

Welcome to Carroll County Common Pleas Court – General Division E-FILING website:

The Carroll County Clerk of Courts will be accepting e-Filings on certain types of cases effective 06/15/2022. The implementation of this project was made possible by a grant received from the Ohio Supreme Court to the General Division of the Common Pleas Court. The Grant funded the entire project.

To register for e-Filing as an Attorney, [Click Here](#) You must have an email address and credit card information to pay for court cost deposits. Your email must be your direct access and not a firm wide address.

To sign in to e-Filing, [Click Here](#)

When logging in, **your username will be the account holder's email. Please ensure you have confirmed your email before trying to file.**

If you are e-Filing a document, the account used to file the document MUST be the account of the attorney who has signed the document.

For any e-Filing registration questions, please contact our office at (330)627-4886, or email carclerk@carrollcountyohio.us.

For any e-Filing questions involving a filing, please contact our office at (330)627-4886.

The e-filing service -

... will allow you to initiate a case or file to an existing case electronically. But you must first register as an account user which is then approved by the Clerk.

...when initiating a case, if you do not know which case designation to pick, contact the clerk's office!

...when attaching documents, **EACH DOCUMENT SHOULD BE UPLOAD SEPARATELY!!** If you don't see what you are trying to submit, contact the Clerk's office at 330-627-4886

...if your document is REJECTED, **SELECT RESUBMIT** – DO NOT start all over!

You are entering case information at the time of e-Filing – enter **all** case names **and addresses for every party to the case** correctly as this information is used by the Clerk's office for service and by the Courts to send notices of hearings and to serve court orders; it is your responsibility to enter this information correctly. Do not use any punctuation in the names or addresses and use ALL CAPS.

****if you fail to add all parties and their addresses when filing your complaint, it will be rejected, and you will need to resubmit after you have completed adding the parties and their addresses.**

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

DO NOT INCLUDE PERSONAL IDENTIFIERS AS DEFINED IN OHIO REVISED CODE SECTION 149.45 IN YOUR FILINGS – REDACT THEM ALL PRIOR TO FILING

Please understand that the e-filer is the responsible for redacting information that should not be viewed by the public and that this responsibility applies to all documents, including attachments. The Clerk's office WILL NOT review your documents for personal identifiers!

Please understand that your filings will be available for public viewing as filed and will display any or all of the following information unless the filer redacts said information prior to filing:

- Security or Taxpayer-Identification Numbers
- Names of Minor Children
- Financial Account Number.

In domestic relations cases, this information is required and must be filed under the "confidential code" and attach the "personal identifiers form" found on the clerk's website along with the "Praecipe for Personal Identifiers."

Thank you for your participation in the use of our e-Filing system.