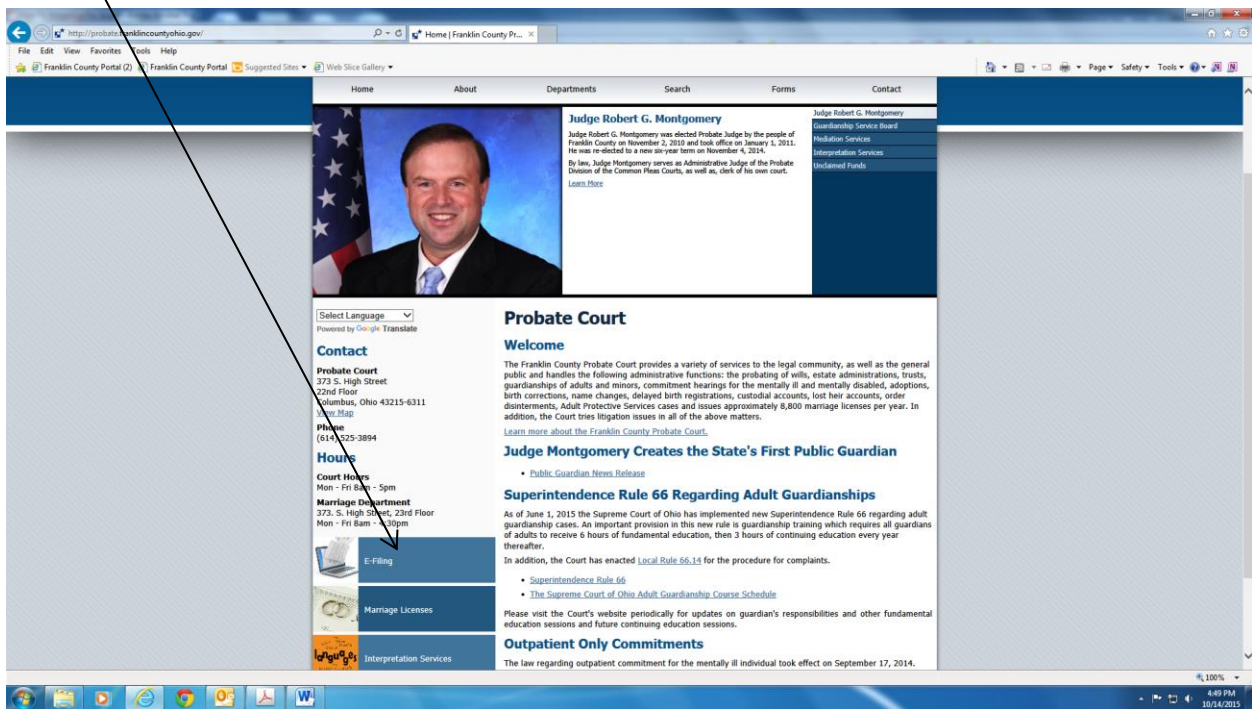
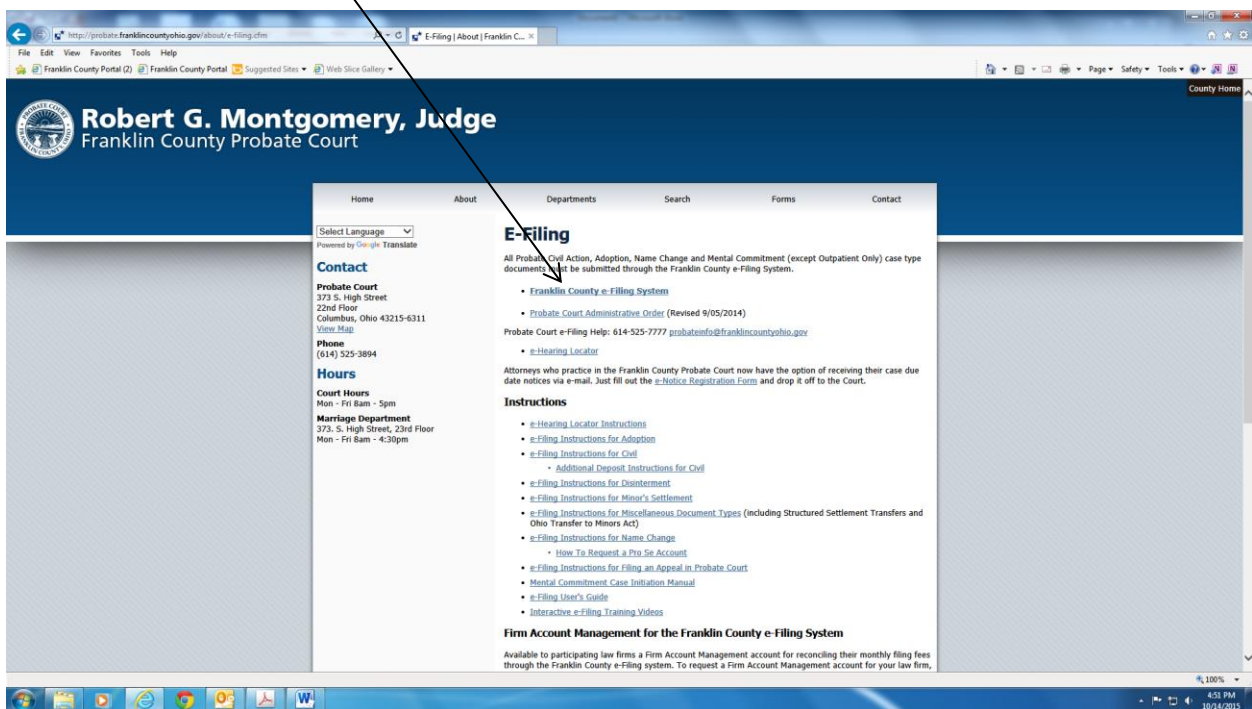


To Request a Pro Se e-Filing account, on the Court's homepage click the e-Filing button.



This will take you to the E-Filing page. Click the Franklin County e-Filing System link.



You will be taken to the e-Filing System log in page. Choose the blue Request Account button.

Franklin County e-Filing

Terms of use | Payment policy | Support

powered by eFlex from Tybera

eFile!

Electronic Filing

Log In

Enter your User Name and Password

User Name:

Password:

[Forgot Your Password?](#)

Welcome to the Franklin County's e-Filing website.

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

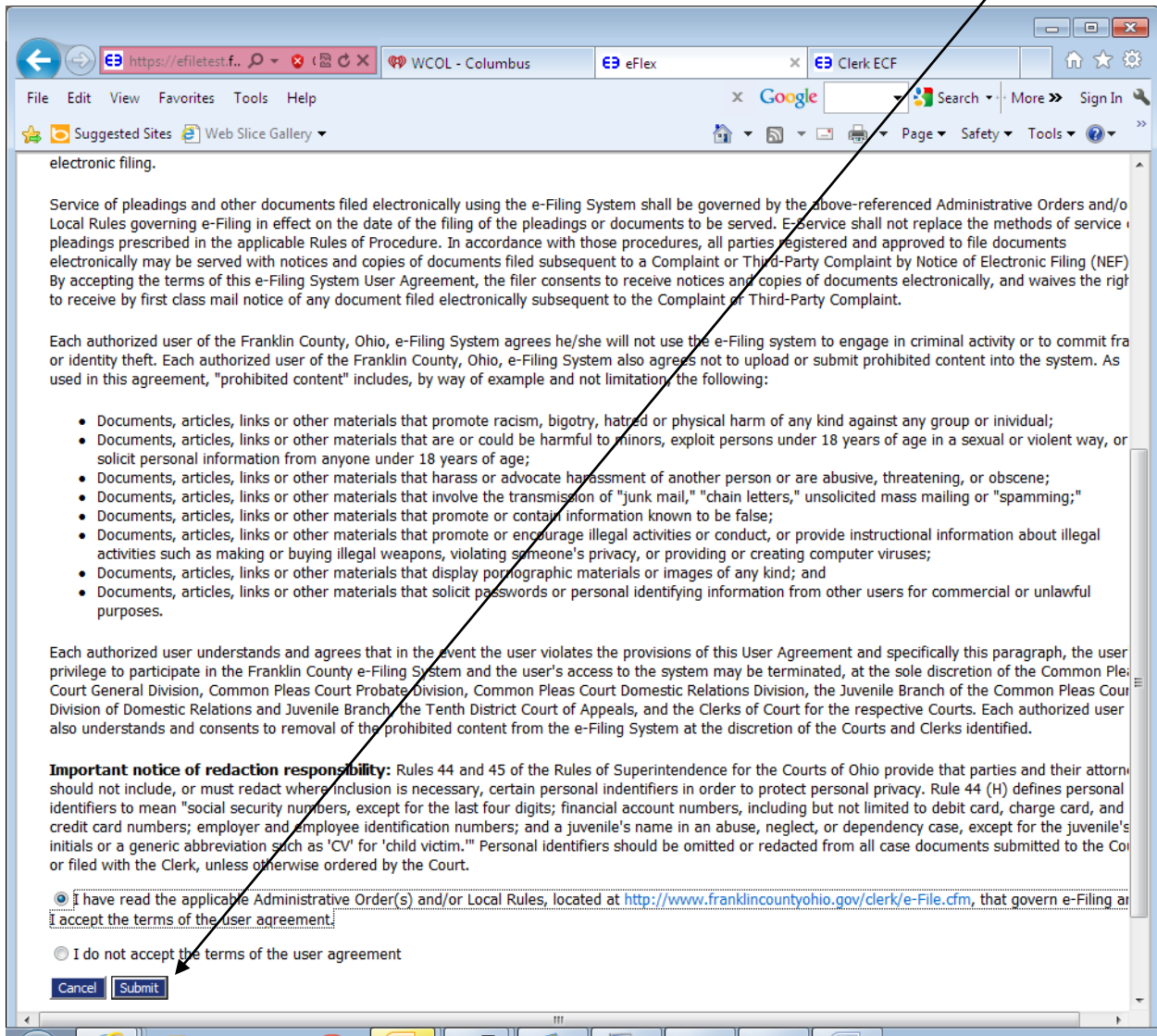
Thank you for your participation in the use of our new e-Filing system.

