

# How to File Against an Existing Case

\*If you experience any problems with this site, please contact us locally at 678-730-1331 or Toll Free at 866-339-0646.

\*If you do not receive your email notifications, please check your SPAM and Junk Mail folders.

Step 1: Go to <https://www.ez-filing.net/georgia/>

**\*If you have already set up an account, log in and continue to step 5**

Step 2: Click Create an Account



The following information describes the several methods available to you as the filer:

## Pro Se and/or One Time Filers -

This option allows you to file your case without creating a user account on the ez-filing.net system. You will be directed through a step-by-step process to enter case information, party information, creation of documents to submit, and payment. When your case is approved, your payment will be processed and you will be provided a confirmation number through email. That confirmation number will serve as a tracking number and allow you to track your case progress.

Press [File a New Case](#) to submit a case without registering for an account

Press [Track my Case](#) to enter your tracking number and obtain submission status

## Frequent Filers -

This option allows you to manage all cases filed under your user account. This option provides a user dashboard that displays all cases filed and the status of each case. It allows you to work on cases, save your work, and return later to complete your filing for submission. Additionally, this option permits you to view your documents after the court has assigned a case number and has stamped the document.

Press [Create Account](#) to register with the ez-filing.net system to file all of my cases

Press [Forgot Password](#) if you are a registered filer and need to reset your password

Press [Log In](#) to access your account

**PLEASE NOTE: Setting up an account will provide you with several benefits, including allowing you to track your filings once initiated.**

## Step 3: Setting Up Your Account (Continued)

**Sign up for an Account**

Title:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Address:

\* City:

\* State and Zip:

Phone:

Are you an Attorney?  Yes  No

---

Requesting accounts for the following counties:  DAWSON Superior General Civil  HABERSHAM Magistrate  
 DAWSON Superior Criminal  HARRIS Magistrate  
 DAWSON Magistrate  JASPER Magistrate  
 DAWSON State Criminal  MCDUFFIE Magistrate  
 DOUGLAS State Criminal  MORGAN Magistrate  
 DOUGLAS Superior General Civil  RUSSELL Probate  
 DOUGLAS Superior Criminal  TIFT Magistrate  
 DOUGLAS Magistrate  WALTON Magistrate

---

\* Primary Email Address:

\* Email (again for verification):

Additional email addresses for notification purposes:

---

\* Password:

\* Password (again for verification):

\* Mother's maiden name:

---

If you would like to setup a credit card for payment now, please enter your credit card information below.

Credit Card Type:

Credit Card #:

Expiration Date:

Name on Card:

Card Security Code (?):

What name would you like to call this account (Ex: My Visa Card)?

---

Verify you are human:  I'm not a robot

  
reCAPTCHA  
Privacy • Terms

- Fill out the required information (credit card information is not required; this information can be filled out upon case submission)
- Select the county or counties you wish to request e-filing access from.

**PLEASE NOTE: Depending on the county you are requesting access from your request may have to be approved by the court before you can proceed with your filing. If this is the case, you will receive an email approving or denying your request.**

- Click I'm not a Robot
- Once you have entered in all the information, click “Submit”

#### Step 4: Verify Your Account

- An email will be sent to the account on file to verify your ez-filing account.

**If you do not receive this email, please check your SPAM and Junk Mail folders.**

Georgia E-Filing Notification - Account Setup

 noreplyicondev@gmail.com  
To Alissa Ivey

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**WARNING:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Account with [https://protect-us.mimecast.com/s/4cdiC313YqimmyMBCgP\\_VU?domain=ez-filing.net](https://protect-us.mimecast.com/s/4cdiC313YqimmyMBCgP_VU?domain=ez-filing.net)

Thank you for signing up for an account with [https://protect-us.mimecast.com/s/4cdiC313YqimmyMBCgP\\_VU?domain=ez-filing.net](https://protect-us.mimecast.com/s/4cdiC313YqimmyMBCgP_VU?domain=ez-filing.net).

In order to complete this process and activate your account, please click the following link:

<http://pyt-server/EZFilingAlabama/confirmaccount>

- Please keep this email for future reference.
- Click on the link to activate your account.
- The link will bring you to the activation page, click return to home page to get started on filing a new case.

