

E-FILING BASICS

Registration



<https://eservice.lcdrc.org>

**eFiling**[eFile Training Video](#)[Attorney eFile Registration](#)[NON ATTORNEY eFiling](#)[Registration](#)

**If wish to access eFiling
please click the LOG ON
link in top right corner.**

**LORAIN COUNTY DOMESTIC RELATIONS COURT
JUVENILE DIVISION**

Important Notice about eAccess

The case information contained within this web site is generated from computerized records maintained by LORAIN JUVENILE COURT and is deemed to be public information. While every effort is made to assure the data is accurate and current, it must be accepted and used by the recipient with the understanding that no warranties, expressed or implied, concerning the accuracy, reliability or suitability of this data have been made. The Court, Clerks of Court, their agents, and the developers of this web site assume no liability whatsoever associated with the use or misuse of the data contained herein.

WE ARE STILL WORKING ON E-FILING CONFIGURATION. AS OF RIGHT NOW, ACCESS TO E-FILING IS ONLY OPEN TO SPECIFIC ENTITIES.

Click to View eFiled Cases

To accept terms of the eFiling portal

eFiling[eFile Training Video](#)[Attorney eFile Registration](#)[NON ATTORNEY eFiling](#)[Registration](#)

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**LORAIN COUNTY DOMESTIC RELATIONS COURT
JUVENILE DIVISION****Important Notice about eAccess**

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Setting up an Account:

- ❖ **School Representative** filing will register in the Non-Attorney Portal



Home eFile

Log on

Email

Thank you for registering. Please enter your email address.

Email*

[Next >](#)

[Cancel](#)

* This will be the email address that you use to access your cases and get status updates

- ❖ Red fields **must** be entered
- ❖ Blue fields may be entered
- ❖ Enter your employment information

CourtVIEW

Home eFile

Profile Information

Please complete the following items.

