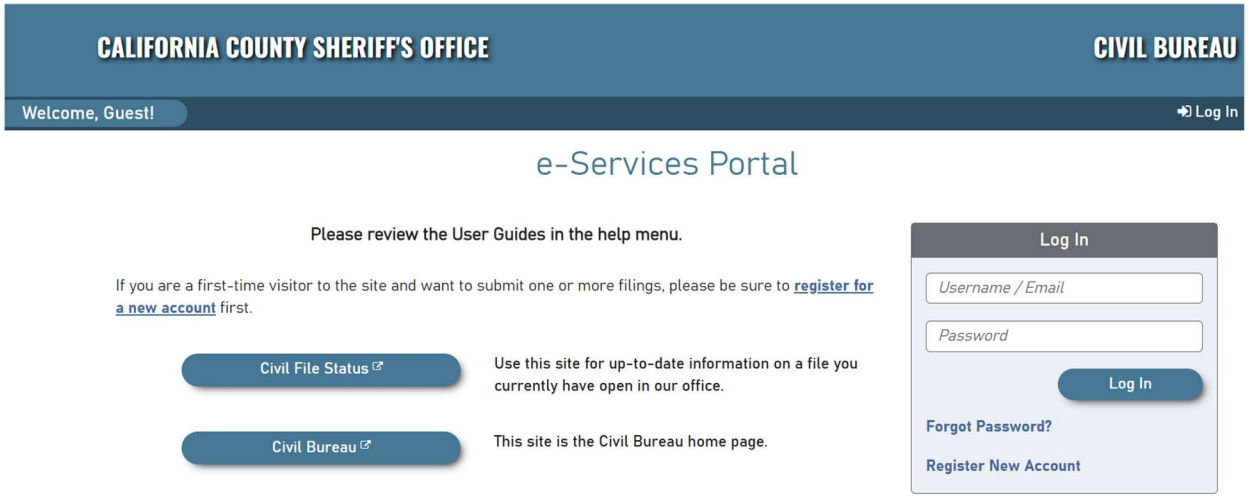
County Sheriff E-Services Registration User Guide

Home Page



Welcome to the County Sheriff E-Services Portal!

The **E-Services Portal** page provides access to the **File Status** and **E-Filing** pages.

The **File Status Portal** allows you to check the status of your file by entering your levying officer file number and court case number. No registration is required.

The **E-Filing** page allows you to submit process and/or levies to the Sheriff's Civil Office. To use this feature, you must first register as a user.

If you are a **Registered Process Server**, your client needs to register as a **Requestor** before you submit any filings, so you are able to select them from the Requestor list within the application. See the **Filing User Guide** under the **Help** menu for more information.

