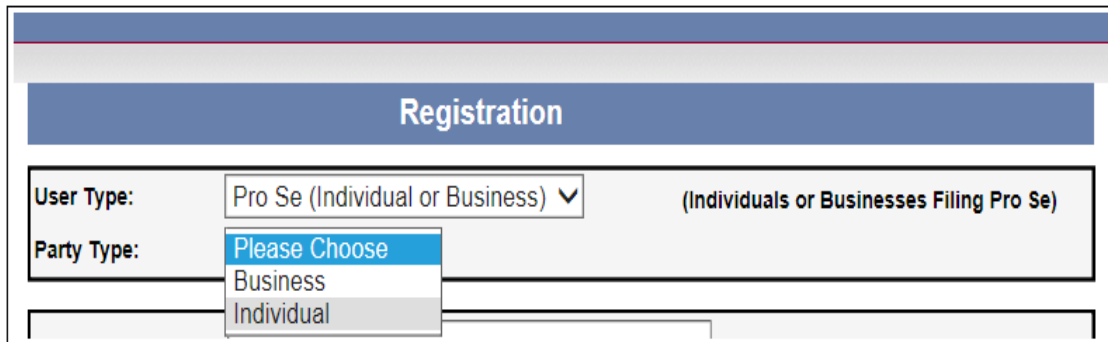


AlaFile Pro Se Registration Instructions

Individuals or businesses who choose to file as Pro Se may sign up for electronic filing on the AlaFile website by following the steps as outlined below. Registering and Associating a Pro Se Filer is a four step process.

Each filer must register individually. AlaFile does not allow a Pro Se filer that is registered as an "Individual" to eFile on behalf of a business or another party. Likewise, a business that has multiple employees filing on behalf of the business, each employee must register in order to eFile on behalf of the business. Each pro se filer must submit an authorization letter from the business as part of the registration process. (Example: Alabama Power may have multiple employees filing on behalf of the business; all users must register and use their own login to AlaFile). Individuals filing on behalf of a business should select the *business* party type.



The screenshot shows a registration form with a blue header bar containing the word "Registration". Below the header, there are two dropdown menus. The first is labeled "User Type:" and is set to "Pro Se (Individual or Business)" with a downward arrow. To its right, the text "(Individuals or Businesses Filing Pro Se)" is displayed. The second dropdown menu is labeled "Party Type:" and is currently set to "Please Choose". The dropdown menu is open, showing three options: "Business" (highlighted in blue), "Individual", and "Individual".

STEP ONE: ALAFILE PRO SE REGISTRATION

The pro se filer would browse to the AlaFile website (<https://alafile.alacourt.gov>) and select the Register button in the upper right corner under the Seal of Alabama.



The screenshot shows the AlaFile website homepage. At the top left is the Alabama Judicial System Seal. Next to it is the "AlaFile" logo with the tagline "brought to you by alacourt.com". At the top right is the Seal of the State of Alabama. Below the seals is a navigation bar with the links "Register | Contact Us | E-File Information". The "Register" link is highlighted with a red box, and a red arrow points to it from below. In the lower left area, there is a "Login" form with fields for "Email:" and "Password:", a "Login" button, and a link that says "Forgot your password? Click here!".

PRO SE INDIVIDUAL

An individual who wishes to file Pro Se must fill out the registration form on the AlaFile website completely and then click the Submit button to complete Step One of the registration process.

Registration	
User Type:	Pro Se (Individual or Business) <input type="button" value="v"/> (Individuals or Businesses Filing Pro Se)
Party Type:	Individual <input type="button" value="v"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	AL <input type="button" value="v"/>
Zip Code:	<input type="text"/>
Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Fax Number:	<input type="text"/>
SSN Number:	<input type="text"/>
Dri license State:	AL <input type="button" value="v"/>
Dri license Number:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="text"/>
	Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.
Retype Password:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
Cc:	<input type="text"/>
<input type="text"/>	
Under penalty of perjury, I declare that the above information is true and correct.	
<input type="button" value="Submit"/>	

PRO SE BUSINESS

The registration form for the pro se business has a section where the filer must upload an authorization letter on the company's letterhead as part of the registration process. They must select whether the business is a Corporation or Partnership and if the registrant type is an officer or a full time employee. This letter will be included in step two and three of the registration process.

