

Erie County Clerk of Courts

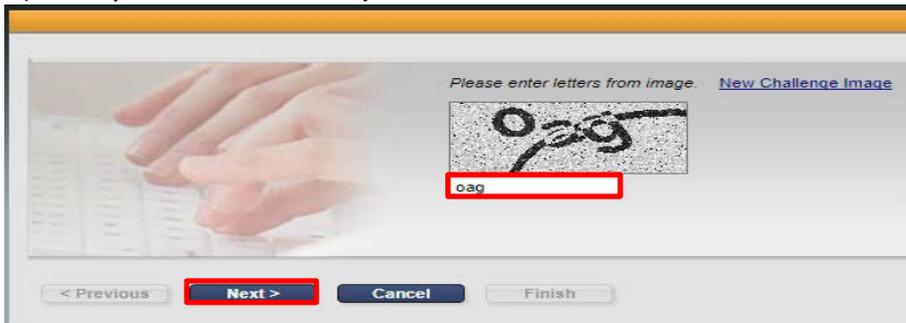
Below are instructions for registering as an attorney in the Erie County Clerk of Courts. If you have any questions, please contact our office at:

- (419) 624-6874 for Criminal Division OR
- (419) 624-6393 for Criminal Division
- (419) 624-6438 for Domestic Relations
- (419) 627-6685 for Appeals Division

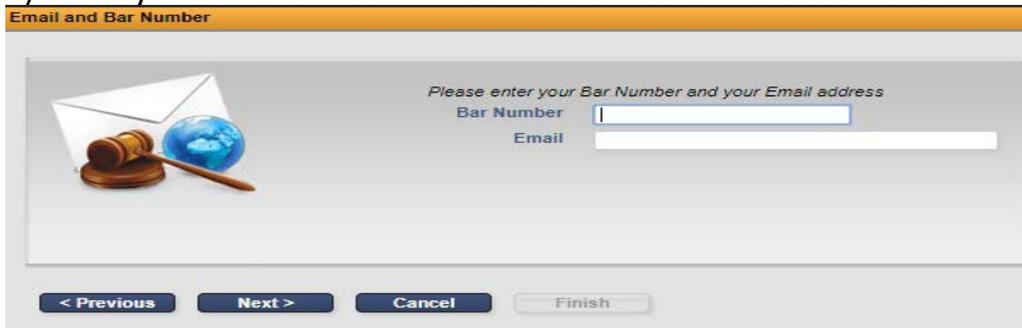
1) From the list of links on the left, select **Attorney Registration Page**:



2) Complete the security verification and select **Next**:



3) Enter your Bar Number and e-mail address and select **Next**:



Your e-mail address will become your username. Please be sure to write this information down for future reference.

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 (419) 624-6427 OR (419) 627-6686 so that you can be manually added to the database and then go back and register.

4) Complete the online registration wizard using ALL CAPS and without any punctuation.

When you are done, select **Finish**:

Profile Information

Please complete the following items.

User Detail

Personal Information

Password * [REDACTED]

Confirm Password * [REDACTED]

Organization Name [REDACTED]

Prefix [REDACTED]

First Name * JANE

Last Name * DOE

Middle Name [REDACTED]

Suffix [REDACTED]

Address * 100 SHORT COURT

[REDACTED]

[REDACTED]

City * CHARDON

State * Ohio

Zip * 44024

Phone * (555) 555-5555

Date of Birth 05/05/1950

< Previous Next > Cancel **Finish**

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

Registration Confirmation

Your registration information has been submitted.

Your registration confirmation number is: 00027

We have sent a email to efilgurankar@gmail.com to verify your email address.

Public Portal

6) Check your e-mail and open the message from Clerk of Courts. Follow the link in the e-mail to confirm that you have received the message.

Once your account has been authorized, you may log in using your e-mail address as your username and the password you created during registration.

To log in, go back to the eFiling Home page and select **eFile at top left**: ******(At this time, efilings are not being accepted until May 28, 2019)