



Butler County Clerk of Courts

Electronic Filing of
Court Records



To register for the eFiling system, select the “Registration” option on the Clerk of Courts website, under the eFiling tab.

E-FILING HAS BEGUN!

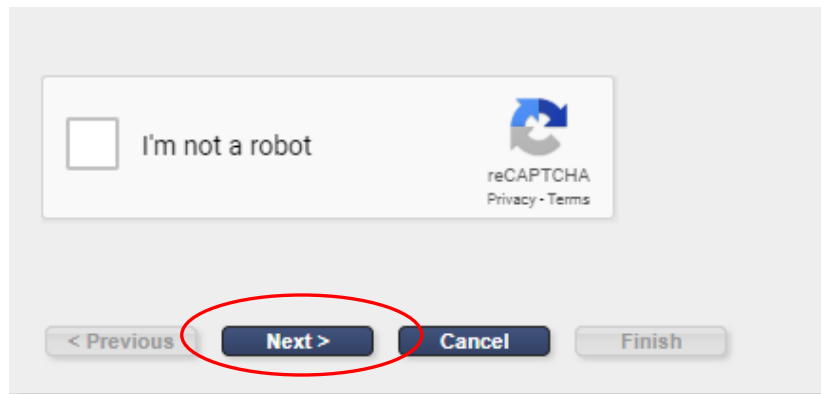
The Butler County Clerk of Courts is proud to announce that her office is accepting eFilings on certain types of cases, with more to come soon! This is exciting news for our court and county! The implementation of this project was made possible by a grant received from the Ohio Supreme Court to the General Division of the Common Pleas Court. The Grant is funding the entire project

To register for eFiling, [Click Here](#)

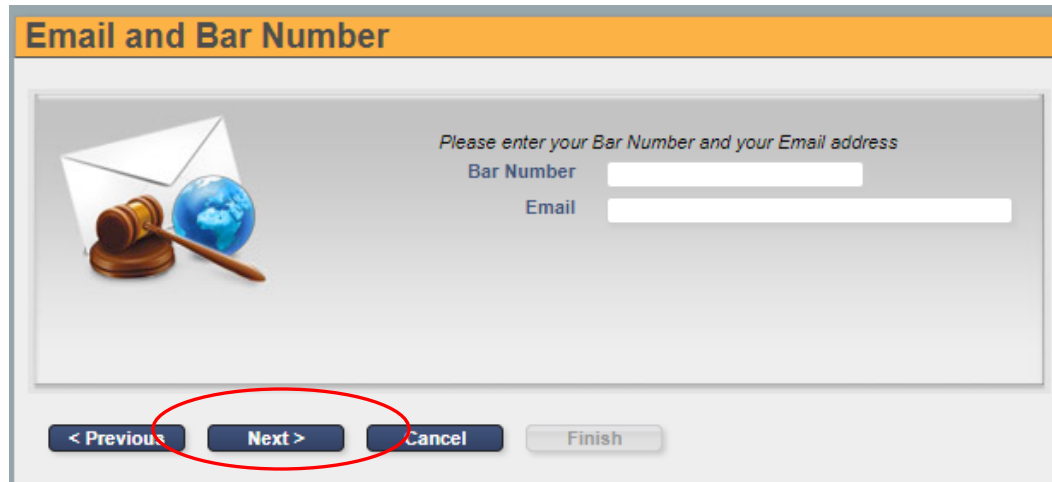
For any eFiling Questions or Concerns, please Contact Our Office at 513-887-3453, or email stapletonj@butlercountyohio.org.

The Local Rules pertaining to eFiling can be found [here](#).
Instructions on how to use the eFile system can be found [here](#).

First you must click the “I am not a robot” box, and click next.



Next, you must enter your bar number and email, then click next.



