

Clerk – New Attorney Portal and eFiler Procedures

Go to Lake County Clerk of Courts <https://www.lakecountyohio.gov/coc/>

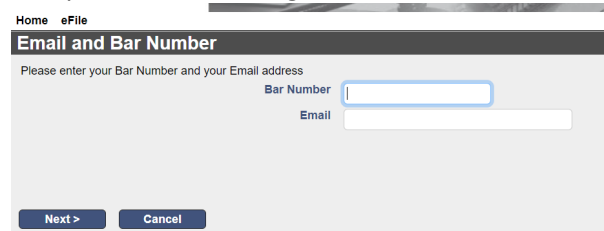
Click the eFile Link

Click the Attorney Registration Link



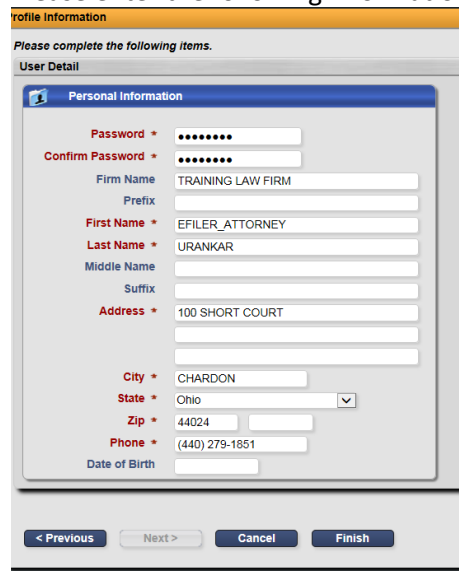
The screenshot shows the website header with "Home" and "eFile" links. Below is a "Helpful Links" section with several links: "Clerk of Courts Main Page", "Clerk of Courts Documents and Downloads", "Common Pleas Court Documents and Downloads", "Ohio Revised Code", and "Supreme Court of Ohio". To the right is a portrait of a woman. Below the portrait is an "Attorney Registration" section with links for "Attorney Portal Registration", "Self Representing Litigants", and "Registration".

Complete the online registration wizard



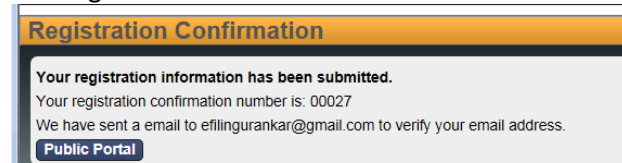
The screenshot shows the "Email and Bar Number" step of the registration wizard. It includes a "Home" and "eFile" link. The main heading is "Email and Bar Number". Below it, the instruction reads: "Please enter your Bar Number and your Email address". There are two input fields: "Bar Number" and "Email". At the bottom, there are "Next >" and "Cancel" buttons.

Please enter the following information all in CAPS.



The screenshot shows the "Personal Information" step of the registration wizard. It includes a "Home" and "eFile" link. The main heading is "Personal Information". Below it, the instruction reads: "Please complete the following items." Underneath is a "User Detail" section with a "Personal Information" sub-section. The fields are: "Password" (masked with dots), "Confirm Password" (masked with dots), "Firm Name" (TRAINING LAW FIRM), "Prefix", "First Name" (EFILER_ATTORNEY), "Last Name" (URANKAR), "Middle Name", "Suffix", "Address" (100 SHORT COURT), "City" (CHARDON), "State" (Ohio), "Zip" (44024), "Phone" ((440) 279-1851), and "Date of Birth". At the bottom, there are "< Previous", "Next >", "Cancel", and "Finish" buttons.

Message:



The screenshot shows a "Registration Confirmation" message. The heading is "Registration Confirmation". The message text reads: "Your registration information has been submitted. Your registration confirmation number is: 00027. We have sent a email to efillingurankar@gmail.com to verify your email address." Below the message is a "Public Portal" button.

Please check your mail and open the message from Clerk of Court:

Please click on the link within the email. This confirms you received the message. **This confirms your email, but does not give you access to eFiling.** You will receive another email once the Clerk has granted you Attorney eAccess and/or Attorney eFiling privileges.

Once you have received the email granting access please go to the Clerk's website, click eFile, and Log On.

