



Columbiana County Common Pleas Court

Columbiana County Municipal Court

ANTHONY J. DATTILIO

CLERK OF COURTS

M. Shane Patrone, Chief Deputy Clerk
www.ccclerk.org

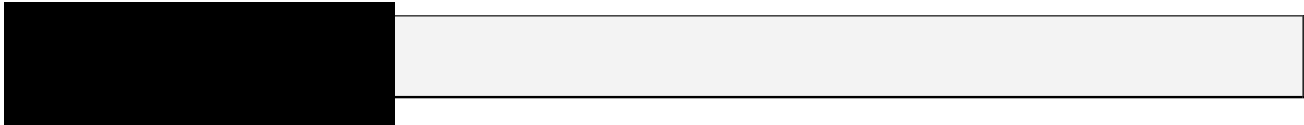
User Guide

E-File Web & Windows

Phone: 330-424-7777
clerk@ccclerk.org

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This manual introduces and assists with submitting electronic file submissions via the Benchmark Web interface and processing electronic file submissions received from Benchmark Web in the Benchmark client.

Revision History

Name	Date	Reason For Changes	Version
Emily Ball	07/12/11	Document Created	2.3
Nancy Ford	08/5/11	Updated with Graphics	2.3
Bryan Rosenfarb	11/19/13	Updated for Wayne Ohio	2.3
M. Shane Patrone	06/23/20	Updated for Columbiana County Ohio	2.3cc

This manual is designed to provide an overview of the basic processes and workflow items contained within Benchmark. Pioneer Technology Group reserves the right to update, change, delete or append to this manual at any time.

Please note that some screens and/or text may appear differently in the most current version.

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This user guide details the e-File functionality. The guide begins with the creation a new case e-file submission and the process of filing to an existing case via a secure login through Benchmark Web. The guide then reviews viewing submissions that have come in from Benchmark Web, and the process of updating and accepting or rejecting those submissions.

Creating a New e-File Submission via Benchmark Web

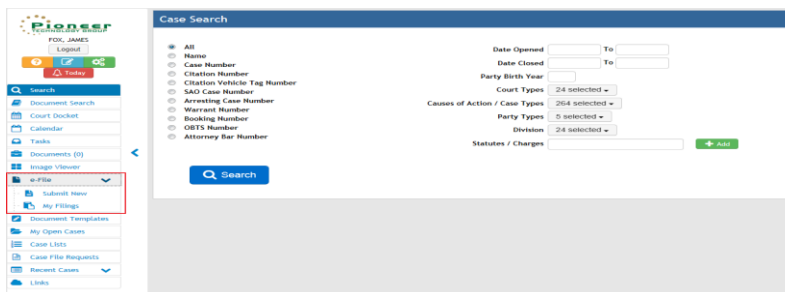
1. Navigate to the Benchmark Web homepage through the Court's Public Access link located at www.ccclerk.org . You will then login to the secure access site using an authorized username and password.

To find the above Login Screen:

1. Click on the Case Access link on the upper right side of the www.ccclerk.org home page.
2. On the next screen click the court you wish to access (left side of the screen).
(Currently E-Filing is available for **Common Pleas Court** and **County Municipal Court**)
3. Once the court is selected you will be directed to the above screen.

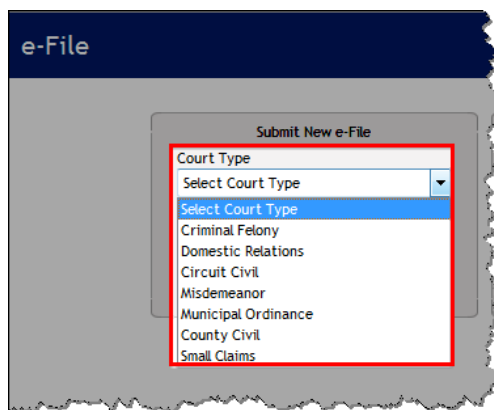
Choose the e-File option on the left side menu.

You may choose Submit New or My Filings (to see previously submitted e-Filings)

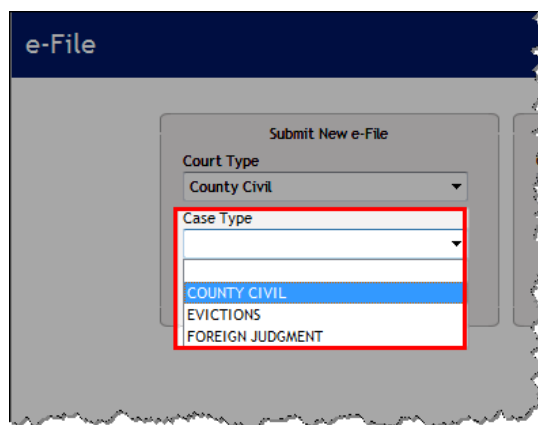


Select Case Type

1. Select the Court Type of the case to be filed from the options in the dropdown list.



2. Based upon the Court Type selected, a pre-determined list of Case Types will be available in the Case Type dropdown list. Select the appropriate option for the case to be filed.



