

Montgomery County Juvenile Court

E-FILING MANUAL



Filing Standards and Requirements

1. Documents Must be in PDF Format (Portal Document Format)
2. The paper size must be standard 8 ½ by 11 inches
3. Documents must not be larger than 20 megabytes
4. Documents must be scanned for viruses

Redacting documents according to Sup. R. 44-47

- Personal Identifiers must be removed or redacted from Clerk documents.
- As defined in Sup. R. 44(H), “Personal Identifiers” include, but are not limited to, social security number (except for the last 4 digits), bank account numbers, credit card numbers, a juvenile's name in an A.N.D case (except for the juvenile’s initials)

LOGIN

The screenshot shows a web browser window with the address bar displaying [https://www.mjcchio.org/efiletest/\(S\(5w4ccbp2tor5c4rv512ebav1\)\)/index.aspx](https://www.mjcchio.org/efiletest/(S(5w4ccbp2tor5c4rv512ebav1))/index.aspx). The page header features the Montgomery County Juvenile Court logo and name, along with the address: 380 West Second Street, Dayton, OH 45422. A blue banner indicates the system is "Connected to TEST database". The main content area includes a welcome message: "Welcome to Montgomery County Juvenile Electronic Filing" and a status message: "No System Maintenance Requests". Below this is a login form with fields for "Login Id" (containing "Nova@leolawyerz.com") and "Password" (masked with asterisks). There are "Submit" and "Forgot Login Id/Password?" buttons. At the bottom, there are three links: "Sign Up for Electronic Filing", "Electronic Filing Guides", and "Montgomery County Juvenile Court Local Rules".

Your username is your email address.
You will be provided with a temporary password and will be prompted to change that password the first time you log in.

NEW FILING

You will have 2 options as to filing when you begin: either “File a New Case’ or File on existing Case”.

The screenshot displays the Montgomery County Juvenile Court e-filing system interface. The header includes the court's logo and name, along with the address: 380 West Second Street, Dayton, OH 45422. The user is logged in as "Pro Se NOVA ROSE LEVANTE 1" and is connected to the "TEST" database. The main content area is titled "My Filings Search" and features a search form with filters for "FILING STATUS" (All, Partial, Received, Approved, Rejected, Cancelled), "DATE CREATED" (with date pickers), and "CONFIRMATION NUMBER". A "Search" button is located to the right of the filters. Below the search area, two buttons are highlighted with red circles: "File a New Case" on the left and "File on Existing Case" on the right. The footer contains copyright information for PROWARE and the Montgomery County Juvenile Court Administrator, along with a note that the message is modifiable via MESSAGE_TABLE Admin.

FILING A NEW CASE

1. Click on File a New Case
2. You will automatically be taken to the new filing page where you will choose a Category and type of filing.

The screenshot shows the Montgomery County Juvenile Court website. The header includes the court's logo, name, and address (380 West Second Street, Dayton, OH 45422). It also displays the staff member's name (ANGELA ASHER) and a LOGOUT button. A blue banner indicates the system is "Connected to TEST database". Below this is a navigation menu with options: HOME, MY CASES, MY E-FILINGS, and SUPPORT DOCUMENTS. A breadcrumb trail shows the current path: New Case > Filing > Party Setup > Charges > Documents > Payment > Verification > Confirmation. The main heading is "New Case Filing". A grey box contains the instruction: "Fill out the form below and click [Save and Proceed] to start your e-filing." The form has three fields: "Category:" with a dropdown menu showing "Select A Category", "Type of Filing:" with a dropdown menu showing "Select A Filing Type", and "Additional Info:" with a text input field. A red circle highlights the "Category:" and "Type of Filing:" dropdown menus. A "Save and Proceed" button is located at the bottom right of the form area.

Categories of Cases Available for E-Filing

- Child Support
- Custody
- Visitation
- Post Modification
- Paternity

Your type of filing will have limited choices based upon the category you choose.

3. The next page will be all required documents for your chosen filing.

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

ADD REQUIRED DOCUMENTS	
Document Description	Document
UIFSA Complaint	<input type="button" value="Select"/>

Click on Select to add pdf of the document you wish to file.

After you have added the document, click on add required documents and then Save and Proceed.

The screenshot shows the 'Add Documents' interface. At the top, a black bar contains the text 'Add Documents'. Below this is a grey instruction box: 'Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.' The main area is titled 'ADD REQUIRED DOCUMENTS' and contains a table with columns 'Document Description' and 'Document'. A row shows 'UIFSA Complaint' with a 'Select' button. Below the table is an 'Add Required Documents' button. At the bottom, there are two buttons: 'Cancel this Filing' on the left and 'Save and Proceed' on the right. Red circles highlight the 'ADD REQUIRED DOCUMENTS' header, the 'Select' button, and the 'Save and Proceed' button. A red arrow points from the 'Select' button to the 'Add Required Documents' button.

4. The next page will be all optional documents for your chosen filing.

The screenshot shows the 'Add Documents' interface with a blue header bar that says 'Connected to TEST database'. Below the header are navigation tabs: 'HOME', 'MY CASES', 'MY E-FILINGS', and 'SUPPORT DOCUMENTS'. A breadcrumb trail reads: 'New Case > Filing > Party Setup > Documents > Payment > Verification > Confirmation'. The main area is titled 'Add Documents' and contains the same instruction box as the previous screenshot. Below the instructions is a table with columns 'View', 'Document Type', 'Title', 'Format', 'Edit', and 'Delete'. A row shows 'UIFSA Complaint' with a search icon, 'PDF' format, and a delete icon. Below the table is a section titled 'ADD NEW DOCUMENT' with a 'Document Type' dropdown menu. The dropdown menu is open, showing a list of document types: 'UIFSA Complaint to Establish Parentage', 'UIFSA Complaint to Establish Child Support', 'UIFSA Complaint to Establish Parentage', 'UIFSA Complaint to Establish Parentage by Genetic Testing and Establish Support', 'UIFSA Complaint to Register Foreign Support Order for Enforcement', 'UIFSA Complaint to Register an Arrears Only Foreign Support Order for Enforcement', 'UIFSA Complaint to Register and Modify a Foreign Support Order for Enforcement', 'UIFSA Motion for Seek Work', and 'Instructions for Service'. A red circle highlights the dropdown menu. At the bottom, there are two buttons: 'Cancel this Filing' on the left and 'Save and Proceed' on the right.

Once you have added your desired optional documents, click on Save and Proceed.

Connected to *TEST* database

HOME MY CASES MY E-FILINGS SUPPORT DOCUMENTS

New Case Filing Party Setup Documents Payment Verification Confirmation

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

View	Document Type	Title	Format	Edit	Dele
	UIFSAs Complaint		PDF		

ADD NEW DOCUMENT

Document Type: UIFSAs Complaint to Establish Parentage

Document:

- UIFSAs Complaint to Establish Child Support
- UIFSAs Complaint to Establish Parentage
- UIFSAs Complaint to Establish Parentage by Genetic Testing and Establish Support
- UIFSAs Complaint to Register Foreign Support Order for Enforcement
- UIFSAs Complaint to Register an Arrears Only Foreign Support Order for Enforcement
- UIFSAs Complaint to Register and Modify a Foreign Support Order for Enforcement
- UIFSAs Motion for Seek Work
- Instructions for Service

Cancel this Filing

Save and Proceed

5. Payment page

The next page will be the payment page. As a partnering agency, you will not be required to pay a filing fee.

You will need to check the box to certify that the information you have provided is accurate.

New Case [Filing](#) ▶▶ [Party Setup](#) ▶▶ [Documents](#) ▶▶ [Payment](#) ▶▶ [Verification](#) [Confirmation](#) ▶▶

PAYMENT

Filing As

Name ANGELA ASHER
Address
E-mail Address AASHER@MCJCOHIO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at or efileadmin@mcjcohio.org.

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header. I understand my failure to provide complete and accurate information may result in my filing being rejected. In addition, I authorize the Clerk of Courts to charge my credit card and / or copy cost account for any fees and / or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

[Cancel this Filing](#) [Save and Proceed](#)

Once you have clicked on the box, you will need to click on Save and Proceed

6. Filing Review

You will be taken to a page to allow you to review your entire filing prior to submitting it so that you can confirm demographics and documents to be submitted are accurate.

FILING REVIEW [Edit](#)

Below is a summary of the E-Filing data you have entered. To modify any of the data, please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct, click the [Submit] button to submit this E-Filing.

Case Category: UIFSA
Type of Filing: UIFSA Complaint
Filed By: ANGELA ASHER

PARTY ROLE REVIEW [Edit](#)

Juvenile 1	JANE SMITH 456 TENNESSEE AVE DAYTON, OH 45405
Mother 1	CLAIRE SMITH 456 TENNESSEEDAYTON, OH 45405
Father 1	JOHNNY DOE 987 KENTUCKDAYTON, OH 45410

CHARGE REVIEW [Edit](#)

No charges have been associated with this filing

DOCUMENT REVIEW [Edit](#)

Document Type	Title	Format
UIFSA Complaint		PDF

If all of the provided information is correct, you will click on Submit.

