

How to eFile General Civil Cases In LIBERTY COUNTY

eFiling
begins
now.



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PEACHCOURT.COM

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Quick Scan Tips:

After registration, you can scan all your documents prior to signing into the PAT to go to the new case filing option.

See page 7 “**Scanning documents**” to be e-filed”.

Glossary of Terms

- **Public Access Terminal (PAT)** – The computer workstation provided to you for e-filing your documents into PeachCourt.
- **Portable Document Format (PDF)** – A file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else.
- **Pauper’s Affidavit** - This document can be submitted to the Court to request a waiver for the payment of filing fees. If you are going to file a Pauper’s Affidavit, please note that we **DO NOT** supply these forms to you.
- **PeachCourt** - E-filing portal provided by GreenCourt a certified approved vendor by the State of Georgia. For any assistance contact them toll free at 1-844-423-3453, Monday-Friday from 8 AM to 5 PM

Please Read Before You Proceed Any Further

There are two methods to e-file your case through PeachCourt Portal, please choose one option below.

1. You may choose to file from the convenience of your home by going to www.peachcourt.com. You can contact PeachCourt if you need any assistance 844-GA-EFILE (1-844-423-3453) it's a toll free number, Monday – Friday, 8 AM to 5 PM. By choosing this option you will be charged a one-time fee for electronically filing, (portal fees: \$30.00 for the 1st 10 filings and \$5.00 for each additional forward). What this means is the amount of times you log in to submit your documents. You are allowed 10 (ten) times for the one-time fee of \$30.00 and on the 11th (eleventh) time you log in to submit documents you will be charged an additional \$5.00 forward. If you're prepared with all the documents that's on the provided checklist then you should be able to submit all documents in 2 (two) or 3 (three) log-on. There is a credit card fee that will apply, (3.5 percent plus a 30 cent payment services fee per transaction that will be applied at check-out). **All filing cost and service cost are due at filing, see filing fees and sheriff service fees on.**
2. If you choose to file by using the PAT filing method in our office you will be allow to pay the filing fees at the portal by a credit card/debit card, a usage fee will be applied, (3.5 percent plus a 30 cent payment services fee per transaction will be applied). If you select the "pay by cash option" you will be required to pay in cash at the front intake window. **NOTE: If you select "pay by cash option" you MUST PAY IN CASH, CASHIERS CHECK OR BUSINESS CHECK. You will not be allowed to pay by debit or credit card at intake window. All filing cost and service cost are due at filing, see filing fees and sheriff service fees below.**

FILING FEES

The statutory fee for filing a petition is **\$214.00**. Two payment methods at the PAT: 1. "pay by credit or debit card", which is preferred. 2. "pay by cash" **NOTE: if you choose to "pay by cash" at the PAT the payment must be pay in cash, cashier's check, money order or business check at the front counter before leaving.** . **NOTE: If you file from your home computer you will pay by credit or debit card. Please abide by these payment methods.**

SHERIFF SERVICE FEES

The statutory fees for service of civil cases are **\$50.00 per defendant for Liberty County Only**. Two payment methods at the PAT: 1. "pay by credit or debit card", which is preferred. 2. "pay by cash" **NOTE: if you choose to "pay by cash" at the PAT the payment must be pay in cash, cashier's check, money order or business check at the front counter before leaving.** **NOTE: If you file from your home computer you will pay by credit or debit card.**

If you selected method# 2 to file by using the Clerk's Office PAT proceed with these instructions

You must know which Court you are intending to file with PRIOR to starting the process. On the home screen of the PAT, there are 2 options available for e-filing with PeachCourt:

- 1) Superior Court
- 2) State Court

You must select the appropriate icon to begin the e-filing process. Upon your selection, you will be instructed to enter your user name and password. If you have not yet set up your PeachCourt Account, you will need to click on the "PeachCourt" logo which will redirect you to the home page for PeachCourt where you will now have the option to create a new account.

How do I create a PeachCourt Account?

If you do not currently have a PeachCourt account, you will need to create one to e-file your documents. Please follow these steps to create your account:

- 1) Visit <https://www.peachcourt.com/> The Icon on the desktop bottom left corner of the PAT.
- 2) Select the “Register” tab in the top, right-hand corner.
- 3) Enter your Last Name.
- 4) Enter your First Name.
- 5) Enter and Confirm your email address. If you do not have an email address, you are encouraged to create an email account to receive notifications regarding your filing.
 - a. This computer will **NOT** allow you to visit any website other than PeachCourt. If you need to create a new email account, you must do so on some other device or location.
- 6) Create a password for your PeachCourt account.
 - a. Password Rules:
 - i. At least 8 characters
 - ii. At least 1 CAPITAL letter
 - iii. At least 1 lowercase letter
 - iv. At least 1 number
 - v. At least 1 special character (such as !, @, #, \$)
- 7) Confirm your password (it must match exactly to what you previously entered).
- 8) Create a Secret Question.
 - a. Choices:
 - i. What model was your first car?
 - ii. What is your pass phrase?
 - iii. What is your first pet’s name?
 - iv. What high school did you attend?
- 9) Enter your Secret Answer.
- 10) Select the box indicating that you have “Read and Agree to the Terms Conditions”.
- 11) Select the “Complete Registration” option.

