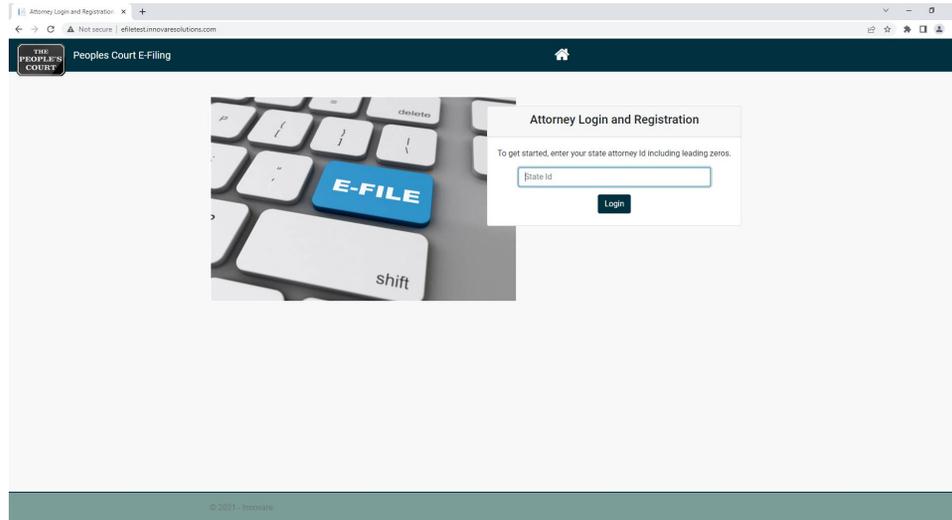
The eFiler assumes the responsibilities of any filer as specified in the Berea Municipal Court Local Rules. This includes, but is not limited to, timely filing, fee assessments, and identity protection. The Clerk of Court reserves the right to deny or revoke any eFiling participant or organization at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



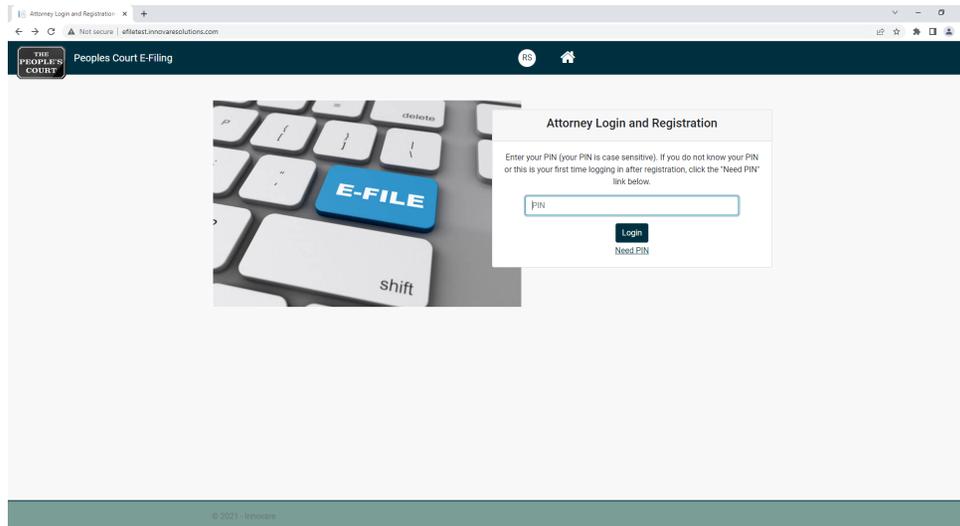
For Attorneys use the Attorney Sign-in. For all others filing under a Pro Se status, use the Pro Se Sign-in. Attorneys must be registered with the Court before eFiling can be accessed and used.

