



eFiling User Guide

www.henschen.com

I. Begin eFiling

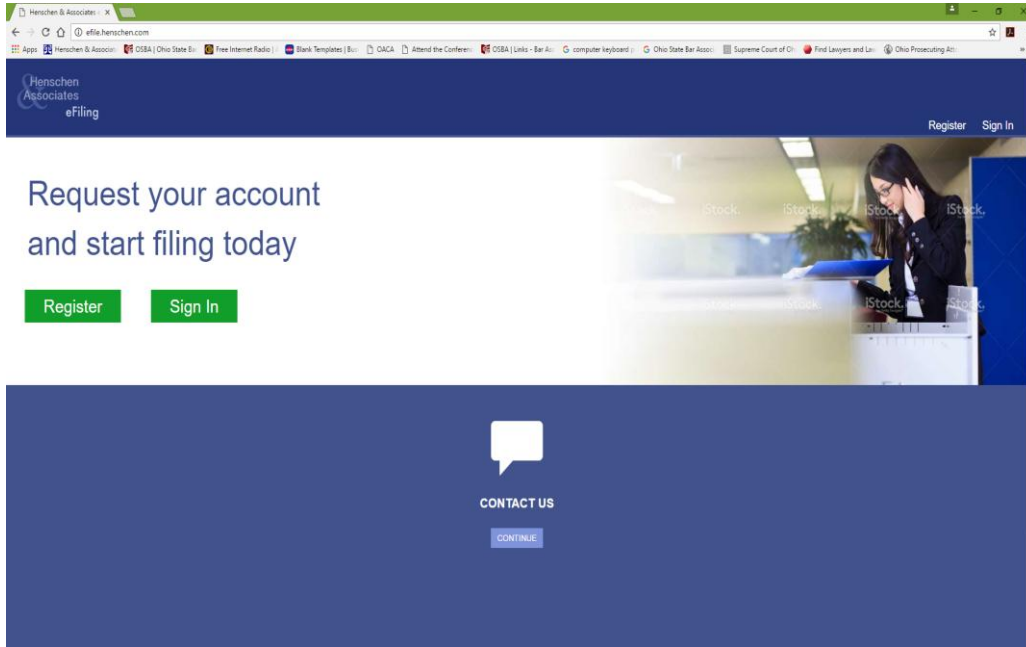


Figure 1

A. Registration - <https://efile.henschen.com/>

- Select the **REGISTER** option if a first time user.
- Select the **SIGN IN** option if a return user.

NOTE: If questions or concerns, select the **Contact Us** option located in the blue area.

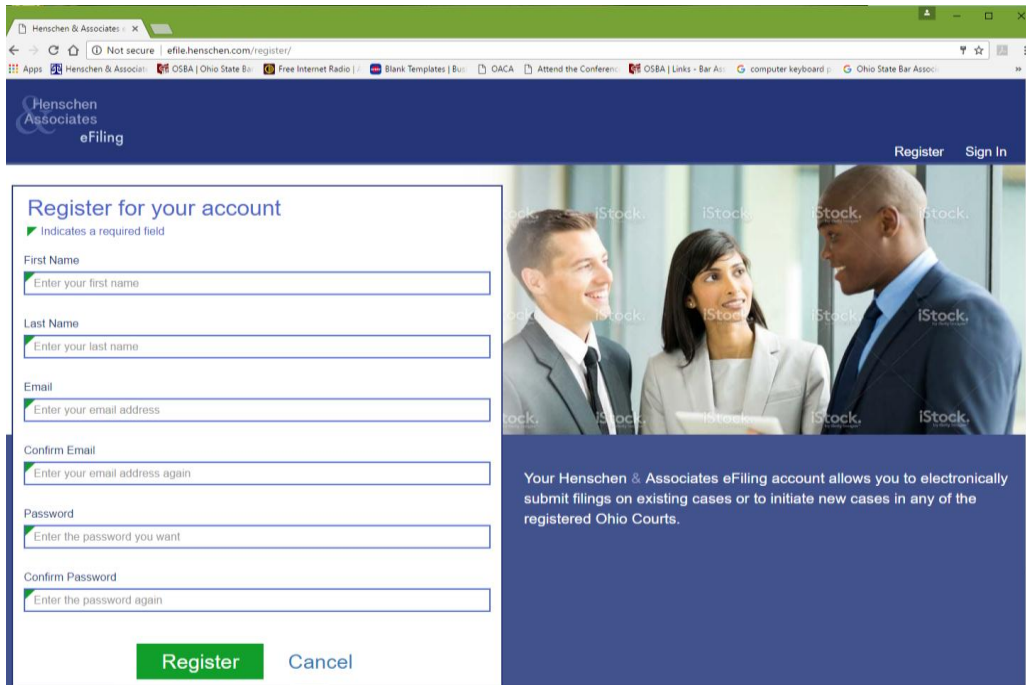


Figure 2

1. Input the requested information.

NOTE: Any box that has a **green triangle** in the corner is a mandatory field.

2. Create a password using upper and lower case letters, and numbers. The system will indicate the strength of the password.

3. Select the **REGISTER** option once all the fields have been completed.

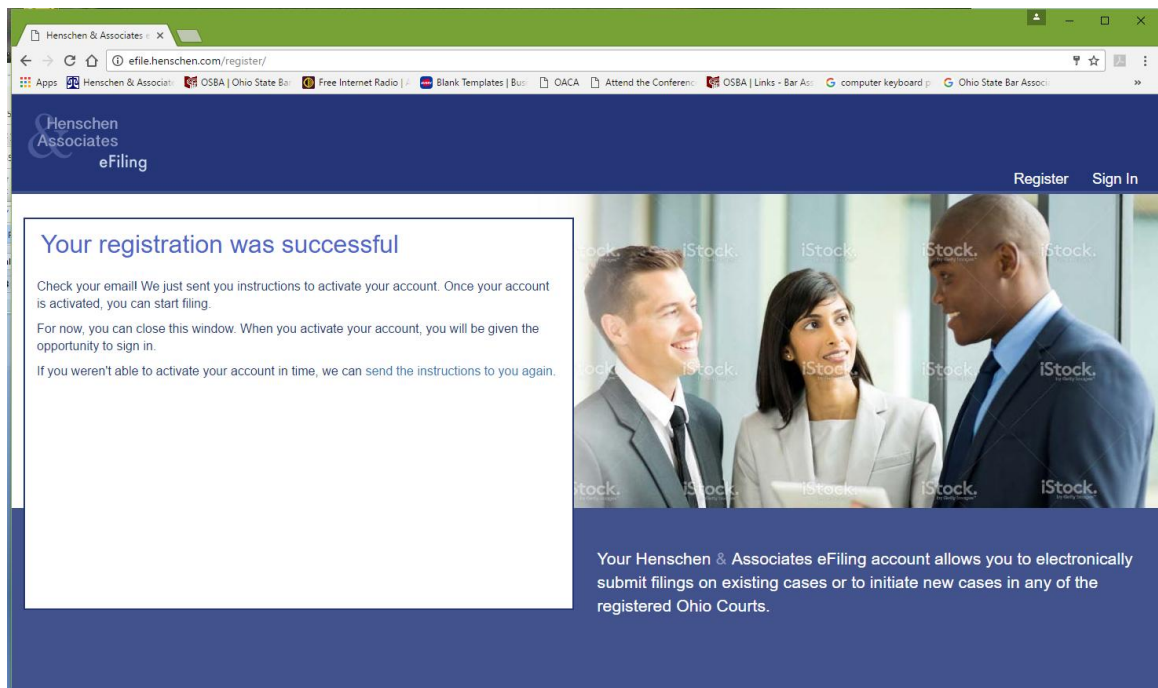


Figure 3

4. After registration, check their email account entered in the account screen to confirm the registration. Select the web link that will display in an email similar to below.

Thank you for registering your Henschen & Associates eFiling account.

Before you can begin filing, you need to activate your account by clicking the link below.

<http://efile.henschen.com/activate/75/893aa180fa1d5e7a566f0b6a42b39bada2b1611a/>

Be sure to act quickly! Your activation link will expire in one hour.

This email was automatically generated, please do not reply.

The screenshot shows a web browser window with the URL efile.henschen.com/account/info/. The page title is "Account Information" with a green checkmark and the text "Indicates a required field". The form contains the following fields:

First Name	Karen	Address	Enter your street address
Last Name	Hosley	Address Line 2	(P.O. Box, Apt, etc)
Jr. / Sr. / etc	Enter your Jr, Sr, etc	City	Enter the city you live in
Phone Number	Enter your phone number	State	Enter the state you live in
Fax Number	Enter your fax number	ZIP Code	Enter your ZIP code of residence
State ID / Bar #	(Attorneys only)	Firm / Company	Enter your company or firm name

Below the form, there is a link "Change your password" with the text "You can change your password in the 'Change your password' area." At the bottom right, there are two buttons: a red arrow pointing left and a green arrow pointing right.

Figure 4

5. After selecting the web-link, the system will return to the sign in screen and then display the account screen similar to Figure 4. This will allow the user to enter the necessary additional information to finalize the registration process.

II. Welcome Screen

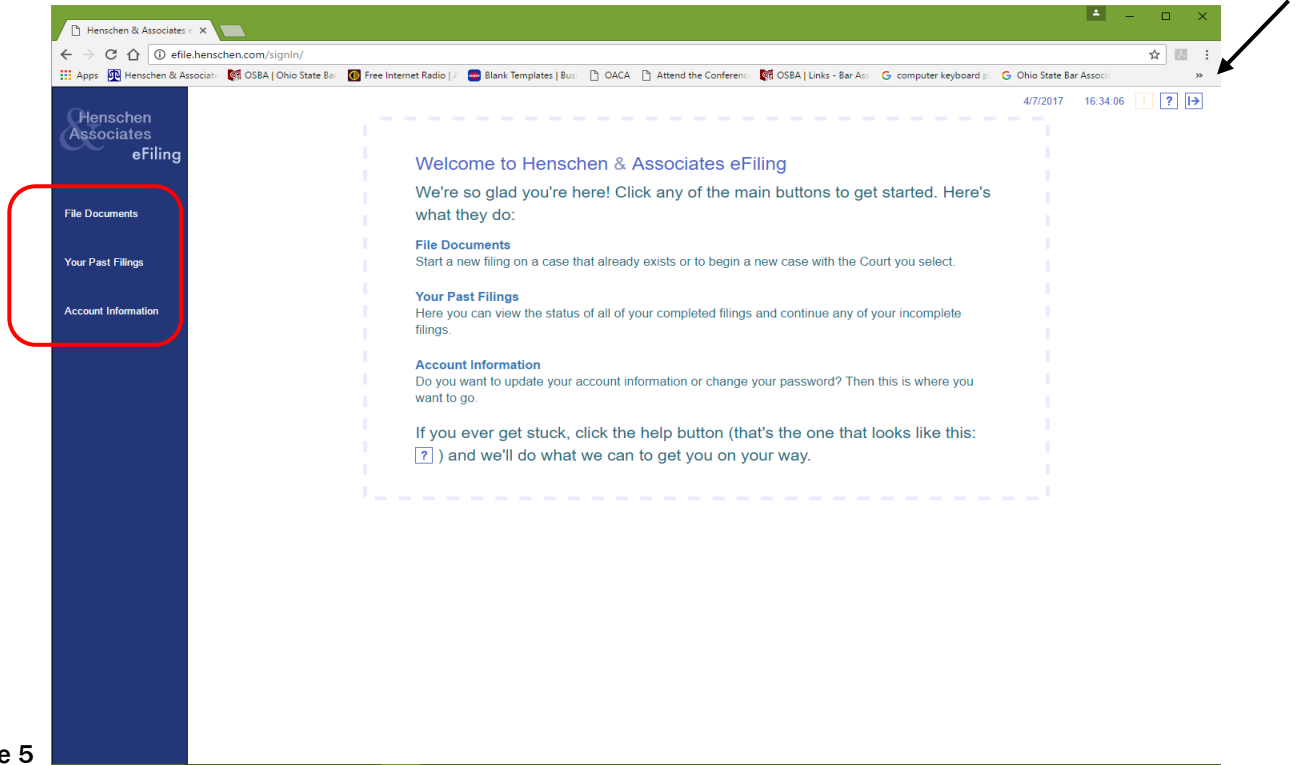


Figure 5

A. Log In

-This screen will supply the user with definitions for each category listed to the left in the blue margin.

