

# The Supreme Court of Ohio User Guide for Case Activity Notification

## Getting Started

To access Case Activity Notifications, visit [LINK] using a modern browser such as Internet Explorer 10 or later, or Google Chrome.

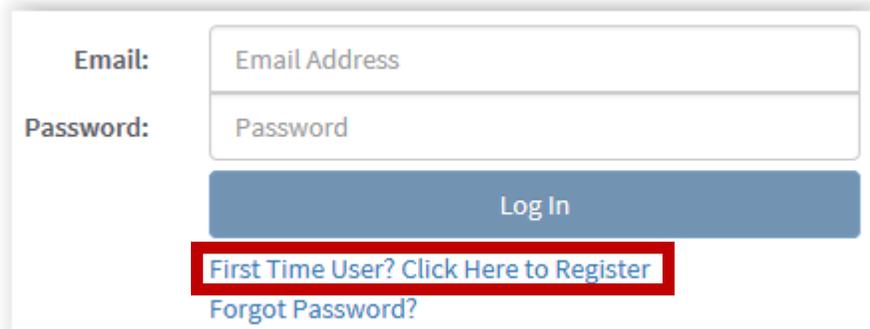
Please note that while the Case Activity Notification system screens were updated in May 2016, previously created accounts and subscriptions remain active, so there is no need to create a new account if you have used the previous version of the system.

## Logging In for the First Time

If you have not previously registered for Case Activity Notifications, but have previously used the Supreme Court of Ohio e-Filing portal, you will use the same login information for Case Activity Notification that you use for e-Filing. For attorneys, the e-mail address provided when logging into e-Filing for the first time will be your Case Activity Notification login.

If you cannot remember your e-Filing password, click the **Forgot Password** link – you will be prompted to enter your e-mail address, and a link to reset your password will be sent to you. Please note that the reset password will apply only to Case Activity Notification – your e-filing password will not be changed.

If you are logging in for the first time and have not previously used the Supreme Court of Ohio e-Filing portal, click the **First Time User? Click Here to Register** link to create your account.



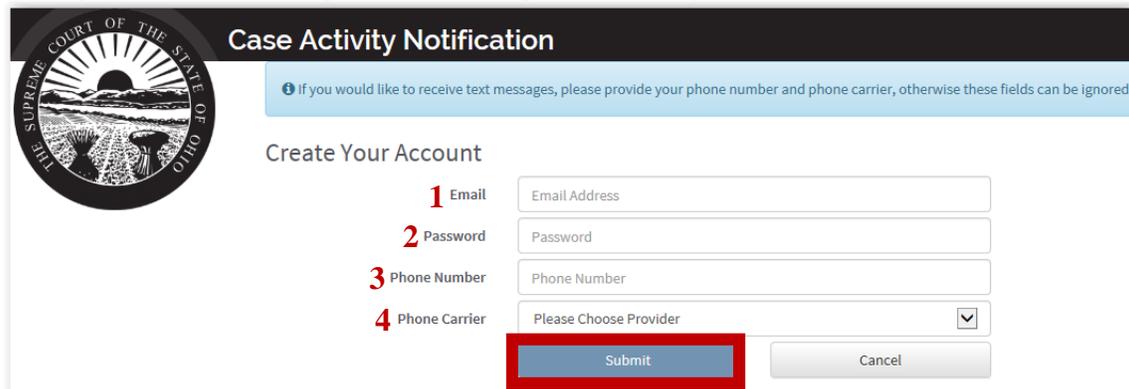
Email:

Password:

[First Time User? Click Here to Register](#)

[Forgot Password?](#)

1. An e-mail address is required, and will be used in the future to log into the Case Activity Notification system.
2. Your password is case-sensitive.
3. A mobile phone number is optional, and will be used only for sending text notifications.
4. If you enter a mobile phone number, please select your carrier from the list.



 **Case Activity Notification**

If you would like to receive text messages, please provide your phone number and phone carrier, otherwise these fields can be ignored.

**Create Your Account**

- 1 Email
- 2 Password
- 3 Phone Number
- 4 Phone Carrier

Once you have filled in your information, click **Submit**.

If you see a message that your e-mail address is already in use, but you have not previously registered for Case Activity Notification, remember that if you have previously used the e-Filing portal, you will use that login information for Case Activity Notification as well. If you remember your e-Filing password, use the back button on your browser to return to the login screen and enter your e-mail address and password. If you do not remember your e-filing password, click on the link in the message to receive an e-mail that will allow you to reset your password.

Email  ✕

*This email address is already in use. If you've forgotten your password, please click [here](#) to retrieve it.*



### Case Activity Notification

Thank you for submitting your registration. You should receive an email message shortly with instructions to complete your registration before you can begin using this service.  
Click [here](#) to return to the login page

Once you have submitted your registration information, you should receive an e-mail within the next 15-20 minutes containing a link to verify your e-mail address. If you do not see the e-mail in your inbox, make sure to check any Spam/Junk/Bulk folders.

• Welcome to the Supreme Court of Ohio Case Activity Notification System

**Office of the Clerk** <do-not-reply@sc.ohio.gov> Today at 12:31 PM  
To: megan.real@yahoo.com

Hello,  
Welcome to the Supreme Court of Ohio Case Activity Notification subscription service. Please click the link below to verify your email address and finish your registration.  
[Verify Email](#)  
If the above link does not work, please copy and paste this URL into your browser to verify your email: <http://scointernettest/rss/subscription/#/confirm/9aac807b9207402aa2355a4ac5c4422c>

When you click the link to verify your e-mail, you will be logged into the Case Activity Notification system, and your registration will be complete.

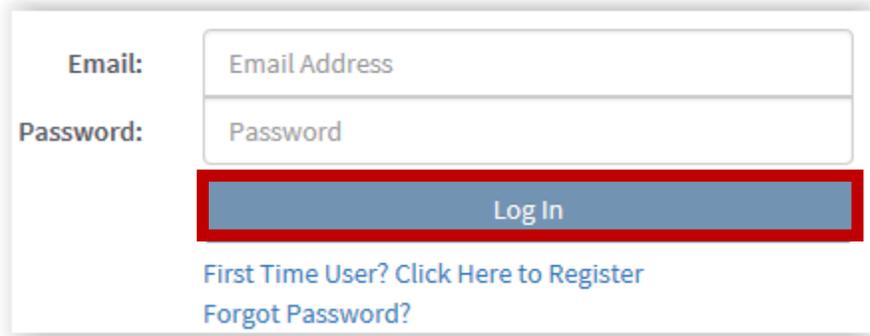


### Case Activity Notification

Thank you for confirming your e-mail address. Use the links to navigate and begin using the site.

### *Logging in After the First Time*

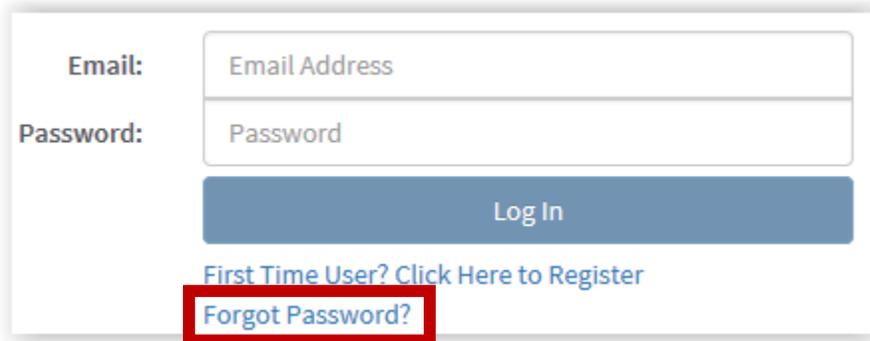
If you are already registered for Case Activity Notification, enter your e-mail and password and click the **Log In** button.



The image shows a login form with two input fields: "Email:" with the placeholder "Email Address" and "Password:" with the placeholder "Password". Below the fields is a blue "Log In" button, which is highlighted with a red border. Underneath the button are two links: "First Time User? Click Here to Register" and "Forgot Password?".

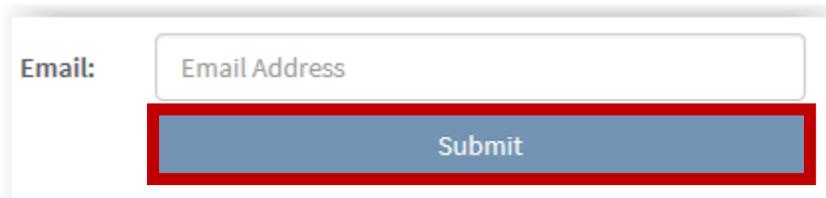
### *Forgotten Password*

If you have forgotten your password, click the **Forgot Password** link on the login screen.