Registration

User Type: (Individuals or Businesses Filing Pro Se)

Party Type:

Business name:

FEIN: Federal Employer Identification Number

Upload a letter on company letterhead authorizing the user's registration and filing.

Upload Letter:

If registering as a partnership, you must be a partner or employee of the partnership.
If registering as a corporation, you must be an officer or full-time employee of the corporation.
Otherwise, you cannot register or file on behalf of the business entity pursuant to Ala. Code § 12-12-31.

Business type: Corporation Partnership

Registrant type: Officer Full-time employee

First Name:

Middle Name:

Last Name:

Suffix:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

SSN Number:

Dri license State:

Dri license Number:

Email:

Password:

Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.

Retype Password:

Cc:

Cc:

Cc:

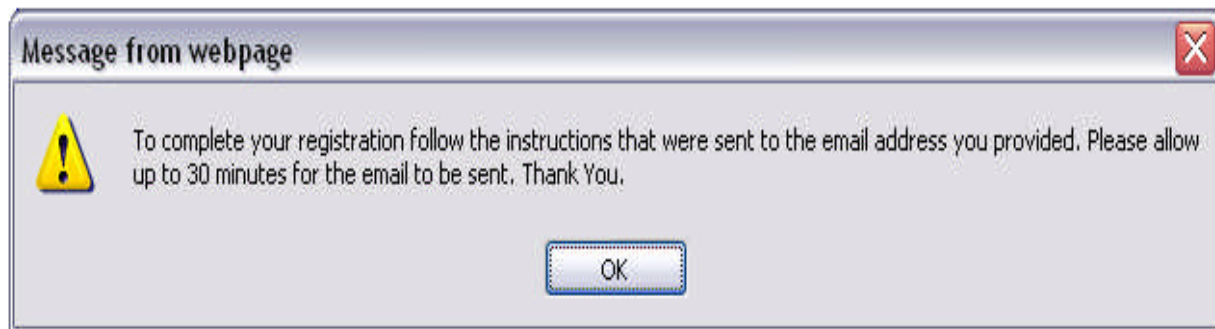
Cc:

Cc:

Under penalty of perjury, I declare that the above information is true and correct.

NOTE: The Cc: fields are optional. The email address for any other individuals who need to receive a courtesy copy of the e-filing notices should be entered in this section.

Once this registration information has been completely filled out and reviewed for accuracy, the Pro Se applicant will need to click "Submit." A confirmation dialog box should appear stating that registration instructions are being sent to the email address specified when registering. The Pro Se applicant will need to check his or her personal email account, as these registration instructions should be sent within 30 minutes.



Here are the instructions that the ProSe filer receives in the email that is sent to them after they submit their registration form. We also have a screenshot below of the email.

Instruction to Complete Your AlaFile Registration

- 1. Print the ProSe Application and Request for Access to the AlaFile System form by following the link below. [link provided in the email]*
- 2. Sign, under penalty of perjury, the ProSe Applicant and Request for Access System form.*
- 3. Take the signed ProSe Application and Request for Access to the AlaFile System form, a copy of this email, and your driver's license to your local clerk's office for verification.*
- 4. Once you have completed steps 1 through 3 you will receive a confirmation email at this email address. You MUST click on the confirmation link contained within the email to verify your account.*

Once you have completed all of the steps above you will have successfully registered for AlaFile.

The information you entered on AlaFile is below.

Instructions to complete your AlaFile Registration - Message (Plain Text)

From: encos@alafile.com
 To:
 Cc:
 Subject: Instructions to complete your AlaFile Registration

Instructions to complete your AlaFile Registration

1. Print the ProSe Application and Request for Access to the AlaFile System form by following the link below:
<http://ci2.alafile.com/ProSeAcknowledgment.aspx?VerifyID=1d5350d>
2. Sign, under penalty of perjury, the ProSe Application and Request for Access to the AlaFile System form.
3. Take the signed ProSe Application and Request for Access to the AlaFile System form, a copy of your driver's license to your local clerk's office for verification.
4. Once you have completed steps 1 through 3 you will receive a confirmation email at this email address. You MUST click on the confirmation link contained within the email to verify your account.

Once you have completed all of the steps above you will have successfully registered for AlaFile.

The information that you entered on AlaFile is below:

Verification ID: 1d5350d
 Email:
 Password:
 First Name: James
 Last Name: Brown
 Address: 123 Easy Street
 City: Montgomery
 State: AL
 Zip: 36104
 Phone:

STATE OF ALABAMA Unified Judicial System Form _____ Revised 9/07	APPLICATION AND REQUEST FOR ACCESS TO THE ALAFILE SYSTEM	PS----- Verification Code: 1d5350d
--	---	--

NOTICE/DIRECTIONS TO REQUESTER

In order to process your request for access to the AlaFile system, you must sign this completed form under penalty of perjury. The completed form must then be physically delivered to the office of the Circuit Clerk of the county in which you wish to make e-filings. At the Clerk's office, you will need to present your government issued photo identification for verification. The Clerk will make and retain a photocopy of your government issued photo identification. The Clerk's office will then activate the password that you have selected which will then authorize and allow you to access the AlaFile application from your computer and make e-filings.

All filings or other submissions of documents to the Court using this system will be processed and evaluated in accordance with the Alabama Rules of Civil Procedure, Alabama Rules of Judicial Administration, Alabama Administrative Procedure for Filing, Signing, and Verifying Documents by Electronic Means in the Alabama Judicial System, and all other applicable statutes, rules, or procedures. A copy of Administrative Procedure is available to you at <http://efile.alacourt.gov>.

You will not be charged any fees for registering for AlaFile, though you will be subject to the normal and required filing fees that are charged to all parties for similar paper filings and you will be required to pay any convenience fees for any filing fees or other charges that you pay by credit card or debit card.

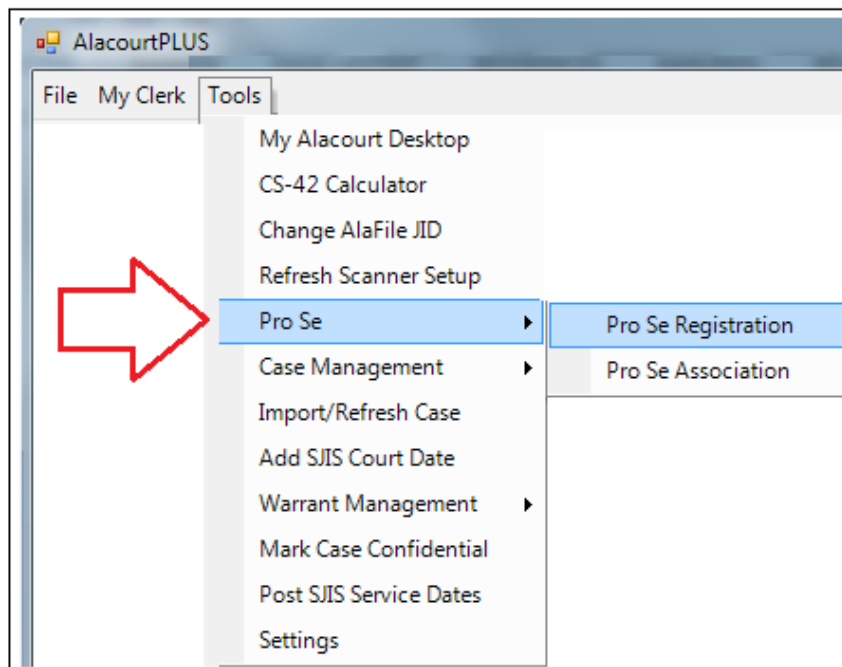
Name:			
JAMES	A.	BROWN	NA
Business - First	Middle	Last	Suffix
Address:			
123 EASY STREET	MONTGOMERY	AL	36104
Address	City	State	Zip
(334) 954-5653	(334) 954-5200	jason.hodges@alacourt.gov	
Phone	Fax	Email	
Driver's License:		Social Security No:	
AL	1234567	123-45-6789	
State of Issuance	Number	SSN	

Acknowledgement:

Under penalty of perjury, I declare that the above information is true and correct and that I am the person named and identified above. I understand that there are security risks involved in the use of my password to make e-filings, including the possibility of unauthorized use of my password, if my password is disclosed to or becomes known to unauthorized users. Security for this password is my responsibility. I agree to accept all such risks and agree that for all filings or pleadings entered into AlaFile made after gaining access to the system by use of my password, I have and do hereby waive any claim or contention that such entries and filings were not authorized by me and waive any claim or contention that such pleadings or their contents are not legally binding upon me. By submitting this application, I irrevocably agree that any documents submitted through the use of my password are legally binding upon me.

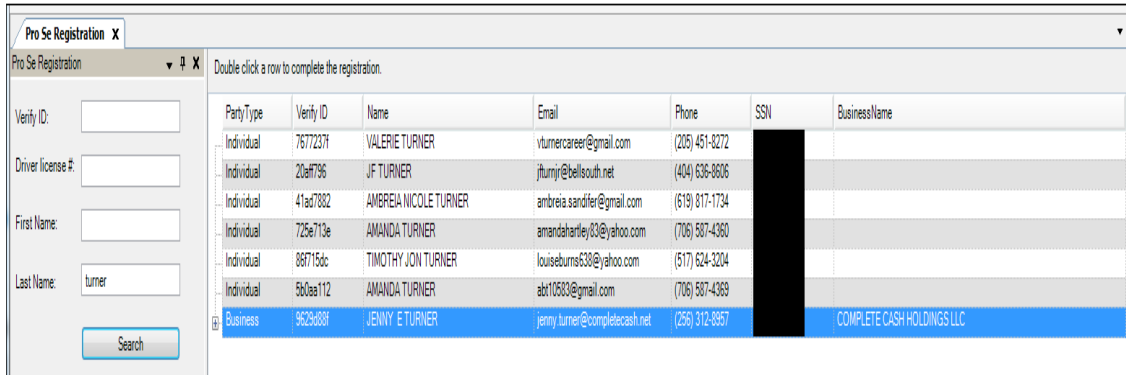
STEP TWO – LOCAL CLERK’S OFFICE VERIFICATION PROCESS

Once this state form has been printed off, the Pro Se will sign and take this form (and driver’s license or state identification (picture id) to *any* local Circuit Clerk’s office within the state of Alabama so the Clerk’s office can verify the registration credentials and register the Pro Se applicant using the AlacourtPLUS > Tools > Pro Se > Pro Se Registration menu.



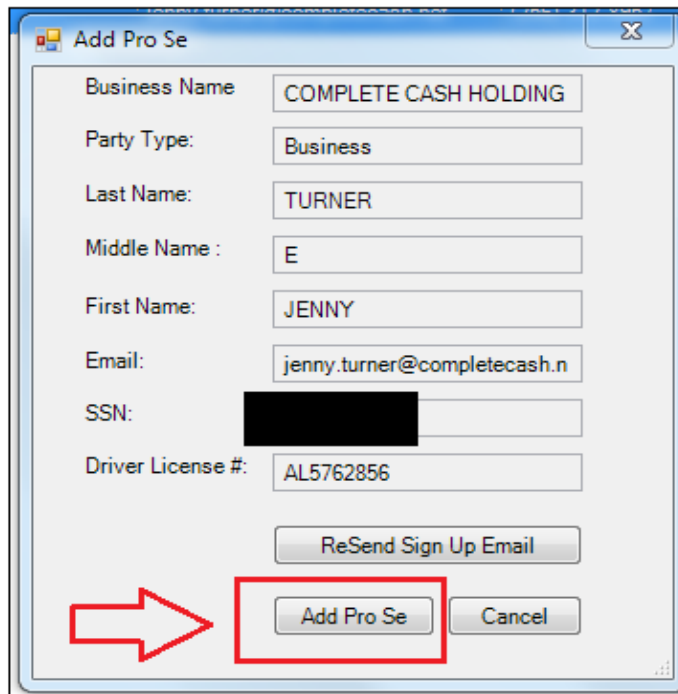
Steps the Circuit Clerk would take to verify a Pro Se Applicant.

1. Obtain the printed paperwork and photo ID from the Pro Se applicant.
2. Login to AlacourtPlus.
3. From the top menu bar click on Tools > Pro Se > Pro Se Registration.
4. On the Pro Se Registration tab enter the First Name and Last Name of the Pro Se applicant on the search menu on the left and then click the Search button.
5. The search menu has the options to search by Verification ID and Driver’s License Number as well if you are unable to locate the applicant by their name.
6. If they have completed Step One their name should pull up on the search (on the center right of the screen).
7. Double click on their name or information line.

