

YOUR GUIDE TO E-FILING FROM ANYWHERE

⚠ IMPORTANT: Please read this entire packet **BEFORE** you begin your online submission. Taking a few minutes to review these steps now will help prevent your filing from being rejected or delayed.

You can complete your court filing quickly and securely from anywhere you have a computer, scanner, and internet access. If you do not have access to a computer, please use any of our local public libraries. The library has public computer terminals equipped with a scanner and access to the internet.

INCLUDED IN THIS PACKET

To guide you successfully through the online system, we have provided four structural roadmaps to accompany your paperwork:

- 1. How to Separate AND Scan Your Packet:** Shows you exactly how to split and organize your physical pages before uploading them. Once separated, you will scan and save them to your computer so you can locate them later.
- 2. Step-by-Step eFiling Guide:** Walks you through creating your online account and submitting your case.
- 3. Filing Codes Guide:** Helps you select the correct filing code option so your paperwork is properly labeled.
- 4. Next Steps:** Explains what you should do after you have submitted your case.

Before You File: Essential Checklist

To ensure your filing is processed accurately and approved without delay, please verify these steps before beginning the online submission process:

Maintain Document Order: Please keep all documents in the exact order they were in when you first picked them up in office or printed/downloaded them from our website.

Complete Every Page: Double-check that the entire packet is fully completed. Any pages left blank will result in your filing being rejected by the court.

Signatures & Notary: Ensure every page has been signed and properly notarized where needed. **Please Note:** We do not provide notary services for your Civil filing documents in the Clerk's office. If you require a notary, we recommend checking with your bank, the public library, or a nearby shipping center (such as a FedEx or UPS store).

If you need to reprint any forms, you can find our packets and other forms at
<https://www.maconbibb.us/superior-court/forms/>

Utilizing Courthouse Terminals

If you do not have access to a computer or scanner at home or the public library, you are welcome to use our public eFiling terminals located within the Clerk's Office. The above steps must still be taken.

Please Note: Users are expected to complete their filing independently. If you encounter an issue while using an in-office terminal, a Civil Clerk or Front Desk Clerk will be available to assist in getting you back on track; however, staff will not remain with you through the entire filing process.

Once your packet is fully completed, you are ready to separate your pages and submit your case at
eFilega.tylertech.cloud



HOW TO SEPARATE YOUR PACKET FOR E-FILING

1. General Rules for Scanning & Saving

- **Do not upload everything as one single file.** If you scan your entire stack of paperwork together into one big PDF, the Efile system cannot sort it, and the Clerk's Office will reject it.
- **Name files something simple that you can remember:** When you save your documents, give them short, clear names. This makes them easy to locate when you are eFiling. For example: Save your *Complaint for Divorce* as "Complaint" and Save your *Settlement Agreement* as "Agreement."
- **Don't panic if your packet looks different:** You might not have every single document listed below. Only upload the forms you have with you. **NOTE:** blank and/or unsigned documents will be rejected.
- **Have additional documents?** If you have forms that are NOT on this list (such as Exhibits, Affidavits, Motions, etc), each one must be saved as its own individual PDF.

2. IF YOU ARE FILING A POVERTY WAIVER

-  **Poverty Order is saved on its own as an individual PDF (name this File "Poverty Order")**
-  **Poverty Affidavit—Name this file "Poverty Affidavit" (Should include the following):**
 - Poverty Affidavit
 - Proof of income (such as paystubs, bank statements, or government assistance letters)
 - Statement explaining the lack of income (if you do not have a source of income).

