

FILING FORECLOSURE DOCUMENTS

The Complaint is filed under **Initial Pleadings and Service**, click on **Complaints and Other Initiating Documents**, arrow down and click on **Complaint**.

If you forget to attach the *civil cover sheet or summons* to your Complaint, file these documents under **Other Filings**, click on **Other Documents**, arrow down and select **Supplement**. You will text in the words “*Civil Cover or Summons*” as appropriate. When asked if this document is to be linked to another document, select yes and **link** it to the Complaint.

The Corporate Disclosure Statement is to be filed as a separate document under **Other Filings**, click on **Notices**, arrow down and select **Corporate Disclosure statements**.
(Do not attach the Corporate Disclosure Statement to the Complaint.)

Service of Process Documents are filed under **Service of Process**, arrow down and select the appropriate event (**Process by Publication, Return of Service Executed, Return of service unexecuted, Waiver of Summons returned**, etc.).

MOST foreclosure documents filed will be filed under **Other Documents**, click on **Foreclosure Documents** and arrow down selecting the appropriate document from the attached list:

- Alias Order of Sale (Motion for)
- Application to Enter Default
- Appraisal
- Certificate of Mailing Notice of Sale
- Default Judgment (Motion for)
- Foreclosure Deposit
- Notice of Deposit/Collections (Foreclosure)
- Notice of Dismissal
- Notice of Filing Deed
- Order of Sale (Motion for)
- Proposed Order of Confirmation and Distribution of Proceeds
- Reimbursement Request for Foreclosure Appraisers

Miscellaneous filings to be filed under **Motions and Related Filings** would include: Motion for Leave, Motion for Extension, Motion to Amend, etc. (Click on **Motions**, arrow down and select the appropriate motions request)

Miscellaneous filings to be filed under **Other Filings** would include: Supplement, Proposed Order, Praecipe and Affidavit/Declaration. (Click on **Other Documents** and arrow down and select appropriate title).

**If you are unsure as to “how to” file a foreclosure related document, please call (216)357-7009 or (330) 252-6019 for assistance.