

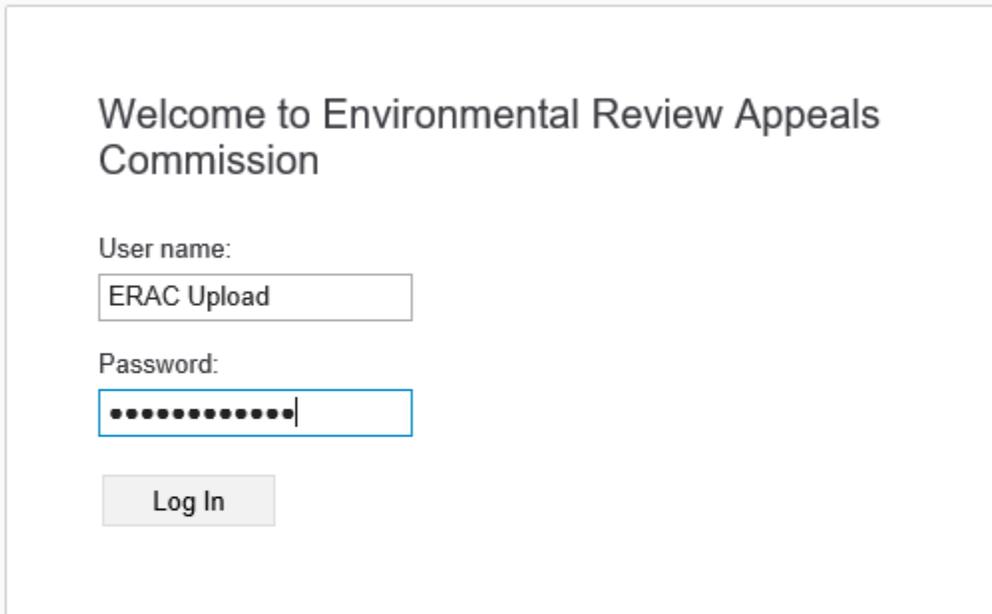
ERAC E-Filing Portal

Registering and Logging In	2
Forgotten User Name or Password.....	2
Searching for Cases	3
Filing a Document in an Existing Case.....	4
Subscribing to a Case	10
Logging Out	12

Registering and Logging In

To register for a user name and password, log in to our [Public Case Search Portal](#) and click the “Request Login” button.

Once you have your user name and password, you will log in from our [E-Filing Portal](#) rather than the Public Case Search Portal. To log in, enter your user name and password, then click the “Log In” button.



Welcome to Environmental Review Appeals Commission

User name:

Password:

(c) Copyright 2012, 2014 IBM Corp. IBM and the IBM logo are trademarks of IBM Corporation, registered in many jurisdictions worldwide. Java and all Java-based trademarks and logos are trademarks or registered trademarks of Oracle and/or its affiliates. The Oracle Outside In Technology included herein is subject to a restricted use license and can only be used in conjunction with this application. This Program is licensed under the terms of the license agreement accompanying the Program. This license agreement may be either located in a Program directory folder or library identified as "License" or "Non_IBM_License", if applicable, or provided as a printed license agreement. Please read this agreement carefully before using the Program. By using the Program, you agree to these terms.

Forgotten User Name or Password

If you have forgotten your user name or password, please contact ERAC staff at (614) 466-8950.

Searching for Cases

Click the “Case Search” tab at the top of the page.

Environmental Review Appeals Commission

Home **Case Search**

Add Documents Subscribe to a Case

Use the form to search for your case.

Case Search x

Search Criteria: Class: Appeal Folder including subclasses Search in: FileNet Search options: None Property options: Match all

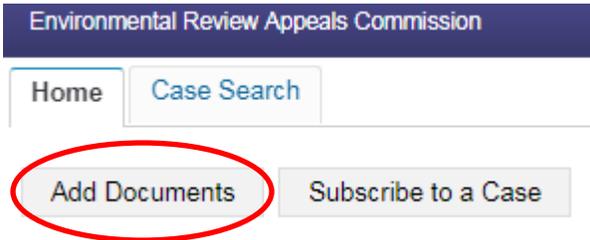
Case IDs: ?	Starts With	<input type="text"/>
Case Title: ?	Like	<input type="text"/>
Added On: ?	Equals	M/d/yyyy
Appeal Type: ?	Starts With	<input type="text"/>

For more information regarding the case search feature, please see the [Case Search Instructions](#).

Filing a Document in an Existing Case

NOTE: New appeals are NOT accepted through ERAC's E-Filing Portal

Click the "Add Documents" button.

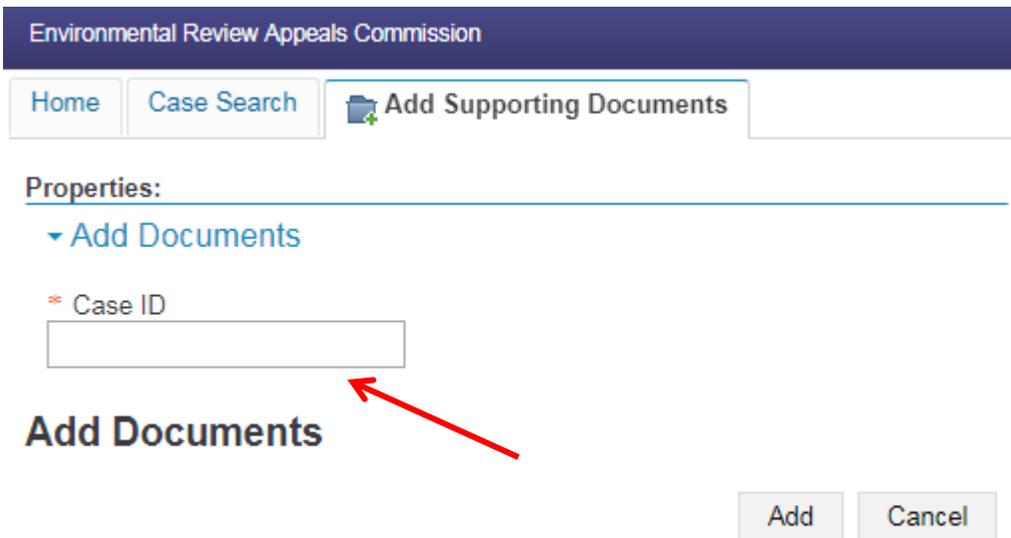


Environmental Review Appeals Commission

Home Case Search

Add Documents Subscribe to a Case

Enter the case number.



Environmental Review Appeals Commission

Home Case Search  Add Supporting Documents

Properties:

▼ Add Documents

⊞ Case ID

Add Documents

Add Cancel

If you are filing the same document in multiple cases, you only need to enter one of your case numbers. ERAC staff will file your document in the appropriate cases.

Don't remember your case number? Use the search form on the right side of the page.

Environmental Review Appeals Commission

Home Case Search Add Supporting Documents

Properties:

- ▼ Add Documents

Case ID

Add Documents

Add Cancel

Case Search x

Search Criteria: Class: Appeal Folder including subclasses Search in: FileNet Search options: None Property options: Match all

Case IDs: ?	Starts With	
Case Title: ?	Like	
Added On: ?	Equals	M/d/yyyy
Appeal Type: ?	Starts With	

Search Reset Results Display Keep search criteria open

After locating your case, you will still need to type your case number into the “Case ID” box on the left side of the page.

Click the “Add” button.

Properties:

▼ Add Documents

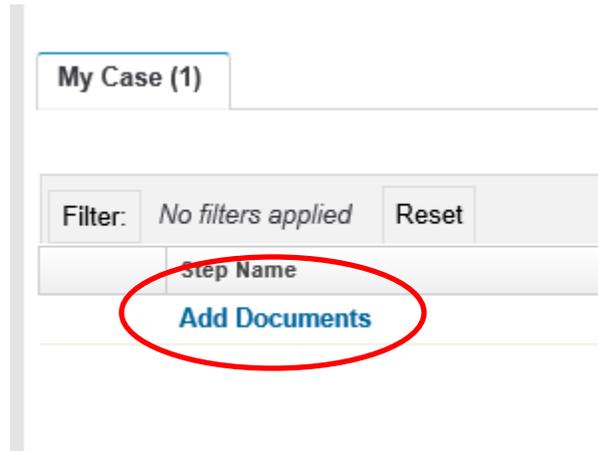
Case ID

Add Documents

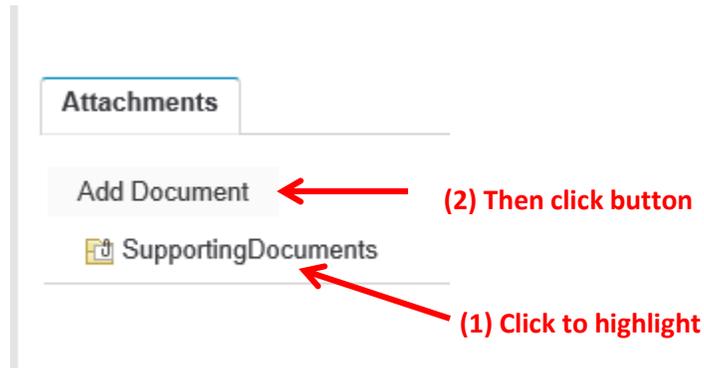
Add Cancel

Click the “Add Documents” link on the home screen.

After clicking the “Add” button, you are returned to the home screen. Click the “Add Documents” link. It may take the system a few moments to process your request. If you do not see the “Add Documents” link, please be patient and refresh the page after a minute or two.



Click “Supporting Documents,” then click “Add Document.”



Use the “Browse” button to choose the file to upload. Then use the dropdown menu to select the type of filing.

Files can be any format, although PDF files are recommended for most filings.

General

Entry template: Supporting Documents Template

What do you want to save? Local document

File name: C:\Users\Jon Hsu\Desktop\Test document.pdf **Browse...**

Properties

Class: Supporting Documents

Document Title: ? Test document.pdf

Document Type: ?