**Thank you for confirming your account with [ez-filing.net](http://ez-filing.net).**

**Click [here](#) to return to the Home Page.**

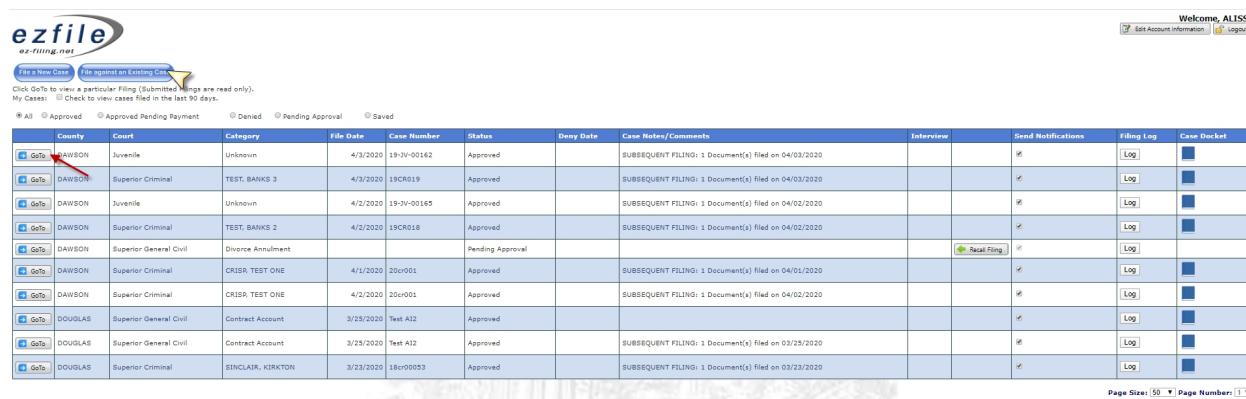
**Your account has been activated.**

## Step 5: Create a New Filing Against an Existing Case

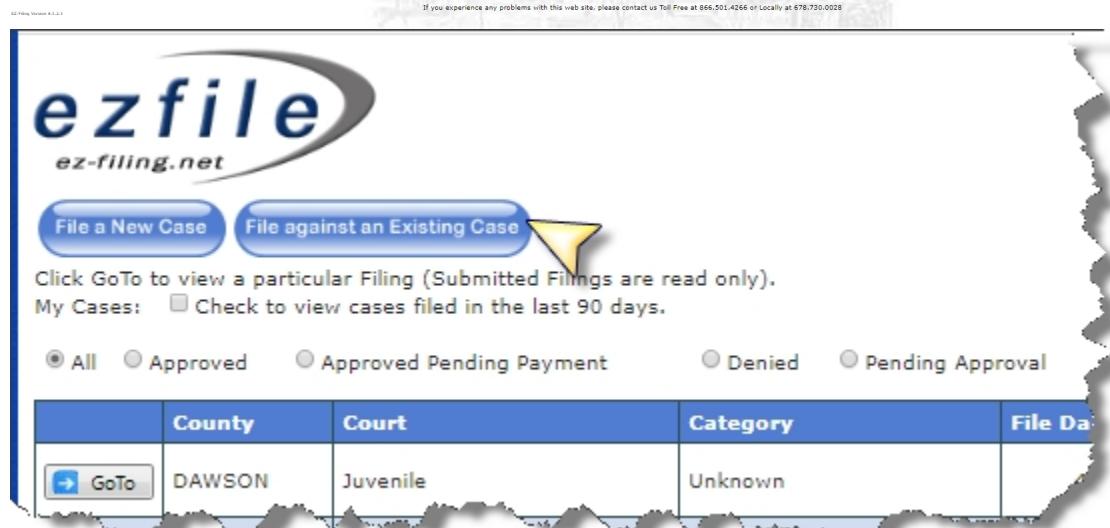
- Once you are logged in to your account, any existing filings you have created will be displayed.
- Existing filings you have filed can be accessed by clicking “Go To” beside the appropriate case.

**PLEASE NOTE: Filings that have already been submitted to the court are “read only” and cannot be modified.**

- To create a new filing against an existing case, click the “File against an Existing Case” button.



