

Guide to E-filing Set-Up without an Attorney

The Clerk of Courts receives and maintains all records relating to the Montgomery County Juvenile Court. The information below will assist you if you would like to file documents with the Court electronically. If you have any questions, please call the Clerks office at (937) 225-4199.

Requirements for Electronic Filing

- Access to the internet
- A software application to create documents in portable document formats (PDFs)
- A valid American Express, Discover, MasterCard or Visa credit card
- A valid email address
- An e-filing user account with the Clerk of Courts.

Getting Started

You will need to set up an **E-Filing User Account** with the Clerk of Courts. Go to the Clerk's website, <https://mcjcoho.org/EFILE/>, and click on "*Sign Up for Electronic Filing*," located in the area at the lower left bottom of the page.

You will now need to complete the required input for your account type – **Pro Se/Self Represented**. You will receive an email with a link to finish registering. You will need to know the six-digit code contained in the email to complete your registration.

Once you have registered and meet all the requirements listed above, you are ready to begin e-filing.