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

Attorney eFiling

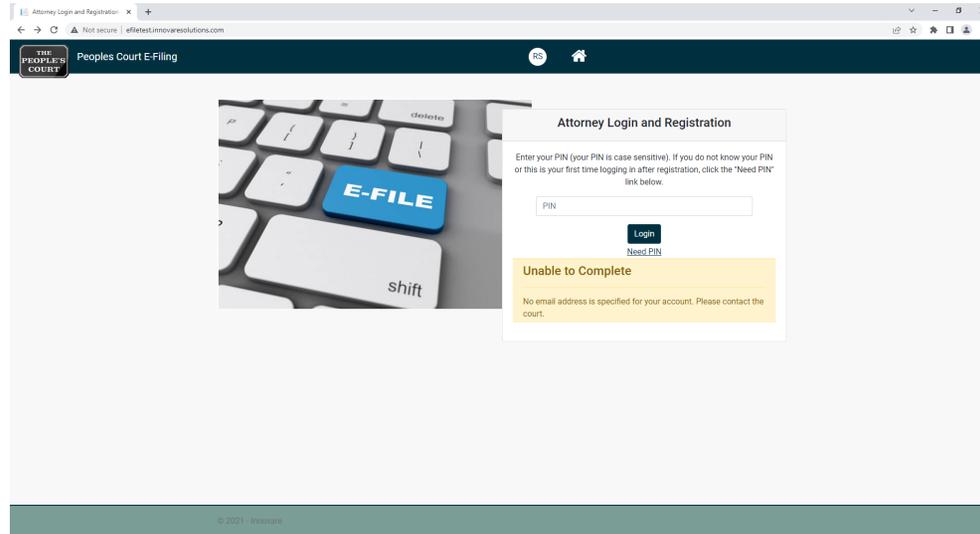


Enter your Attorney Registration StateID and click LOGIN

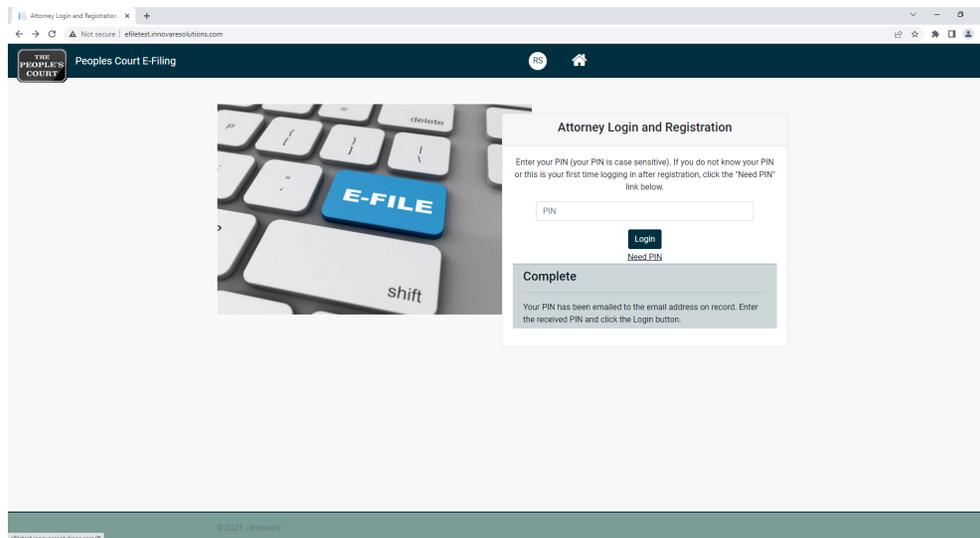


Next enter your PIN that your received once you registered with the Court and click LOGIN.

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

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/FileAttorney`. The page title is "Peoples Court E-Filing". The main content area is titled "Attorney E-Filing" and is divided into two columns. The left column, titled "Attorney Information", contains a form with the following fields: "Attorney Name", a phone number "216-555-1212", and a checkbox for "Email Address on File". The right column, titled "Form Type", contains a "Case Type*" dropdown menu with the option "-- Select --". Below the forms are three buttons: "Next", "Clear", and "Close". The footer of the page displays "© 2021 - Innovare".

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

NEXT -To proceed

CLEAR – To reenter information

CLOSE – To return to eFiling Home page

Attorney eFiling

Attorney Information

Attorney Name

☐ 216-555-1212

☑ Email Address on File

Form Type

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.

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
rkobrinski@innovaresolutions.com

Form Type

Case Type*
CONTRACTS

Form Type*

- Certificate of Service
- Blank Motion Form
- Civil Indigent Litigant Form
- Credit Card Fax Form
- Notice of Dismissal
- Satisfaction Form
- Summons for Examination in Aid of Execution of Judgment
- Witness Subpoena
- Civil Amended Complaint
- Civil Action
- Cognovit Complaint
- Civil Counterclaim
- Civil Crossclaim
- Third Party Complaint
- Transfer to Another Court
- Adding New Party Defendant
- Alias Service of Summons
- Motion for Default Judgment
- Motion for Relief from Judgment
- Motion to Show Cause

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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. The **NEXT** button to continue.

Attorney eFiling

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/FileAttorney`. The page title is "Peoples Court E-Filing" and features a logo for "THE PEOPLE'S COURT". The main heading is "Attorney E-Filing".

The interface is divided into two main sections:

- Attorney Information:** Includes a field for "Attorney Name", a phone number "216-555-1212", and a checkbox for "Email Address on File".
- Form Type:** Includes a "Case Type*" dropdown menu (currently set to "CONTRACTS"), a "Form Type*" dropdown menu (currently set to "WRIT OF EXECUTION"), a "Case Number*" text input field, and two additional input fields for "Additional Defendants" and "Additional Copies".

At the bottom of the form, 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 required the number can be entered

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

Click the **NEXT** button to continue.

Attorney eFiling

The screenshot shows a web browser window with the URL `efilest.innovareolutions.com/ServiceSelection?key=930cb832-ec73-48c3-ab3d-1d277172633`. The page title is "Peoples Court E-Filing". The main heading is "E-Filing Service Selection".

Form Details

Attorney: Attorney Name	Form Name: Forcible Entry & Detainer Complaint
Amount Due: \$150.00	Case Type: FORCIBLE ENTRY AND DETAINER
	Case Number: 23cvh12345

Service Details

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

Navigation buttons: Previous, Next, Cancel.

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

Attorney E-Filing

Attorney Information

Attorney Name

216-555-1212

Previous Next Cancel

Upload Form

Form Name: Civil Action
Case Type: CONTRACTS
Case Number: 23CVG12345
Amount Due: **\$152.00**

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**.

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

Peoples Court E-Filing

Attorney E-Filing

Attorney Information

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

Upload Form

Form Name: Jury Trial Waiver
Case Type: CRIMINAL FELONY
Case Number: 23CRA99999

PDF form to upload
Install Guide.pdf

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Once you select your document you can use **UPLOAD** to send your document to the Court.

PREVIOUS – to return to the prior page

UPLOAD – to send your document to the Court

CANCEL – to return to the E-Filing Home page

Attorney eFiling

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/Confirmation?key=0a864b8e-8ef6-4eab-969b-ed3df1abac1c`. The page header includes the logo for 'THE PEOPLE'S COURT' and the text 'Peoples Court E-Filing'. The main content area is titled 'E-File Confirmation' and contains the following text: 'Your form has successfully been submitted. A confirmation email has been sent. Print this page and retain for your records. All filings will be recorded within 48 hours of approval.' Below this is a 'Form Details' box with the following information: 'Form Name: Jury Trial Waiver', 'Attorney: Attorney Name', 'Case Type: CRIMINAL FELONY', and 'Case Number: 23CRA99999'. At the bottom of the box are two buttons: 'File Another Form' and 'Cancel'. The footer of the page shows the copyright notice '© 2021 - Innovare' and the URL `efiletest.innovaresolutions.com/FileAttorney`.

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

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/PaymentEntry?key=24a6f8bc-2d45-47b4-ae8a-38775d5736a5`. The page header includes the logo for 'THE PEOPLES COURT' and the text 'Peoples Court E-Filing'. The main content area is titled 'E-Filing Payment' and is divided into several sections:

- Form Details:** Displays 'Attorney: Attorney Name', 'Amount Due: \$152.00', 'Form Name: Civil Action', 'Case Type: CONTRACTS', and 'Case Number: 23CVG12345'.
- Billing Information:** Includes a checked checkbox for 'Use contact information' and input fields for 'Name*', 'Address*', 'City*', 'State*', and 'Zip Code*'. Below these fields are 'Next' and 'Cancel' buttons.
- Credit Card Information:** Includes a 'Credit Card*' dropdown menu, a 'Credit Card Number*' field (with a note '16 digit card number'), 'Security Code*' and 'Expiration Date*' fields, and an 'Amount*' field with the value '152.00'. Logos for Mastercard, Visa, and American Express are shown at the bottom.

