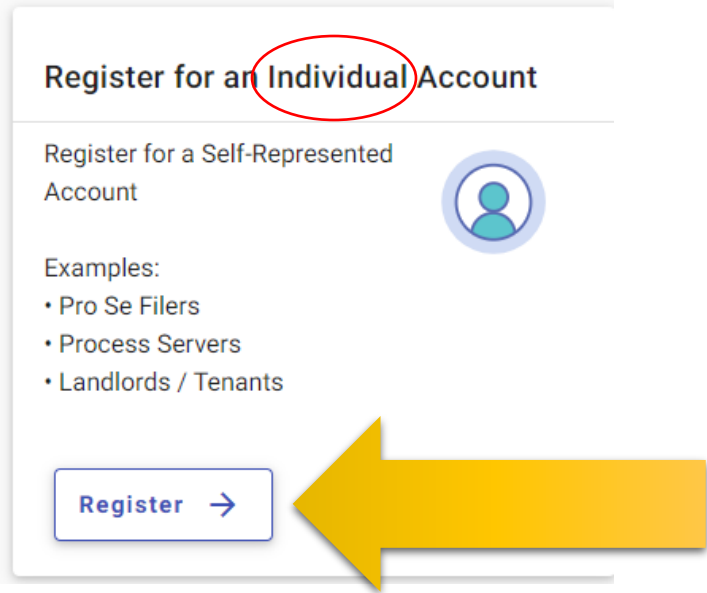


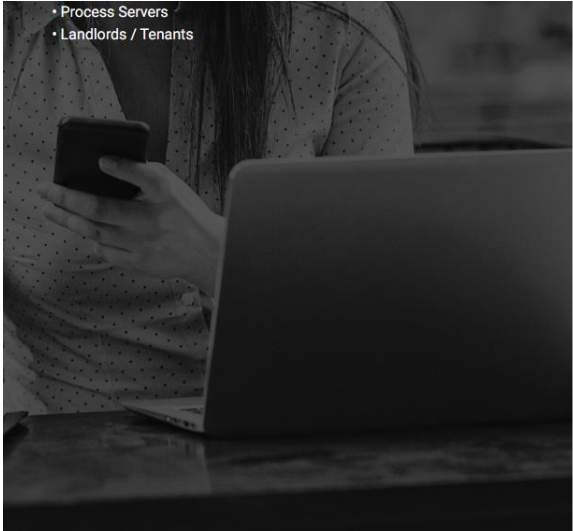
If this is your first time eFiling you will have to register for an account.

If you already have an account, you can login and skip to loading/scanning your documents.

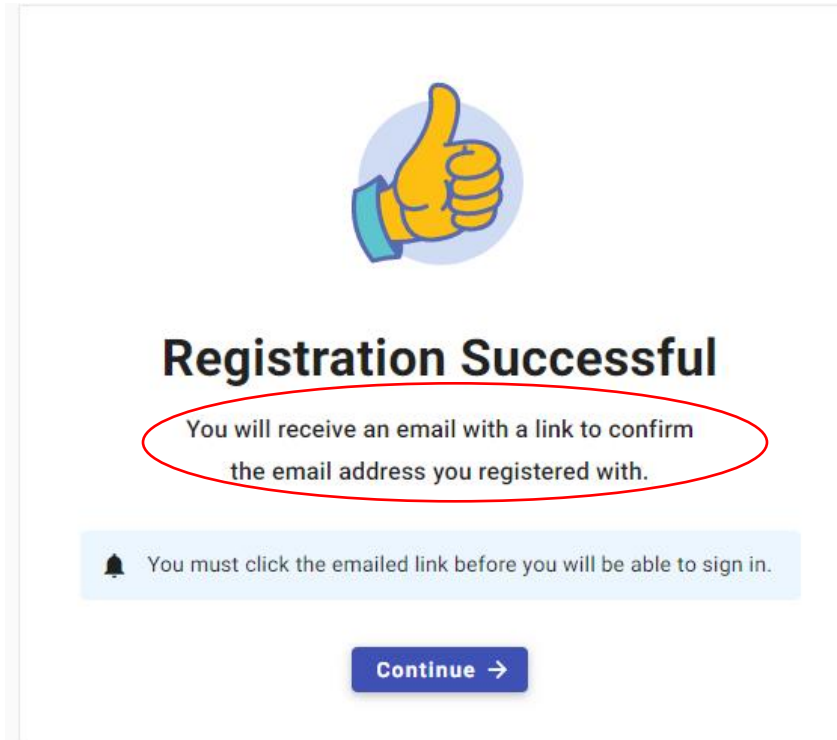
1. The first step is to click "Register" on the main page. You will select what type of user you are. If you are not an Attorney you will select "Individual".



