

Houston County Court e-File Using Benchmark Web

Document Version 1.0

Revision History

Name	Date	Description	Document Version
Debbie Olokungboye 10/03/2024		Document created	1.0

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e-File Using Benchmark Web

Cases, documents, and proposed orders can be easily submitted by using the e-File function in Benchmark Web.

Benchmark Web Account Registration and Login

To use the e-File function, users must first register an account with Benchmark Web to receive login credentials.

Registration for an Attorney

- 1. Open the computer's web browser and navigate to Benchmark Web.
- 2. On the main Benchmark Web page, click the **Register** button.

F		
4	Username Forgot Username	
Q.	Password	
E	D Login Me	
	Register	

A Register screen displays with options.

Register		×
🚔 Attorney with Bar #	Self Represented/PRO SE	1
	Submit	Cancel

3. Select Attorney with Bar # and click Submit.



The **Register** page displays for an attorney.

Register	Register	
Click to register as an Attorney	Password*	
with a Bar # for e-filing User Name*	Confirm Password*	
Email*	Address*	
Confirm Email*	Address 2:	
First Name*	City*	
Last Name*	State*	
	Zip*	
	Phone Number:	
	Bar Number*	

- 4. Enter the registration information for the attorney. Fields with an asterisk (*) are required and must be unique from any other registration. Note the **User Name** and **Password** fields, as these will be required each time the attorney signs into Benchmark.:
- 5. Once all information has been entered, click Submit.



6. If no errors are detected with the registration, a green box will display indicating the registration was successfully completed.



 An activation link will be sent to the email entered at registration. If an email address or bar number entered in the registration already exists in the system, a red box will display.



8. If an issue is found, return to **Step 2** and enter the correct the information.



Registration for Self-Represented/PRO SE

- 1. Open the computer's web browser and navigate to Benchmark Web.
- 2. On the main Benchmark Web page, click the **Register** button.

	Username	
	Password Forgot Password	
	→ Login Remember Me	
	Register	<
A Register screen displa	ys with options.	
Register		×
🚔 Atto	orney with Bar # Self Represer	nted/PRO SE

3. Public users that want to e-File should select Self Represented/PRO SE and click Submit.

Submit

Cance

NOTE: PRO SE as a registered role will automatically be added as the Plaintiff for any new case filing created. Public users registering as PRO SE will <u>NOT</u> be able to add an attorney to a case or add an attorney to a specific party.

The **Register** page displays.

Register ×	
	Register ×
Email*	Last Name*
Confirm Email*	Password*
First Name*	Confirm Password*
	Address:
Last name	
Password*	Address 2:
	City:
Confirm Password*	
Address:	State:
	Zip:
Address 2:	
City:	Phone Number:
Submit Cancel	Submit Cancel

- 4. Enter the registration information. Fields with an asterisk (*) are required and must be unique from any other registration. Note the **Username** and **Password** fields, as these will be required each time the user signs into Benchmark.:
- 5. Once all information has been entered, click **Submit**.

		_	_
		Submit	Cancel
	 	· · · · ·	

6. If no errors are detected with the registration, a notice will display indicating the registration was successfully completed.



An activation link will be sent to the email entered at registration.

7. If an account exists with the email address entered in the registration, a notice will display.



8. If an issue is found, return to Step 2 and correct the information.



Attorney/Registrants Activation Email

Once an attorney has been successfully registered, an automatic email from noreply@houstoncountyga.com will be sent to the address entered in the registration .

noreply@houstoncountyga.org to me -
Luna Sheridan, Your login is <u>Isny0416@gmail.com</u> and your password is as you entered. Please click the following link to activate your registration.
Click To Activate!

The email will contain the username as the login. The password will be what was entered at registration. A **Click to Activate** link will display.

Click the **Click To Activate** hyperlink to be redirected to Benchmark Web. A **Registration Activation** notice displays **Your registration was successfully activated!**

Registration Activation Your registration was successfully activated!

Once the link is activated, a party record is created. This allows the user to log into the system.

To log in, return to the main Benchmark web page.

Ę		
4	ptgattor	ney
	Forgot Us	sername
a,	•••••	
	Forgot P	assword
•	0 Login	Remember Me

Enter the Username and Password entered at account creation and click Login.

Submit a New Case via e-File

Once a user is notified that their registration has been approved and activated, they can submit filings via e-File.

Submit a New e-File – Attorney

- 1. Log into Benchmark Web.
- 2. In the menu on the left of the screen, click e-File to display the e-File options.



3. Click Submit New. The e-File screen displays.

•	e-File	
	Submit New e-File	
	Court Type:	1
	Select Court Type	
	Select Court Type	

4. Under Submit New e-File, select the Court Type and the Case Type from the drop-down menu.

5. Click Submit.

The Case Parties screen displays.

Case Parties						
					+ Add Party	Upload Party Info
Party Type	Full Name	Address				
* PLAINTIFF	DOE, JANE		2 Edit			
* DEFENDANT	SMITH, JOHN		C Edit			
ATTORNEY	ATTORNEY, PTG		C Edit	🗙 Remove		
					N	ext (Documents)→

6. Click the Edit button for each Party Type.

The Add/Update Party screen displays.

Party Type:	DEFENDANT	~				
st or Business Name:			Service:	Service Process	~	
First Name:				Service Process		
Middle:			j l	Sheriff Service Coordinated	by Clerk	
Date of Birth:						
Email:	[1			
Interpreter Language:		~				
Phone Numbers:	🔁 Add					
Phone Number:						
Addresses:	+ Add					
Address:		City:		State		
Address 2:		Zip:				

- 7. Enter the party information and click **Submit**.
- 8. Repeat **Steps 6 7** until the information for all listed parties has been entered. If additional parties are needed, click the green **Add Party** button on the **Case Parties** screen.
- 9. Once information has been entered for all parties, at the bottom of the **Case Parties** screen, click **Next (Documents)**.

Case Parties					
				+ Add Party	oad Party Info
Party Type	Full Name	Address			
* PLAINTIFF	DOE, JANE		C Edit		
* DEFENDANT	SMITH, JOHN		C Edit	Address 1, City, Zip, State fields are required	
ATTORNEY	ATTORNEY, PTG		C Edit 🗙 Re	move	
				Next (Docume	ents) 🌩

The e-File Documents screen displays.

