



## **Richland County Common Pleas Court Special Instructions**

### Uploading Your Documents

- Upload the main document first, and then upload any supporting documents (in the same transaction). Upload only one main document per transaction.
- Electronically staple supporting documents to the main document in the transaction using the Main/Supporting column in the Attached Documents List.
- Use the Linking feature in the Attached Documents list when filing responses to previously filed documents. (If the previously filed document is unavailable to 'link to', reference the previous documents transaction id in the "Document Title.")
- If you are concerned about metadata, save the document as an .rtf file instead of a .doc or .wpd file. Be sure to accept any Tracked Changes before uploading your document.

### Other

- Your transaction will only be available to other firms/parties within your litigation.
- Your File & Serve receipt is your proof of service. Please print this document for your records.