

Geauga eFiling 101: How to Register as a Self-Representing eFiler (Prose)

Please Note: In order to register as an eFiler, you must have an email address. If you do not have one, you must create one before registering.

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



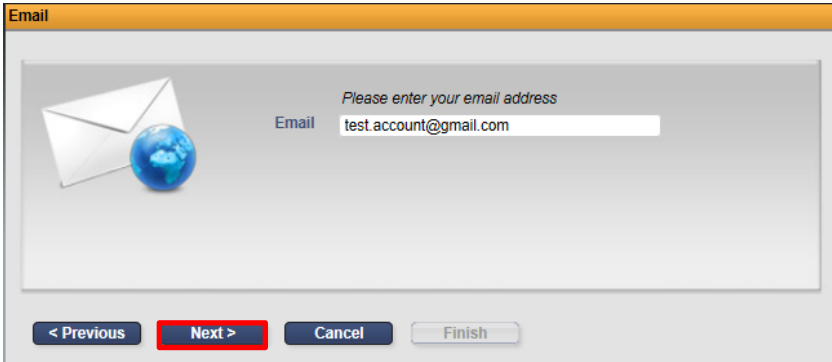
2) Scroll to the bottom of the page and select **Legal**:



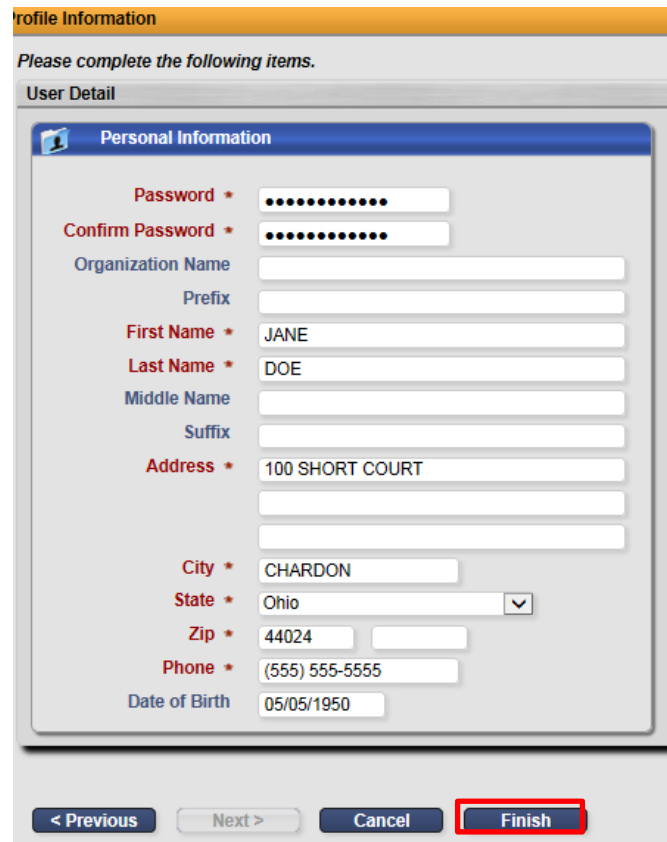
3) Select **Prose Registration**:



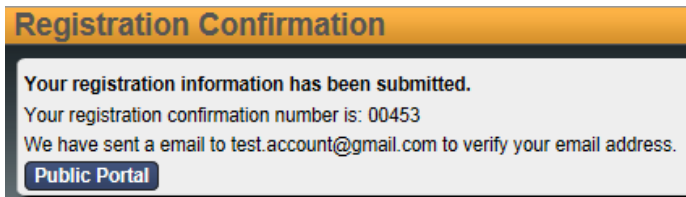
- 4) Enter your email address (REQUIRED—if you don't have an email account, you must create one) and select **Next**:



- 5) Create a password, retype the password to verify. Then enter your personal information 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**:

