



**OFFICE OF
CLERK SUPERIOR COURT, MUSCOGEE COUNTY**

SHASTA GLOVER
Clerk

P.O. Box 2145
Columbus, Georgia 31902-2145

GOVERNMENT CENTER
TELEPHONE
(706) 653-4370
(706) 653-4359

**Muscogee County, Georgia, Simplifies Court Filing Process and
Enhances Access to Justice**

COLUMBUS, GA - Muscogee County Clerk of Superior Court has announced the availability of e-filing for all civil cases via Tyler's Odyssey eFileGA™ and PeachCourt eFiling, which will provide convenience and cost savings to Muscogee County residents and attorneys as it will enable them to open cases and file documents from a user friendly, secure website – 24 hours a day, seven days a week.

During the 2018 Legislative Session, Senate Bill 407 was passed which contains language mandating electronic filing in civil cases effective January 1, 2019. The following cases are excepted from the bill: ex parte motions, adoptions, bond validations, domestication of foreign judgements, surrogacy declaratory judgement, and termination of parental rights, and family violence temporary protective orders.

According to Shasta Glover, Clerk of the Muscogee County Superior Court, we have reached a pivotal moment in our transition to electronic court records and now documents can be digitally filed, served, distributed and delivered at any time and any place. This transition will help us achieve greater efficiencies, as well as create time savings for attorneys and clerks and enhance access to justice for self-represented litigants.

Using eFileGA and PeachCourt helps courts streamline processes, reduce costs, and save paper. Nationally, Tyler is seeing the number of electronically filed transactions steadily rise while processing times are getting faster, with many filings taking less than 60 seconds.

By providing court participants with simplified and immediate access to court documents, Muscogee County is using Odyssey eFileGA and PeachCourt eFiling to increase efficiency and more effectively use taxpayer dollars. This supports our strategic plan, which prescribes taking more steps towards "technological advancements necessary for the overall progression of the Muscogee County Superior Court Clerk's Office.

<MORE>

Many courts across the state are currently using eFileGA and PeachCourt and with the start of 2019, many more will elect to use eFileGA and PeachCourt as all counties will be required to implement e-filing at that time.

The Odyssey system was developed and implemented by Tyler Technologies, a software company headquartered in Plano, Texas, that focus entirely on software and services for state and local governments. This modern court system helps eliminate manual processes, increases efficiencies and moves government to paperless environments. The system will enable Muscogee County to better serve its constituents, who will now have faster access to essential court information via the internet, 24/7. Please call Tyler Technologies at 877.874.8499 for any questions.

PeachCourt was developed by GreenCourt Legal Technologies, LLC, a software company headquartered in Carrollton, Georgia. Making software that serves law firms and courts, their the primary focus is on improving the flow of information to and from trial courts across Georgia. Please call PeachCourt at 844.GA.EFILE for any questions.

Both of these modern court systems help to eliminate manual processes, increases efficiencies and moves government to paperless environments. These systems will enable Muscogee County to better serve its constituents, who will now have faster access to essential court information via the internet, 24/7.

E-Filing of Civil and Domestic Cases

Welcome to Civil e-Filing

To setup your eFileGA account and electronically file your civil or domestic case go to <https://georgia.tylerhost.net/ofsw eb> or <https://www.peachcourt.com>. Go to Tyler's Self Help section containing Training Videos, FAQs, User guides, Self Service and Web Training Sessions or Peachcourt's Webinars tab to help make the E-Filing process easier.

Civil and Domestic cases can also be e-Filed from the Clerk of Superior Court's Office using Public Access Terminals which are available Monday thru Friday, 8:30AM to 5:00PM. If you need paperwork for any Domestic matter and some subsequent filings for General Civil matters, please contact the Law Library at 706.653.4010, located on the 8th Floor of the CCG Tower or you may download New Case Packets and General Forms by clicking this link:

http://muscogeeecourts.com/su-cvdm_forms.htm

E-Filing Instructions

****READ ALL INSTRUCTIONS BELOW AND THE MANDATORY E-FILING ORDER TO MINIMIZE THE CHANCE OF YOUR FILING BEING REJECTED: ****

PROPOSED ORDERS

Proposed Orders must be submitted to the Clerk of Court in both Word and PDF file format through eFileGA. Filer must use the "**Proposed Order**" filing code.

EXHIBITS

If you have exhibits to pleadings, the exhibits should be part of the lead document. If filing exhibits separately, include a notice of filing (filing code "Notice of Filing") as the first pleading, and use the filing code "Exhibit" for each exhibit cited in the notice of filing.

IN FORMA PAUPERIS

If you are initiating a new case and want to proceed in forma pauperis select one of the following case types:

- Pauperis CV (Initiate) for Civil Case.
- Pauperis DM (Initiate) for Domestic Case.

FILING CODES

Use a separate filing code for ALL Original Signed Pleadings. We provide a comprehensive list of filing codes for you to select from. If you are unable to find a code

that matches your pleading, please call one of our direct support number for assistance (706) 653-4372.