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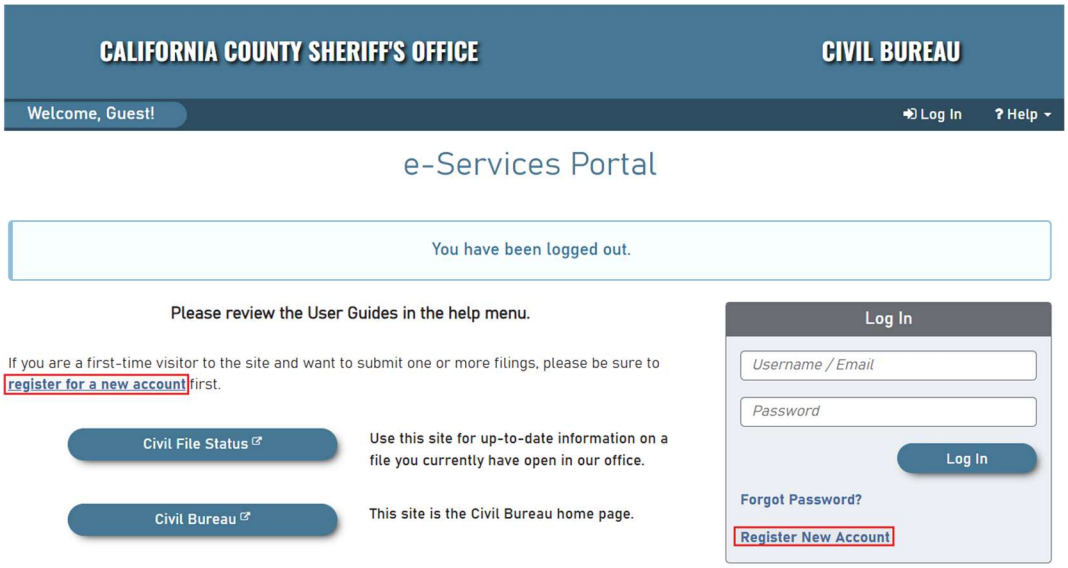
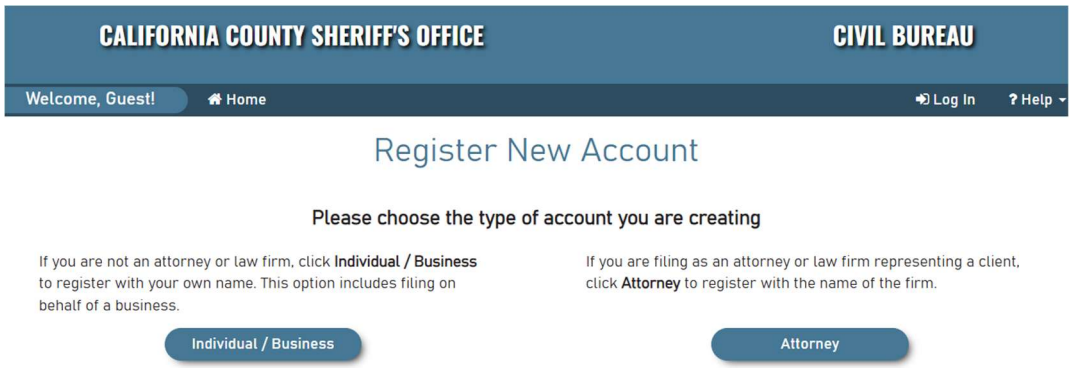
Register User Page

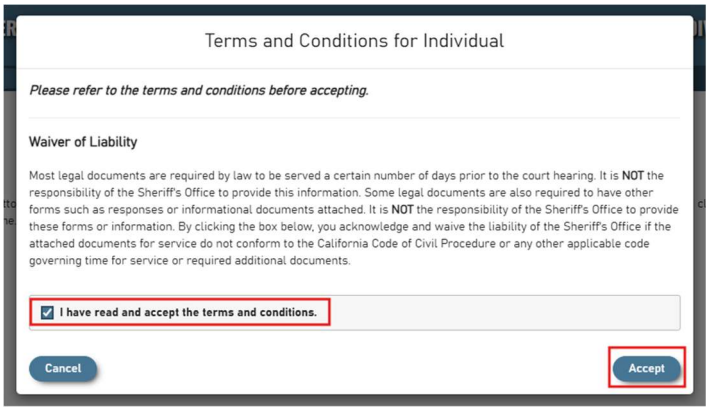
1. From the E-Services Portal page, click one of the **Register New Account** hyperlinks.