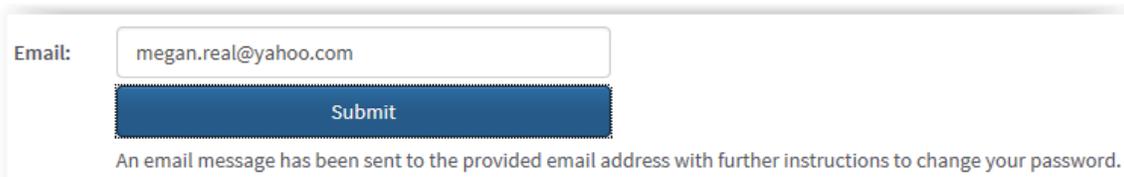


The image shows the same login form as above. The "Forgot Password?" link is highlighted with a red border. The "Log In" button is also visible but not highlighted.

Enter your e-mail address and click **Submit**.

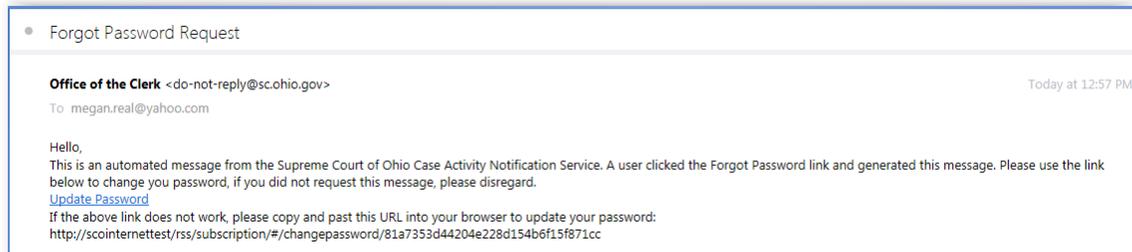


The image shows a form for forgetting a password. It has an "Email:" label and an input field with the placeholder "Email Address". Below the input field is a blue "Submit" button, which is highlighted with a red border.



The image shows the confirmation message after clicking "Submit". The "Email:" label is followed by the input field containing the email address "megan.real@yahoo.com". Below the input field is a blue "Submit" button. At the bottom of the form, a message reads: "An email message has been sent to the provided email address with further instructions to change your password."

You should receive an e-mail within the next 15-20 minutes containing a link to reset your password. If you do not see the e-mail in your inbox, make sure to check any Spam/Junk/Bulk folders

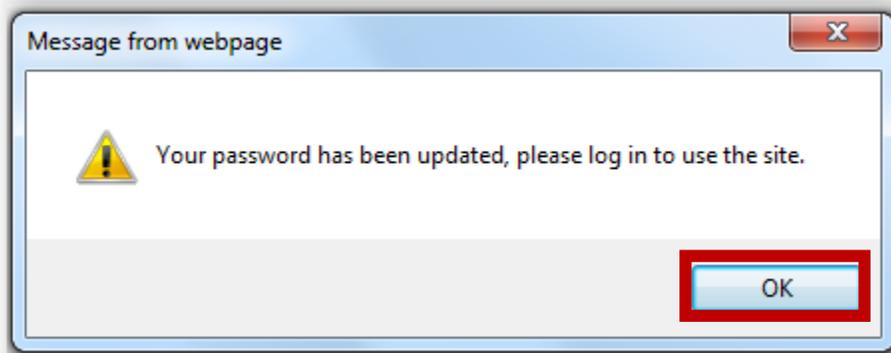


Click the link in the e-mail to update your password.

Enter your new password (case-sensitive) in both fields, and click **Update Password**.

A web form titled "Update Your Password". It has two input fields: "Password:" and "Confirm Password:". Below the fields is a blue button with the text "Update Password" highlighted with a red border.

You will see a message that your password has been updated. Click **OK** to proceed to the login screen.



### *Adding Subscriptions*

To add a subscription, click on **New Subscription** in the left column.

**Case Activity Notification**

Under the "Subscription Options" column in each of the below tables, use the buttons to choose and modify your delivery method or to delete a subscription. A gray **Button** indicates that the subscription method is not selected. A green **Button** indicates that you will receive notifications by this delivery method. Clicking the yellow **Button** will delete the subscription.

**Case Subscriptions**  
These are the specific cases that you are subscribed. Any filing made to a case listed will generate a notification by the chosen delivery method.

**Case Type Subscriptions**  
You will receive notifications for all filings to cases of the below case type(s).

**Attorney Subscriptions**  
You will receive notifications for all filings to cases with which the listed attorneys are associated.