[Firm Account Management for the Franklin County e-Filing system.](#)
Available to participating law firms a Firm Account Management account for reconciling their monthly filing fees through the Franklin County e-Filing system. To request a Firm Account Management account for your law firm, please email the Franklin County Clerk's office at: efilinghelp-clerk@franklincountyohio.gov

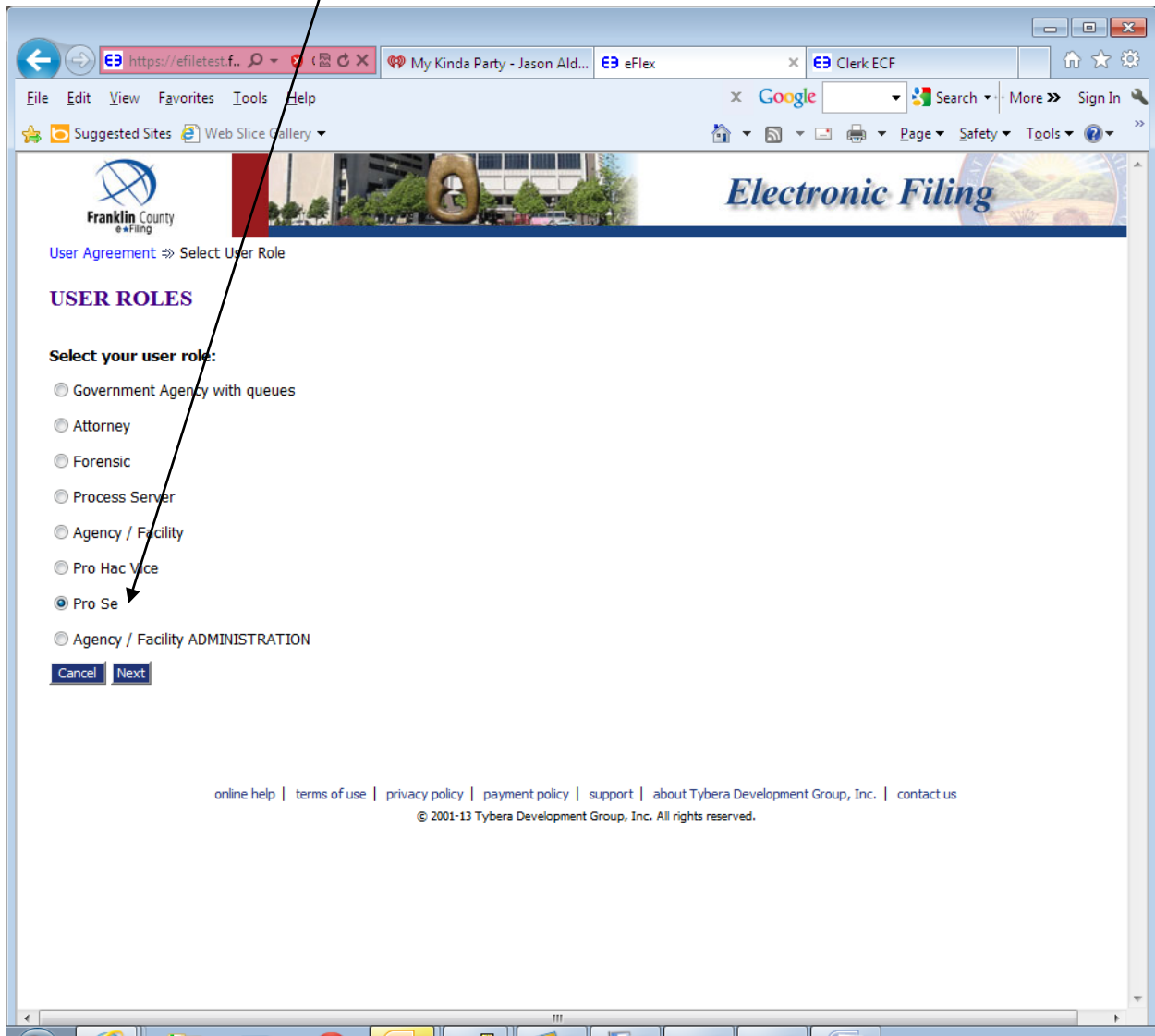
The Juvenile **Pilot** Go-Live date is **Monday, December 3rd, 2012**. Juvenile **Mandatory** Go-Live dates will occur early in 2013. Those exact dates will be posted here as soon as they are available.

