

Department Of Information Technology
County Of Fairfax, Virginia



eZS Application

Help Document for Sign up process

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Register to access the EZS application as an attorney user:

Please click the **Attorney Login** link, then click **Sign Up**. Enter your email address and the required information. Make sure to remember the password you enter—this is the one you will use to log in to the application.

RESIDENTS BUSINESS GOVERNMENT FAIRFAX COUNTY VIRGINIA SERVICES CONNECT

Home > General District Court - eZ Submit Public (Test) : Log In Help

WELCOME TO eZ Submit!

This program allows specific forms to be submitted online to the Fairfax County General District Court.

NOTE: EZSubmit has been upgraded! You will need to set up a profile when you first log in. In order to better handle future enhancements to EZSubmit, attorneys and their law firm staffers now need to become part of a Law Firm inside of EZSubmit. The first time you log into the new EZSubmit, the system will ask you to either choose an existing Law Firm, or create a new firm and add yourself to it. If you encounter issues with this process, please email GDC-HelpDesk@fairfaxcounty.gov, and we can assist you with getting your account set up.

Employee Login
Attorney Login

Employee Login **Attorney Login**



Sign in

Sign in with your email address

Please enter your Email Address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account. [Sign up now](#)

After you enter the email, click 'Send Verification Code.' The system will send a verification code to the given email address. Validate the code, enter all the required details, and then click the 'Create' button.



User Details

Email Address is required.

Email Address *

New Password *

Confirm New Password *

First Name

Last Name

Once that's complete, log out and then log back in.

First-time external users need to enter their information, including their law firm details.

Forms ▾ Update Profile Next Court Date

Add Profile

Please update your profile and law firm details to access this resource. After updating the profile, please relogin to access the application.

Are you an attorney?

Yes

Law Firm Name

-- Select One --

If you do not see your law firm's name on the list, please enter it below and leave the list selection blank.

Law Firm Name

Last Name

First Name

Email Address

Street Address

City

State

Zip Code

Phone Number

Bar Code

Update

If law firm details are not available, external users need to update the information before proceeding with the submission.

Forms ▾ Update Profile Next Court Date

Please update the details of the law firm you are currently affiliated with.

Add Law Firm

Law Firm Name	<input type="text"/>
Street Address	<input type="text" value="123 Main St"/>
City	<input type="text" value="Fairfax"/>
State	<input type="text" value="VA"/>
Zip Code	<input type="text" value="20123"/>
Phone Number	<input type="text" value="1234567890"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Register to access the EZS application as an internal user:

Your user information is already present in Azure Active Directory (Azure AD), and your login credentials are validated through Azure AD.

To access the application, please coordinate with your supervisor and request to be added to the EZS application. The applications menu will be displayed based on your user role.

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Home > General District Court - eZ Submit Public (Test) Log In

WELCOME TO eZ Submit!

This program allows specific forms to be submitted online to the Fairfax County General District Court.

This system now requires all attorney users to create a Login ID (your email address) to access the system. Once created, a temporary password will be emailed to you and upon access you will be asked to create a permanent password.

Attorneys licensed to practice in the Commonwealth of Virginia, please click the [Attorney Login](#) link. Please have your bar number on hand to create your account.

There are currently no public forms created in the system. Please check back later for the addition of forms for public use.

[Employee Login](#) [Attorney Login](#)

Click “Employee Login” button and proceed further.