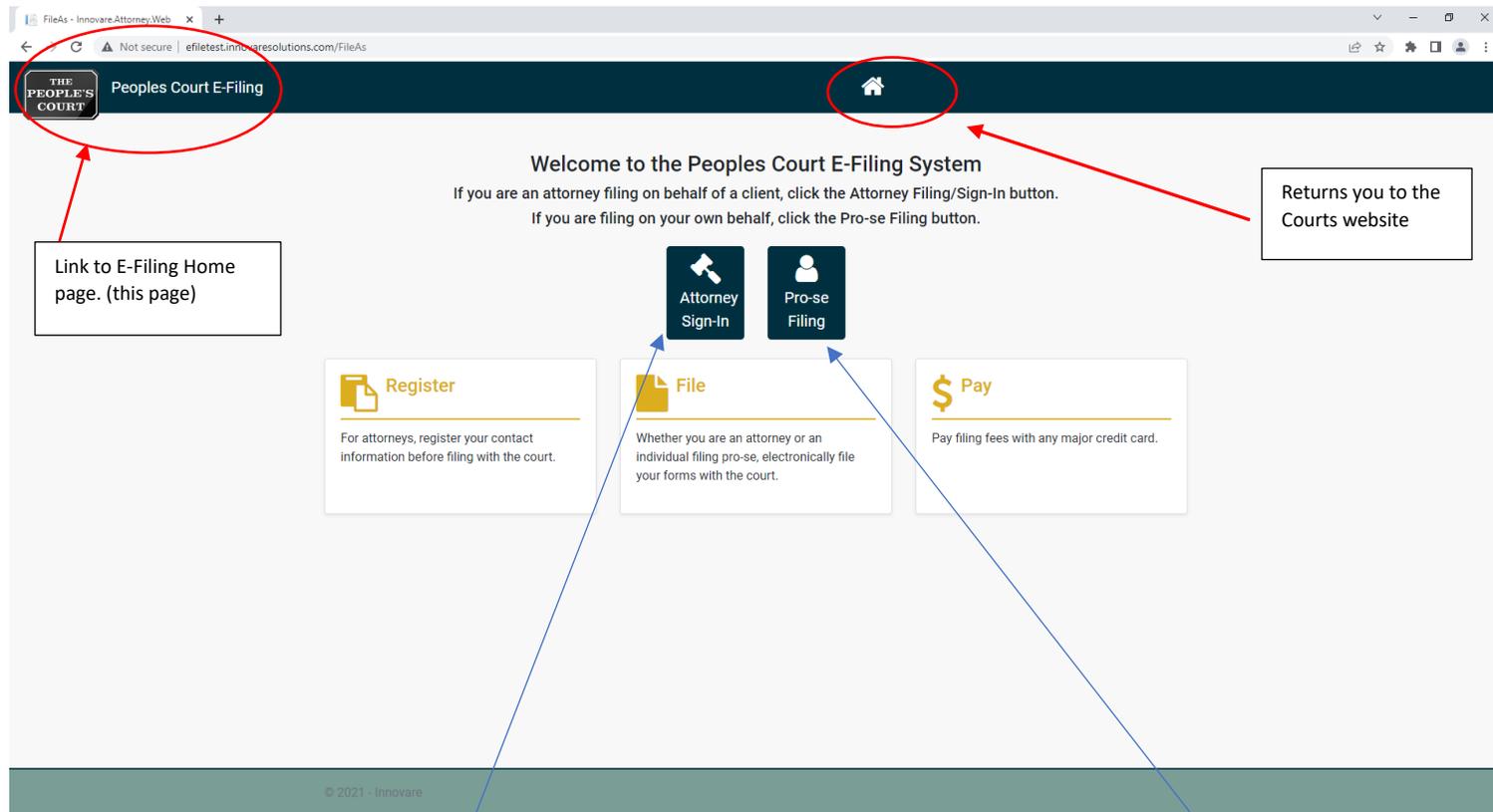


Welcome to the Berea Municipal Court eFiling Portal

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 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

Pro Se E-Filing

Filer Information

First Name* Last Name*

Address*

Street Address

Suite, office or floor

City* State* Zip*

State* - Select -

Email*

Cell Phone* Other Phone

Next Clear Close

Form Type

Case Type*

- Select -

© 2021 - Innovare

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

Peoples Court

Filer Information

First Name* **Last Name***

FirstName LastName

Address*

123 Test St.

Suite, office or floor

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

Test City Ohio 44444

Email*

emailaddr@somewhere.com

Cell Phone* **Other Phone**

216-555-1212 216-111-2222

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

Next Clear Cancel

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

THE PEOPLES COURT Peoples Court

Pro Se E-Filing

Court

Peoples Court

Filer Information

First Name* **Last Name***

FirstName LastName

Address*

123 Test St.

Suite, office or floor

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

Test City Ohio 44444

Email*

emailaddr@somewhere.com

Cell Phone* **Other Phone**

216-555-1212 216-111-2222

Form Type

Case Type*

TRAFFIC OTHER TRAFFIC

Form Type*

- Application for LDP
- Change of Address
- Financial Discloser
- Jury Trial Waiver
- Motion for Release of Vehicle
- Not Guilty Plea/Waiver of Speedy Trial
- Public Defender Packet
- Blank Motion Form
- Motion to Continue/Attorney provided
- Jury Demand/Attorney provided
- Motion for Bond Reduction/Attorney provided
- Motion For Competency/Attorney provided
- Motion for Return of Property
- Motion for Waiver of Time/Attorney Provided
- Notice of Appeal/Attorney provided
- Notice of Availability/ Attorney Provided
- Motion of Jury Waiver/Attorney Provided
- Motion to Correct Record/Attorney Provided
- Motion to Dismiss/ Attorney Provided
- Motion in Limine/ Attorney Provided

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 `efiletest.innovaresolutions.com/FileProSe`. The page header includes the logo for 'THE PEOPLES COURT' and the text 'Peoples Court'. The main heading is 'Pro Se E-Filing'. Below this, there is a 'Court' dropdown menu set to 'Peoples Court'. The 'Filer Information' section contains the following fields: 'First Name*' (TestName), 'Last Name*' (LastName), 'Address*' (Test Street, Suite, office or floor), 'City*' (Test City), 'State*' (Ohio), 'Zip*' (44444), 'Email*' (EmailAddress@yahoo.com), 'Cell Phone*' (216-555-1212), and 'Other Phone' (216-555-9878). The 'Form Type' section contains: 'Case Type*' (CONTRACTS), 'Form Type*' (Civil Action), 'Case Number*' (23CVG12345), 'Additional Parties', and 'Additional Copies'. 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 `efiletest.innovaresolutions.com/ServiceSelection?key=62814170-f9ad-49e0-b8ef-f60f5bac1caa`. The page header includes 'THE PEOPLE'S COURT' logo and 'Peoples Court E-Filing'. The main content area is titled 'E-Filing Service Selection' and contains the following information:

Form Details

Filer: FirstName LastName	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 checked="" 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**

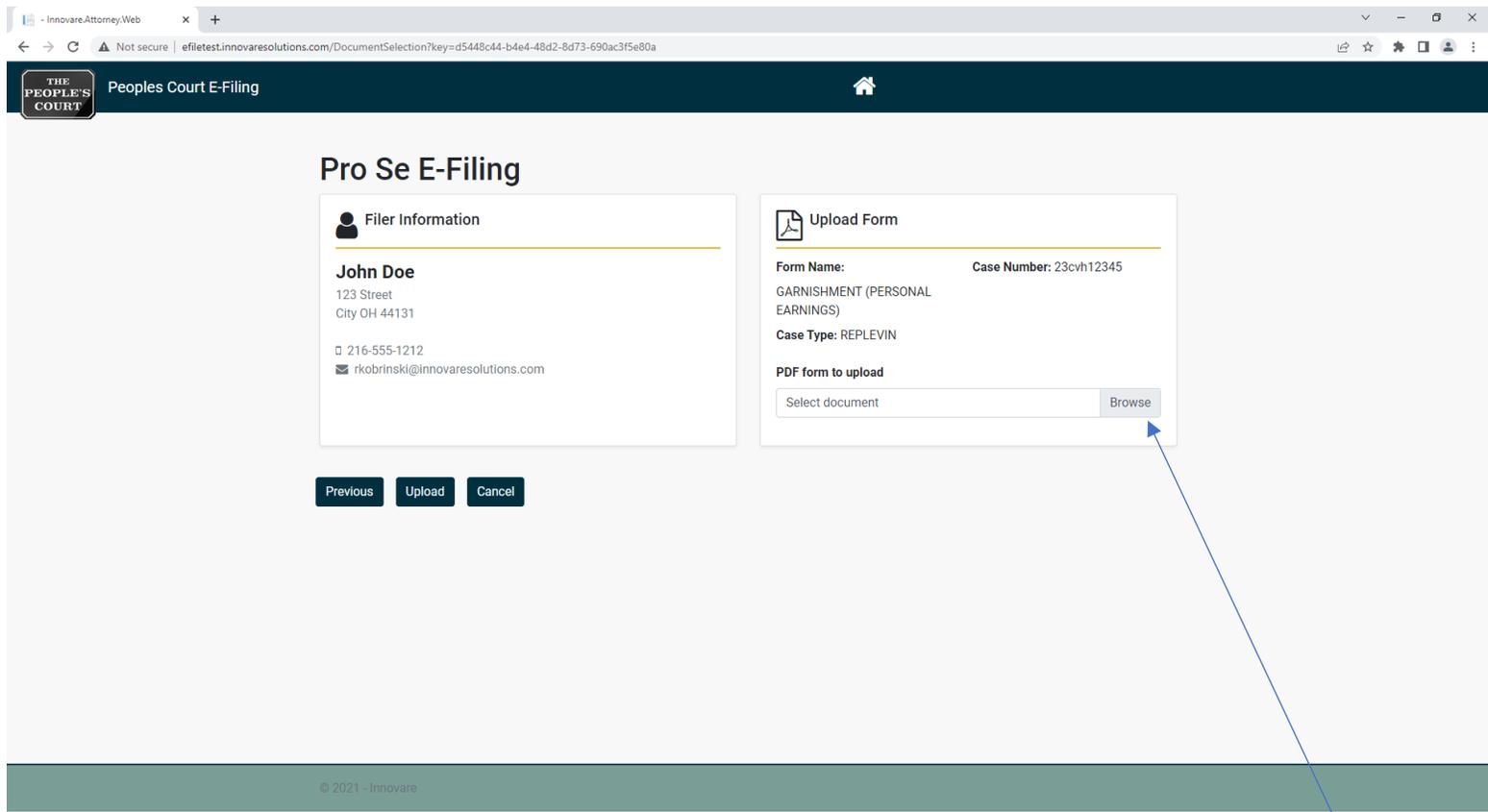
Once all information is entered you can :