1. A selection can be made from either the large box or from the list located in the blue margin.
 - a. Select **File Documents** if this is a new eFiling.
 - b. Select **Your Past Filings** if you have already entered an eFiling.
 - c. Select **Account Information** giving you easy access to update or modify account.
2. In the upper right hand corner of the screen to the left of the arrow:
 - a. The **ACTUAL TIME** will be displayed for tracking and file stamping purposes.
 - b. The **Orange "!"** will appear if there is a **SPECIAL NOTICE** eFiler will want to read.
 - c. The **blue "?"** is the **HELP** icon.
 - d. The **blue "|->"** is to **LOG OUT**.

B. Select the Court for eFiling

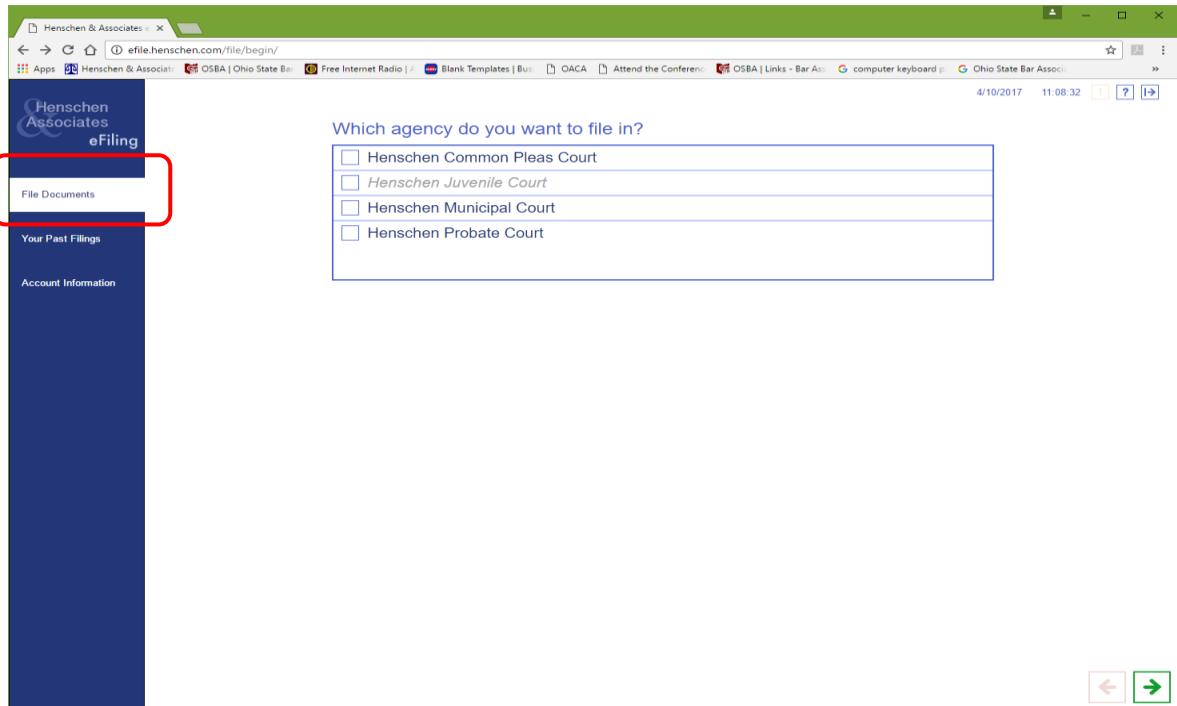


Figure 6

1. Select **File Document** and a listing of Courts that have registered with the H&A eFiling Solution will display.
2. Select the court of choice.

C. Select a Case Type

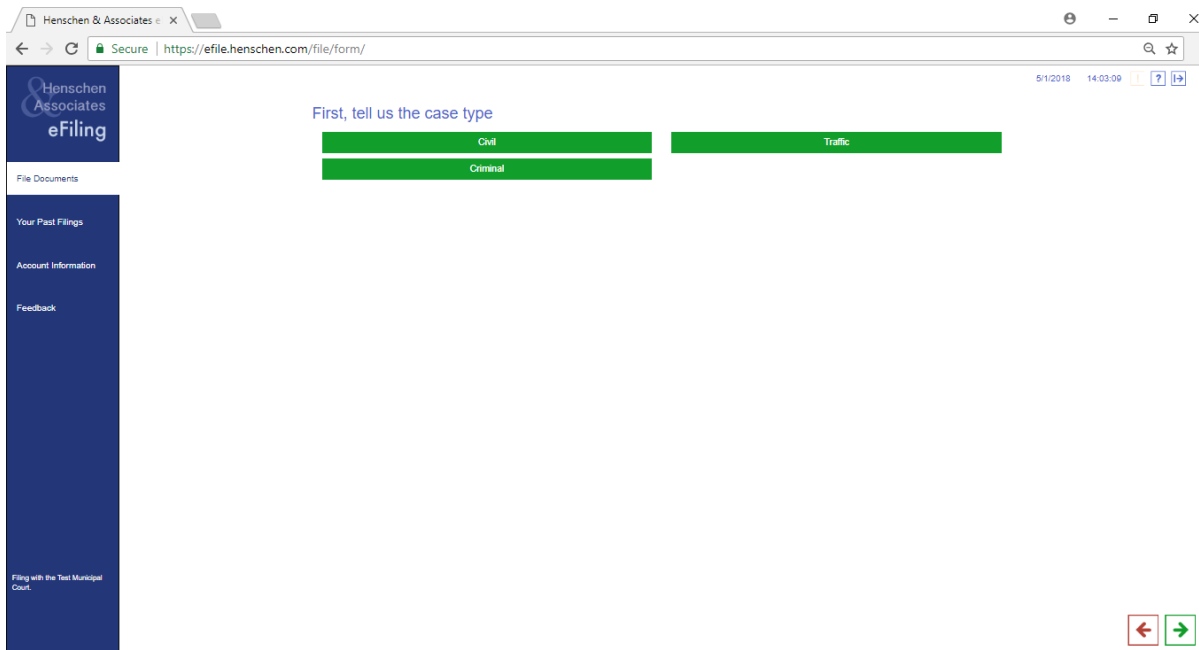


Figure7

1. A screen similar to figure 7 will display for you to select the case type for eFiling.
2. Select the case type.

III. Forms

Depending upon the court you have chosen above, different forms will display.

A. Choosing the Form for the Case. (Screen similar to Figure 8 will display)



Figure 8

1. Select the desired form from a list of forms that will display based upon the court that was chosen. As indicated in the red square in Figure 8, the court chosen will be notated here.

