

# **E-FILING**



## **E-FILING PROCEDURES FOR AUTHORIZED AGENCIES OF THE ROCKY RIVER MUNICIPAL COURT**

# ROCKY RIVER MUNICIPAL COURT

## E-FILING

**Welcome to the Rocky River Municipal Court E-Filing Project. E-Filing has been designed to benefit filers and agencies, case parties and attorneys, along with court employees. The Project is a virtual portal by which filers can deliver documents to the Clerk's office without leaving his or her office. Clerk's can process filings and notify filers without the time consuming paper shuffle. The web-based tools provide the filer and clerks with electronic notification services and comprehensive tracking of all transactions. E-Filing will simplify new case filings and existing cases motions. Utilization of E-Filing services will save processing time, reduce travel, save vital resources and reduce labor costs. E-Filing is simple, smart and environmentally green. I thank you for your participation and hope you find these services a true benefit.**

**If you have comments, questions or concerns please feel free to contact me at any time.**

**Sincerely,**

*Deborah F Comery*



# E-FILING PROCEDURES

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The E-Filing Project is the initiative of the Clerk of Court, **Deborah F. Comery**. E-Filing is a service providing an eco-friendly, web-based portal for many court filings. All participating filers, firms and agencies will be reviewed and authorized by the Clerk of Court. Authorization may be denied or revoked at the Clerk's discretion. The Local Rules of Rocky River Municipal Court is the governing document for all court procedures and processes.

# E-Filing Procedures

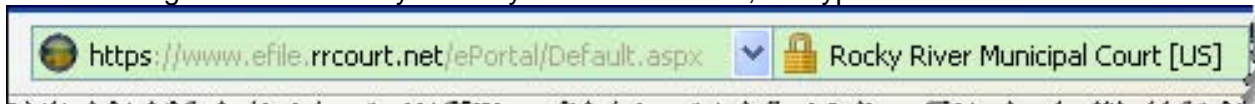
## A. Getting Started

- Main Log in screen [<https://www.efile.rrcourt.net/eportal/>]
  - Save this in your **Favorites**

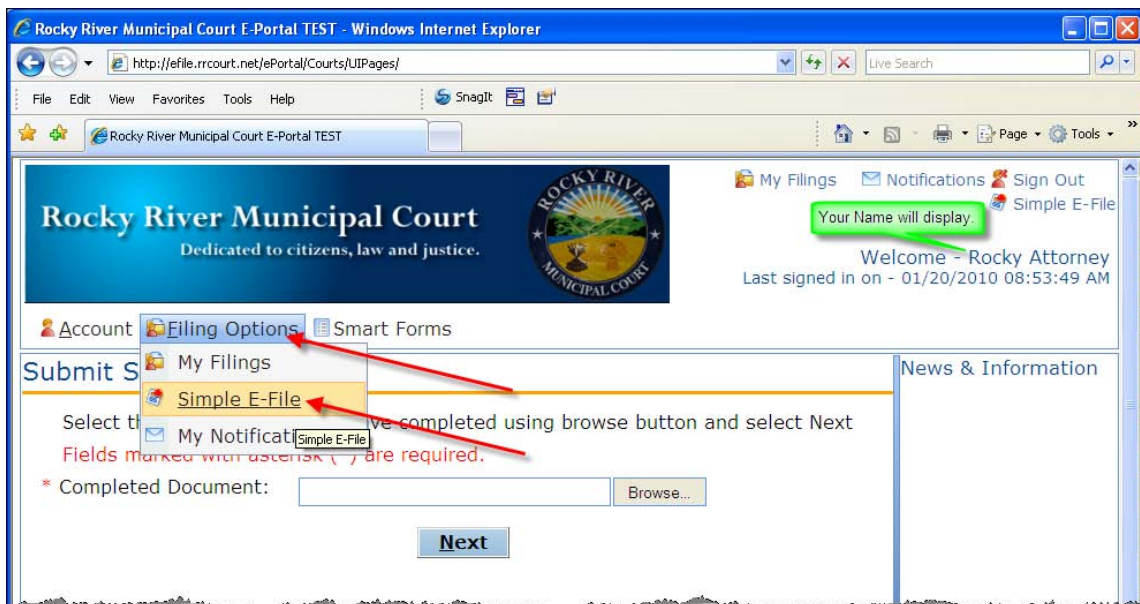


- Enter your **User Name & Password**

Note: The bar at the top of your browser should display a "lock" and have a green background. This tells you that you have a secure, encrypted connection.



