

E-SUBMISSION ATTORNEY GUIDE

The information contained herein represents significant creative and analytical efforts, and is presented here only to help demonstrate the use of this e-submission system, which is a restricted website for official court business only. PROWARE, the software provider, reserves all rights to the ideas, concepts, intellectual property, and trade secrets presented in this document and/or by the e-submission software/website. No part of this document, or the website or the processes or e-submission methodology may be copied, used, or given to any third party or person without the express written permission of PROWARE.

Version 1.0

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Creating An Account

1. Click the “Create an account” button on the login screen.

Butler County Court of Common Pleas Division of Domestic Relations

**BUTLER COUNTY
E-SUBMISSION GATEWAY
TEST ENVIRONMENT**

Home

To use the Domestic Relations Court E-Submission Gateway, log in with your registered email address and password.
Not registered? Create an account using the link provided.

Login ID

Password

Login

[Create an account](#) [Forgot Password](#)

Enter Login ID and Password and click the Login button to connect. If you have forgotten your Password click the
Forgot Password Link and follow the instructions to Reset your Password.[ES_LOGIN]

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2. Upon coming to the screen

Butler County Court of Common Pleas Division of Domestic Relations

**BUTLER COUNTY
E-SUBMISSION GATEWAY
TEST ENVIRONMENT**

Home

CREATE AN E-SUBMISSION ACCOUNT

Password must be at least six (6) characters long with one (1) numeric value.
Security Question answer must be at least two (2) characters long.[ESUB_CAM]

Name

First

Middle

Last

Email address

Login

Enter a password

Confirm password

Choose a security question
-- Select --

Security question answer

☐ I am an attorney.

☐ I am Pro Se

☐ I agree to the [terms of use](#)

Clear Account Information Cancel Account Creation Submit New Account Information

- A) The required fields are: First Name, Last Name, Email Address, Login, Both Passwords and a security question and answer.
- B) When selecting "I am an attorney", enter your Bar ID
*7 digits are required

☒ I am an attorney.

- C) When selecting Pro Se, a party id will be assigned when the submission is accepted.
3. When the information is filled out and submitted it is sent to the case management office for approval before the account can start submitting.
4. Once it is approved by the case management office a confirmation email will be sent to the email attached to the account.

Main Tabs

First Tab: Home



Butler County Court of Common Pleas Division of
Domestic Relations

BUTLER COUNTY
E-SUBMISSION GATEWAY
TEST ENVIRONMENT

[TEST USER](#) 
[LOGOUT](#) 

[Home](#)
[E-Submission](#)
[Case Search](#)

Welcome to the Butler County Domestic Relations Court Electronic Submission System Gateway. [ES_WELCM_T]

Welcome to the Butler County Domestic Relations Court Electronic Submission System Gateway. [ESUB_HOME]

MY SUBMISSIONS(LAST 21 DAYS)

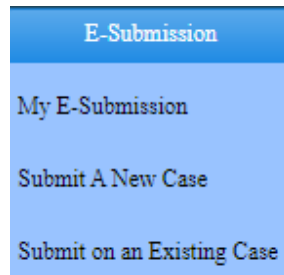
Case Number	Submitted	Status [?]	Conf. #	Classification	Case Title
CT22070061	7/15/2022		13	DISSOLUTION	DOE/WILL/ VS. WILLIAMS/JOHN/
CT22070062	7/29/2022		14	COMPLAINT FOR CUSTODY	WILLIAMS/JOHN/ VS. WILLIAMS/MARTHA/

MY RECENT CASES

Case Number	Init Date	Case Title	Judge	New E-Sub
CT15050487		SCHNEIDER/EDDIE/JOHN VS. SCHNEIDER/GUINEVERE/	BARBARA SCHNEIDER CARTER	
DR21060535	6/25/2021	WINCHESTER/CONNIE VS. WINCHESTER/JOHN/MICHAEL	BARBARA SCHNEIDER CARTER	

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Second Tab: E-Submission



Option 1: My E-Submission

Home E-Submission Case Search

MY E-SUBMISSION SEARCH

From ☒ New Case Title Search Confirmation #
 To ☒ Existing Case Document Packet -- Select -- Submission Status All

Case Number	Submitted	Status [?]	Conf. #	Classification	Case Title
			<u>8</u>	COMPLAINT FOR CUSTODY	PLAINTIFF/START/ VS. DEFENDANT/START/
CT21122106	6/06/2022		<u>2</u>	DOMESTIC VIOLENCE	DANE/PATTY/ANN VS. DANE/WILLIAM/SCOTT
CT22060054	6/07/2022		<u>3</u>	DISSOLUTION	DOLE/BOB/ VS. DOLE/MARTHA/
CT22060043	6/07/2022		<u>1</u>	DISSOLUTION	WILLIAMS/BERNARD/ VS. WILLIAMS/MARTHA/
DR20110780	6/08/2022		<u>4</u>	DIVORCE WITH CHILD(REN)	WYCKOFF/RYAN/MICHAEL VS. WYCKOFF/KERIANN/SARAH
DR20110780	6/08/2022		<u>5</u>	DIVORCE WITH CHILD(REN)	WYCKOFF/RYAN/MICHAEL VS. WYCKOFF/KERIANN/SARAH
CT22060057	6/08/2022		<u>6</u>	DISSOLUTION	PLAINTIFF/TEST/ VS. DEFENDANT/TEST/
DR20110780	6/08/2022		<u>7</u>	DIVORCE WITH CHILD(REN)	WYCKOFF/RYAN/MICHAEL VS. WYCKOFF/KERIANN/SARAH
DR08010001	6/22/2022		<u>9</u>	DIVORCE W/O CHILD	BACCAM/MEKHINE/JEFFREY VS. CORBIN/GAIL/ANN
CT22070059	6/22/2022		<u>10</u>	DISSOLUTION	JOHNSON/BERNARD/ VS. JOHNSON/AMANDA/
DR08010001	6/22/2022		<u>11</u>	DIVORCE W/O CHILD	BACCAM/MEKHINE/JEFFREY VS. CORBIN/GAIL/ANN
CT22070061	7/15/2022		<u>13</u>	DISSOLUTION	DOE/WILL/ VS. WILLIAMS/JOHN/
CT22070062	7/29/2022		<u>14</u>	COMPLAINT FOR CUSTODY	WILLIAMS/JOHN/ VS. WILLIAMS/MARTHA/

Search Options:

- From Date and To Date: Date range of E-Submitted documents.
- New Case: Retrieve E-Submitted documents for New Cases.
- Existing Case: Retrieve E-Submitted documents for Existing Cases.
- Title Search: Search by the case title.
- Document Packet: Search by a specific document packet type.
- Confirmation #: Search for the Unique Id assigned to a submission.
- Submission Status: Search by status of submissions (ALL, Accepted, Canceled, Submitted, Incomplete, In Progress, Received, or Rejected).

List of submissions displayed after Search is performed:

- Case number: Shows the case number associated with the submission.
- Submitted: The date the submission was submitted for case management to review.
- Status: Shows the current status of the submission.
- Confirmation Number: A unique number associated to the submission. Clicking the Confirmation Number will open the submission overview screen.
- Classification: Shows the classification associated to the case.
- Case Title: Shows the plaintiff and defendant on the case.

Buttons:

- Search E-Submission: Search the E-Submissions using the search options.
- Clear: Clear all of the fields on the screen.
- Create A New E-Submission: Open a new submission screen.

Option 2: Submit on a New Case

Input Criteria:

- Document Packet: The document packet that will be submitted to the court.
- Case Title: The Plaintiff and Defendant name for the case.

Buttons:

- Save and Proceed: Save the data on the screen and go to the next screen in the workflow at top of the screen. A new Confirmation Number is created if one does not exist.
- Save: Save the data on the screen. A new Confirmation Number is created if one does not exist.
- Cancel: Do not save the data and go back to the home screen.

Changing Document Packet:

- If you change the document packet after completing the party and documents information, the data from those sections is erased.
- A prompt to confirm the action will display before a save is initiated:

Note: ALL DATA FOR THIS SUBMISSION will be REMOVED if you change the Document Packet.

Option 3: Submit on an Existing Case

Home E-Submission Case Search

File on an Existing Case > Case Setup > Case Party > Review > Confirmation

EXISTING CASE SUBMISSION

Enter the Existing Case Information below. When you are finished entering the data please click the [Save and Proceed] button to continue to the next screen. [EF_EX_CASE]

Example Case Number: CT[YR][MO]0001, DR[YR][MO]5001

Case Number: Verify Case Enter a Case Number

Document Packet:

Save and Proceed Save Cancel

Input Criteria:

- Case Number: A court case number that exists in the system.
 - a. If valid then case information will display:

Case Title: WILLIAMS/JOHN VS. WILLIAMS/MARTHA
Case Init Date: 11/03/2021
Judge: HALCOMB/MARGOT/

- b. If not valid an error message will display:

Invalid Case Number

- Document Packet: The document packet to be submitted to the court.

Buttons:

- Verify Case: Checks if the case number entered is valid.
- Save and Proceed: Save the data on the screen and go to the next screen in the workflow at top of the screen. A new Confirmation Number is created if one does not exist.
- Save: Save the data on the screen. A new Confirmation Number is created if one does not exist.
- Cancel: Do not save the data and go back to the home screen.

Changing Document Packet:

- If you change the document packet after completing the party and documents information, the data from those sections is erased.
- A prompt to confirm the action will display before a save is initiated:

Note: ALL DATA FOR THIS SUBMISSION will be REMOVED if you change the Document Packet.

