

EARLE B. TURNER
Clerk



Phone: (216) 664-4870
Fax: (216) 664-4065

Cleveland Municipal Court
Office of the Clerk of Courts
Justice Center – Courts Tower
1200 Ontario Street
Cleveland, Ohio 44113-1669

NOTICE TO ATTORNEYS REGARDING EFILING PRE-REGISTRATION

The Cleveland Municipal Court and the Clerk of Courts office are in the process of initiating a **new** version of E-filing for our Civil Division. We are urging attorneys to pre-register now to make the transition seamless. Even if you are already registered with the current E-filing system, you need to **re-register** to have continued access.

[To register click here and follow the prompts.](#)

We will begin using the new system in mid-late September. Remember that this system is **NOT** for criminal filings, but for filings in the Civil Division such as;

New Case Filings, Small Claims (Non Housing), Civil Torts, Civil Contracts, Pre-judgement pleading/motion.

Garnishments will NOT be accepted at this time.

Instructions for Attorney Registration for Efiling

Enter your Bar Number and email information

Email and Bar Number

Please enter your Bar Number and your Email address

Bar Number

Email

The Mission of the Clerk of Courts is to record and process all matters decided in Cleveland Municipal Court.

“We Care”

Enter your personal information on this screen

The fields in red are required fields it will not let you continue unless all required fields have been populated

The screenshot shows a web form titled "Profile Information" with a sub-section "Personal Information". The form contains several input fields, some of which are marked with a red asterisk to indicate they are required. The required fields are: Password, Confirm Password, First Name, Last Name, Address (three lines), City, State (a dropdown menu), Zip (two separate boxes), and Phone. Other fields include Firm Name, Prefix, Middle Name, Suffix, and Date of Birth. At the bottom of the form, there are four buttons: "< Previous", "Next >", "Cancel", and "Finish". The "Finish" button is circled in red.

Click the Finish button

When finished an email confirmation will be sent to you