Email and Bar Number

Please enter your Bar Number and your Email address

Bar Number

Email

The screenshot shows a web form with a title bar 'Email and Bar Number' in an orange header. Below the header is a grey box containing an illustration of an envelope, a gavel, and a globe on the left. To the right of the illustration is the instruction 'Please enter your Bar Number and your Email address' followed by two input fields labeled 'Bar Number' and 'Email'. At the bottom of the form are four buttons: '< Previous', 'Next >', 'Cancel', and 'Finish'. The 'Next >' button is circled in red.

Finally, complete the required information, and click “Finish”.

Profile Information

Please complete the following items.

User Detail

Personal Information

Password *

Confirm Password *

Firm Name

Prefix

First Name *

Last Name *

Middle Name

Suffix

Address *

City *

State * Choose One ▼

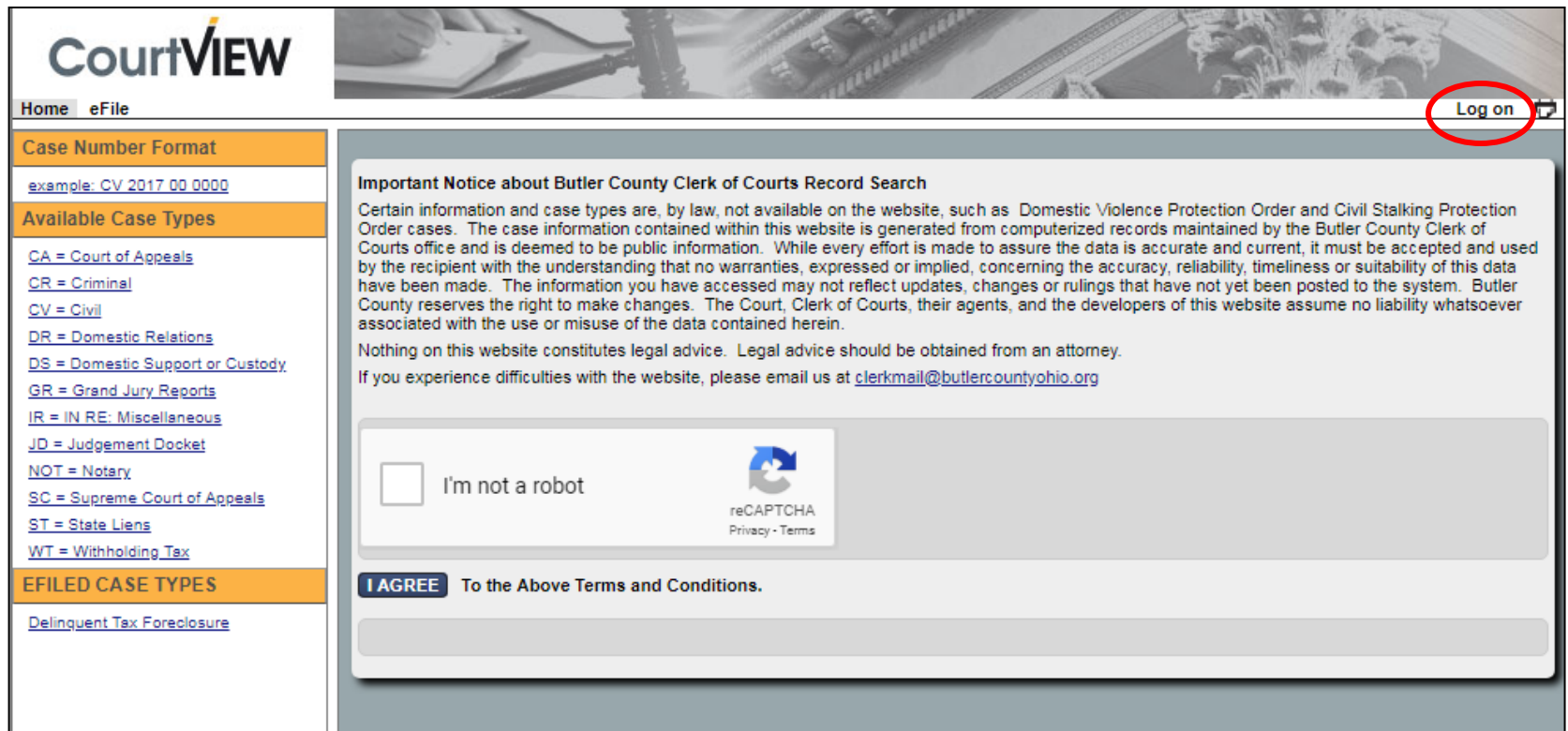
Zip *

Phone *

Date of Birth

< Previous Next > Cancel **Finish**

To Login, beginning on the Clerk's "Court Record Search," select "Log on" in the top right corner.



CourtVIEW

Home eFile **Log on**

Case Number Format
example: CV 2017 00 0000

Available Case Types

- [CA = Court of Appeals](#)
- [CR = Criminal](#)
- [CV = Civil](#)
- [DR = Domestic Relations](#)
- [DS = Domestic Support or Custody](#)
- [GR = Grand Jury Reports](#)
- [IR = IN RE: Miscellaneous](#)
- [JD = Judgement Docket](#)
