

**HANCOCK COUNTY COURT OF COMMON PLEAS
STANDARD OPERATING PROCEDURES MANUAL**

SUBJECT: E-Filing a Proposed Order

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PURPOSE:

To outline steps necessary to E-File Internal Proposed Orders (an order requiring a later signature of the Judge)

DEFINITIONS:

Submitted (Your document has been sent)

Reviewing (The clerk is reviewing your document)

File stamped (Your document has been file stamped)

PROCEDURE FOR FILING A PROPOSED ORDER:

Note:

- 1. Always open e filing in CHROME; NOT Internet Explorer:**
- 2. Make sure you have already been Accepted by the Hancock County Common Pleas Clerk as an E User.**

1. Prepare the document you want to E File in Word;
2. Once approved, Open web browser and enter:
<https://ea.co.hancock.oh.us/eservices/login.page>
3. Log in and click eFile tab
4. Enter case number at the top of page (must be in this format: 2017 CR 00123)
5. Click on Create Subsequent Filing
6. Click the drop down menu for Document Type (with the appropriate judge)
7. Click Browse by Upload Proposed Order and attach (must be in Word format)
8. Click on Continue with Filing
9. Click on Submit Filing
10. Once submitted, this Proposed Order goes to the Clerk to Accept; then the Clerk will place it in the Proposed Orders Que
11. Court staff will then search for Unassigned or Assigned Proposed Orders;
12. The E User filing the Order will receive a notification that it has been accepted by the Clerk or it will be rejected and returned for modifications.