NOTE: If additional forms are necessary to comply with this form eFiling, the system will automatically display the additional forms once the green next arrow is selected upon the completion of the present form. An orange bar may also display at the top of the screen to indicate that additional forms have been selected for this eFiling.

2. By hovering over the “i” box, the cost of this eFiling may be observed as well as if there are any prerequisites needed with this present form when eFiling.

B. General Case Information

Depending upon the type of form chosen above, there are 2 possible paths of questioning that will take place.

First Path: If the doc being filed is on a case already existing in the court, the systems will ask you to search using the case number or person's name.

Second Path: The system will prompt you for the case information because the case does not exist at the court until you file your documents and the court processes your eFiling.

IV. Supporting Documents

A. Uploading Documents

NOTE: All uploaded documents must be in .pdf format.

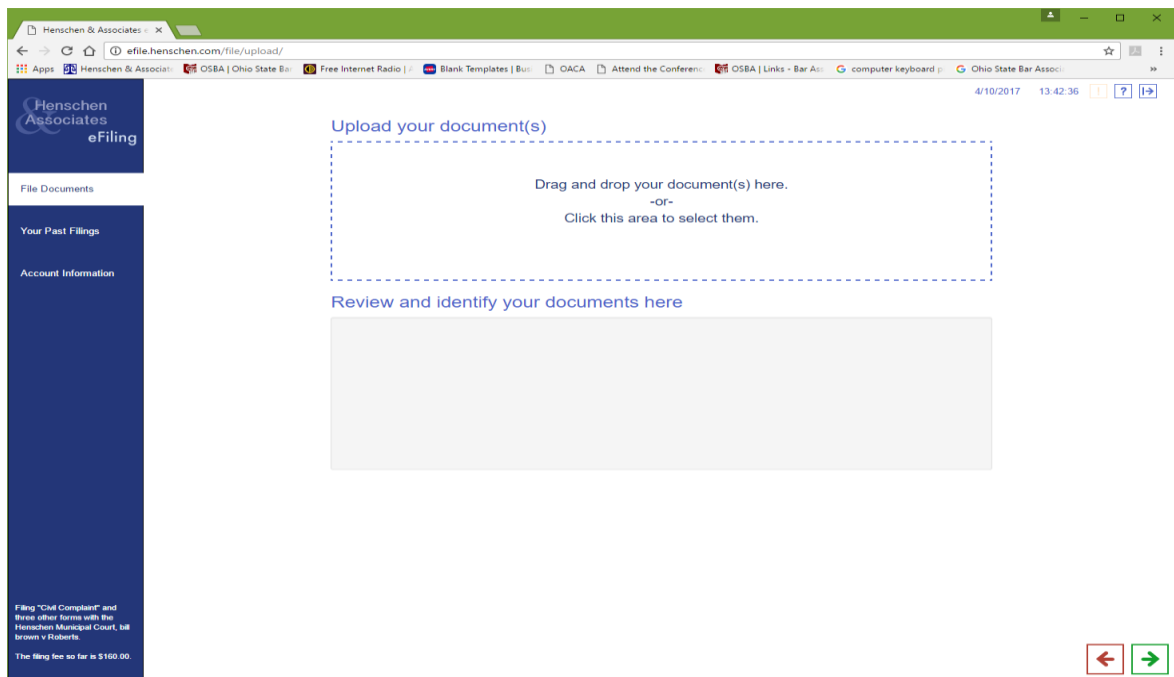


Figure 9

1. As stated in Figure 9, ***“Drag and drop your document(s) here”***
 - a. Simply drag the document(s) into the box from where ever they are saved.

OR

2. ***“Click the area to select them”*** and a screen, similar to Figure 9, will display to select the .pdf document.
 - a. Double click on the single document or select the **Open** option after highlighting the desired form name.
 - b. Multiple forms may be added and uploaded at the same time.

NOTE: Depending upon your operating system, the dialog box in Figure 10 may look very differently but will function in a similar manner.

