



eFiling User Guide

www.henschen.com

I. Begin eFiling

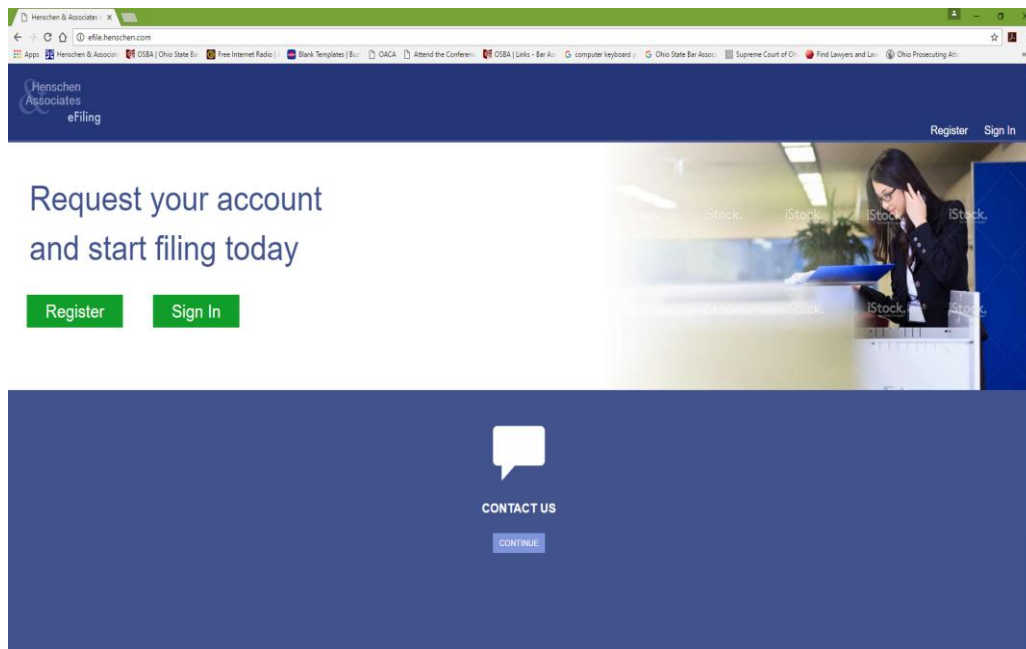


Figure 1

A. Registration

- Select the **REGISTER** option if a first time user.
- Select the **SIGN IN** option if a return user.

NOTE: If questions or concerns, select the **Contact Us** option located in the blue area.

The screenshot displays the 'Register for your account' form on the Henschen & Associates eFiling website. The form is titled 'Register for your account' and includes a green triangle icon indicating required fields. The fields are: First Name, Last Name, Email, Confirm Email, Password, and Confirm Password. Each field has a placeholder text and a green triangle icon in the top-left corner. To the right of the form, there is a large image of three professionals (two men and one woman) in business attire. Below the image, there is a text box that reads: 'Your Henschen & Associates eFiling account allows you to electronically submit filings on existing cases or to initiate new cases in any of the registered Ohio Courts.' At the bottom of the form, there are two buttons: 'Register' (green) and 'Cancel' (blue).

Figure 2

1. Input the requested information.

NOTE: Any box that has a **green triangle** in the corner is a mandatory field.

2. Create a password using upper and lower case letters, and numbers. The system will indicate the strength of the password.

3. Select the **REGISTER** option once all the fields have been completed.

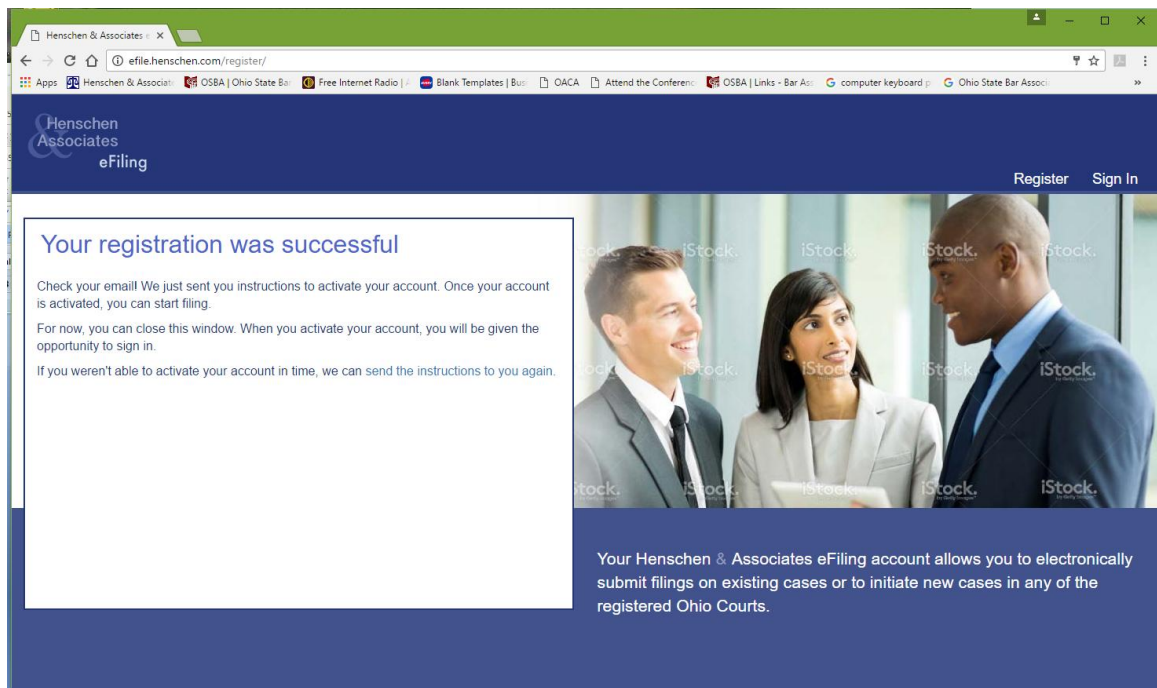


Figure 3

4. After registration, check their email account entered in the account screen to confirm the registration. Select the web link that will display in an email similar to below.

Thank you for registering your Henschen & Associates eFiling account.

Before you can begin filing, you need to activate your account by clicking the link below.

<http://efile.henschen.com/activate/75/893aa180fa1d5e7a566f0b6a42b39bada2b1611a/>

Be sure to act quickly! Your activation link will expire in one hour.

This email was automatically generated, please do not reply.

Henschen & Associates eFiling

File Documents

Your Past Filings

Account Information

Account Information ✔ Indicates a required field

First Name ✔ Karen	Address ✔ Enter your street address
Last Name ✔ Hosley	Address Line 2 (P.O. Box, Apt, etc)
Jr. / Sr. / etc. Enter your Jr, Sr, etc.	City ✔ Enter the city you live in
Phone Number ✔ Enter your phone number	State ✔ Enter the state you live in
Fax Number Enter your fax number	ZIP Code ✔ Enter your ZIP code of residence
State ID / Bar # (Attorneys only)	Firm / Company Enter your company or firm name

[Change your password](#)
You can change your password in the "Change your password" area.

← →

Figure 4

5. After selecting the web-link, the system will return to the sign in screen and then display the account screen similar to Figure 4. This will allow the user to enter the necessary additional information to finalize the registration process.

II. Welcome Screen

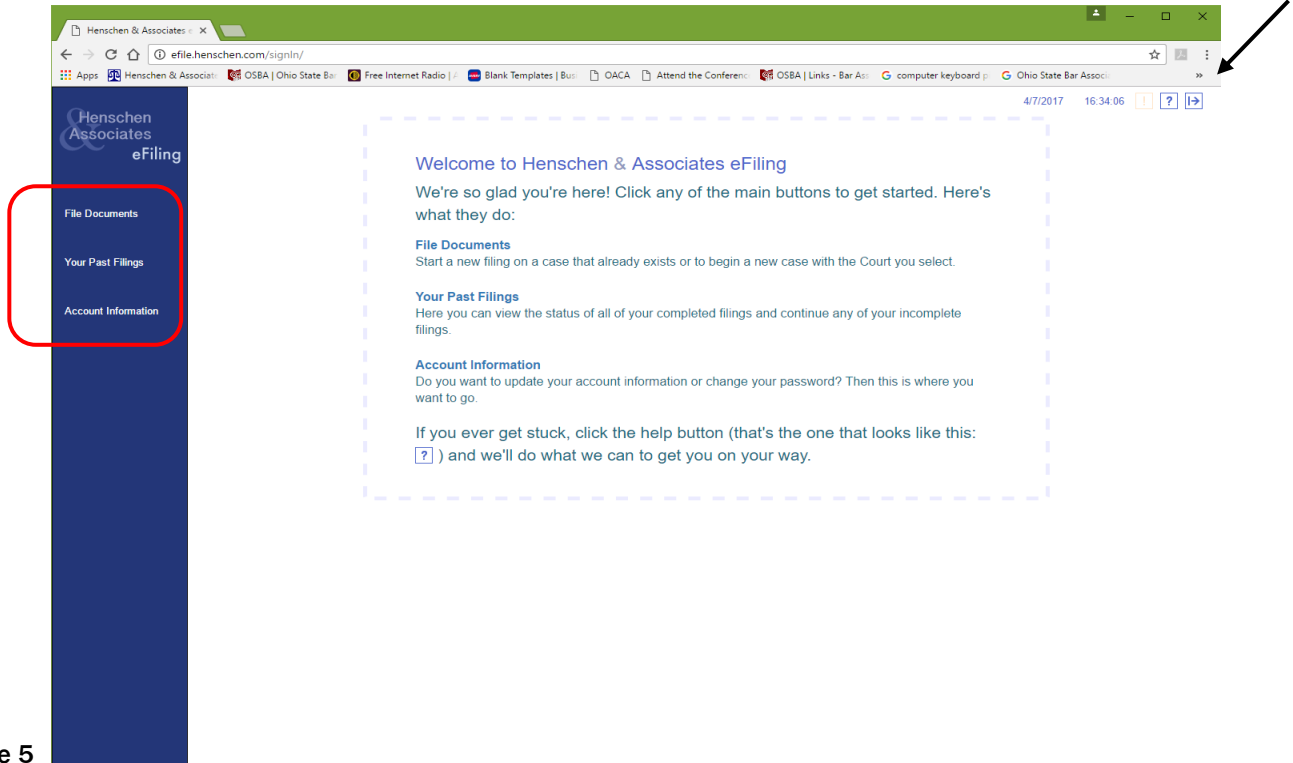


Figure 5

A. Log In

-This screen will supply the user with definitions for each category listed to the left in the blue margin.

1. A selection can be made from either the large box or from the list located in the blue margin.
 - a. Select **File Documents** if this is a new eFiling.
 - b. Select **Your Past Filings** if you have already entered an eFiling.
 - c. Select **Account Information** giving you easy access to update or modify account.
2. In the upper right hand corner of the screen to the left of the arrow:
 - a. The **ACTUAL TIME** will be displayed for tracking and file stamping purposes.
 - b. The **Orange "!"** will appear if there is a **SPECIAL NOTICE** eFiler will want to read.
 - c. The **blue "?"** is the **HELP** icon.
 - d. The **blue "|->"** is to **LOG OUT**.

B. Select the Court for eFiling

The screenshot shows a web browser window with the URL efile.henschen.com/file/begin/. The left sidebar is dark blue with the 'Henschen & Associates eFiling' logo at the top. Below the logo, the 'File Documents' button is highlighted with a red rectangle. Other sidebar options include 'Your Past Filings' and 'Account Information'. The main content area is white and titled 'Which agency do you want to file in?'. It contains a list of four courts, each with an unchecked checkbox: 'Henschen Common Pleas Court', 'Henschen Juvenile Court', 'Henschen Municipal Court', and 'Henschen Probate Court'. At the bottom right of the page, there are two buttons: a red one with a left arrow and a green one with a right arrow.

Figure 6

1. Select **File Document** and a listing of Courts that have registered with the H&A eFiling Solution will display.
2. Select the court of choice.

C. Select a Case Type

The screenshot shows a web browser window with the URL <https://efile.henschen.com/file/form/>. The left sidebar is dark blue with the 'Henschen & Associates eFiling' logo at the top. Below the logo, the 'File Documents' button is highlighted. Other sidebar options include 'Your Past Filings', 'Account Information', 'Feedback', and 'Filing with the Test Municipal Court'. The main content area is white and titled 'First, tell us the case type'. It contains three green buttons: 'Civil', 'Criminal', and 'Traffic'. At the bottom right of the page, there are two buttons: a red one with a left arrow and a green one with a right arrow.

Figure7

1. A screen similar to figure 7 will display for you to select the case type for eFiling.
2. Select the case type.

III. Forms

Depending upon the court you have chosen above, different forms will display.

A. Choosing the Form for the Case. (Screen similar to Figure 8 will display)

The screenshot shows the Henschen Associates eFiling interface. On the left is a dark blue sidebar with the logo at the top and navigation links: 'File Documents', 'Your Past Filings', 'Account Information', and 'Feedback'. At the bottom of the sidebar, a red box highlights the text 'Filing with the Test Municipal Court'. The main area is white and titled 'Select the form(s) you want to file'. It contains three sections of forms, each with a blue header and a list of items with checkboxes and an 'i' icon. The first section is 'Civil Forms' with items: Civil Complaint, Civil Eviction Complaint, Instruction for Service, Motion for Continuance, Small Claims Complaint, Wage Garnishment, Other (use only if the form you want isn't listed above), and Test Form. The second section is 'Traffic Forms' with items: Motion for Continuance, Motion for Driving Privileges, Other (use only if the form you want isn't listed above), and Test Form. The third section is 'Criminal Forms' with items: Motion for Continuance, Motion for Driving Privileges, Other (use only if the form you want isn't listed above), and Test Form. An arrow points from the 'Filing with the Test Municipal Court' box to the 'Civil Forms' section. In the top right corner, there is a date/time stamp '4/10/2018 8:52:03' and icons for help, search, and navigation. In the bottom right corner, there are red and green arrow icons.

Figure 8

1. Select the desired form from a list of forms that will display based upon the court that was chosen. As indicated in the red square in Figure 8, the court chosen will be notated here.

NOTE: If additional forms are necessary to comply with this form eFiling, the system will automatically display the additional forms once the green next arrow is selected upon the completion of the present form. An orange bar may also display at the top of the screen to indicate that additional forms have been selected for this eFiling.

2. By hovering over the “i” box, the cost of this eFiling may be observed as well as if there are any prerequisites needed with this present form when eFiling.

B. General Case Information

Depending upon the type of form chosen above, there are 2 possible paths of questioning that will take place.

First Path: If the doc being filed is on a case already existing in the court, the systems will ask you to search using the case number or person's name.

Second Path: The system will prompt you for the case information because the case does not exist at the court until you file your documents and the court processes your eFiling.

IV. Supporting Documents

A. Uploading Documents

NOTE: All uploaded documents must be in .pdf format.

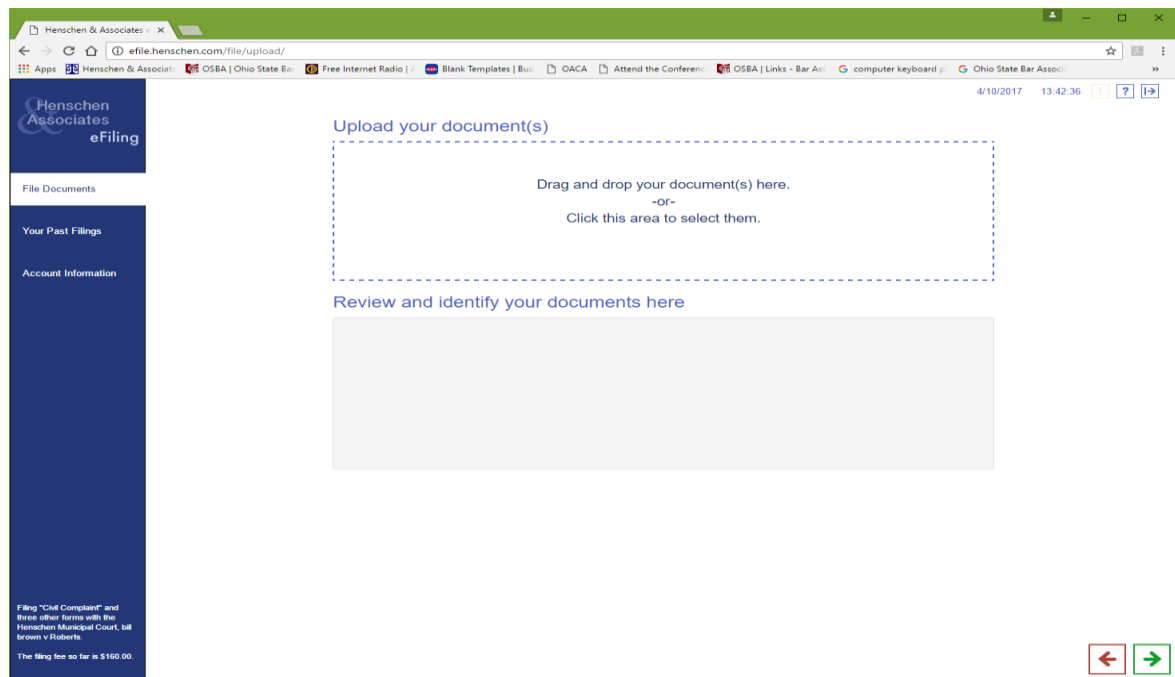


Figure 9

1. As stated in Figure 9, ***“Drag and drop your document(s) here”***

- a. Simply drag the document(s) into the box from where ever they are saved.

OR

2, ***“Click the area to select them”*** and a screen, similar to Figure 9, will display to select the .pdf document.

- a. Double click on the single document or select the **Open** option after highlighting the desired form name.
- b. Multiple forms may be added and uploaded at the same time.

NOTE: Depending upon your operating system, the dialog box in Figure 10 may look very differently but will function in a similar manner.

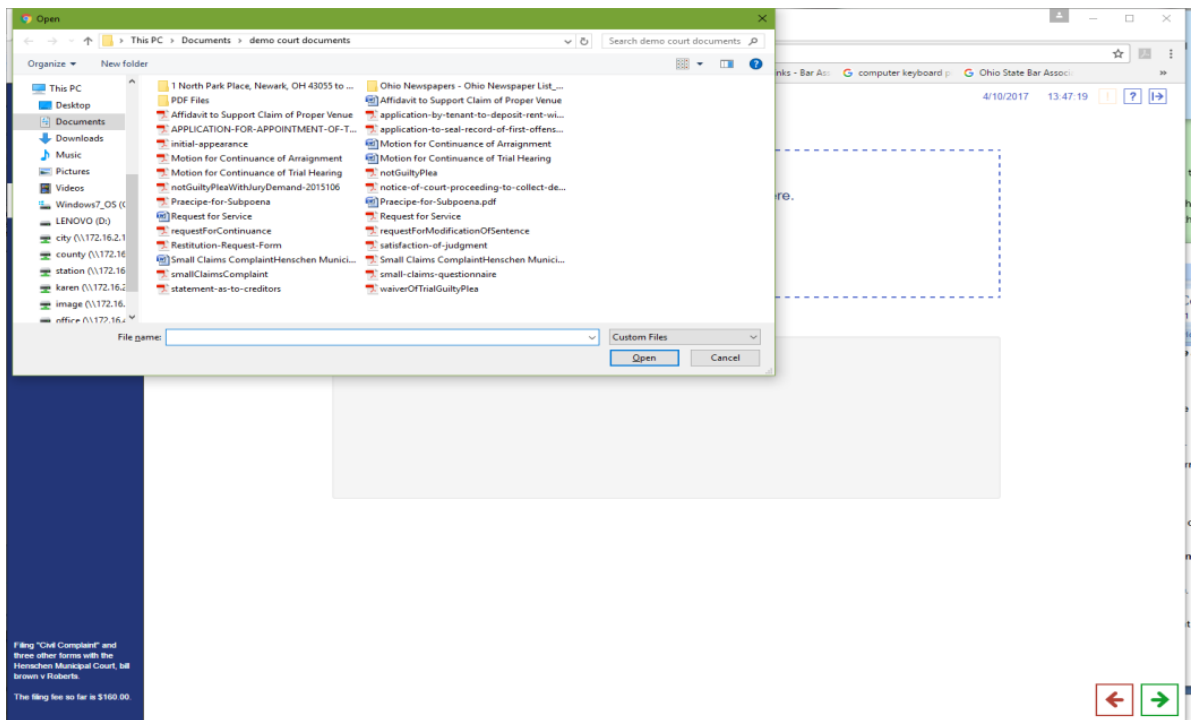


Figure 10

3. As the forms are uploading, the screen will display a black line while the information is loading. (see Figure 11)

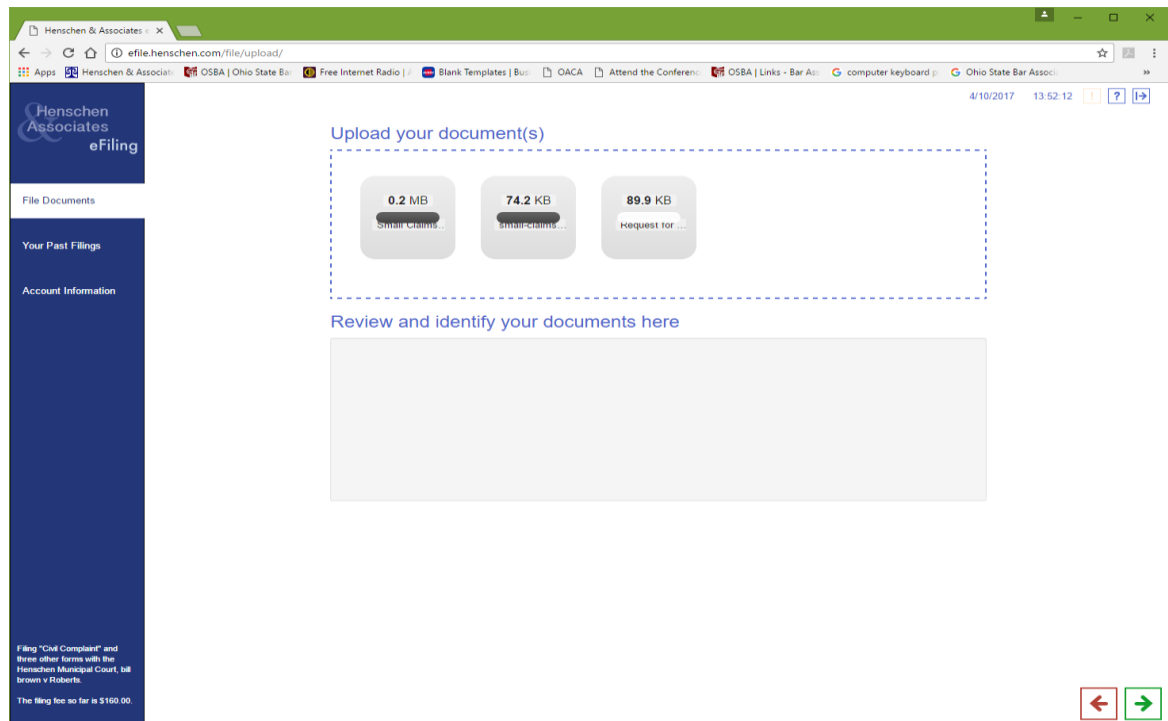


Figure 11

B. Labeling the Form

1, Once the upload of the forms have completed, hover the cursor over one document at a time. A magnifying glass will display in the upper right corner of the form along with a **red X**. (see Figure 12)

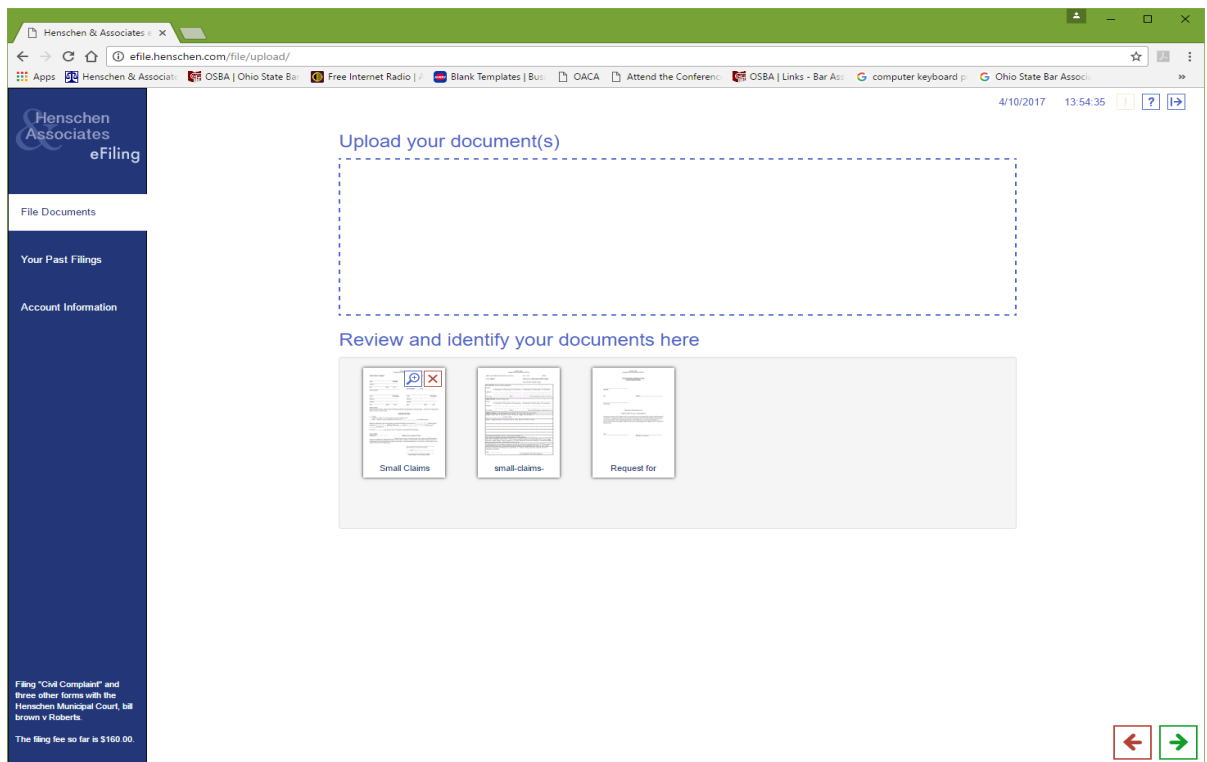


Figure 12

2. Select the magnifying glass icon and the document will enlarge. A drop down will display with names of documents. (see Figure 13)

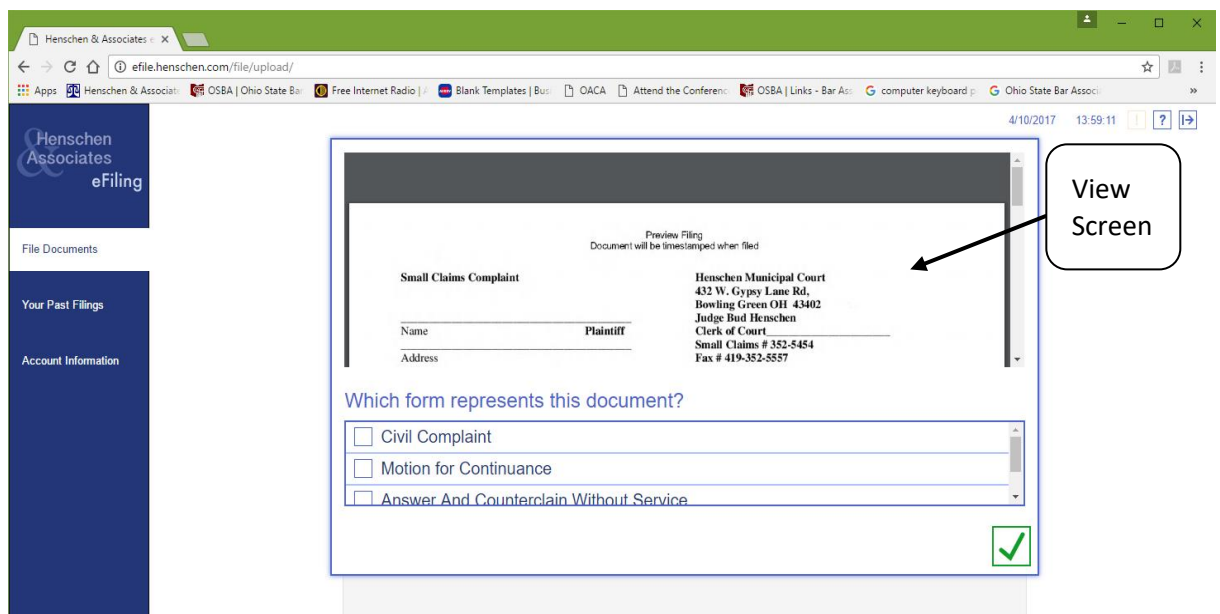


Figure 13

3. Select the correct name for each document by placing an “X” in the box by the desired name and CLICK on the **green check mark**. (see Figure 14)
4. If an uploaded document is not needed, select that document and click on the **red X**. A screen will display confirming the deletion. Select **green check mark** again and the document will be deleted.
5. Follow the same procedure to select the correct desired document.