3. IF YOUR CASE IS IN AGREEMENT/UNCONTESTED (Both Parties have Signed)

-  **Name this file "Complaint" or "Petition" (Should include the following):**
 - Complaint/Petition
 - Verification
 - Filing without an Attorney Affidavit
 - Parties Information Sheet
-  **Save EACH of these as its own individual PDF:**
 - General Civil and Domestic Relations Case Filing Information Form — (Tip: Save as "Case Initiation")
 - Acknowledgement of Service — (Tip: Save as "Acknowledgement")
 - Settlement Agreement — (Tip: Save as "Agreement")
 - Domestic Relations Financial Affidavit - Plaintiff — (Tip: Save as "Financial Plaintiff")
 - Domestic Relations Financial Affidavit - Defendant — (Tip: Save as "Financial Defendant")
 - Child Support Worksheet — (Tip: Save as "Worksheet")
 - Any additional filings (Exhibits, Motions, Affidavits, etc)
-  **PDF Attachment: Save as "Attachments" – May include the following:**
 - Attachment Form
 - General Civil and Domestic Relations Case Disposition Information Form
 - Report of Divorce Form 3907
 - Child Support Addendum
 - Parenting Plan

4. IF YOUR CASE IS NOT IN AGREEMENT/CONTESTED (The Other Party Must Be Served)

-  **Name this file "Complaint" (Should include the following):**
 - Complaint/Petition
 - Verification

- Filing without an Attorney Affidavit
- Parties Information Sheet
-  **Save EACH of these as its own separate PDF:**
 - General Civil and Domestic Relations Case Filing Information Form — (Tip: Save as "Case Initiation")
 - Summons — (Tip: Save as "Summons")
 - Sheriff Entry of Service — (Tip: Save as "Sheriff Service")
 - Domestic Financial Affidavit - Plaintiff — (Tip: Save as "Financial")
 - Child Support Worksheet — (Tip: Save as "Worksheet")
 - Any additional filings (Exhibits, Motions, Affidavits, etc)
-  **Name this file "Attachment" (May include the following):**
 - Attachment Form
 - General Civil and Domestic Relations Case Disposition Information Form
 - Report of Divorce Form 3907

5. IF YOUR CASE IS A NAME CHANGE (ADULT OR MINOR)

-  **"Petition" (Should include the following):**
 - Petition for Name Change
 - Verification
 - Filing without an Attorney Affidavit
 - Parties Information Sheet
-  **Save EACH of these as its own separate PDF:**
 - General Civil and Domestic Relations Case Filing Information Form — (Tip: Save as "Case Initiation")
 - Notice of Petition for Name Change — (Tip: Save as "Notice")
 - Consent Forms — (Tip: Save as "Consent")
 - Any additional filings (Exhibits, Motions, Affidavits, etc)
-  **Name this file "Attachment" (May include the following):**
 - Attachment Form
 - General Civil and Domestic Relations Case Disposition Information Form

6. IF YOU ARE FILING INTO AN EXISTING CASE:

-  **Your Main Document (Answer/Response, Motion, Affidavit, etc):**
 - Answer, Motion, etc
 - Verification (If included with your main document)
 - Certificate of Service (mandatory page showing how and when you sent a copy to the other party)

Important: If you have additional documents required for your answer, motion, etc (such as a *Domestic Relations Financial Affidavit*, *Child Support Worksheet* or *Exhibits*), **do not** combine them with your main document. They must be saved and uploaded as their own individual PDF.

Not finding your case type?

There are many types of cases filed in Superior Court. This guide only covers our some of our most common filings: **Divorce/Annulment, Custody, Legitimation, and Name Changes.**

If you are filing a regular civil lawsuit (such as property disputes, negligence, contract issues, or appeals), your paperwork will look different. However, the filing process is the same.

How to Scan & Save Your Documents as a PDF

(after you have separated your packet)

The eFiling system only accepts PDF files. It cannot accept regular photos (like JPEGs, PNGs, etc) or Word documents. Follow these instructions to make sure your files are accepted and not rejected by the Clerk's Office.

Method 1: Using a Scanner

(Home, public library, or office scanner)

- **1. Check Settings:** Before scanning, look at the control panel or connected computer screen.
- **2. Change Output Format:** Find 'File Type' or 'Format' and change it from Image/JPEG to PDF.
- **3. Scan Separately:** Do not scan all paperwork into one file. Scan each type of document by itself, save it, and start a new scan for the next document.
- **4. Name Files:** Give each file a short, clear name (e.g., 'Complaint' or 'Settlement Agreement').

Method 2: Taking Photos with Your Smartphone

Important: Do not use your regular camera app (it saves files as photos). Use these built-in document scanners to automatically create a clean PDF:

For iPhone & iPad Users (Notes App):

- **1. Open** the built-in Notes app.
- **2. Create** a new note, then tap the Camera icon at the bottom.
- **3. Select** Scan Documents from the menu.
- **4. Position** your phone directly over the page. It will automatically detect edges, snap the picture, and crop out the background.
- **5. Tap Save** when you finish scanning all pages of that specific document.

For Android Users (Google Drive App):

- **1. Open** the Google Drive app.
- **2. Tap** the '+' (Plus) icon in the bottom right corner.
- **3. Select** Scan (the camera icon) and take the photo.
- **4. Add Pages:** If the document has multiple pages, tap '+' in the bottom left to add the next page before saving.
- **5. Tap Save,** name your file, and it will save directly as a PDF.

Quick Tips for Phone Scanning:

- **Contrast Matters:** Lay paperwork flat on a dark surface so your phone can clearly see the edges of the white paper.
- **Flatten the Paper:** Smooth out any folds or wrinkles before scanning so all text is readable.
- **Lighting:** Scan in a well-lit area to avoid heavy shadows stretching across the text.

STEP-BY-STEP E-FILING GUIDE

Use this guide to upload and submit new court cases OR add documents to existing cases via the eFileGA portal.

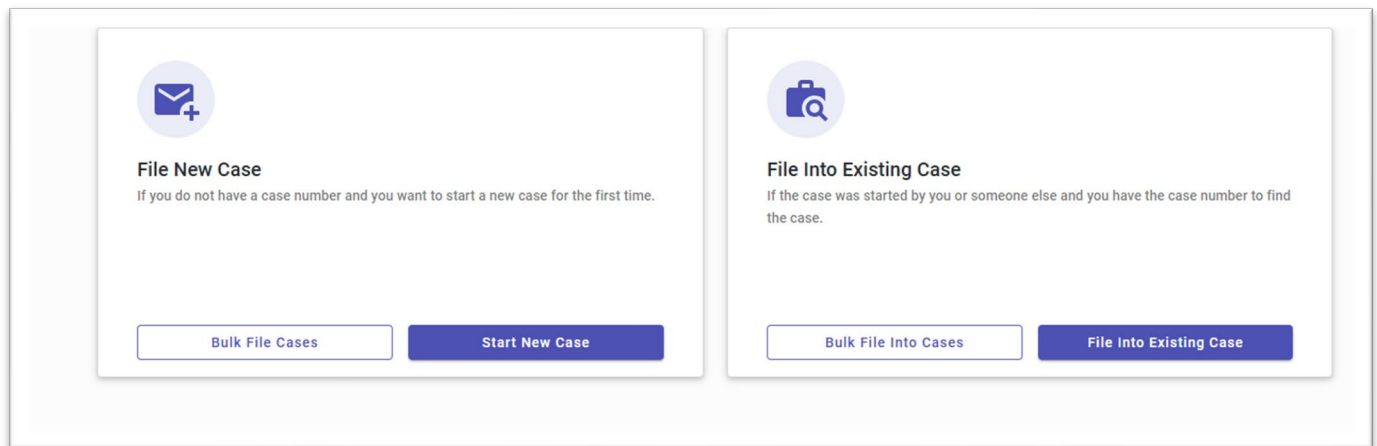
FILE YOUR CASE (OR INTO AN EXISTING CASE) ON: <https://efilega.tylertech.cloud/>

STEP 1: SIGN IN OR REGISTER

- Access the Website:** <https://efilega.tylertech.cloud/>
- Sign In:** If you already have an account, enter your email and password to log in.
- Register:** If this is your first time filing, click "Register for Individual Account" to create a free account.

STEP 2: START YOUR FILING

- **If starting a brand new case:** Click "Start a New Case" on your main dashboard screen.
- **If adding documents to an existing case:** Click "File into Existing Case", search using your current court case number, and click the blue "File Into Case" icon.