The following forms and pleadings also require a separate filing code: **Case Initiation Form, Case Disposition Form, Sheriff Service, Summons, Standing Order, Verification, and Proposed Order.**

FORMS

Marshall's / Sheriff's Entry of Service

Civil Summons

Second Standing Order Governing All Domestic Cases (2)

Standing Order Regarding in Forma Pauperis Filings

Order Governing The Filing of Paternity Test

Order Governing The Sealing of All Paternity Test

Case Disposition Form - Civil and Domestic

Case Disposition Form (Instructions)

Case Initiation Filing Form - Civil and Domestic

Case Initiation Filing Form (Instructions)

Notice of Publication

Order of Publication

COMMON REASONS FOR REJECTION

- The filing code does not match the document. See the filing code section for instructions.
- This Case cannot be E-filed. See the Mandatory E-File Order for Case Type Restrictions.
- Exhibit(s) filed incorrectly. Go to Exhibits section for instructions.
- Filed in the wrong County.
- Filed in the wrong Court Location.
- Signature is missing.
- Incomplete information.
- Payment is required.
- Use a separate filing code for each document. See the Filing code section for instructions.
- Illegible/Improper document format. See the Mandatory E-File Order for instructions.

If you have questions about the Civil E-filing process, please call Tyler Technologies at 877.874.8499 or PeachCourt at 844.GA.EFILE for any questions.

E-filing of Criminal Cases

Welcome to Criminal e-Filing

E-Filing of Criminal Pleadings is now available. To setup your eFileGA account and electronically file your criminal pleadings case go to <https://georgia.tylerhost.net/ofsw eb> or <https://www.peachcourt.com>. Go to Tyler's Self Help section containing Training Videos, FAQs, User guides, Self Service and Web Training Sessions or PeachCourt's Webinars tab to help make the E-Filing process easier.

Subsequent filings can be e-Filed from the Clerk of Superior Court's Office using PAT (Public Access Terminal). PAT's are available Monday thru Friday, 8:30AM to 5:00PM.

E-Filing Instructions

****READ ALL INSTRUCTIONS BELOW TO MINIMIZE THE CHANCE OF YOUR FILING BEING REJECTED: ****

PROPOSED ORDERS

Proposed Orders must be submitted to the Clerk of Court in both Word and PDF file format through eFileGA. **Filer must use the "Proposed Order" filing code.**

Exhibits

If you have exhibits to pleadings, the exhibits should be part of the lead document. If filing exhibits separately, include a notice of filing (filing code "Notice of Filing") as the first pleading, and then use the filing code "Exhibit" for each exhibit cited in the notice of filing.

For Court Reporters: If filing exhibits as part of a transcript, please include a standard transcript cover page with corresponding case number, defendant and court reporter credentials and use the filing code "TRANSCRIPT EXHIBITS."

FILING CODES

Use a separate filing code for **ALL** Original Signed Pleadings. We provide a comprehensive list of filing codes for you to select from. If you are unable to find a

code that matches your pleading, please call our direct support number for assistance 706.653.4353.

The following forms and pleadings also require a separate filing code: **Proposed Order.**

COMMON REASONS FOR REJECTION

- The filing code does not match the document. See the filing code section for instructions.
- This Case cannot be E-filed. See the Mandatory E-File Order for Case Type Restrictions.
- Exhibit(s) filed incorrectly. Go to Exhibits section for instructions.
- Filed in the wrong County.
- Filed in the wrong Court Location.
- Signature is missing.
- Incomplete information.
- Payment is required.
- Use a separate filing code for each document. See the Filing code section for instructions.

If you have questions about the Criminal E-filing process, please call Tyler Technologies at 877.874.8499 or PeachCourt at 844.GA.EFILE for assistance.



**OFFICE OF
CLERK SUPERIOR COURT, MUSCOGEE COUNTY**

SHASTA GLOVER
Clerk

P.O. Box 2145
Columbus, Georgia 31902-2145

GOVERNMENT CENTER
TELEPHONE
(706) 653-4370
(706) 653-4359

NOTICE TO PRO SE DIVORCE LITIGANTS

You are about to file a petition for divorce pro se; that is, representing yourself without benefit of an attorney's training and experience. The procedure for obtaining a divorce is not a simple matter. The law requires certain steps to be followed, certain papers to be filed, and certain evidence to be presented in order to authorize a court to grant a divorce. Therefore, although you may have a right to represent yourself, we strongly urge you to consult with an attorney in this matter.

If you represent yourself, you alone are responsible for knowing and following the correct procedures. If you fail to follow the correct procedures, your case may be dismissed by the court. In the event, the fees you paid to file the papers will be lost. The Office of the Clerk of Superior Court is an administrative office charged with the duties of receiving and filing papers required to be filed with the court, recording judgments, and maintaining indices. No member of this office is qualified or licensed to practice law. State law forbids any person other than a duly licensed attorney at law to render legal services or advice. Therefore, no one in this office will be able to answer any questions you may have regarding the correct procedures to follow. If you are uncertain of the procedures to follow, you should not file your papers until you have resolved any uncertainties.

Thank you for your attention to this matter. I will be happy to address any questions or suggestions you may have.

Sincerely,

Shasta Glover
Clerk of Superior Court