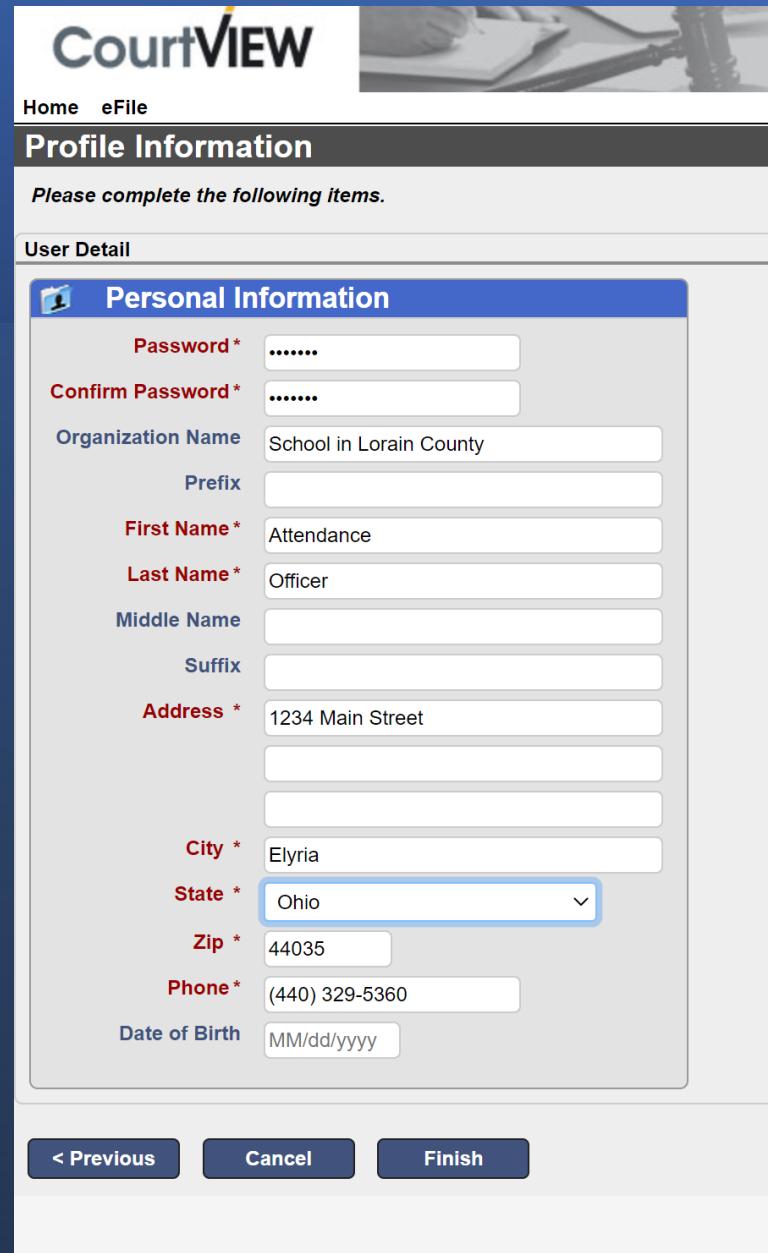
User Detail

Personal Information

Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
Organization Name	<input type="text"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Middle Name	<input type="text"/>
Suffix	<input type="text"/>
Address *	<input type="text"/> <input type="text"/> <input type="text"/>
City *	<input type="text"/>
State *	Choose One
Zip *	<input type="text"/>
Phone *	<input type="text"/>
Date of Birth	<input type="text"/> MM/dd/yyyy

[< Previous](#) [Cancel](#) [Finish](#)

- ❖ Password:
 - ❖ LCDRC staff does **not** have access to your password
 - ❖ If you forget your password, there is no way for LCDRC staff to recover the password, and you will have to reset the password
- ❖ Once you input your information, click “Finish”



The image shows a screenshot of the CourtVIEW Profile Information form. The form is titled "Profile Information" and includes a sub-section titled "Personal Information". The "Personal Information" section contains the following fields:

Field	Value
Password *
Confirm Password *
Organization Name	School in Lorain County
Prefix	
First Name *	Attendance
Last Name *	Officer
Middle Name	
Suffix	
Address *	1234 Main Street
City *	Elyria
State *	Ohio
Zip *	44035
Phone *	(440) 329-5360
Date of Birth	MM/dd/yyyy

At the bottom of the form are three buttons: "< Previous", "Cancel", and "Finish". The "State" field has a dropdown arrow icon, and the "Address" field has a dropdown arrow icon.



[Home](#) [eFile](#)

Registration Confirmation

Your registration information has been submitted.

Your registration confirmation number is: 00097

We have sent an email to [REDACTED] to verify your email address.

[Return to Portal](#)

Public Registration Confirmation

LC

Lorain County

To: [REDACTED]



Sun 10/16/2022 8:16 AM

Registration Confirmation

Dear Attendance Officer,

Please click the link below to complete your registration process.

[CLICK HERE](#)

Once your request has been reviewed you will receive an additional email notifying you as to whether you have been approved or denied access to the **LORAIN COUNTY DOMESTIC RELATIONS COURT/JUVENILE DIVISION** Portal.

I completed it.

I completed the form.

Completed.

- ❖ Go to your email and open the email from Lorain County
- ❖ Click on the “Click Here” link to finish registration

 Are the suggestions above helpful? [Yes](#) [No](#)

 [Reply](#)

 [Forward](#)



Home eFile

Email Confirmed

Your email address has been confirmed. Thank you.

Your registration information must be verified before you can access PRO SE PORTAL. You will be notified by the court once your registration has been approved.

Public Portal

- ❖ The “Click Here” link will take you to this page, which indicates that your email address has been confirmed
- ❖ A notification is sent to the Lorain County Domestic Relations Court to review your request as a pro-se user.
- ❖ Once your request to be a filer is approved, you will receive an email notifying you of approval.

eFile Registration Verified



Lorain County

To: [REDACTED]



Sun 10/16/2022 8:25 AM

REGISTRATION APPROVED

Dear Attendance Officer,

You have been approved and registered with the **LORAIN COUNTY DOMESTIC RELATIONS COURT/ JUVENILE DIVISION**

Thank you,

**LORAIN COUNTY DOMESTIC RELATIONS COURT
JUVENILE DIVISION**

Attendance Officer - Name of registrant

[REDACTED] - Login ID of registrant

INSTRUCTIONS:

TO EFILE:

Click the **EFILE** Tab at the top of the page. You will need to know your case number and will need to enter the case number exactly as the court enter the case number to file a **SUBSEQUENT FILING**. To create a NEW case click **NEW CASE FILING**

REQUEST ACCESS TO CASES YOU ARE A PARTY:

Once you have logged into the application, you will navigate to the **CASES** tab at the top of the screen. Then using the left side of the search, scroll to the bottom of the section and enter the case number that are wishing to request access. Then click **Request Enhanced Access**.

