

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://muscogeecourts.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.