Step 2 Figure: eFileGA Portal Dashboard — Main entry paths for filing new actions or updating an existing cases.

STEP 3: FILL OUT CASE & PARTY INFORMATION

(Only required if starting a new case—skip to Step 4 if filing into an existing case)

- Location:** Select our specific court jurisdiction from the dropdown menu (e.g., Bibb County Superior Clerk).
- Category & Type:** Select **Family** for matters such as divorce, custody, legitimation, or name change. Select **Civil** for all other general civil matters. For case type, you will select the type of case you are filing.
- Parties:** Input your complete information under Party 1 (Plaintiff/Petitioner) and the other party's complete information under Party 2 (Defendant/Respondent).

STEP 4: UPLOAD YOUR DOCUMENTS (THE "FILINGS" TAB)

You must enter each document one by one. Do not combine your entire packet into a single file upload. If you do not know how to separate your packet, review the previous page, "How to Separate Your Documents".

Part 1: Filing Information

- **Filing Type:**

- Select **eFile Only** if you are starting a **new case**. *New cases cannot be served through the portal until they have been officially reviewed and accepted by the court.*
- Only select **eFile and Serve** when you are **filing into an existing case** that already has an active case number.
- **a. Filing Code:** Look at your *Quick Guide: Filing Codes* sheet. Find your document type on the left and select its matching bold code from the dropdown menu (e.g., Petition or Complaint).
- **b. Filing Description:** Type the exact, specific name of your document in this box (Example: *Complaint for Divorce* or *Petition for Name Change*).

Step 4a Figure: eFileGA Portal — Selecting Filing Type and entering required Filing Information detail.

Part 2: Uploading the File

- **c. Upload Lead Document:** Scroll down to the 'Lead Document' section, click Select file (or Browse), select your scanned PDF file from your device, and upload it. Click the blue “Save” button.
- **File Restrictions:** The system automatically rejects pictures, JPEGs, or Word documents. Your document must be a PDF.
- **You will continue to add Filing until you have completely uploaded all of your PDFs.**

Step 4b Figure: eFileGA Portal — Lead Document upload zone and accepted file format restrictions.

💰 STEP 5: ADD MANDATORY SERVICE FEES (IF APPLICABLE)

*If your paperwork requires the Sheriff's deputy to physically serve the papers or requires a legal announcement published in the newspaper: **If not, skip to Step 6***

Part 1: Finding the Fee Button

While still on the Sheriff Entry (or Notice of Publication) document upload screen, navigate to the fee section using one of two options:

- **Option 1 (Top Tab):** Click on the "Additional Services And Fees" tab at the very top of that section.
- **Option 2 (Bottom Button):** Click the white "Add Additional Services" button at the bottom right.

Additional Services And Fees

Add Additional Services →

Cancel Save

Step 5a Figure: eFileGA Portal — Locating the fee options via the top horizontal tab or the bottom navigation button.

Part 2: Configuring the Fee

- **b. Select Service Type:** Choose the correct fee option (**Sheriff Service Fee** or **Publication Fee**) from the customized list.
- **c. Enter Quantity:** You **must** enter the quantity you are paying for in the box (this is typically **1**). Once complete, click the blue “save” button.

Additional services and fees
The additional services and fees you see below are based on the filing code you picked.

☐	Type	Fee Amount	Quantity	Total
☐	Child Support Court Costs	\$89.00		
☐	Publication - Divorce and Name Change	\$80.00		
☐	Sheriff's Service - Out of County EFile (*additional fees may incur)	\$50.00	Quantity	
☐	Sheriff's Service Fee	\$50.00	Quantity	

[← Filing Requirements](#)

[Cancel](#) [Save](#)

Step 5b Figure: eFileGA Portal — Checking the mandatory box and filling in quantities on the services fee page.