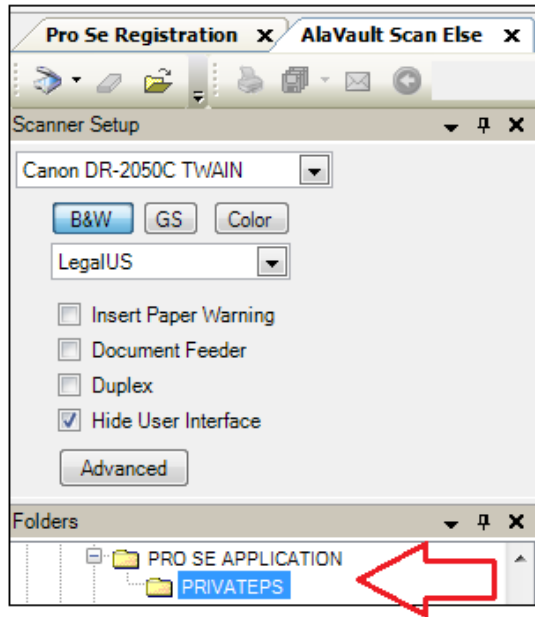


8. The Add Pro Se popup box will display with their information and an Add Pro Se button and a ReSend Sign up Email button.
9. If their paperwork is in order, click the Add Pro Se button to verify their application.
10. This action will prompt an email to be sent to the Pro Se applicant's email address they have registered with.

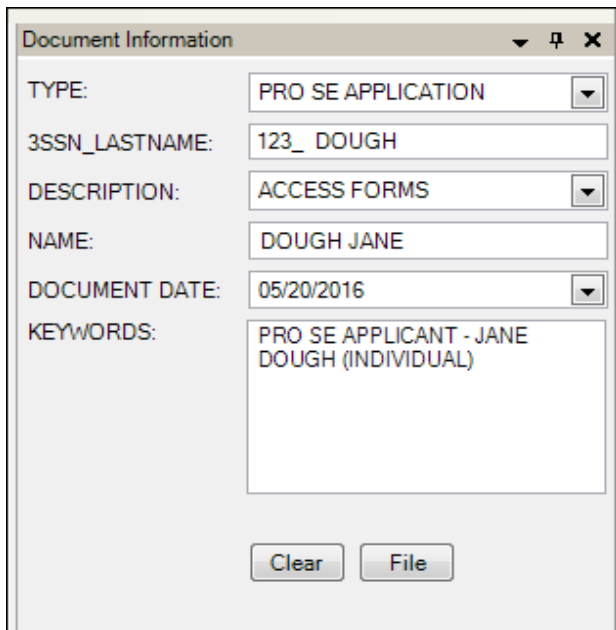
NOTE: If the Pro Se applicant has accidentally deleted the registration email that they receive from AlaFile, you can resend them the email from the Resend Sign up Email button.



11. Scan the paperwork the Pro Se applicant presented into the Pro Se folder from the AlacourtPlus > AlaVault > Scan Else menu.
12. Select the PRIVATEPS sub folder under the PRO SE APPLICATION folder. (All Circuit Clerk's and their designee(s) should have access to this folder.)



13. Scan in the documents and a copy of the Driver's License or Photo ID.
14. On the Document Information menu on the right, enter the Pro Se applicant's information. **NOTE:** On the DESCRIPTION drop down menu there is not an option for Pro Se Application *specifically* nor is there an option for *other*. Please select the best option available for what you are scanning. You can be more specific on the Keywords text box.



