

Self Registration - Pro Se Litigant

Instructions for Self-Registration:

A valid email is required for registration.

- 1) Go to Lake County Clerk of Courts website
<https://www.lakecountyohio.gov/coc/>
- 2) Click the eFile
- 3) Click the Pro Se Registration Link
- 4) Complete the online registration wizard
- 5) Litigant MUST have an email account. It will be the User Name when eFiling
- 6) Click Next
- 7) Enter the following information all in CAPS and do not use any punctuation.
☒ Note the email address & password you will be creating. (NEXT STEP)
- 8) Click Finish
- 9) Check your email account and open the message from ClerkIT.

Note:

The first email is to confirm the email address and contains a link the user must click.

“Please [Click Here](#) on the link within the email. This confirms you received the message.”

The Clerk will review and accept the request. You will receive a second email and may begin eFiling.

DO NOT ATTEMPT TO ACCESS EFILE SITE UNTIL CONFIRMATION EMAIL AUTHORIZING USER, IS RECEIVED IN THEIR EMAIL ACCOUNT.