Case Category: UIFSA
Type of Filing: UIFSA Complaint
Filed By: ANGELA ASHER

PARTY ROLE REVIEW [Edit](#)

Juvenile 1	JANE SMITH 456 TENNESSEE AVE DAYTON, OH 45405
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Father 1	JOHNNY DOE 987 KENTUCKDAYTON, OH 45410

CHARGE REVIEW [Edit](#)

No charges have been associated with this filing

DOCUMENT REVIEW [Edit](#)

Document Type	Title	Format
UIFSA Complaint		PDF

[Cancel this Filing](#) [Submit](#)

7. Confirmation

Upon submitting the filing, you will be directed to a confirmation page that will supply you with a confirmation number.

HOME MY CASES MY E-FILINGS SUPPORT DOCUMENTS

New Case Filing >> Party Setup >> Documents >> Payment >> Verification >> Confirmation >>

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Confirmation Number: 496

Case Category: UIFSA
Type of Filing: UIFSA Complaint
Filing Date: 10/19/2023
Filing Time: 04:20 PM

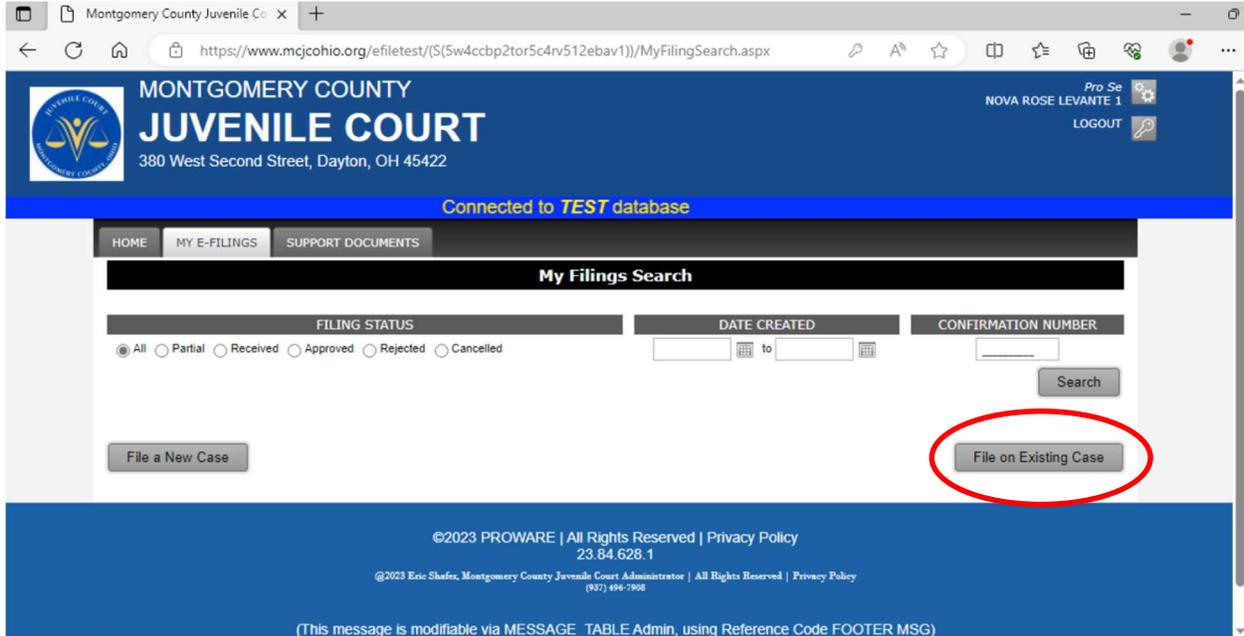
DOCUMENT INFORMATION

Document Type	Title	Format
UIFSA Complaint		PDF

You will receive an email once your filing has been accepted. Please note that your document is not filed with the Court until it is accepted by the Court.

