

**INSTRUCTIONS
FOR
E-FILING REAL ESTATE, UNIFORM COMMERCIAL CODE
AND
SUPERIOR AND STATE COURT CIVIL CASES AND PLEADINGS**

Civil E-Filing

To e-file superior and state court civil cases and pleadings, you will need to register with PeachCourt, the vendor that provides civil e-filing services to this office, at <http://www.peachcourt.com>. You may contact PeachCourt by phone at its toll-free telephone number [844-GA-EFILE (1-844-423-3453)] for assistance with registration or the e-filing process.

Real-Estate E-Filing

To e-file real estate documents in the Office of the Clerk of Superior Court of Liberty County, you must first register with the Georgia Superior Court Clerks' Cooperative Authority (i.e., "the Authority") and be approved as an e-filing participant.

The website for registering is: <http://www.efileregistry.org>. You must submit an application to be a trusted user. Once approved, you will receive a participant ID from the Authority.

Upon receiving your participant ID, go to <https://efile.gscca.org> to associate your participant ID with that account.

Once associated, you may e-file real estate documents through <https://efile.gscca.org>. For more information please read <http://www.libertyco.com/files/eFileRealEstate-Liberty.pdf>. If you need additional assistance, please contact Rachel Rice at: 1-800-304-5175.

UCC E-Filing

To e-file Uniform Commercial Code (UCC) financing statements, go to <https://efile.gscca.org> and register. Once registered, you may e-file the documents through <https://efile.gscca.org>.