



# Carroll County eFiling 101: E-Filing Registration for Attorneys

- 1) Go to <https://carrollcountyohio.us/agencies-and-departments/courts/clerk-of-courts/> and select the link for **e-Access**



- 2) Select the link for **Attorney Registration eFiling Links** on the left column under **EFILE 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, please contact the Clerk's office to get the bar code created.

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

**Personal Information**

Please complete the following items.

Personal Detail

Password \*

Confirm Password \*

Organization Name

Prefix

First Name \* JANE

Last Name \* DOE

Middle Name

Suffix

Address \* 100 SHORT COURT

City \* CHARDON

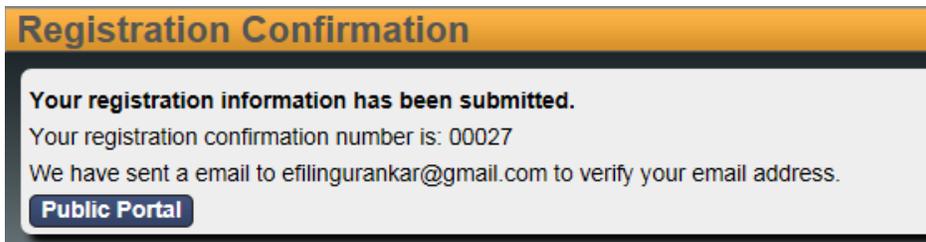
State \* Ohio

Zip \* 44024

Phone \* (555) 555-5555

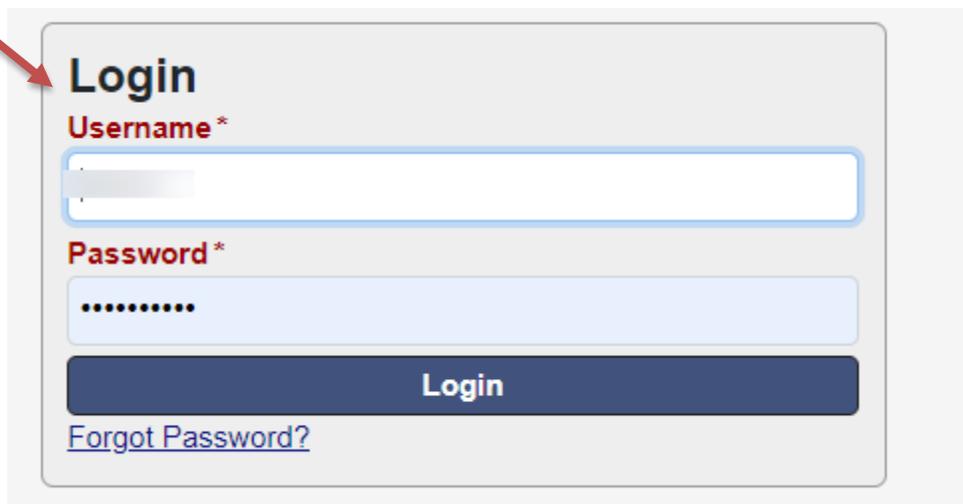
Date of Birth 05/05/1950

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- 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**:



**Note:** The Username will always be your email address.

**YOU ARE NOW ABLE TO EFILE YOUR DOCUMENTS**