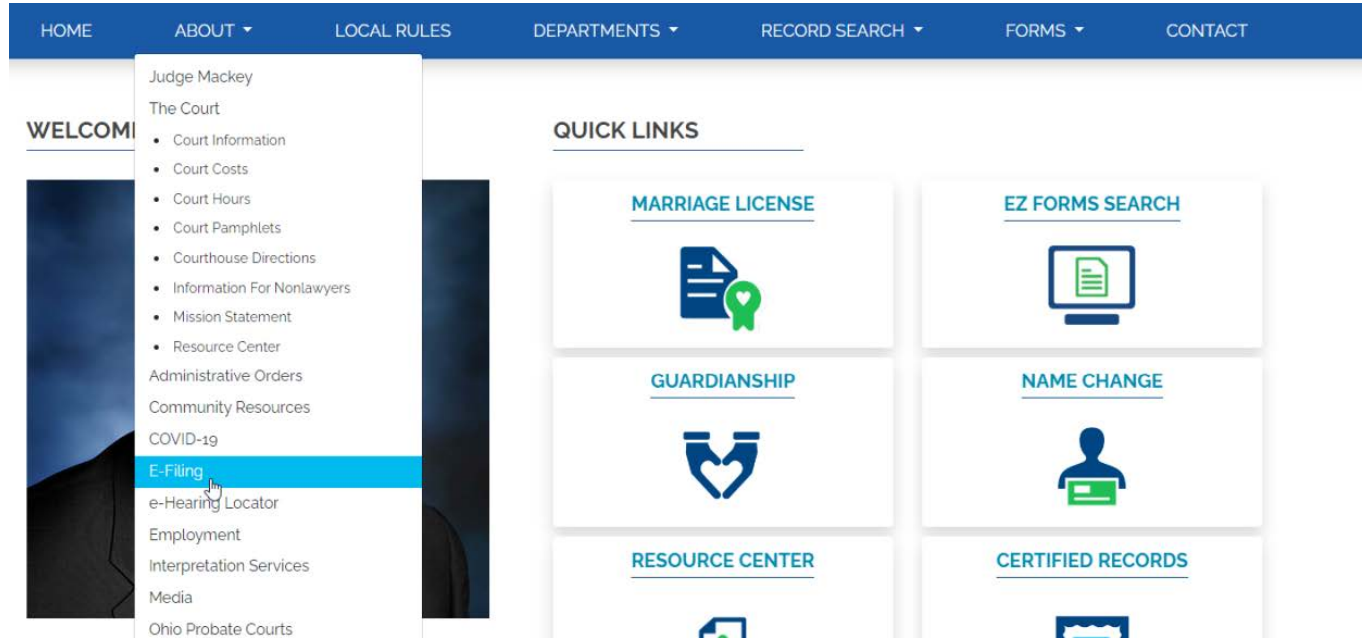
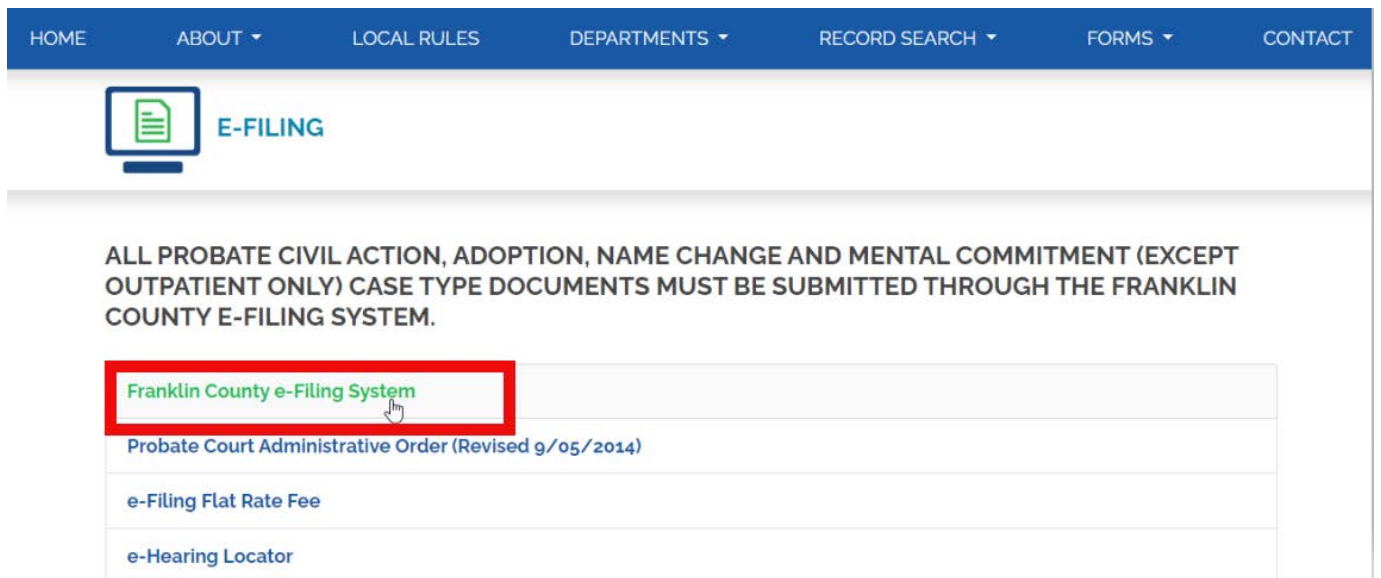