2. Select the appropriate user type.



3. Acknowledge the Waiver of Liability by selecting the checkbox and clicking **Accept**.



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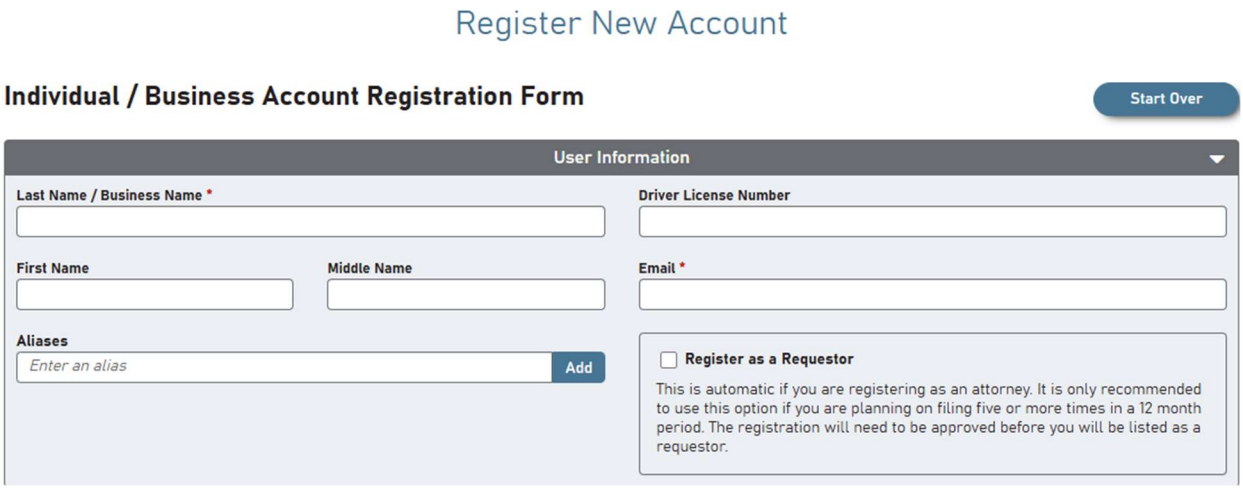
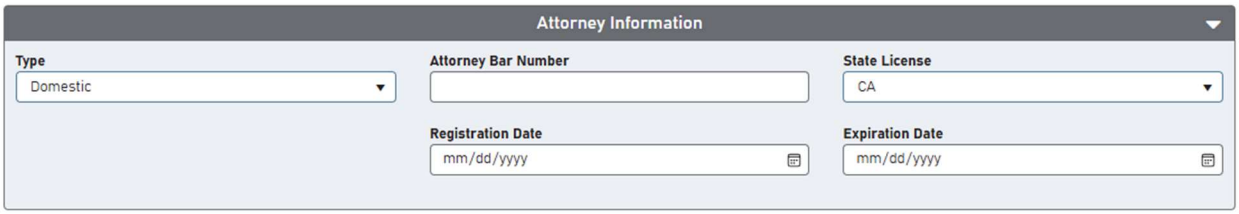
4. Complete the **Information** section by filling in the required fields marked with a red asterisk. If you are an attorney or a creditor who may hire a Registered Process Server to serve your levy, ensure the **Register as a Requestor** checkbox is selected. If you choose to **Register as a Requestor**, your name will appear in a dropdown list when E-Filing orders are submitted, and any registered Requestor may be selected for that filing. This allows a Registered Process Server (RPS) to select the attorney on the case as the Requestor, even though the RPS is the person completing the E-Filing. See the **E-Services Filing User Guide** for more information.



NOTE TO ATTORNEYS: If you work for a firm, the firm will generally be used as the Requestor when E-Filing, rather than the individual attorney. In this case, register the firm separately and select the option to **Register as a Requestor**. Then register yourself as an individual attorney, but do not select this option. When E-Filing, you and others will then be able to select the firm as the Requestor.

NOTE TO BUSINESSES OR INDIVIDUALS: If you plan to submit E-Filing Orders on a regular basis, select the option to **Register as a Requestor** so your name can also be selected from the Requestor dropdown list when E-Filing.