PREVIOUS – to return to the previous page

NEXT – to proceed to the next screen

CANCEL – to return to the E-Filing Home page

Pro Se Form Filing



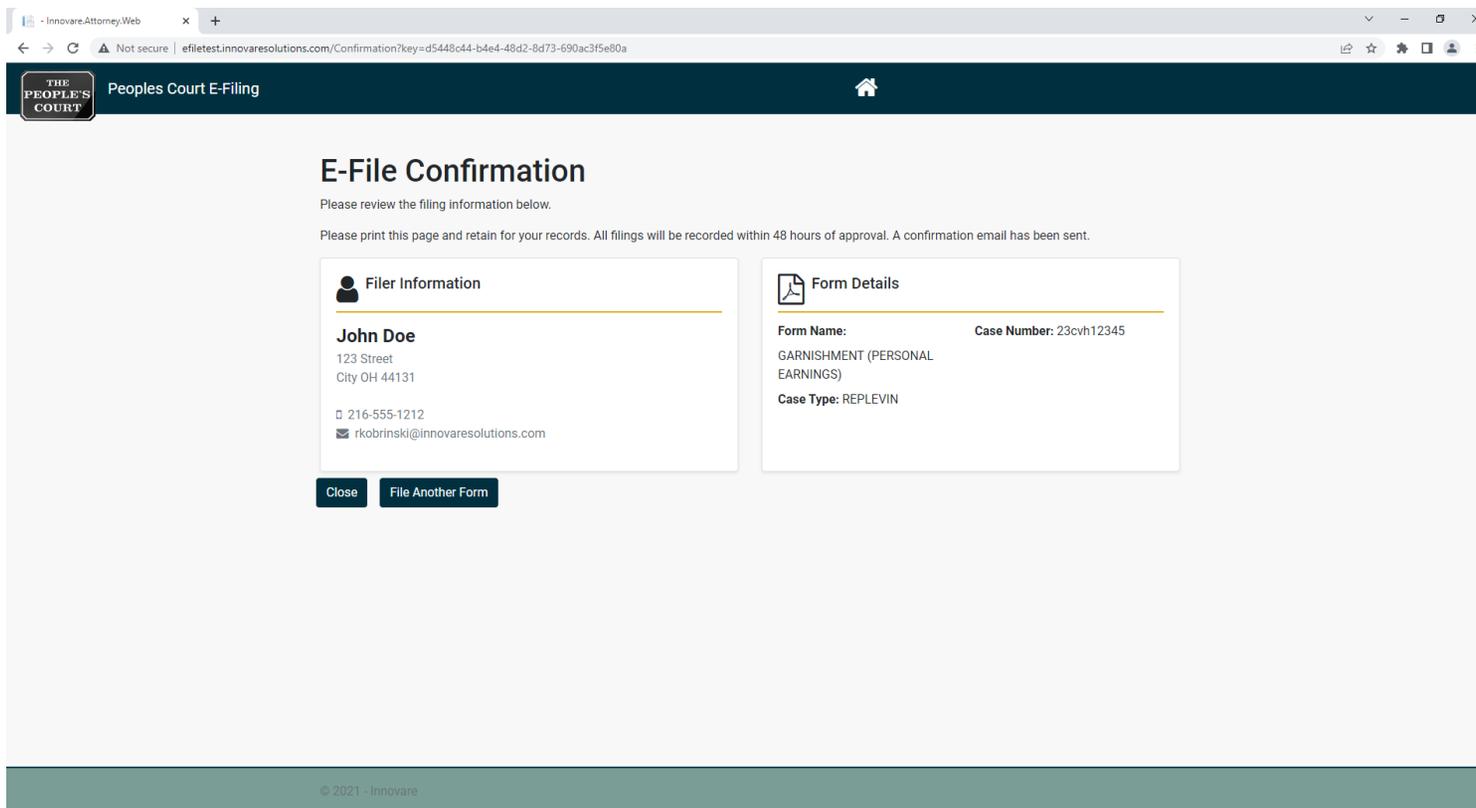
From this screen you can upload the filing document. **All filings MUST BE IN A .pdf FORMAT.** Use the browse button to select which document you want to upload. Once you select your document you can use **UPLOAD** to send your document to the Court.

PREVIOUS – to return to the prior page

UPLOAD – to send your document to the Court

CANCEL – to return to the E-Filing Home page

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

The screenshot shows a web browser window with the URL `efiletest.innovaresolutions.com/PaymentEntry?key=a45233c5-391c-4d17-8394-5e7fec90827b`. The page title is "Peoples Court E-Filing". The main heading is "E-Filing Payment".

Form Details

Filer: FirstName LastName	Form Name: Civil Action<
Amount Due: \$130.00	Case Type: CONTRACTS
	Case Number: 23CVG12345

Billing Information

Use contact information

Name*
FirstName LastName

Address*
Test Street

City* Test City **State*** Ohio **Zip Code*** 44444

Credit Card Information

Credit Card*
Card type

Credit Card Number*
16 digit card number
Required

Security Code* **Expiration Date***
MM / YYYY

Amount*
130.00

Logos for Mastercard, Visa, Discover, and American Express are shown at the bottom of the credit card section.

Buttons: **Next** **Cancel**

© 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.

NEXT – To proceed to authorize payment

CANCEL – To cancel eFiling

Pro Se Form Filing

E-File Authorize Payment

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.