Option 4 – Resubmitted with Corrections

Home

E-Submission

Case Search

MY E-SUBMISSION SEARCH

From

☒ New Case

Title Search

Confirmation #

To

☒ Existing Case

Document Packet

-- Select --

Submission Status

All

Search E-Submission

Clear

Case Number	Submitted	Status [?]	Conf. #	Classification	Case Title
			<u>8</u>	COMPLAINT FOR CUSTODY	PLAINTIFF/START/ VS. DEFENDANT/START/
CT21122106	6/06/2022		<u>2</u>	DOMESTIC VIOLENCE	DANE/PATTY/ANN VS. DANE/WILLIAM/SCOTT
CT22060054	6/07/2022		<u>3</u>	DISSOLUTION	DOLE/BOB/ VS. DOLE/MARTHA/
CT22060043	6/07/2022		<u>1</u>	DISSOLUTION	WILLIAMS/BERNARD/ VS. WILLIAMS/MARTHA/
DR20110780	6/08/2022		<u>4</u>	DIVORCE WITH CHILD(REN)	WYCKOFF/RYAN/MICHAEL VS. WYCKOFF/KERIANN/SARAH
DR20110780	6/08/2022		<u>5</u>	DIVORCE WITH CHILD(REN)	WYCKOFF/RYAN/MICHAEL VS. WYCKOFF/KERIANN/SARAH
CT22060057	6/08/2022		<u>6</u>	DISSOLUTION	PLAINTIFF/TEST/ VS. DEFENDANT/TEST/
DR20110780	6/08/2022		<u>7</u>	DIVORCE WITH CHILD(REN)	WYCKOFF/RYAN/MICHAEL VS. WYCKOFF/KERIANN/SARAH
DR08010001	6/22/2022		<u>9</u>	DIVORCE W/O CHILD	BACCAM/MEKHINE/JEFFREY VS. CORBIN/GAIL/ANN
CT22070059	6/22/2022		<u>10</u>	DISSOLUTION	JOHNSON/BERNARD/ VS. JOHNSON/AMANDA/
DR08010001	6/22/2022		<u>11</u>	DIVORCE W/O CHILD	BACCAM/MEKHINE/JEFFREY VS. CORBIN/GAIL/ANN
CT22070061	7/15/2022		<u>13</u>	DISSOLUTION	DOE/WILL/ VS. WILLIAMS/JOHN/
CT22070062	7/29/2022		<u>14</u>	COMPLAINT FOR CUSTODY	WILLIAMS/JOHN/ VS. WILLIAMS/MARTHA/

Create A New E-Submission

1. For the E-Submission Tab, click on My Submissions to show a full list of your submissions.
2. Click on the Conf. # for the documents to be resubmitted. (only those confirmations number with a red symbol can be resubmitted)
3. Click "Edit this Submission" button located toward the bottom right. (if you do not see this button, then you cannot resubmit. In this case, please email casemanagement@butlercountyohio.org for direction).
4. Click Save and Proceed as No changes can be made to the type of filing on the next screen.
5. On the next screen, DO NOT RE-ENTER Party information. Scroll to the bottom and verify your client's address and edit as needed. Click Save and Proceed when completed.
6. Add Document – click on the Attach button next to each document(s) that need to be resubmitted. You do not need to re-attach documents that did not require any corrections. -Click the View Button (to the left of the document) if you want to preview the resubmitted document before continuing.
7. Click Save and Proceed.
8. Review tab – Review your resubmission. When ready to submit, click Save and Proceed.
9. E-Submission Screen will show the submission in the Received by the Court status if the submission was successful.

AFTER SUBMITTING OR RESUBMITTING

1. Click on ESubmission Tab
2. If confirmation number has an Red X, submission has been reviewed and requires corrections. Check the email attached to your account for the list of required corrections.
3. If confirmation number has Green ✓, submission has been approved for filing. Check the email attached to your account for the approved documents that can be filed with the Clerk of Courts.

E-Submission Overview

[Home](#)
[E-Submission](#)
[Case Search](#)

SUBMISSION OVERVIEW

Below is an overview of your e-submission. You may cancel your e-submission if it has not yet been accepted by the Court. You may also make corrections and resubmit your e-submission if it has been rejected by the Court.

Conf. # 16

Case Title WILLIAMS/JOHN VS. WILLIAMS/MARTHA

Case Number DR21110889



Judge HALCOMB/MARGOT/

Submission Status Submission is incomplete, not submitted

Submitting User TEST USER

Submission Started 8/4/2022 2:50:43 PM

Submission Submitted Not submitted yet

Document	File Name
 DR716 – AGREED ENTRY –NO HEARING REQUIRED FORM	DR716 – Agreed Entry -No Hearing Required Form.pdf
 DR201 – WAGE WITHHOLDING ORDER INFORMATION SHEET	DR201 - Wage Withholding Order Information Sheet.pdf

[Return Home](#)
[Remove this from My Submissions](#)
[Edit this Submission](#)
[Cancel this Submission](#)

Will only be available on existing e-submissions.

Buttons:

- View: Display the PDF document that was submitted.
- Return Home: Go back to the home screen.
- Remove this from My Submissions: Remove the e-submission from the queue. If it is submitted it will no longer be viewable by the case management office. The status of the submission is set to 'Removed'.
- Edit this Submission: Navigate to either new case submission or existing case submission screen depending on the type of submission.

- Cancel this Submission: Cancel the e-submission in the queue. The submission will still be viewable, but it will have the status of 'Canceled'. If it was submitted, it will no longer be available for the case management office.

Workflow Page 2: Case Party

Home	E-Submission	Case Search
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File a New Case
[Case Setup](#)
[Case Party](#)
[Documents](#)
[Review](#)
[Confirmation](#)
Conf. # 17

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add the party member to the submission. You can add an unlimited number of party members this way. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role: ☐ I am representing this party member

☒ Person ☐ Company

First Name:

Middle Name:

Last Name:

Date of Birth:

Email Address:

Phone Type: Phone Number:

☐ Unknown Address

Address Type:

Address Line 1:

Address Line 2:

City:

State: Zip Code:

Copy Address:

PARTY ROLE REVIEW

No persons have been added to this list yet. You may add one above.

Input Criteria:

- Case Party Role: (Required) Party role for party on the case
- First Name: (Required) First name of party
- Middle Name: Middle name of the party
- Last Name: (Required) Last name of the party
- Date of Birth: Date of birth of the party
- Email Address: Email address associated to the party
- Phone Type: Phone type for phone number of party
- Phone Number: Phone number of party
- Unknown Address: Will set the address to Unknown if checked
- Address Type: Type of address for address of party

- Address Line 1: Address line 1 for address of party
- Address Line 2: Address line 2 for address of party
- City: City for address of party
- State: State for address of party
- Zip Code: Zip code for address of party
- Person or Company: When changed to company, allows company name to be entered

☐ Person ☒ Company

Company Name

- Attorney Representation: If the party is being represented by the attorney
- Copy Address: If an address already exists, will fill in address information

Copy Address

After a party is entered:

PARTY ROLE REVIEW	
PLAINT/PETITIT: <input type="button" value="New Party"/>	<p>(REPRESENTED BY TEST USER (0015121))</p> <p>JOHN WILLIAMS 1234 MAIN STREET CINCINNATI, OH 45241 (111) 111 - 1111 JWILLIAMS@TEST.COM</p>

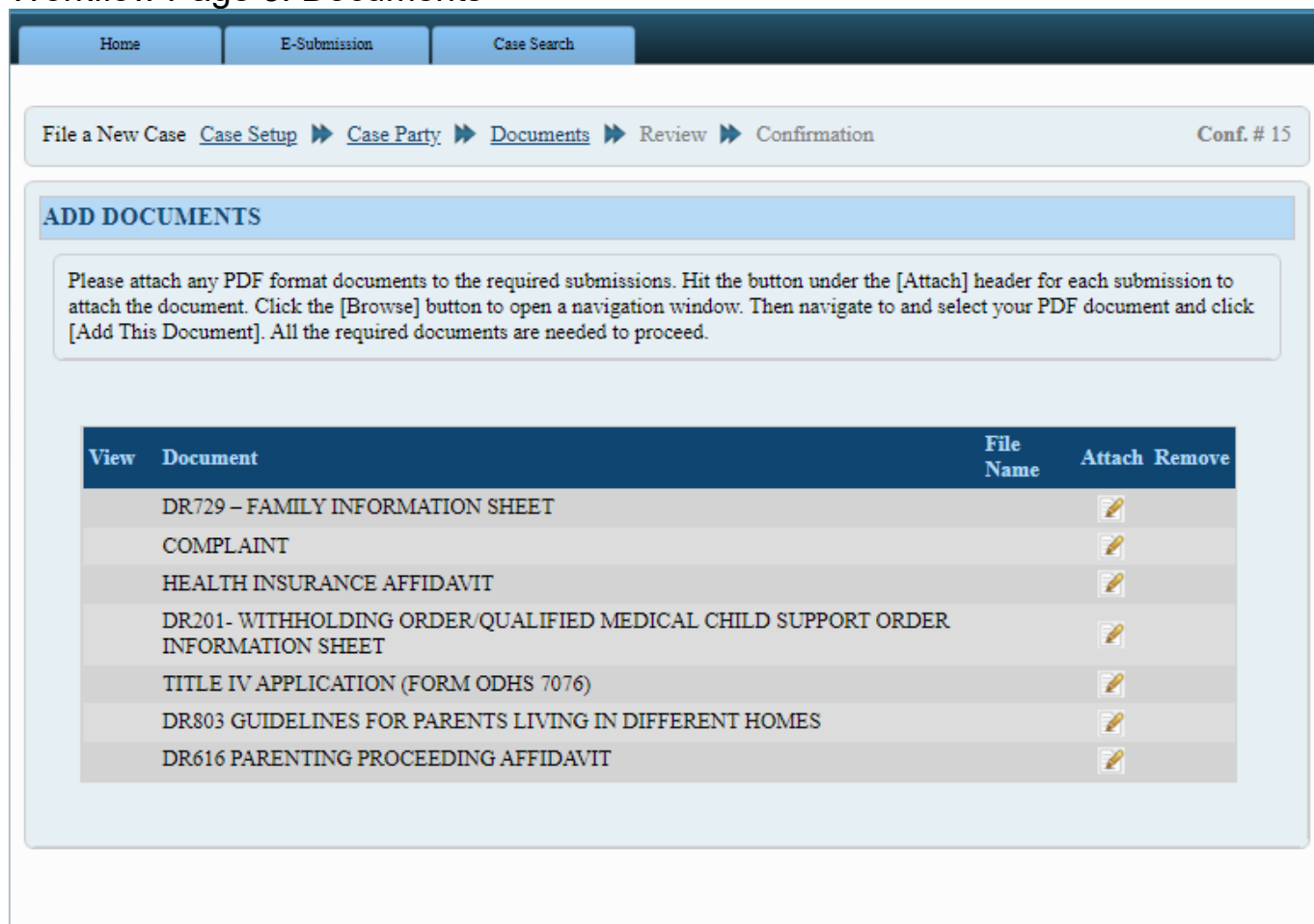
Buttons:

- Save Party: Save the information present in the Add Party Member section.
- Clear Party: Clear the information without saving in the Add Party Member section
- Save and Proceed: Save the progress and proceed to the Document page.
- Cancel: Do not save, and return to the home screen.
- Edit Party (Each added party): Will bring up the party in the Add Party Members section to edit the information.
- Delete Party (Each added party): Will delete the party from the e-submission.

*On Existing case submission, the parties that already exist on the case will fill in automatically and will not be editable. A prompt to identify being represented by the attorney will be available.

PLAINT/PETITIT:	JOHN WILLIAMS 1234 MAIN STREET CINCINNATI, OH 452410000 (111) 111 - 1111 JWILLIAMS@TEST.COM	<input type="button" value="Represent Party"/>
------------------------	---	--

Workflow Page 3: Documents



File a New Case [Case Setup](#) > [Case Party](#) > [Documents](#) > Review > Confirmation Conf. # 15

ADD DOCUMENTS

Please attach any PDF format documents to the required submissions. Hit the button under the [Attach] header for each submission to attach the document. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. All the required documents are needed to proceed.

View	Document	File Name	Attach	Remove
	DR729 - FAMILY INFORMATION SHEET			
	COMPLAINT			
	HEALTH INSURANCE AFFIDAVIT			
	DR201- WITHHOLDING ORDER/QUALIFIED MEDICAL CHILD SUPPORT ORDER INFORMATION SHEET			
	TITLE IV APPLICATION (FORM ODHS 7076)			
	DR803 GUIDELINES FOR PARENTS LIVING IN DIFFERENT HOMES			
	DR616 PARENTING PROCEEDING AFFIDAVIT			

Upon arrival to the screen, any required documents for the document packet will be listed. Progression on the submission is not possible until **ALL** of the required documents are submitted.

ONLY PDF documents are allowed to be submitted to the system.

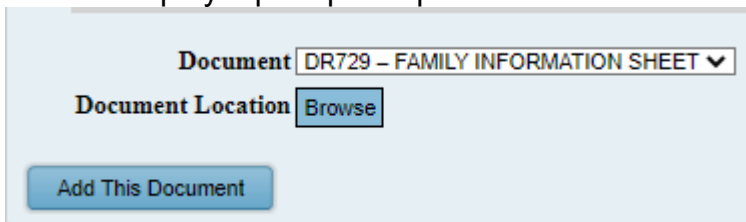
After a document is submitted

View	Document	File Name	Attach	Remove
	DR729 - FAMILY INFORMATION SHEET	DR729 - Family Information Sheet.pdf		

It will show the file name associated to the pdf submitted.

Buttons:

- View: Display the PDF document that was submitted
- Attach: Display a prompt to upload the PDF document identified.



Document: DR729 - FAMILY INFORMATION SHEET ▼

Document Location: Browse

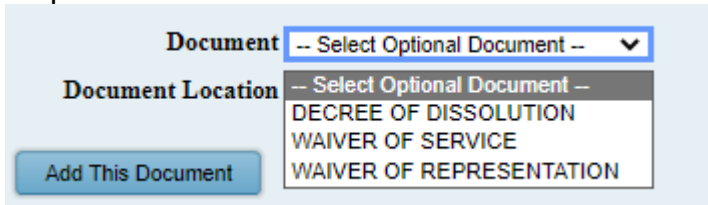
Add This Document

- Browse: Display a file explorer window to find the PDF document to submit
- Add This Document: Upload the PDF document selected

- Remove: **Only present on optional documents.** Delete the document from the e-submission record.
- Save and Proceed: Will only be present after **ALL required documents are submitted.** Save the information and load the review screen.

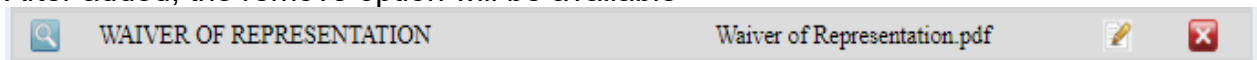
Optional Documents:

- If no optional documents are available:
There are no optional document associated with this submission.
- If optional documents are available:



Display any optional documents available in the drop down list

- After added, the remove option will be available



Editing a document:

- When editing a document, the drop down list will fill with that document that is being edited. Upload a new document to replace the old one.

Workflow Page 4: Review

Home	E-Submission	Case Search
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[File a New Case](#) [Case Setup](#) ➤ [Case Party](#) ➤ [Documents](#) ➤ [Review](#) ➤ [Confirmation](#) Conf. # 15

SUBMISSION REVIEW [EDIT](#)

Below is a summary of the E-Submission data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Type of Classification: COMPLAINT FOR CUSTODY

PARTY ROLE REVIEW [EDIT](#)

PLAINT/PETITIT:
[New Party](#)

(REPRESENTED BY TEST USER (0015121))
JOHN WILLIAMS
1234 MAIN STREET
CINCINNATI, OH 45241
(111) 111 - 1111
JWILLIAMS@TEST.COM

DOCUMENT REVIEW [EDIT](#)

View	Document	File Name
	DR729 – FAMILY INFORMATION SHEET	DR729 – Family Information Sheet.pdf
	COMPLAINT	Complaint.pdf
	HEALTH INSURANCE AFFIDAVIT	Health Insurance Affidavit.pdf
	DR201- WITHHOLDING ORDER/QUALIFIED MEDICAL CHILD SUPPORT ORDER INFORMATION SHEET	DR201 - Wage Withholding Order Information Sheet.pdf
	TITLE IV APPLICATION (FORM ODHS 7076)	Title IV Application.pdf
	DR803 GUIDELINES FOR PARENTS LIVING IN DIFFERENT HOMES	DR803 Guidelines For Parents Living in Different Homes.pdf
	DR616 PARENTING PROCEEDING AFFIDAVIT	DR616 Parenting Proceeding Affidavit.pdf

NOTE FOR CASE MANAGEMENT

Note to Case Management (max 500 characters)

[Save and Proceed](#)

Input Criteria:

- Note for Case Management: Free form note field that allows specific instructions for case management on the submission.

Buttons:

- Submission Review Edit: Open the Case Setup screen
- Party Role Review Edit: Open the Case Party screen
- Document Review Edit: Open the Documents screen
- Document Review View: Display the PDF document that was submitted
- Save and Proceed: Submit the E-Submission for review by the case management department.

Workflow Page 5: Confirmation

[Home](#) [E-Submission](#) [Case Search](#)

File a New Case Case Setup ➤ Case Party ➤ Documents ➤ Review ➤ Confirmation Conf. # 15

SUBMISSION CONFIRMATION

Your submission has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Conf. #: 15
Date/Time Submitted: 08/05/2022 11:25:46
Classification: COMPLAINT FOR CUSTODY
Case Title: WILLIAMS/JOHN/ VS. WILLIAMS/MARTHA/

PARTY ROLE INFORMATION

PLAINT/PETITIT:
[New Party](#)

(REPRESENTED BY TEST USER (0015121))
JOHN WILLIAMS
1234 MAIN STREET
CINCINNATI, OH 45241
(111) 111 - 1111
JWILLIAMS@TEST.COM

DOCUMENT INFORMATION

Document	File Name
DR729 – FAMILY INFORMATION SHEET	DR729 – Family Information Sheet.pdf
COMPLAINT	Complaint.pdf
HEALTH INSURANCE AFFIDAVIT	Health Insurance Affidavit.pdf
DR201- WITHHOLDING ORDER/QUALIFIED MEDICAL CHILD SUPPORT ORDER INFORMATION SHEET	DR201 - Wage Withholding Order Information Sheet.pdf
TITLE IV APPLICATION (FORM ODHS 7076)	Title IV Application.pdf
DR803 GUIDELINES FOR PARENTS LIVING IN DIFFERENT HOMES	DR803 Guidelines For Parents Living in Different Homes.pdf
DR616 PARENTING PROCEEDING AFFIDAVIT	DR616 Parenting Proceeding Affidavit.pdf

[Print](#) [Home](#)

Buttons:

- Home: Return to the home screen with the E-Submission record being present with the status of R (Received).

- Print: Print the confirmation screen.

SUBMISSION CONFIRMATION

Your submission has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Conf. #: 15

Date/Time Submitted: 08/05/2022 11:25:46

Classification: COMPLAINT FOR CUSTODY

Case Title: WILLIAMS/JOHN/ VS. WILLIAMS/MARTHA/

PARTY ROLE INFORMATION

PLAINT/PETTIT:

(REPRESENTED BY TEST USER (0015121))
JOHN WILLIAMS
1234 MAIN STREET
CINCINNATI, OH 45241
(111) 111 - 1111
JWILLIAMS@TEST.COM

DOCUMENT INFORMATION

Document	File Name
DR729 – FAMILY INFORMATION SHEET	DR729 – Family Information Sheet.pdf
COMPLAINT	Complaint.pdf
HEALTH INSURANCE AFFIDAVIT	Health Insurance Affidavit.pdf
DR201- WITHHOLDING ORDER/QUALIFIED MEDICAL CHILD SUPPORT ORDER INFORMATION SHEET	DR201 - Wage Withholding Order Information Sheet.pdf
TITLE IV APPLICATION (FORM ODHS 7076)	Title IV Application.pdf
DR803 GUIDELINES FOR PARENTS LIVING IN DIFFERENT HOMES	DR803 Guidelines For Parents Living in Different Homes.pdf
DR616 PARENTING PROCEEDING AFFIDAVIT	DR616 Parenting Proceeding Affidavit.pdf

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Third Tab: Case Search

Home

E-Submission

Case Search

CASE SEARCH

Case Number

From

01/01/2021

To

01/05/2021

☒ Pre Decree Cases

☒ Post Decree Cases

Search Cases

Clear

Case Number	Init Date	Status	Case Title	Judge	New E-Sub
DR21010002	1/04/2021	A	SETTLE/ANGELA VS. SETTLE/DWAYNE	MARGOT HALCOMB	
DR21010001	1/04/2021	A	LIENBERGER/CHRISTINA/MARIE VS. LIENBERGER/STEVEN/ROBERT	BARBARA SCHNEIDER CARTER	
DR21010005	1/05/2021	A	QUILLEN/KYLE/A VS. QUILLEN/ALEXIS/J	BARBARA SCHNEIDER CARTER	
DR21010003	1/05/2021	A	HORN/LAURA VS. PINNIX/DEREK	BARBARA SCHNEIDER CARTER	
DR21010004	1/05/2021	A	SCHAEFER/AMY VS. SCHAEFER/JAMES	BARBARA SCHNEIDER CARTER	

Search Options:

- Case Number: Court Case Number to be searched
- From Date and To Date: Date range of E-Submitted documents.
- Pre-Decree Cases: Include pre-decree cases in the search
- Post Decree Cases: Include post decree cases in the search

Buttons:

- Search Cases: Initiate the search based on the criteria
- Clear: Clear the screen to no search options selected
- New E-Sub: Opens the existing case submission screen that allows for the submission of a new document packet for the case selected.

Edit User Properties

[Home](#) [E-Submission](#) [Case Search](#)

MY SETTINGS

Select the buttons below to make changes to your user properties. [ES_USEREDIT]

User Type ATTORNEY

Bar ID 0015121

Name TEST USER

Email TEST@TEST.COM

Login TESTUSER

[Update Name](#) [Update Email Address](#) [Change Password](#) [Change Security Q/A](#)

[Back](#)

Buttons:

- Update Name:

Update Your Name

Prefix -- Select --

First Name

Middle Name

Last Name

Suffix -- <none> --

Security Question WHAT WAS THE NAME OF YOUR FIRST PET?

Answer

[Save Name Changes](#)

Input Criteria:

- Prefix: Select a prefix from a list of prefixes
- First Name: Desired first name
- Middle Name: Desired middle name
- Last Name: Desired last name
- Suffix: Select a suffix from a list of suffixes
- Answer: Answer to the security question (IS CASE SENSITIVE)

When pressing any of these buttons besides back an email will be sent to the listed email address

-Email Example

Your Butler County Domestic Relations E-Submission Gateway Account information has been updated.

If this was done in error, please contact the Court. Thank you.

Please do not reply to this e-mail. It is generated automatically by the system.

Button:

- a. Save Name Changes: Will save the update name information if the security question is correct
- Update Email Address: Opens the following window



Update Your Email

New Email

Confirm Email

Security Question PET?

Answer

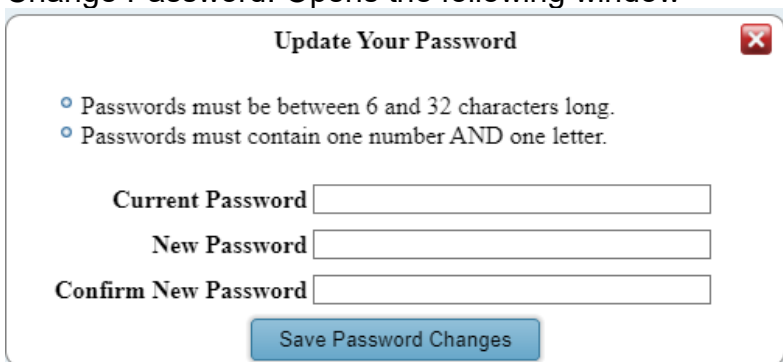
Save Email Changes

Input Criteria:

- a. New Email: Input new desired email
- b. Confirm Email: Retype new desired email
- c. Answer: Answer to the security question (IS CASE SENSITIVE)

Button:

- a. Save Email Changes: Will save the update email if the security question is correct and both new email and confirm email match.
- Change Password: Opens the following window



Update Your Password

- Passwords must be between 6 and 32 characters long.
- Passwords must contain one number AND one letter.

Current Password

New Password

Confirm New Password

Save Password Changes

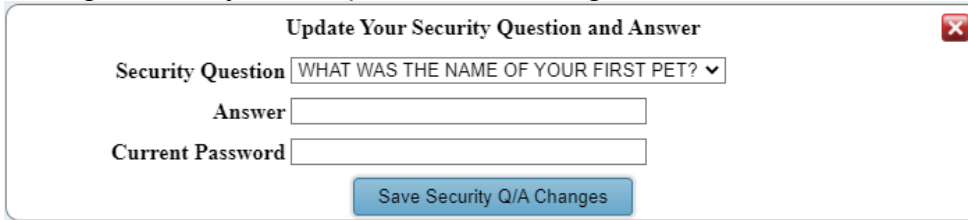
Input Criteria: (IS CASE SENSITIVE)

- a. Current Password: Input current password to make the change possible
- b. New Password: Input new desired password
- c. Confirm New Password: Retype new desired password

Button:

- a. Save Security Q/A Changes: Will save the updated password if the old password is correct and both new password and confirm new password match and meet the criteria.

- Change Security Q/A: Opens the following window



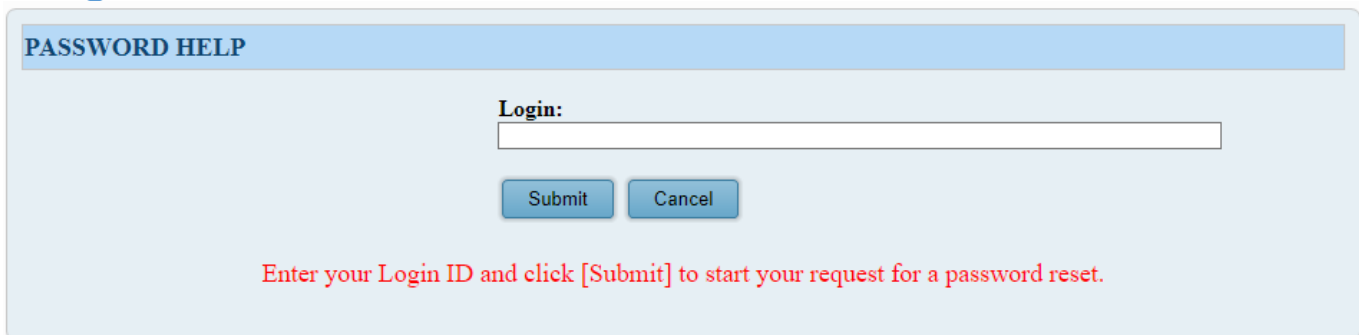
Input Criteria:

- Security Question: Select a security question to base your answer off
- Answer: Answer to the security question (**IS CASE SENSITIVE**)
- Current Password: Input current password to make the change possible

Buttons:

- Save Security Q/A Changes: Save the updated question if the password is correct.
- Back: Return to the home screen

Forgot Password

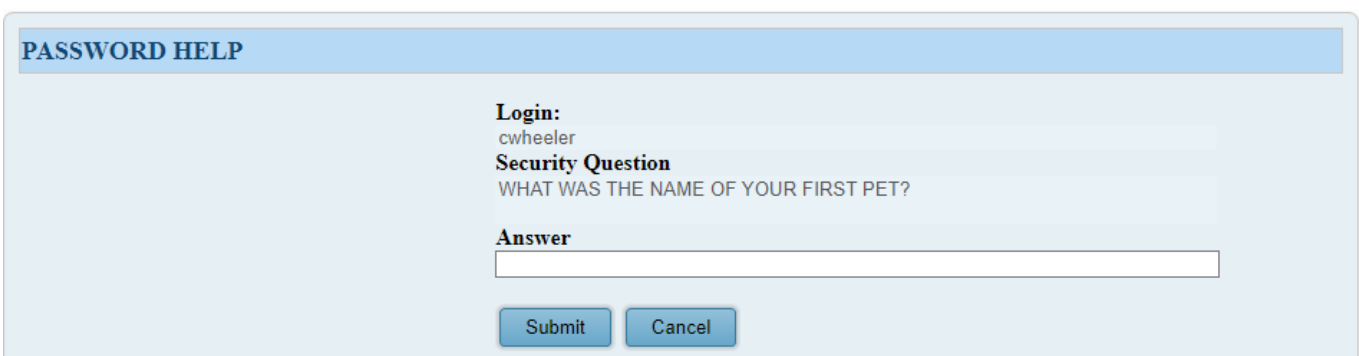


Input Criteria:

- Login: Enter the login account

Buttons:

- Submit: If it is a valid login account, will prompt for security question answer.
- Cancel: Return to the log in screen



Input Criteria:

- Answer: Answer to the security question (**IS CASE SENSITIVE**)

Buttons:

- Submit: Return to the log in screen, but will send a password reset email that will be valid for 15 minutes. This message will display on the login page.

A password reset email has been sent to your email address. Please check your email and follow the provided instructions.
The password reset link is only valid for 15 minutes.

- Cancel: Return to the log in screen

Example Email Sent:

Butler County Domestic Relations E-Submission Password Reset Request:

A request has been submitted to reset the password for the E-Submission account linked to the Login ID cwheeler. If you did not make this request, please consider changing your security question and password immediately.

If you did make this request, please navigate to the following web page to finish your password reset:
[Password Reset URL]

Your password has expired and must be reset

Password reset link pressed:

Input Criteria:

- Login: Enter the login account

Buttons:

- Submit: Prompt for password reset
- Cancel: Return to the login screen

Input Criteria:

- New Password: Input desired new password
- Confirm New Password: Retype desired new password

Buttons:

- Submit: Return to the login screen to log in with your new password
- Cancel: Return to the login screen