5. Complete the **Attorney Information** section, if applicable.



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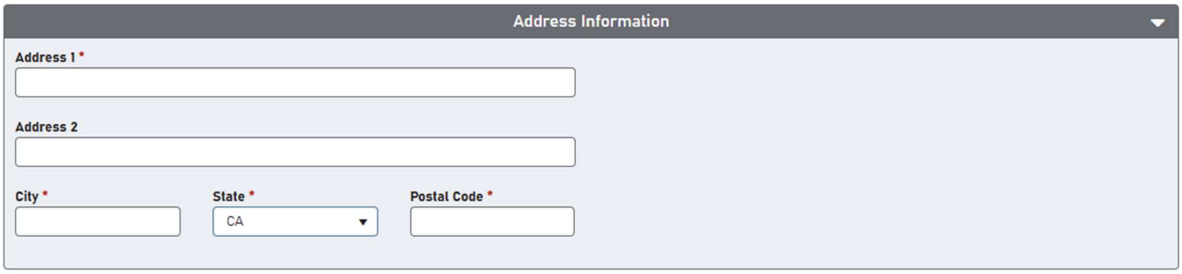
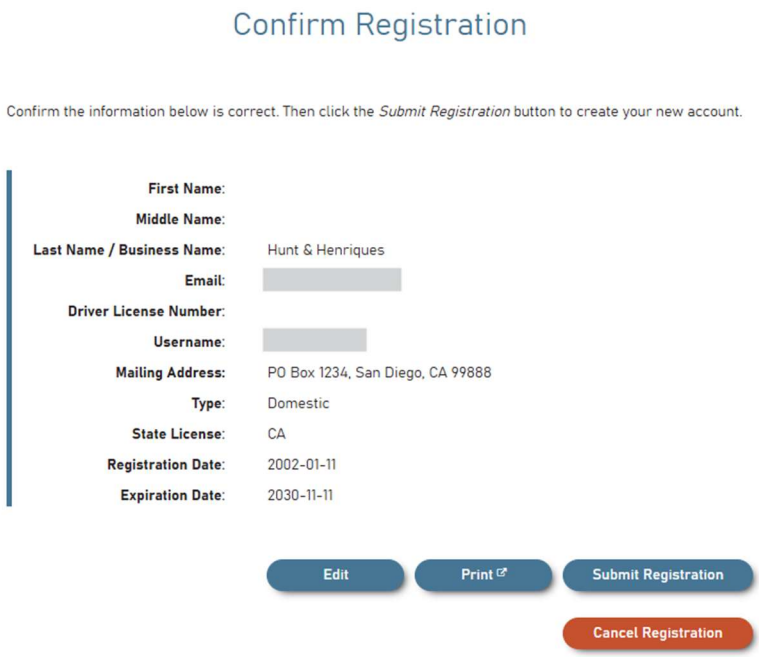
6. Complete the **Address Information** section.



7. Complete the **Security Login Information**. Ensure your password meets the specified requirements.

8. Review the information you entered, then click the **Review and Complete Registration** button.

9. You will be prompted to confirm your registration by reviewing all the information you entered. You may print this information if you wish to keep it for your records.