3. Click the **Submit** button to open the **Case Parties** screen.

Submit New e-File

Court Type

CIVIL CP ▼

Case Type

FORECLOSURE ▼

[Submit](#)

Add Case Parties

1. The required party types for filing the case will be listed based on the Court Type and Case Type selected.

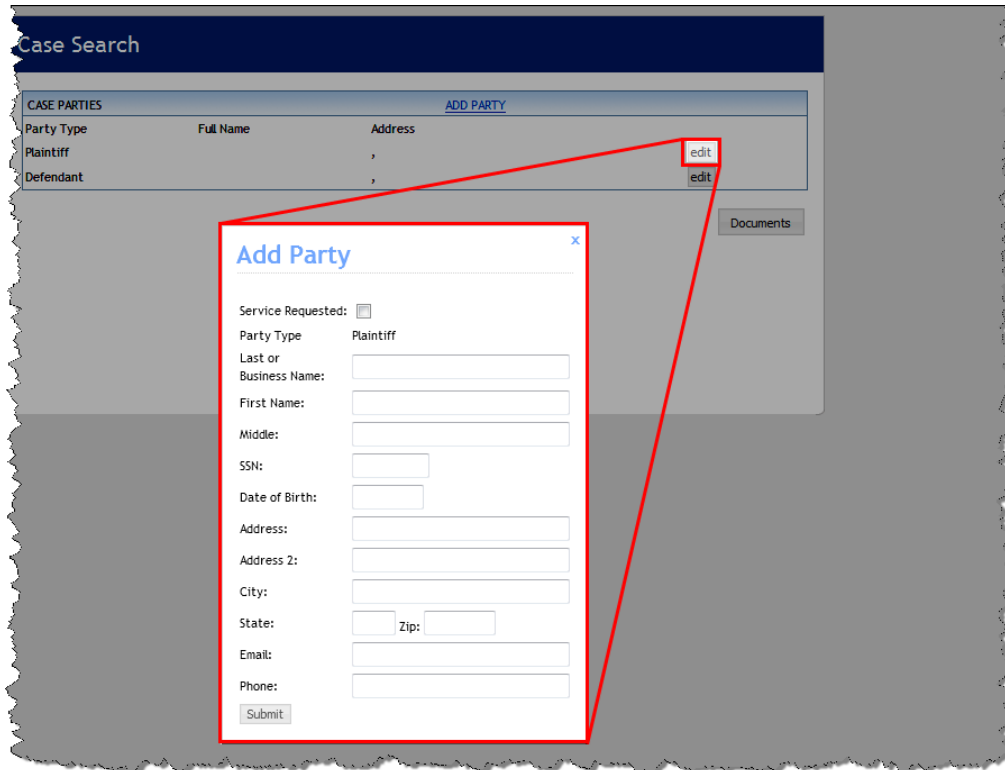
Example: If a Common Pleas Civil/Foreclosure case is selected, the required party types will show as *Plaintiff* and *Defendant*.

Case Search

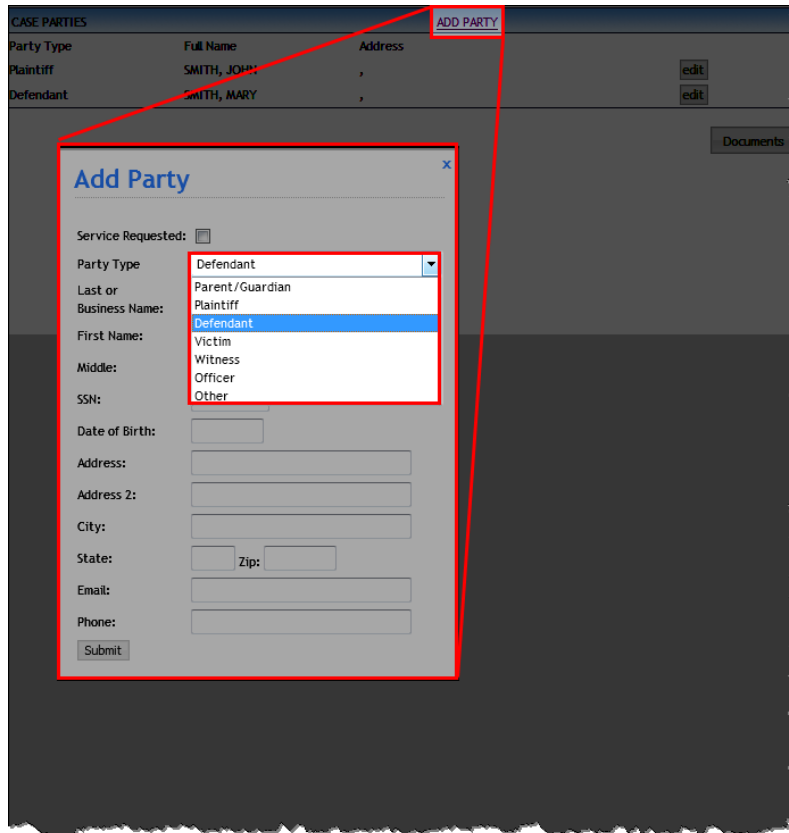
CASE PARTIES			ADD PARTY
Party Type	Full Name	Address	
Plaintiff		,	edit
Defendant		,	edit

[Documents](#)

2. Click the **Edit** button associated with each of the required parties in turn to open the **Add Party** window and add the parties.



3. The following fields are available. *Last or Business Name* is required.
 - a. *Service Requested*: allows a confirmation email to be sent to the party if an email address is provided.
 - b. *Party Type*: this field will be pre-populated based upon the selected Court Type/Case Type.
 - c. *Last or Business Name*:
 - d. *First Name*:
 - e. *Middle*:
 - f. *SSN*:
 - g. *Date of Birth*:
 - h. *Address*:
 - i. *Address 2*:
 - j. *City*:
 - k. *State*:
 - l. *Zip*:
 - m. *Email*:
 - n. *Phone*:
4. After all information is populated, click the **Submit** button.
5. Repeat the process for any other required parties.
6. To add additional parties click the **Add Party** button. A list of available party types for the selected Court Type/Case Type will be available in the dropdown list.



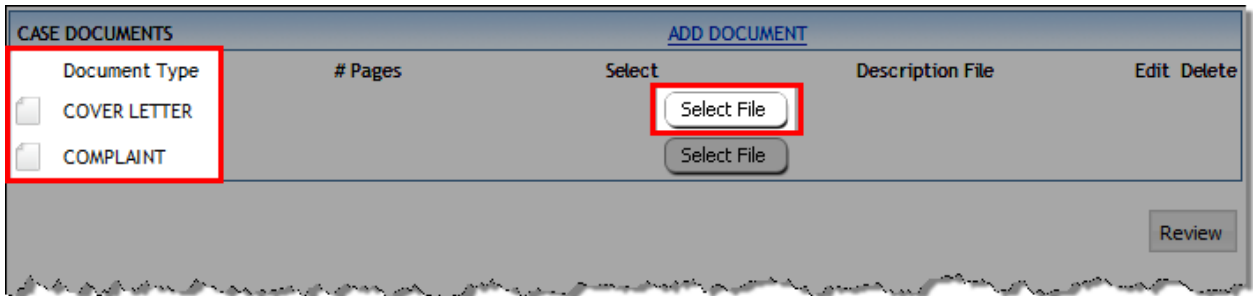
- Any party entered may be changed using the Edit button associated with the row.
Note: The *Last or Business Name* is the only information required to add a party.

Add Filing Documents

- Click the **Documents** button to open the **e-File Documents** page.

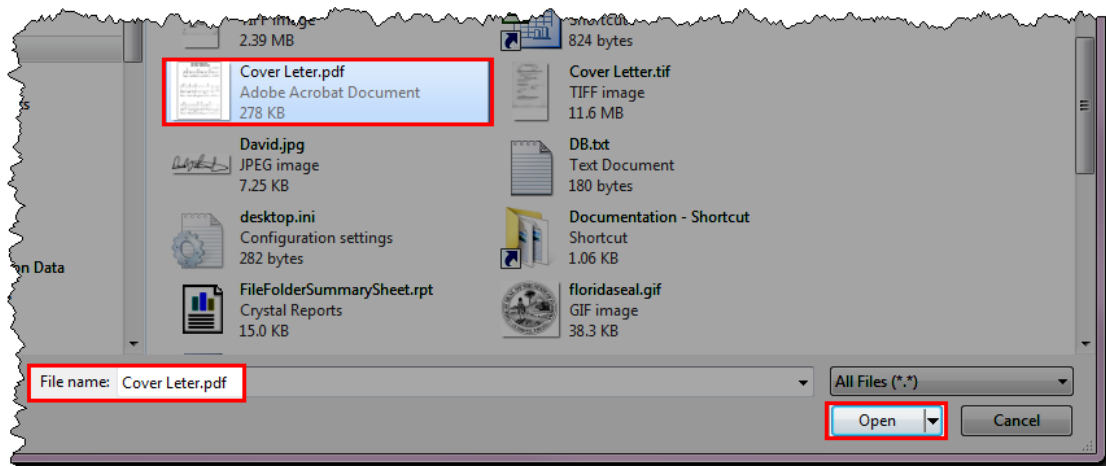


- Based on the Court Type/Case Type selected, the required document types for filing the case will be listed.
Example: If a Common Pleas Civil/Foreclosure case is selected, the required documents will show as *Cover Letter* and *Complaint*. To upload a document, click the **Select File** button.