- [NOT = Notary](#)
- [SC = Supreme Court of Appeals](#)
- [ST = State Liens](#)
- [WT = Withholding Tax](#)

EFILED CASE TYPES

- [Delinquent Tax Foreclosure](#)

Important Notice about Butler County Clerk of Courts Record Search

Certain information and case types are, by law, not available on the website, such as Domestic Violence Protection Order and Civil Stalking Protection Order cases. The case information contained within this website is generated from computerized records maintained by the Butler County Clerk of Courts office and is deemed to be public information. While every effort is made to assure the data is accurate and current, it must be accepted and used by the recipient with the understanding that no warranties, expressed or implied, concerning the accuracy, reliability, timeliness or suitability of this data have been made. The information you have accessed may not reflect updates, changes or rulings that have not yet been posted to the system. Butler County reserves the right to make changes. The Court, Clerk of Courts, their agents, and the developers of this website assume no liability whatsoever associated with the use or misuse of the data contained herein.

Nothing on this website constitutes legal advice. Legal advice should be obtained from an attorney.

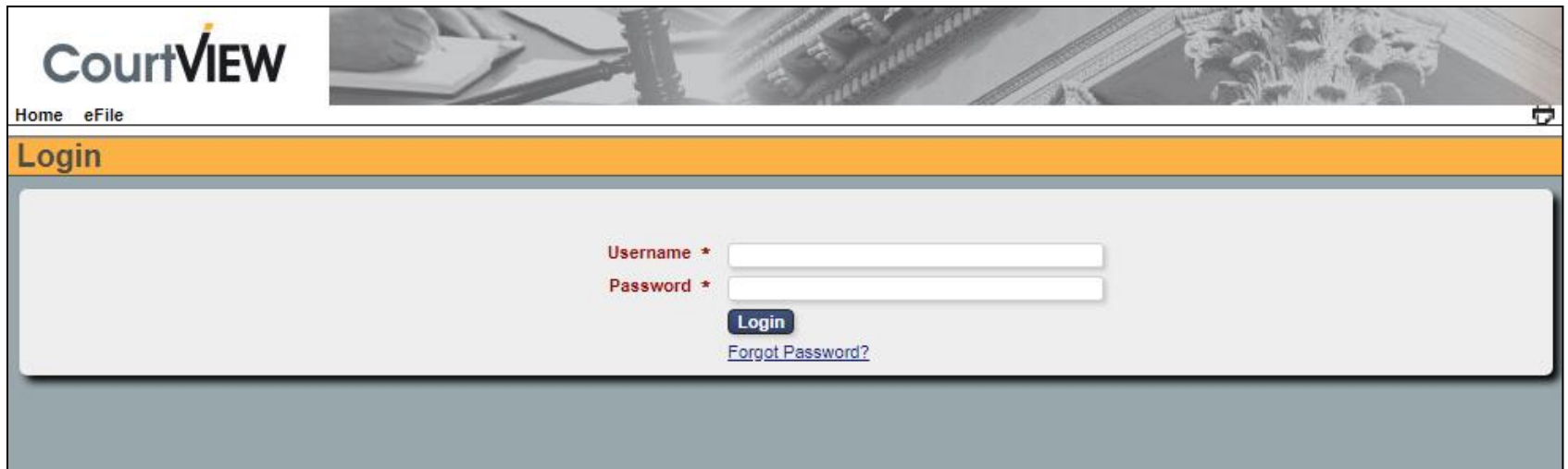
If you experience difficulties with the website, please email us at clerkmail@butlercountyohio.org

I'm not a robot

reCAPTCHA
Privacy - Terms

I AGREE To the Above Terms and Conditions.

Login using your given credentials. Your username will be your email.



The screenshot shows the CourtVIEW login interface. At the top left is the CourtVIEW logo. Below it are links for 'Home' and 'eFile'. A navigation bar with an orange background contains the word 'Login'. The main content area is a light gray box with two input fields: 'Username *' and 'Password *'. Below the password field is a blue 'Login' button and a blue link for 'Forgot Password?'. The background of the page features a grayscale image of a courtroom interior.

CourtVIEW
Home eFile

Login

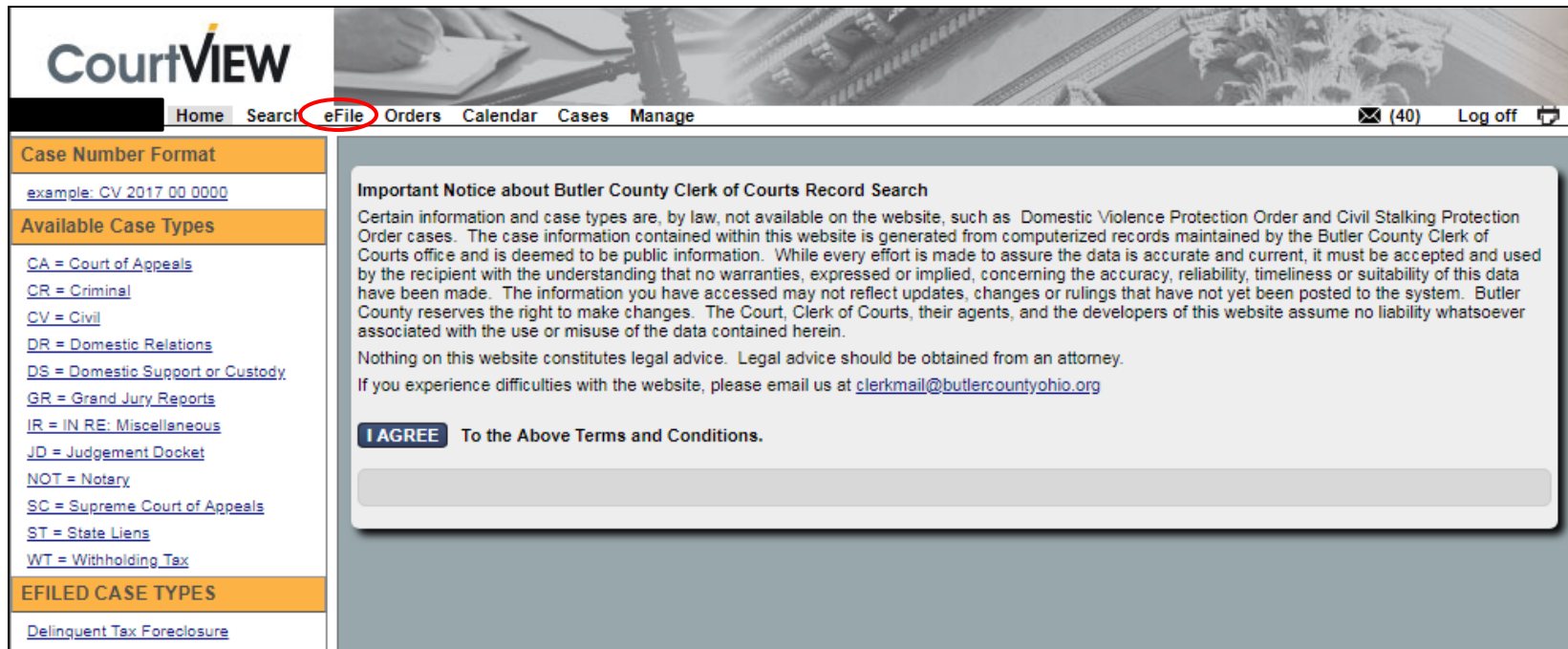
Username *

Password *

[Login](#)

[Forgot Password?](#)

Select “eFile” in the navigation bar to begin filing.



The screenshot shows the CourtVIEW website interface. The navigation bar at the top includes links for Home, Search, eFile (highlighted with a red circle), Orders, Calendar, Cases, and Manage. On the right side of the navigation bar, there is a notification icon with the number (40) and a Log off link. The sidebar on the left contains a section for Case Number Format with an example CV 2017 00 0000, followed by Available Case Types with links for CA, CR, CV, DR, DS, GR, IR, JD, NOT, SC, ST, and WT. Below this is a section for EFILED CASE TYPES with a link for Delinquent Tax Foreclosure. The main content area features an Important Notice about Butler County Clerk of Courts Record Search, a disclaimer, and an I AGREE button.

CourtVIEW

Home Search **eFile** Orders Calendar Cases Manage

✉ (40) Log off

Case Number Format
example: CV 2017 00 0000

Available Case Types

- [CA = Court of Appeals](#)
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EFILED CASE TYPES

- [Delinquent Tax Foreclosure](#)