Subscriptions  
 **New Subscription**  
 Edit Registration Information  
 Logout

To add a subscription, you must first search for the case, case type, or attorney to which you want to subscribe.

**Search for Supreme Court of Ohio Cases**

Case Number:  -

Case Caption:

Case Type:

Filed Between:  AND

Only Show Open Cases

Show Party Search Options  
 Show Attorney Search Options

You can search for cases by case number, case caption, case type, or a range of filing dates. You can also click on the options below those fields to include party and/or attorney information in your search.

**Hide Party Search Options**

Party First Name:

Party Last Name:

Party Entity Name:

**Hide Attorney Search Options**

Attorney First Name:

Attorney Last Name:

You can clear the search fields at any time by clicking the **Reset** button. Once you have entered your search criteria, click **Submit**.

Your search results will be displayed in a list. If you have a long list of results, it may be split into multiple pages. You can change the number of cases displayed per page at the bottom of the screen (1), and you can use the arrows in the bottom right corner (2) to move back and forward between pages of results. You can sort your results by any column by clicking on that column's header (3). Clicking twice will reverse the sort order.

Search for Supreme Court of Ohio Cases

Back to Search Options

Under the "Subscription Options" column in each of the below tables, use the buttons to choose and modify your delivery method or to delete a subscription. A gray **Button** indicates that the subscription method is not selected. A green **Button** indicates that you will receive notifications by this delivery method.

Subscribe to Cases

Subscribe to any individual case here. Any filing made to a subscribed case will generate a notification to the subscribed to notification delivery method.

Results: (1000)

Subscription Options	Case Number	Case Caption
Email Text	2015-2113	State of Ohio v. Miranda V. T...
Email Text	2015-2112	State of Ohio v. Arif Majid
Email Text	2015-2111	Lawrence J. Dula (et al.) v. Joseph W. Testa, Tax Commissioner of Ohio (et al.)
Email Text	2015-2110	State of Ohio v. Thomas A. Swift
Email Text	2015-2109	Lowe's Home Centers, Inc., Lowe's Home Centers, LLC (et al.) v. Washington County Board of Revision (et al.)
Email Text	2015-2108	State of Ohio v. Rashaun M. Ramsey
Email Text	2015-2107	We the People of the State of Ohio JaSaun Robert Lawrence Mattice El v. The State of Ohio Cuyahoga County Court of Common Pleas
Email Text	2015-2106	State of Ohio v. Michael R. Barber
Email Text	2015-2105	Board of Education of the Columbus City Schools (et al.) v. Franklin County Board of Revision (et al.)
Email Text	2015-2104	State of Ohio v. James Benson
Email Text	2015-2103	State of Ohio v. Chester Braddy
Email Text	2015-2102	Pamela LeMasters v. The Celina Municipal Court and the Honorable James J. Scheer
Email Text	2015-2101	Todd J. Fabish v. Brian K. Harmak, et al.
Email Text	2015-2100	Polaria Owners Association, Inc. v. Solomon Oil Company et al.
Email Text	2015-2099	Marjorie M. Cook v. Ohio Department of Job & Family Services (Jacqueline Breen, Trustee of the Virginia Mia Cooke Trust) v. Ohio Department of Job & Family Services

Results per page: 15

1 2 3 4 5 67

To subscribe to a case by e-mail or text, click the appropriate button on the case's row.

Subscription Options	Case Number	Case Caption
Email Text	2015-1608	Zillow v. Theresa Bosel, Recorder of Columbiana County, Ohio

If you have not entered a mobile phone number and attempt to add a text subscription, you will be prompted to enter your number and carrier. This information will be saved to your profile and will be used for any other text subscriptions you add.

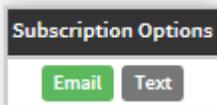
Cell Phone Information

Please provide your cell phone information to receive text messages. Message and data rates may apply. Check with your carrier if you have any questions regarding your cell phone plan.

Phone Number:

Phone Carrier: Please Choose Provider

When you successfully add a subscription, the Email or Text button will turn green.



To subscribe to a case type, include the case type in your search criteria by selecting it from the dropdown list.

Search for Supreme Court of Ohio Cases

Case Number: 2015 - #

Case Caption: Caption

Case Type: Appeal from App.R. 26(B) Application (Murnahan Appeal)

Filed Between:  AND

Only Show Open Cases

Above the list of cases, you will see the option to **Subscribe to Case Type** – click the **Email** and/or **Text** button to subscribe to the case type.

