



MAGISTRATE & ACTING JUDGE REGISTRATION GUIDE- ATTORNEY SERVICES PORTAL

Abstract

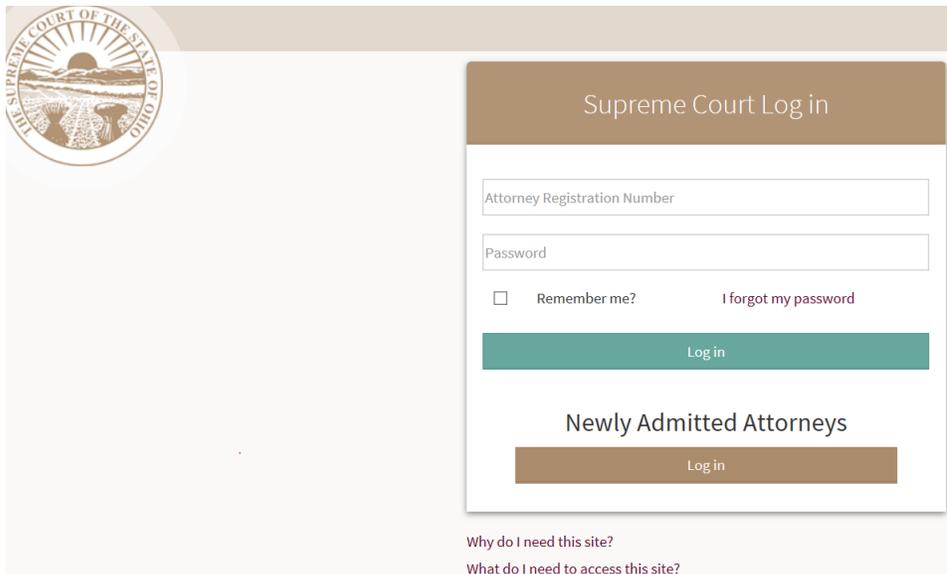
Explains the process of adding and managing Magistrate and Acting Judge Registrations within the Attorney Services Portal

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1. Accessing the System from the Attorney Services Portal

1. Log in to the Attorney Services Portal using your Attorney Registration Number and Password at www.supremecourt.ohio.gov/AttorneyPortal.



Supreme Court Log in

Attorney Registration Number

Password

Remember me? [I forgot my password](#)

Log in

Newly Admitted Attorneys

Log in

[Why do I need this site?](#)
[What do I need to access this site?](#)

2. Click **Log In** to enter the system

2. Annual Registration

Magistrates and acting judges are required to register annually with the Secretary of the Commission on Continuing Legal Education.

