

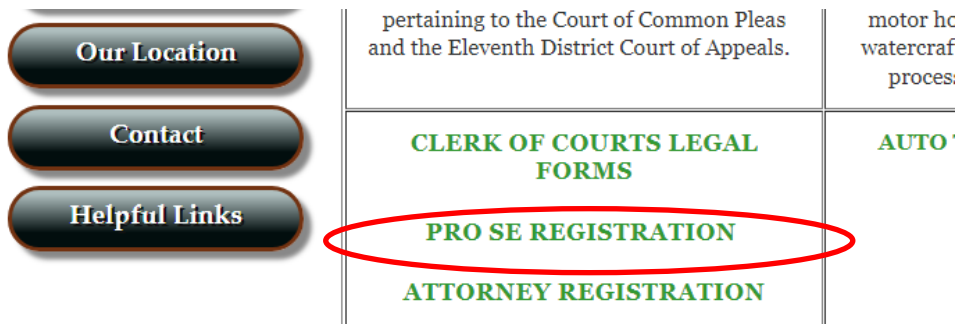
Geauga eFiling 101: How to Register as a Self-Representing E-Filer (Pro Se)

Please Note: In order to register as an e-filer, you must have an e-mail address. If you do not have one, you must create one before registering.

- 1) Go to www.geaugacourts.org and select the link for the **Clerk of Courts**:



- 2) On the list of links on the bottom, select **PRO SE REGISTRATION**:



- 3) Enter your e-mail address (REQUIRED—if you don't have an e-mail account, you must create one) and select **Next**:

Email

Please enter your email address

Email test.account@gmail.com

< Previous **Next >** Cancel Finish

- 4) Create a password, re-type the password to verify. Then enter your personal information 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

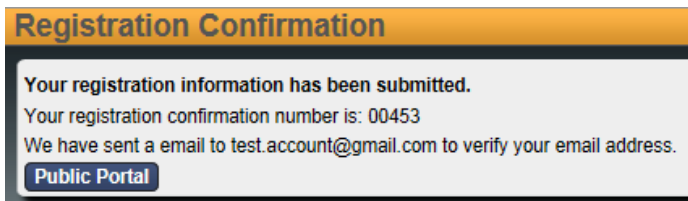
Zip * 44024

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**:

