

McDUFFIE COUNTY CLERK OF SUPERIOR COURT

E-CERTIFICATION PORTAL INSTRUCTIONS TO REQUEST CERTIFIED OR PLAIN COPIES

TO REQUEST AN E-CERTIFIED OR PLAIN COPY, SIMPLY GO TO THE WEBSITE <HTTPS://ECERT.GSCCCA.ORG> TO CREATE AN ACCOUNT. ONCE REGISTERED, LOG IN TO GET STARTED:

FOLLOW THE STEPS BELOW TO SUBMIT YOUR REQUEST:

- 1 CLICK SUBMIT A NEW REQUEST AT THE TOP, RIGHT CORNER OF PAGE.
- 2 SELECT **MCDUFFIE** AS THE COUNTY WHERE THE RECORD IS LOCATED.
- 3 SELECT THE **DOCUMENT** TYPE AND **SUPERIOR** AS THE COURT
- 4 SELECT CONTINUE TO SUBMIT THE REQUEST
- 5 COMPLETE ALL REQUIRED FIELDS AND SELECT SUBMIT REQUEST
(IF YOU DO NOT HAVE THE CASE NUMBER YOU WILL NEED TO PUT SOME TYPE OF WORDING IN THAT FIELD—I WOULD SUGGEST ANY NUMBER OR THE YEAR)

ONCE THE CLERK'S OFFICE PROCESSES THE REQUEST, PAYMENT AUTHORIZATION WILL BE REQUIRED. WHEN THE REQUEST STATUS IS "**AWAITING PAYMENT FINAL AUTHORIZATION**", SUBMIT FINAL PAYMENT AUTHORIZATION BY CLICKING ON "**AWAITING PAYMENT FINAL AUTHORIZATION**" AND FOLLOWING THE PROMPTS.

ONCE PAYMENT AUTHORIZATION IS RECEIVED AND FINALIZED BY THE CLERK'S OFFICE, A **FINAL EMAIL** WILL BE SENT CONTAINING AN **AUTHENTICATION LINK** WHICH ALSO INCLUDES THE **PURCHASED E-CERTIFIED OR PLAIN COPY** OF THE REQUESTED DOCUMENT.