Subscribe to Case Type?

By subscribing to a particular case type, you will receive notifications for any filing to any case that is of that case type.

Appeal from App.R. 26(B) Application (Murnahan Appeal)

Subscribe to Cases

Subscribe to any individual case here. Any filing made to a subscribed case will generate a notification to the subscribed to notification delivery method.

Results: (91)

Subscription Options	Case Number	Case Caption
<input type="button" value="Email"/> <input type="button" value="Text"/>	2015-2106	State of Ohio v. Michael R. Barber
<input type="button" value="Email"/> <input type="button" value="Text"/>	2015-2089	State of Ohio v. Stacey R. Long

To subscribe to an attorney, search by attorney first and/or last name.

Search for Supreme Court of Ohio Cases

Case Number: Year  -  #

Case Caption:

Case Type: Please Select Case Type...

Filed Between:  AND

Only Show Open Cases

Show Party Search Options

Hide Attorney Search Options

Attorney First Name:

Attorney Last Name:

Select the attorney to whom you wish to subscribe from the list, and click the **Email** and/or **Text** button on the row.

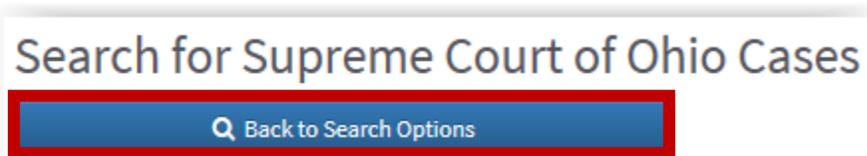
Subscribe to Attorney?

**i** By subscribing to a particular attorney, you will receive notifications for filings made to any case that that attorney is associated with.

Attorneys: 38

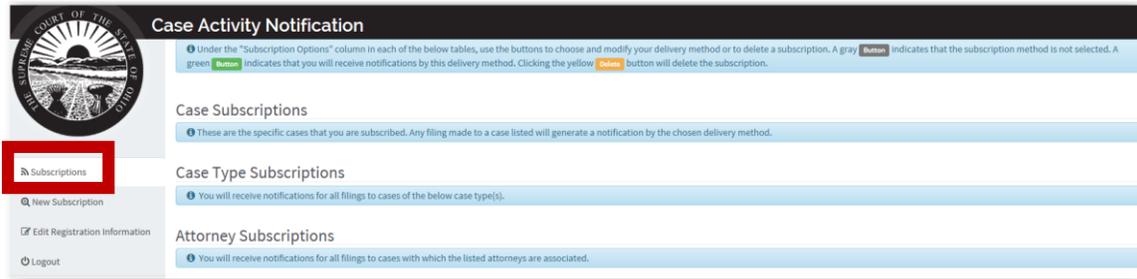
Subscription Options	Registration Number <input type="text"/>	Name
<b>Email</b> <b>Text</b>	8807	Kristina Ann Hamilton
Email Text	9723	Kristina D. Frost
Email Text	24041	Kristina Eleonora Music-Biro
Email Text	43821	Kristina M. Woods
Email Text	59372	Kristina Lynn Baird
Email Text	62738	Kristina Frances Jurecic

If you would like to modify your search criteria or begin a new search at any point while viewing your results, click the **Back to Search Options** button at the top of the screen.