e-File	Documents							
Pursuar this counter practiti Redact identifi The las securit 393.8 a 0.C.G. abuse s	tt to O.C.G.A. 10-1-393.8, effective July de section, "publicly post" means to "in rs, taxpayer identification number, finar oners with financial affidavits, workshe ed filings. Expect as provided in subsect cation number, financial account numb t four digits of a financial account numb y number is prohibited and is in violatio and O.C.G.A. 9-11-7.1(a) before filing. 1 A 9-11-7.1(a) is not follow. The Clerk sh of personal information.	1, 2006, it became illegal tentionally communicate o cial account numbers and ets and standing order resp itons (b) and (c) of this codin, r, or birthates shall include rer, and 4. The year of an i o of the law, if additional p his office will not refuse to all be held harmless for su	I in the State of Geoi ir otherwise make av birthdates require si ponses usually have a e section or unless th e only: 1. The last fit individual's birth. All personal information of file a document that ich fillings in accorda	gia to publicly post of aliable to the genera- ome degree of redact number of these nu- ne court orders other un digits of a social is records in the State is necessary for cred it we are otherwise r nece with O.C.G.A. 51	r publicly display in any mann i public." Pursuant to O.C.G.A ion before the pleading/docur mbers in the documents. Perti wise, a filing with the court th ecurity number; 2. The last for Court Clerks' offices are gene it, criminal history or other lei equired by law to file, publicly 0-1-393.8(d). Please Join us in	er an individual's social se 9-11-7, 1, effective July' nentation can be admitted sent portions of the statut at contains a social securi ur digits of a taxpayer ide ally public records and th primate purposes, please post or publicly display for reducing the opportunity	curity numbe 1, 2014, social 2 into evidence are as folic ty number, to number, to ntification nu- e inclusion of review 0, C,G or public insp of identity th	rr. As used in al security re. Domestic ws: a. uspayer imber; 3. (the social (.A. 10-1- ection if eft and the
							+ **	d Document
	* Civil File Initiation Form	# Pages	Select	Generate	Description File		Edit	Delete
-			officer Part	Contention				
							+ Previous (Parties)	+ Previous (Parties) Next (Sa

10. Depending on the type of case being filed, a filing form may be required. If a form listed under **Document Type** displays a **red star** next to the form name, the form is required. To open the form, click **Generate**.

The form displays.

🖹 Save		C Refresh
(2) Attachments + Add Attachment + Add Supplem	ient	
Superior Court:	<u>^</u>	
State Court:		General Civil and Domestic Relations Case Filing Information Form
		[] Superior or [X] State Court of Houston County
DateFiled:		East Hards Han Andre
7/5/2023		Date Filed 7/5/2023 Case Number
102020	- 1	MM-0D-YYYY
Case Number:	_	
		Plaintiff(s) (Leen, First Middle L. Suffix Prefix) Defendant(s) (Leen, First Middle L. Suffix Prefix)
Plaintiff Attorney:		DOE, JANE SMITH, JOHN
ATTORNEY, PTG		
Par Number	_	Plaintiff's Attorney ATTORNEY, FTG Bar Number 124-56789 Self-Represented []
bar Number:	_	Check One Case Type In One Box
123406789	_	Case Type:
Self-Represented:		Connectic Buildians
0		() Adoption
Case Type:		[] Automobile Tort [] Dissolution/Divorce/Separate Maintenance [] Clif Asses
		[] Family Violence Petition
	_	[] Gernishment [] Sussets = 500
Automobile Tort:		[] General Tort [] Support – Private (non-IV-O)
0		[] Habeas Corpus [] Other Domestic Relations
Civil Appeal:		[] Jandiord/Tenant
of the Appendix		[] Medical Melpractice Tort Post-Judgment – Check One Case Type
0		[] Product Liability Tort [] Contempt
Contract:		[] Real Property [] Non-peyment of child support, medical support or alimony [] Restraining Petition [] Non-peyment of child support, medical support or alimony
0		[X] Other Civil [] Modification [] Other Administrative
Garnishment:		
0		
General Tert:		() Check if the action is related to another action(a) pending or previously pending in this court involving some or all of the same parties, subject memory or format linear of the same parties, subject memory or format linear or format linear set.
orieration.		manar or resources and, in all protect a case number for tach.
0		Case Number Case Number
Habeas Corpus:	-	 I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for reduction of personal or confidential information in O.C.G.B. §9-15-7.1.
<u></u>		[] Is an interpreter needed in this case? If so, provide the language(s) required tanguage(s) Required
		[] Do you or your client need any disability accommodations? If so, please describe the accommodation request.

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- 11. Some information will auto-populate based on case information previously entered (highlighted in yellow). To edit the form, enter the information in the fields on the left of the screen.
- 12. Above the form, click **Refresh**. The edits to the form display on the form.
- 13. Once all information for the form has been entered, click **Save** (top left) to return to the **e-File Documents** screen.
- 14. To add additional documents for the case, click the green **Add Documents** button on the **e-File Documents** screen.

An additional line for the document displays under **Document Type**.

						+ ^	dd Document
Document Type	# Pages	Select	Generate	Description File	Note	Edit	Delete
* Civil File Initiation Form	1 *			Civil File Initiation Form.pdf	C Note	2 Edit	
2nd Original from Another County		Select File					

15. Select the **Document Type** from the drop-down menu and click **Select File**. A file search window displays. Only Microsoft Word or PDF files (.docx or .pdf) can be uploaded.

	PC > Deskte	op			✓ 0 × 1	Search Desktop
Organize 👻 New folder						• •
 Quick access Desktop Downloads Documents Pictures 	* * * * *	anna an	STATUTE CON	J. May		
 This PC 3D Objects Desktop 						
 Concept Documents Downloads Music Pictures Videos 		⊘ TEST DOCUMENT 1pg				
 Windows (C:) Transcend (D:) 						

16. Navigate to the file on the computer and click Open.

The e-File Documents page updates and displays the document.

		+ Add Document
# Pages Select	Generate Description File	Note Edit Delete
1	Civil File Initiation Form.pdf	C Note
1	Offer of settlement.pdf	C Note C Edit X Delete
		Previous (Parties) Next (Summary)
	# Pages Select	# Pages Select Generate Description File 1 * Civil File Initiation Form.pdf 1 Offer of settlement.pdf

- 17. Repeat **Steps 15 16** to submit additional documents.
- 18. Once all documents have been added, at the bottom of the **e-File Documents** page, click **Next** (Summary).

The Review & Submit screen displays.

Review & Submit					
COURT / CASE TYPE			A 100 100000 1 A 100 6701 0		
STATE CIVIL/Automobile Tor	rt		Develope/TEST, PLAINTIFF NAME PTG vs. TEST, DEFENDANT NAME PTG		
CASE PARTIES				C EDIT	
Party Type	Full Name	Address			
PLAINTIFF	TEST, PLAINTIFF NAME PTG	555 TEST STREET SMYRNA, GA 30080			
DEFENDANT	TEST, DEFENDANT NAME PTG	555 TEST STREET SMYRNA, GA 30080			
ATTORNEY	TEST, ATT3				
CASE DOCUMENTS				C 107	
Document Type	# Pages	Description			
Civil File initiation	A Form 1	TEST DOCUMENT 1pg.pdf (72637)			
2nd Original from A County	Another 1	TEST DOCUMENT 1pg.pdf (72637)			
FEES					
Fee		Count	Amount		
State Civil Filing Fee			5218.00		
State Civil Service Fee		1.0000	550.00		
State - Sheriff's Service Copi	sies (Per Page)	1	50.50		
PAYMENT INFORMATION					
Total Filing Fees	s: \$268.50				
File Filing Fee	r: + \$30.00				
Convenience ree	* + 33.51				
Total Amount Due	\$307.31				
Choose Payment Method:	Credit Card Request	Fee Walver			Click Add to Cart if you will be submitting
Save for future payment	ts	Sele	to save for future payments option' to save r card information in order to use for quicker	Click Submit if you are only submitting a single file.	multiple e-files at the same time.
Nickname:		pay	ments on future filings		
				Contact (Documents)	1

19. Review the case information for accuracy. To view documents, click the paper icon next to the document name. To make edits, click the **Edit** button next to **Case Parties** or **Case Documents**.