☒ STEP 6: ADD SERVICE CONTACTS FOR EMAIL UPDATES (THE "SERVICE" TAB)

Click the blue "Service" button after uploading all your filings. Service will ensure you receive automated electronic notifications whenever a document is officially accepted in your case:

- Add Yourself:** Click "Add Me" to immediately add your own name and email address to the case notification list.
- Add Other Parties:** Click "Add From Party List" to add any other individuals involved. NOTE: you must have an email for the party to add them as a service contact.

Service Contacts

Filter by contact Filter by party Serve status [Reset filters](#)

Rows per page:

[Add](#)

- Add Me
- From Party List
- Firm List
- Public List
- Add New Contact

Associated Party: Other

Step 6 Figure: eFileGA Portal — Expand the 'Add' dropdown menu to select 'Add Me' or 'From Party List'.

☒ STEP 7: CONFIGURING PAYMENT (THE "FEES" TAB)

Advance to the Fees tab to set up how your court costs will be handled:

- Add Payment Account:** You must select a payment account from the dropdown menu, **even if your specific case has no fees**. If you do not have a debit/credit card saved, click "Add Payment Account" and enter your card (or bank account) details. *Please note: eFileGA accepts all major credit/debit cards EXCEPT American Express.*

A popup window titled "Add New Payment Account" will appear. Look for the dropdown menu under "Create a New" to select your account type.

Step 7 Figure: eFileGA Portal Fees Section — Configuring payment accounts, selecting fee-responsible parties, or adding poverty waiver

b. Poverty Affidavit / Waiver Selection: If you uploaded a Fee Waiver (Poverty Affidavit), select "Waiver" account type from the dropdown menu instead of a card. **Note:** Your case will be pending Judge's review and will not officially start until the Judge signs an order approving it. If denied, you must pay the filing fees before your case begins.

c. Account Funds Warning: Ensure you have sufficient funds available on your card before submitting. If your card is declined, your entire filing will fail AND your bank may still place a "Pending" hold on those funds for up to 14 days.

❖ STEP 8: FINAL REVIEW & SUBMIT

a. Proceed: Click the blue "Summary" (or Review) button. Read the "Submission Agreement" and select the required check box.

b. Double-Check Summary: Carefully review your final summary page to confirm that all documents are listed, names are spelled correctly, and fees are accurate. Review the payment to make sure you have enough funds in your account.

c. Submit: Once you have reviewed this screen, click "Submit" at the bottom.

d. Save Your Envelope Number: Immediately write down the Envelope Number shown on the screen. This number is your official proof of submission and is the only way the Clerk's Office can track your paperwork before a case number is assigned.

📧 WHAT HAPPENS NEXT?

1. Add no-reply@efilingmail.tylertech.cloud to your email contact list immediately so important case notifications are never sent to your spam folder.
2. You will receive an automated email confirming your documents were submitted to the Clerk's Office for review.

3. **Review & Case Number Assignment:** Once a Civil Clerk has reviewed and accepted your filings, you will receive emails containing each of your filings, which will now be officially file-stamped as being filed with the court.
- **Case Number:** Your accepted paperwork will feature an assigned case number. This number starts with the year the case was filed, followed by the letters CV, and then a 6-digit sequence (Example: **2026-CV-123456**).
 - You **must** note and save this case number securely. You will be required to use it anytime you want to file into the case to add additional filings later, and you must provide it whenever you call or email the court regarding your case.
4. **Follow the Below Next Steps:** Once your case has been officially accepted, YOU must follow the next steps outlined below:

⚠ PLEASE READ: Because you are representing yourself without an attorney (*pro se*), you are entirely responsible for keeping track of your deadlines and finishing every step of your case. If you do not follow through, your case could be delayed or dismissed. The staff at the Bibb Superior Court Clerk's Office cannot take part in your case or give you legal advice.