Form Details

Form Name: Civil Action	Case Type: CONTRACTS
Filer: FirstName LastName	Case Number: 23CVG12345
Amount Due: \$130.00	

Billing Information

Name
Billing Address
Billing City OH, 44444

Credit Card Information

Credit Card: Visa
Credit Card Number: xxxxxxxxxxxx1111
Security Code: 0
Expiration Date: 05/23
Amount: \$130.00

[Authorize](#) [Modify](#)

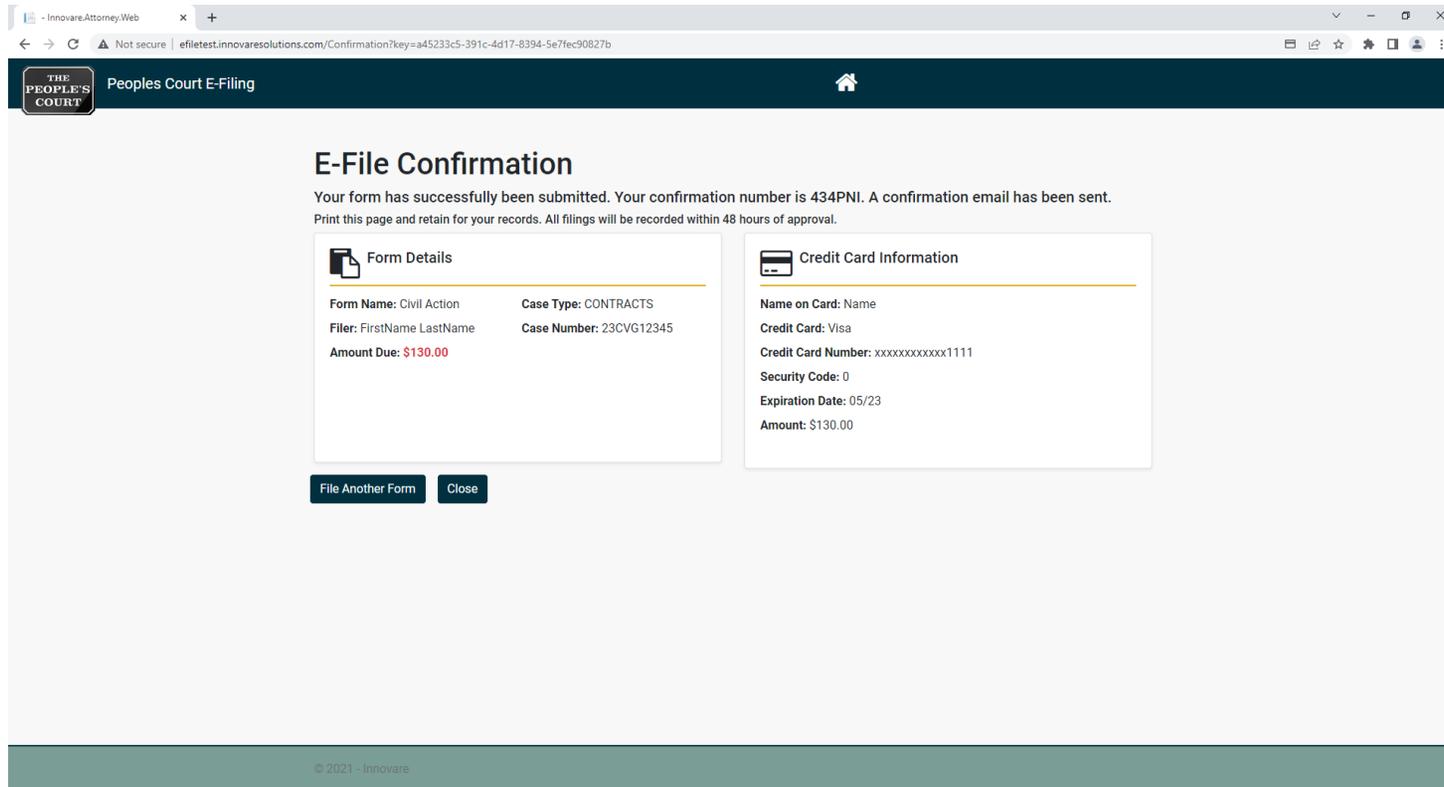
© 2021 - Innovare

Review all information to confirm information is correct.

AUTHORIZE – to complete payment and submission to Court

MODIFY – to change any information

Pro Se Form Filing



A confirmation page is shown, print for your records. A confirmation email is sent to the email address entered.

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