The Court will send an email of approval or denial to the email registered. You will then navigate back to this screen and your case(s) will be viewable in the list of cases.



Accept Terms

Please Agree to the terms

I Accept

Cancel

Print



Attendance Officer [Home](#) [Search](#) [eFile](#) [Orders](#) [Calendar](#) [Cases](#)

[4](#) [Log off](#)

eFiling

[eFile Training Video](#)

[Attorney eFile Registration](#)

[NON ATTORNEY eFiling](#)

[Registration](#)

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LORAIN COUNTY DOMESTIC RELATIONS COURT JUVENILE DIVISION

Important Notice about eAccess

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[Click to View eFiled Cases](#)

To accept terms of the eFiling portal

Filing a New Complaint



My Filings

[Create New Case Request](#)[Create Subsequent Filing](#)Case Number

Filter Results

Filing Status

- Draft
- Submitted
- Clerk Reviewing
- Clerk Rejected
- Resubmitted
- Clerk Accepted
- Filing Accepted

Filing Type

- New Case Request
- Subsequent Filing

Office

- All Offices
- JUVENILE COURT

Case Type

- All Case Types
- COMPLAINT FOR CUSTODY
- COMPLAINT FOR PATERNITY
- COMPLAINT FOR SUPPORT

Search for Specific Filings

eFile ID Document Type

Choose One

Case Number Case Title Reference Tags Last Modified Begin Last Modified End Filing Begin Filing End Rejection Begin Rejection End Rows per page

30

[Search](#)

Showing 0 to 0 of 0

Document Type

eFile ID

Filing Type

Case Type

Case Title

Filing Status

File Date

Cost

Event Date

No Filings found



New Case Request

Filer Attendance Officer
School in Lorain County
Status Draft

Attorney Bar No
Reference Tags

Case Type *

Initiating Action *

Parties

Party 1

Party Type *
Role Type
Rep by Atty
On Behalf Of
Last Name *
First Name *
Middle Name
Suffix
DOB MM/dd/yyyy
SSN #
Company *

Contact Information

Address Type <input type="button"/>	Address <input type="text"/> <input type="text"/> <input type="text"/>
City <input type="text"/>	State <input type="button"/>
Zip <input type="text"/>	Phone Type <input type="button"/>
Phone <input type="text"/> (####) ####-####	Email <input type="text"/>

Affiliation/Alias



New Case Request

Filer Attendance Officer
School in Lorain County

Status Draft

Attorney Bar No
Reference Tags

Case Type *

Choose One

Initiating Action *

Choose One
COMPLAINT FOR PATERNITY
COMPLAINT FOR SUPPORT
CONTRIBUTING/FAILURE TO SEND CHILD TO SCHOOL
DEPEND / NEGLECT / ABUSE
JUVENILE DELINQUENT
PERMANENT CUSTODY
UNRULY/TRUANCY
VIOLATION OF PROBATION

Parties

Party 1

Party Type *

Role Type

Rep by Atty

On Behalf Of

Last Name *

First Name *

Middle Name

Suffix

DOB

SSN #

Company *

Address Type
Address

City
State
Zip
Phone Type
Phone (###) ####-####
Email

- ❖ If filing a case against a Juvenile, you will choose “Unruly/Truancy”
- ❖ If filing a case against a Parent, you will choose “Contributing/Failure to Send Child to School”

New Case Request

Filer Attendance Officer
School in Lorain County

Status Draft

Attorney Bar No

Reference Tags

Case Type * UNRULY/TRUANCY

Initiating Action * Choose One

Choose One
2151.022(B) - HABITUAL TRUANT
COMPLAINT FOR UNRULY/UNCOERCIDABLE (PROS)

Parties

Party 1

Party Type * IN THE MATTER OF:

Role Type

Rep by Atty

On Behalf Of

Last Name * Test

First Name * Child

Middle Name

Suffix

DOB 01/01/2010

SSN # 123-45-6789

Company *

Contact Information

Address Type

Address

City

State

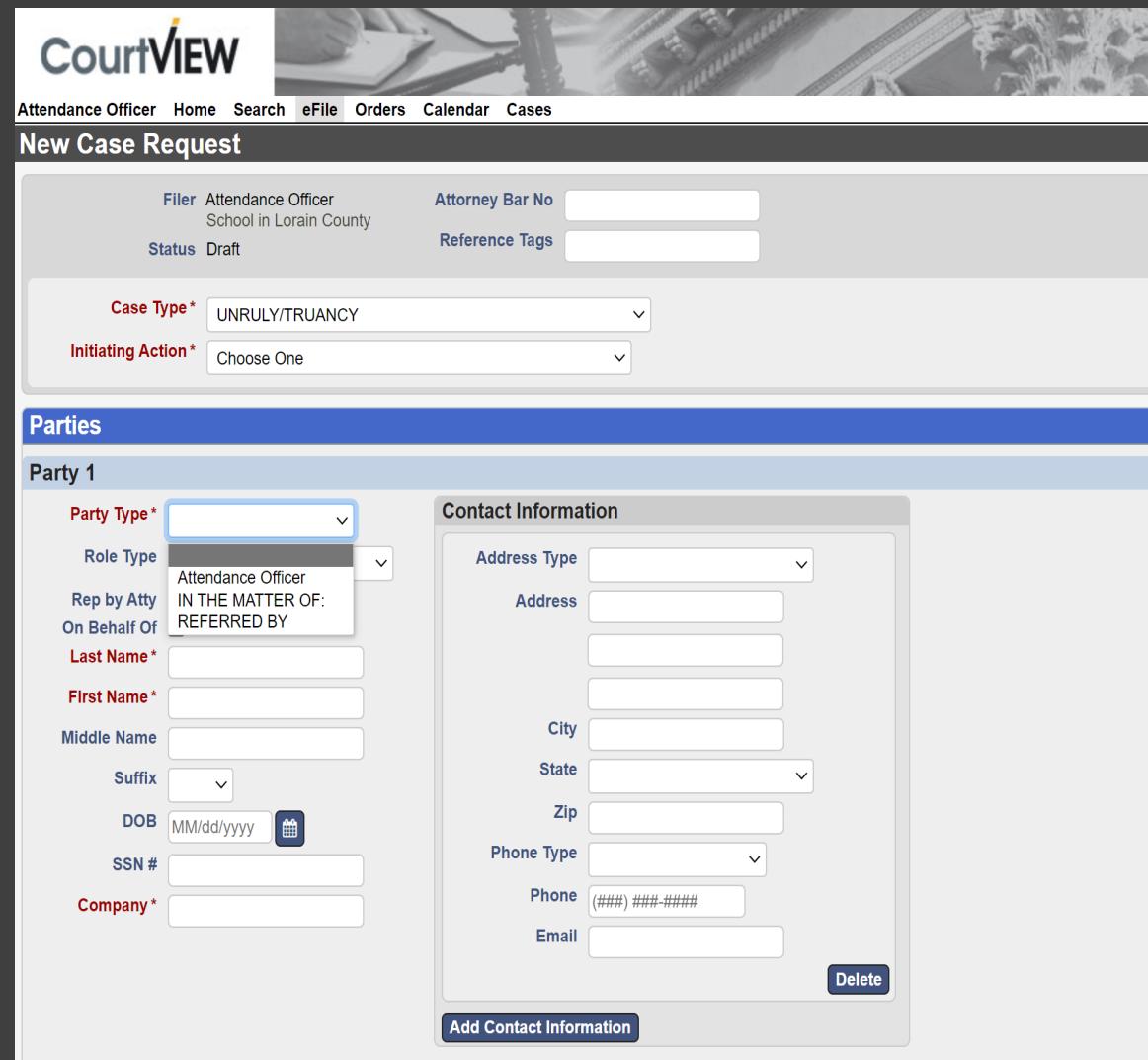
Zip

Phone Type

Phone

❖ **Required Parties:**

- ❖ Attendance Officer: Person filing the Complaint
- ❖ In the Matter Of: Juvenile
- ❖ Referred By: School referring the juvenile
 - ❖ **Not the school district**
- ❖ Parents or Legal Guardians



