



# Solano Superior Court: How to Set Up e-File Account

*This is a step-by-step guide from the Solano Superior Court on how to register and initiate a new case or submit a subsequent filing into an existing case through e-file.*

## Setting up an e-File Account through an Electronic Filing Service Provider (EFSP)

If you already have an account set up, login to your e-file account and skip to Step 8.

1. Visit the court's website at [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov).
2. On the home page select "Online Services".

 <b>Jury Duty</b> Reporting information, learn about what to expect when you come to serve.	 <b>Restraining Orders</b> Domestic Violence, Gun Violence, Civil Harassment, and Workplace Violence.	 <b>Pay A Citation</b> Learn where to go to pay parking citation and other related fines.	 <b>Online Services</b> Access all of Solano Court's Online Services like e-filing and appointment scheduling
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3. Select from our list of [Electronic Service Providers \(EFSP\)](#) and Register.
4. Select that you are filing as an individual.
5. Fill out all the required areas.
6. Fill in your contact information.
7. An email will be sent to you to confirm setting up your account. Go to your email and open the email from the EFSP you selected. If you don't see the email check your spam folder. Once you open the email select Activate Account.
8. Sign into your e-file account.
9. Before you can e-file you must set up a payment account. From your Dashboard, select the drop down and pick a payment account.