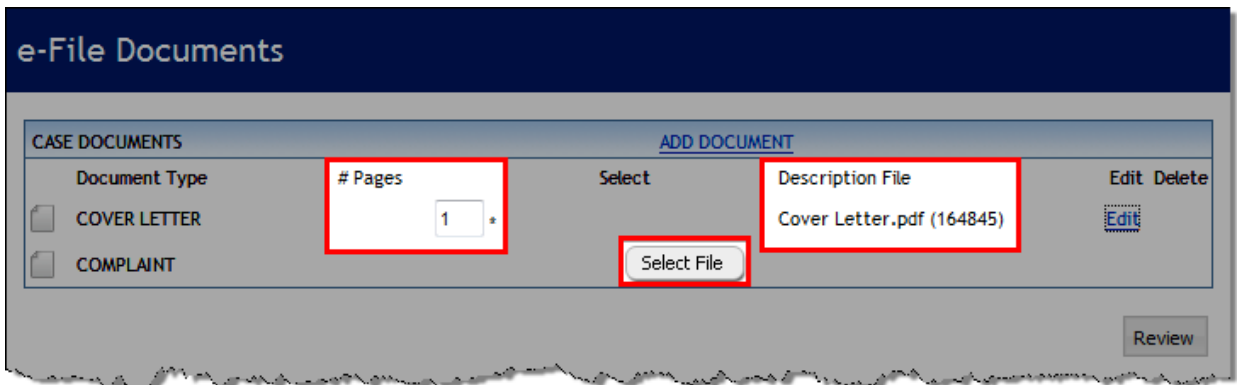
3. Navigate to the location of the electronic document, select the appropriate file and click the **Open** button.

Note: The accepted file formats are PDFs (.pdf) or TIFFs (.tif).

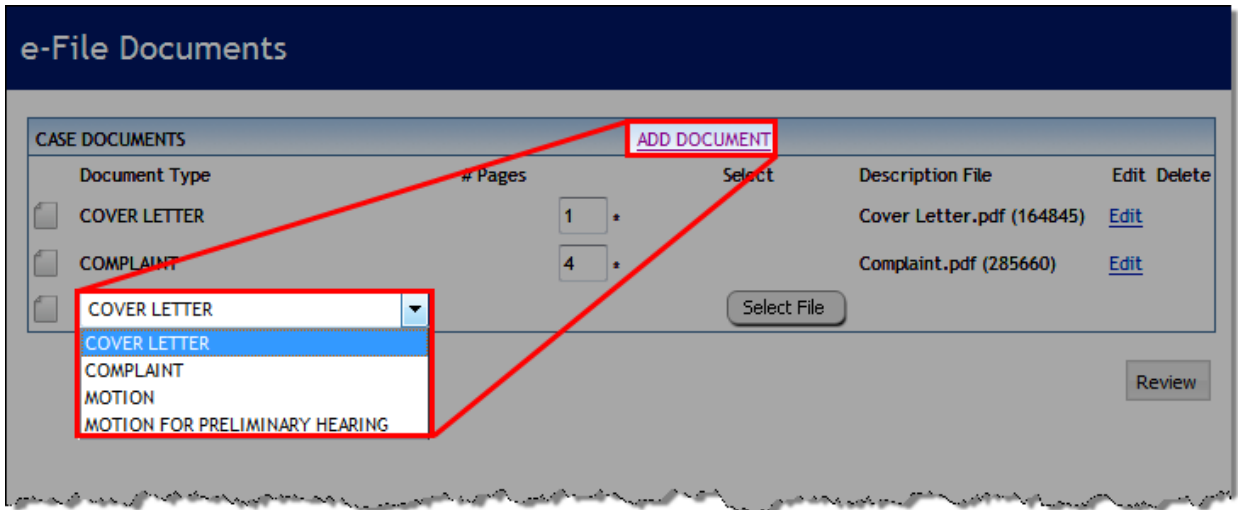


4. The screen will display the name of the selected file along with a field to enter the number of pages in the document. Continue to upload required documents by clicking the **Select File** button next to each row.

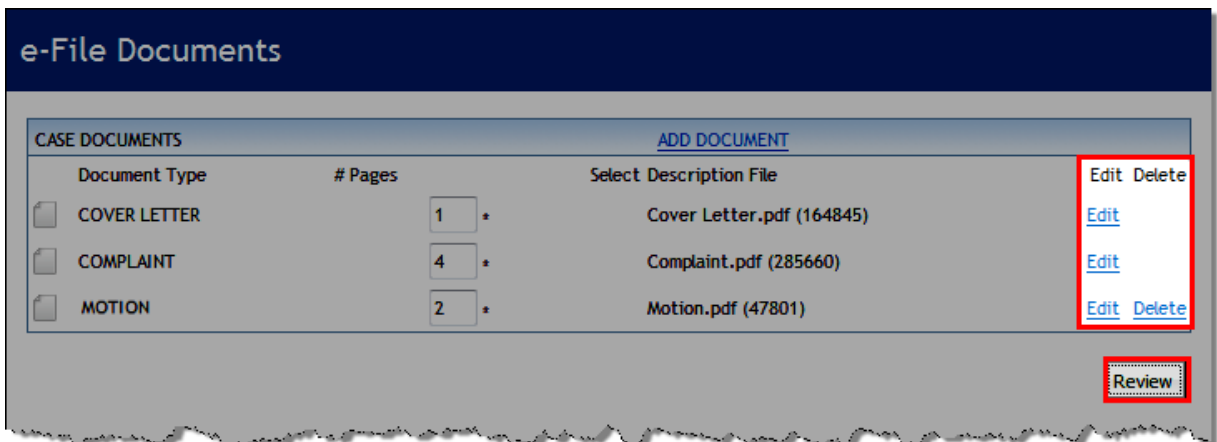
Note: The number of pages is required.