The image shows the CourtVIEW software interface for a 'New Case Request'. The top navigation bar includes links for 'Attendance Officer', 'Home', 'Search', 'eFile', 'Orders', 'Calendar', and 'Cases'. The main title 'New Case Request' is displayed. The 'Filer' section shows 'Attendance Officer' and 'School in Lorain County' as the filer, with 'Status' set to 'Draft'. The 'Attorney Bar No' and 'Reference Tags' fields are empty. The 'Case Type' is set to 'UNRULY/TRUANCY' and the 'Initiating Action' is set to 'Choose One'. The 'Parties' section is titled 'Party 1'. It includes fields for 'Party Type' (set to 'Attendance Officer'), 'Role Type' (set to 'IN THE MATTER OF: REFERRED BY'), 'Rep by Atty', 'On Behalf Of', 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'DOB' (MM/dd/yyyy format), 'SSN #', and 'Company'. To the right of the party information is a 'Contact Information' panel with fields for 'Address Type', 'Address', 'City', 'State', 'Zip', 'Phone Type', 'Phone' (format: (###) ###-####), and 'Email'. A 'Delete' button is located in the bottom right corner of the contact info panel, and an 'Add Contact Information' button is at the bottom center.

New Case Request

Filer Attendance Officer
School in Lorain County
Status Draft

Attorney Bar No
Reference Tags

Case Type * UNRULY/TRUANCY

Initiating Action * 2151.022(B) - HABITUAL TRUANT

Parties

Party 1

Party Type * IN THE MATTER OF:
Role Type
Rep by Atty
On Behalf Of
Last Name * Test
First Name * Child
Middle Name
Suffix
DOB 01/01/2010
SSN # 123-45-6789
Company *

Contact Information

Address Type

Address
CONFIDENTIAL ADDRESS
CORRECTIONAL FACILITY
DEFAULT / MAILING ADDRESS
HOME ADDRESS (IF DIFFERENT THAN MAILING)
SCHOOL
WORK ADDRESS

City

State

Zip

Phone Type

Phone (####) ####-#####

Email

Delete

Add Contact Information

Parties

Party 1

Party Type * IN THE MATTER OF:

Role Type

Rep by Atty

On Behalf Of

Last Name * Test

First Name * Child

Middle Name

Suffix

DOB 01/01/2010

SSN # 123-45-6789

Company *

Contact Information

Address Type DEFAULT / MAILING ADDF

Address 225 Court Street

City ELYRIA

State Ohio

Zip 44035

Phone Type

Phone (####) ####-#####

Email child.test@gmail.com

*****IMPORTANT*****
The name and information you put for the Juvenile/Parent must match the information on the Complaint.

If it does not match, the e-filing will be rejected.

Party 2

Party Type * REFERRED BY

Role Type

Rep by Atty

On Behalf Of

Last Name *

First Name *

Middle Name

Suffix

DOB

SSN #

Company * Lorain County Schools

Contact Information

Address Type SCHOOL

Address 123 School Lane

City ELYRIA

State Ohio

Zip 44035

Phone Type

Phone (###) ###-#####

Email

Affiliation/Alias

Documents

Add Party **Delete**

Documents

Document 1

Document Type *

(JD/JV/JU) COMPLAINT FILED BY PROS OFFICE
ATTENDANCE RECORDS
BRIEF
COMPLAINT FOR JUVENILE HABITUAL TRUANCY
DISCOVERY PLEADINGS
PRAECIPE/REQUEST FOR SERVICE
REFERRAL OF DIVERSION CASE TO LORAIN COUNTY PROSECUTOR'S OFFICE
VICTIM INFORMATION SHEET

Add Document **Delete**

Attachments
 No file chosen
.9M max file size)