The screenshot shows the ezfile ez-filing.net homepage. At the top, there are two main buttons: "File a New Case" and "File against an Existing Case". The "File against an Existing Case" button is highlighted with a yellow arrow. Below these buttons, there is a message: "Click GoTo to view a particular Filing (Submitted Filings are read only). My Cases:  Check to view cases filed in the last 90 days." Below this, there are five radio buttons for filtering cases: "All", "Approved", "Approved Pending Payment", "Denied", and "Pending Approval". The "All" button is selected. The main area is a table listing existing filings. The columns are: County, Court, Category, File Date, Case Number, Status, Deny Date, Case Notes/Comments, Interview, Send Notifications, Filing Log, and Case Docket. Each row represents a filing with specific details like the date it was filed and its status (Approved, Pending Approval, etc.).



The screenshot shows the same ezfile interface as the previous one, but it is zoomed in on a single filing record. The "File against an Existing Case" button is highlighted with a yellow arrow. The filing record is for a Juvenile case in Dawson County, filed on 4/3/2020 with case number 19-JV-00162. The status is Approved. The table columns are: County, Court, Category, and File Date. The "File Date" column is empty for this specific row.

- Next, you will fill out the jurisdiction for the case record, the court, and the case number. Once all that information is filled out TAB from the case number field. The case information will display on the screen.
- If the information displayed is correct Click the Continue button.

[Click here to Cancel and Return to the Home Page.](#)

**Identify case type:**

Jurisdiction: DOUGLAS ▼  
Court: Superior Criminal ▼  
Case #: 20CR0076



**Case Information**

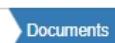
TEXTING, TEST  
20CR0076

If you experience any problems with this web site,

EZ-Filing Version 4.1.2.1

- Click Next

## Step 6: Attach Documents

Case Information  Documents

Case-related documents

Note: All uploaded documents must be in PDF format. Please make sure the filename contains only alphanumeric characters. Please Remember to E-Sign all appropriate forms!

Upload files here

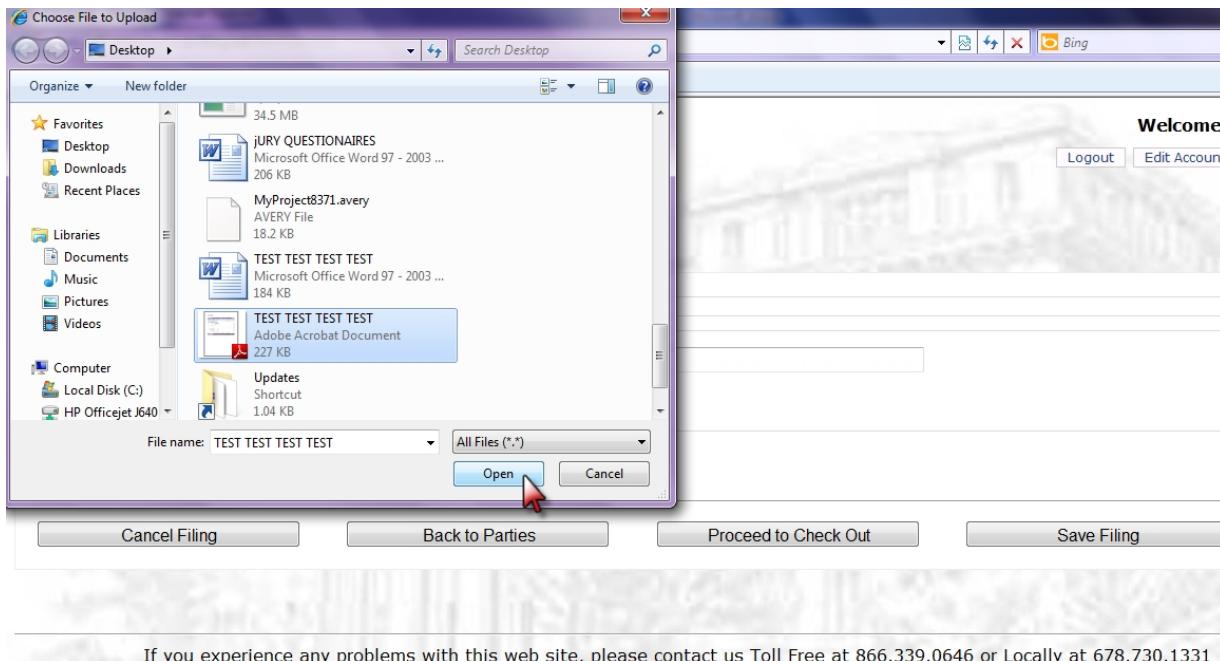
AFFIDAVIT OF FIRST DUI CONVICTION   

Name Description View E- Doc Service Reorder

- To attach a document to your filing, choose the document type. (fill out description if needed)
- Click the “upload” button
- Click the “Choose File” button and locate the saved file on your computer.

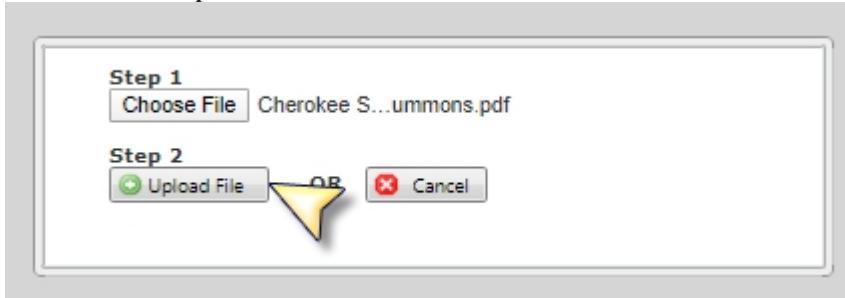


**Please Note: Only documents in PDF format can be uploaded.**



If you experience any problems with this web site, please contact us Toll Free at 866.339.0646 or Locally at 678.730.1331

- Once the appropriate file has been located, click “Open.”
- Then Click Upload File



- Repeat this process until all documents associated with the filing have been uploaded.

**PLEASE NOTE: To remove a document once it has been attached, click the trash can with the Red x beside the document. To modify the document description, click the notepad next to the document. Or to view the document Click the magnifying glass.**

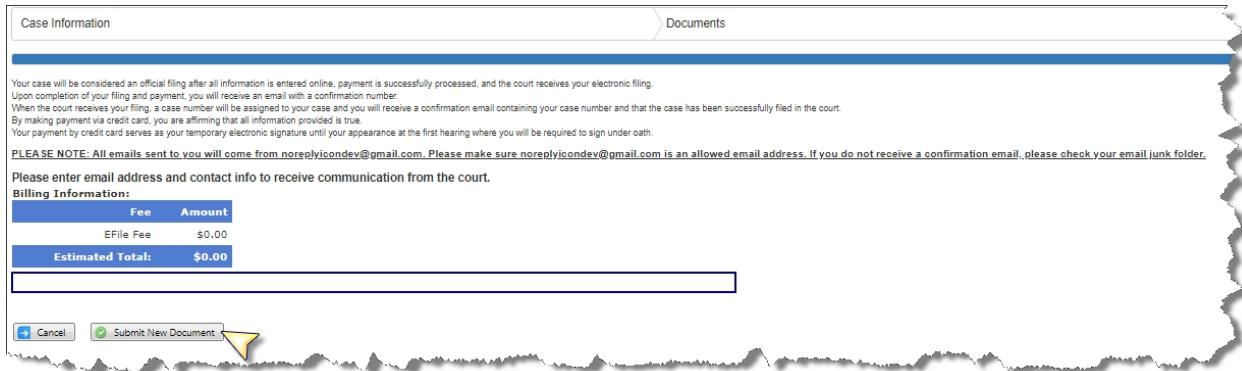
Case-related documents

Note: All uploaded documents must be in PDF format. Please make sure the filename contains only alphanumeric characters. Please Remember to E-Sign all appropriate forms!

Upload files here									
CHOOSE DOCUMENT TYPE	Optional File Description								
<input style="width: 100px; height: 20px;" type="button" value="Upload"/>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Name</th> <th style="width: 10%;">View Doc</th> <th style="width: 10%;">E-Service</th> <th style="width: 10%;">Reorder</th> </tr> </thead> <tbody> <tr> <td>AFFIDAVIT OF FIRST DUI CONVICTION (Cherokee SS Summons.pdf)</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table>		Name	View Doc	E-Service	Reorder	AFFIDAVIT OF FIRST DUI CONVICTION (Cherokee SS Summons.pdf)			
Name	View Doc	E-Service	Reorder						
AFFIDAVIT OF FIRST DUI CONVICTION (Cherokee SS Summons.pdf)									

## Step 6: Submit Your Filing and Check out

- Please read the policies at the top of the checkout screen.
- Click Submit New Document



Your case will be considered an official filing after all information is entered online, payment is successfully processed, and the court receives your electronic filing. Upon completion of your filing and payment, you will receive an email with a confirmation number. When the court receives your filing, a case number will be assigned to your case and you will receive a confirmation email containing your case number and that the case has been successfully filed in the court. By making payment via credit card, you are affirming that all information provided is true. Your payment by credit card serves as your temporary electronic signature until your appearance at the first hearing where you will be required to sign under oath.