I have CREATED my PeachCourt Account. Now what??

- 1) Select the “New Case” option which is located in the top, left corner of the screen (located immediately below the “PeachCourt” logo.
- 2) Enter the following information which is required to eFile your documents:
 - a. Are you an attorney?
 - b. Enter your address.
 - c. Enter your phone number.
 - d. Add a payment method. The choices of payment are as follows:
 - i. Credit/Debit Cards (**If this payment method must be paid at the PAT**)
 - ii. Cash (If this payment method is selected at the PAT but you must pay in cash at the front counter. (**This must be paid in cash, cashier’s check or local business check**).
- 3) Select “Submit”.
- 4) If you set up your PeachCourt Account with an email address, you will receive an email notification letting you know that your account was successfully set up.

If you have any questions regarding this part of the e-filing process, you will need to contact PeachCourt and speak to a Customer Experience Team Member.

SCANNING DOCUMENTS TO BE E-FILED

What format must my documents be in to e-file at the Clerk's office PAT?

What format did you bring your documents in for filing today? Did you bring in a stack of original papers for filing; or rather are the documents in a digital format and located on a jump drive?

The PAT will not allow you to visit websites other than www.peachcourt.com. Additionally, you are NOT allowed to insert a jump drive into the PAT. Therefore, if your documents are saved in your email or on a jump drive, you must print them out and bring in a paper format for eFiling.

All documents for e-filing with PeachCourt must be in a PDF format. Our office scanners will automatically convert your paper documents to a PDF format. You will not need to use a PDF converter program, unless you chose method 1 to file from the convenience of your home and your scanner doesn't auto convert to PDF then you will need to purchase or download a PDF converter program.

If you are initiating a new case, you will likely have multiple proceedings that must be e-filed. For example, if you are e-filing a new, Uncontested Divorce, you may have various documents such as a "Complaint" or "Acknowledgement of Service". Each document must be saved individually in a PDF format and given the appropriate title. It is suggested that you title each document with the heading that is included on the form you are using. For example, if your form is titled as a "Child Support Worksheet", you should save the document as a "Child Support Worksheet".

Follow the instructions below for scanning: (Please read completely before starting)

- 1) Place your first set of documents (i.e. "Complaint") in the scanner in the face-down position and press the blue button on scanner.
- 2) After your documents are scanned, you will be directed to a scan folder screen, click save to folder. Again, each individual proceeding must be scanned in separately.
- 3) It is strongly suggested that you "rename" these documents appropriately to make the e-filing process easier as you continue. To locate and rename your scanned documents, you will need to select the "**My Document folder**" which is located on the home screen. You should see the image that you scanned with a generic title. If you will right-click on the "scanned image"; select "rename" and then type in the appropriate name of the document (i.e. "Complaint", etc.)
- 4) You will repeat this scanning process for each individual proceeding that you plan to include in your e-filing. Again, it is strongly suggested that you name each document appropriately so that you can quickly locate when you begin the e-filing process.
- 5) FYI – If you do not delete your images from the "SCANS" folder at the completion of your filing, they will be deleted by the Clerk's Office Staff. Please do not assume that your documents will be permanently saved on this computer for future use.

How do I e-File my documents into PeachCourt?

I have my documents in a PDF format. Now what do I do?

- 1) Log back into your PeachCourt Account.
- 2) Select “New Case” which is located in the top, center portion of the screen, which will direct you to the “Case Information” screen.
- 3) Select the “County” in which you are e-filing. You will choose “Liberty”. Please note that you can ONLY file in Liberty County on this PAT. You will not be able to use this PAT to e-file a case for another county, even if it is another county located within the Atlantic Judicial Circuit.
- 4) Select the “Court” in which you are e-filing. Your options will be either Superior or State Court.
- 5) Select the “Case Category”. Your options will include items such as “General Civil”, “Domestic Relations”, etc.
- 6) Select the “Case Type”. Your options will depend on which “Case Category” you previously selected. For example, if you are e-filing a Divorce, you will have selected “Domestic Relations” for the “Case Category”. Therefore, your “Case Type” will include options such as “Dissolution / Divorce / Separate Maintenance”, “Other Domestic Relations”, “Paternity / Legitimation”, etc.
- 7) You will now be asked a variety of questions which require a response. For example, you will be asked questions such as:
 - a. “Is this a post-judgment action?”
 - b. “Are there related case numbers?”
 - c. “Certify that this filing does not include any personal or confidential information (Pursuant to O.C.G.A. § 9-11-7.1)”
 - d. “Is an interpreter or disability accommodations needed?”
- 8) Next, you will be asked to provide information about each party in the case on the “Parties” screen.
 - a. Select “Add New Party” and enter information such as “Party Type”, “Name”, “Address”, “Email”, and “Phone Number”. When selecting the “Party Type”, you will be given several options to select from such as “Petitioner”, “Respondent”, etc. If you are not certain which selection to make for “Party Type”, you can click on the orange conversation icon in the lower-right hand corner of the screen and speak to a Customer Experience Team Member from PeachCourt via a text box.
 - b. You will now be asked to “Add New Party” and provide their information. Please note that you must select a “Service Method” for this party. This will include such options as “Filing Acknowledgement of Service”, “Sheriff’s Service Coordinated by Clerk”, etc. If you select to have the Sheriff serve the other party, you will be charged an additional \$50 for each service.

- c. You must also select who will be “Representing” the filing party by clicking on the “Yes/No” box which is located directly below the “Representing” option.
 - 9) After you have entered all of the “Parties”, select “Next” to continue the process. You will now be in the “Documents” portion of the process.
 - a. You must begin by “Selecting a Document Type”. Example: Complaint
 - b. Select the “Click to add a PDF file” to locate the document that needs to be uploaded. Your documents can be retrieved from the desktop folder (My Documents) and you should see the items that you previously saved. Please double click on the document and add a document description if you want to fully describe your document. Example: Complaint (further description box add complaint on account).
 - c. After you have located your document, select “Upload”. Once your file has been uploaded, you should see it listed in the “User Uploaded Documents” section. Again, please remember that each individual document must be uploaded separately.
 - d. Please note that PeachCourt automatically generates certain documents from the information you previously entered such as the “Case Information Form” and the “Summons”.
 - 10) Select “Next” after all documents have been uploaded.
 - 11) You are now ready to complete the e-filing process by making “Payment”. The “Court Fees” should indicate “\$214.00” which is the filing fee for Liberty County. There is an option for “Adding Additional Fees” if necessary.
 - a. The “PeachCourt Fees” portion should reflect an e-filing Fee of “0.00” if you are using the PAT within the Clerk’s Office.
 - b. Several payment options exist for your convenience:
 - i. Credit Card
 - ii. Debit Card
 - iii. Cash (exact amount only), to include Cashier’s Check / Business Check.

***** IF YOU CHOOSE TO PAY IN CASH, YOU MUST MAKE THIS PAYMENT TO THE FRONT DESK RECEPTIONIST AND RECEIVE A RECEIPT FOR YOUR PAYMENT*****
 - iv. Pauper Waiver
 - c. You now are in the very final stages of submitting your documents for filing. Please make sure to review the information on the “Summary” page for accuracy.
- 12) If all of the information is correct, you will select “Submit Filing”. You will immediately be asked again if you are certain that you want to submit your filing and you must answer “Yes”.
- 13) You have now successfully e-filed your documents! You will be given a Peach Number, please write down your number.

How do I Pay for the Filing Fees?

- Several payment options exist for e-filing on the PAT:
 - Credit Card / Debit Card (You will be assessed a “Convenience Fee” if you select this payment option.)
 - Cash (Exact amount ONLY), which also includes:
 - Cashier’s Check / Money Order / Business Check (NO personal checks will be accepted)
 - Pauper’s Waiver
 - Process for Filing a Pauper’s Waiver:
 - After you locate the correct form, you will bring the paperwork in for filing in a paper format. The Clerk will forward your request to the Court for review. The Court will be in contact with you via U.S. Mail (so please be sure to include a valid mailing address) as to the status of your request. If approved, you will be instructed to proceed by eFiling your documents (to include the Order Granting Pauper’s Affidavit). It is your responsibility to include the original Order Granting Pauper’s Affidavit, along with your other documents. In the “Payment” portion of the process, you would need to select “Pauper Waiver” to proceed with the eFiling of your documents.

Please remember that if you are e-filing Pro Se, you are acting as your own attorney. The Clerk’s Office can not give you any legal advice or instruct you which forms to use. If your filing is accepted by the Clerk, but the Court decides it was not properly filed, you will not get a refund for the filing fees. Again, by acting as your own attorney, you are taking responsibility for filing the correct forms in the appropriate court.

If you have any questions regarding this part of the e-filing process, you will need to contact PeachCourt and speak to a Customer Experience Team Member.

Now What Happens??

You have submitted your case for filing through PeachCourt and it is pending acceptance by the Clerk. Now what happens?

The Clerk will either accept or reject the case for filing. You will receive notification via email when this is done, so again, please include an email address when you create your PeachCourt account.

If your case is accepted by the Clerk, it will then be forwarded to the Court Law Clerk for further review. Please make certain that you include contact information in the event that someone from the Clerk's Office or Judicial Staff needs to correspond with you.

If you have any additional questions, please feel free to consult with the receptionist at the front desk of the Clerk's Office. Thank you!

A Few More Important Tips:

- If you select the credit/debit method of payment, you will be charged for a “Convenience Fee” in addition to the standard filing fee of \$214.00 plus any sheriff service fee. This charge is assessed by PeachCourt for the use of a credit/debit card this was mention earlier.
- Once submitted, your filing has been sent to the Clerk to review and accept. IF your documents are in proper format, the Clerk will accept them. At this point, you will receive notification that your filing was accepted via email. If you were paying with a credit/debit card, your card will now be charged for the filing fee.
- Similarly, if your filing is rejected by the Clerk, you will receive an email notification with an explanation. Also, your credit/debit card will not be charged for the filing fee.