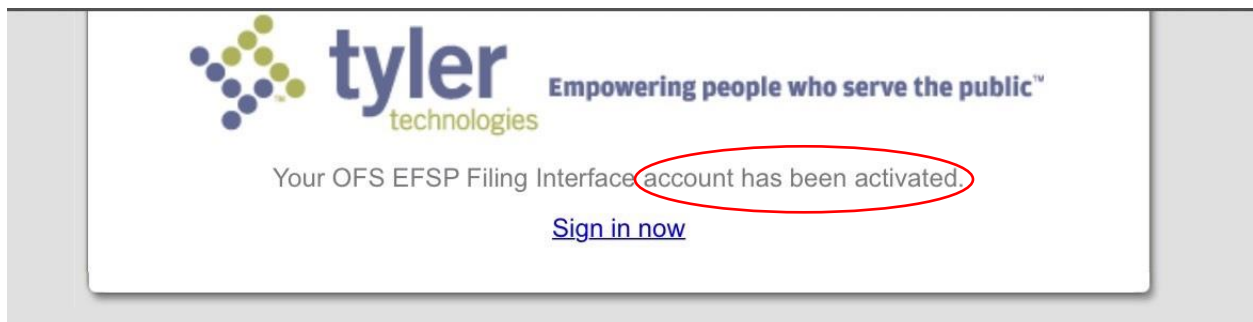
2. Now you will need to fill in your User Information for your Efilega.com Account. Please note that your password must meet these requirements:
  - At least 8 Characters Long
  - Have at least one Uppercase AND one Lowercase Letter
  - At least one number OR symbol

A registration form with the following fields: "Last Name \*", "Country" (dropdown menu showing "United States"), "Address Line 1 \*", "Address Line 2", "City \*", "State \*" (dropdown menu showing "Select..."), "Zip Code \*", and "Phone Number \*". Below the fields is a checkbox labeled "I agree to the Terms and Conditions", which is circled in red. At the bottom right is a blue "Register" button. A large yellow arrow points from the right towards the "Register" button.

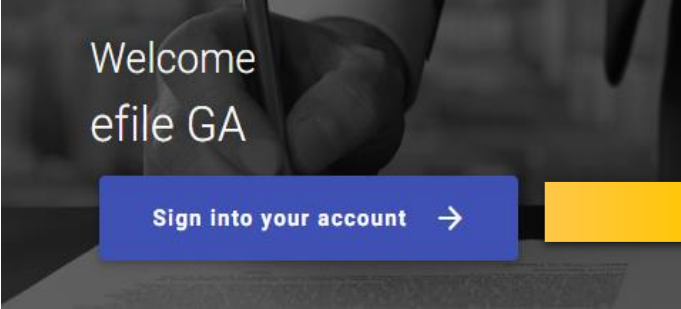
3. Once you have completed the information and checked the Terms and Conditions box, click on "REGISTER" for the final submit screen.
4. You have not registered for an account. Please note that you will need to check the email used to register your account. Efilega.com will send a verification email to your account, there will be a confirmation link to fully activate your account. This is required before you can proceed to scanning your documents into a new or existing case.



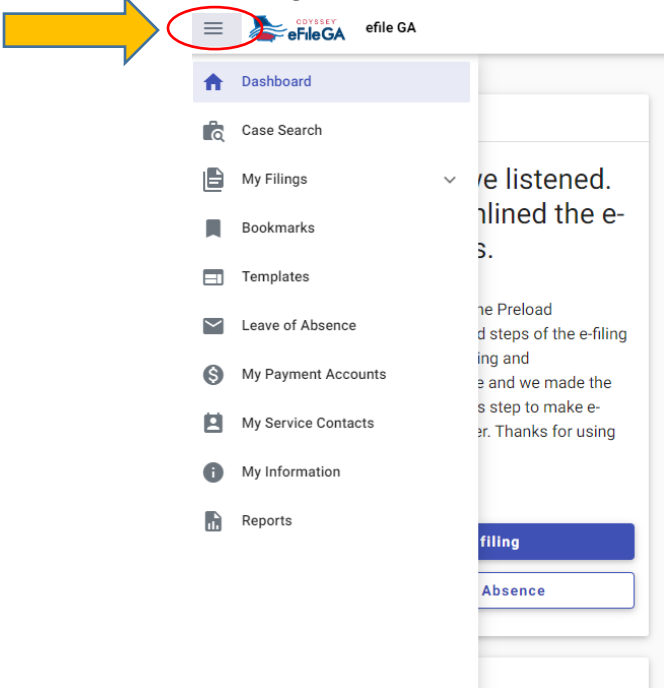
5. Once your registration is activated through your email, you will see this activation confirmation.



Before you begin, please make sure you are logged into the eFile System.

A screenshot of the 'Sign In' form. The form has a blue header with the text 'Sign In'. Below the header is the 'ODYSSEY eFileGA' logo. The form contains a message 'Please sign in to continue' in a light blue box. Below this are two input fields: 'Email' and 'Password'. A blue 'Sign In' button is located below the password field. At the bottom of the form, there are two links: 'Forgot your password?' with a 'Reset Password' button next to it, and 'Having a problem?'. A 'Close' button is located in the bottom right corner.

1. If the menu is blocking the screen, click the three bars to hide it.



2. Once Logged into the system, you will need to click to “Start Filing”



3. Select whether you are “Filing a New Case” or “Into an Existing Case”




**File New Case**

If you do not have a case number and you want to start a new case for the first time.




**Start new case**



**File Into Existing Case**

If the case was started by you or someone else and you have the case number or names of the parties to find the case.



**File into existing case**

**FILE INTO EXISTING CASE**

- 1. **To File into Existing Case**, you'll be prompted to select Location and to Search by Case Number or Party Name. Once you've entered your Case Number or Name, click Search.



**Search for Case**

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

Location \*  
Select...

Search for Case by  
 Case Number  Party Name

If you are not sure your case number is correct, refer to the formatting instructions for the selected court.

Case Number \*

Sort results by  
Newest to Oldest

Cancel

- 2. Click the dropdown menu and select "File into case" and Submit. It will bring you to your Case Information page.

Actions

- 
- File into case with template
- View Service contacts
- Bookmark case

3. The steps for filing are at the top of the screen.



4. To move to the next step, you will select the next step in the bottom right corner.



5. You won't be able to move to the next step until you add at least one filing. Click the "Add Filing" button.



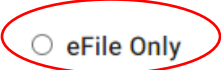
No Filings Added Yet

At least one filing is required to complete the filing process.

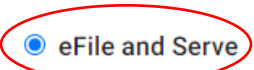


6. Select your Filing Type from eFile Only, eFile and Serve, or Service Only

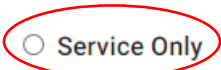
Filing Type \* (Required)



Pick "eFile Only" to just electronically file your papers.



Electronically file your papers with the court and have your documents sent to the selected service contacts.



Your filing will only be sent to the selected service contacts and will not be filed with the court.

7. Filing Code

-The Filing Code should be the closest it can be to the title of your document. If none of the filing codes apply, you can use the code 'Proceeding'.

Filing Description

-The filing description should be the title of your document.

Filing Code \*  
Select...