- Your name will display
- Go to **Filing Options** then **Simple E-File**



# E-Filing Procedures

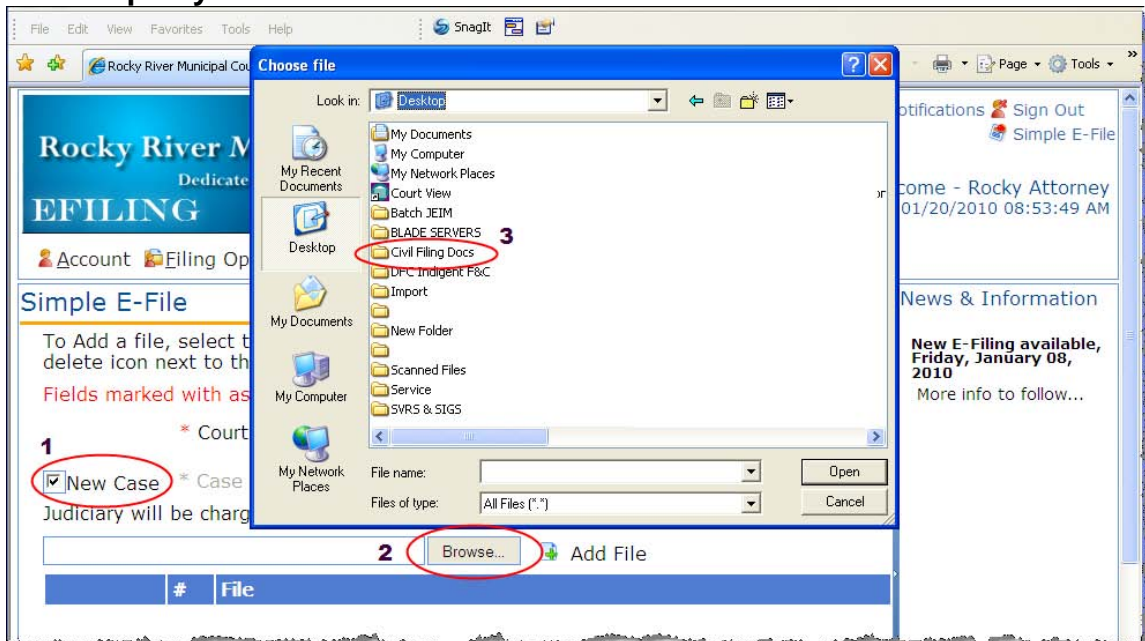
- Our court will display in the Court window
- News & Information will display on the right side

The screenshot shows the Rocky River Municipal Court E-Filing homepage. The header includes the court's name, logo, and navigation links like 'My Filings', 'Notifications', 'Sign Out', and 'Simple E-File'. A welcome message for 'Rocky Attorney' is displayed. The main section is titled 'Simple E-File' and contains instructions for adding and removing files. A dropdown menu for 'Court' is set to 'Rocky River Municipal Court'. A 'New Case' checkbox is present, and a 'Case Number' field is shown with an example '09 CVI 0001'. A 'Browse...' button and an 'Add File' link are also visible. On the right, a 'News & Information' sidebar contains a notice about new E-Filing availability. Green callout boxes provide additional instructions: 'RRMC will be the default.' points to the court dropdown; 'News & Info will be here.' points to the sidebar; and a larger box explains the case number format: 'For existing cases the correct format is required. The spaces after the YEAR and CASE TYPE are needed. Also, all four digits in the CASE NUMBER are required.'

## B. New Filing Procedure

### Select Documents

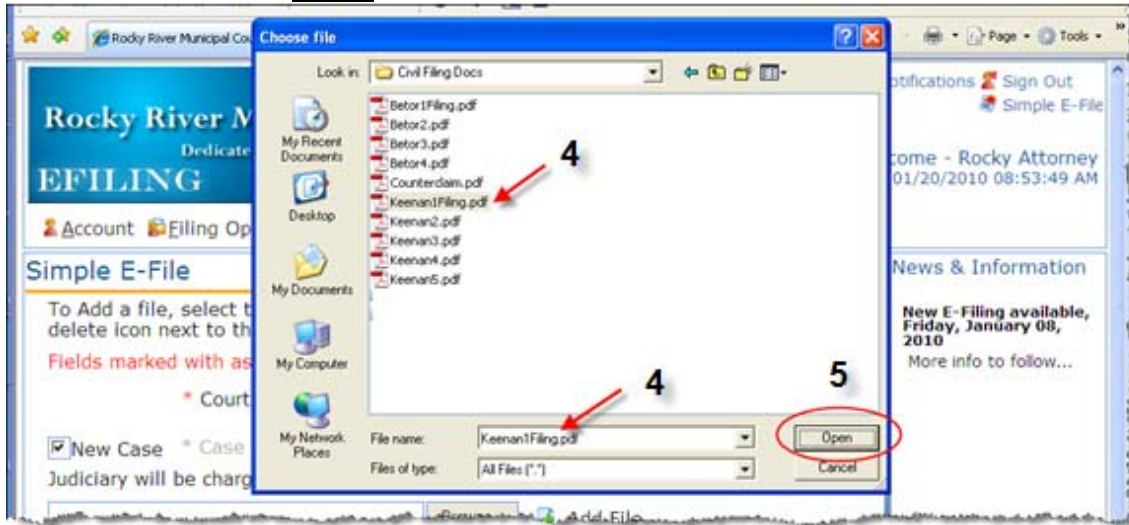
1. Check the New Case box
2. Click on the Browse button to find your document folder
3. Open your folder



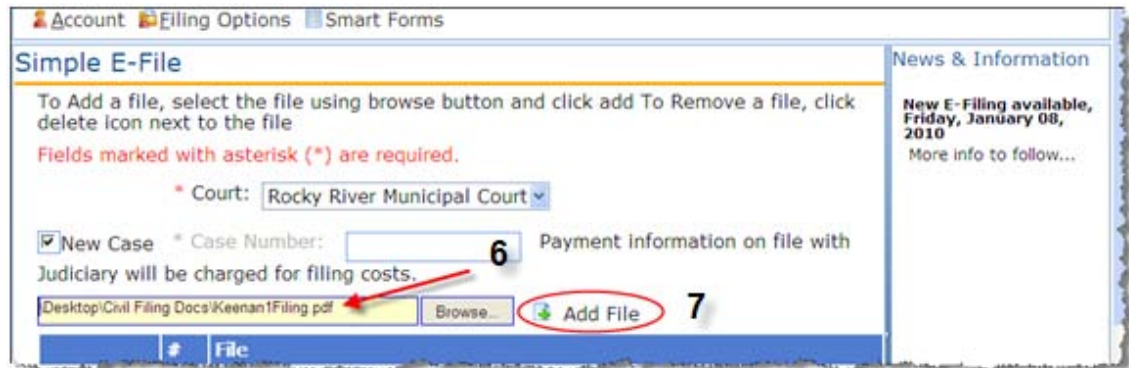


# E-Filing Procedures

4. Select the document you wish to file
5. Click on the Open button



6. The selected document will be displayed left of the Browse button
7. Click on the Add File button




8. Repeat steps 4 thru 7 for all additional documents

# E-Filing Procedures

## Cover Page

Please provide a Cover Page with each new filing or motion. The Clerk's office will provide you with a Cover Page document. This document is available on the Court's website. The Cover Page should be the first page and will assist the clerk's in routing and expediting your filing.



ROCKY RIVER MUNICIPAL COURT  
E-FILING      COVER SHEET

CIVIL COMPLAINT FILINGS      Check the appropriate box(s)


☐ Civil Complaints  
    Auto Accident Claims  
    Money Claims [\$1 - \$15,000]  
    Evictions  
    FRA / ALS / 12Pt [Driver's License Related]  
☒ Small Claims [\$1 - \$3,000]  
☐ Garnishments & Bank Attachments  
☐ Other

CIVIL MOTION FILINGS

Motions cannot be combined. Each request should be an individual document.

Case Number

TOTAL NUMBER OF MOTIONS:



CRIMINAL / TRAFFIC MOTION FILINGS

Motions cannot be combined. Each request should be an individual document.

Case Number

TOTAL NUMBER OF MOTIONS:

# E-Filing Procedures

## Submit Filing

- Your document(s) will display as below
- Review your selections
- You may remove any documents

Rocky River Municipal Court E-Portal TEST

EFILING

Welcome Rocky Account  
Last signed in on - 01/20/2010 08:53:49 AM

Account Filing Options Smart Forms

### Simple E-File

To Add a file, select the file using browse button and click add To Remove a file, click delete icon next to the file

Fields marked with asterisk (\*) are required.

\* Court: Rocky River Municipal Court

☒ New Case \* Case Number: Payment information on file with Judiciary will be charged for filing costs.

Browse... Add File

	#	File
✖ Remove	1	\Desktop\Civil Filing Docs\Keenan1Filing.pdf

### News & Information

**New E-Filing available, Friday, January 08, 2010**  
More info to follow...

- Finally, click on the Submit button

Simple E-File

To Add a file, select the file using browse button and click add To Remove a file, click delete icon next to the file

Fields marked with asterisk (\*) are required.

