



JENNIFER JOHNSON, CLERK OF COURTS

COMMON PLEAS COURT

General Division
801 Wheeling Avenue, D200
Cambridge, Ohio 43725

INSTRUCTIONS TO FILE NOTICE OF APPEAL IN TRIAL COURT – COMMON PLEAS CASE.

1. Go to eFiling
2. Type the Trial Court Case Number
3. Click Create Subsequent Filing
4. Select "On Behalf Of"
5. Select the Document Types and Upload Documents.
6. Click "Add Document" to continue adding as needed

REQUIRED DOCUMENTS:

1. APPEAL: NOTICE OF APPEAL FILED w/Copy of Docketing Statement & JE
2. **MUST** CHOOSE 1 OF THE FOLLOWING – NO DOCUMENT UPLOAD REQUIRED.
 - APPEAL: PARTY **WILL** CREATE NEW APPEAL CASE VIA EFILING
Continue with Instructions to eFile New Court of Appeals Case on next page.
 - APPEAL: PARTY REQUESTS CLERK TO CREATE NEW APPEAL CASE.
No further action is required; the Clerk will proceed with filing the New Appeal Case.

Other Documents, if applicable:

- APPEAL: STATEMENT, PREACIPE AND NOTICE TO COURT REPORTER
- APPEAL: MOTION FOR COMPLETE TRANSCRIPT AT STATES EXPENSE
- AFFIDAVIT OF INDIGENCY
- REQUESTS
- NOTICE
- ADDRESS CHANGE REQUESTED (This will ensure all party addresses are correct)