Filing Note

Processing Fee

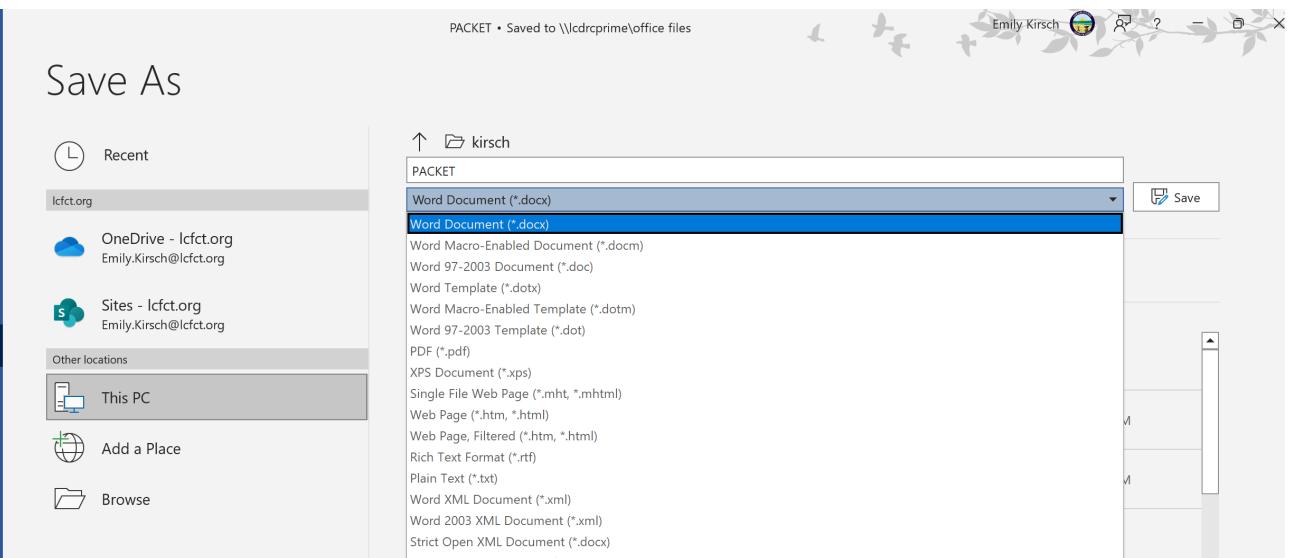
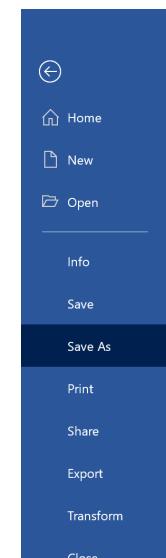
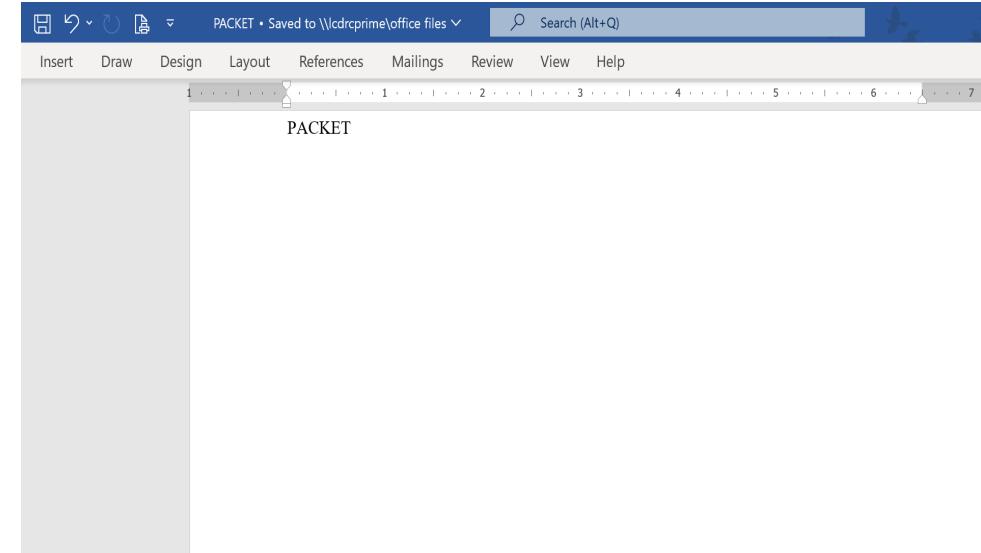
Total	\$0.00
Paid	\$0.00
Dismissed	\$0.00
Owed	\$0.00