5. To add any additional documents, click the **Add Document** button at the top of the screen. The list of available document types for the type of case being filed will be available in the dropdown.



- Any uploaded document may be replaced with a different document using the **Edit** button. Only documents that are not required may be deleted using the **Delete** button. After all documents associated with the case have been added, click the **Review** button to review the case information.



Review Filing

- The Review & Submit screen will display a summary of all information entered.
 - There is an Edit link on each section of the screen to allow a return to the applicable section in the filing to adjust information if necessary.
 - This screen also displays the filing fees associated with filing the case. Select the method of payment, complete the payment information and click the Submit button to file the new case.

Review & Submit

COURT / CASE TYPE		
County Civil		COUNTY CIVIL

CASE PARTIES			EDIT
Party Type	Full Name	Address	
Plaintiff	SMITH, JOHN	,	
Defendant	SMITH, MARY	,	
Defendant	JONES	,	

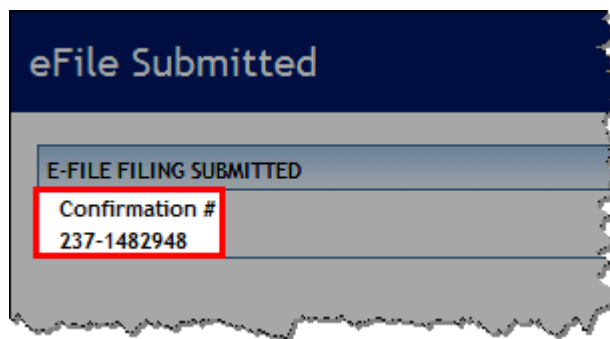
Edit Links

CASE DOCUMENTS			EDIT
Document Type	# Pages	Description	
<input type="checkbox"/> COVER LETTER	1	Cover Letter.pdf (164845)	
<input type="checkbox"/> COMPLAINT	4	Complaint.pdf (285660)	
<input type="checkbox"/> MOTION	2	Motion.pdf (47801)	

PAYMENT INFORMATION	
Choose Payment Method	<input checked="" type="radio"/> Credit Card <input type="radio"/> Escrow <input type="radio"/> Request Fee Waiver
Total Filing Fees Due:	300.00
Card Type	Visa
Card Number	
Expiration	
CVV	

Payment Information Section

2. After the filing is accepted, the e-File Submitted screen with a confirmation number for the filing will open.



Document Filing to an Existing Case

There several methods by which a new document may be filed to an existing case. This may be done from the e-File Menu or from any case record based on Rights and Roles permissions to file to the case.

Note: Depending on the Rights that are granted, the e-File icon may be available on any case record that can be accessed and is configured for e-Filing. In some instances, only those who are parties on the case may access the case.

From the e-File Menu

Search by Name

1. Navigate to the Benchmark Web homepage and login to the secure access site using an authorized username and password.

The screenshot shows the 'Case Search' interface. On the left, there is a login section for 'Pioneer Technology Group' with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Remember Me' checkbox. Below the login section are links for 'Home', 'Document Search', and 'Court Docket'. The main search area includes a list of search criteria: All, Name, Case Number, Citation Number, Citation Vehicle Tag Number, SAO Case Number, Arresting Case Number, and Warrant Number. To the right, there are several filter dropdowns: 'Date Opened' and 'Date Closed' (both with 'To' fields), 'Party Birth Year', 'Court Types' (10 selected), 'Causes of Action / Case Types' (73 selected), 'Party Types' (5 selected), 'Division' (24 selected), and 'Statutes / Charges'. A green '+ Add' button is next to the last dropdown. A blue 'Search' button is at the bottom center.

1. Enter known information to generate a list of cases from which to choose. The more information entered, the smaller the list of results will be. Click the Advanced Options button to narrow the search even more.

The screenshot shows the 'Case Search' interface with advanced options expanded. Under 'Search Options', radio buttons are present for 'Name' (selected), 'Case Number', and 'Citation Number'. Below these are radio buttons for 'Booking Number', 'OBTS Number', and 'Attorney Bar Number', followed by a text input field containing 'BOYER' and a yellow 'Search' button. The text 'Enter Name (Last, First)' is displayed below. The 'Advanced Options' section is expanded, showing 'Date Range:' with 'Opened:' and 'Closed:' fields, each with 'To' fields. 'Party Options' includes checkboxes for 'All', 'Plaintiff', 'Defendant', 'Judge', 'Attorney', and 'Include Alias'. 'Case Types' includes a grid of checkboxes for: All, Criminal Felony, Mental Health, Dependency, County Ordinance, Criminal Traffic, Code Enforcement, Civil Traffic, Domestic Relations, Guardianship, Appeal from County Court, County Civil, Non-Criminal Infraction, Parking, Probate, Delinquency, Municipal Ordinance, Small Claims, Animal Control, and Other Traffic.

2. The Case Search Results window provides an overview of the cases returned which includes (based on availability from within the case):
 - a. Name
 - b. Party Type
 - c. Case Number
 - d. Status
 - e. Citation Number
 - f. Booking Number

- g. E-File Number
- 3. Click the plus sign (+) to view a summary of a case.
- 4. Click the View Case button to view the details of a case.

Case Search Results

SEARCH

Search Parameters: Search Type: Name, Search: BOYER, Cases Found: 177, Search Time: 0.315 sec

Filters: Opened: to 7/27/2011, Closed: to 7/27/2011, Party Type: All (Include Alias), Party Year of Birth: [blank], Court Types: All Court Types

CASES

SUMMARY	NAME	PARTY TYPE	CASE NUMBER	STATUS	CITATION #	BOOKING #	EFILE
+	BOYER, ERIC D	ATTORNEY	11000073MMMO	OPEN			
-	BOYER, ERIC D	ATTORNEY	11000033DR	OPEN			

Summary

Judge: PITTMAN JUDY M
 SAO Case #:
 Agency:
 Status Date: 1/21/2011
 Total Fees Due: 408.00
 Custody Location:
 Agency Report #:

[View Case](#)

+	BOYER, SHAYNE	DEFENDANT	11000193CFMA	OPEN			
+	BOYER, STACY MARIE (Alias)	DEFENDANT	11000185CFMA	OPEN			
+	BOYER, STACY MARIE	DEFENDANT	11000185CFMA	OPEN			
+	BOYER, STACY MARIE (Alias)	DEFENDANT	11000185CFMA	OPEN			
+	BOYER, STACY MARIE (Alias)	DEFENDANT	11000185CFMA	OPEN			
+	BOYER, STACY MARIE (Alias)	DEFENDANT	11000185CFMA	OPEN			
+	BOYER, STACY MARIE (Alias)	DEFENDANT	11000185CFMA	OPEN			
+	BOYER, STACY MARIE (Alias)	DEFENDANT	11000185CFMA	OPEN			

Search by Case Number

- 5. When the Case Number is used as the search criterion, the case will be opened automatically.

Case Search

Search Options

Name Case Number Citation Number

Booking Number OBTS Number Attorney Bar Number

10 24 CC [Search](#)

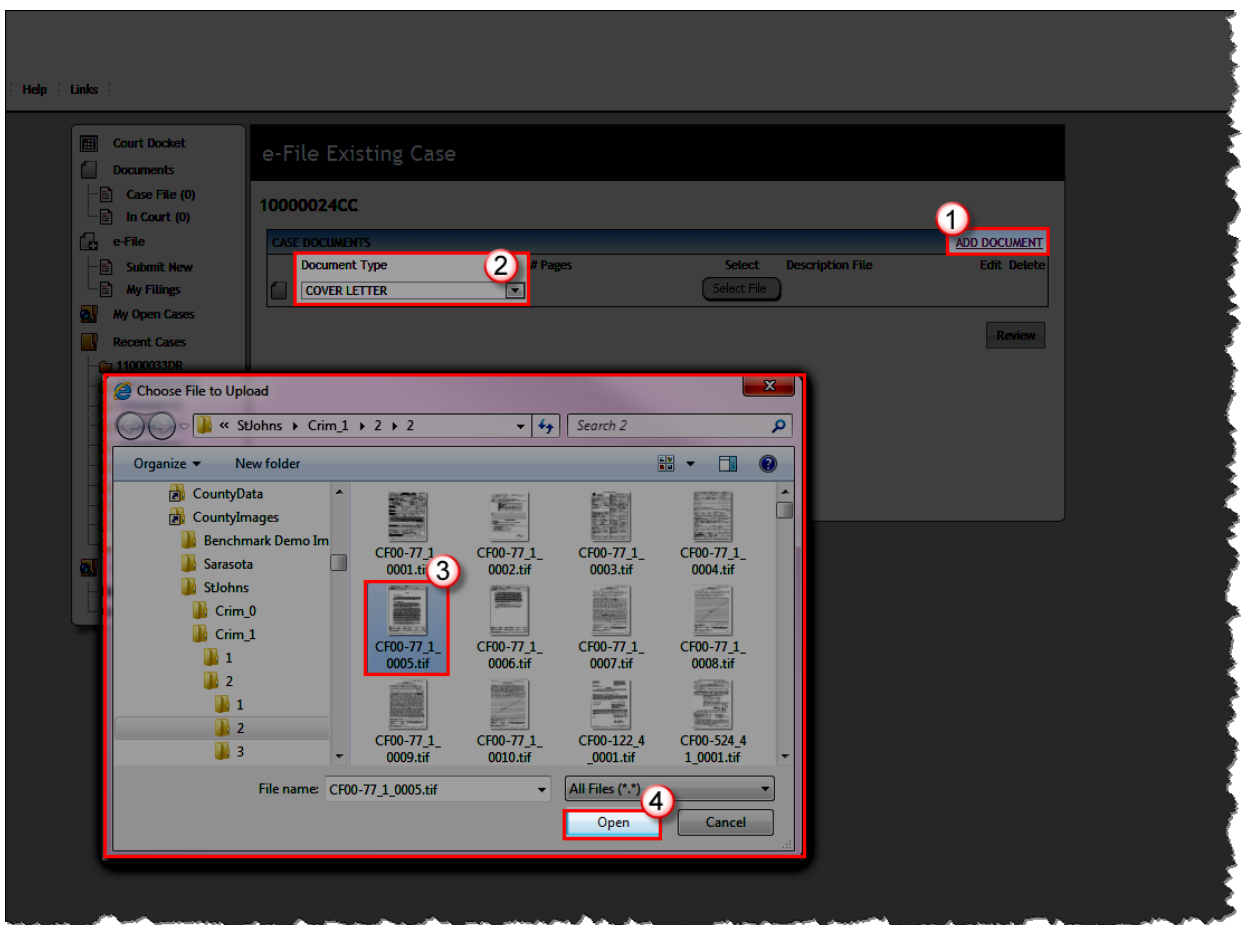
Case Number must be in format Year Case Type Six digit number like (2004 TR 000123)

Advanced Options [+](#)

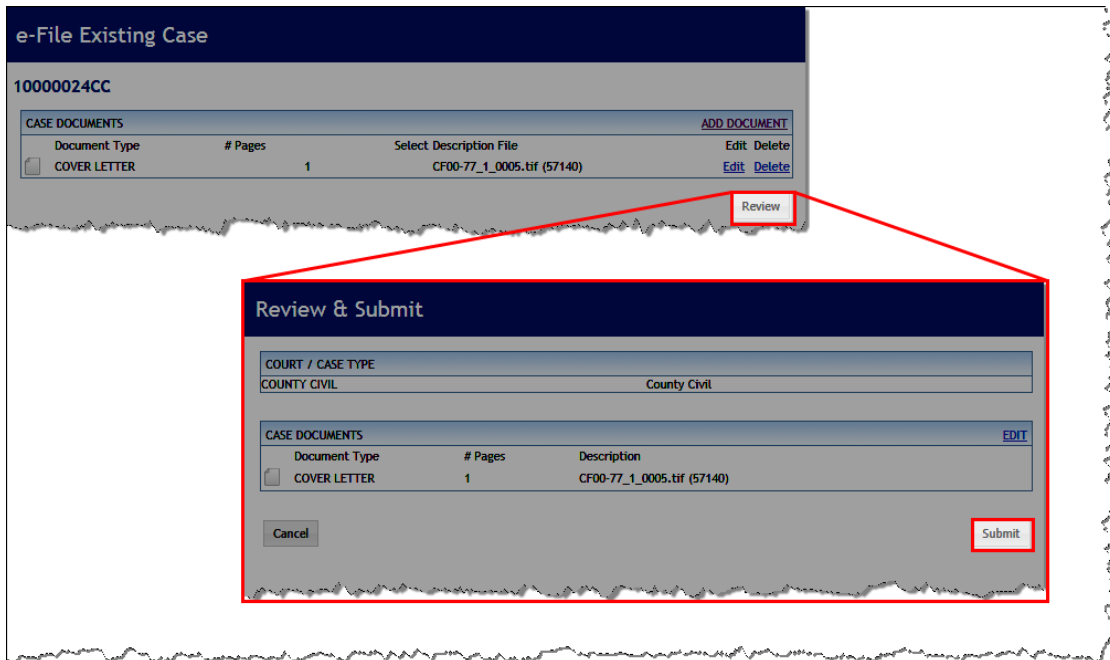
- 6. Click the E-FILE button to open the e-File to Existing Case screen.



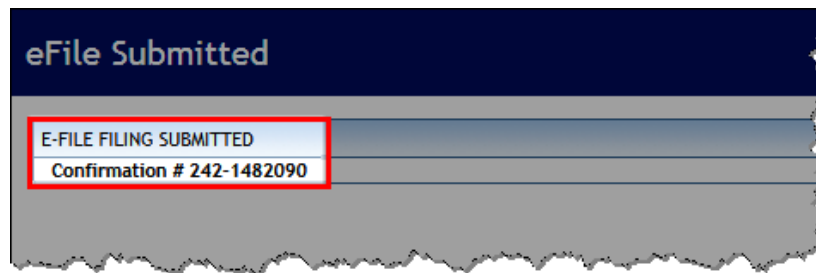
7. Click the **ADD DOCUMENT** button to add documents. Choose the **Document Type** from the dropdown menu.
8. Click the **Select File** button and navigate to the desired file. Choose the file and click the **Open** button.



9. After all documents associated with the case have been added, enter the number of pages if necessary and click the **Review** button to review the case information.
Note: The number of pages will populate automatically for TIFF documents. Click the **Submit** button.