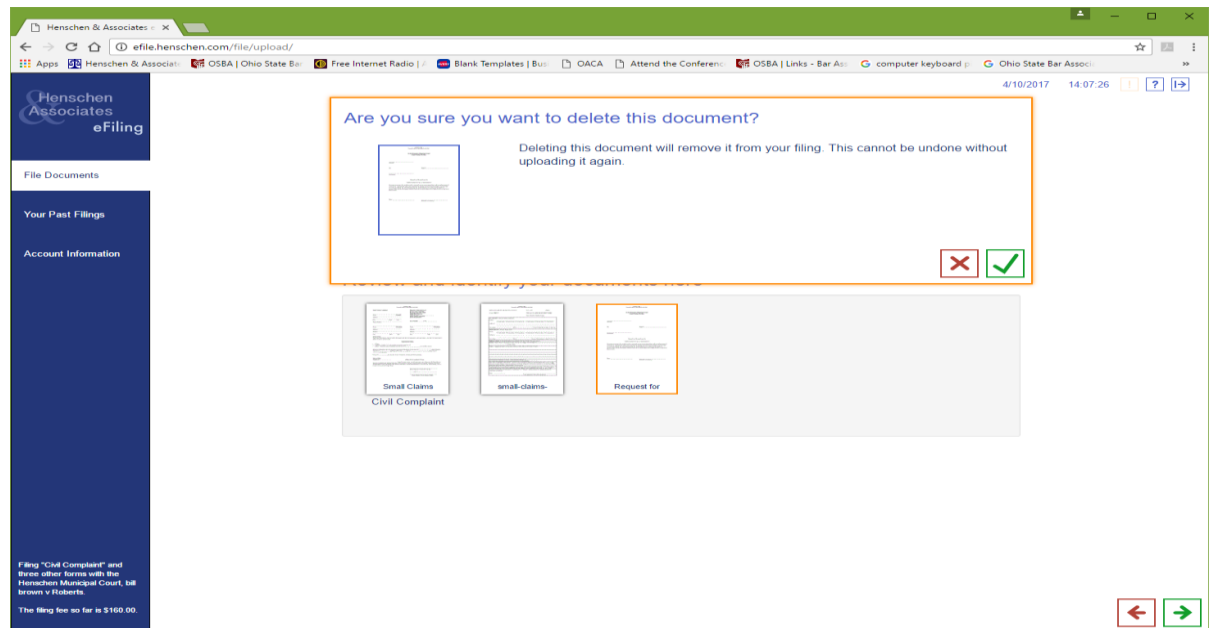


Figure 14

V. Cost / Payment Screens

1. This screen displays the amount owed if eFiling fees have been incurred.
2. The eFiler must enter the necessary information for payment. (see Figure 15)

Henschen & Associates eFiling

File Documents

Your Past Filings

Account Information

Filing "Civil Complaint" and two other forms with the Henschen Municipal Court, Bill Brown v. Roberts.

The filing fee so far is \$130.00.

Your filing has a filing fee of **\$130.00**, payable to the Henschen Municipal Court.

Agency Amount	\$130.00
LexisNexis Service Fee	\$3.50
Total Payment Amount	\$133.50

First Name* Karen Last Name* Hosley

Billing Zip Code 43402 Email Address* karen@henschen.com

Phone Number 4193525454

Payment Type* ☒ Credit Card

Credit Card Number* Card Expiration* | 2017

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

Pay Now

[Privacy](#) [Terms](#) [Contact Us](#)

LexisNexis

Remember: your filing is not considered "filed" with the Court until they receive and process it. You will be notified by email when the status of your filing changes.

Figure 15

3. The eFiler will receive a payment confirmation immediately if payment is accepted. (see Figure 16)

Henschen & Associates eFiling

File Documents

Your Past Filings

Account Information

Filing "Civil Complaint" and two other forms with the Henschen Municipal Court, Bill Brown v. Roberts.

The filing fee so far is \$130.00.

Your filing has a filing fee of **\$130.00**, payable to the Henschen Municipal Court.

Your payment of \$130.00 to the Henschen Municipal Court was successful.

To complete this filing, click the continue button below.

This is your receipt. You can print it out if you want.

Payment Details	
Order ID: 0000000090	Date / Time: 2017-04-10 14:25:02
Amount: 130.00	Payer: Karen Hosley
For: Filing fee (000000000483)	Card Number: **** * 0248

Remember: your filing is not considered "filed" with the Court until they receive and process it. You will be notified by email when the status of your filing changes.

Figure 16

4. The eFiler will receive a confirmation that **“Your filing is complete and will be sent to the Court.”** (see Figure 17)

5. The Court will notify the eFiler by email as to the status of filing completion.

NOTE: The eFiling is not considered “filed” until the Court processes the document.

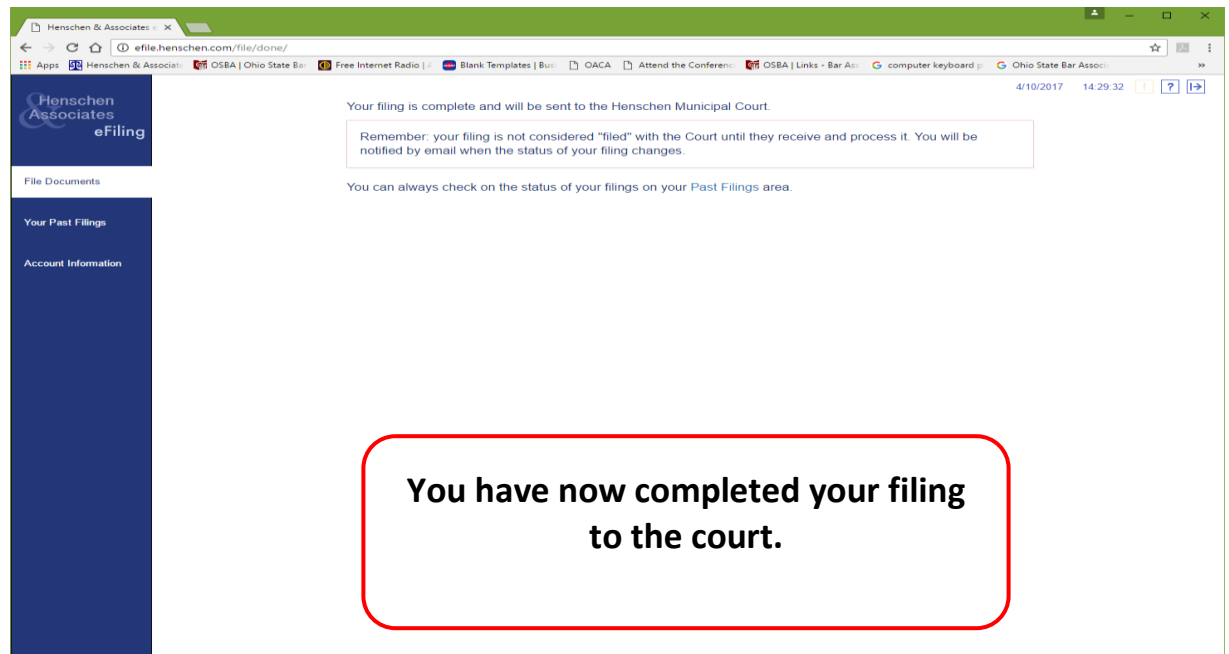


Figure 17

VI. Past Filings

1. In the listing on the side blue bar, there is an option to display “Your Past Filings.” (see Figure 18) Select this option.

