

Requesting an eFiling Account for (non-attorney) Parenting Coordinators

1. Click on **Request Account**.

Franklin County e-Filing

Terms of use Payment policy Support

powered by eFlex from Tybera

Log In
Enter your User Name and Password.

User Name:

Password:

[Forgot Your Password?](#)

to the Franklin County's e-Filing website.

service will allow you to initiate a case or file to an existing case electronically. But you must first in account which is then approved by the Clerk.

2. If terms are acceptable, click on the applicable radio button.

Franklin County e-Filing

Electronic Filing

User Agreement

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 login screen.

Franklin County, Ohio e-Filing System User Agreement

In order to register for an account with the Franklin County, Ohio, e-Filing System, including the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals and the Clerks of Court for the respective Courts, you must accept the terms of the User Agreement below. Failure to accept these terms will result in you being denied access to the system being redirected take you back to the login screen.

Each person who has been approved to file electronically shall be responsible for the security and use of the user name and password that are assigned to the person. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees to comply with the Administrative Orders and/or Local Rules of the Division or Branch of the Common Pleas Court or Tenth District Court of Appeals governing e-Filing as are then in effect in the applicable Court, Division or Branch at the time of each electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming";
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct; or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court filed with the Clerk, unless otherwise ordered by the Court.

I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing and I accept the terms of the user agreement.

I do not accept the terms of the user agreement.

3. Click on the **Parenting Coordinator (non-attorney)** radio button and click on Next.

Franklin County e-filing

User Agreement ⇒ Select User Role

USER ROLES

Select your user role:

- Agency / Facility ADMINISTRATION
- Agency / Facility
- Attorney
- Government Agency
- Media
- Pro Hac Vice
- Pro Se
- Probate Doctor
- Probate Prescreener
- Government Agency with queues
- Test Role
- Attorney-CSEA
- Process Server
- Parenting Coordinator (non-attorney)

4. Choose "PARENTING COORDINATOR" from the **Existing Company** dropdown.

Franklin County e-filing

Select User Company

Select a company

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

Existing

New

- PARENTING COORDINATOR
- KARDASHIAN & KARDASHIAN
- LERNER, SAMPSON & ROTHFUSS
- MICHAEL L. MILLER, ATTORNEY AT LAW
- MOORE LAW
- MOUNT CARMEL MEDICAL CENTER EAST
- MOUNT CARMEL MEDICAL CENTER WEST
- MOUNT CARMEL SAINT ANN'S
- Municipal Court
- MY NEW FIRM
- NETCARE
- News Source
- NOLAN LAW
- OHIO ATTORNEY GENERALS OFFICE
- OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS
- OHIO DEPARTMENT OF YOUTH SERVICES
- OHIO HOSPITAL FOR PSYCHIATRY
- OSU HARDING
- Out of State Atty filing subpoena
- PARENTING COORDINATOR**
- PHV account

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5. From the Request a User Account, provide account information. Fields with asterisks by them are required fields.

Request a User Account

***Required Fields**

Company Name: PARENTING COORDINATOR

User Name: * JOE

Your password must be at least 6 characters long and must be different than your user name.

Password: * ●●●●●●

Confirm Password: * ●●●●●●

Title:

First Name: * JOE

Middle Name:

Last Name: * COORDINATOR

Suffix Name:

Phone: 6145555555 Fax:

E-Mail: JOECOORDINATOR@GMAIL.COM

1st Alternate EMail:

2nd Alternate EMail:

Use My Company's Address

Use My Address

International:

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State:

Postal Code: * Country:

Cancel Submit

Please allow 24 hours for your request to be approved. You will receive an email (if provided) once your account has been approved.