\* Court: Rocky River Municipal Court

☒ New Case \* Case Number: Payment information on file with Judiciary will be charged for filing costs.

Browse... Add File

	#	File
✖ Remove	1	\Desktop\Civil Filing Docs\Keenan1Filing.pdf
✖ Remove	2	\Desktop\Civil Filing Docs\Keenan2.pdf

Add as many documents as needed.  
Remove any documents filed in error.  
Note: Documents can be multi-paged.

**Submit**

Terms Of Use Privacy Statement Support? Problems with the site? © 2009 VistaSG



# E-Filing Procedures

## Reference Number & Email

The screenshot shows the Rocky River Municipal Court E-Filing website. At the top, there is a header with the court's name, logo, and navigation links like 'My Filings', 'Notifications', 'Sign Out', and 'Simple E-File'. A welcome message for 'Rocky Attorney' is displayed. Below the header, a 'Filing Confirmation' section states: '2 documents are successfully submitted for filing to Rocky River Municipal Court', 'Case # you have provided is NEW CASE', and 'Reference # for this filing is 2218'. A 'Recent Filings' table is shown below, with the first row circled in red to highlight the successful filing.

Request #	County	Type	Submission Date	Status
2218	Rocky River Municipal Court	Case Filings	01/20/2010 11:24:36 AM	Received
2217	Rocky River Municipal Court	Case Filings	01/20/2010 08:56:22 AM	Being Rev
2216	Rocky River Municipal Court	Case Filings	01/20/2010 08:54:59 AM	Pending R

After submitting your filing you will see the screen above and receive an email confirmation as below.

The screenshot shows an email confirmation from Rocky River E-Filing Staff. The subject is 'Filing Received'. The body of the email states: 'Rocky Attorney: You submitted 2 documents document(s) to Rocky River Municipal Court received at 01/20/2010 11:24:36 AM. You provided Case # NEW CASE . Your reference # for this filing is 2218.' Red arrows point to the number '2' in '2 documents', the reference number '2218', and the case number 'NEW CASE'. The email also includes a thank you message and a link to 'Support'.

Subject: Filing Received

Rocky Attorney:

You submitted 2 documents document(s) to Rocky River Municipal Court received at 01/20/2010 11:24:36 AM. You provided Case # NEW CASE .

**Your reference # for this filing is 2218.**

We will notify you when processing is complete.

Thank You,  
Rocky River E-Filing Staff

This is a non-monitored email, please do not reply directly. If you have any questions, please contact [Support](#).

# E-Filing Procedures

## C. Filing documents or motions to existing cases

Rocky River Municipal Court  
Dedicated to citizens, law and justice.  
**EFILING**

My Filings Notifications Sign Out Simple E-File

Welcome - Dewey Cheatum  
Last signed in on - 02/11/2010 10:01:29 AM

Account Filing Options

### Simple E-File

To Add a file, select the file using browse button and click add To Remove a file, click delete icon next to the file

Fields marked with asterisk (\*) are required.

\* Court: Rocky River Municipal Court

☐ New Case \* Case Number: 09 CVI 0200 Example: 09 CVI 0001

Browse... Add File

#	File
Remove 1	C:\fakepath\RITA 1.pdf

### News & Information

**Final testing, Monday, January 25, 2010**  
Week of 1/25/2010  
FINAL TESTING WEEK!

**Testing Period, Sunday, January 17, 2010**  
Week of 1/17/2010  
Continue testing.

**New E-Filing available, Friday, January 08, 2010**  
More info to follow...

Efiling will verify the Case Number. If the Case Number provided does not match an existing Case you will see the warning message below.

- Click "Cancel" to correct
- Click "OK" to submit as displayed



Note: Civil & Criminal case formats are two digit Year, space, three character Type, space and a four digit number (zero filled) **YY TTT nnnn**  
Traffic case format is two digit Year, space, three character Type, space and a five digit number (zero filled) **YY TTT nnnnn**


Examples: Civil **09 CVI 0200**  
Criminal **10 CRB 0501**  
Traffic **10 TRD 02078**  
[see case type list in the appendix]

# E-Filing Procedures

## D. E-Filing Accepted or Rejected

### Accepted Filing:

From: RRMC\_REPLY  
Sent: Thursday, February 11, 2010 9:34:22 AM  
To: Test Account  
Subject: Status for Request # 2251 Case # 09 CVI 0200 1 Document Filed  
Auto forwarded by a Rule



Dewey Cheatum:

Request # 2251 has been processed.