**PLEASE NOTE:** All emails sent to you will come from [noreplycondev@gmail.com](mailto:noreplycondev@gmail.com). Please make sure [noreplycondev@gmail.com](mailto:noreplycondev@gmail.com) is an allowed email address. If you do not receive a confirmation email, please check your email junk folder.

Please enter email address and contact info to receive communication from the court.

**Billing Information:**

Fee	Amount
Efile Fee	\$0.00
<b>Estimated Total:</b>	<b>\$0.00</b>

[Cancel](#) [Submit New Document](#)

- At this point, you will be returned to the main screen and the new filing will be listed at the top of the screen.



Your subsequent document(s) for 'DOUGLAS - Superior Criminal' Case# 20CR0076 has been submitted to the county for approval.

You will receive another email when your document has been approved or denied.

[File a New Case](#) [File against an Existing Case](#)

Click GoTo to view a particular filing (Submitted Filings are read only).

My Cases:  Check to view cases filed in the last 90 days.

All  Approved  Approved Pending Payment  Denied  Pending Approval  Saved

	County	Court	Category	File Date	Case Number	Status	Deny Date	Case Notes/Comments
<a href="#">GoTo</a>	DOUGLAS	Superior Criminal	TEXTING, TEST	4/14/2020	20CR0076	Pending Approval		SUBSEQUENT FILING: 1 Document(s) filed on 04/14/2020

- A confirmation email will also be sent to the e-mail address on file for your account.

**PLEASE NOTE: If you do not see this email in your Inbox, please check your SPAM and Junk Mail folders.**



[noreplycondev@gmail.com](#)  
To: [alissa\\_ivy79@yahoo.com](mailto:alissa_ivy79@yahoo.com)

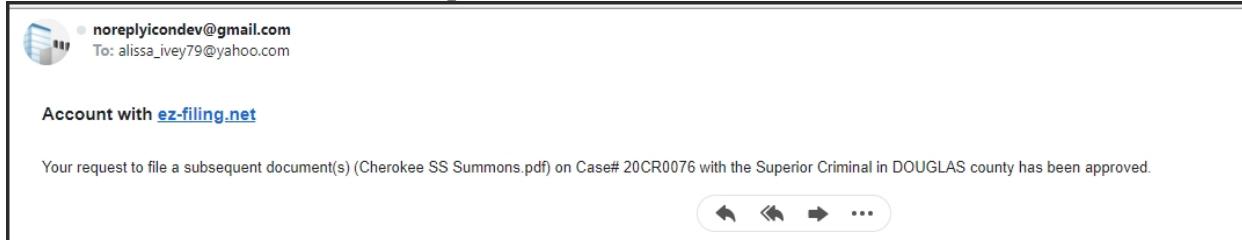
Tue, Apr 14 at 2:35 PM

**Account with [ez-filing.net](#)**

Your subsequent document(s) for 'DOUGLAS - Superior Criminal' Case# 20CR0076 has been submitted to the county for approval. You will receive another email when your document has been approved or denied.

[GoTo](#) [Case Status](#) [Print](#) [Email](#) [...](#)

- Once your filing is accepted by the court, you will receive another email with the date and time of the acceptance.



[noreplycondev@gmail.com](#)  
To: [alissa\\_ivy79@yahoo.com](mailto:alissa_ivy79@yahoo.com)

**Account with [ez-filing.net](#)**

Your request to file a subsequent document(s) (Cherokee SS Summons.pdf) on Case# 20CR0076 with the Superior Criminal in DOUGLAS county has been approved.

[GoTo](#) [Case Status](#) [Print](#) [Email](#) [...](#)

- You will also be able to track the status of your case on the main screen of [www.ez-filing.net](http://www.ez-filing.net).

