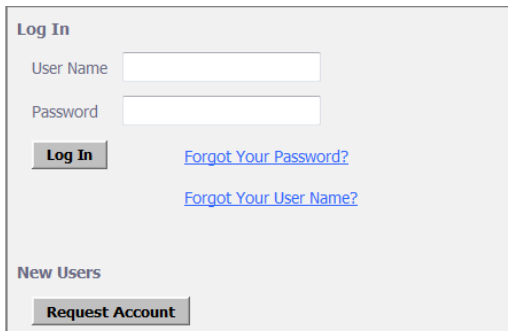


User's Manual for Civil Small Claim~Dispossessory

Creating a New User Account:

1. Click **Request Account**



The screenshot shows a web interface with a 'Log In' section containing 'User Name' and 'Password' input fields, a 'Log In' button, and two links: 'Forgot Your Password?' and 'Forgot Your User Name?'. Below this is a 'New Users' section with a 'Request Account' button.

2. Accept the term of the user agreement
3. Click **Submit**

User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen

These are the terms of the user agreement...

- I accept the terms of the user agreement
- I do not accept the terms of the user agreement

4. Choose your Role
 - a. Agent as ProSe
 - b. Attorney
 - c. Pro Se

USER ROLES

Select your user role:

- Agent as ProSe
- Attorney
- Pro Se

5. Click **Next**
6. Complete the information with an *

Request a User Account

Company Name: Pro Se

User Name: *

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Phone: * Fax:

EMail: *

Confirm EMail: *

1st Alternate EMail:

2nd Alternate EMail:

Use My Address

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State:

Postal Code: * Country:

7. Click **Submit**

User Account Requested

Your request to be registered as a user of the eFlex System has been approved. You may now login under the below username with the password you requested.

Jane Smith

User Name: MagistrateClerk
Bar Number:
Phone: (770) 528-8900
Fax:
EMail: magistrateaccountingdivision@cobbcounty.org
Address: 32 Waddell Street
Marietta, GA 30090
US

OK

8. Click **OK**

After creating a user name and password you will be allowed to login the system.

Filing a New Case

1. Fill in your **User Name** and **Password**

Log In

User Name

Password

Log In [Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

Request Account

2. Click **Log In**

3. Click **New Case**

Home

New Case	File new case
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Notifications	Review your Notifications

4. Click **Civil**

Court

Description

[Criminal](#)

[Civil](#)

5. Click **Case Type**

Case Category

Description

[Garnishment](#)

[Interrogatories](#)

[Landlord Tenant](#)

[Small Claims](#)

6. Click on the type of Action you are filing.

- a. Suit on Note
- b. Suit on Account
- c. Suit other

7. **Reference ID/Number** is used for your information only- you may leave this blank

8. **State Claim and Claim Amount** fill in the total amount due and reason for the debt

9. **Click Add Other Parties** to add Defendant~Defendants







To add the Defendant, **Party Type** will be **Defendant1, Defendant2, and so on.**

Complete the required information

Click **Next**

Service: Sheriff will perform service

Add Case Participants (Any party to be served must be added as a distinct party.)

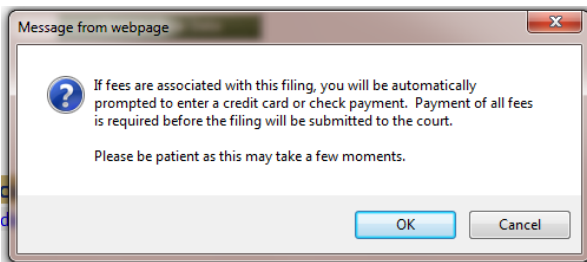
Remove	Participant Name	Type	Attorney/Agent for Party
	 JANE SMITH	PLAINTIFF	
	 FIRST NAME	DEFENDANT1	
	 WORKERS INC	GARNISHEE	

Review your filing information and make any changes that need to be made.

Add special filing instructions for the clerk if you need to.

Click **Submit the Filing**

Click **OK** to make payment




Complete the information required

Click **Continue**

Agency Amount:	\$102.50
LexisNexis Service Fee:	\$4.00
Total Amount:	\$106.50

* Indicates a required field

Billing Address	Payment Information
Address Type: <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)	Payment Type: <input checked="" type="radio"/> Credit Card
Cardholder First Name: * Jane Cardholder Last Name: * Smith Billing Zip Code: * 30090 Billing Address Line1: * 32 Waddell Street <small>Street address, P.O. box, company name, c/o</small> Billing Address Line2: <small>Apartment, suite, unit building, floor etc.</small> Billing City: * Marietta Billing State: * GA Email Address: * magistrateaccountingdivision@cobbcour Phone: * 770-528-8900 (999-999-9999)	Card Number: * Expiration Date: * Security Code: * We've provided this sample credit card to assist you in finding the security code. MasterCard, Visa, Discover 
Go Back	Continue

Click the box **By checking this box, you are authorizing the payment of the bill amount plus the LexisNexis Service Fee.**

Click **Complete Payment**

Authorization	
Agency Amount:	\$102.50
LexisNexis Service Fee:	\$4.00
Total Amount:	\$106.50
<input checked="" type="checkbox"/> By checking this box, you are authorizing the payment of the bill amount plus the LexisNexis Service Fee.	

Complete Payment

A Receipt will appear on your screen

To print click **Click here for a printer friendly receipt**

Return to E-Flex

Receipt

Payment Date: 03/05/2015 11:15 AM EST **Payment Status:** AUTHORIZED

Confirmation Number: 50000960

Payment Method: Credit Card (MASTERCARD) *****0248

Bill To: Jane Smith
32 Waddell Street , Marietta, GA - 30090 United States of America

Payment Towards: eFiling Charges	Amount:	\$102.50
E-File ID: 2273	FilingType: WAGE GARNISHMENT	
	LexisNexis Service Fee:	\$4.00
	Total Amount:	\$106.50

[Click here for a printer friendly receipt](#)

[Return to E-flex](#)

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.

Tell us about your payment experience by taking a short survey. Your feedback is important and will help us improve our service. Simply [click here](#) to participate.

For business or technical support, please send an email to paymentsolutions@lexisnexis.com.
For Cobb County Magistrate Court support, please send an email to: MagistrateAccountingDivision@cobbcountry.org.

Once you have submitted the case. The clerks will review and process the case.

You will also receive emails about your filing with the email address provided.