Cancel **Save** **Continue with Filing**

- ❖ To file a new case, you will always choose "Complaint for Juvenile Habitual Truancy"
- ❖ All documents must be submitted in PDF format

Converting a Word Document to a PDF Document

- ❖ Open your document in Word
- ❖ Click on the “File” button in the upper left corner
- ❖ Scroll down to the “Save As” Button
- ❖ There should be a drop down after the file name, and you should choose PDF
- ❖ Press “Save” and the document you will save as a PDF





Email

[Delete](#)[Add Contact Information](#)

Affiliation/Alias

[Add Affiliation/Alias](#)[Delete](#)[Add Party](#)

Documents

Document 1

Document Type*

COMPLAINT FOR JUVENILE HABITUAL TRUANCY

Page Count 1

Attachments

File Name Page Count Date Uploaded

PACKET.pdf 1 10/16/2022 04:15 PM [Delete](#)[Delete](#)[Add Document](#)

Filing Note

Processing Fee	\$.00
Total	\$.00



Email

[Delete](#)[Add Contact Information](#)**Affiliation/Alias**[Add Affiliation/Alias](#)[Delete](#)[Add Party](#)**Documents****Document 1****Document Type ***

COMPLAINT FOR JUVENILE HABITUAL TRUANCY

Page Count 1

Attachments

File Name	Page Count	Date Uploaded
-----------	------------	---------------

PACKET.pdf	1	10/16/2022 04:15 PM	Delete
----------------------------	---	---------------------	------------------------

[Delete](#)**Document 2****Document Type ***

ATTENDANCE RECORDS

Page Count 1

Attachments

File Name	Page Count	Date Uploaded
-----------	------------	---------------

Attendance Records.pdf	1	10/16/2022 04:16 PM	Delete
--	---	---------------------	------------------------

[Delete](#)[Add Document](#)

CourtVIEW

Attendance Officer Home Search eFile Orders Calendar Cases

New Case Request 777

Filer Attendance Officer Last Modified 10/16/2022 04:17 PM
 School in Lorain County
 Status Draft

Case Type UNRULY/TRUANCY
 Initiating Action 2151.022(B) - HABITUAL TRUANT

Parties

Party 1

Party Type IN THE MATTER OF:
 On Behalf Of
 Last Name Test
 First Name Child
 DOB 01/01/2010
 SSN # 123-45-6789

Contact Information

Address Type DEFAULT / MAILING ADDRESS
 Address 225 Court Street
 City ELYRIA
 State Ohio
 Zip 44035
 Email child.test@gmail.com

Party 2

Party Type REFERRED BY
 Company Lorain County Schools

Contact Information

Address Type SCHOOL
 Address 123 School Lane
 City ELYRIA
 State Ohio
 Zip 44035

Party Information

Party Type Attendance Officer
 Last Name Officer
 First Name Attendance

Contact Information

Address Type WORK ADDRESS
 Address 123 Main Street
 City ELYRIA
 State Ohio
 Zip 44035

Documents

Document 1

Document Type COMPLAINT FOR JUVENILE HABITUAL TRUANCY
 Page Count 1

Attachments

File Name	Page Count	Date Uploaded
PACKET.pdf	1	10/16/2022 04:17 PM

Document 2

Document Type ATTENDANCE RECORDS
 Page Count 1

Attachments

File Name	Page Count	Date Uploaded
Attendance Records.pdf	1	10/16/2022 04:17 PM

Processing Fee

Total	\$0.00
Paid	\$0.00
Dismissed	\$0.00
Owed	\$0.00

Buttons

Return Modify Submit Filing

LC

Lorain County

To: [REDACTED]



Sun 10/16/2022 4:19 PM

Filing Submitted

Re: Case number: eFile ID: 777

Status: E-filing has been filed with the court.