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Nothing on this website constitutes legal advice. Legal advice should be obtained from an attorney.

If you experience difficulties with the website, please email us at clerkmail@butlercountyohio.org

I AGREE To the Above Terms and Conditions.

A document may be filed in one of two ways. Select “New Case Request” to file a new case, OR enter the Case Number in format CV 2019 01 0001 in the box and select “Create Subsequent Filing” to file in an existing case.

CourtVIEW

Home Search eFile Orders Calendar Cases Manage (40) Log off

My Filings

Create New Case Request **Create Subsequent Filing** Case Number

Filing Status	Filing Type	eFile ID	Last Modified Begin Date
<input checked="" type="checkbox"/> Draft	<input checked="" type="checkbox"/> New Case Request	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Filed	<input checked="" type="checkbox"/> Subsequent Filing	Case Number <input type="text"/>	Last Modified End Date <input type="text"/>
<input checked="" type="checkbox"/> Awaiting Docketing		Case Title <input type="text"/>	Filing Begin Date <input type="text"/>
<input checked="" type="checkbox"/> Rejected		Reference Tags <input type="text"/>	Filing End Date <input type="text"/>
<input checked="" type="checkbox"/> Refiled		Rows per page 30 ▼	Office
<input checked="" type="checkbox"/> Accepted			All Offices
<input type="checkbox"/> Docketed			Common Pleas Court General Division
			Case Type
			All Case Types
			CIVIL - GENERAL

Search

Showing 0 to 0 of 0

eFile ID	Filing Type	Case Number	Case Title	Filing Status	File Date	Cost
No Filings found						

To file a new case, add the Bar No. of the attorney filing the case, choose the initiating action, and complete the applicable information for all parties on the case.

