

Rocky River Municipal Court

eFiling User's Guide

The User's Guide for Rocky River Municipal Court eFiling is a quick reference for the preparation and the easy entry of any filing. Filers must be registered with the court and approved by the Clerk of Court before access will be granted to the eFiling website. Applications for eFiling can be found at <https://rrcourt.net/eservices/login.page>.

Three items are needed to begin eFiling: the filer must be registered with the court; the filing documents must be in a PDF format and the filer must have a credit card or PayPal account for payment. A PayPal account is the most efficient method for frequent filers. A PayPal account will provide added security and allow user name and password authorization for all payments.

Filers can submit new case filings or subsequent filings thru this secure encrypted web portal. Filers are responsible for maintaining their passwords and will be required to update their passwords on a routine basis.

eFiling Case Types:

- Civil Accidents
- Civil BMV / Misc
- Civil Evictions
- Civil Money Complaints
- Civil Small Claims
- Criminal / Traffic Motions

Acceptance, training and activation will be on a first come, first serve basis. The e-Filer assumes the responsibilities of any filer as specified in the 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 e-Filing participant or organization at any time.



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eFiling with Rocky River Municipal Court

Lagon to the eFiling:

<https://rrcourt.net/eservices/login.page>

CourtVIEW
JUSTICE SOLUTIONS

Home eFile Print

Login

Username *

Password *

Login

[Forgot Password?](#)

Main Screen

CourtVIEW
JUSTICE SOLUTIONS

Welcome Mike Bracken Home Search eFile Manage Log off Print

Filing Queue

Filing Status

- ☒ SUBMITTED
- ☒ Reviewing
- ☒ Rejected
- ☒ Refiled
- ☒ ACCEPTED
- ☐ Completed

Filing Type

- ☒ New Case Request
- ☒ Subsequent Filing

eFile ID

Last Modified Begin Date MM/dd/yyyy

Case Number

Last Modified End Date MM/dd/yyyy

Case Title

Filing Begin Date MM/dd/yyyy

Reference Tags

Filing End Date MM/dd/yyyy

Rows per page 30

Search

Showing 0 to 0 of 0

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost
No Filings found matching search criteria						

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NEW CASE Procedures

Select: Create New Case

CourtVIEW
JUSTICE SOLUTIONS

Welcome Your Name Home Search eFile Log off Print

My Filings

Create New Case Request Create Subsequent Filing Case Number

Filing Status

- ☒ Draft
- ☒ SUBMITTED
- ☒ Reviewing
- ☒ Rejected
- ☒ Refiled
- ☒ ACCEPTED
- ☐ Completed

Filing Type

- ☒ New Case Request
- ☒ Subsequent Filing

eFile ID
Case Number
Case Title
Reference Tags
Rows per page 30

Last Modified Begin Date MM/dd/yyyy
Last Modified End Date MM/dd/yyyy
Filing Begin Date MM/dd/yyyy
Filing End Date MM/dd/yyyy

Showing 0 to 0 of 0

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost
No Filings found matching search criteria						

1. Enter: Attorney Bar Number
2. Select a Case Type from the drop down list

CourtVIEW
JUSTICE SOLUTIONS

Welcome Home Search eFile Log off Print

New Case Request

Filer Attorney Bar No
Status Draft Reference Tags

Case Type *
Initiating Action *

Parties

Rep by Atty ☐
Party Type *
Last Name *
First Name *
Middle Name
Suffix

Address Type
Address
City

Phone Type
Phone
Email

Select the Action to be filed

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PARTY ENTRIES:

1. Represented by Atty (Check if Applicable)
2. Select Party Type (Plaintiff or Defendant)
3. Enter Party Information
4. Enter Party Address Information (use only Mailing Address for Type)
5. Enter Phone Information (use Default as Type)

Please enter the Party Information in the simplest form with the least punctuation.

Example: John Q Public (not Mr. John Q. Public)
Milton O'Malley
Ronald F MacDonahue III
George DeHaven
Godfried Window Company Ltd (not Goldfried Window, Co. Ltd.)
340 Pinewood Ln
(use postal 2 letter abbreviations: **Av Ct Ln Rd St Tr** etc)

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DEFENDANT ENTRY:

Rep by Atty ☐

Party Type * Defendant

1

2

3

4

Last Name *

First Name *

Middle Name

Suffix

Company *

Address Type Mailing Address

Address

City

State

Zip

Phone Type Default

Phone

Email

Affiliation/Alias

Add Affiliation/Alias

1. Represented by Attorney (Check if Applicable)
2. Select Party Type (Defendant)
3. Enter Party Information
4. Enter Party Address Information (use only Mailing Address for Type)
5. Enter Phone Information (use Default as Type)

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DOCUMENT ENTRY

Documents

Document Type * eFILE Documents filed this date. See attached. ☐

Document Note

Attachments

File Name	Page Count	Date Uploaded	
6487_00001.pdf		3/04/07/2014 05:25 PM	Delete

Upload PDF Attachment (1000 KB max)

Delete

Add Document

Convenience Fee	
Convenience Fee	\$5.00 4%
Action Costs	\$125.00
Total	\$130.00
Paid	\$0.00
Owed	\$130.00

Filing Note

Use this area for any additional notes or instructions

Cancel Save Continue with Filing

1. Select: eFile Document
2. Click On **Browse** and select your PDF document
Review Costs & Fees ~ Add Filing Notes (optional)
3. Cancel ~ Save ~ Continue with Filing
 - a. Cancel (Clears all)
 - b. Save (Saves all entries as: Draft)
 - c. Continue with Filing

Filing will be saved as Draft and filer can enter next filing or submit all filings to the court. Payment is required to submit the filings.

ADD to CART

Return Modify Add to Cart

This will allow you to Save and go to the next filing.

SUBMIT FILINGS

CourtVIEW JUSTICE SOLUTIONS

Welcome Home Search eFile

\$140.40(1) Log off Print

Filing Cart

Filing Description

New Case Request 135

Case Type Civil Money Only

Initiating Action FCICM - 2 Defendants

Payment by ☒ Credit Card

Fee Total \$140.40

Return to My Filings Submit Filings Remove from Cart

This will allow you to Check Out. All filings submitted will be totaled and ready for payment. You can Remove a filing at this point if necessary.

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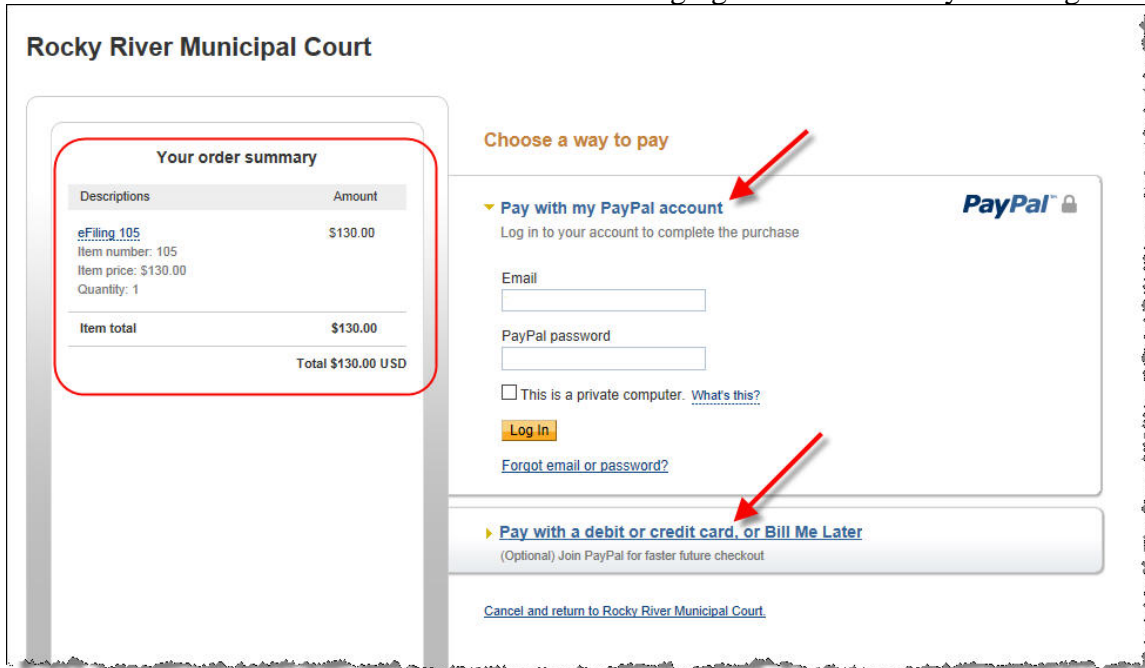
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Finished Filing (one or more filings)

Your filing costs will be added to a Shopping Cart. All charges and fees will accumulate. When finished you will be forwarded to PayPal where you can make payment for all current filings. Payment can be achieved with a MasterCard, Visa, Discover, American Express or valid PayPal account.

After authorization you will receive an email from PayPal confirming your payment. You will also receive an email from the court acknowledging the submittal of your filings.



PayPal Account

If you have a PayPal Account enter your email address and your PayPal Password.

Credit or Debit Card

Click on the Pay with debit or credit card link to use a card. There is NO option to be Billed Later.

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CLERK REVIEW & ACCEPTANCE

A clerk will review your submittal(s) and accept or reject the filing(s). Accepted filings will create a case, capture the authorized payment and email you with the case information.

Rejected filings will be returned with a description of the rejection issue. Rejected filings can be corrected and reissued within three (3) working days. Reissued filings upon acceptance will capture the payment and email accordingly. If you reissue after the third working day you may be requested to submit a new payment. The initial non-captured payment authorization will be dropped after the 30th day. Canceled or Deleted Rejected filings will release upon cancellation. It is in your best interest to rectify any Rejected filings at your earliest convenience.