

**MONTGOMERY COUNTY, OHIO
EFILING**

**How to Request an
Efiling User's Account**

**Updated:
02/11/2013**

**Montgomery County Common Pleas
Court, General Division**

Montgomery County Clerk of Courts

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Quick Reference for Filers

Link to eFiling Information Site:

<https://efiling.mcoho.org>

This will take you to the eFiling information site which includes notices, training schedule, user's manual, and the Administrative Order governing eFiling. It also contains a link to our eFiling application.

Link to eFiling Application (Filer's Interface):

<https://efiling.mcoho.org>

1. Open Internet Explorer,
2. Go to <https://efiling.mcoho.org>
3. In the Internet Explorer menu, click **Favorites > Add to Favorites**,
4. Click OK to the new link as a favorite.

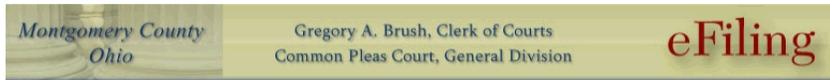
Hint: Create a bookmark or favorite link in your browser to an address so you don't have to remember it.

Requesting an eFiling Account

Login

To begin eFiling you must first go to the "Login" page located at <https://efiling.mcoho.org> and request an account.

The "Login" page is the place where, periodically, the system administrator may communicate with filers by posting a message notifying users of upcoming changes in eFiling or upcoming system maintenance that will make the system unavailable for a set-time period.



Welcome to eFlex

A screenshot of the login page. It has a dark blue background. At the top, it says "Log In". Below that are two input fields: "User Name" and "Password". There is a "Log In" button and a link "Forgot Your Password?". Below that, it says "New Users" and "If you have not signed in before, please request a user account." There is a "Request Account" button.

WELCOME TO MONTGOMERY COUNTY OHIO
EFILING

- To begin the registration process, click on the Request Account button on the login page. The “User Agreement” page will open.

User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

- I accept the terms of the user agreement
- I do not accept the terms of the user agreement

Cancel Submit

- After reading the user agreement, accept the terms by selecting the proper radio button, and click **Submit**. The “User Roles” page will appear.
- Select the appropriate user role by clicking in the proper radio button.
- Click **Next**. The “Select a Company” page will open.

Select a company

Select the company you belong to or type it in below:

- Existing Company Name:
- New Company Name:

Cancel Submit

- Each user must be associated with an organization. On the “Select a Company” page, use the drop-down menu to determine if your organization is already a part of the eFiling system. If it is select “Existing” and select your organization. **Note all Pro Se or self-represented parties should select “Existing” and select the company name “Pro Se.”**
- Alternately, to create an organization account, select “New” and fill in the textbox with the organization name for which an account is being established. Make sure that you use the legal name of the organization.
- Click **Submit**. The “Request a User Account” page will display.

Request a User Account

***Required Fields**

Company Name: Law Firm XYZ

Filer Role: * Attorney (enter OH Bar No.) Bar Number:

Pro Se (Self Representative Party) enter a Case No. you participated in if any.

User Name: *

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Phone: * Fax:

EMail: *

1st Alternate EMail:

2nd Alternate EMail:

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State: Ohio

Postal Code: * Country: United States

- Fill in the textboxes with the appropriate information. Fields marked with an asterisk are required.
- **Bar Number:** Attorneys are required to include their bar number when they register for an account. The Clerk's Office will not approve an account if the request does not include an attorney Bar number.

Special Note for Out-of-State Attorneys

Special Note for Out-of-State Attorneys: *The system is configured for Ohio's seven digit bar number. If you are an out-of-state attorney, enter your state's abbreviation at the beginning of your bar number, i.e., KY11111, IN22222, or MI33333. If there is not enough space for your entire bar number enter as much of the bar number that the system will permit. Then enter the **entire bar number** in the "Title" textbox. Please note that except for a petition for an issuance of subpoena duces tecum for an out-of-state case an out-of-state attorney is required to obtain a pro hac vice certificate of registration from the Ohio Supreme Court in order to represent a party in this Court. See Ohio GOV. BAR R. XII for details. Please enter your pro hac vice registration number and the specific case number in the textbox identified "**Pro Se Enter a Case Number.**" If you plan to file a petition for an issuance of subpoena duces tecum please enter "subpoena" in the "**Case Number**" box.*

- **User Name:** Enter a user name of your choice. The system determines whether or not your new username is unique. If it is not unique, you will receive a message asking you to select a different username.
- **Phone:** Your phone number.
- **Email:** Your main email address where courtesy email notices will be sent. Users are required to provide an email address.
- **1st & 2nd Alternate email:** Alternative email addresses are provided so that courtesy e-mail notices can be sent to any others who are involved with your cases, such as partners, paralegals or assistants.
- **Address:** Your mailing address or the default address of the firm.
- Click **Submit**. A page notifying you that a user account has been requested appears and displays basic user information including the company with which the user is associated.

