

Geauga eFiling 101: eFiling Registration for Attorneys

1) Go to courts.geauga.oh.gov and click on **Clerk of Courts**:



2) Scroll to the bottom of the page and select **Legal**:



3) Select **Attorney Registration**:



4) Enter your Bar Number and email address and select **Next**:

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.

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

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

- 7) 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.**
- 8) 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.**
- 9) 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**:

