

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

Thank you for signing up for an account with 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.

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

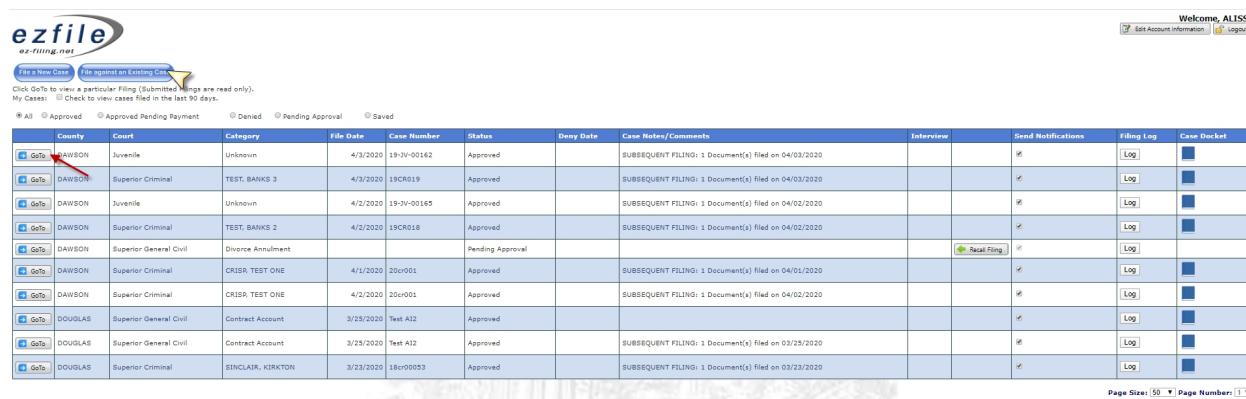
Your account has been activated.

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.

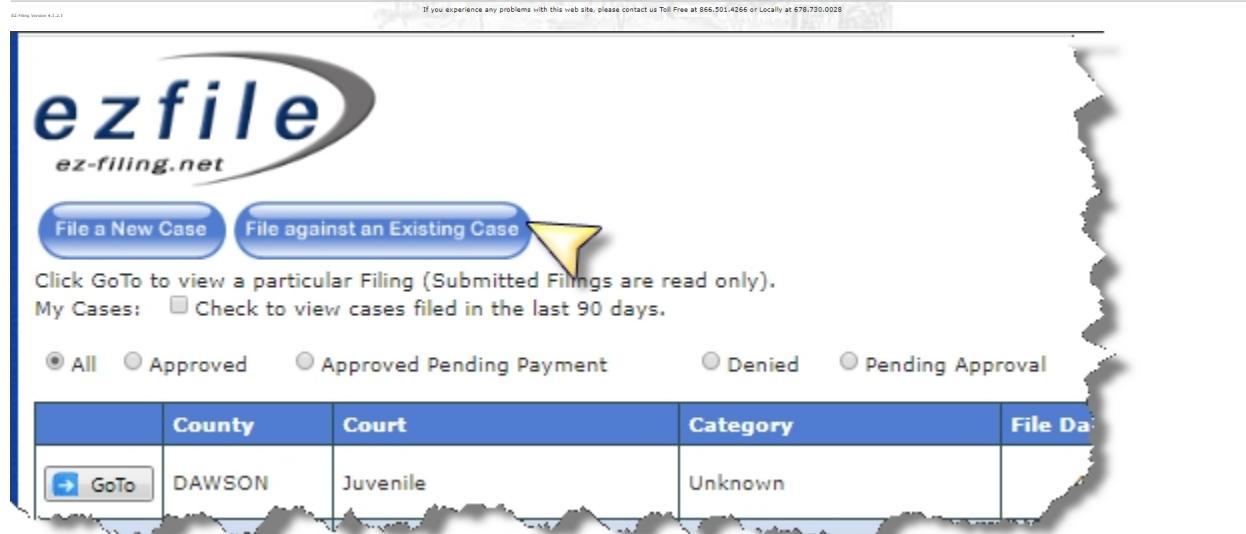
- To create a new filing against an existing case, click the “File against an Existing Case” button.



The screenshot shows a table of 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. The 'File against an Existing Case' button is located at the top left of the page, below the navigation bar.

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	19JV-00162	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/03/2020		<input checked="" type="checkbox"/>	Log	Docket
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	Docket
DAWSON	Juvenile	Unknown	4/2/2020	19JV-00165	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	Docket
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	Docket
DAWSON	Superior General Civil	Divorce Annulment			Pending Approval				<input checked="" type="checkbox"/>	Log	Docket
DAWSON	Superior Criminal	CRISR TEST ONE	4/1/2020	20cr001	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/01/2020		<input checked="" type="checkbox"/>	Log	Docket
DAWSON	Superior Criminal	CRISRA TEST ONE	4/2/2020	20cr001	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 04/02/2020		<input checked="" type="checkbox"/>	Log	Docket
DOUGLAS	Superior General Civil	Contract Account	3/25/2020	Test A12	Approved				<input checked="" type="checkbox"/>	Log	Docket
DOUGLAS	Superior General Civil	Contract Account	3/23/2020	Test A12	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/23/2020		<input checked="" type="checkbox"/>	Log	Docket
DOUGLAS	Superior Criminal	SINCLAIR, KIRKTON	3/23/2020	18cr00553	Approved		SUBSEQUENT FILING: 1 Document(s) filed on 03/23/2020		<input checked="" type="checkbox"/>	Log	Docket

Page Size: 50 | Page Number: 1



The screenshot shows a table with a single row of data. The columns are: GoTo, County, Court, Category, and File Date. The 'File against an Existing Case' button is located at the top left of the page, below the navigation bar.