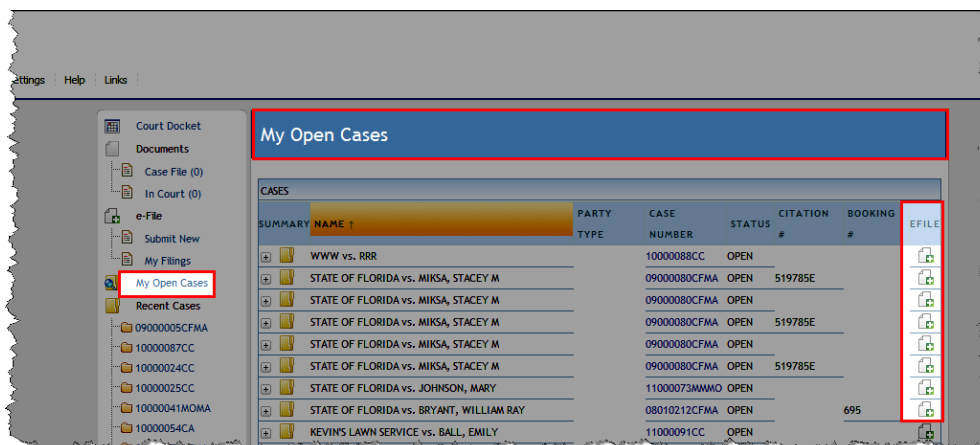


10. The **eFile Submitted** screen opens with the Confirmation number.



From My Open Cases List

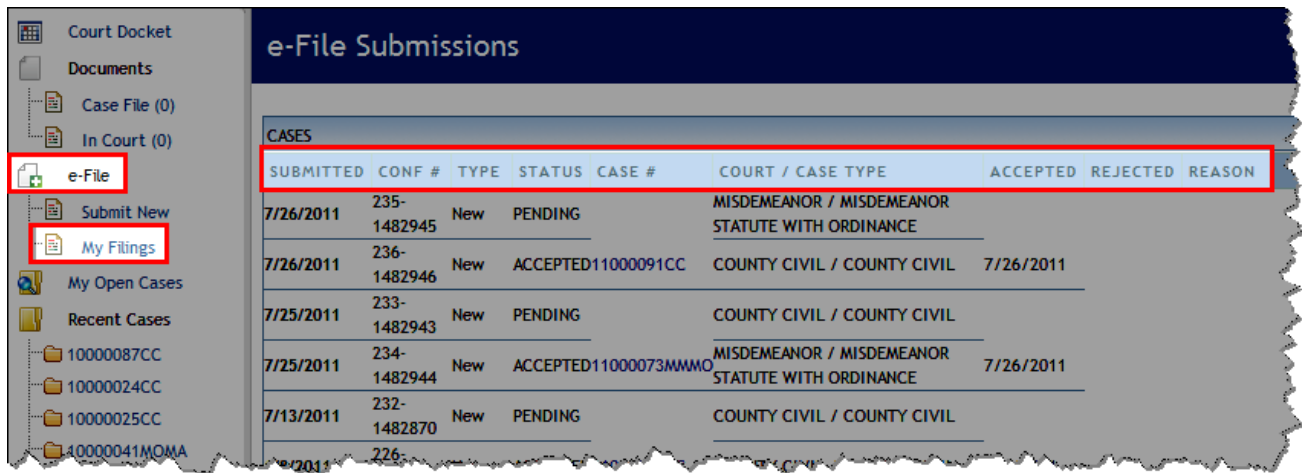
1. Selecting the **My Open Cases** option in the toolbar on the left side of the screen will load a list of all open or reopened cases where the logged in user is the attorney of record. Each case will have an efile button both in the list view and at the top of the case detail.



2. Clicking the e-File icon will open the **e-File to Existing Case** screen. Follow those instructions [above](#) to continue.

My Filings List

Once filings have been submitted, the logged in user may review all submissions and their current status from the **e-File > My Filings** menu on the right side of the screen.



The screenshot shows the 'e-File Submissions' interface. On the left is a navigation menu with 'e-File' and 'My Filings' highlighted. The main area displays a table of cases with the following data:

SUBMITTED	CONF #	TYPE	STATUS	CASE #	COURT / CASE TYPE	ACCEPTED	REJECTED	REASON
7/26/2011	235-1482945	New	PENDING		MISDEMEANOR / MISDEMEANOR STATUTE WITH ORDINANCE			
7/26/2011	236-1482946	New	ACCEPTED	11000091CC	COUNTY CIVIL / COUNTY CIVIL	7/26/2011		
7/25/2011	233-1482943	New	PENDING		COUNTY CIVIL / COUNTY CIVIL			
7/25/2011	234-1482944	New	ACCEPTED	11000073MMMO	MISDEMEANOR / MISDEMEANOR STATUTE WITH ORDINANCE	7/26/2011		
7/13/2011	232-1482870	New	PENDING		COUNTY CIVIL / COUNTY CIVIL			
8/2011	226-							

After the e-Filing is submitted you will receive a confirmation number.

The time when the filing is received determines when it is reviewed and accepted/rejected:

1. If received during business hours, then the filing is reviewed and accepted or rejected on that date.
2. If received after regular business hours then filing will be reviewed for acceptance on the next business day.
3. Once reviewed the filer will receive an email stating the acceptance or rejection of the filing. (if rejected there will be a reason listed) Upon acceptance the filing is filed with the Clerk of Courts Office and available online for viewing/printing.

Office Hours for both the Common Pleas Court and County Municipal Court are 8:00 am to 4:00 pm Monday-Friday. The office is closed in observance of all federal holidays.