Filing fees will display under **Fees**.

aym	ent		×
	Payment Amount	\$252.54	
The a	bove amount does n Any additional	not include any additional processing or convenience fees. fees will be shown during payment processing.	

NOTE: If their client cannot afford the fees, attorneys can select **Request Fee Waiver**. As noted, if the fee waiver is denied, the filing fees will be the responsibility of the filer.

Total Filing Fees:	\$214.00
File Filing Fee: +	\$30.00
Convenience Fee: +	\$0.00
Total Amount Due:	\$244.00
hoose Payment Method: O Cre Fee Waiver Requested!	edit Card 💿 Request Fee Waiver
hoose Payment Method: O Cre Fee Waiver Requested! Note: If Fee Waiver is denied, a filing fees are the responsibility the filer.	edit Card () Request Fee Waiver all y of
hoose Payment Method: O Cre Fee Waiver Requested! Note: If Fee Waiver is denied, a	edit Card 💿 Request Fee Waiver

20. If all information is correct, click Submit.

NOTE: If bulk filing, do not enter payment information or click **Submit**. Instead, click **Add to Cart**. For further information, see the **Submit New Batch e-File** section of this document.

The nCourt window displays.

201 Perry Parkway , Perry, Georgia 301 <u>Court Webs</u>
Payment Information Credit/Debit Card Electronic Check VISA Electronic Check Card Number Enter Card Number CVV Code Enter CVV Code
Expiration 12 2034 Submit Information

- 21. Enter the credit card information to pay fees.
- 22. Click Submit Information. The Payment Complete notice displays.

Payment Complete

Close this tab and return to the Filing Summary tab and click 'OK' to complete the E-Filing process.

23. Close the Payment Complete tab and click **OK**. Once the e-File has been submitted and fees have been paid, the **eFile Submitted** screen displays with the confirmation number.

eFile Submitted
E-FILE FILING SUBMITTED
Confirmation # 25-1174307

Submit a Batch e-File

Cases and documents can be submitted in bulk via e-File. Multiple cases and documents can be added to a cart, then all filing fees paid at the same time and all files can be submitted for review by the clerk.

1. Once the case information has been added, as shown in the previous section **Submit a New e-File**-Attorney, the **Review and Submit** screen displays.

Review & Sub	omit						
COURT / CASE TYPE	Death			CASE NUMBER / CASE STYLE Pending / JONES, BRANDLYS, TEST, JAMES			
CASE PARTIES				and a second second second second second			C mr
Party Tree	Eull Name	Address					Lo con
Parcy type							
DEFENDANT	TEST JAMES	555 TEST STREET SAVENA, GA 30080					
ATTORNEY	PRICE, BR						
CASE DOCUMENTS							C EDIT
Document Ty	Type # Pages	Description					
Civil File Init	itiation Form 1	Civil File Initiation Form.pdf (55604)					
Offer of Settl	tlement 1	Offer of settlement.pdf (72637)					
FEES							
Fee		Count	Amount				
State Civil Filing Fee			\$218.00				
State Civil Service Fee	0	1.0000	\$50.00				
State - Sheriff's Service	ce Copies (Per Page)	1	\$0.50				
PAYMENT INFORMATIC	ON						
Total Filing	s268.50						
File Filin	ing Fee: + \$30.00						
Total Amoun	of Due:						
Total Amoun	\$307.31						
Choose Payment Met	ethod: 💿 Credit Card 🔘 Req	uest Fee Waiver					
	4						
Use saved payment	it method.					0	
- Suns for future and	imente						
Nickname:						K	1
					 + Previous (Documents)	Submit (Single Filing) 🗶 Cancel	Add to Cart (Multiple Filic

2. Click Add to Cart. The e-File Cart screen displays.

e-File Cart						
E-RLES						
🖺 New e File 📄 Submit All						
Use Same Court & Case Type						
PARTIES	CASE #	COURT / CASE TYPE	DOCUMENT TYPE	ANDUNT DUE	ATTORNEY FILE HUARER	
PORD HOTOR CREDIT COMPANY LLC BREWER, WELTSALOUSE WOMARS INTERCENT CARE OF GEORGIA QUREDH, UMAR H	2024/00129926	SUPERIOR CIVIL / GARNEMMENT	Acknowledgement	\$0.00		Edit Delete
BROWN, BOODY MORNINGSTAR, LUCFER HALLER, MICHAEL		STATE DVIL / DISPOSSESSORY	Civil File Initiation Form	\$214.00		Edit Delete

- 3. Review the filings in the cart and edit as needed.
 - a. To add an additional filings to the cart, click New e-File. If the checkbox for Use Same Court & Case Type is selected, the system opens the page to enter parties to the new case.
 - b. To edit an e-File in the cart, click the **Edit** button next to the case. From here, additional parties can be added, or documents can be corrected.
 - c. If an e-File case was added to the cart in error, click **Delete** to remove the item from the cart.
- 4. Once all e-Files have been added and reviewed, click Submit All.

The total filing fees will display in the **Payment Information** section.

Review & Submit		
PAYMENT INFORMATION		
Total Filing Fees		\$214.00
File Filing Feet	+	\$60.00
Convenience Fee:	+	\$8.54
Total Amount Due:		\$282.54
Choose Payment Hethod:	æ Cn	edit Card 🔿 Request Fee Wa
Save for future payments		
Nickname:		
Nickname :		

- 5. Review the total filing fees and enter the payment information.
- 6. Click **Submit**. The nCourt screen displays.

ione: (478) 218-4970 fice Hours M-F 8.00am-5.00pm o credit card payments after 4:30pm each day.	201 Perry Parkway , Perry, Georg <u>Court</u>
ave Payment Information	
Billing Information	Payment Information
International Address	Credit/Debit Card Electronic Check
First Name	Card Type
Enter First Name	VISA DECEMBER OF
Last Name	Card Number
Enter Last Name	Enter Card Number
Organization Name	<u>CVV Code</u>
Enter Organization Name	Enter CVV Code
Address	Expiration
Enter Address	12 🗸 2034 🗸
Zip	
Zip Enter Zip	
	Submit Informat
City	

- 7. Enter the **Billing** and **Payment Information**.
- 8. Click Submit Information. The Payment Complete notice displays.

Payment Complete

Close this tab and return to the Filing Summary tab and click 'OK' to complete the E-Filing process.



9. Close the Payment Complete tab and click OK. Once the e-File has been submitted and fees have been paid, the **eFile Submitted** screen displays with a confirmation number for each case submitted.



NOTE: The case is not filed until the clerk reviews and accepts the submission.



Add Documents to an Existing Case

Use this option to file documents into an existing case.

- 1. Log into Benchmark Web.
- 2. In the menu on the left of the screen, click **e-File** to display the e-File options.



3. Click **Submit New**.

The e-File screen displays.

e-File	
Submit New e-File Court Type: Select Court Type	Add To Existing Case
	My Open Cases

4. Under Add to Existing Case, enter the case number the document pertains to and click Submit. A Summary of the existing case displays.