Filer Attorney Bar No
Status Draft Reference Tags

Case Type * CIVIL - GENERAL
Initiating Action * DELINQUENT TAX FORECLOSURE (E) ▼

Parties

Party 1

Party Type * ▼
Role Type ▼
Rep by Atty
On Behalf Of
Last Name *
First Name *
Middle Name
Suffix ▼
Company *

Contact Information

Address Type ▼
Address

City
State ▼
Zip
Phone Type ▼
Phone
Email

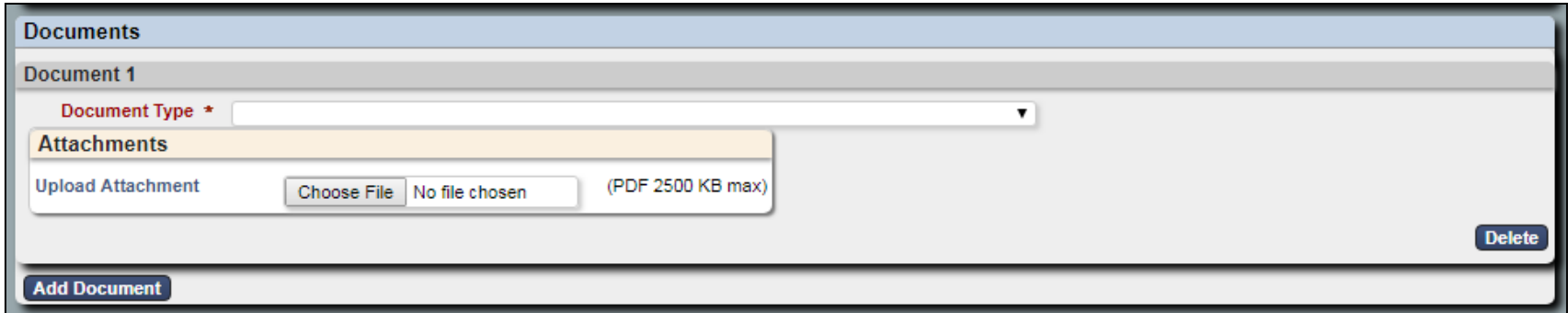
Affiliation/Alias

OR, to file a document in an existing case, add the Bar No. of the attorney filing the document, and select the party for which the document is being filed.

The screenshot displays a legal filing interface with the following elements:

- Case Information:**
 - Case Number:** [Redacted]
 - Filer:** [Redacted]
 - Status:** Draft
 - Attorney Bar No:** [Input field]
 - Reference Tags:** [Input field]
- Case Details:**
 - Case Type:** CIVIL - GENERAL
 - Initiating Action:** DELINQUENT TAX FORECLOSURE (E)
- Parties Section:**
 - On Behalf Of:** [Redacted]
 - Add Party:** [Button]

Choose the document you wish to file in the case, and upload the document in PDF format. When filing more than one document, click the “Add Document” button. When submitting a proposed order, an option to submit an order in **DOC/DOCX format** will appear as the only authorized file types.