#	Document Type	Case #	Status	Docket #	Docket Date/Rejection Reason	File Name
1	EFILE	09 CVI 0200	Filed	70887491	02/11/2010	Barb 1.pdf

Thank You,  
Rocky River E-Filing Staff

This is a non-monitored email, please do not reply directly. If you have any questions, please contact [Support](#).

### Rejected Filing:

From: RRMC\_REPLY  
Sent: Wednesday, February 10, 2010 2:20:03 PM  
To: Test Account  
Subject: Status for Request # 2247 Case # 09 CVI 0200 1 Document Rejected  
Auto forwarded by a Rule



Dewey Cheatum:

Request # 2247 has been processed.

#	Document Type	Case #	Status	Docket #	Docket Date/Rejection Reason	File Name
1		09 CVI 0200	Rejected		no good	chain.doc

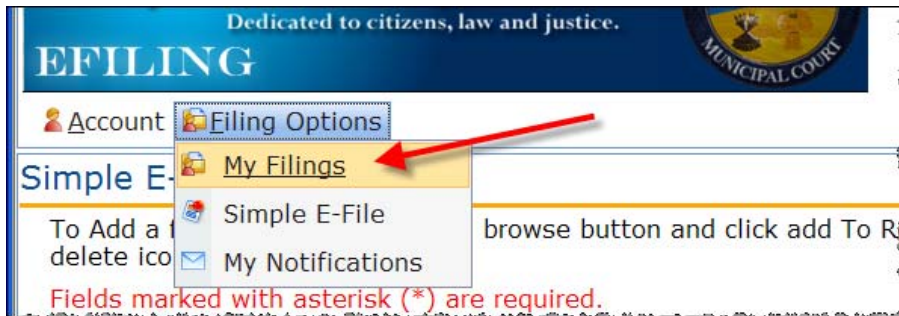
Thank You,  
Rocky River E-Filing Staff

This is a non-monitored email, please do not reply directly. If you have any questions, please contact [Support](#).



# E-Filing Procedures

## E. My Filings



My Filings						
* From (MM/dd/yyyy): 02/01/2010		* To (MM/dd/yyyy): 02/24/2010		<a href="#">Refresh</a>		
Request #	County	Type	Submission Date	Status	Case #	
2253	Rocky River Municipal Court	Case Filings	02/19/2010 01:58:34 PM	Filed	66 TRP 11111	
2252	Rocky River Municipal Court	Case Filings	02/11/2010 10:02:21 AM	Being Reviewed	NEW CASE	
2251	Rocky River Municipal Court	Case Filings	02/11/2010 09:24:40 AM	Filed	09 CVI 0200	
2250	Rocky River Municipal Court	Case Filings	02/11/2010 08:23:18 AM	Filed	66 TRP 11111	
2249	Rocky River Municipal Court	Case Filings	02/10/2010 02:30:52 PM	Filed	66 TRP 11111	
2248	Rocky River Municipal Court	Case Filings	02/09/2010 06:29:52 PM	Filed	09 CVI 0200	
2247	Rocky River Municipal Court	Case Filings	02/04/2010 08:16:52 PM	Rejected	09 CVI 0200	
2246	Rocky River Municipal Court	Case Filings	02/04/2010 08:11:51 PM	Pending Filing	09 CVI 0200	
2245	Rocky River Municipal Court	Case Filings	02/04/2010 07:30:39 PM	Pending Filing	09 CVI 0200	

## F. My Notifications

Notifications			
	From	Subject	Received
Received: 02/26/2010			
	System Administrator	Status for Request # 2252 Case # 66 trp 11111 1 Document Filed	02/26/2010 04:39:02 PM
	System Administrator	Status for Request # 2255 Case # 66 trp 11111 1 Document Filed	02/26/2010 09:06:46 AM
	System Administrator	Status for Request # 2254 Case # 66 trp 11111 1 Document Filed	02/26/2010 09:06:03 AM
	System Administrator	Filing Received	
	System Administrator	Filing Received	
Received: 02/19/2010			
	System Administrator	Status for Request # 2253 Case # 66 TRP 11111 1	
<b>From:</b> System Administrator			
<b>Subject:</b> Status for Request # 2252 Case # 66 trp 11111 1 Document Filed			
<b>Date:</b> 02/26/2010 04:39:02 PM			

Full  
Notification  
View

# E-Filing Procedures

## G. Special Considerations

### Top Margin:

Please leave a ½ inch **BLANK** margin at the top of each page.  
This area used for Court's **FILE STAMP**.



### Signatures: aka S-Signatures

The **/name/** format can substitute for a signature on any document that is prepared. Also acceptable is the **/s/** (slash s slash) characters. In either case the signed document must be maintained by the filer with the authentic signature and must be presented upon request.