GoTo	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



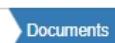
Case Information

TEXTING, TEST
20CR0076

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   

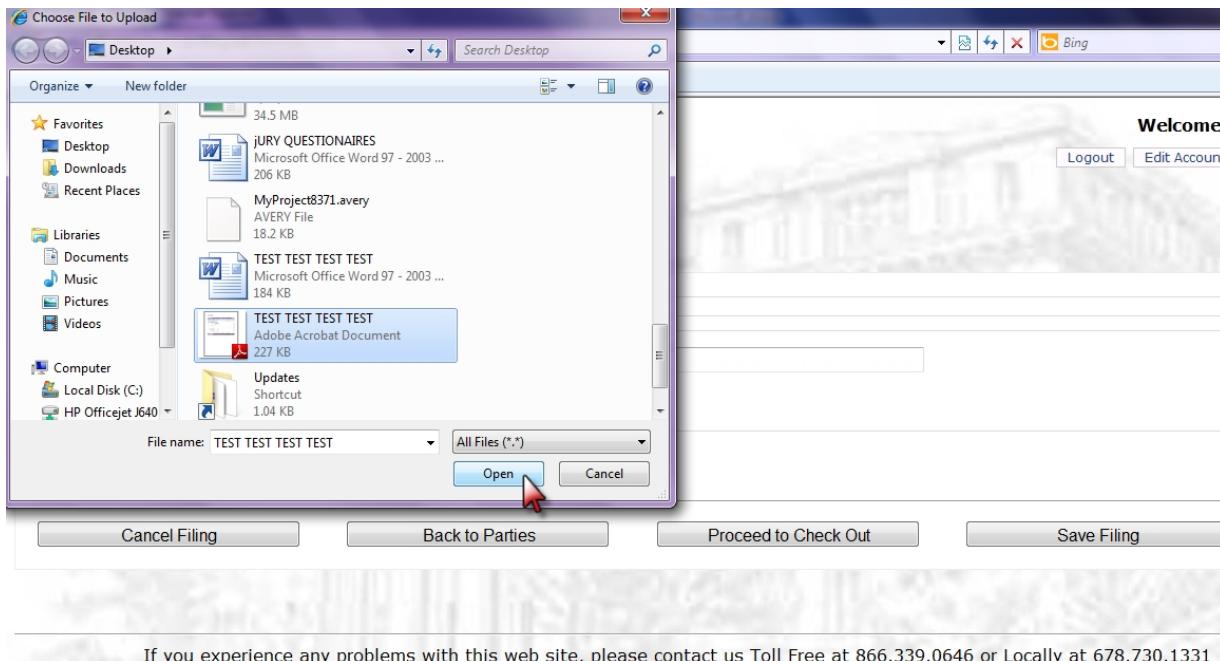
Name     Description

- 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 No file chosen 

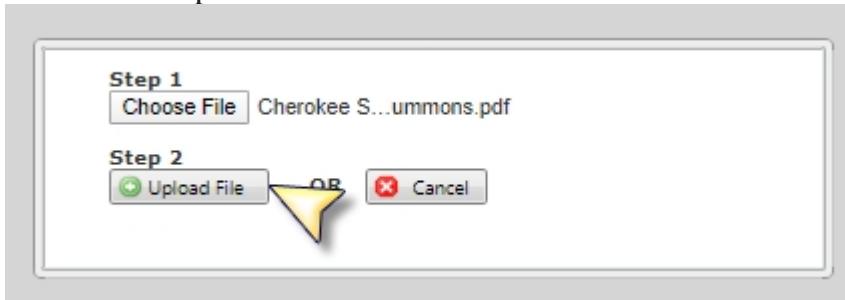
Step 2 OR 

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.

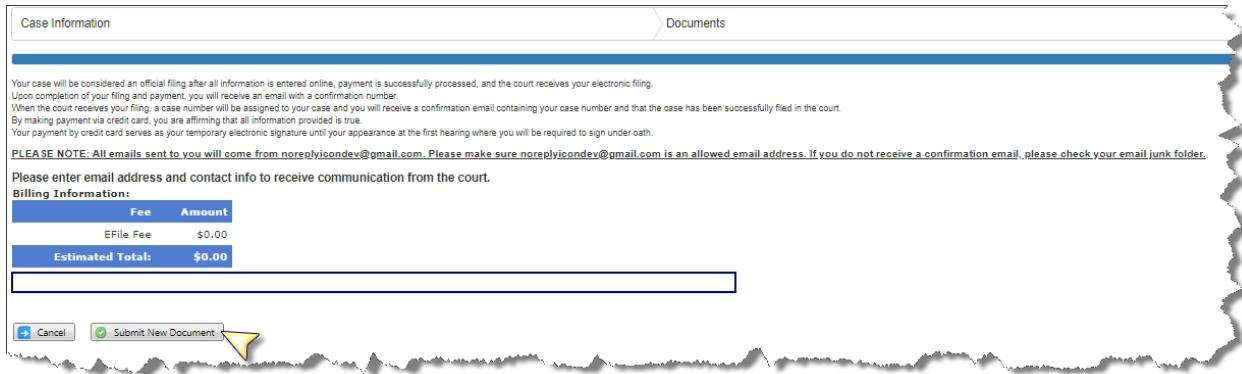
Case-related documents

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 type="button" value="Upload"/>									
<table border="1"> <thead> <tr> <th>Name</th> <th>View Doc</th> <th>E-Service</th> <th>Reorder</th> </tr> </thead> <tbody> <tr> <td>AFFIDAVIT OF FIRST DUI CONVICTION (Cherokee SS Summons.pdf)</td> <td></td> <td>E-Service</td> <td></td> </tr> </tbody> </table>		Name	View Doc	E-Service	Reorder	AFFIDAVIT OF FIRST DUI CONVICTION (Cherokee SS Summons.pdf)		E-Service	
Name	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



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. Please make sure 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
Estimated Total:	\$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.



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

- 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.

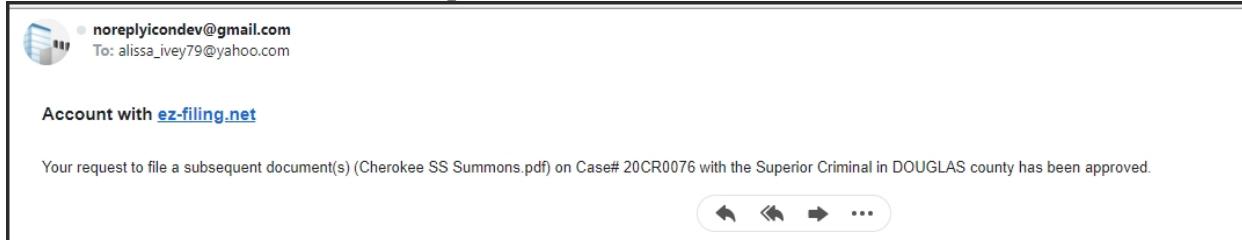


 noreplycondev@gmail.com
To: alissa_ivy79@yahoo.com

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.

- 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

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.

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