MANDATORY NEXT STEPS AFTER YOUR CASE IS ACCEPTED

- **If Your Case is in Agreement:** File your Request Letter 46 days after you receive the automated email notification that your case filings have been ACCEPTED.
- **If your case requires Sheriff Service:** File your Request Letter 46 days after the Defendant has been successfully served. You will receive an automated email notification notifying you of the date of service.
- **Adult Name Change Cases:** Download the electronic file-stamped 'Notice of Name Change' from your email. Provide this document to The Macon Reporter (478-994-2358) to run in the newspaper for 4 consecutive weeks. After 4 weeks have concluded, request the 'Publisher's Affidavit' from the Macon Reporter; eFile it into your case, and then file your Request Letter.
- **Minor Name Change Cases:** File your Request Letter AFTER you receive notification that your 'Publisher's Affidavit' has been accepted into your case.
- **You Filed an Answer, Motion, Affidavit, etc into an Existing Case:** Keep a close eye on your email for any court notices or scheduled hearing dates.

You can locate the Request Letter and other forms at <https://www.maconbibb.us/superior-court/forms/>

IMPORTANT NOTICE FOR POVERTY AFFIDAVITS

If you are filing your case with a Poverty Affidavit: You must wait until the Judge signs and issues a formal decision on your Poverty Order before moving forward with any next steps.

- **If Denied:** You must pay the full required filing fee to proceed with your case.
- **If Accepted:** Follow the specific instructions above that apply to your exact case type.

At any time, you can view your entire case by visiting <https://researchga.tylerhost.net/>

You will log in with the same email and password you use for eFileGA. You will be able to view and track your court case from here.

FILING CODES

IMPORTANT: Not all codes will apply to your case. If your exact document name is not listed below, select the code that **BEST** matches your document.

If You Are Filing...	Select this Filing Code	Type this in Description Box
Order Approving Poverty Affidavit	Order Approving Pauper's Affidavit	Order on Affidavit of Poverty
Pauper's / Poverty Affidavit (Must attach income info such as check stubs, benefits letter, etc.)	Affidavit of Poverty	Poverty Affidavit
Main Complaint Document (Includes Complaint/Petition, Verification, and Contact Form)	Complaint or Petition	Type the specific name of your petition
Summons	Summons	Summons
Civil Domestic Relations Case Filing Information Form	Case Initiation Form	Case Initiation Form
Settlement / Legal Agreement	Agreement	Settlement Agreement (or title of your agreement)
Domestic Relations Financial Affidavit of (for Plaintiff and/or Defendant)	Affidavit of Domestic Rel. Financial	Domestic Relations Financial Affidavit of Plaintiff -or- Defendant (each filed separately)
Acknowledgement of Service	Acknowledgement of Service	Acknowledgement of Service
Sheriff Entry of Service	Sheriff Entry of Service	Sheriff Entry of Service
Notice to Change Name	Notice	Notice of Petition to Change Name
Consent to Child Name Change	Consent To	Consent to Change Name of Minor Child & Acknowledgement of Service
Attachments / Extra Documents (Includes Case Disposition, Parenting Plan, Child Support Addendum, Report of Divorce)	Attachments/Exhibits	List what is filed in the attachments
Answer	Answer/Response/Contest	Answer
Request Letter	Request	Request Letter

CONTACT & SUPPORT

CIVIL DIVISION *(Filings & Case Status)*

- **Office:** 601 Mulberry St, Room 216 | P.O. Box 1015, Macon, GA 31202
- **Hours:** Mon–Fri, 8:30 AM – 5:00 PM
- **Phone:** (478) 621-6527 (Option 1 for Civil/Family Cases) | **Fax:** (478) 621-6033
- **Email Support:** bibbcivil@maconbibb.us

Note: Do *not* call the Clerk's Office for website glitches or technical questions.

TYLER PORTAL HELP DESK *(Technical & Login Issues)*

- **Phone Support:** 1-800-297-5377
- **Online Help:** odysseyfileandservecloud.zendesk.com/hc/en-us

 **The staff of the Bibb County Superior Court Clerk’s Office cannot provide any legal advice. If you have any questions or concerns about the language or use of any documents, or your legal rights, it is strongly recommended that you seek legal advice from an attorney licensed to practice law in this state. The Clerk of Superior Court is committed to quality customer service and access to justice.**