- Motion
- Certified Record
- Supplement to Certified Record
- Order
- Status Report
- Joint Status Report
- Case Management Schedule
- Memorialization

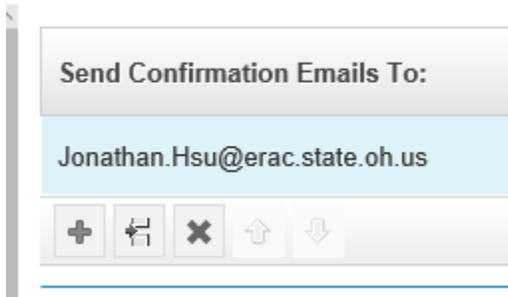
Click the “Add” button.

Add

Cancel

Enter email address(es) for confirmation email.

Use the form to enter one or more email address to receive a confirmation of the filing. Click the “+” icon to add additional rows and the “X” icon to delete rows.

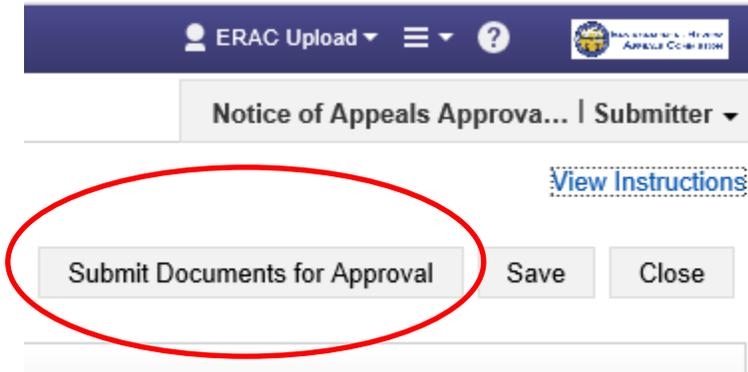


Send Confirmation Emails To:

Jonathan.Hsu@erac.state.oh.us

+ [refresh] X [up] [down]

Click the “Submit Documents for Approval” button.



ERAC Upload [menu] [help] MAINTAINING A HEARING APPEALS COMMISSION

Notice of Appeals Approva... | Submitter

[View Instructions](#)

Submit Documents for Approval Save Close

You will receive a confirmation email.



admin@erac.state.oh.us

10:08 AM

Your document has been added to the case

To: Hsu, Jonathan

Your new document has been filed in Case Number 16-6876 and will be available to view shortly.

Regards,

Environmental Review Appeals Commission

ERAC will review your filing and post it to the online docket.

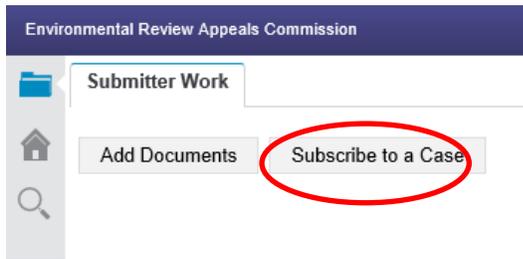
Your document is deemed filed when submitted to ERAC. Please keep your confirmation email for your records. Filings will receive an electronic time stamp once they are posted to the online docket.

Service upon the parties

The filer is responsible for serving copies of the document upon the parties to the appeal. Service shall occur in accordance with rule 3746-5-16 of the Administrative Code.

Subscribing to a Case

Click the “Subscribe to a Case” button.



Use the form to subscribe to a case.

Subscribe to Cases by Case Number

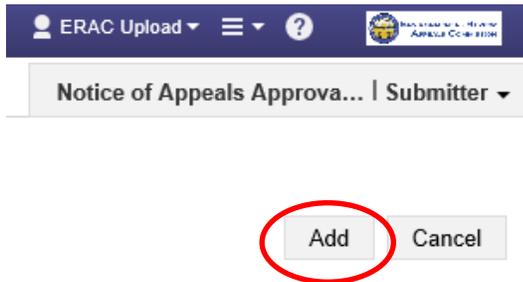
* Subscribe to this Case Number

* Name

Law Firm

* Email

Click the “Add” button.



You will receive a confirmation email.

 admin@erac.state.oh.us
2:23 PM

New Case Subscription
To: Hsu, Jonathan

Jon Hsu,

You have successfully subscribed to ERAC Case 16-6876 and will now receive notifications from ERAC anytime that documents are filed in the case.

Regards,

Environmental Review Appeals Commission

When a document is filed in the case, you will receive an email notification.



admin@erac.state.oh.us

2:29 PM

New Document Filed in Your Case

To: Hsu, Jonathan

Jon Hsu,

There has been a new document filed in ERAC case Village of Albany v. Craig Butler that is available for you to view.

Regards,

Environmental Review Appeals Commission

To unsubscribe from a case, please contact ERAC staff.

Please email admin@erac.ohio.gov to unsubscribe from a case.

Logging Out

To log out, click the username at the top-right corner of the screen and select log out.