Client Reference Number

Filing Description \*  
Enter the document description

Comments to Court

As close to title of document. Or "Proceeding"

Title of your document

8. Click Select file and then the blue Save button in the lower right corner

### Upload Documents

To add more than one lead document to the filing, create

Lead Document \* Required

Drag files here or

Select file

Maximum file size: 26.21 MB  
Accepted file types: Portable Document File (PDF)

Cancel Save

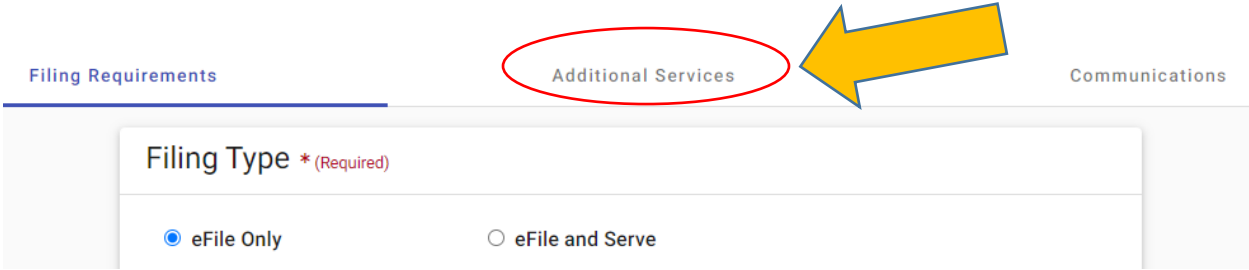
If you have more documents to file, you will need to click on "Add More" and repeat step 11



- 9. If you need to order a Sheriff's Entry of Service it a filing must be created and saved to add. To order a Sheriff's Entry of Service (\$50.00 each), click on the Pencil Icon next to the file.



A new window will open. Click on "Additional Services"

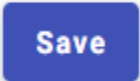


Under Additional Services, you will check the Sheriff Service Superior box, and select the Quantity. Then click Save.

### Additional Services

The additional services you see below are based on the filing code you picked.

<input type="checkbox"/>	Type	Fee Amount	Quantity	Total
<input type="checkbox"/>	Additional Party Fee	\$0		
<input type="checkbox"/>	Sheriff Service Superior	\$50	<input type="text" value="Quantity"/>	Total # Needed
<input type="checkbox"/>	Superior Garnishment	<input type="text" value="Amount"/>		





10. Once you have uploaded all the documents you want to upload. Click the button that says "Service" at the bottom right of the screen.



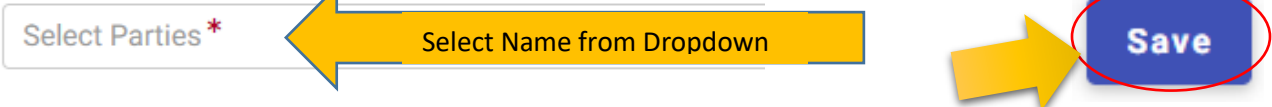
11. On the service page you can add emails that the documents are going to be sent out to.



12. You can add yourself with the "+ Add Me" button. **Make sure your email is on this list** as you will need it in order to download your file stamped documents. For any other parties use the "Add New Contact" and include the information. Once you have checked please click the button in the bottom right that says "Fees".

### Associate Parties

Select one or more parties to associate with the service contact



13. The next page is for "Fees." This is where you will choose your payment account or set up a new one if this is your first time filing.



On this page you will need to select “Add New Payment Account”, choose a name for the account and add in your payment information on the prompted screen. If you are going to pay cash, filing a Pauper’s Affidavit, or Temporary Protective order you can select the “Waiver” account option. If your case requires a filing fee you can proceed after submitting to one of our windows for payment. **You will need to make sure you hit Save.** Then click “Summary.”

### Fees

You must select a payment account even if there are no fees.

Payment Account \*  
Select... ▼

+ Add payment account ←

Party Responsible for Fees \*  
Select... ▼

### Fee Breakdown

Once you've picked your payment account, click the button below to see the total fees.

↻ Calculate Fees

Exit

← Service Summary →

**FILE A NEW CASE**

14. Click “Start new case.” Before you can upload your documents you will need to choose:
- Which location your filings will go (Cherokee Superior Court)
  - Case Category (Civil-Case Type (Civil Electronic, Civil Electronic Divorce, or Post Judgment)

# Case Information

**Court location \***  
Select... **CHEROKEE SUPERIOR COURT** ▼

This is the court where you are filing your case.

**Case category \***  
Select... **CIVIL** ▼

This is the type of case you are filing (Family, Probate, or Civil).

**Case type \***  
Select... **CIVIL ELECTRONIC, DIVORCE, POST JUDGMENT** ▼

If you can't find your case type, change the case category to see other case types.



15. The next page you will input the information about each of the parties. If you are the Plaintiff of the case you can click the box that states “I am this Party” and it will autofill your information you gave earlier. Click Save in the bottom right corner.

**Parties**

Party Type	Party Name
Plaintiff *	<a href="#">+ Add party details</a>
Defendant *	<a href="#">+ Add party details</a>

[+ Add More](#)

**Person** **Entity**

I Am This Party

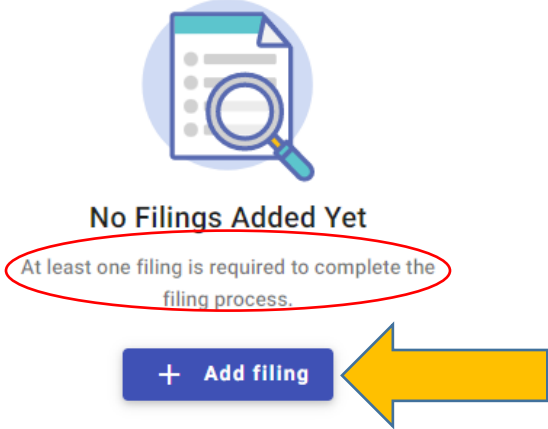
16. Afterwards, you will need to fill in the defendant’s information. From the “Parties” screen you will scroll down where it says defendant and click the “Add party details.” Fill in the information and click Save in the lower right corner.



17. To add in additional parties, you can do so by clicking “Add Party”. If you do not need to add additional parties to continue to the next screen, click on “Filings”.



18. You won’t be able to move to the next step until you add at least one filing. Click the “ Add Filing” button.



19. Select your Filing Type from **eFile Only**, **eFile and Serve**

Filing Type \* (Required)


- eFile Only**  
Pick "eFile Only" to just electronically file your papers.
- eFile and Serve**  
Electronically file your papers with the court and have your documents sent to the selected service contacts.

20. You can click Select file and then the blue Save button in the lower right corner

## Upload Documents

To add more than one lead document to the filing, create

Lead Document \* Required



Drag files here or

**Select file**

Maximum file size: **26.21 MB**  
Accepted file types: **Portable Document File (PDF)**


Cancel

Save



If you have more documents to file, you will need to click on “Add More” and repeat step 11

**+ Add More**



21. If you need to order a Sheriff’s Entry of Service it a filing must be created and saved to add. To order a Sheriff’s Entry of Service (\$50.00 each), click on the Pencil Icon next to the file.

Actions







A new window will open. Click on "Additional Services"

Filing Requirements **Additional Services** Communications

Filing Type \* (Required)

eFile Only       eFile and Serve

Under Additional Services, you will check the Sheriff Service Superior box, and select the Quantity. Then click Save.

### Additional Services

The additional services you see below are based on the filing code you picked.

<input type="checkbox"/>	Type	Fee Amount	Quantity	Total
<input type="checkbox"/>	Additional Party Fee	\$0		
<input type="checkbox"/>	Sheriff Service Superior	\$50	<input type="text" value="Quantity"/>	Total # Needed
<input type="checkbox"/>	Superior Garnishment	<input type="text" value="Amount"/>		

22. Once you have uploaded all the documents you want to upload. Click the button that says "Service" at the bottom right of the screen.

23. On the service page you can add emails that the documents are going to be sent out to.



You can add yourself with the “Add Me” button. **Make sure your email is on this list** as you will need it in order to download your file stamped documents. For any other parties use the “Add New Contact” and include the information. Once you have checked please click the button in the bottom right that says “Fees”.

### Associate Parties

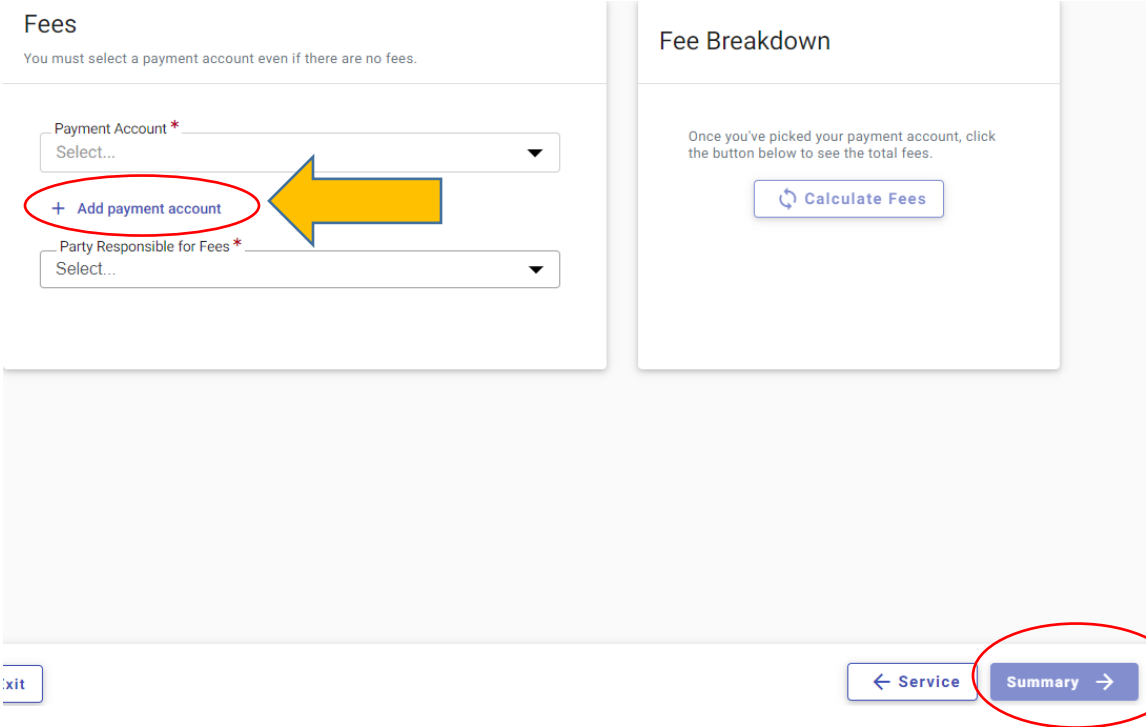
Select one or more parties to associate with the service contact



24. The next page is for “Fees.” This is where you will choose your payment account or set up a new one if this is your first time filing.



On this page you will need to select “Add New Payment Account”, choose a name for the account and add in your payment information on the prompted screen. If you are going to pay cash or are filings a Pauper’s Affidavit you can select the “Waiver” account option and wait at an open window to pay after you have submitted your case. **You will need to make sure you hit Save.** Then click “Summary.”



25. The final page before submitting a document and is there for you to check the prices and the documents you are filing before you click Submit. A small disclaimer will show up at the top of the screen. Please read it and click on the box to check off that you agree. Once you have looked over and made sure the information is correct, you may click submit to the right or bottom of the screen.

### Submission Agreements



IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact personal or confidential information, including Social Security numbers, as required by O.C.G.A 9-11-7.1. This requirement applies to all documents, including attachments. I understand that, if I file, I must comply with the redaction rules. I have read this notice.

\$214.00	
<b>Subtotal</b>	\$214.00
<hr/>	
\$19.00	
\$6.73	
<b>Subtotal</b>	\$25.73
<hr/>	
<b>Grand Total</b>	\$239.73

- [Agreements](#)
- [Case](#)
- [Parties](#)
- [Filings](#)
- [Service](#)
- [Fees](#)

**SUBMIT**

**SUBMIT**

**Save**

BACK TO TOP Help