1. Click on the **Acting Judge/Magistrate Registration** button.



Home > Portal

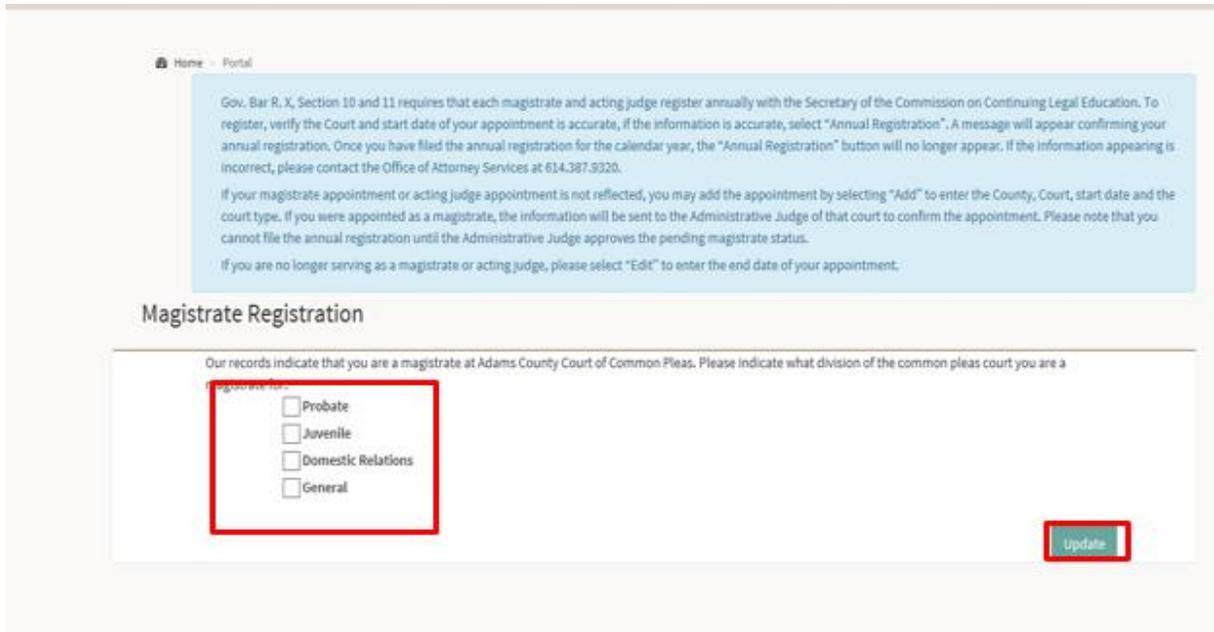
Attorney Services Portal

John Q Public

Register Edit Info Change Password Update IOLTA/OTA Information **Acting Judge/Magistrate Registration**

As a registered Magistrate, you must register annually with the Commission on Continuing Legal Education. Please use the "Acting Judge/Magistrate Registration" button to register.

2. If you are a magistrate in a Court of Common Pleas, you will first be prompted to select the division of the Court. Multiple Court types may be selected. Select the Court Type and click **Update**.



3. The Registration screen displays a listing all active and pending Magistrate and Acting Judge registrations for an attorney. Review the information, if accurate, click on the **Annual Registration** button. If the Court Division or status of part-time or full-time status needs changed, select Edit to make these changes. If the Court or Start date are inaccurate, please contact the Office of Attorney Services at 614.387.9320.



4. A "Thank You" message will display confirming your annual registration.



- Once you have successfully filed your annual registration, a message will appear confirming the date the annual registration was filed.



3. Add a New Magistrate Appointment

- If your magistrate status is not appearing, click the **Add** button in the upper right corner to add your magistrate appointment.



- Click the **Choose County** drop-down list and select the appropriate county.



3. Click the **Choose Court** drop-down list that appears once the county is selected and select the appropriate court.

The screenshot shows the 'Add Court Record' form. Under 'Court Selection', there is a checkbox for 'Court of Claims' which is unchecked. Below it is a dropdown menu with 'Stark' selected. A second dropdown menu, labeled 'Choose Court...', is highlighted with a red rectangular box. Below this is a 'Start Date' field containing '12/22/2017'. At the bottom right are 'Cancel' and 'Add' buttons.

4. Select or enter a **Start Date** for the registration.

The screenshot shows the 'Add Court Record' form. Under 'Court Selection', there is a checkbox for 'Court of Claims' which is unchecked. Below it are two dropdown menus: the first has 'Stark' selected, and the second has 'Stark County Court of Common Pleas, General Division' selected. The 'Start Date' field, containing '12/22/2017', is highlighted with a red rectangular box. Below this is the 'Court Type' section with four unchecked checkboxes: 'Probate', 'Juvenile', 'Domestic Relations', and 'General'. At the bottom right are 'Cancel' and 'Add' buttons.

5. Select the **Status** (full-time or part-time).

The screenshot shows the 'Add Court Record' form. Under 'Court Selection', there is a checkbox for 'Court of Claims' which is unchecked. Below it is a dropdown menu with 'Choose County...' selected. Below this is a 'Start Date' field containing '01/18/2018'. A dropdown menu labeled 'Status' with 'Choose Status...' selected is highlighted with a red rectangular box. At the bottom right are 'Cancel' and 'Add' buttons.