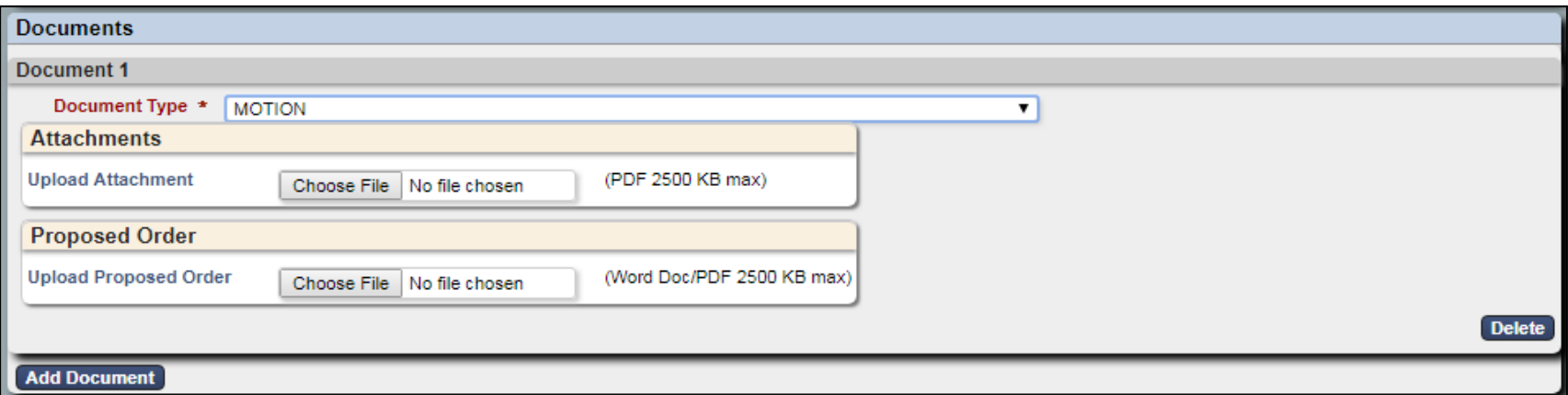
Documents

Document 1

Document Type *

Attachments

Upload Attachment No file chosen (PDF 2500 KB max)



Documents

Document 1

Document Type * MOTION

Attachments

Upload Attachment No file chosen (PDF 2500 KB max)

Proposed Order

Upload Proposed Order No file chosen (Word Doc/PDF 2500 KB max)

To send a proposed entry to a Judge where the entry/order is not accompanying a motion, use the code “Entry to Judge – Electronic”. When using this code, attach the .doc/.docx file of the proposed entry/order under the “Proposed Order” box, leaving the “Attachments” box blank.

The screenshot shows a web interface for entering a document. It features a 'Documents' header, a 'Document 1' section with a dropdown menu set to 'ENTRY TO JUDGE - ELECTRONIC', a 'Document Note' text area, an 'Attachments' section with an 'Upload Attachment' button and a file selection box, and a 'Proposed Order' table listing a file named 'PROPOSED ORDER (1).docx' with an upload date of '09/24/2019 11:12 AM' and a 'Delete' link.

File Name	Date Uploaded
PROPOSED ORDER (1).docx	09/24/2019 11:12 AM Delete

When requesting a jury demand, check the box indicated.

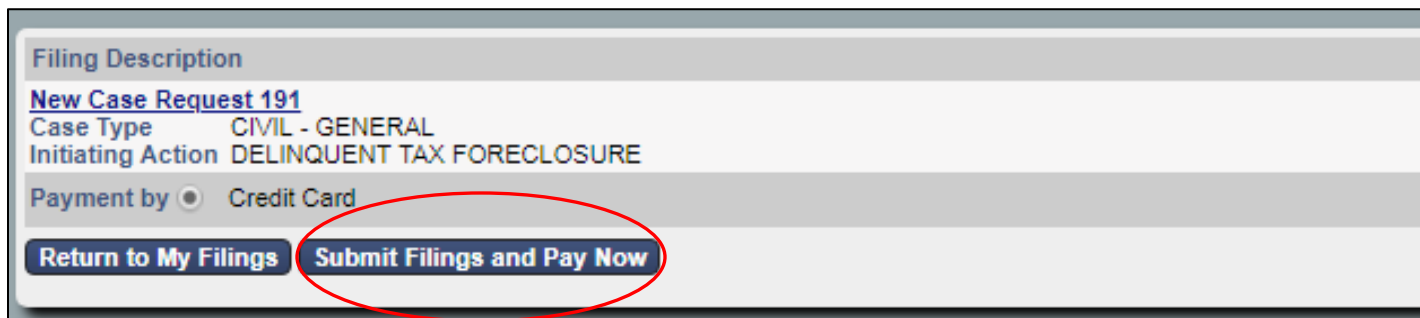
Move to payment/submission. If your filing has no cost deposit, you will be permitted to submit the filing. If the filing requires a cost deposit, the deposit must be paid before submission of the filing. This is done by adding the filing to your cart, after selecting “Continue with Filing.”

