

MARYELLEN O'SHAUGHNESSY

*Franklin County Clerk of Courts
General Division – Civil Section*



We're *e-Filing!*

ATTENTION: Pro Se Filing Party

The Franklin County Clerk of Courts is now conducting business electronically for all new and existing Civil cases. We have created an account for you and have submitted your documents through the e-Filing system. To submit future filings, please log on to <https://efiling.franklincountyohio.gov/> or visit the Clerk of Court's website at www.franklincountyohio.gov/clerk and click on the "e-Filing" tab.

1. To e-File your document(s), you may follow the instructions in the **Online Help Section**, located along the bottom of the page in the e-Filing system.
2. Additionally, a PowerPoint tutorial is available on the Clerk's website (see above).
3. Upon approval of the submitted documents, you may access an electronic time-stamped version.

For your reference, please record you username and password and keep this piece of paper:

USERNAME:

PASSWORD:

ALL FILING FEES WILL NEED TO BE PAID USING A VALID CREDIT CARD

A Deputy Clerk may be available to answer your questions **regarding the e-Filing process** or to provide assistance when e-Filing your next document using your new e-Filing account. You may call the Civil Division at **614.525.3621** during normal business hours, **Monday-Friday 8am-5pm (excluding holidays)**.

Thank you and we look forward to continuing to serve you in a timely, accurate and courteous manner.

Franklin County Clerk of Courts Staff

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| <http://www.franklincountyohio.gov/clerk/e-File.cfm> |