To Request a Pro Se e-Filing account, from the Court's homepage select the "About" option from the blue bar then select " E-Filing".




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.



[Terms of use](#) [Payment policy](#)



Log In

Enter your User Name and Password.

User Name:

Password:

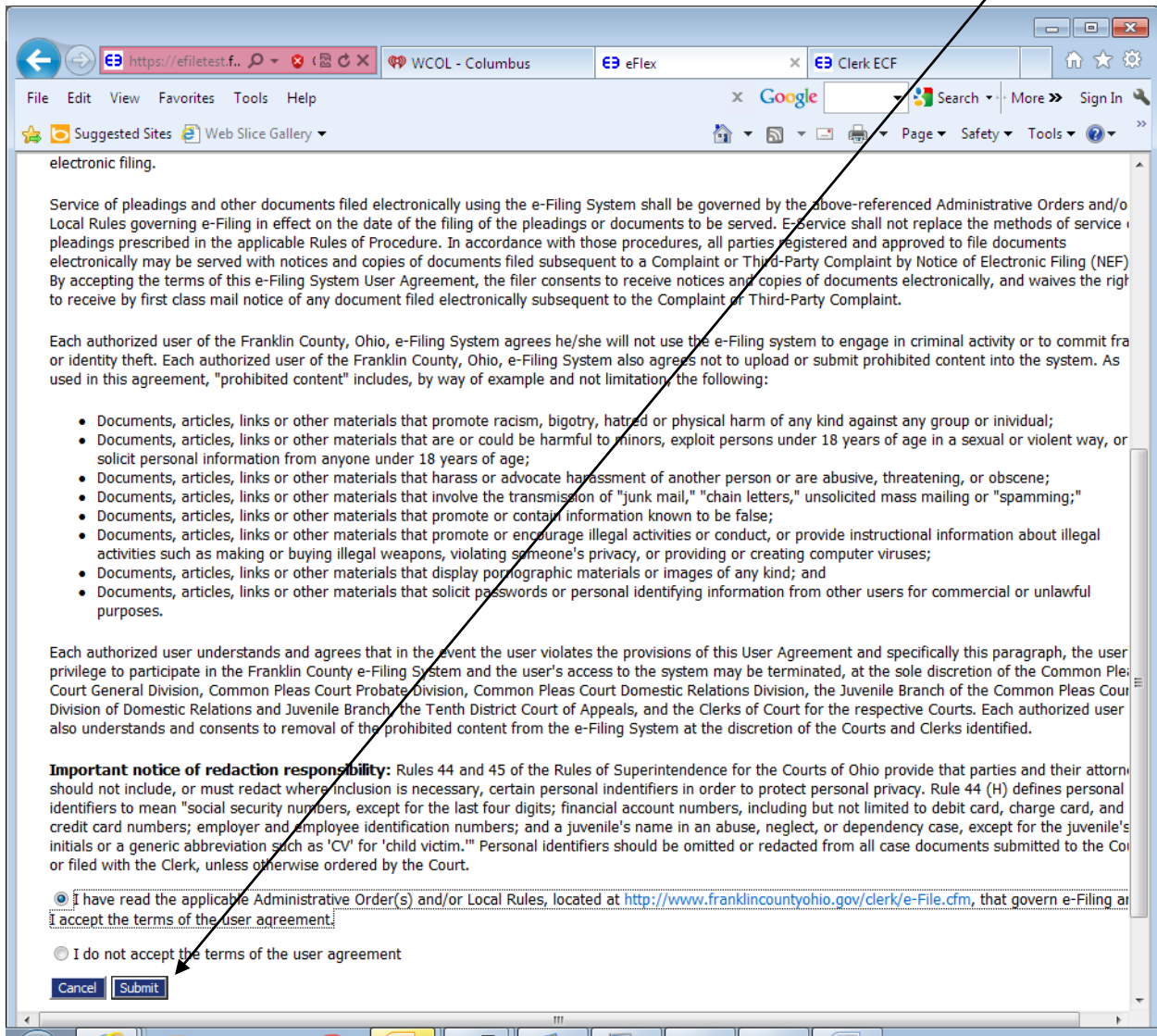
[Log In](#) [Forgot Your Password?](#)

[Request Account](#)

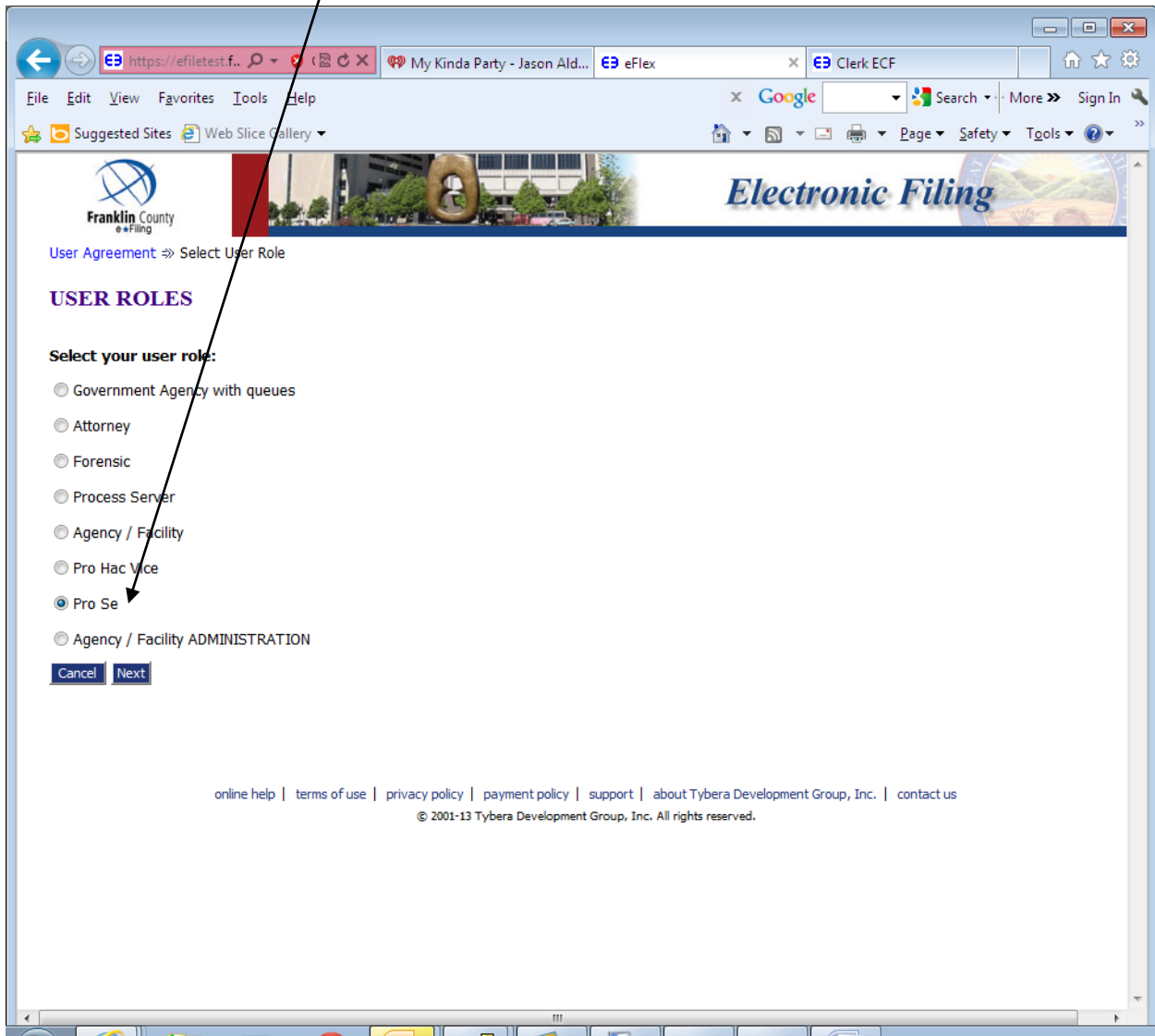
WELCOME to Electronic Filing in Franklin County, Ohio!

Whether you are an attorney or a pro se filer (representing yourself without representation from legal counsel) we provide information to assist your experience in e-Filing.

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
- Navigation:** Home, Back, Forward, Print, Page, Safety, Tools
- 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 includes the following fields and options:

- First Name: *
- Middle Name:
- Last Name: *
- Suffix Name:
- Phone: and Fax:
- E-Mail:
- 1st Alternate EMail:
- 2nd Alternate EMail:
- Radio buttons for 'Use My Company's Address' and 'Use My Address' (selected).
- International:
- Address Line 1: *
- Address Line 2:
- Address Line 3:
- City: * and State: (dropdown menu)
- Postal Code: * and Country:

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.