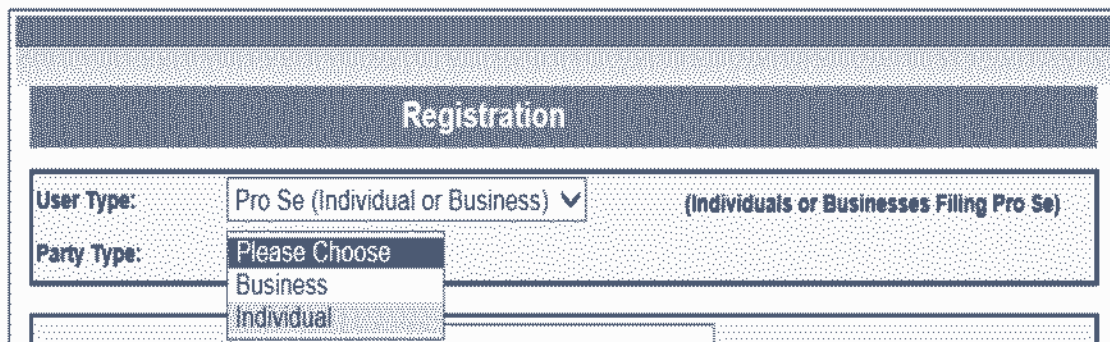


AlaFile Pro Se Registration Instructions

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.

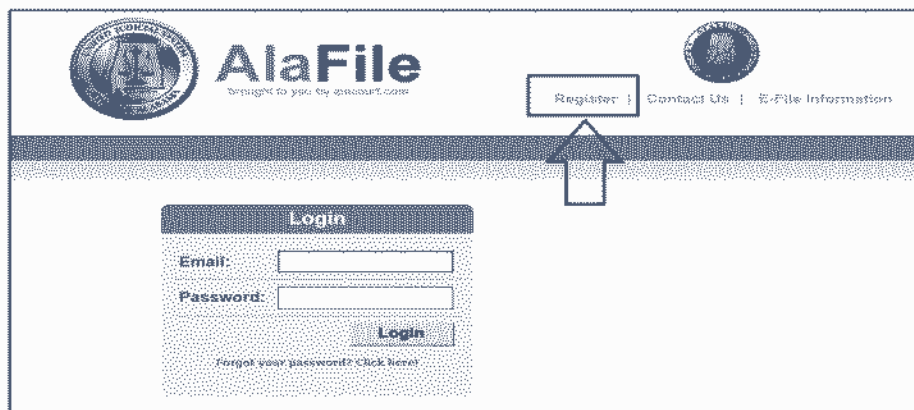
Each filer must register individually. AlaFile does not allow a Pro Se filer that is registered as an "Individual" to eFile on behalf of a business or another party. Likewise, a business that has multiple employees filing on behalf of the business, each employee must register in order to eFile on behalf of the business. Each pro se filer must submit an authorization letter from the business as part of the registration process. (Example: XYZ Company 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 dark 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". A dropdown menu is open below it, showing two options: "Business" and "Individual".

STEP ONE: ALAFILE PRO SE REGISTRATION

The pro se filer would browse to the AlaFile website (<https://alafire.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 State Seal and the AlaFile logo with the tagline "Simplifying the way you do business with the court". At the top right, there are three navigation links: "Register", "Contact Us", and "E-File Information". The "Register" link is highlighted with a white box and a white arrow pointing to it. Below the navigation bar 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"/>
Dir license State:	AL <input type="button" value="v"/>
Dir license Number:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="text"/>
	<small>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.</small>
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"/>
Under penalty of perjury, I declare that the above information is true and correct.	
<input type="button" value="Submit"/>	

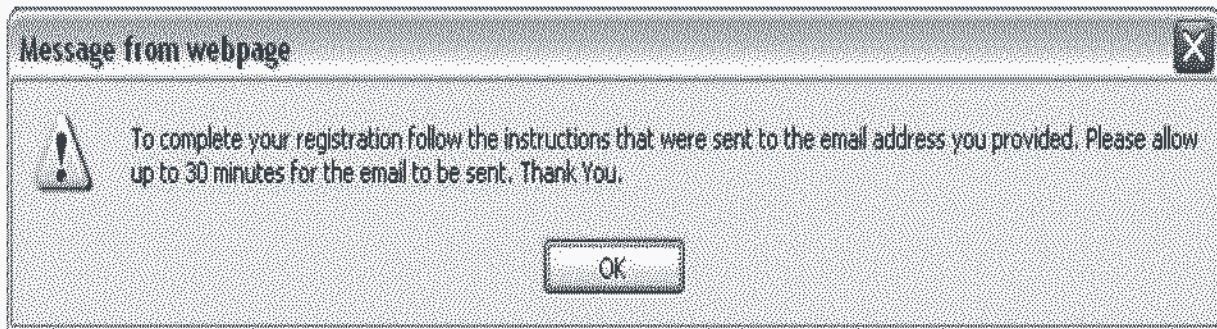
PRO SE BUSINESS

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:	Pro Se (Individual or Business) (Individuals or Businesses Filing Pro Se)
Party Type:	Business
Business name:	
FEIN:	Federal Employer Identification Number
Upload a letter on company letterhead authorizing the user's registration and filing.	
Upload Letter:	Browse
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:	<input type="radio"/> Corporation <input type="radio"/> Partnership
Registrant type:	<input type="radio"/> Officer <input type="radio"/> Full-time employee
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Address:	
City:	
State:	AL
Zip Code:	
Phone Number:	() - -
Fax Number:	
SSN Number:	
Dr license State:	AL
Dr 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.	
Submit	

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.



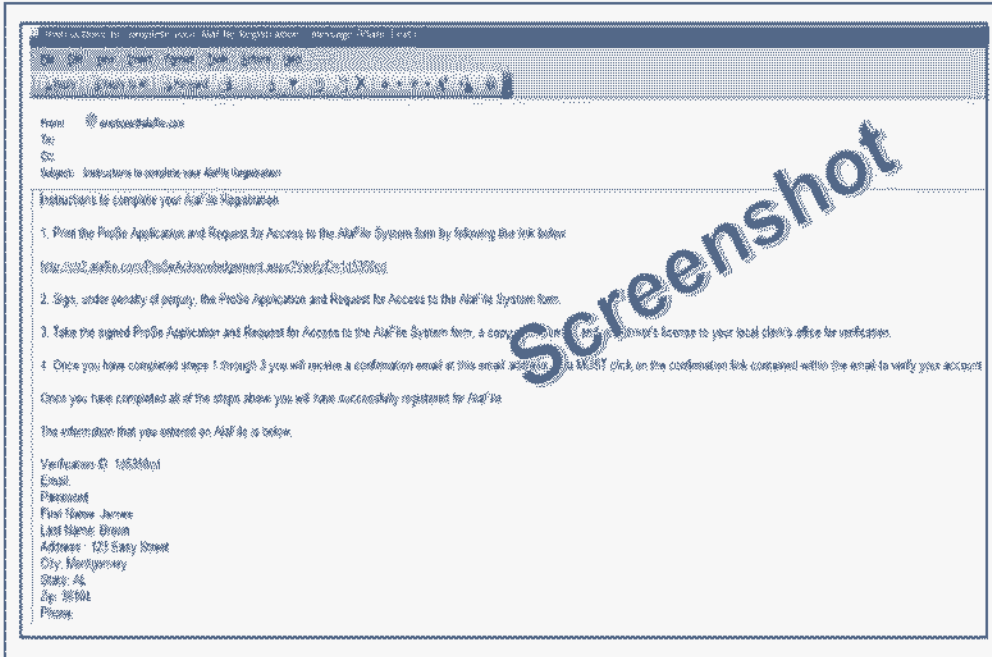
Here are the instructions that the ProSe filer receives in the email that is sent to them after they submit their registration form. We also have a screenshot below of the email.

Instruction to Complete Your AlaFile Registration

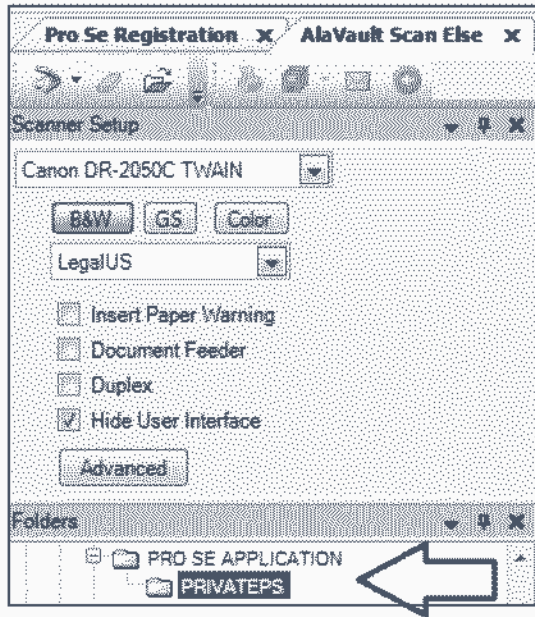
- 1. Print the ProSe Application and Request for Access to the AlaFile System form by following the link below. [link provided in the email]*
- 2. Sign, under penalty of perjury, the ProSe Applicant and Request for Access System form.*
- 3. Take the signed ProSe Application and Request for Access to 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.

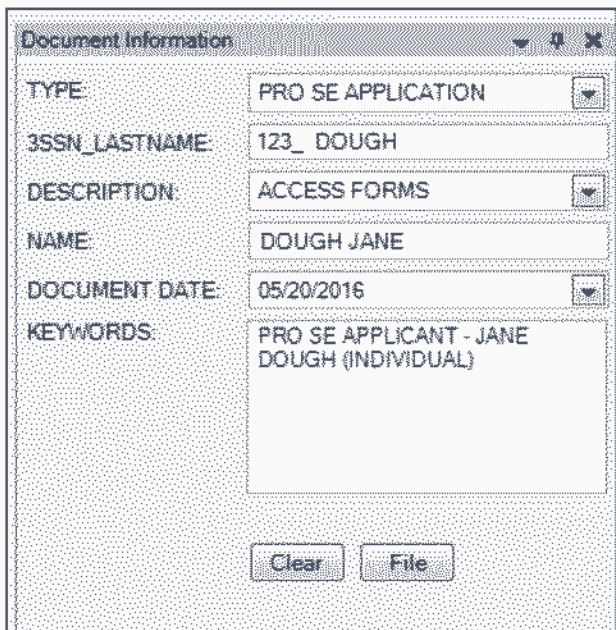
The information you entered on AlaFile is below.



STATE OF ALABAMA Unified Judicial System Form _____ Revised 9/07	APPLICATION AND REQUEST FOR ACCESS TO THE ALAFILE SYSTEM	PS----- Verification Code: 1d23550d	
NOTICE/DIRECTIONS TO REQUESTER			
<p>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.</p> <p>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://file.alacourt.gov.</p> <p>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.</p>			
Name:			
JAMES	A.	BROWN	NA
Business - First	Middle	Last	Suffix
Address:			
123 EASY STREET	MONTGOMERY	AL	36104
Address	City	State	Zip
(334) 954-5053	(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:			
<p>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.</p>			



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.



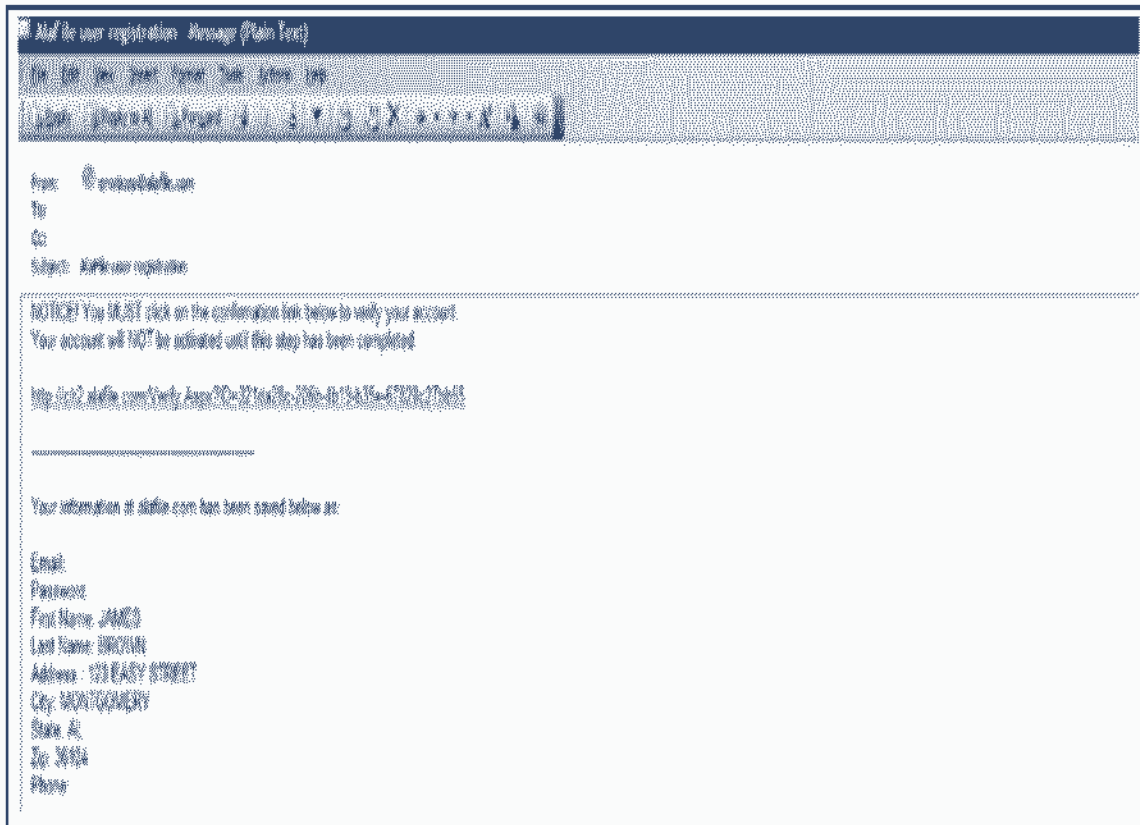
15. Once all information is entered, select the File button.

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