#### Format:

**/name/**  
typed named

**/s/**  
typed named

#### Examples:

##### Preferred

/Jonathan C. Doe/  
Jonathan C. Doe, Esq.  
Attorney for the Plaintiff  
Doe and Associates, LLC  
1234 Main Street  
Anywhere, USA 11111

##### Acceptable

/s/  
Jonathan C. Doe, Esq.  
Attorney for the Plaintiff  
Doe and Associates, LLC  
1234 Main Street  
Anywhere, USA 11111

**Redaction:** Social Security Numbers (SSN), Credit Cards and Bank Accounts should be represented by X's with the last four digits only.

Examples:    XXX-XX-1234                      SSN  
                  XXXX-XXXX-XXXX-1234        Credit Card

**It is the filer's responsibility to submit these identity safe formats.**



# E-Filing Procedures

## H. Filing Fees

### Payments Method

#### Civil:

- Filing Fees are required at the time of each filing [see local rules]
- A pre-arranged credit card process must be in place prior to any filing and acceptance.
- Online Credit Card payment by the filer will be available in the future

#### Criminal & Traffic:

- Most filings will not require fee payments at the time of processing, with the following exceptions:

- Notice of Appeal
- Motion for Driving Privileges
- Motion to modify Driving Privileges
- Motion to Release a Vehicle
- Motion for Expungement / Sealing Record(s)

Note: The above exceptions will be accepted without fee payments but the court will take no action regarding these motions until the fees are paid.

- The defendant is responsible for all fees at the time of final disposition
- Filings for closed cases require fees to be paid at the time of filing

### Fee Schedule page 12 & 13

**Filing fees are subject to change. Please use the links below to view the latest Fee Schedules.**

[Civil Schedule on-line](#)

[Criminal Traffic Schedule on-line](#)

# E-Filing Procedures

## Civil Schedule

ROCKY RIVER MUNICIPAL COURT  
21012 Hilliard Blvd., Rocky River, Ohio 44116

### SCHEDULE OF CIVIL COURT COSTS

Effective January 1, 2010, the following Civil/Small Claims Cost Schedule is hereby adopted:

<b>CIVIL COSTS:</b>			
Agreed / Consent Judgment Entry	\$ 10	Motion for Default Judgment	\$ 30
Alias Service (Regular Mail):	\$ 5	Motion Instantanter	\$ 10
Certified Mail	\$ 10	Motion for Judgment on the Pleadings	\$ 30
Personal Service	\$ 30	Motion for Relief from Judgment	\$ 30
Amended Complaint (no service):	\$ 20	Each add'l Defendant	\$ 10
Service on 1 Defendant	\$ 30	Motion to Revive Dormant Judgment	\$ 40
Service on Each add'l Defendant	\$ 10	Each add'l Defendant	\$ 10
Answer	N/C	Motion to Stay	\$ 30
Assignment of Judgment	\$ 10	Each add'l Defendant	\$ 10
Attachment before Judgment	\$ 125	Motion to Strike	\$ 10
BMV Suspensions:	\$ 125	Motion for Summary Judgment	\$ 30