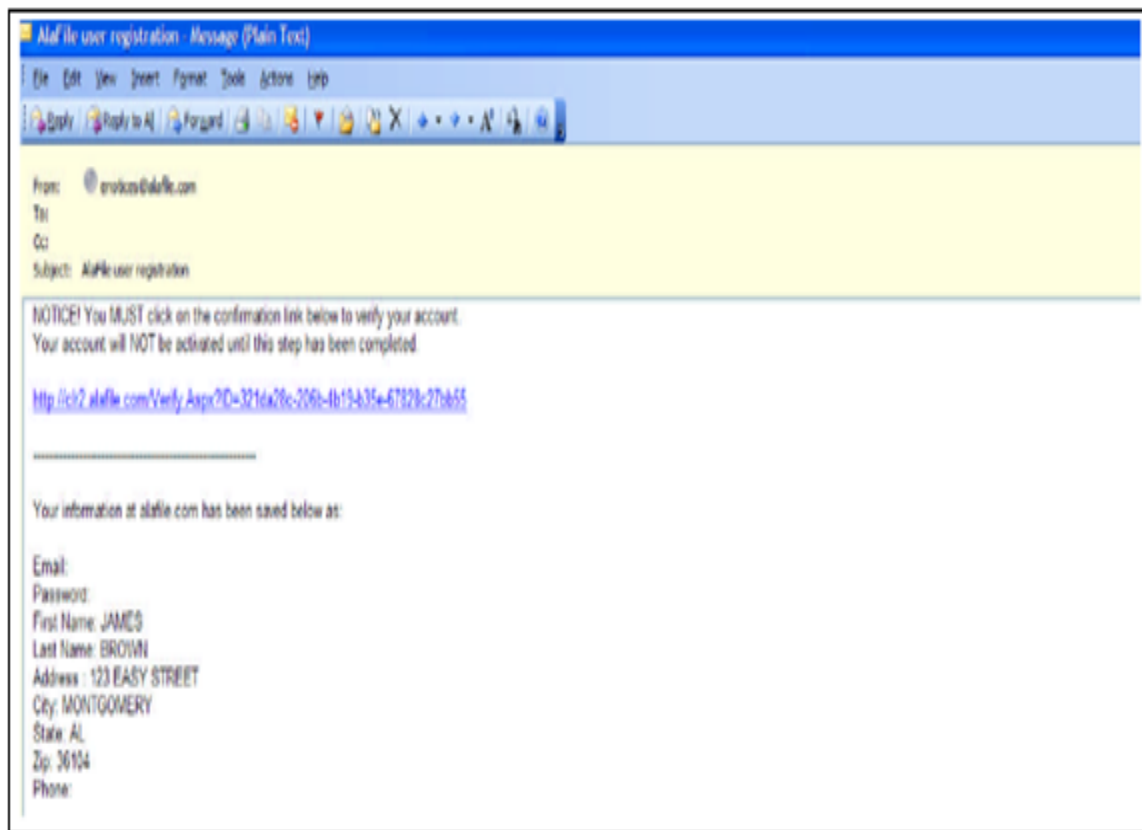
15. Once all information is entered, select the File button.

IMPORTANT! Once the Pro Se Applicant completes the third part of the process (see below) they will be able to login to AlaFile and file new complaints. However, if they have existing cases that they wish to be associated with so they can eFile into those existing cases via AlaFile, the Clerk's office must associate them with that existing case. They will need to call back and give you the case number after they have completed part three below. Perform the steps on page 10 to associate them with an existing case.

STEP THREE – PRO SE APPLICANT CONFIRMATION

After the Circuit Clerk's office has completed their registration process in step two above, the Pro Se applicant must complete step three before they can login to AlaFile.

An email will be automatically generated from AlaFile back to the Pro Se applicant once the Circuit Clerk completes step two. The Pro Se **MUST** click on the blue hyperlink in the email from AlaFile in order to verify their email account before logging in to AlaFile.



The provided link in the verification email will take them to a page on the AlaFile website where they can select a button to complete this process. Once they **Click Here to Complete the Registration**, a message in green font will let them know their registration has been completed and that they can click the link to login to AlaFile.

Account Verification

Email Address: jason.hodges@alacourt.gov
 First Name: JAMES
 Last Name: BROWN
 Attorney Code: **none**

To Complete the Registration Process Please Verify the information above and click the button below to finalize the registration.

[Click Here to Complete the Registration](#)

[Click here](#) to go back to the login page.

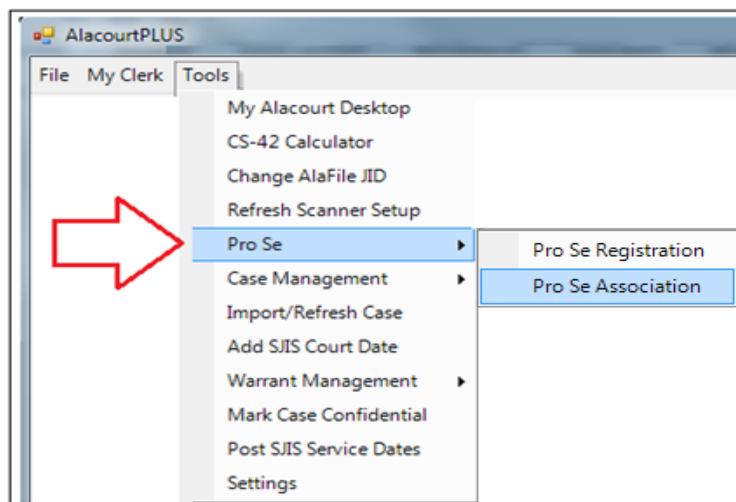
Your registration has been successfully completed. Please click the link below to go the login page.

