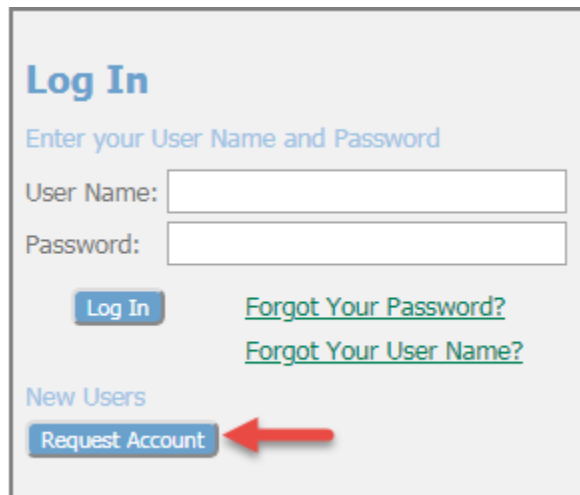


Quick Guide for Requesting an Account

1. Click **Request Account** on 'Login' page.



Log In
Enter your User Name and Password

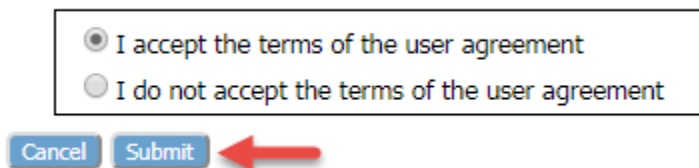
User Name:

Password:

[Forgot Your Password?](#)
[Forgot Your User Name?](#)

New Users
 ←

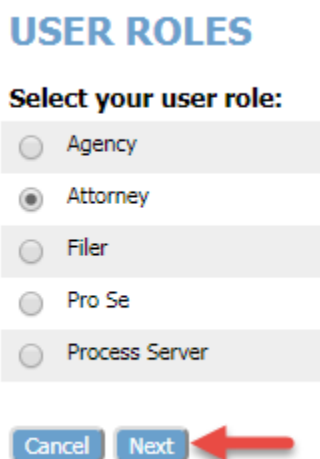
2. Read **User Agreement**, click the agreement radio button, and click **Submit**.



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

←

3. Select the appropriate **User Role** and click **Next**.



USER ROLES

Select your user role:

Agency
 Attorney
 Filer
 Pro Se
 Process Server

←

4. Select an **Organization**. View the System's current listings by clicking the arrow in the **Existing** drop-down field and scrolling through the names. Click the appropriate organization.

User Agreement ⇒ Select User Role ⇒ Select User Organization

Select an Organization

Select the organization you belong to below:

Existing

ATTORNEY - IN STATE

Cancel

Next



5. Create a Profile on the **Request a User Account** page. Fields marked with an asterisk are required.

Request a User Account

Company Name: ATTORNEY - IN STATE

User Name: * [text input]

Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your user name.

Password: * [password input]

Confirm Password: * [password input]

Title: [text input]

First Name: * [text input]

Middle Name: [text input]

Last Name: * [text input]

Suffix Name: [text input]

Bar Number: * [text input]

Pro Hac Vice attorneys: Please put your state as the 1st two digits of your bar number (e.g., VA001234).

Phone: [(000) 000-0000] Fax: [text input]

Email: * [text input]

Confirm Email: * [text input]

1st Alternate Email: [text input]

2nd Alternate Email: [text input]

Use My Company's Address

Use My Address

Address Line 1: * [text input]

Address Line 2: [text input]

Address Line 3: [text input]

City: * [text input] State: [dropdown menu]

Postal Code: * [text input] Country: [dropdown menu]

- At the bottom of the **Request a User Account** page, the user has the ability to select to which court(s) they desire eFiling access. They may also choose a **Default** behavior for how the system will route them once they login. If neither **Civil** nor **Criminal** is selected, they will be directed to the Portal each time they login. A **Default setting** may also be selected from the Portal page.

Request account and set it default in the following court(s)

Court	Request	Default
Civil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 
Criminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Cancel](#) [Submit](#)

- Click **Submit** at the bottom of the page. A notification will be sent stating that the request was received.

User Account Requested

Your request to be registered as a user of the eFlex eFiling System is in process. If you requested access to specific courts, those requests are being processed and their status is indicated below. You may now login to the portal under the below username with the password you requested. However, you will not be able to eFile to the court until your request has been approved by the court. Once the court has approved your request an email will be sent to the address you included in your profile.

Current Request Status:

Court Description Account Status

Civil	Approved
Criminal	Not Requested

H Stanley Allen, Jr


User Name: **stallen**
 Bar Number: **002278**
 Phone:
 Fax:
 EMail: **stallen@mail.com**
 Address: **10000 N. Main St**
Madisonville, TN 37051
US

[OK](#)

- Once the eFiling account is approved, the user may now have access to the system with their selected user name and password.

NOTE: On the **Home** page of both **Civil** and **Criminal Court**, a **Portal Button** is available to redirect the user back to the **Portal** in order to select the other Court.

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
Draft Filings	Finish filing an incomplete filing
Notifications	Review your Notifications
Portal:	
Portal 	Redirect to Portal

NOTE: To make changes to user profile, it is necessary to do this from the Portal Page. If the user is on either the **Civil User Profile page** or **Criminal User Profile page** and clicks either the **Modify User Profile button** or the **Change Password button**, the system will redirect the user to the Portal so that the changes will take effect in both courts.