2022CV0054814 - WO	122CV0054814 - WOODSON, MEKYRA X vs. RAVENEL, CORI A									
Summary Summary	📄 Dockets 🛛 🕅 Charg	tes 📑 Citations 🌈 Docur	nent Management			Document(s) Proposed Order				
Judge: Case Number: Clerk File Date: Total Fees Due: Agency Report Number:	ASHFORD, JASON E 2022CV0054814 12/29/2022 0.00	Court Type: Uniform Case Number: Status Date: Custody Location:	STATE CIVIL 12/29/2022	Case Type: Status: Waive Speedy Trial: Agency:	Personal Injury OPEN					

5. In the top right of the screen, click **e-File** and select **Document(s)**. The **e-File Existing Case** screen displays.

e-File Existing Case						
STATE CIVIL Automobile Tort						
Pursuant to 0.c.G.A. 10-1-393.8, effective Ja available to the general public." Pursuant to Domestic practitioners with financial affidavi the court orders otherwise, a filing with the The last four digits of a financial account nu necessary for credit, criminal history or othe 0.c.G.A. 9-11-7.1(a) is not follow. The Clerk	ily 1, 2006, it became il 0.C.G.A. 9-11-7.1, effe ts, worksheets and stan court that contains a so- mber; and 4. The year o r legitimate purposes, p shall be held harmless I	Ilegal in the State ective July 1, 2014, iding order respons- icial security numb if an individual's bi- please review O.C. for such fillings in a	of Georgia to publicly , social security numb ses usually have a nur ser, taxpayer identific irth. All records in the .G.A. 10-1-393.8 and accordance with O.C.	poot or publicly display in any manner an individual's social security number. As used in this code section, "publicly post" means to "intentionally- iers, tsapayer identification number, financial account numbers and birthates require some degree of reduction before the pleading documentation mer of these numbers. In the documents. Pertinent portions on the statute are as follows: a. Reducet fillius: Expect as provided in subsections (b) attoin number, financial account number, or birthdate shall include only: 1. The last four digits of a social security number; 2. The last four digits of 5 State Court Clerk's offices are generally public records and the includion of the social security number is prohibited and is in violation of on the law. ID. C.G.A. 9: 17-17. (b) defore filling. This office will not reflece to file a document that we are otherwise required by law to file, publicly post or publi G.A. \$10-1-393.8(d). Please Join us in reducing the opportunity of identity theft and the abuse of personal information.	communicate or on can be admitt and (c) of this c a taxpayer ident If additional pers icly display for p	otherwise make ted into evidence, ode section or unless tification number; 3 sonal information is ublic inspection if
						+ Add Documen
Document Type	# Pages	Select	Generate	Description File	Edit	Delete
					I	Next (Summary)

6. Click the green Add Document button.

A line with a dropdown menu displays under **Document Type**.

Document Type	# Pages	Select	Generate	Description File	Edit	Delete
* Civil File Initiation Form	1			Civil File Initiation Form.pdf	C Edit	
2nd Original from Another County)	Select File				
			+ Previo	us (Parties)	Next (Summ	ary) 🗲

7. Select the **Document Type** from the drop-down menu and click **Select File**. A file search window displays.

	L DC > D	an an and a second s				French Decou		
	IS PC > Di	ocuments >			• 0 ×	Search Docum	nents	
ganize • New fold	er					811	• 💷	
Recordings	^	Name	Status	Date modified	Type	Size		
This PC		Custom Office Templates	\odot	5/24/2022 11:31 AM	File folder			
🔒 3D Objects		🍅 My Shapes	ø	9/26/2022 11:48 AM	File folder			
besktop		OneNote Notebooks	\odot	9/22/2022 11:02 AM	File folder			
Documents		Outlook Files	0	8/30/2022 9:09 AM	File folder			
Downloads		ShareX	\odot	6/30/2023 4:30 PM	File folder			
Maria		SQL Server Management Studio	\odot	11/16/2022 4:28 PM	File folder			
 Music 	- 8	Visual Studio 2017	\odot	11/16/2022 4:28 PM	File folder			
Pictures		Zoom	0	3/16/2023 10:58 AM	File folder			
Videos		Doe - Offer of Settlement	\odot	7/6/2023 3:05 PM	Microsoft Word	D 0	KB	
😓 Windows (C:)								
Network								
	~							
File na	me: Doe -	Offer of Settlement			~ All	iles		

Navigate to the file on the computer and click **Open**.
 The **e-File Documents** page updates and displays the document.

					+ /	Add Document
Document Type	# Pages	Select	Generate	Description File	Edit	Delete
* Civil File Initiation Form	1			Civil File Initiation Form.pdf	C Edit	
Offer of Settlement	1			Doe - Offer of Settlement.docx	C Edit	X Delete
				+ Previous (Partie	rs) Next (Summary) 🔶

- 9. Repeat **Steps 6 8** to submit additional documents.
- 10. Once all documents have been added, at the bottom of the **e-File Documents** page, click **Next** (Summary).

The Review & Submit screen displays.

Review & Submi	t				
COURT / CASE TYPE		c	ASE NUMBER / CASE STYLE		
STATE CIVIL/Automobile T	brt	P	ending/TEST, PLAINTIFF NAME PTG vs. TEST, DEFENDANT NAME PTG		
CASE PARTIES				2 EXT	
Party Type	Full Name	Address			
PLAINTIFF	TEST, PLAINTIFF NAME PT	IG 555 TEST STREET SMYRNA, GA 30080			
DEFENDANT	TEST, DEFENDANT NAME PTG	555 TEST STREET SMYRNA, GA 30080			
ATTORNEY	TEST, ATT3				
CASE DOCUMENTS				C tar	
Document Type	# Pages	Description			
Civil File initiation	to Form 1	TEST DOCUMENT 1pg.pdf (72637)			
2nd Original from County	n Another 1	TEST DOCUMENT 1pg.pdf (72637)			
FEES					
Fee		Count	Amount		
State Civil Filing Fee			\$218.00		
State Civil Service Fee		1.0000	550.00		
State - Sheriff's Service Co	spies (Per Page)	1	50.50		
PAYMENT INFORMATION					
Total Filing Fe File Filing Fe Convenience Fi Total Amount D	es: \$268.50 ee: + \$30.00 ee: + \$8.81 ue: \$307.31				
Choose Payment Method	fr 👝 Credit Card Reques	st Fee Walver	t the 'Save for future payments option' to save card information in order to use for quicker	Click Submit if you are only submitting a single file.	Click Add to Cart if yo will be submitting multiple e-files at the same time.
Nickname:		paym	ents on future filings	Add to Card (Muthic Tilling) Add to Card (Muthic Tilling) Add to Card (Muthic Tilling)	1

11. Review the case information for accuracy. To view documents, click the paper icon next to the document name. To make edits, click the **Edit** button next to **Case Parties** or **Case Documents**. Filing fees will display under **Fees**.

ment		×
Payment Amount	\$252.54	
The above amount does n Any additional	ot include any additional processing or convenience fees. fees will be shown during payment processing.	
	/ment Payment Amount The above amount does n Any additional	Payment Amount \$252.54 The above amount does not include any additional processing or convenience fees. Any additional fees will be shown during payment processing.



NOTE: If their client cannot afford the fees, attorneys can select **Request Fee Waiver**. As noted, if the fee waiver is denied, the filing fees will be the responsibility of the filer.

Total Filing Fees:	\$214.00	
File Filing Fee:	\$30.00	
Convenience Fee:	\$0.00	
Total Assess Doors		
iotal Amount Due:	s244.00	
iotal Amount Due: nose Payment Method: C iee Waiver Requested! Note: If Fee Waiver is denied, iling fees are the responsibil he filer.	s244.00 edit Card () Request Fee Waiver all y of	

12. If all information is correct, click Submit.

NOTE: If bulk filing, do not enter payment information or click **Submit**. Instead, click **Add to Cart**. For further information, see the **Submit New Batch e-File** section of this document.

The nCourt window displays.

none: (478) 218-4970 ffice Hours M-F 8 00am-5 00pm o credit card payments after 4:30pm each day.	201 Perry Parkway , Perry, Georgia <u>Court S</u>
ave Payment Information	
Billing Information International Address First Name Enter First Name Last Name Enter Last Name Organization Name	Payment Information Credit/Debit Card Electronic Check Card Type VISA Electronic Check Card Number Enter Card Number CW Code
Enter Organization Name Address Enter Address Zip Enter Zip City City	Expiration 12 2034 V Submit Information

This document may contain confidential and/or proprietary information and is intended to be used only by licensed Benchmark users. Any use by others is strictly prohibited.



- 13. Enter the credit card information to pay fees.
- 14. Click Submit Information. The **Payment Complete** notice displays.

Payment Complete

Close this tab and return to the Filing Summary tab and click 'OK' to complete the E-Filing process.

15. Close the Payment Complete notice. Once the e-File has been submitted and fees have been paid, the **eFile Submitted** screen displays with the confirmation number.

eFile Submitted
E-FILE FILING SUBMITTED
Confirmation # 25-1174307

e-File a Proposed Order

NOTE: Proposed Orders <u>**MUST</u>** be uploaded and sent directly to the Judge for review.</u>

e-File a Proposed Order via the e-File Options

- 1. Log into Benchmark Web.
- 2. In the menu on the left of the screen, click **e-File** to display the e-File options.

ATTORNEY, PTO			
B Logout			
0 2 0	8		
0			
Q Search			
Court Docket		<	
Decumente	0		
- occuments			
e-File	~		
e-File	~		
e-File Submit New My Filings	~		
e-File Submit New My Filings Proposed Order	~		
e-File Submit New My Filings Proposed Order Document Templates	× ×		

- 3. Click Proposed Order.
- 4. The Generation Proposed Order to Judge screen displays.

· · · · · · · · · · · · · · · · · · ·		
Case Number:	Find	X Clear
Party: F	Find	

5. Search for a case. Enter the Case Number or Party Name and click Find.

Note: A partial case number can be entered. All cases containing that partial case number will display in a list. If a partial case number was entered, click to select the case in the list.



The Proposed Order to Judge screen displays.

eneration - Proposed Order to Jus	dge		Load Another	Final Disposition WEB	•
Case Number: 2023CV00 Party:	Find 2022C VG005641 2022C VG005641 2022C VG005642 2022C VG005642 2022C VG00022 Find 2022C VG00022	D - 4 - GEORGA GOOLING OF WARNER BOISNE, INC. VILLESTER, FOIRELST 5 - THE ASSEMBLY AT WARNER ROBINS, INC VIL THOMPSON, TAYLOR D. 7 - GILLIS-PTG, CALEB VILGONZALEZ PTG, TM 3 - BLUE RIDGE CONCRETE PURP SERVICE, INC VIL SILVER, BRANDON LORENZO	Case Humber: Judge Name: Case Status: Case Open Date:	2023CV00095414 ASHFORD, JASCH E OPDH 6/20/2023	
Title: Proposed Order	to Judge	C Rotresh 📑 Eat 💿 Download 🗛 Upload	_		
Denergetieve Proposed Order to Judge Docket Test: PENDING	Slarts min 🗸	UPLOAD FORM (NO SIG)			
(0) Albachments + Add Attachm	ent + Add Supplement	Use this Document Template to upload proposed orders without a Signature placeholder. Only Microsoft Word or PDF files (.docx or .pdf) can be			

6. Follow the displayed instructions to upload and e-File the Proposed Order form.

e-File a Proposed Order from within the Case

- 1. Log into Benchmark Web and open the case.
- 2. In the main case screen, in the top right corner, menu on the left of the screen, click **e-File** to display the e-File options.

2023CVG0055381 - ROBINS FINANCIAL CREDIT UNION vs. WALKER, BRIAN C	e-File 🔻 🕒 Print Su	nmary
🐺 Sammary 🚱 History 🛅 Dockets 🎢 Charges 📑 Citations 🔗 Document Management	Document(s) Proposed Order	
Judge: ASHFORD, JASON E Court Type: STATE CIVIL Case Type: Garnishment Case Number: 2023(V00055518) Uniform Case Number: Status: OPEN Clerk: File Date: 6/12/2023 Valve Speed/Trial: Total Fees Due: 0.00 Custody Location: Agency:	-	

3. Click Proposed Order. The Proposed Order screen displays.

	🔀 Refresh 🖹 Edit 🛞 Download 🛆 Upload		
Title:			
Proposed Order to Judge			
Description: Proposed Order to Judge			
Docket Texts PENDING Starts With 🛩	UPLOAD FORM (NO SIG)		
Course To ▼ Save Insert Signature	Use this Document Template to upload proposed orders without a Signature placeholder.		
(0) Аласаллены т Аво Зарристисн	Only Microsoft Word or PDF files (.docx or .pdf) can be uploaded.		
	The judge will manually place a signature image on the order when it is signed.		
	1. Click the Upload button:		
	2. Hit Continue at the prompt.		
	 Locate and select your .doex or .pdf file in the <u>File Upload</u> window. 		
	4. Click Open. Form will load.		

4. Follow the displayed instructions to upload and e-File the Proposed Order form.



Navigate Benchmark Web

Use the following instructions to navigate within Benchmark Web.

My Filings

- 1. Log into Benchmark Web.
- 2. In the menu on the left of the screen, click e-File to display the e-File options.

L e	-File	~	
皆	Submit New		
	My Filings		

3. Click **My Filings**. The **e-File Submissions** screen displays a list of all cases and documents filed by the user.

CASES												
Date Range: 05	5/04/2022	to	05/04/2022		Refresh						Search:	
SUBMITTED 📥	CONF #	ТҮРЕ 🌖	STATUS 🖗	CASE #	CASE STYLE	COURT / CASE TYPE	DOCUMENT TYPE	ACCEPTED	REJECTED	REASON	ATTORNEY FILE INUMBER	
5/4/2022	27- 1174308	Existing	REJECTED	22-J- 02264	ACME CORPORATION vs. JENKINS, JOSEPH	MAGISTRATE COURT - CIVIL / GENERAL CIVIL	ANSWER		05/04/2022 01:32 PM	The document was not readable.		
5/4/2022	26- 1174308	New	ACCEPTED	22-J- 02264	ACME CORPORATION vs. JENKINS, JOSEPH	MAGISTRATE COURT - CIVIL / GENERAL CIVIL	COMPLAINT	05/04/2022 11:44 AM				
Show 50 💊	entries									First	Previous	1 Next

4. Once an e-filing has a case number, click the hyperlink under the **Case #** column to open a summary of the case.

My Open Cases

To view a list of cases assigned to the attorney ID of the logged in attorney, in the menu on the left, click **My Open Cases**.



The list of cases displays.

Judges:	Your logged in Attorney Name will appear here			Ser	arch:
SUMMARY	NAME	PARTY TYPE	CASE NUMBER	e status	e File
•	RYAN, BUDDY PTG vs. BRYANT, KOBE PTG	ATTORNEY	2024/0130114	OPEN	G
•	STATE OF GEORGIA vs. COLLIER, MERCEDEZ TYSHEEUNA	ATTORNEY	2024CR0113053	OPEN	G
E 🔜	JONES, BRANDI vs. TEST, JAMES	ATTORNEY	2024V0130130	OPEN	G
æ 🔜	TEST, PLAINTIFF NAME PTG vs. TEST, DEFENDANT NAME PTG	ATTORNEY	2024CV0056665	OPEN	G
· ·	TEST, PLAINTIFF NAME PTG vs. TEST, DEFENDANT NAME PTG	ATTORNEY	2024V0130136	OPEN	G
•	TEST, PLAINTIFF NAME PTG vs. TEST, DEFENDANT NAME PTG	ATTORNEY	2024CV0056696	OPEN	G
۰.	JONES1, PLAINTIFF NAME PTG vs. ROCK, DEFENDANT NAME	ATTORNEY	2024V0130187	OPEN	G
æ 🔣	JONES, JAMES vs. TEST, DEFENDANT NAME	ATTORNEY	2024CV0056760	OPEN	G
æ 🔜	TEST 2, PLAINTIFF NAME vs. TEST 2, DEFENDANT NAME	ATTORNEY	2024V0130179	OPEN	G
÷ 🔜	TEST, JAMES vs. JONES, JAMES	ATTORNEY	2024V0130181	OPEN	G

Click the blue hyperlink under the **Case #** column to open a summary of the case.

NOTE: The list of displays cases assigned to the attorney ID, regardless of who submitted the case via e-File.

My Settings

Account preferences and information can be updated from the Settings menu.

- 1. Log into Benchmark web.
- 2. On the left side of the main screen, click the **Settings** icon.



- 3. The **Settings** screen displays. Review and edit the sections as desired. Click Save above each section to save any changes.
 - a. Emails Enter up to three emails to send updates on filings.

1000		
Emails		🖹 Save
Primary Email:	Test1email@gmail.com	
Secondary Email:	Test2email@gmail.com	
Tertiary Email:	Test3email@gmail.com	

b. Password – Update the current password under the Password section. This can be used to proactively change the password (as opposed to changing the password if the password has been forgotten prior to login).

c. **Case Summary** – Information displayed on the case summary and the order of display can be selected under the **Case Summary** section.

Case Summary							e
Dockets View:	Standar	d View 🖌					
Sections:	ORDER	SECTION	VISIBLE	COLLAPSED			
	1	Summary	v		1	•	
	2	Parties	~		•	•	
	3	Party Dispositions	~		•	•	
	4	Charges			•	•	
	5	Events	V		1	•	
	6	Fees	v		1	•	
	7	Transactions	V		•	•	
	8	Dockets	~		•	•	
							-

i. To hide a section, deselect the checkbox in the **Visible** column. For example, deselecting **Charges** causes charges to be hidden in the **Case Summary** display.

2022CR010931	13 - STAT	E OF GEORGIA v	s. HARRISON, ROBER	T CHASE								Print Summary
Summary	🕒 History	📄 Dockets 🏼 🕅 Cha	rges 🗐 Citations 📝 Doc	ument Management								
SUMMARY												
Case Clerk Total I Agency Report	Judge: Number: File Date: Fees Due: Number:	ASHFORD, JASON 2022CR0109313 6/14/2022 0.00	Court Type: Uniform Case Number: Status Date: Custody Location:	STATE CRIMINAL	Case Type: Status: Waive Speedy Trial: Agency:	Misdemeanor CLOSED						
PARTIES												
TYPE PARTY	NAME							ATTORNEY				
STATE STATE	OF GEORGIA	(- 1/5/2023)						SMITH, AMY	(Main Attorney) (Main Attorney)			
	OSITIONS											
PARTY NAME HARRISON, ROBERT C	CHASE		CLAIM DATE	CLAIM AMOUNT	JUDGME 0.00	INT AMOUNT		SATISFIED [ATE	DISPOSITION	DISPOSITION DAT 01//05//2023 12:0	е 0
DATE	EVENT		L	UDGE			LOCATION				RESULT	
2/6/2023 9:00 AM	Trial	las Call		SHFORD, JASON			State Court Roon	m 2			CANCELLED	
6/16/2022 8:30 AM	Arraign	nment	,	SHFORD, JASON							CANCELLED	
	NG AMOUN	π										
COUNT CODE	D	ESCRIPTION			ASSESS	MENT	PAID	WAIVED	BALANCE	PAYMENT PLAN / JUD	GMENT	DUE DATE
1 STCRTRRD	FS St	ate Criminal/Traffic Recl	kless Driving Fee Schedule		\$1,563.0	13	\$1,563.00	\$0.03 Total Outstandi	\$0.00 ng: \$0.00			
DATE			RECEIPT	#			APPLIED AN	NOUNT				
2/15/2023			20230154	6			\$1,563.00					



ii. Sections in a case summary are collapsed by default. To expand a section in a case summary, deselect the checkbox in the **Collapsed** column.

Case Summa	ary					🖹 Save
Dockets View:	Standar	d View 🖌				
Sections:	ORDER	SECTION	VISIBLE	COLLAPSED		
	1	Summary			•	≁
	2	Parties	v		•	•
	3	Party Dispositions	v	V	•	↓
	4	Charges	v	~	•	•
	5	Events	v		•	↓
	6	Fees	v	✓	•	•
	7	Transactions	V		•	•
	8	Dockets	V	~	•	↓

iii. For example, deselecting **Collapsed** for **Parties** causes the **Parties** section to be expanded when a case summary displays.

🕒 Print Summary
ATTORNEY
A BELL, GREG (Main Attorney)
SMITH, AWY (Main Attorney)

- iv. To change the order the information displays in a case summary, click the Up/Down arrows next to the section.
- d. Defaults The Defaults section can be used to select the default options such as:
 - i. The default Case Tab that displays on the Case Details view.
 - ii. The default search option used on the Search screen.
 - iii. The screen that displays as the Home page when logging in.
 - iv. Whether the **Case Docket** viewer displays only dockets with images (enabled) or ALL dockets (disabled).



e. **Court Docket** – The **Court Docket** section defines the information viewed on the **Court** Docket and the order displayed.

