

How to file into PeachCourt to an Existing Case?

To e-file documents in PeachCourt to an existing case, you will need have a PeachCourt account. If you don't have one, you will need to create one prior to e-filing. Please follow these steps to create your account:

First create a PeachCourt Account

- 1) From home computer go to <https://www.peachcourt.com/> and click register.
- 2) If using the Clerk's Office PAT, 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.

How do I eFile my Answer or other Documents into PeachCourt?

NOTE: 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.

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

- 1) Log back into your PeachCourt Account.
- 2) 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.
- 3) Select the “Court” in which you are e-filing. Your options will be either Superior or State Court.
- 4) Select “My Case” which is in the top, center portion of the screen, which will direct you to the screen to file. Click on the middle tap “File into this Case.”
- 5) Select the party you represent from the party’s page. Click Next.
- 6) Upload your Answer or other documents.
- 7) Select “Next” after all documents have been uploaded.
- 8) Review the list of eService recipients and add additional recipients if desired.
- 9) You are now ready to complete the e-filing process by making “Payment”.
 - a. **The PeachCourt Fee 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.
 - 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.
- 10) If 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”.
- 11) You have now successfully e-filed your documents! You will be given a Peach Number, please write down your number.

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 if 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!

TIPS FOR SCANNING DOCUMENTS TO BE E-FILED

What format must my documents be in to be e-filed 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 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.

When scanning 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 Answer to Complaint then you should save the document as a "Answer".

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

- 1) Place your first set of documents 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., "Answer", 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.