- Click **OK** to be returned to the “Login” page. Once your account has been approved, you will receive an email message that your account is approved. You can then log in to the eFiling system with your username and the password you established during the registration process.

Resetting Forgotten Password

- If you have forgotten your password, on the “Login” page, click **Forgot Your Password**. The “Request Password Reset” page will appear.
- Enter your user name and click **Submit**. An email containing a link will be sent to the account listed on your user profile.
- Upon clicking the link you will be directed to a page with a temporary password that you may use to login to the eFiling system.
- After login, proceed to the “Change Password” page by selecting **My Profile > Change Password**

Working with Profiles

To view or edit your user profile:

- Select **My Profile > My User Profile** from the main menu.

User Profile

L Cooper

User Name:	attorney
Organization:	Montgomery County Common Pleas Court, General Division
Bar Number:	ATTY000
Bar State:	
User Identifier:	
Previous Case:	
Phone:	
Fax:	
EMail:	ecomer@tybera.com
1st Alternate EMail:	
2nd Alternate EMail:	
Address:	41 N. Perry Street Dayton, OH 45422 US
Role:	Attorney
Date Approved:	Not Available

[Modify User Profile](#) [Change Password](#)

- To edit your profile, click **Modify User Profile** to display editable information; then make the necessary changes. Fields marked with an asterisk (*) are required.

Note: The efiling system will not permit the user to modify their organization. If a user goes to a different firm/organization, it is necessary to contact the Clerk of Courts office to modify the organization in the user profile.

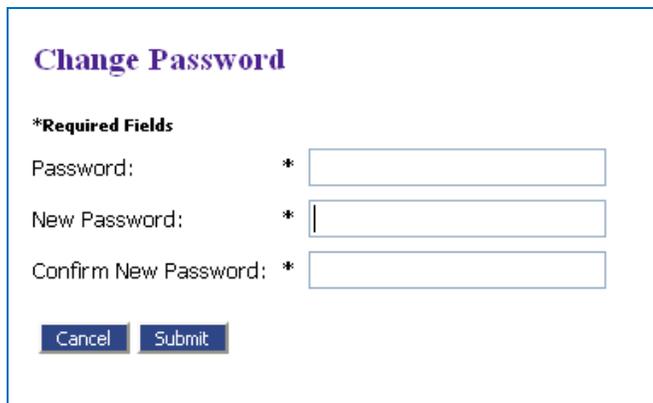
- To change your password, click **Change Password**, then enter a new password.
- **Note:** Only the System Administrator can view your profile information. Other users cannot view it.

Passwords

You can change your password whenever you want. We recommend that your password be easy for you to remember but difficult for others to figure out. A strong password includes symbols, characters, and numbers.

To change your password:

- Select **My Profile > Change Password** from the menu.



The screenshot shows a web form titled "Change Password" in purple text. Below the title, there is a section labeled "*Required Fields". It contains three input fields, each preceded by an asterisk: "Password:", "New Password:", and "Confirm New Password:". At the bottom of the form, there are two buttons: "Cancel" and "Submit".

- Enter your current password.
- Enter your new password, and then enter it again in the Confirm New Password field to confirm it.
- Click **Submit**.

Login History

The Login History displays any of your login failures to help you detect and monitor any unauthorized login attempts. Changing your password on a regular basis is one way to help avoid unauthorized access to your account.

If your account has too many login failures, the system automatically suspends your account. If this occurs, click on **support** in the Login dialog to find the phone number to call to reactivate your account.

To view login history:

- Select **My Profile > View Login History** from the menu.
The list shows past login attempts, along with the date, login result, and IP address of the requesting machine.

Login History		
Kerry Ward Log In History		
Employee Account Status: Active		
Date Logged In	Log In Result	Requesting IP Address
2009-04-21 15:56:18.625	Denied	127.0.0.1
2009-04-21 15:56:14.859	Denied	127.0.0.1
2009-04-20 12:12:42.046	Denied	192.168.0.73
2009-04-19 23:01:28.125	Denied	127.0.0.1
2009-04-16 21:12:19.968	Denied	192.168.0.121
2009-04-16 12:55:07.187	Denied	192.168.0.76