2. Once this option is selected, at the top the displayed screen a drop-down box will allow options to sort completed eFilings up to the last 50 eFilings. (see Figure 18)

3 Choices to Sort

- a. Show complete and incomplete
- b. Show complete
- c. Show incomplete

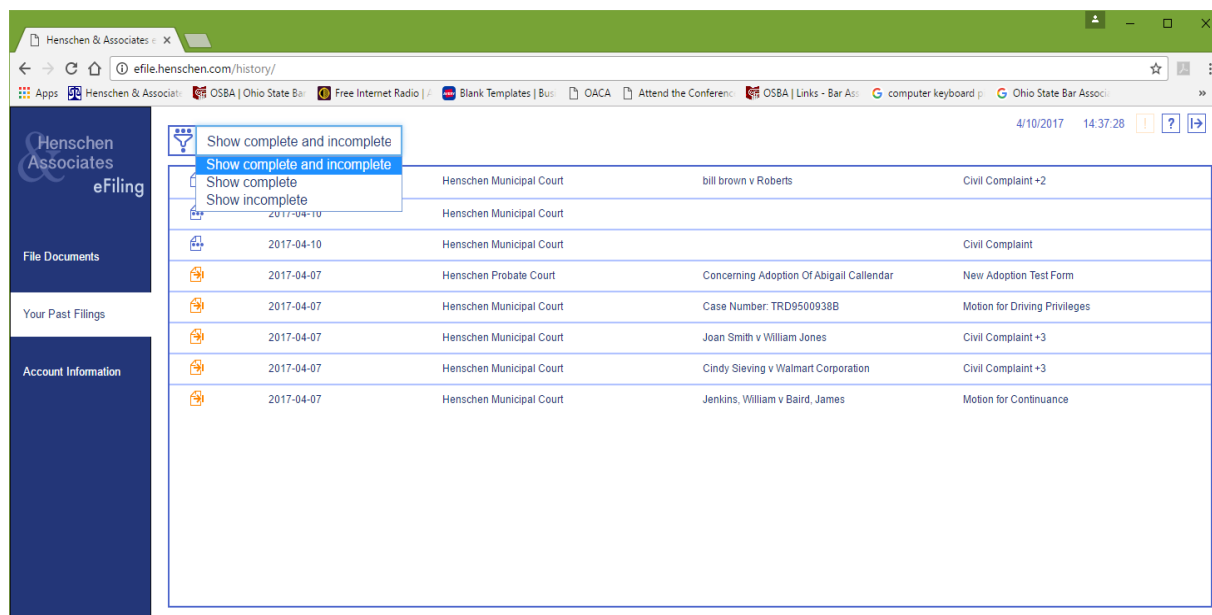


Figure 18

3. The icons to the left of the filings change color to indicate movement status of the form through the court system.

- a. **Orange** – document was received by the Agency
- b. **Green** – the document was accepted by the court
- c. **Purple** – the document is incomplete being sent to the court but not yet received
- d. **Red** – the document has been rejected by the court. This will be accompanied by a note of explanation.
- e. The little numbers to the right of the file name indicates that additional documents accompany that specific eFiling.

VII. Account Information

A. The next selection on the side blue bar is the **Account Information**. This screen will display detailing the eFiler's information.

The screenshot shows a web browser window with the URL <https://efile.henschen.com/account/info/>. The page title is "Account Information" with a green checkmark and a note "Indicates a required field". The left sidebar has a blue bar with the following options: "File Documents", "Your Past Filings", "Account Information" (selected), and "Feedback". Below the sidebar, there is a "TEST MODE" indicator. The main content area contains a form with the following fields:

First Name	Kevin	Address	432 W Gypsy Lane Road
Last Name	Foreman	Address Line 2	(P.O. Box, Apt, etc)
Jr. / Sr. / etc	Enter your Jr, Sr, etc	City	Bowling Green
Phone Number	(419) 352-5454	State	OH
Fax Number	Enter your fax number	ZIP Code	43402
State ID / Bar #	(Attorneys only)	Firm / Company	Enter your company or firm name

Below the form, there is a section titled "Change your password" with a link "You can change your password in the 'Change your password' area." and a "Test mode" section with the text "Your account is currently in 'Test Mode' which means any documents you file don't actually get filed to a Court. If you're ready to begin filing documents, you can deactivate 'Test Mode'." At the bottom right, there are two buttons: a red "Back" button and a green "Next" button.

Figure 19

1. The password can be changed on this screen as well as additions and modifications to the general information.

VIII. Feedback

A. The last selection on the side blue bar is **Feedback**. If you have a comment(s) about this process or program, please feel free to submit your comments and we may respond accordingly. (see Figure 20)

The screenshot shows a feedback form titled "Send us your comments or suggestions" with a close button (X). The form contains the following text: "If you have any comments or suggestions on how we can make our application better, please let us know by typing your message in the box below and then click the 'Send it' button." Below this text is a large text input box. At the bottom of the form is a green "Send it" button. At the very bottom, there is a link "On second thought, never mind".

Figure 20