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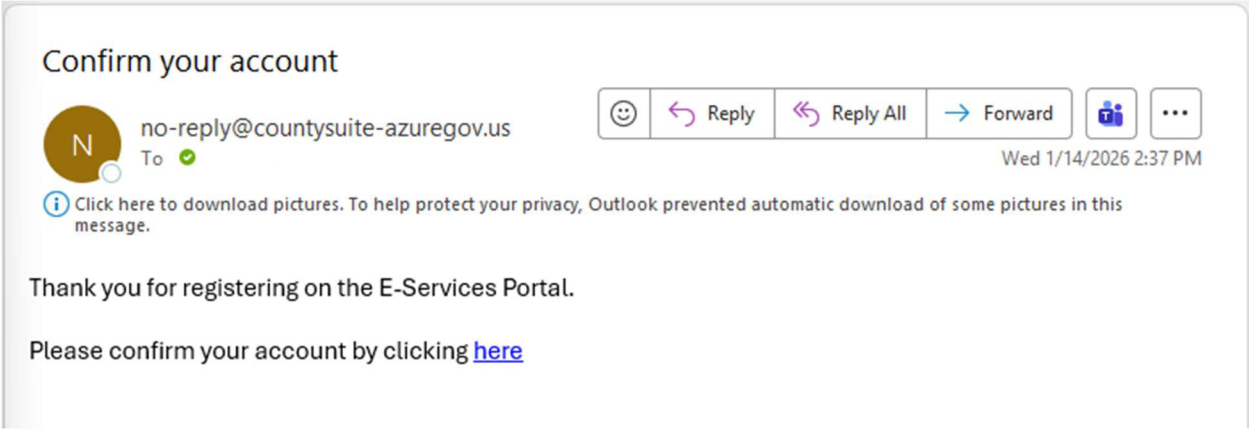
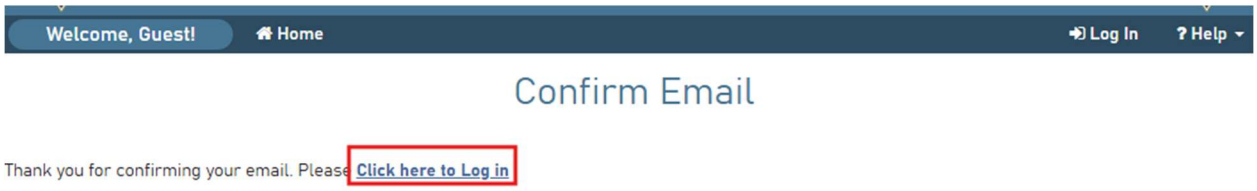
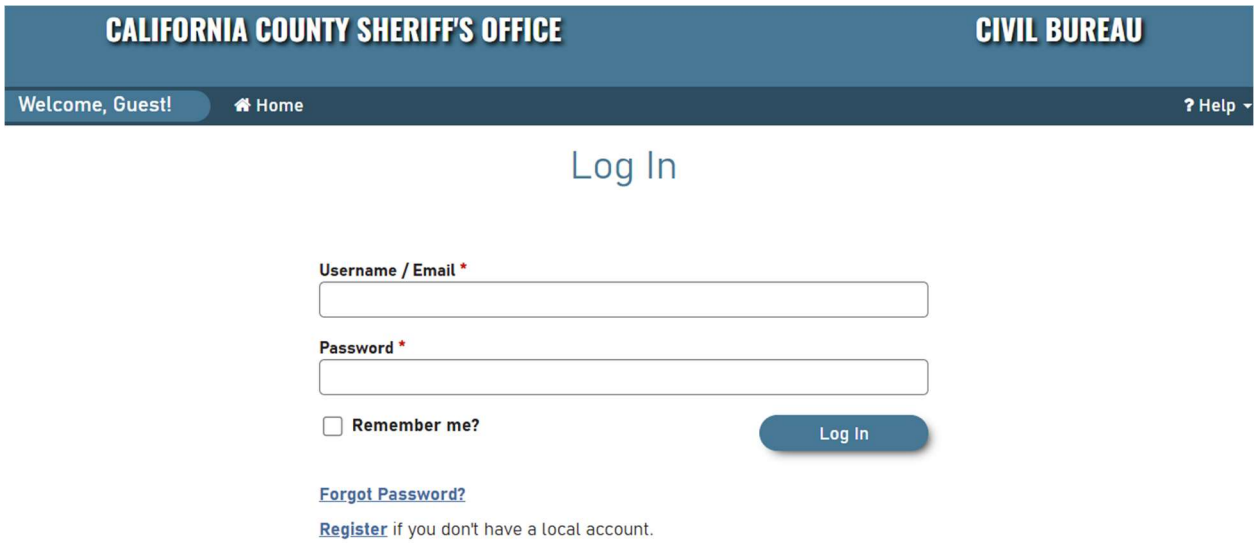
10. You will receive an e-mail confirmation.



11. After confirming your email, you will be taken to a page indicating that your confirmation was successful, with a hyperlink provided to the login page. You can also log in from the Home page at any time. Your registration request will **not** be submitted to the County Sheriff's Civil Office until your email is confirmed.



Click the link to log in and enter the credentials that you had created.



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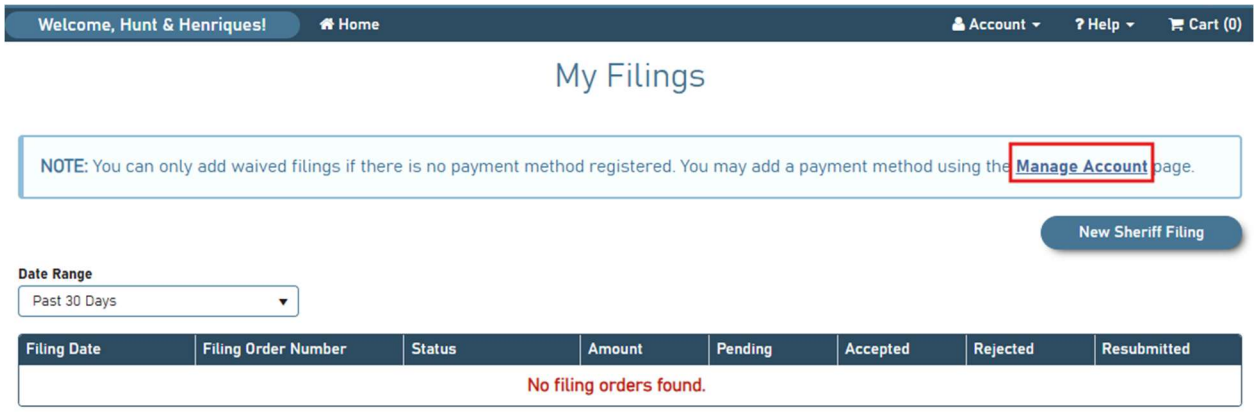
My Filings Page

Whenever you log in to the **E-Services Portal**, you will land on the **My Filings** page by default. This page displays the history of all filing orders you have submitted, filtered by the selected date range.