Court Docket					E Save
Cases Sort:	Defenda	ant Name 🐱			
Cases Sort Direction:	Ascendi	ng 🗸			
Cases Grouped:	No 🗸				
Cases Group Event Type:	No 🛩				
Cases Split View:	No 🛩				
Cases Court Result Filter:	No Cou	rt Result 🖌			
Cases Columns:	ORDER	COLUMN	VISIBLE		
	1	Case Information		1	*
	2	Active Process		*	4
	3	Defendant Name		1	*
	4	Plaintiff Name		1	*
	5	Case Number		1	*
	6	File Date		*	4
	7	Statute		1	*
	8	Custody Location		*	*
	9	Defense Attorney		1	*
	10	Event Start		1	*
	11	Motion Type		1	*
	12	Event Type		1	*
	13	Remark		1	*
	14	Court Result		1	*
	15	Continuances		1	*
	16	Plaintiff Attorney		*	+
	17	Division name			-

To hide a column, deselect the **Visible** checkbox next to the column. To change the order displayed, click the **Up/Down** arrows.

Account Recovery

Forgotten usernames or passwords can be recovered in Benchmark Web.

Recover Username

- 1. Open the Benchmark Web login page.
- 2. Under the Username field, click Forgot Username.



The Forgot Username screen displays.

Forgot Username	
To retrieve your username, enter the email address associated to your account. We will send you an email containing your username.	
Email Address:	
Submit	
Submit	

- 3. Enter the email address associated with the user's Benchmark Web account.
- 4. Click **Submit**. An email is sent to the associated email address.



5. Check the user's email account for an email from <u>noreply@houstoncountyga.org</u> containing the Username and a link to the Benchmark Web login page.

Forgot Username - Web Access for					
N noreply@houstoncountyga.org	← Reply	Keply All	→ Forward) (1 /2022 9:	
 If there are problems with how this message is displayed, click here to view it in a web browser. 			fred Hi	57 2022 51	LUAN
Information About your Account					
mormation About your Account					
Descused DTC TECT					
Your username is PTGAttorney2022 . Click the link below to log in to your account:					
https://court.houstoncountyga.org/BenchmarkWeb					
If clicking the link above does not work, please copy and paste the URL in a new browser window in	stead.				
If you've received this mail in error, it's likely that another user entered your email address by mistak	e while trying	to find their u	username. If y	ou did	not
initiate the request, you do not need to take any further action and can safely disregard this email.					
Click the link to return to the login page. The link is only active	for 24 ho	ours.			
Note: If the empiled dress entered in step 2 is not found in	Donohm	orle Moh	2		

Note: If the email address entered in step 3 is not found in Benchmark Web a notice displays.

Forgot Username

This email address does not match any email address on record. If you do not have an account, you will need to register for one.

Check the email address for errors or review the <u>Benchmark Web Account</u> <u>Registration and Login</u> section of this document to create an account.



Recover Forgotten Password

- 1. Open the Benchmark Web login page.
- 2. Under the Password field, click Forgot Password.



3. The Forgot Password screen displays.

Forgot Password
To reset your password, enter the username associated to your account,
Username:
Submit

- 4. Enter the Username associated with the user's Benchmark Web account.
- 5. Click **Submit**. The **Forgot Password** screen updates and an email is sent to the email address associated with the Benchmark Web account.

Forgot Password	
To reset your password, enter	the code provided to you in an email and the new password you wish to have.
New Password:	٦
Re-Type New Password:	
Code: Submit	



 Check the user's email account for an email from <u>noreply@houstoncountyga.org</u> containing a temporary code to use for the password.



- 7. Return to the Forgot Password screen.
- 8. Enter a **New Password** in the first field.
- 9. Confirm the new password by entering it again in the Re-Type New Password field.
- 10. Enter the code from the email in the **Code** field.
- 11. Click **Submit**. The password is updated.



12. Return to the Benchmark Web login page and enter the **User Name** and new **Password** to log in to Benchmark Web.

Review e-Files

Registered Benchmark Web Users Case List

The Court Clerk can review all submissions for e-file registrations from the E-File case list.

Clerks can use the following instructions to view the list and make edits as needed.

1. From the main Benchmark screen toolbar, go to Case > By List > E-File > Registered BM Web Users.



The Case List displays.

	Case Not Open										
T's	Refresh 📝 🔂 💋	List Actions •	Selecter	l List: Registered	BM Web Users: BeginDate = 9/1/20	24, EndDate =	10/4/2024	📮 List Options 🔹			
	Name	Registered As	UserRoleID	RoleName	Email	Phone	Bar Number	Registration Request Date	PartyID	UserLogin	Active
1	KNIGHT, KEV	Attorney	33	Attorney	krk41102@yahoo.com		315607212	10/3/2024	38435550	krk41102@yahoo.com	
2	JEORGIA, HOWSTON	ProSe	50	Registered Users	thc478529@gmail.com			10/3/2024	38435549	thc478529@gmail.com	
3	QUILL, GAYLE	ProSe	50	Registered Users	gailoquinn1@cox.net			10/3/2024	38435548	gailoquinn1@cox.net	
4	CHESTER, TESTER	ProSe	50	Registered Users				10/2/2024	38435547		
5	FIONA, ADORA	ProSe	50	Registered Users	adorafiona46@gmail.com			10/2/2024	38435546	adorafiona46@gmail.com	
6	OQUINN, GAIL	ProSe	50	Registered Users	thc478529@gmail.com			10/2/2024	38435544	thc478529	
7	TEL, K	Attorney	33	Attorney	krk41102@yahoo.com		256706607	10/2/2024	38435543	krk41102	
8	ATTORNEY, TEST	Attorney	33	Attorney	testhctest421@gmail.com		11223344	10/1/2024	38435536	testhctest421	
9	TEST, ATT3	Attorney	33	Attorney	ATTORNEY1HOUSTON@GMAIL.COM		456789	9/30/2024	38435535	att3	
10	TEST, PROSE1	ProSe	50	Registered Users		444-444-4444		9/30/2024	38435534		

This list will include who registered, what they registered as, the role they are in, and if they clicked the activation link included in the confirmation email.

2. To edit an e-File users role, double-click on the user in the case list. The **Edit Party** screen displays.

Deste Information						
Party Information Par	ABA's Party Address Party Phone Party Emails Party Answer	Helationship Signature	Party Images	Party Attributes	Party Calend	ar
Party Type	ATT - ATTORNEY					1
Attorney Type						L
Party Code	11223344					_
Last or Business Name	ATTORNEY					
First Name	TEST					
Middle Name						
Suffix						[c
Bar #	11223344					
EMail Address	testhctest421@gmail.com					
EscrowAccount						Ĩ.
Active	ব					
Law Firm						

3. To edit login information, click the **Edit User Login** icon in the **Edit Party** toolbar. The **Edit User Login Information** screen displays.

P Edit User Login Information		- U X
ser Information for TEST, DEB		
Login: lesterx@yahoo.com	Login Active	Secure Password
Role: Registered Users	Login Count: 0	
Reset Password		
	0	OK Cancel

- 4. Update the **Role** field as needed. To view a list of available roles, click the **Search** icon next to the field and double-click the appropriate role from the list.
- 5. Click the Login Active checkbox to make the user active in the system.
- 6. Click OK to save the changes and close the Edit User Login Information screen.

e-File Review Queue – Clerk

The Clerk can review all cases and documents submitted via e-File via the **Pending e-File Cases/Documents** case lists.

