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NOTICE TO ATTORNEYS REGARDING EFILING PRE-REGISTRATION

The Cleveland Municipal Court and the Clerk of Courts office will be initiating a **new** version of E-filing for our Civil Division starting in early October 2017. We are urging attorneys to pre-register now to make the transition seamless. Even if you are already registered with the current E-filing system, you need to **re-register** to have continued access.

[To register click here and follow the prompts.](#)

Remember that this system is **NOT** for criminal filings, but for filings in the Civil Division such as; **New Case Filings, Small Claims (Non Housing), Civil Torts, Civil Contracts, Pre-judgement pleading/motion.**

Garnishments will NOT be accepted at this time.

Instructions for Attorney Registration for Efiling


Enter your Bar Number and email information

Email and Bar Number

Please enter your Bar Number and your Email address

Bar Number

Email



The Mission of the Clerk of Courts is to record and process all matters decided in Cleveland Municipal Court.

“We Care”

Enter your personal information on this screen

The fields in red are required fields it will not let you continue unless all required fields have been populated

The screenshot shows a web form titled "Profile Information" with a sub-section "Personal Information". The form contains several input fields, some of which are marked with a red asterisk to indicate they are required. The required fields are: Password, Confirm Password, First Name, Last Name, Address (three lines), City, State (a dropdown menu), Zip (two separate boxes), Phone, and Date of Birth. Other fields include Firm Name, Prefix, Middle Name, and Suffix. At the bottom of the form, there are four buttons: "< Previous", "Next >", "Cancel", and "Finish". The "Finish" button is circled in red.

Click the Finish button

When finished an email confirmation will be sent to you