

Geauga eFiling 101: E-Filing Registration for Attorneys

- 1) Go to geaugacourts.org and click on Clerk of Courts



Home General Division Clerk Of Courts Probate Juvenile

General Division	Jurisdiction over cases involving divorce or di cases with damage claims exceeding \$500 and Map to County Courthouse
Clerk of Courts	Record keeper for the General Division; proce other miscellaneous responsibilities. Map to Clerk's Legal Office
Probate Division	Jurisdiction over marriage licenses; estates; g

- 2) From the list of links on in the bottom center, select **ATTORNEY REGISTRATION**:

pertaining to the Court of Common Pleas and the Eleventh District Court of Appeals.	motor hc watercraf proces:
CLERK OF COURTS LEGAL FORMS	AUTO
PRO SE REGISTRATION	
ATTORNEY REGISTRATION	

- 3) Enter your Bar Number and e-mail address and select **Next**:

Email and Bar Number

Please enter your Bar Number and your Email address

Bar Number

Email

< Previous **Next >** Cancel Finish

Your e-mail address will become your username.

Note: if you have never filed in our court before, the system will not recognize your Bar number. If this is the case, call the Clerk's Office at 440-279-1960 so that you can be manually added to the database.

- 4) Complete the online registration wizard using ALL CAPS and without any punctuation. When you are done, select **Finish**:

Profile Information

Please complete the following items.

User Detail

Personal Information

Password *

Confirm Password *

Organization Name

Prefix

First Name * JANE

Last Name * DOE

Middle Name

Suffix

Address * 100 SHORT COURT

City * CHARDON

State * Ohio

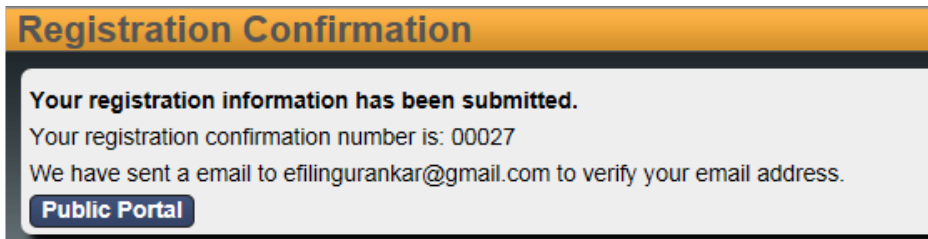
Zip * 44024

Phone * (555) 555-5555

Date of Birth 05/05/1950

< Previous Next > Cancel **Finish**

5) Your **Registration Confirmation** will appear:



- 6) Check your email and open the message from Clerk of Court regarding Registration Confirmation. Click the link in the email to confirm that you have received the message. **Do not attempt to access your e-filing account at this time.**
- 7) The Clerk's office will manually review your submission and you will receive two additional emails, one stating you have been ACTIVATED and another stating you have been AUTHORIZED. **You must wait to receive activation and authorization before you can access the eFiling portal.**
- 8) Once your account has been authorized, you may log in using your email address as your username and the password you created during registration.

To log in, go to the Clerk of Courts webpage and selecting **eFiling Login**:



[Home](#) [General Division](#) [Clerk Of Courts](#) [Probate](#) [Juvenile](#)