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Read through the User Agreement. Once you have read the agreement, choose the radio button in front of the paragraph beginning with "I have read the applicable Administrative Order(s) and/or Local Rules"... and choose the blue Submit button.



Choose the User Role of Pro Se, then choose the Next button at the bottom of the page.



Enter all required information, choosing a User Name, Password, Confirm Password, First Name, Middle Name, Last Name, Suffix and Address. You may enter your phone number and fax number. If you have an e-mail address, please enter it in the line provided.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** https://efiletest.f..., She Cranks My Tractor - D..., eFlex, Clerk ECF
- Browser Menu:** File, Edit, View, Favorites, Tools, Help
- Search:** Google search bar with "Search" button and "Sign In" link.
- Form Title:** *Required Fields
- Form Fields:**
 - Company Name: Pro Se
 - User Name: * [text input]
 - Password: * [text input]
 - Confirm Password: * [text input]
 - Title: [text input]
 - First Name: * [text input]
 - Middle Name: [text input]
 - Last Name: * [text input]
 - Suffix Name: [text input]
 - Phone: [text input] Fax: [text input]
 - EMail: [text input]
 - 1st Alternate EMail: [text input]
 - 2nd Alternate EMail: [text input]
- Address Selection:**
 - Use My Company's Address
 - Use My Address
- Address Fields (under "Use My Address"):**
 - International:
 - Address Line 1: * [text input]
 - Address Line 2: [text input]
 - Address Line 3: [text input]
 - City: * [text input] State: [dropdown menu]
 - Postal Code: * [text input] Country: [text input]

Once you have entered all information, choose the blue submit button at the bottom of the page.

The screenshot shows a web browser window with a registration form. The browser's address bar shows 'https://efiletest.f...'. The form contains the following fields and options:

- First Name: * [text input]
- Middle Name: [text input]
- Last Name: * [text input]
- Suffix Name: [text input]
- Phone: [text input] Fax: [text input]
- E-Mail: [text input]
- 1st Alternate E-Mail: [text input]
- 2nd Alternate E-Mail: [text input]
- Radio buttons: Use My Company's Address, Use My Address
- International:
- Address Line 1: * [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- City: * [text input] State: [dropdown menu]
- Postal Code: * [text input] Country: [text input]

At the bottom left of the form, there are two buttons: 'Cancel' and 'Submit'. A blue arrow points from the text above to the 'Submit' button. At the bottom of the page, there is a footer with links: 'online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us' and a copyright notice: '© 2001-13 Tybera Development Group, Inc. All rights reserved.'

Once you submit your request for an e-Filing account, you will receive an e-mail that states: *A request for a Pro Se account has been submitted for YOUR NAME HERE (your chosen user ID) at Pro Se.* When your e-filing account has been approved you will receive another e-mail stating: Your request for an e-Filing account has been approved.

You are now ready to begin e-Filing.