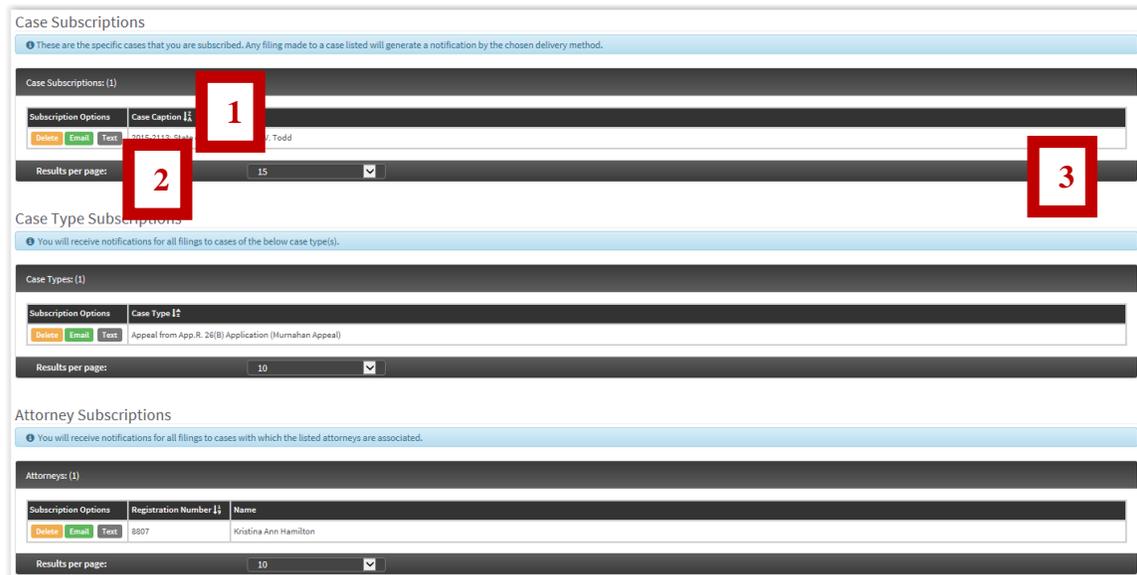


### *Viewing and Managing Your Subscriptions*

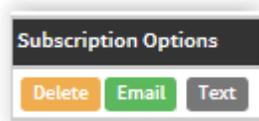
To view your current subscriptions, click on **Subscriptions** in the left column. The subscriptions screen will also be displayed by default every time you log into the Case Activity Notification system.



Your subscriptions will be displayed by type, with case subscriptions at the top, followed by case type subscriptions and attorney subscriptions. Each of the three lists can be sorted by clicking on the column header (1) (clicking twice will reverse the sort order). If there are a large number of entries on any list, they may be split into multiple pages. You can change the number of cases displayed per page at the bottom of the list (2), and you can use the arrows in the bottom right corner (3) to move back and forward between pages of results



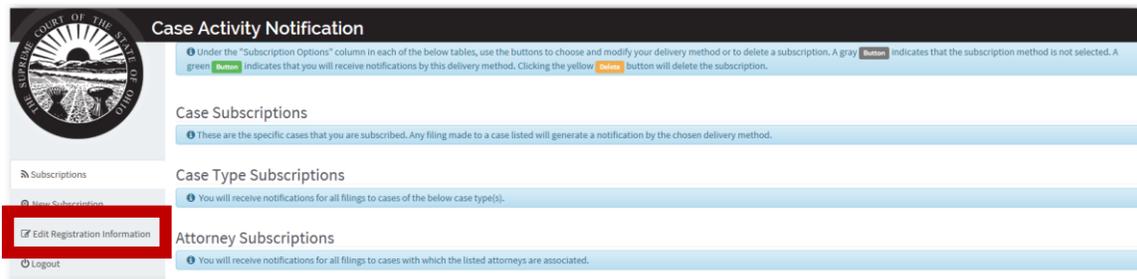
To add or remove e-mail or text subscription, click on the **Email** or **Text** button. Green buttons indicate active subscriptions, and grey buttons indicate methods of subscription not in use. In the example below, the user is receiving e-mails, but not texts.



To delete a subscription, click the **Delete** button – the subscription will be immediately removed, and you will no longer receive notifications on the item.

### *Updating Your Contact Information*

To update your e-mail address or mobile phone number, or to change your password, click on **Edit Registration Information** in the left column.



You can update your e-mail address and mobile phone information on this page – changes made here apply only to the Case Activity Notification system and will not be applied to e-Filing, attorney services, or any other Supreme Court of Ohio application.

An e-mail address is required, but providing a mobile phone number is optional and only used for text notifications. Please note that if you have subscribed to text notifications and you delete your phone number without entering a new one, your text subscriptions will be cancelled. Once you have updated your information, click the **Update Profile** button to save your new information.

**Profile Information**

**Be aware, updating your email address will update your log on credentials.**

Email

Phone Number

Phone Carrier

**Update Profile**

**Delete Account?**

Clicking the **Delete Account** button will completely delete your Case Activity Notification account and cancel all of your subscriptions, but will not affect your e-Filing account or any other Supreme Court of Ohio accounts.

You can also update your password on this screen.

**Password Update**

New Password

Confirm Password

**Update Password**

Password updates done through this screen apply only to Case Activity Notification, and do not apply to e-Filing, attorney services, or any other Supreme Court of Ohio application.

To ensure the security of your account, you will receive a confirmation e-mail anytime you update your contact information or password.