At the bottom of the page, there is a copyright notice: '© 2021 - Innovare'.

If there is a cost for filing you will be directed to this payment page where you can enter your credit card information for payment. All costs must be paid in full.

Check the Use Contact Information if the billing information is the same as entered on the first page. Enter the Billing Information if it is different than the information on file, (uncheck the Use contact information box).

Enter the credit card information as instructed and click the NEXT button.

NEXT – To proceed to authorize payment

CANCEL – To cancel eFiling

Attorney eFiling

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/PaymentVerify?key=24a6f8bc-2d45-47b4-ae8a-38775d5736a5`. The page title is "Peoples Court E-Filing". The main heading is "E-File Authorize Payment". Below the heading, there is a warning: "Please review the billing information below for accuracy. If there are no errors, click the Authorize button below to submit and authorize the payment. If there are errors, click the Modify button below." The form is divided into three sections: "Form Details", "Billing Information", and "Credit Card Information".

Form Details	
Form Name: Civil Action	Case Type: CONTRACTS
Attorney: Attorney Name	Case Number: 23CVG12345
Amount Due: \$152.00	

Billing Information	Credit Card Information
Attorney Name Attorney Address City OH, 44444	Credit Card: Visa Credit Card Number: xxxxxxxxxxx1111 Security Code: 999 Expiration Date: 05/25 Amount: \$152.00

At the bottom of the form, there are two buttons: "Authorize" and "Modify".

Review Form Details, Billing Information and Credit Card Information. If correct click the **Authorize** button otherwise click the **Modify** button to change.

Attorney eFiling

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/Confirmation?key=e3ad429e-59c4-4673-9389-02c80ab0a123`. The page header includes the logo for 'THE PEOPLES COURT' and the text 'Peoples Court E-Filing'. The main heading is 'E-File Confirmation'. Below the heading, a message states: 'Your form has successfully been submitted. Your confirmation number is 556PNI. A confirmation email has been sent. Print this page and retain for your records. All filings will be recorded within 48 hours of approval.' There are two side-by-side boxes: 'Form Details' and 'Credit Card Information'. The 'Form Details' box contains: 'Form Name: Civil Action', 'Attorney: Attorney Name', 'Amount Due: \$152.00', 'Case Type: CONTRACTS', and 'Case Number: 23CVG12345'. The 'Credit Card Information' box contains: 'Name on Card: Attorney Name', 'Credit Card: Visa', 'Credit Card Number: xxxxxxxxxxxx1111', 'Security Code: 999', 'Expiration Date: 05/25', and 'Amount: \$152.00'. At the bottom of the page, there are two buttons: 'File Another Form' and 'Cancel'. The footer of the page reads '© 2021 - Innovare'.

