

Clerk – New Attorney Portal and eFile Procedures

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

Click the eFile Link

Click the AttorneyRegistration Link

The screenshot shows a web browser window with the address bar displaying "phoenix.lakecountyohio.gov/eservices/home.page.3". The browser's address bar and tabs are visible at the top. The website header includes the "CourtVIEW" logo and navigation links for "Home" and "eFile". A "Helpful Links" section on the left lists various resources such as "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". The main content area features a "WELCOME TO eFILING WITH LAKE COUNTY" message and a "DISCLAIMER" in red text stating: "It is the responsibility of the filing party and counsel to remove p... The clerk of courts and deputy clerks shall have no responsibility for the removal See Loc. R. 2.06 regarding Personal and Private Information in Records and Su...". Below the disclaimer, there are links for "eFile Registration", "Attorney eFile Registration", and "Non-Attorney eFile Registration".

Complete the online registration wizard

The screenshot shows a registration form titled "Email and Bar Number". The form prompts the user to "Please enter your Bar Number and your Email address". It contains two input fields: "Bar Number" and "Email". Below the input fields are two buttons: "Next >" and "Cancel".

Please enter the following information all in CAPS.

The screenshot shows a registration form titled "Personal Information". The form prompts the user to "Please complete the following items." and "User Detail". The form contains several input fields for personal information: "Password", "Confirm Password", "Firm Name" (pre-filled with "TRAINING LAW FIRM"), "Prefix", "First Name" (pre-filled with "EFILER_ATTORNEY"), "Last Name" (pre-filled with "URANKAR"), "Middle Name", "Suffix", "Address" (pre-filled with "100 SHORT COURT"), "City" (pre-filled with "CHARDON"), "State" (pre-filled with "Ohio"), "Zip" (pre-filled with "44024"), "Phone" (pre-filled with "(440) 279-1851"), and "Date of Birth". Below the input fields are four buttons: "< Previous", "Next >", "Cancel", and "Finish".

Message:

The screenshot shows a "Registration Confirmation" message. 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 text is a button labeled "Public Portal".

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.