The screenshot shows a web interface for filing a document. At the top, there is a checkbox labeled "Request for Jury Demand" which is currently unchecked. Below this is a text area for "Filing Note". A summary table shows the following values:

Convenience Fee	\$.00
Total	\$.00
Paid	\$.00
Owed	\$.00

At the bottom, there are three buttons: "Cancel", "Save", and "Continue with Filing".

Once the filing is in your cart, select “Submit Filings and Pay Now” to complete payment.



Filing Description
[New Case Request 191](#)
Case Type CIVIL - GENERAL
Initiating Action DELINQUENT TAX FORECLOSURE
Payment by Credit Card

[Return to My Filings](#) [Submit Filings and Pay Now](#)

The screenshot shows a web interface with a light gray background. At the top, there is a section titled "Filing Description" in a darker gray bar. Below this, the text "New Case Request 191" is displayed in blue, underlined. The next line shows "Case Type CIVIL - GENERAL" and "Initiating Action DELINQUENT TAX FORECLOSURE". Below that, "Payment by" is followed by a radio button that is selected (indicated by a small black dot) and the text "Credit Card". At the bottom of the interface, there are two dark blue buttons with white text. The button on the left is labeled "Return to My Filings" and the button on the right is labeled "Submit Filings and Pay Now". The "Submit Filings and Pay Now" button is circled in red.

You will be redirected to the payment portal.
You MUST check both boxes on the left side of
the screen, then select Pay By Card.

The screenshot shows the Equivant payment portal. At the top left is the Equivant logo. To the right is a language selection dropdown. Below the logo is the word "Payment" with a card icon. A message says "Please review the payment amount." On the left, there are two checkboxes, both of which are circled in red. The first checkbox is followed by the text: "I acknowledge that the third party merchant processor for this payment will be **Five Point Payments LLC**. I acknowledge that the service fee will appear as a separate transaction on my card statement. All payments are final". The second checkbox is followed by a longer acknowledgment text. To the right of the checkboxes is a summary table. At the bottom center, there is a blue button labeled "PAY BY CARD", which is also circled in red.

equivant

Select Language

Payment

Please review the payment amount.

I acknowledge that the third party merchant processor for this payment will be **Five Point Payments LLC**. I acknowledge that the service fee will appear as a separate transaction on my card statement. All payments are final

You hereby acknowledge and agree that this is a payment for a judicial related charge that can in no way be disputed, charged back, refunded or recalled. Should this charge be disputed by you without authority, you acknowledge and agree that you will be subject to civil and criminal penalties, including but not limited to, jail time and fines up to \$500 per instance, for civil recovery of all fees paid, plus service fees, plus costs, plus attorney fees, plus any incidental or associated damages.

CASEID	EFILING 144
AMOUNT	\$2.00
SERVICE FEE	\$2.00
TOTAL	\$4.00

PAY BY CARD

Finally, complete the information for the credit card. Once complete, select “Submit Payment.” Your card will be charged once the Clerk’s office accepts the filing, and you will receive an email with your receipt, and notification that the filing has been accepted.

Credit Card

Please enter the card information to be used for this payment. To receive an email copy of your receipt type your email address in the corresponding text box below.

You have requested to make a payment in the amount of **\$2.00 plus a service fee of \$2.00.**

CARD NUMBER	EXPIRATION DATE	
<input type="text"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>
NAME ON CARD	CARD	CVV
<input type="text"/>	<input type="text" value="Card Type"/>	<input type="text"/>
BILLING ZIP	EMAIL ADDRESS	PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Agree To Terms](#)

SUBMIT PAYMENT