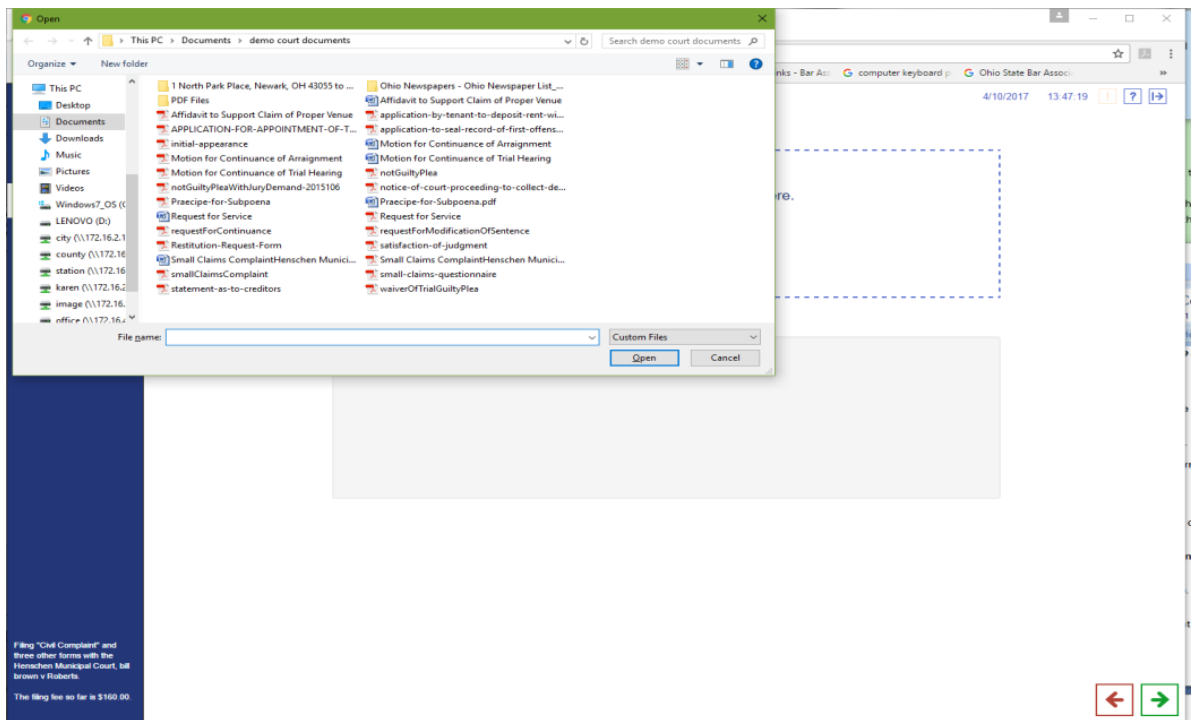


Figure 10

3. As the forms are uploading, the screen will display a black line while the information is loading. (see Figure 11)

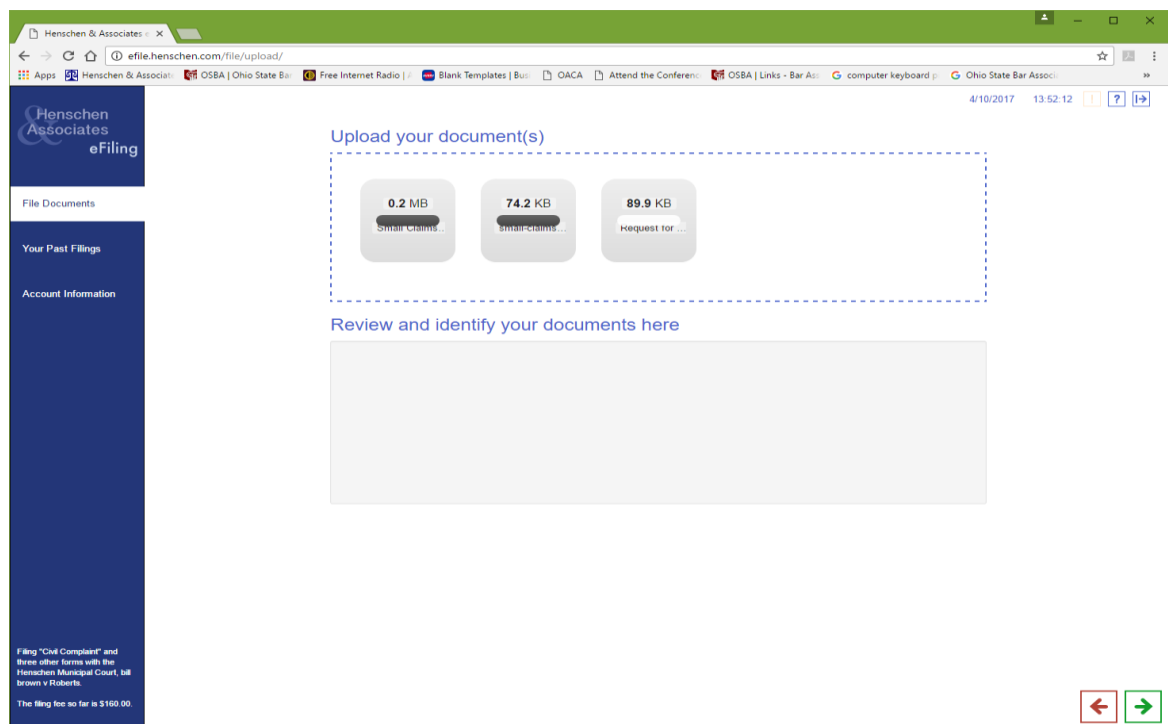


Figure 11

B. Labeling the Form

1, Once the upload of the forms have completed, hover the cursor over one document at a time. A magnifying glass will display in the upper right corner of the form along with a **red X**. (see Figure 12)

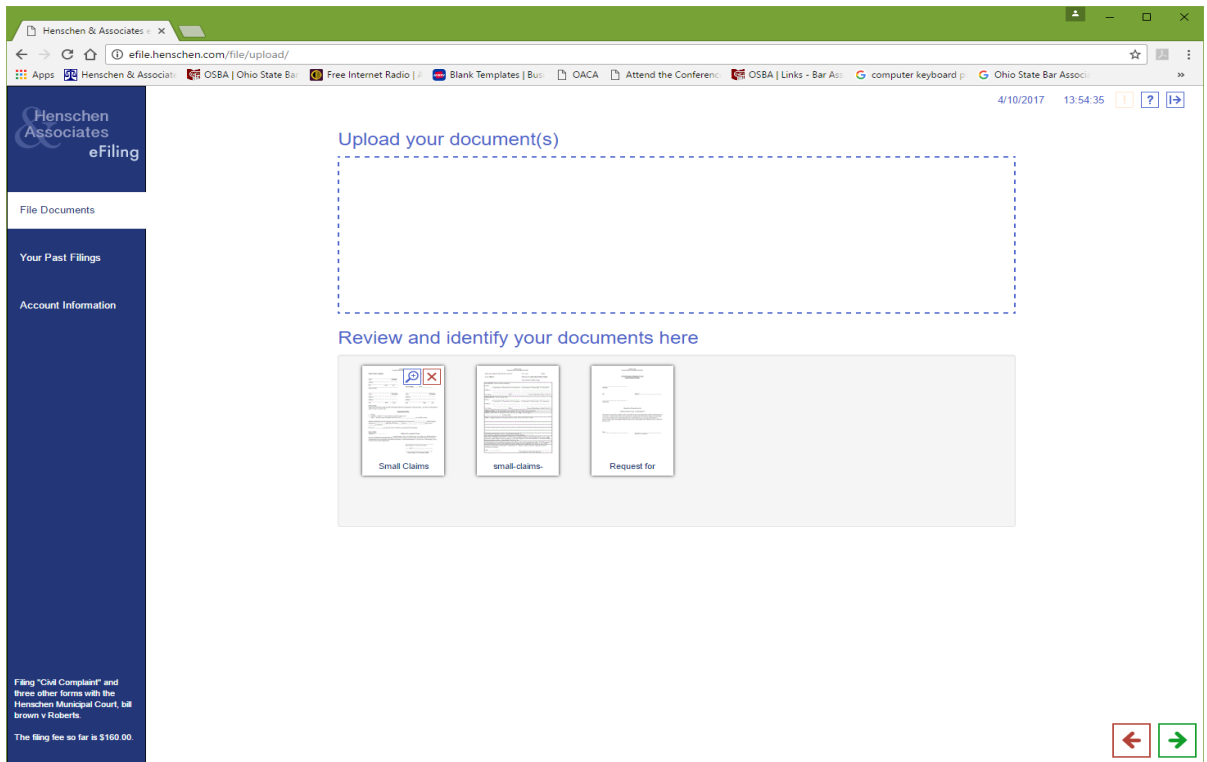


Figure 12

2. Select the magnifying glass icon and the document will enlarge. A drop down will display with names of documents. (see Figure 13)

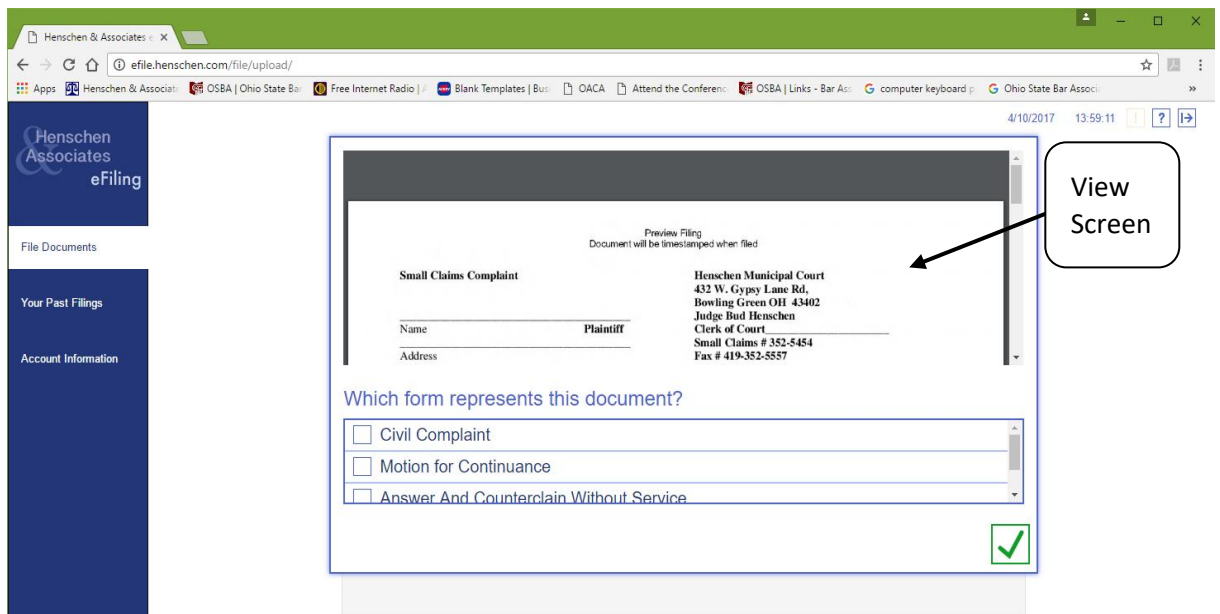


Figure 13

3. Select the correct name for each document by placing an "X" in the box by the desired name and **CLICK** on the **green check mark**. (see Figure 14)
4. If an uploaded document is not needed, select that document and click on the **red X**. A screen will display confirming the deletion. Select **green check mark** again and the document will be deleted.
5. Follow the same procedure to select the correct desired document.

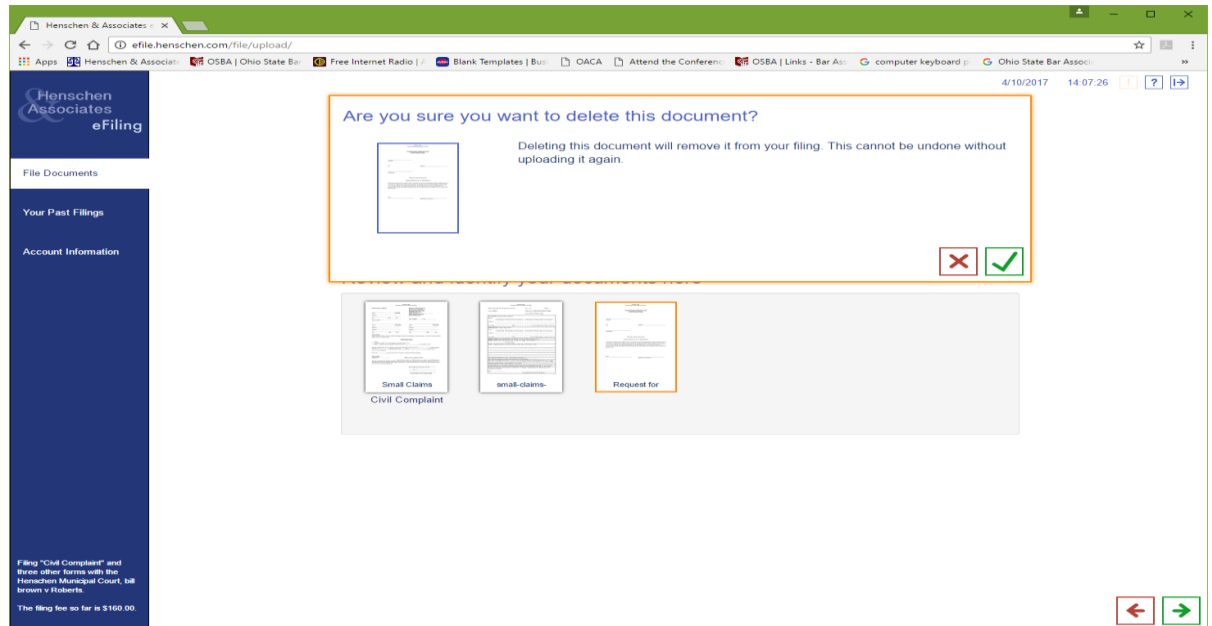


Figure 14

V. Cost / Payment Screens

1. This screen displays the amount owed if eFiling fees have been incurred.
2. The eFiler must enter the necessary information for payment. (see Figure 15)

The screenshot shows a web browser window with the URL `efile.henschen.com/file/cost/`. The page title is "Your filing has a filing fee of \$130.00, payable to the Henschen Municipal Court." The left sidebar contains navigation links: "File Documents", "Your Past Filings", and "Account Information". At the bottom of the sidebar, it says "Filing 'Civil Complaint' and two other forms with the Henschen Municipal Court, Bill Brown v. Roberts. The filing fee so far is \$130.00." The main content area displays a summary of charges: Agency Amount \$130.00, LexisNexis Service Fee \$3.50, and Total Payment Amount \$133.50. Below this is a form with fields for First Name* (Karen), Last Name* (Hosley), Billing Zip Code (43402), Email Address* (karen@henschen.com), and Phone Number (4193525454). The Payment Type* is set to Credit Card. There are fields for Credit Card Number* and Card Expiration* (set to 2017). A checkbox is present with the text "By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee." A "Pay Now" button is located below the form. At the bottom right, there is a LexisNexis logo and a reminder box: "Remember: your filing is not considered 'filed' with the Court until they receive and process it. You will be notified by email when the status of your filing changes." Navigation arrows are visible in the bottom right corner.

Figure 15

3. The eFiler will receive a payment confirmation immediately if payment is accepted. (see Figure 16)

The screenshot shows the same web browser window, but the page content has changed to a confirmation screen. The title is "Your filing has a filing fee of \$130.00, payable to the Henschen Municipal Court." The main content area displays a success message: "Your payment of \$130.00 to the Henschen Municipal Court was successful. To complete this filing, click the continue button below. This is your receipt. You can print it out if you want." Below this is a "Payment Details" box containing the following information: Order ID: 0000000090, Amount: 130.00, For: Filing fee (000000000483), Date / Time: 2017-04-10 14:25:02, Payer: Karen Hosley, and Card Number: **** * 0248. The same reminder box from Figure 15 is present at the bottom. Navigation arrows are visible in the bottom right corner.

Figure 16

4. Whether fees are incurred or not, the eFiler will receive a confirmation that **“Your filing is complete and will be sent to the Court.”**

5. The system will notify the eFiler by email as to the status of filing:

- a. When eFiling is complete
- b. When eFiling has been received by court
- c. When eFiling has been processed or rejected by court

NOTE: The eFiling is not considered “filed” until the Court processes the document.

VI. Past Filings

1. In the listing on the side blue bar, there is an option to display **“Your Past Filings.”** (see Figure 17) Select this option.

2. Once this option is selected, at the top the displayed screen a drop-down box will allow options to sort completed eFilings up to the last 50 eFilings. (see Figure 17)

3 Choices to Sort

- a. Show complete and incomplete
- b. Show complete
- c. Show incomplete

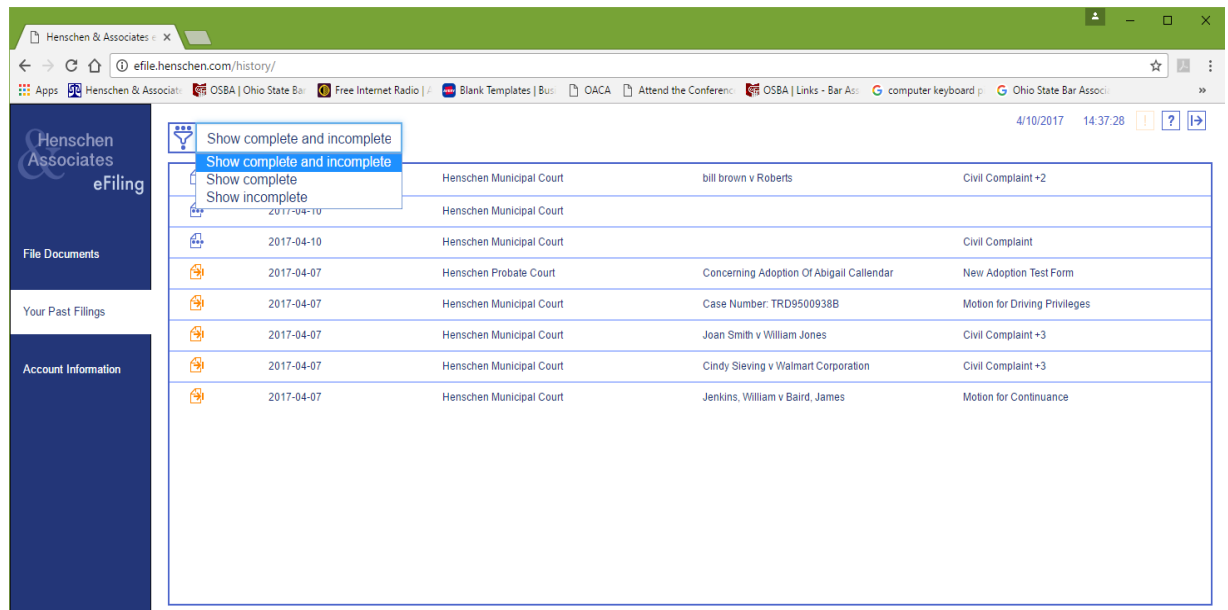


Figure 17

3. The icons to the left of the filings change color to indicate movement status of the form through the court system.

- a. **Orange** – document was received by the Agency
- b. **Green** – the document was accepted by the court
- c. **Purple** – the document is incomplete being sent to the court but not yet received
- d. **Red** – the document has been rejected by the court. This will be accompanied by a note of explanation.
- e. The little numbers to the right of the file name indicates that additional documents accompany that specific eFiling.

VII. Account Information

A. The next selection on the side blue bar is the **Account Information**. This screen will display detailing the eFiler's information. Modifications can be made to eFiler's general information from this section.

The screenshot shows the 'Account Information' page for Henschen & Associates eFiling. The page has a dark blue sidebar on the left with navigation options: 'File Documents', 'Your Past Filings', 'Account Information', 'Feedback', and 'Take a Quick Survey'. The main content area is white and contains a form with the following fields:

First Name	Kevin	Address	432 W Gypsy Lane Road
Last Name	Foreman	Address Line 2	(P.O. Box, Apt, etc)
Jr / Sr / etc.	Enter your Jr, Sr, etc.	City	Bowling Green
Phone Number	(419) 352-5454	State	OH
Fax Number	Enter your fax number	ZIP Code	43402
State ID / Bar #	(Attorneys only)	Firm / Company	Enter your company or firm name

Below the form, there is a section for 'Additional Notification Addresses' with a text input field. Below this are two links: 'Change your password' and 'Change your email address'. Below the links are two lines of explanatory text: 'You can change your password in the "Change your password" area.' and 'You can change your primary email address in the "Change your email address" area.'

Figure 18

1. By selecting the **Additional Notification Addresses**, as shown by arrow in Figure 18, a screen similar to Figure 19 will display allowing the user do add or delete additional email addresses to receive filing status changes.

