

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



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:

<input checked="" type="checkbox"/> DAWSON Superior General Civil	<input checked="" type="checkbox"/> HABERSHAM Magistrate
<input checked="" type="checkbox"/> DAWSON Superior Criminal	<input checked="" type="checkbox"/> HARRIS Magistrate
<input checked="" type="checkbox"/> DAWSON Magistrate	<input checked="" type="checkbox"/> JASPER Magistrate
<input checked="" type="checkbox"/> DAWSON State Criminal	<input checked="" type="checkbox"/> MCDUFFIE Magistrate
<input checked="" type="checkbox"/> DOUGLAS State Criminal	<input checked="" type="checkbox"/> MORGAN Magistrate
<input checked="" type="checkbox"/> DOUGLAS Superior General Civil	<input checked="" type="checkbox"/> RUSSELL Probate
<input checked="" type="checkbox"/> DOUGLAS Superior Criminal	<input checked="" type="checkbox"/> TIFT Magistrate
<input checked="" type="checkbox"/> DOUGLAS Magistrate	<input checked="" type="checkbox"/> 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.

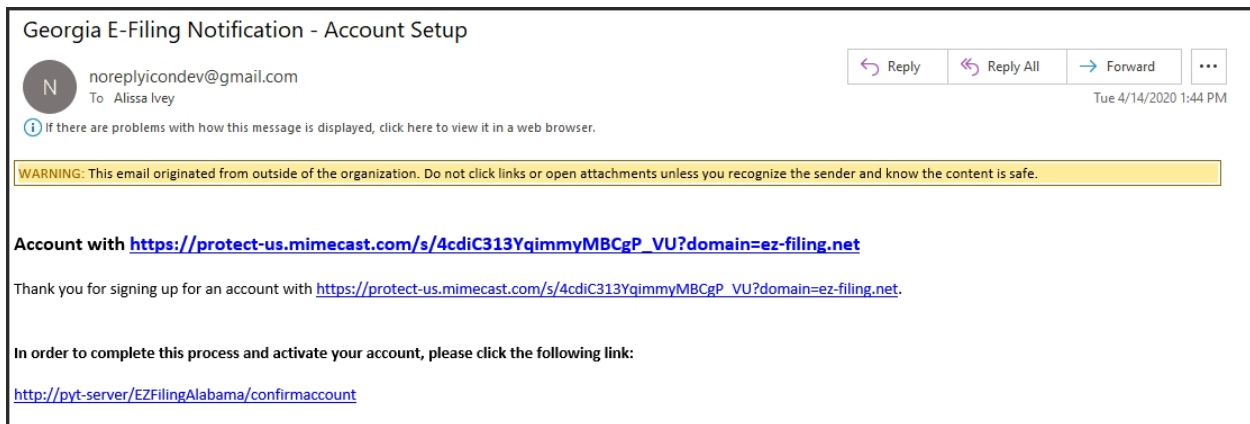
PLEASE NOTE: Depending on the county you are requesting access from your request may have to be approved by the court before you can proceed with your filing. If this is the case, you will receive an email approving or denying your request.

- 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.



- 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](#).

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 interface. At the top, there are buttons for "File a New Case" and "File against an Existing Case". Below these, a message states: "Click GoTo to view a particular Filing (Submitted Filings are read only). My Cases: ☐ Check to view cases filed in the last 90 days." There are also radio buttons for filtering cases: All, Approved, Approved Pending Payment, Denied, Pending Approval, and Saved.

