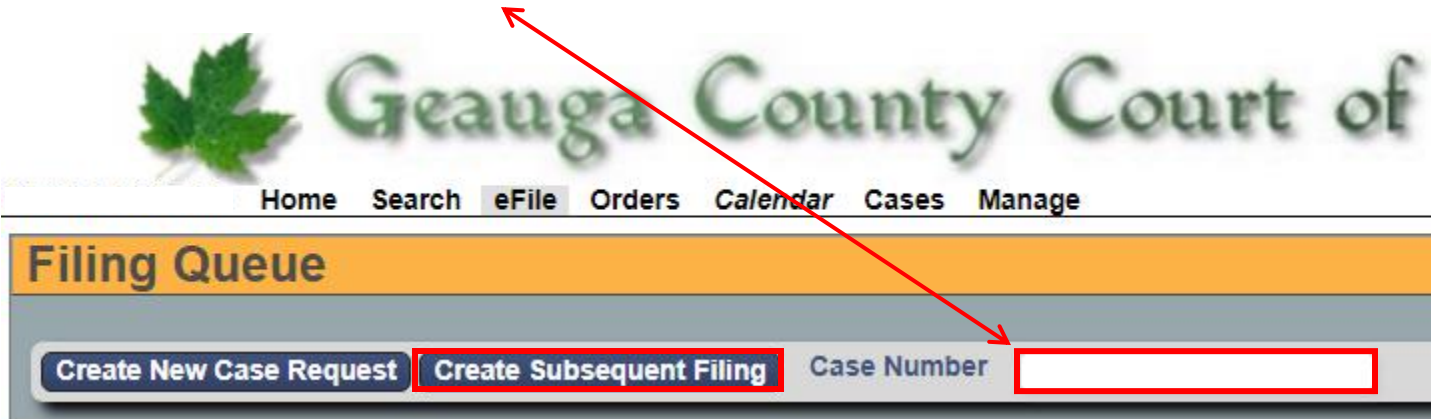


Creating Your Filing

Log in to the eFiling Portal

- New Users must Register
 - o Self-Representing Litigant Registration: [CLICK HERE](#)
 - o Attorney Registration: [CLICK HERE](#)

Select the **eFile** tab, enter your **Case Number**, and then click on **Create Subsequent Filing**:



Uploading Documents

- Select MOTION TO SEAL RECORD in the Document Type field, this will automatically attach a fee of \$220.00, which must be paid upon filing.
- In the **Attachments** field, upload your Motion in PDF Format.
- In the **Proposed Order** field, upload your Proposed Order in Word Document Format.
 - o There is a template available for your convenience. ([PROPOSED ORDERREV.docx](#))
 - o Fill out the caption of the template and save to your computer as a .doc or .docx

The screenshot shows the document upload form. The 'Document Type' dropdown is set to 'MOTION TO SEAL RECORD'. The 'Filing Fee' is \$50.00 and the 'Due Now' fee is \$50.00. The 'Attachments' section has an 'Upload Attachment' button with a 'Choose File' button highlighted in red. The 'Proposed Order' section has an 'Upload Proposed Order' button with a 'Choose File' button highlighted in red.

Submitting your Filing

Once you have selected all of your documents for filing, click **Continue with Filing** at the bottom of the eFiling window.

Convenience Fee	\$1.80
Document Fee	\$50.00
Total	\$51.80
Paid	\$51.80
Dismissed	\$0.00
Owed	\$0.00

[Return](#) [Modify](#) [Add to Cart](#)

Convenience Fee	\$1.80
Document Fee	\$50.00
Total	\$51.80
Paid	\$0.00
Dismissed	\$0.00
Owed	\$51.80

[Cancel](#) [Save](#) [Continue with Filing](#)

At the bottom of the page, select **Return** to start over, **Modify** to make changes, or **Add to Cart** to continue.

Selecting **Add to Cart** will take you to your cart. You will then select **Submit Filings and Pay Now**; this will redirect you to PayPal. You can check out with an existing PayPal account, create a New Account, or check out as a Guest. After payment is completed, you will return to the eFiling Portal.

After Submitting the Case

You will receive an email indicating the filing has been submitted. The Clerk of Courts will review the filing, and if it meets the filing criteria, the Clerk will accept the case.

You will receive a second email indicating if the filing has been **accepted** or **rejected**. If your filing has been **rejected**, the Clerk will include **Reviewer Comments** so that you can make corrections and resubmit.

The Prosecuting Attorney and Judge assigned to your case will receive notification of the Filing.

Visit www.geaugacourts.org to view the docket and track any hearings that may be scheduled.