[Click here](#) to go back to the login page.

Pro Se filers can eFile new complaints once they are able to login to AlaFile. However, if they wish to eFile in an existing case they will need to contact the Circuit Clerk’s office and ask that they be associated with the existing case. They would provide the case number(s) to the Circuit Clerk.

NOTE: This option is not available in the JU Division at this time.

ASSOCIATING A PRO SE FILER WITH AN EXISTING CASE



1. Login to AlacourtPlus.
 2. From the top menu bar click on Tools > Pro Se > Pro Se Association.
 3. From the Pro Se Association tab enter the First and Last Name of the Pro Se filer then click Search.
 - a. There is a Verification ID number option to search by if you cannot locate the Pro Se filer by their name.
- NOTE:** If they have successfully registered their name will display on the center right of the screen.

On the Pro Se Association menu: The Pro Se User Information will appear at the top of the menu. In the middle of the screen there are three buttons; Add Case, Move Case(s), and Remove Case(s). At the bottom portion of the menu will display any cases that the Pro Se User has already been associated with. The County, Case Number, and Party Code will display.

ADD CASE

1. Click on Add Case button.
2. Enter the Case number and then click on the Lookup button.
3. The parties for that case should display in the Party List box.
4. Select the Pro Se from the Party List and then click the Add Case button.
5. Repeat these steps for all cases that the Pro See needs to be associated with.

The screenshot shows the 'Pro Se Association' window. At the top, 'Pro Se Name' is set to 'JANE DOE'. Below this is the 'Case Search' section with dropdown menus for 'County' (77 - TESTCOUNTY77), 'Division' (CV - CIRCUIT CIVIL), and 'Case Year' (2016). Text input fields for 'Case Number' (900002) and 'Ext.' (00) are present, with a red arrow pointing to the 'Lookup' button. A 'Quick Search' section below has a pattern '77 - - - - .00' and its own 'Lookup' and 'Reset' buttons. The 'Party List' section contains a table with two entries: 'C001 Plaintiff DOE JOHN MICHAEL JR.' and 'D001 Defendant DOE JANE', with the latter highlighted in blue. A red arrow points to the 'Add Case' button at the bottom of the window.

Party	Type	Name
C001	Plaintiff	DOE JOHN MICHAEL JR.
D001	Defendant	DOE JANE

MOVE CASE(S)

The Move Case(s) button allows cases that are associated with a Business Pro Se user's cases to be transferred to another Pro Se user who is registered to file on behalf of the same business. For example, Employee A works for XYZ Company and has been authorized by the company to eFile on the company's behalf and that employee has completed the registration process and has been associated with cases that the company is a party on. If employee A

leaves the company and the company hires employee B to file on their behalf; the MOVE CASES button will allow the Clerk's Office to move XYZ Company's cases that are associated with Employee A over to Employee B.

1. Search for the Pro Se Business user who has been associated with the company's cases who is no longer with the company per steps 1-3 above.
2. The cases should display at the lower portion of the Pro Se User menu.
3. Select the cases to move. To select all cases listed, click on the first case then hold down the SHIFT key on the keyboard and then select the last case so that they are all highlighted blue. This action will activate the MOVE CASE(S) button.
4. Click on MOVE CASE(S).
5. A Pro Se Lookup box will display.
6. Enter the name of the user you wish to move the cases to then click SEARCH.
7. Select the user from the list below then click CONTINUE.
8. The case(s) will be moved once the Continue button is selected.
9. Go to the new Pro Se user for that business to confirm the cases are there in the list.

REMOVE CASE(S)

To remove cases from a Pro Se party that have previously been associated with them, use the REMOVE CASE(S) button.

1. Look up the Pro Se party by following steps 1-3 above.
2. Select the case(s) to remove.
 - a. If removing more than one case at a time, use the SHIFT key to select more than one case in a row; however, if selecting cases that are not in a row, use the CTRL key to select multiple cases that are not in a row. To do this: Select the first case to remove then hold down the CTRL key on the keyboard and then select the next case and while still holding down the CTRL key, select as many cases as necessary. Once all cases have been selected (highlighted blue) then you can release the CTRL key on the keyboard.
3. Click the REMOVE CASE(S) button.