County	Court	Category	File Date	Case Number	Status	Deny Date	Case Notes/Comments	Interview	Send Notifications	Filing Log	Case Docket
DAWSON	Juvenile	Unknown	4/3/2020	19-JV-00162	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/03/2020		<input checked="" type="checkbox"/>	Log	GoTo
DAWSON	Superior Criminal	TEST BANKS 3	4/3/2020	19CR019	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/03/2020		<input checked="" type="checkbox"/>	Log	GoTo
DAWSON	Juvenile	Unknown	4/2/2020	19-JV-00165	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	GoTo
DAWSON	Superior Criminal	TEST BANKS 2	4/2/2020	19CR018	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	GoTo
DAWSON	Superior General Civil	Divorce Annulment			Pending Approval			Recall Filing	<input checked="" type="checkbox"/>	Log	GoTo
DAWSON	Superior Criminal	CRISB TEST ONE	4/1/2020	20cr001	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/01/2020		<input checked="" type="checkbox"/>	Log	GoTo
DAWSON	Superior Criminal	CRISB TEST ONE	4/2/2020	20cr001	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	GoTo
DOUGLAS	Superior General Civil	Contract Account	3/25/2020	Test A12	Approved				<input checked="" type="checkbox"/>	Log	GoTo
DOUGLAS	Superior General Civil	Contract Account	3/25/2020	Test A12	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/25/2020		<input checked="" type="checkbox"/>	Log	GoTo
DOUGLAS	Superior Criminal	SINCLAIR, KIRKTON	3/23/2020	18cr00053	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/23/2020		<input checked="" type="checkbox"/>	Log	GoTo

Page Size: 50 Page Number: 1

The screenshot shows the ezfile ez-filing.net interface. At the top, there are buttons for "File a New Case" and "File against an Existing Case". Below these, a message states: "Click GoTo to view a particular Filing (Submitted Filings are read only). My Cases: ☐ Check to view cases filed in the last 90 days." There are also radio buttons for filtering cases: All, Approved, Approved Pending Payment, Denied, Pending Approval, and Saved.

County	Court	Category	File Date
DAWSON	Juvenile	Unknown	

- 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

E2-Filing Version 4.1.2.1

If you experience any problems with this web site,

- 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

Upload

Name	View	E-	
Description	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.