If this is your first login, you will be prompted to **Manage** your registration details by adding payment information. A valid payment method is required to submit filings to the Sheriff's Office. Click **Manage** to complete your account setup.

You only need to add a credit card if you plan to submit filings without a fee waiver. Filings covered by a fee waiver or restraining order–related services with waived Sheriff's fees do not require a card on file.

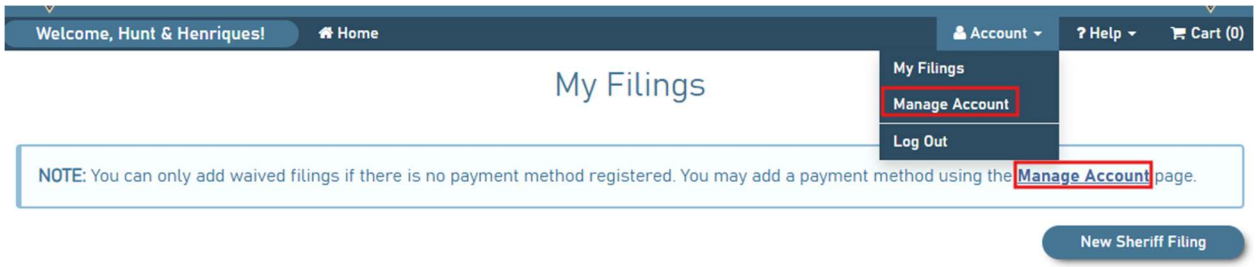


Manage Account Page

The **Manage Account** page allows you to add a credit card information, update your personal information, including your name, email, address, and login details. Your username and email must be unique and not already in use. If you change your email, you must confirm the new address by clicking the hyperlink in the confirmation email sent to you.

Adding a Credit Card Information

1. From **the My Filings** page, you can either click on the **Manage Account** hyperlink or click **Account** in the upper right corner and select **Manage Account**.



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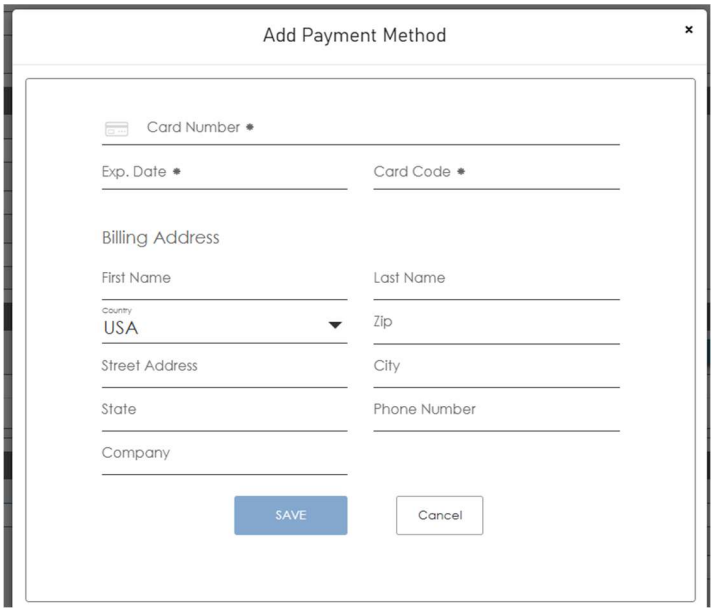
1. In the **Payment Information** section, click the **Add New Payment** button.

2. Complete the **Add Payment Method** window. Credit or debit cards are the only payment methods currently supported. Save your changes.



Congratulations! Now that you have added a payment method on file, you are ready to submit your first filing. Please refer to the **Filing User Guide** in the **Help** menu for step-by-step instructions.

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