

Clerk of Court of Common Pleas Court, Guernsey County, Ohio

General Division and Domestic Relations Division

eUser Registration Instructions

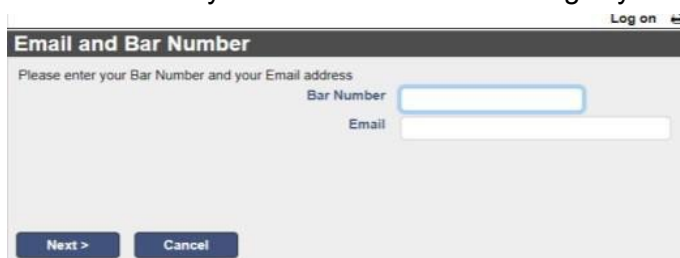
Introduction

The records of the General Division and Domestic Relations Division are held by the Guernsey County Clerk of Courts.

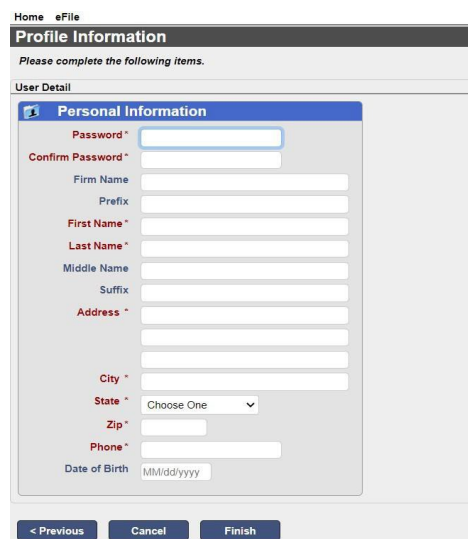
Registration is REQUIRED for Attorneys and Pro-Se Parties in order to utilize the **Guernsey County Electronic Case Filing System**.

Attorney Registration

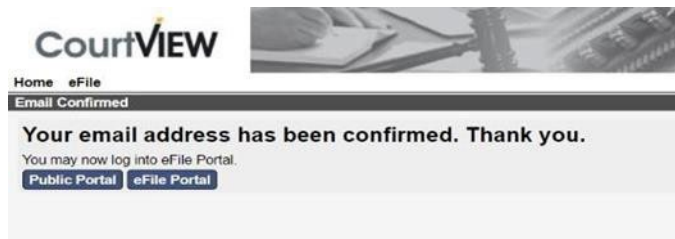
1. Choose the [Attorney eUser Registration](#) link on the left side of the [Public Record Search Portal](#)
2. Enter your Ohio Attorney Registration Number in the **Bar Number** field. Include leading zeroes in the number, such that the entire number will be **seven (7) digits** (e.g., 0002345).
3. Enter the email address to which your Electronic Case Filing System notifications should be directed.

A screenshot of a web form titled "Email and Bar Number". The form has a dark header bar with the title and a "Log on" link. Below the header, it says "Please enter your Bar Number and your Email address". There are two input fields: "Bar Number" and "Email". At the bottom, there are two buttons: "Next >" and "Cancel".

4. Click **Next>**. If you receive an error message, call the appropriate clerk's office.
5. The **Profile Information** window will appear. Fields with a **Red* description** are required.
6. Create a **Secure Password** with these requirements:
 - at least six (6) characters in length;
 - include both alphabetic and numeric characters; and
 - include at least one special character (e.g., !@#\$%^&*).
7. Click **Finish**. A new screen will pop up with the heading **Registration Confirmation**.
8. You will receive a verification email with the terms and conditions of use, as well as a [CLICK HERE](#) verification link. *You must click that link to activate your account.*

A screenshot of a web form titled "Profile Information". The form has a dark header bar with the title and links for "Home" and "eFile". Below the header, it says "Please complete the following items." and "User Detail". There is a sub-header "Personal Information" with a user icon. The form contains several input fields: "Password*", "Confirm Password*", "Firm Name", "Prefix", "First Name*", "Last Name*", "Middle Name", "Suffix", "Address*", "City*", "State*" (with a dropdown menu), "Zip*", "Phone*", and "Date of Birth" (with a date picker). At the bottom, there are three buttons: "< Previous", "Cancel", and "Finish".

9. The **Email Confirmed** window will open in your browser.



Once your registration has been submitted, you will receive an email containing a link to set your password. This step **MUST** be completed to begin using the eFiling Portal.

If you use **Gmail, Yahoo, AOL, or other email providers**, please check your **Spam/Junk folder**. (Sender name is: DMS)

If you use **Outlook**, Please check your **Quarantine Folder**, due to security filters.

For Outlook emails: To check Quarantine in Outlook, visit: <https://security.microsoft.com/quarantine> (sign in with your regular email information).

For Outlook (Microsoft Defender Quarantine):

- **Sender:** DMS (donotreply@fairfieldcountyohio.gov)
- **Subject:** [E] File from ECM
- **Body:** "dmsadmin shared a file with you" with an attached **PDF**
- You may need to mark email as safe sender before you can open the PDF attachment.

Did not receive? **Contact your IT Department** as they may need to check your Outlook/Microsoft settings if the email is not appearing.

Clerk's Office Contact Information

For questions or issues with eFiling, please don't hesitate to reach out to the Clerk's office.

Monday through Friday 8:30 a.m. to 4:00 p.m.

Phone: 740-432-9233

Email: kswank@guernseycounty.org AND jjohnson@guernseycounty.org