6. Select the **Court Type**. Multiple court types can be selected.

Add Court Record

Court Selection Court of Claims

Stark

Stark County Court of Common Pleas, General Division

Start Date 12/22/2017

Court Type

- Probate
- Juvenile
- Domestic Relations
- General

Cancel Add

7. Click **Add** to submit the request.
8. Click **Cancel** to close the window without saving changes.
9. The Request will show in the list of as **Pending Admin Judge Confirmation**. An email is sent to the Administrative Judge when the record is added for approval, once approved, the pending status will be removed.

Log out

Home > Portal

Magistrate Registration

Court	Start Date	End Date	
Stark County Family Court	12/21/2017	12/14/2017	Pending Admin Judge Confirmation
Court of Claims	12/1/2017	12/14/2017	

+Add Edit

4. Edit Magistrate Information

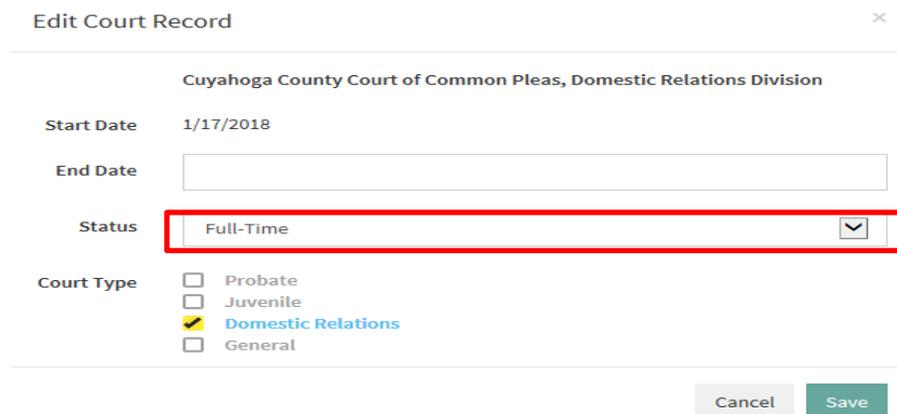
Please note, you may only edit the “Status” (part-time or full-time) or “Court Type”. If the Court name or Start Date is incorrect, please contact the Office of Attorney Services to assist with these changes.

1. Click the **Edit** button to edit the highlighted court record.



Court	Start Date	End Date	
Stark County Family Court	12/21/2017		Pending Admin Judge Confirmation + Add
Court of Claims	12/1/2017	12/14/2017	Edit

2. Select **Status** drop-down list to select full-time or part-time status.



Edit Court Record [Close]

Cuyahoga County Court of Common Pleas, Domestic Relations Division

Start Date: 1/17/2018

End Date: [Empty Field]

Status: Full-Time [Dropdown Arrow]

Court Type:

- Probate
- Juvenile
- Domestic Relations
- General

[Cancel] [Save]

3. Select the **Court Type** to edit the division of the Court. Multiple court types can be selected.



Edit Court Record [Close]

Cuyahoga County Court of Common Pleas, Domestic Relations Division

Start Date: 1/17/2018

End Date: [Empty Field]

Status: Full-Time [Dropdown Arrow]

Court Type:

- Probate
- Juvenile
- Domestic Relations
- General

[Cancel] [Save]

4. Click **Save** to save any changes.
5. Click **Cancel** to close the edit window without saving changes.

5. Closing a Magistrate's Term

1. Click the Edit button for the magistrate appointment term to be closed.



The screenshot shows the 'Magistrate Registration' page. At the top left is the seal of the Supreme Court of the State of Ohio. To the right is a 'Log out' button. Below the seal is a breadcrumb 'Home > Portal' and the title 'Magistrate Registration'. A table lists registered magistrates:

Court	Start Date	End Date	
Stark County Family Court	12/21/2017		Pending Admin Judge Confirmation + Add
Court of Claims	12/1/2017	12/14/2017	

The 'Edit' button for the Stark County Family Court record is highlighted with a red box.

