

# How to Answer in eFlex

## Request an Account



The image shows the eFiling interface. At the top, there is a banner with the word "EFILING" in large white letters over a forest background, with "powered by eFlex from Tybera" in smaller text below it. Below the banner is a "Log In" section with two input fields for "User Name" and "Password". To the left of these fields is a "Log In" button. To the right are two blue links: "Forgot Your Password?" and "Forgot Your User Name?". Below the "Log In" section is a "New Users" section with a "Request Account" button.

## Accept the term and user agreement

## Click Submit



The image shows a user agreement form. It has two radio buttons: the first is selected and labeled "I accept the terms of the user agreement", and the second is unselected and labeled "I do not accept the terms of the user agreement". Below the radio buttons are two buttons: "Cancel" and "Submit". At the bottom, there is a footer with the text "Case eFiling Manuals: Garnishment / Civil | eFiling documentation/info | terms of use | privacy policy | payment policy | support" and a copyright notice "© 2001-15 Tybera Development Group, Inc. All rights reserved."

## Select your **user role** and click **Next**

[User Agreement](#) ⇒ Select Use

## USER ROLES

Select your user role:

- Agent as ProSe
- Attorney
- Pro Se

Fill in all of the information that have an \*

### Request a User Account

Company Name: Pro Se

User Name: \*

Your password must be at least 8 characters long, must contain a symbol or number other than a character, and must be different than your user name.

Password: \*

Confirm Password: \*

Title:

First Name: \*

Middle Name:

Last Name: \*

Suffix Name:

Phone: \*  Fax:

E-Mail: \*

Confirm E-Mail: \*

1st Alternate E-Mail:

2nd Alternate E-Mail:

Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*  State: GEORGIA

Postal Code: \*  Country: UNITED STATES

Click **Submit**

Log into the Account you just requested



Log In

User Name

Password

[Forgot Your Password?](#)  
[Forgot Your User Name?](#)

New Users

**Welcome to the Cobb County Magistrate Court e-filing website.**

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-filing system.

**Select Existing Case**

 **COBB COUNTY GEORGIA**  
**CLERK OF COURTS**

**Home** eFile Cases My Profile Log Out

Home

<input type="button" value="New Case"/>	File new case
<input type="button" value="Existing Cases"/>	Perform case actions: eFile, Search, View History, Service List
<input type="button" value="My Filings"/>	Check the status of my filings
<input type="button" value="Notifications"/>	Review your Notifications

Type in **the case number you are answering** to and **select eFile**

Under Document Category, select **EXISTING CASE**

Then under Document Type, select either a.) **ANSWER/SMALL CLAIMS** or b.) **ANSWER/DISPOSSESSORY**

**CLICK ADD** to move forward to the next page

Select the party you are (**DEFENDANT 1, DEFENDANT 2, DEFENDANT 3, etc**) and then Select whether you **DENY, ADMIT OR DENY AND COUNTERCLAIM** and select **Next**

Home efile Cases My Profile Log Out

Home ⇒ Existing Cases ⇒ Add a Document ⇒ Answer

**Statement of Claim**

**15-E-01234 Case Title : COLFIN AH-GEORGIA 5 LLC V ANNA MC CARTY, ALL**

Pro Se Answer

Select	Participant Name	
<input type="radio"/>	COLFIN AH-GEORGIA 5 LLC	PLAINTIFF
<input type="radio"/>	ANNA MCCARTY	DEFENDANT1
<input type="radio"/>	AND ALL OTHERS	DEFENDANT2

**Answer to Claim:**

- Plaintiff's Claim is Denied
- Plaintiff's Claim is Admitted
- Plaintiff's Claim is Denied and the Defendant files the following Counter Claim

**Enter Description of Counter Claim or Defense:**

Dollar Amount of Counter Claim \$  (format: 9999999999.99)

Click Next

Home efile Cases My Profile Log Out user: shea cooper

Home ⇒ Existing Cases ⇒ Add a Document

**Case Number : 15-E-01234 Case Title : COLFIN AH-GEORGIA 5 LLC V ANNA MC CARTY, ALL**

Case Type : LANDLORD TENANT - DISPOSSESSORY

Document Category: Existing Case

Document Type \*:

Additional Text:

Acceptable File Format Type(s) (\*.pdf)

Document Location:

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
ANSWER/DISPOSSESSORY	<a href="#">View Generated Document</a>		0.0 MB	
Total Size: 0.0 MB				

Select **Submit the Filing** in order to submit your answer to the court