ALS Appeal, 12 Pt Appeal, FRA Suspension		Motion to Vacate	\$ 30
Brief in Opposition	\$ 10	Each add'l Defendant	\$ 10
Certificate of Judgment for Lien	\$ 20	Motions (all other)	\$ 10
(include a self-addressed envelope)		Notice of Appeal (+ \$125 ck to Court of Appeals)	\$ 50
Certificate of Satisfaction (defendant)	\$ 10	Nulla Bona Execution	\$ 50
Certificate of Judgment for Transfer	\$ 20	Objection to Magistrate's Decision	\$ 30
(include a self-addressed envelope)		Personal Service	\$ 30
Certified Copy of any court record	\$ 10	Replevin	\$ 150
Change of Venue (Transfer Out of RRMCC)	\$ 50	Satisfy the Docket (Plaintiff)	\$ 5
Change of Venue (Transferring Into RRMCC)	\$ 125	Service by Publication:	\$ 125
Cognovit Note, 1 Defendant	\$ 125	Each add'l Defendant	\$ 10
Each add'l Defendant	\$ 10	Service by Secretary of State:	\$ 30
Common Pleas Transfer	\$ 50	Each add'l Defendant	\$ 10
\$100 check payable to Common Pleas		Subpoena (+ \$10 check payable to witness)	\$ 25
Complaint (money only)	\$ 125	Third Party Complaint (No Service):	\$ 20
Each add'l Defendant	\$ 10	Service on 1 Defendant	\$ 30
Continuance	\$ 10	Each add'l Defendant	\$ 10
CD Recording of Court Proceedings	\$ 1	Transfer In (no Judgment)	\$ 125
Counter-Claim (No Service):	\$ 20	Transfer In Judgment	\$ 125
Service on 1 Defendant	\$ 30	Transfer from Small Claims to Civil	\$ 60
Each add'l Defendant	\$ 10	Writ of Restitution	\$ 25
Cross-Claim (No Service):	\$ 20		
Service on 1 Defendant	\$ 30	<b>SMALL CLAIMS:</b>	
Each add'l Defendant	\$ 10	Small Claims Complaint	\$ 65
Deposit for Movers	\$ 150	Each add'l Defendant	\$ 10
Dismissal Entry	\$ 10	Findings of Fact & Conclusions of Law	\$ 25
Exemplified Copy of Journal Entry	\$ 30	Objection to Magistrate's Decision	\$ 15
Findings of Fact & Conclusions of Law	\$ 50	Other Costs: See Civil Costs	
Forcible Entry & Detainer	\$ 145		
Each add'l Defendant	\$ 30	<b>GARNISHMENTS:</b>	
Full Release	\$ 10	Bank Attachment (+ \$1 payable to bank)	\$ 50
Journal Entry	\$ 10	Each add'l Bank (+ \$1 payable to each add'l bank)	\$ 20
Jury Demand	\$ 150	Examination Aid (one defendant)	\$ 50
Jury Deposit (due 1 day prior to trial day by noon)	\$ 350	Citation to Show Cause	\$ 30
Juror Fee, per day, per juror	\$ 25	Capias	\$ 30
Leave to Plead	\$ 10	Garnishments:	
Levy (plus an add'l fee for appraisers)	\$ 600	Judgment Amount \$1 to \$3,000	\$ 60
Local Rules	\$ 10	Judgment Amount of \$3,000 +	\$ 95
Marriage Certificate	\$ 10	Refile (2nd Garn, same Judgment)	\$ 60
Motion to Compel	\$ 10	Release of Bank Attachment or Garnishment	\$ 10
Motion to Correct the Record	\$ 10	Administrative Fee for all money collected:	
		2% on 1st \$10,000; 1% on add'l \$ collected	
		<b>TRUSTEESHIP:</b>	
		(plus \$30 to each creditor):	\$ 25