2. Enter an **End Date** for the court record you are closing.

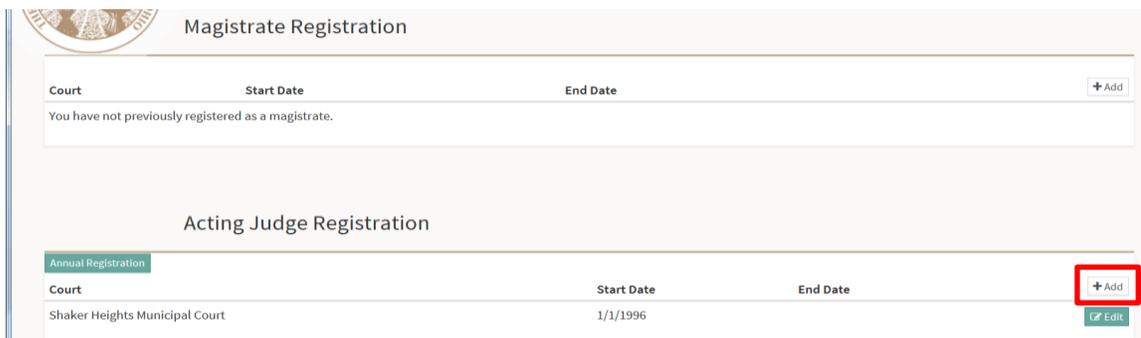


The screenshot shows the 'Edit Court Record' form. The title is 'Hamilton County Court of Common Pleas, Domestic Relations Division'. The 'Start Date' is 12/9/2010. The 'End Date' field is empty and highlighted with a red box. The 'Status' is 'Full-Time'. The 'Court Type' section has 'Juvenile' selected with a checked box. At the bottom are 'Cancel' and 'Save' buttons.

3. Click **Save** to close Magistrate's term or **Cancel** to close the screen without saving any changes.

6. Register as an Acting Judge

1. If you have been newly appointed as an Acting Judge, or if a previous appointment is not appearing, Click the **Add** button.



The screenshot shows the 'Magistrate Registration' page. Below the main table is the 'Acting Judge Registration' section. It has a sub-section for 'Annual Registration' with a table:

Court	Start Date	End Date	
Shaker Heights Municipal Court	1/1/1996		+ Add

The '+ Add' button for the Shaker Heights Municipal Court record is highlighted with a red box.

2. Choose a county from the **Court Selection** drop-down list.

The screenshot shows a window titled "Add Court Record" with a close button (X) in the top right corner. Below the title bar, there are two main input fields. The first is labeled "Court Selection" and contains a dropdown menu with the text "Choose County..." and a downward arrow. This dropdown menu is highlighted with a red rectangular box. The second field is labeled "Start Date" and contains the text "12/22/2017". At the bottom right of the window, there are two buttons: "Cancel" (grey) and "Add" (green).

3. Choose Court from the drop-down list.

The screenshot shows the "Add Court Record" window. The "Court Selection" dropdown menu is now expanded, showing two options: "Stark" (highlighted in blue) and "Choose Court..." (highlighted with a red rectangular box). The "Start Date" field remains "12/22/2017". The "Cancel" and "Add" buttons are still visible at the bottom right.

4. Select **Start Date** to enter the date of appointment.

The screenshot shows the "Add Court Record" window. The "Court Selection" dropdown menu is expanded, showing "Stark" and "Massillon Municipal Court" (highlighted with a red rectangular box). The "Start Date" field remains "12/22/2017". The "Cancel" and "Add" buttons are still visible at the bottom right.

5. Click **Add** to add the Court Record or **Cancel** to close the screen without saving any changes.

- The Court will be added to the list of courts.

Acting Judge Registration			
Court	Start Date	End Date	+ Add
Massillon Municipal Court	12/22/2017		 Edit

7. Edit / Close an Acting Judge's Term

- Click the **Edit** button for the acting judge term to be closed.

Acting Judge Registration			
Court	Start Date	End Date	+ Add
Massillon Municipal Court	12/22/2017		 Edit

- Enter an **End Date** for the Acting Judge record you are closing.

Edit Court Record ✕

Massillon Municipal Court

Start Date 12/22/2017

End Date

- Click **Save** to close an Acting Judge's term or **Cancel** to close the screen without saving any changes.