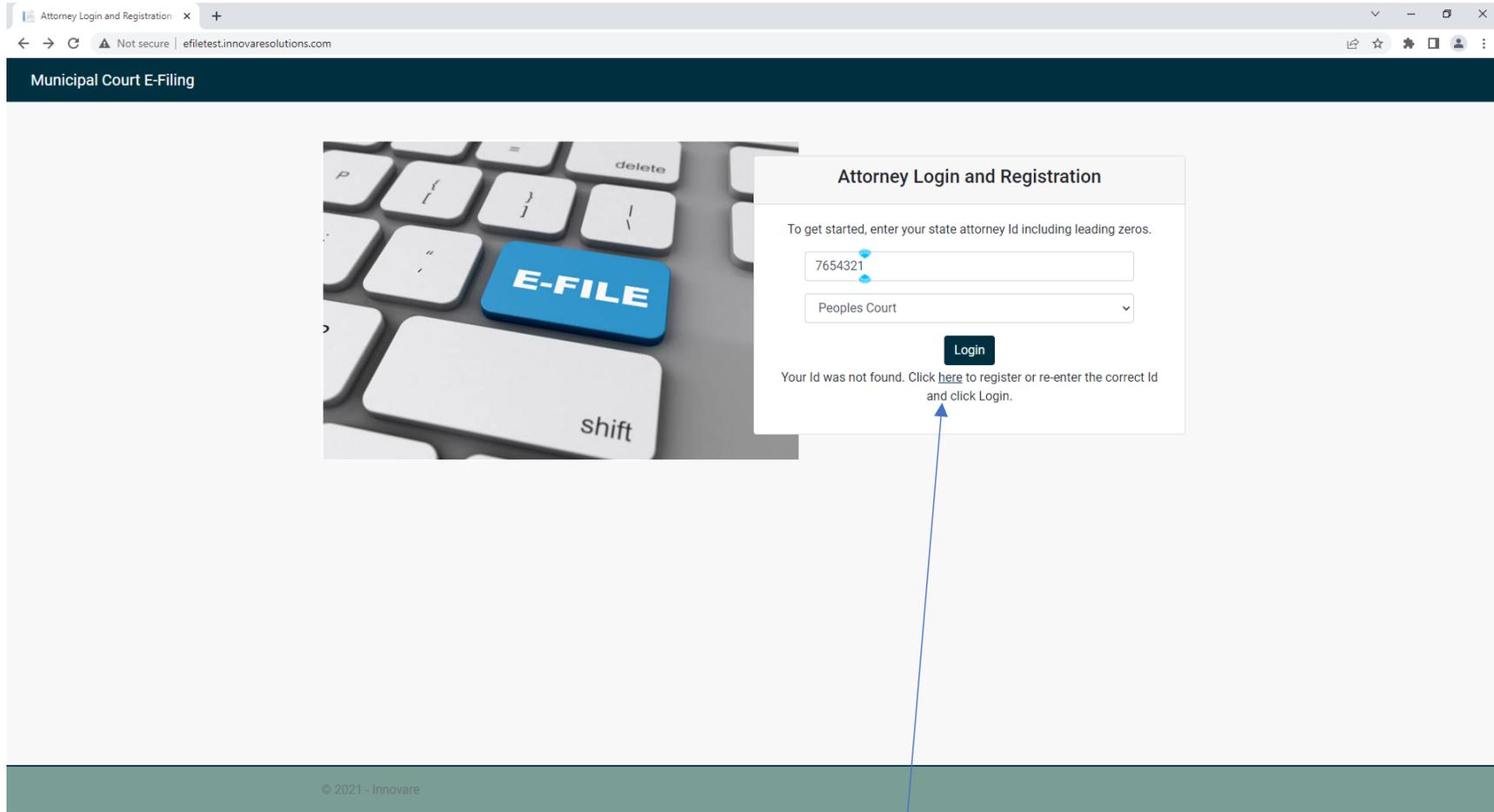
If payment is successful your file will be uploaded and you will receive a confirmation email at the email address on file.

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

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 Registration - Innovare x +

Not secure | efiletest.innovaresolutions.com/AttorneyRegistration?id=7654321

THE PEOPLE'S COURT Peoples Court E-Filing

Attorney Registration

State Id*
7654321

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*

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 image displays two screenshots of the Attorney Registration form. The top screenshot shows the form with the following fields filled:

- State ID*: 7654321
- First Name*: [Empty]
- Last Name*: [Empty]
- M.I.: [Empty]
- Suffix: [Empty]
- Primary Email*: emailAddress@whatever.com
- Secondary Email: Secondemailaddr@whatever.com
- Cell Phone*: 216-555-1212
- Law Firm: MyFirm, LTD
- Business Address: 123 Test Street, STE100, TestCity, Ohio, 55555
- Primary Phone*: 216-555-9999
- Secondary Phone: 216-555-8888
- Fax: 216-555-1212

The bottom screenshot shows the form with a 'Submitted' confirmation message:

Submitted

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.

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.