



Carroll County 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 <https://carrollcountyohio.us/agencies-and-departments/courts/clerk-of-courts/> and select the link for **e-Access**



- 2) On the list of links on the left, select **EFILING REGISTRATION LINK PRO SE FILERS ONLY** under **EFILE REGISTRATION**

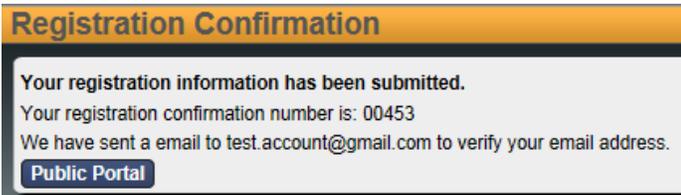
- 3) Enter your e-mail address (**REQUIRED**—if you don't have an e-mail account, you must create one) and select **Next**:

Email registration form with fields for Email (test.account@gmail.com) and navigation buttons: < 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 form with fields for 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), and Date of Birth (05/05/1950). Navigation buttons: < 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 select **eFiling Login**:

