

Lucas County Common Pleas Court 700 Adams, Toledo, OH 43604

Attorney E-mail Registration

Please note this is NOT for eFiling

It is only for adding or updating your email address in our docketing system.

If you are trying to register for eFilling click here and select Attorney Registration

NEXT: Click here

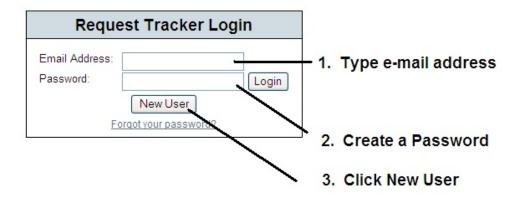


to take you to the registration screen

INSTRUCTIONS TO FOLLOW AFTER YOU CLICK THE START BUTTON

Step 1. You must create an <u>account</u> FIRST

The Start button will take you to the Request Tracker Login screen. Step 1 and 2 of these instructions are creating an <u>account</u> (this is not the e-mail registration). AFTER you create your account you will be directed to the e-mail registration screen. The <u>account</u> (step 1 and 2) can be any e-mail address in your office that you designate to control the registration process - it does not have to be the attorney.



Note: After the account is created, the next time you need to register an attorney e-mail or register an update to an attorney email previously submitted to the Lucas County Common Pleas Court you can use the Login button instead of the New User button which will skip you to step 3.

(continued on next page)

Step 2. This screen completes the <u>account</u> creation process. You are only <u>required</u> to fill in the First Name and Last Name fields, then click the Submit button.

Update account information Site Login Information				
Password:*	•••••	[5 characters or longer]		
Confirm Password:*	•••••			
RequestTracker Profile Information				
First Name:*		< 1		
Last Name:*		← 2		
Street Number and Name:				
Address 2:				
City:				
State:	Zip:			
Phone Number:		Extension:		
Fax Number:				
Preferred Contact:*	Email 💌			
* i	ndicates required inform Submit Reset	ation.		

Step 3. Your cursor should be on the Attorney E-Mail Registration Screen

Populate all of the fields on this screen for the ATTORNEY. The e-mail address from this screen will be forwarded to the Lucas County Common Pleas Court case management system (the e-mail address you type in should be the one where you want the notifications to be sent). The attorney will be flagged in that database as being willing to receive Lucas County Common Pleas Court generated documents via the e-mail address you are providing on this screen.

Click Submit when you are ready to register.

Attorney E-Mail Registration - Common Pleas Crt				
Attorney Supreme Court Registration Number: (Do NOT enter preceding zero's in S.C. number)*				
Attorney First Name:*				
Attorney Last Name:*				
Attorney Email Address:				
NOTICE: Registering your e-mail on this site indicates an agreement to be served with Lucas County Common Pleas Court generated documents via the e-mail address you are providing.				
* indicates required fields.				
Submit Reset Cancel				

If you experience any problems or have any questions Call Lucas County IJS Help Desk (419) 213-6774