

# ERAC Electronic Docket

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## Logging In

Enter “Public” as both the user name and password. Click the Log In button.

To login use **Public** as the **User Name**, and **Public** as the **Password** and then you will be logged into the ERAC System.

After you have logged in you will have the opportunity to **Search** for different appeal cases in the system.

If you would like to **File** documents electronically, you will need to **Register** as a user to receive credentials. Please follow the instructions above to log in as a public user, then follow the instructions for registration.

### Welcome to Environmental Review Appeals Commission

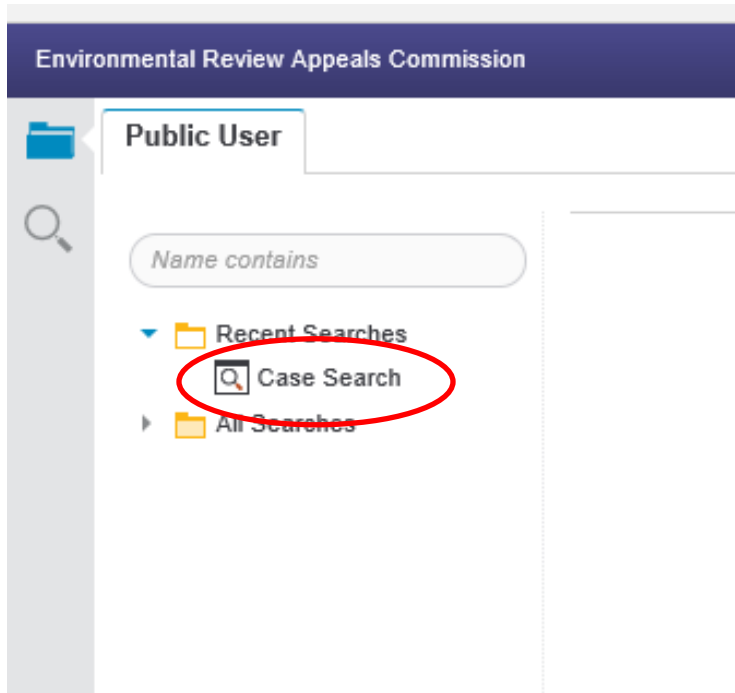
User name:

Password:

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## Searching for Cases

From the home screen, click the “Case Search” option.



## Use the following fields to search for cases.

Case Search ×

**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	<input type="text" value="M/d/yyyy"/>
Appeal Type: ?	Starts With	<input type="text"/>

**Case ID:** Enter your ERAC case number. All case numbers have been converted to YY-NNNN format. If you are searching for an older case with a different case number format, please [click here](#) for help converting to the new format.

**Case Title:** Enter an Appellant or Appellee name. Important note: at this time, the search feature is only able to search for the first Appellant or Appellee in the case caption.

**Added On:** Enter the date the appeal was filed. Important note: this feature is only available for cases filed after January 1, 2016.

**Appeal Type:** Search by type of appeal: Air, Water, Hazardous Waste, Underground Storage Tanks, Agriculture, Rules, Solid Waste, Construction and Demolition, or Other (note: field is case sensitive)

## Click the folder icon to open a case file.

**Search Results**

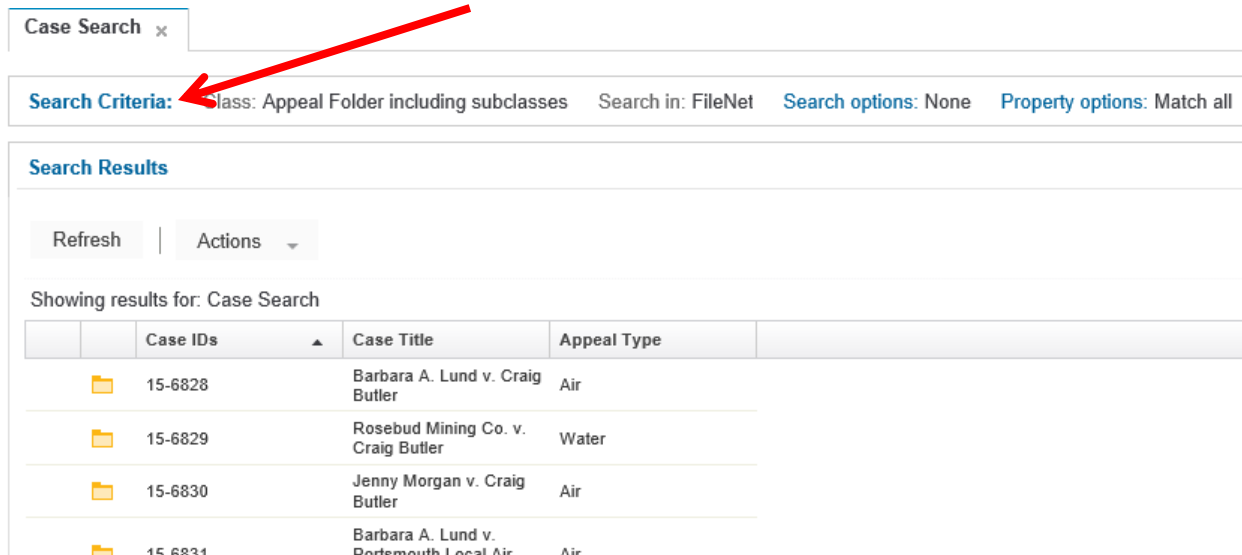
Refresh | Actions ▾

Showing results for: Case Search

	Case IDs <span>▲</span>	Case Title	Appeal Type
	15-6828	Barbara A. Lund v. Craig Butler	Air
	15-6829	Rosebud Mining Co. v. Craig Butler	Water
	15-6830	Jenny Morgan v. Craig Butler	Air
	15-6831	Barbara A. Lund v. Portsmouth Local Air Agency	Air
	15-6832	Shelly Materials, Inc. v. Craig Butler	Air

## Modifying Search Criteria

The search criteria frame minimizes to display results. To re-open the search criteria frame (for example, to modify the search), click the blue “Search Criteria.”



Case Search x

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

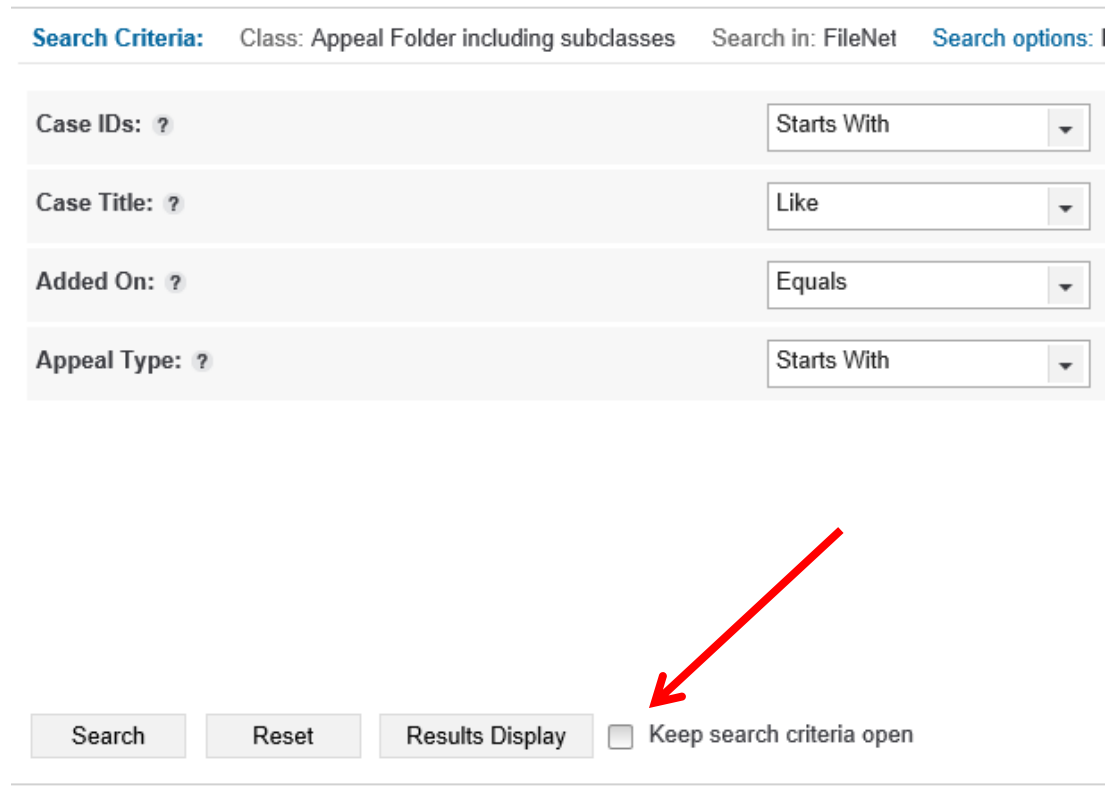
**Search Results**

Refresh | Actions ▾

Showing results for: Case Search

	Case IDs ▲	Case Title	Appeal Type
📁	15-6828	Barbara A. Lund v. Craig Butler	Air
📁	15-6829	Rosebud Mining Co. v. Craig Butler	Water
📁	15-6830	Jenny Morgan v. Craig Butler	Air
📁	15-6831	Barbara A. Lund v. Portsmouth Local Air	Air

To keep the search criteria frame open while also displaying results, use the checkbox.



**Search Criteria:** Class: Appeal Folder including subclasses Search in: FileNet Search options: I

Case IDs: ? Starts With ▾

Case Title: ? Like ▾

Added On: ? Equals ▾

Appeal Type: ? Starts With ▾








Search Reset Results Display  Keep search criteria open

## Viewing Documents

Documents display as follows. Click the icon to open document.

Refresh Add Document New Folder | Actions ▾








Showing results for: [Case Search](#) ▸ 15-6847

	Name ▲	Size	Modified By	Modified On	Major Version	
	2015.05.22 Notice of Appeal.pdf	2.5 MB	Jonathan Hsu	12/11/2015, 1:22 PM	1	
	2015.05.26 Docketing Order.pdf	105 KB	Jonathan Hsu	12/11/2015, 1:23 PM	1	
	2015.05.28 Motion for Ext. to file CR Supp.pdf	96 KB	Jonathan Hsu	12/11/2015, 1:26 PM	1	
	2015.05.28 Notice of Appearance and Answer.pdf	71 KB	Jonathan Hsu	12/11/2015, 1:25 PM	1	
	2015.06.04 Notice of Receipt of CR.pdf	76 KB	Jonathan Hsu	12/11/2015, 1:27 PM	1	
	2015.06.18 Memorialization of PPHC.pdf	68 KB	Jonathan Hsu	12/11/2015, 1:29 PM	1	
	Case Information	1 KB	Jonathan Hsu	11/27/2015, 2:40 PM	2	

The “Case Information” document displays the case caption and contact information for the parties and counsel of record.

Refresh Add Document New Folder | Actions ▾

Showing results for: [Case Search](#) ▸ 15-6847

	Name ▲	Size	Modified By	Modified On	Major Version	
	2015.05.22 Notice of Appeal.pdf	2.5 MB	Jonathan Hsu	12/11/2015, 1:22 PM	1	
	2015.05.26 Docketing Order.pdf	105 KB	Jonathan Hsu	12/11/2015, 1:23 PM	1	
	2015.05.28 Motion for Ext. to file CR Supp.pdf	96 KB	Jonathan Hsu	12/11/2015, 1:26 PM	1	
	2015.05.28 Notice of Appearance and Answer.pdf	71 KB	Jonathan Hsu	12/11/2015, 1:25 PM	1	
	2015.06.04 Notice of Receipt of CR.pdf	76 KB	Jonathan Hsu	12/11/2015, 1:27 PM	1	
	2015.06.18 Memorialization of PPHC.pdf	68 KB	Jonathan Hsu	12/11/2015, 1:29 PM	1	
	Case Information	1 KB	Jonathan Hsu	11/27/2015, 2:40 PM	2	

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CASE INFORMATION  
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CASE: Mar-Zane, Inc. v. Butler

TYPE: Air

DATE: 05/22/2015

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ATTORNEYS  
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Christopher Jones, Esq.  
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Elizabeth R. Ewing, Esq.  
Ohio Attorney General's Office  
30 E. Broad St., 25th Floor  
Columbus, Ohio 43215  
Representing: Director

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APPELLANTS  
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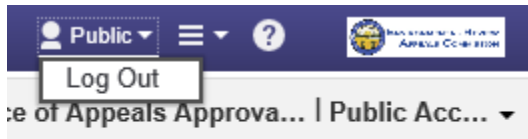
15-6847  
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APPELLEES  
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50 W. Town St., Suite 700  
Columbus, OH 43215

## Logging Out

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



appeals and view the results.



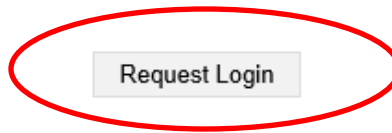
## Pre-Register for Electronic Filing

Electronic filing is not currently available. However, users may pre-register by clicking the Request Login Button on the right-hand side of the screen.

Use the left pane to **Search** for appeals and view the results.

Below you have the option to request a login ID by selecting the **Request Login** button. Fill out the required information to submit a request to receive credentials.

On the left and right panes are carets to **Collapse** those panes to have a larger area for viewing search results.



Fill out the form and click Submit.

User Login Request

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**Login Request Information**

\* Name

Law Firm

\* Address

City  State  Zip

\* Phone Number

\* Email

Attorney Registration Number

\* Password