



JENNIFER JOHNSON, CLERK OF COURTS

COMMON PLEAS COURT

General Division
801 Wheeling Avenue, D200
Cambridge, Ohio 43725

FILING A MOTION LEAVE TO FILE INSTANTER

REQUIRED DOCUMENTS AND INFORMATION

1. Motion to File Instanter.
2. Proposed Entry.
3. Document requested to be filed Instanter if Granted.

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:

1. Document 1

Document Type: INSTANTER: MOTION FOR LEAVE TO FILE INSTANTER

Upload the Motion

Upload the Proposed Order

Attachments

Upload Attachment

Choose File No file chosen

PDF (9.8M max file size)

Proposed Order

Upload Proposed Order

Choose File No file chosen

Word DOC/DOCX, PDF (9.8M max file size)
Supplemental File Types: PDF, DOC, DOCX

2. Document 2

Document Type: INSTANTER: DOCUMENT TO BE FILED IF GRANTED

Upload the Document

3. Add additional documents as needed by selecting the document type for Document 3, upload and continue as needed.

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

Click **Continue with Filing Button**

Save Continue with Filing

MOTION IS GRANTED: The clerk will timestamp and file the document.

MOTION NOT GRANTED: The clerk will shred the document.