1. From the main Benchmark screen toolbar, go to **Case** > **By List** > **E-File** and select one of the **Pending E-File Cases/Probation** options.

enem	nank itan - court case syst	Admin	, rodi	197	N2.
Case	Print Accounting Repr	Attorney Case Lists	•		
e.V	New Case	Case Search			
-	New Pending Case	Check Reconciliation	•		
	New From Batch	eCitations	•		
9	Case Search	E-File	•	E-File Audit List	
(TTT)	B. 17.4	Financial		Pending E-File Cases / Documents (State Cir	vil)
	By List	GECPS		Pending E-File Cases / Documents (State Cri	iminall
100	By Court Docket	Mag CR Routing		Pending E-File Cases / Documents (Superior	Civill
	Import List	Mag CV Routing		Pending E-File Cases / Documents (Superior	Criminal
	Recent +	Magistrate Civil		Pending E-File Drokation Warrant	Continualy
-		Magazine civil		Pending E-File Probation Watrant	
1	Central Scanning	Magistrate Criminal	•	Registered BM Web Osers	10
		Payment Files		Rejected FEilings (State Civil)	

A prompt screen displays to enter search criteria

E-Filing Type?	N	New	~
All E-Filing Types?	w		

2. Enter the search criteria and click **Perform Search**. Pending e-File transactions matching the search criteria display.

Hard W		IN TEL COMPANY				and a manufacture design and the	a line i france i france i france	Contrast of Press, Contrast,	- 1 map				
	EfileID	ConfirmationNumber	e-File Type	CaseNumber	Court Type	Case Type	Submitted By	Submission Date	Case Amount Outstanding	Case Amount Paid	Portal Fee	Portal Paid	Waive Requested
1	1246	1246-1458042	Existing	2024CV0056843	STATE CIVIL	Wrongful Death	PTG, SCOTT WOLFE	9/19/2024	0.0000	218.0000	0.0000	0.0000	
2	1276	1276-1458072	New	PENDING	STATE CIVIL	Automobile Tort	PRICE, BRANDI	9/26/2024	268.5000	0.0000	268.5000	0.0000	
3	1282	1282-1458081	New	PENDING	STATE CIVIL	Account/Contract/Notes	JONES, DEBBIE	9/27/2024	268.0000	0.0000	268.0000	0.0000	
4	1283	1283-1458082	New	PENDING	STATE CIVIL	Appeals	JONES. DEBBIE	9/27/2024	218.0000	0.0000	218.0000	0.0000	
5	1284	1284-1458083	New	PENDING	STATE CIVIL	Automobile Tort	JONES, DEBBIE	9/27/2024	218.0000	0.0000	218.0000	0.0000	
6	1285	1285-1458084	New	PENDING	STATE CIVIL	Dispossessory	JONES, DEBBIE	9/27/2024	218.0000	0.0000	218.0000	0.0000	
7	1286	1286-1458085	New	PENDING	STATE CIVIL	Domestication Foreign Judgment	JONES, DEBBIE	9/27/2024	258.5000	0.0000	318.5000	0.0000	
8	1287	1287-1458086	New	PENDING	STATE CIVIL	Domestication Foreign Judgment	JONES. DEBBIE	9/27/2024	259.0000	0.0000	319.0000	0.0000	
9	1288	1288-1458087	New	PENDING	STATE CIVIL	Garnishment	JONES, DEBBIE	9/27/2024	218.0000	0.0000	218,0000	0.0000	
10	1290	1290-1458003	Existing	2024CV0056823	STATE CIVIL	Account/Contract/Notes	FAULKNER, JAMES	10/1/2024	0.0000	218.0000	0.0000	0.0000	
11	1299	1299-1458090	Existing		STATE CIVIL	Appeals	ATTORNEY, TEST	10/1/2024			218.0000	0.0000	
12	1312	1312-1458046	Existing	2024PJ0056846	STATE CIVIL	Post Judgment	PRICE, BRANDI	10/1/2024	0.0000	112,5000	51,5000	0.0000	
13	1316	1316-1458046	Existing	2024PJ0056846	STATE CIVIL	Post Judgment	PRICE, BRANDI	10/1/2024	0.0000	112.5000	50 5000	0.0000	
	4000	1000 4150000		00010100000000	OT LTC OF M	the second se	20105-00-001	4040004	0.0000	000 5000	54 5000	0.0000	199



3. Review each transaction. Double-click on an entry to view the **Case Summary**, **Parties**, and **Documents**.

Summary 🎒 Parties 📅 Fees		Q Documents		
Ting Information	Unsplit View	Docket Code Docket Text	📮 🗍 🐑 🃾 🚊 Tools - 🗡 Redact 🔞 🔕 1 of 1 🕥 🤅	🗿 Reorder 🔕 🕘 🦛 🐐 👔 💀 🚯 🛛 Hide Page 🔹 OCR This PDF
Submission Date: 9/27/2024	Accepted Date:	1 INITFORM 👱 Civil File Initiation For	n (
Court Type: STATE CIVIL	Rejected Date:			
Case Type: Gamishmont	Submitted By: JONES, DEBBIE			
	Reference#: 148cf 11e-da40-4/a4-a741-25a0d13ebe9/		General Civil and Domestic	Relations Case Filing Information Form
ayment Information			[] Superior or [X] State Court of Houston County
Payment Type:	Waiver Requested			1
Payment Amount: \$0.00	Fee Amount: \$218.00		For Clerk Use Only	School Section Section 2
			Date Filed 9/27/2024	Case Number Pending
			MM-DD-YYYY	
			(V 1) bandsu cartific that the documents in this filler, including at	tackments and exhibits patisful the requirements for reduction of personal or
			confidential information in OCGA 5 9-11-7.1.	actiments and exhibits, satisfy the requirements for reduction of personal or
			Plaintiff(s) (Last. First Middle L. Suffix Prefix)	Defendant(s) (Last. First Middle I. Suffix Prefix)
			SAZS. SHEILA	HARDMAN, DANIEL
			Plaintiff's Attorney	Bar Number Self-Represented []
			Check one case type and one su	ub-type in the same box (if a sub-type applies):
			General Civil Cases	Domestic Relations Cases
			[] Automobile Tort	[] Adoption
			[] Civil Appeal	[]Contempt
			[] Contempt/Modification/Other Post-Judgment	 Non-payment of child support, medical support, or alimony
			[] Contract	[] Dissolution/Divorce/Separate Maintenance/Alimony
			[X] Garnishment	[] Family Violence Petition
			[] General Tort	[] Modification
			I I I nabeas Corpus	I I Custody/Parentine Time/Visitation
			Q $ \zeta \leftarrow 1 \text{ of } 1 \rightarrow 1$	Page Width +

- 4. After review, click Accept or Reject at the bottom of the screen.
- 5. If a submission is rejected, the **Please enter rejection reason** screen displays.

Please enter rejection reason	×
Reason for Rejection A reason must be entered to reject the e-File	ОК
	Cancel

 Enter a reason for the rejection and click OK. The rejected e-filing will display in the Rejected E-Filings case list. This list can be viewed from the main Benchmark toolbar by going to Case > By List > E-Filing – Rejected E-Filings.



A list of rejected case filings displays.



Once a filing has been accepted, it can be removed from the case list by clicking **Refresh** in the Case List toolbar.