Revised 01/01/2010

# E-Filing Procedures

## Criminal/Traffic Schedule



### ROCKY RIVER MUNICIPAL COURT

21012 Hilliard Blvd., Rocky River, Ohio 44116

100005

### JOURNAL ENTRY

#### SCHEDULE OF CRIMINAL / TRAFFIC COURT COSTS

Effective March 22, 2010, the following Criminal/Traffic Cost Schedule is hereby adopted:

APPOINTED COUNSEL FEE	\$ 25.00	MOTION for Limited Driving Privileges **	\$ 50.00
BAILIFF MILEAGE	IRS ALLOWABLE	MOTION for Modification of Limited Driving Privileges **	\$ 25.00
BASIC COSTS	\$ 46.00	MOTION for Pretrial Release of Vehicle by Defendant Owner	\$ 25.00
BINDOVER	\$ 15.00	MOTION for TIME TO PAY	\$ 25.00
BONDS (Cash, Personal, Surety)	\$ 5.00	NO CONTEST PLEA	\$ 1.00
BOND FORFEITURE	\$ 10.00	NOT GUILTY PLEA	\$ 5.00
BOND POSTING- 10% of Amount Posted	10% Amt	NOTICE OF APPEAL (+ \$125 check to Court of Appeals)	\$ 50.00
CAPIAS	\$ 50.00	NOTICE TO APPEAR	\$ 15.00
CERTIFIED COPY	\$ 10.00	NOTICE TO SURETOR	\$ 10.00
CERTIFIED MAIL	\$ 10.00	NSF CHECK	\$ 25.00
COMMITMENT	\$ 10.00	ORDER ON THE JAILER	\$ 10.00
COMMUNITY CONTROL/PROBATION:		PRETRIAL SUSPENSION	\$ 15.00
INTENSIVE	\$150.00	PROBATION VIOLATION FEE	\$ 85.00
ACTIVE / BASIC	\$100.00	RESTRICTED LICENSE PLATE FEE	\$ 15.00
INACTIVE / MONITORED TIME	\$ 50.00	SECURITY FOR COSTS	\$ 76.00
COMPACT VIOLATION	\$ 25.00	SPECIAL PROJECT FUND (each offense)	\$ 20.00
COMPUTER FEE (each offense)	\$ 10.00	STATE IMPOSED BAILBOND FEE	\$ 25.00
CONTINUANCE	\$ 5.00	STATE IMPOSED DRUG LAW ENFORCEMENT FUND	\$ 3.39
COPIES OF COURT RECORDS (per page)	\$ 0.05	STATE IMPOSED INDIGENT ALCOHOL TRTMT FUND	\$ 1.50
COPIES OF COURT RECORDS (discs)	\$ 1.00	STATE IMPOSED INDIGENT DEFENSE FUND Seatbelt	\$ 10.00
COST BILL	\$ 25.00	STATE IMPOSED INDIGENT DEFENSE FUND MM-MI	\$ 25.00
CUYAHOGA COUNTY CRIME STOPPERS FEE	\$ 1.00	STATE IMPOSED JUSTICE PROGRAM SERVICES FUND	\$ 0.11
CUYAHOGA COUNTY CRIS FEE (each offense)	\$ 5.00	STATE IMPOSED VICTIM OF CRIME	\$ 9.00
DLF SUSPENSION ISSUED - RRMF FEE	\$ 15.00	SUBPOENA (each)	\$ 5.00
DLF VACATE - RRMF FEE	\$ 5.00	TIME TO PAY FEE	\$ 25.00
DLF RELEASE - RRMF FEE	\$ 15.00	WALKOUT NOTICE	\$ 25.00
IMMOBILIZATION	\$ 25.00	WARRANT	\$ 50.00
JUROR FEE (each juror per day)	\$ 25.00	WARRANT BLOCK	\$ 15.00
JURY SUMMONS	\$150.00	W/B RELEASE - BMV FEE	\$ 15.00
MITTIMUS	\$ 10.00	W/B RELEASE - RRMF FEE	\$ 15.00
MOTIONS (Written)	\$ 10.00	W/B VACATE - RRMF FEE	\$ 5.00
MOTION for BMV Reinstatement Fee		WITNESS FEE	\$ 10.00
Payment Plan	\$ 25.00		
MOTION FOR EXPUNGMENT	\$ 80.00		

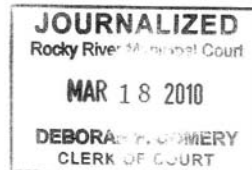
\*\* All post conviction motions to be paid at time of filing. All other motions are paid at disposition.

SO ORDERED THIS 18th DAY OF MARCH, 2010.

JUDGE BRIAN F. HAGAN

Presiding / Administrative Judge 2010

JUDGE DONNA CONGENI FITZSIMMONS



Journal Stamp

# E-Filing Procedures

## I. Clerk of Court Contact Information

<u>Civil Division</u>	<u>Phone</u>	<u>Email</u>
Sandy Linden	440 895-0039	Linden@rrcourt.net
Barb Singler	440 895-0036	Singler@rrcourt.net
Kathy Petro (Supv)	440 895-0036	Petro@rrcourt.net
<u>Criminal Traffic Division</u>	<u>Phone</u>	<u>Email</u>
Eileen Dungan (Supv)	440 333-0066	Dungan@rrcourt.net
Rocky River Municipal Court	440 333-0066	administrator@rrcourt.net
FAX	440 356-5613	
Clerk of Court	Deborah F Comery	

## J. Technical Support

	<u>Phone</u>	<u>Email</u>
Mike Bracken	440 333-0066	mjbracken@rrcourt.net
Lee Gerber	440 333-0066	gerber@rrcourt.net

# E-Filing Procedures

## K. Appendix

### System Requirements

#### Filer workstation [PC or Mac]

- Internet Explorer 7.0 or higher
- Firefox 3.0 or higher

### Case Type List

#### Civil

- CVE Auto Accident Claims
- CVF Money Claims [over \$3,000 under \$15,000]
- CVG Evictions
- CVH BMV / ALS / 12Pt [Driver's License Related]
- CVI Small Claims [under \$3,000]

#### Criminal

- CRA Felony
- CRB Misdemeanor

#### Traffic

- TRC OVI Violations
- TRD Traffic Violations
- TRP Parking Violations

### What can be E-Filed?

#### Document Formats

- DOC [Word Documents]
- PDF [Portable Document Format]

#### Pictures

- Any format. Must be embedded within a Word or PDF document.

### Helpful Links

- [RRMC Website](#)
- [RRMC Local Rules](#)
- [Civil Filing Costs](#)
- [Civil Filing Forms](#)
- [Adobe reader](#)
- [Microsoft Conversion Utility](#)
- [E-Filing Cover Sheet](#)
- [E-Filing Registration Form](#)