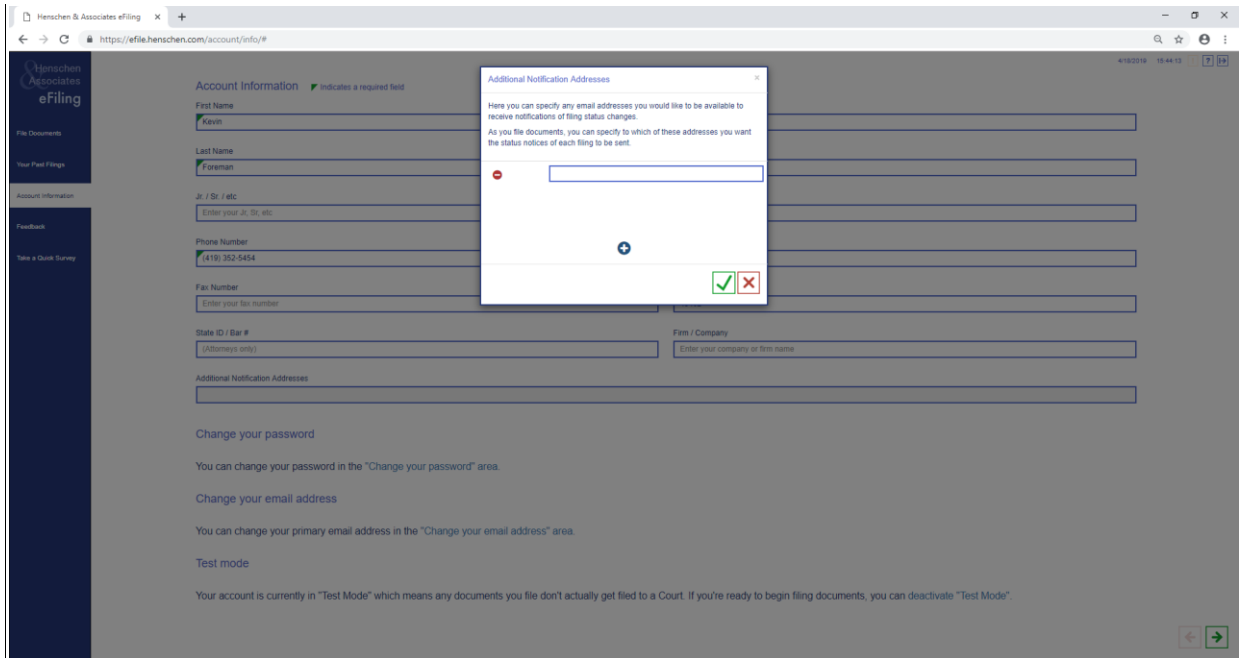


Figure 19

2. Select the **blue +** and add the respective, additional email address within the box provided. By then selecting the **red -**, you may also delete an email address that was listed in this field.
3. When the email address is completely added/deleted, select the **green check mark** to post the changes or the **red X** to cancel any changes to the **Account Information**.
4. Once the email address is posted to **Account Information**, select the **green arrow** in the bottom right corner of the screen to save the updated information. Select the **red arrow** to return to the previous screen.
5. Now when eFiling a form, you will be given the option to choose (X) the email addresses you wish to receive the eFiling status. (see Figure 20)

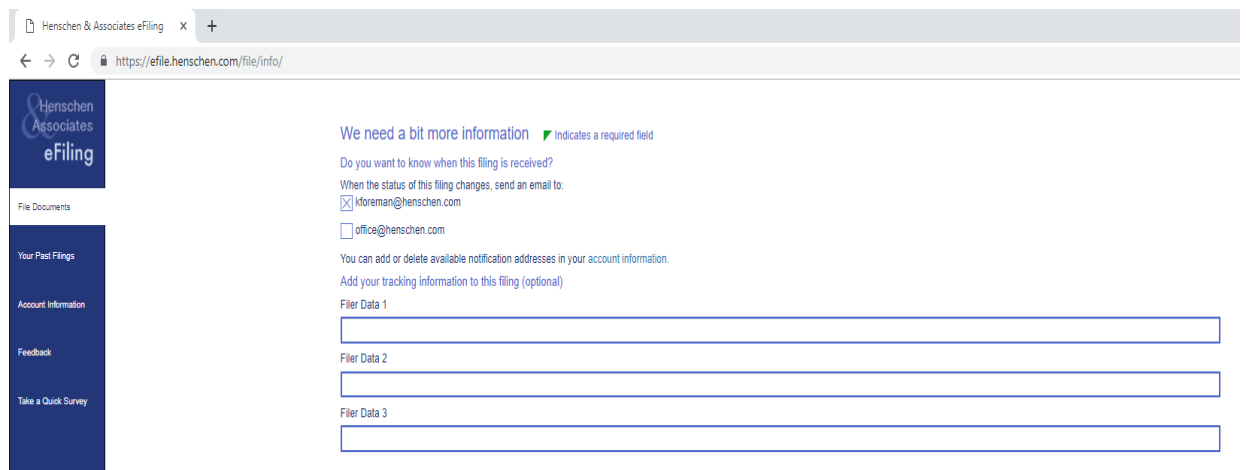
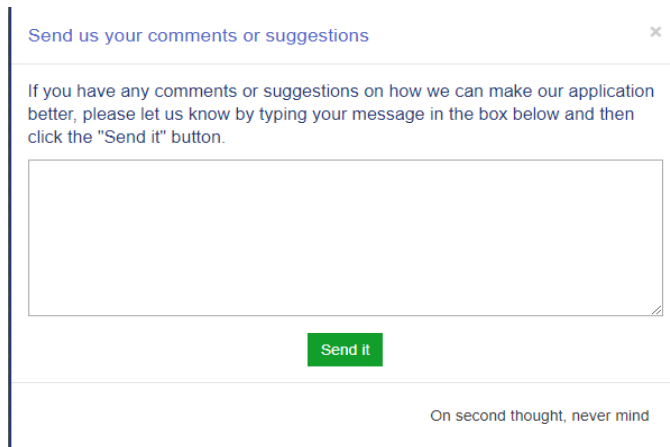


Figure 20

VIII. Feedback

A. The last selection on the side blue bar is **Feedback**. If you have a comment(s) about this process or program, please feel free to submit your comments and we may respond accordingly. (see Figure 21)



Send us your comments or suggestions ×

If you have any comments or suggestions on how we can make our application better, please let us know by typing your message in the box below and then click the "Send it" button.

[Send it](#)

On second thought, never mind

Figure 21