EFiling Rejected

LC

Lorain County

To: [REDACTED]



Sun 10/16/2022 4:24 PM

EFILING REJECTED

Dear Attendance Officer (School in Lorain County)

RE: Case number: eFile ID: 777

Your eFile document was rejected for the following reason:

**LORAIN COUNTY DOMESTIC RELATIONS COURT
JUVENILE DIVISION**

My Filings

[Create New Case Request](#)[Create Subsequent Filing](#)Case Number Filter Results 

Filing Status

- Draft
- Submitted
- Clerk Reviewing
- Clerk Rejected
- Resubmitted
- Clerk Accepted
- Filing Accepted

Filing Type

- New Case Request
- Subsequent Filing

Office

- All Offices
- JUVENILE COURT

Case Type

- All Case Types
- COMPLAINT FOR CUSTODY
- COMPLAINT FOR PATERNITY
- COMPLAINT FOR SUPPORT

Search for Specific Filings 

eFile ID

Document Type

Case Number

Case Title

Reference Tags

Last Modified Begin

 MM/dd/yyyy

Last Modified End

 MM/dd/yyyy

Filing Begin

 MM/dd/yyyy

Filing End

 MM/dd/yyyy

Rejection Begin

 MM/dd/yyyy

Rejection End

 MM/dd/yyyy

Rows per page

30

Parties

Party 1

Party Type * IN THE MATTER OF:

Role Type

Rep by Atty

On Behalf Of

Last Name * Test ⚠

First Name * Child

Middle Name

Suffix

DOB 01/01/2010

SSN # 123-45-6789

Company *

Contact Information

Address Type DEFAULT / MAILING ADDF

Address 225 Court Street ⚠

City ELYRIA

State Ohio

Zip 44035

Phone Type

Phone (####) ####-#####

Email child.test@gmail.com

Affiliation/Alias

Reviewer Comments Please double check the spelling of the child's last name. Please double check the address- our records show a different address as 10/15

Parties

Party 1

Party Type * IN THE MATTER OF:

Role Type

Rep by Atty

On Behalf Of

Last Name * Test !

First Name * Child

Middle Name

Suffix

DOB 01/01/2010

SSN # 123-45-6789

Company *

Contact Information

Address Type DEFAULT / MAILING ADDF

Address 225 Court Street !

City ELYRIA

State Ohio

Zip 44035

Phone Type

Phone (###) #### ####

Email child.test@gmail.com

Delete

Add Contact Information

Affiliation/Alias

Add Affiliation/Alias

Reviewer Comments Please double check the spelling of the child's last name. Please double check the address- our records show a different address as 10/15

Attendance Officer Home Search eFile Orders Calendar Cases

New Case Request 777

Filer Attendance Officer School in Lorain County Attorney Bar No
File Date 10/16/2022 04:19 PM Reference Tags
Status Clerk Rejected Last Modified 10/16/2022 04:24 PM
Last Modified By Emily Kirsch
Reviewer Emily Kirsch

Case Type * UNRULY/TRUANCY
Initiating Action * 2151.02(B) - HABITUAL TRUANT

Parties

Party 1

Party Type * IN THE MATTER OF:

Role Type

Rep by Atty

On Behalf Of

Last Name * Tests !

First Name * Child

Middle Name

Suffix

DOB 01/01/2010

SSN # 123-45-6789

Company *

Contact Information

Address Type DEFAULT / MAILING ADDF

Address 225 Court Street !

City ELYRIA

State Ohio

Zip 44035

Phone Type

Phone (###) #### ####

Email child.test@gmail.com

Delete

Reviewer Comments Check the document. The attached records are for a different address.

Add Document

Filing Note The address is a verified recent address.

Processing Fee	\$0.00
Total	\$0.00
Paid	\$0.00
Dismissed	\$0.00
Owed	\$0.00

Cancel Save Continue with Filing

Important Reminders

- ❖ The cases will be “time-stamped” the date the case is submitted.
 - ❖ If the filing is **rejected** you will have 2 business days to make the corrections and re-submit the document
 - ❖ Business days may be different than court days
 - ❖ If after fixing corrections your filing is rejected again, you will have to re-submit the document (which will change the time-stamp date)

When E-Filing is Complete

- ❖ There will be a notation indicating the document that was filed
- ❖ When you open the case, you will be able to see an image of the document that you filed

Questions, Comments, & Information

❖ **Emily Kirsch, Court Administrator for Lorain County Domestic Relations Court**

- ❖ Email: Emily.Kirsch@lcfcct.org
- ❖ Phone: 440-329-5361

❖ **Erika Sugarman, Chief Deputy Clerk**

- ❖ Email: Erika.Sugarman@lcfcct.org
- ❖ Phone: 440-329-5480