FILING ON EXISTING CASE

1. Choose File on Existing case from home screen



2. Enter case number and click on Select case.



3. Click Select case again if your case is correct.

4. Verify case information is correct.

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: 2023-000027
Case Caption: IN RE JOESMITH
Case Filed: 8/30/2023
Judge: HELEN WALLACE
Case Type: UIFSA
Category: Select A Category
Additional Info: (optional)

5. Select a filing category.

HOME MY CASES MY E-FILINGS SUPPORT DOCUMENTS

File on an Existing Case **Filing** ▶▶ Payment ▶▶ Verification ▶▶ Confirmation

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: 2023-000027
Case Caption: IN RE JOESMITH
Case Filed: 8/30/2023
Judge: HELEN WALLACE
Case Type: UIFSA
Category: Abuse, Neglect, Dependency (A.N.D.)
Child Support
Custody
Delinquency
Dependency, Neglect & Abuse
Objections
Parentage
UIFSA
Additional Info: (optional)

Save and Proceed

6. Select filing type.

Connected to TESI database

HOME MY CASES MY E-FILINGS SUPPORT DOCUMENTS

File on an Existing Case **Filing** ▶ Payment ▶ Verification ▶ Confirmation

Existing Case Filing

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number:

Case Caption:

Case Filed:

Judge:

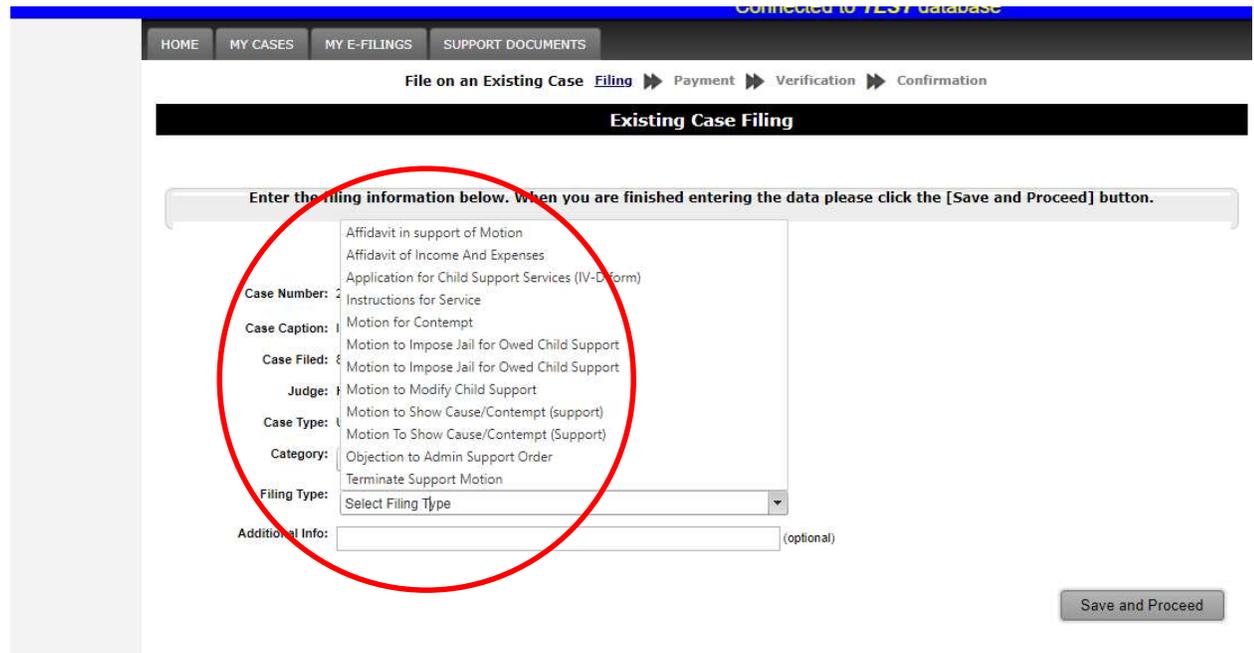
Case Type:

Category:

Filing Type:

Additional Info: (optional)

Save and Proceed



7. Load required documents

Enter the filing information below. When you are finished entering the data please click the [Save and Proceed] button.

Case Number: 2023-000027

Case Caption: IN RE JOESMITH

Case Filed: 8/30/2023

Judge: HELEN WALLACE

Case Type: UIFSA

Category:

Filing Type: Filing Cost: \$2.00 Indigent Filing

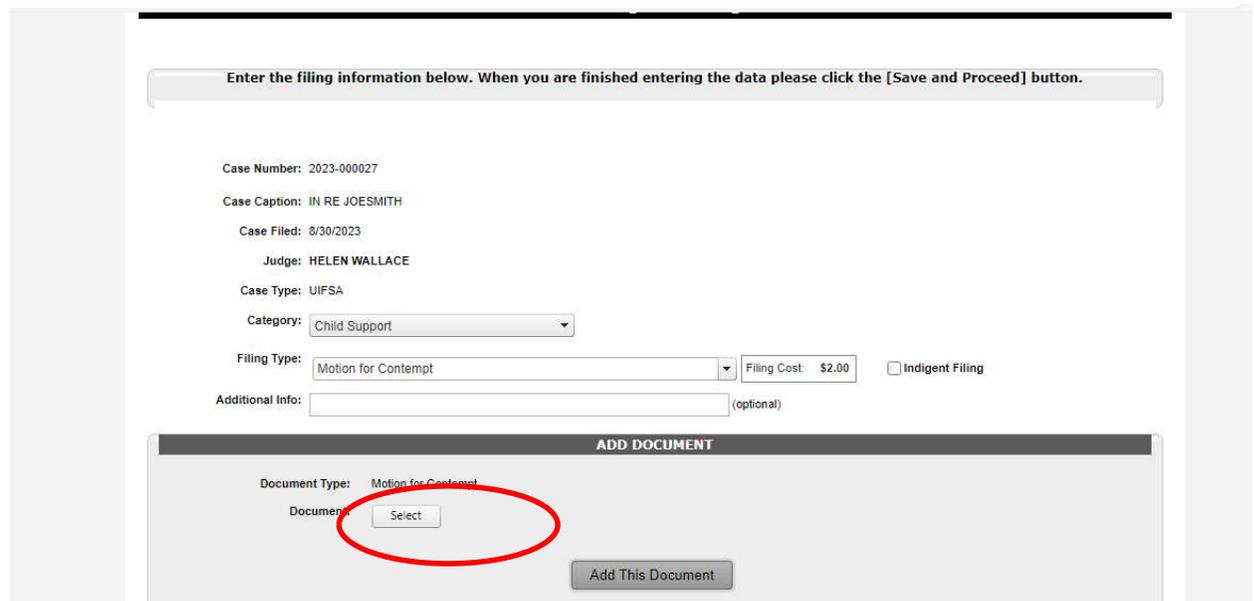
Additional Info: (optional)

ADD DOCUMENT

Document Type: Motion for Contempt

Documents:

Add This Document



After you have added the document, click on add required documents and then Save and Proceed.

Add Documents

Please attach any PDF documents to support your filing. Click the [Select] button to open a navigation window. Navigate to and select your PDF document. Click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

Document Description	Document
UIF SA Complaint	Select

Add Required Documents

Cancel this Filing

Save and Proceed

8. Payment page

The next page will be the payment page. As a partnering agency, you will not be required to pay a filing fee.

You will need to check the box to certify that the information you have provided is accurate.

New Case > Filing > Party Setup > Documents > Payment > Verification > Confirmation

PAYMENT

Filing As

Name ANGELA ASHER
Address
E-mail Address AASHER@MCJCOHIO.ORG

If the above contact information is not correct, please contact the E-filing Coordinator at or efileadmin@mcjcoho.org.

I certify that the information I am submitting with this filing is complete and correct and I am, or I represent the person listed under the 'Filing As' header I understand my failure to provide complete and accurate information may result in my filing being rejected. In addition, I authorize the Clerk of Courts to charge my credit card and / or copy cost account for any fees and / or copy cost related to user error that are not listed above to prevent an e-filing from being rejected.

Cancel this Filing

Save and Proceed

Once you have clicked on the box, you will need to click on Save and Proceed

New Case [Filing](#) ▶▶ [Party Setup](#) ▶▶ [Documents](#) ▶▶ [Payment](#) ▶▶ [Verification](#) [Confirmation](#) ▶▶

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[Cancel this Filing](#) [Save and Proceed](#)

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CHARGE REVIEW [Edit](#)

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DOCUMENT REVIEW [Edit](#)

Document Type	Title	Format
UIFSA Complaint		PDF

If all of the provided information is correct, you will click on Submit.

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PARTY ROLE REVIEW [Edit](#)

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CHARGE REVIEW [Edit](#)

No charges have been associated with this filing

DOCUMENT REVIEW [Edit](#)

Document Type	Title	Format
UIFSA Complaint		PDF

[Cancel this Filing](#) [Submit](#)

10. Confirmation

Upon submitting the filing, you will be directed to a confirmation page that will supply you with a confirmation number.

HOME MY CASES MY E-FILINGS SUPPORT DOCUMENTS

New Case Filing ▶ Party Setup ▶ Documents ▶ Payment ▶ Verification Confirmation ▶

FILING CONFIRMATION

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DOCUMENT INFORMATION

Document Type	Title	Format
UIFSA Complaint		PDF

You will receive an email once your filing has been accepted. Please note that your document is not filed with the Court until it is accepted by the Court.

HELP DESK

If you have any questions concerning E-filing, please contact our Clerk of Courts' Office at: **(937) 496-7908** or **(937) 496-5276**.