



JENNIFER JOHNSON, CLERK OF COURTS

COMMON PLEAS COURT

General Division
801 Wheeling Avenue, D200
Cambridge, Ohio 43725

INSTRUCTIONS FOR EFILING A PRAECIPE TO ISSUE ORDER OF SALE.

REQUIRED DOCUMENTS AND INFORMATION

1. Praecipe to Issue Order of Sale.
2. Copy of the Judgment with Approved Legal Property Description.
3. If requesting an appraisal, an Order of Appraisal is required.
4. If the use of a private selling officer is requested, then a Copy of the Order Granting Motion to Appoint Private Selling Officer.
5. Filing should also include a one-time Online Auction Fee of \$500 per case with the following exceptions:
 - No Online Auction fee if the property is being sold through a private seller.
 - No Online Auction fee for the Prosecutor's Office.

Page 2: eFiling instructions for an Order of Sale to be sold by the Sheriff's Office

Page 3: eFiling instruction for an Order of Sale to be sold by a Private Selling Officer



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eFiling instructions for an Order of Sale to be sold by the Sheriff's Office:

Please Note: Each required document should be saved and uploaded as its own separate PDF document.

Logon to eFiling account and eFile all required documents listed above.

- Input the case number.
- Click Create Subsequent Filing

A screenshot of the eFiling interface. At the top, there are tabs: Search, eFile, Orders, Calendar, Cases, and Manage. Below the tabs, there is a dark grey bar. Underneath that, there is a blue button labeled "Create Subsequent Filing" and a text input field labeled "Case Number". Two red arrows point from the list items to these elements: one from "Input the case number." to the "Case Number" field, and another from "Click Create Subsequent Filing" to the "Create Subsequent Filing" button.

Select "On Behalf Of"

Add all necessary documents as follows:

1. Add Document 1 and upload (Select 1 of the following):

Praecipe to Issue Order of Sale – NO Appraisal

OR

Praecipe to Issue Order of Sale – WITH Appraisal (\$225.00)

2. Add Document 2 – ONLY with appraisal and upload:

Praecipe for Appraisal Filed.

3. Add Document 3 – **NO** upload (will add the auction fee):

Praecipe to Issue Order of Sale – Auction Fee (\$500.00)

4. Add Document 4 and upload: Approved Property Description Form

5. Add additional documents as needed.

Once all documents have been added to the case, scroll to bottom of the page –

Click **Continue with Filing Button**

A screenshot of a button labeled "Continue with Filing". The button is blue with white text. To its left, there is a small grey button with the word "Save" in white text.



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eFiling instructions for an Order of Sale to be sold by a Private Selling Officer:

Please Note: Each required document should be saved and uploaded as its own separate PDF document.

Logon to eFiling account and eFile all required documents listed above.

- Input the case number.
- Click Create Subsequent Filing

Search eFile Orders Calendar Cases Manage

Create Subsequent Filing Case Number

Select "On Behalf Of"

Add all necessary documents as follows:

6. Add Document 1 and upload (Select 1 of the following):

Praecipe to Issue Order of Sale – NO Appraisal

OR

Praecipe to Issue Order of Sale – WITH Appraisal (\$225.00)

7. Add Document 2 – ONLY with appraisal and upload:

Praecipe for Appraisal Filed.

8. Add Document 4 and upload: Approved Property Description Form

9. Add additional documents as needed.

Once all documents have been added to the case, scroll to bottom of the page –

Click **Continue with Filing Button**

ave Continue with Filing