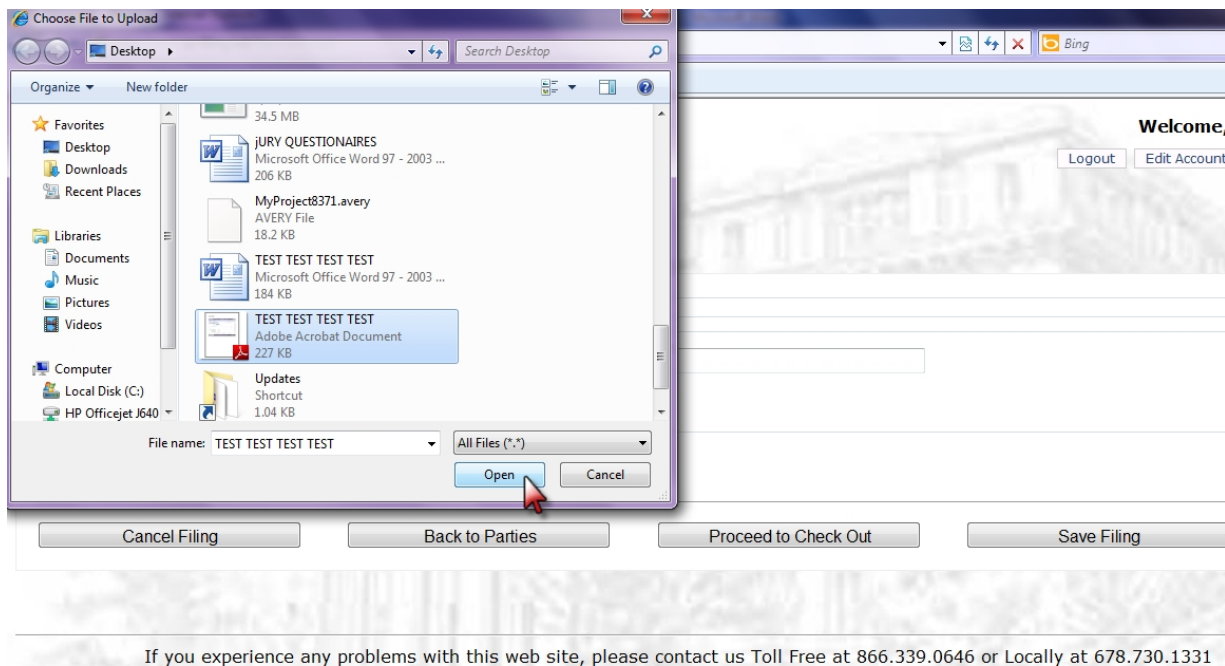
Step 1

Choose File No file chosen

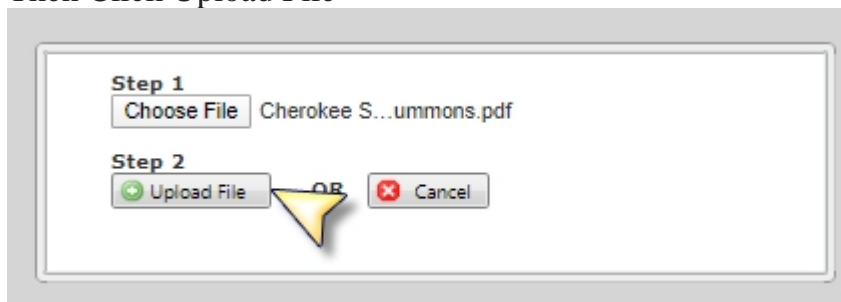
Step 2

Upload File OR Cancel

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



- 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 Upload

Name	Description	View Doc	E-Service	Reorder
AFFIDAVIT OF FIRST DUI CONVICTION	(Cherokee SS Summons.pdf)			E-Service ▼

Step 6: Submit Your Filing and Check out

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

Case Information Documents

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 noreplyicondev@gmail.com. Please make sure noreplyicondev@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
Estimated Totals:	\$0.00

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.

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.

File a New Case File against an Existing Case

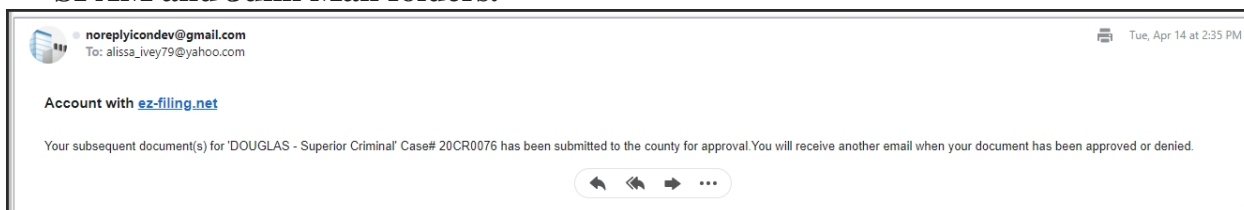
Click GoTo to view a particular Filing (Submitted Filings are read only). My Cases: ☒ Check to view cases filed in the last 90 days.

☐ All ☐ Approved ☐ Approved Pending Payment ☐ Denied ☐ Pending Approval ☐ Saved

County	Court	Category	File Date	Case Number	Status	Deny Date	Case Notes/Comments
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.



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



- You will also be able to track the status of your case on the main screen of www.ez-filing.net.

Examples:



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
GoTo	DOUGLAS	Superior Criminal	TEXTING, TEST	4/14/2020	20CR0076	Pending Approval		SUBSEQUENT FILING: 1 Document(s) filed on 04/14/2020

	County	Court	Category	File Date	Case Number	Status
GoTo	DOUGLAS	Superior Criminal	TEXTING, TEST	4/14/2020	20CR0076	Approved

Step 7: Review Case Docket information

- If you would like to view the case docket information on a case you have filed information into open up the main ez-file screen and Click on the blue book under next to the case record you would like to view.

Welcome, ALISSA
[Edit Account Information](#) [Logout](#)

[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	Interview	Send Notifications	Filing Log	Case Docket
GoTo	DOUGLAS	Superior Criminal	TEXTING, TEST	4/14/2020	20CR0076	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/14/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Juvenile	Unknown	4/2/2020	19-20-00162	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/03/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior Criminal	TEST BANKS 2	4/3/2020	19CR019	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/03/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Juvenile	Unknown	4/2/2020	19-20-00165	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior Criminal	TEST BANKS 2	4/2/2020	19CR018	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior General Civil	Divorce Annulment			Pending Approval			Appt Filing	<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior Criminal	CRIM TEST ONE	4/1/2020	20cr001	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/01/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior Criminal	CRIM TEST ONE	4/2/2020	20cr001	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior General Civil	Contract Account	3/25/2020	Test A12	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/25/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior General Civil	Contract Account	3/25/2020	Test A12	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/25/2020		<input checked="" type="checkbox"/>	Log	View
GoTo	DOUGLAS	Superior Criminal	SINCLAIR, KIRKTON	3/23/2020	18cr00053	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/23/2020		<input checked="" type="checkbox"/>	Log	View

Page Size: 50 Page Number: 1

- A pop-up will display the entire viewable case record information.
- To view an image, Click the image option next to the proceeding you would like to view.

Case# 18cr00053 - DOUGLAS Superior Criminal

Defendant:
SINCLAIR, KIRKTON
VILLA RICA, GA 30180
DOB: 9/29/1976

Case Number: 18CR00053
Filing Date: 1/5/2018
Judge Name: CYNTHIA C. ADAMS
Case Status:
Type Case: F
Term Court:
Type Filing: CR

Attorneys

Attorney Name	Firm Name	Address	Bar Number	Represents
POPE, LEYNA PALMER		8700 HOSPITAL DRIVE DISTRICT ATTORNEY'S OFFICE DOUGLASVILLE GA 30134	940242	State
SCHUMAKER, LADONNA		8700 HOSPITAL DRIVE DOUGLAS COUNTY PUBLIC DEFENDER'S OFFICE DOUGLASVILLE GA 30134	006252	Defendant

Bondman

Bondman	Address
BEST BONDING,	8451 EARL D LEE BLVD, SUITE A DOUGLASVILLE GA 30134










Offenses

Off #	Description of Offense	Code Section	Category	Off. Date	Pin	Pin Date
1	ASSAULT (AGGRAVATED)-F	16-5-21	F	10-15-2017 12:00:00 AM		
2	TERRORISTIC THREATS AND ACTS-F	16-11-37	F	10-15-2017 12:00:00 AM		
3	S. BATTERY FVA	16-5-22(f)	M	10-15-2017 12:00:00 AM		

Events

Schedule Date	Schedule Time	Case Activity
2/22/2018 12:00:00 AM	09:00AM	ARR. ARRAIGNMENT
5/2/2018 12:00:00 AM	09:00AM	PLH PLEA HEARING

Proceedings

Date	Description	View Image
10/16/2017	WARRANT ARREST	
10/16/2017	WARRANT ARREST	
10/16/2017	WARRANT ARREST	
10/25/2017	CONFIDENTIAL BOOKIN REPORT	
1/5/2018	ACCUATION / INDICTMENT	
2/16/2018	MOTION INDEX	
2/16/2018	NOTICE APPEARANCE OF COUNSEL	
2/16/2018	ORDER STANDING ORDER-MIN BK35 PG162	
2/16/2018	DISCLOSURE OF ITEMS ARGUABLY SUBJECT TO SUPPRESSION AND PRELIMINARY MOTION TO SUPPRESS	
2/16/2018	MOTION FOR SPECIAL AND GENERAL DEMURRERS	