MAGISTRATE REGISTRATION GUIDE

Abstract

Explains the process of managing Magistrate Registrations and usage of the Magistrate Registration Maintenance application

Contents

1. Logging into the System

1. Enter your court's **Court ID** and **Password**
    Note: Your CourtID and Password are the same as your court's eStats credentials.

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

3. Click on **Magistrate Maintenance** link to enter the site.

The site selector landing page is where you will access your Supreme Court applications. It currently provides access to **Magistrate Maintenance**, **IGOR**, and the **eStats Portal**. Your court's name will be on the right-hand side after logging in.

4. **Email My Password**: Email is sent to your court's master email address

5. **Look up Court ID**: Click to find your court ID

2. Home Screen layout

The Supreme Court of Ohio Magistrate Maintenance home screen shows any Pending Magistrate Requests and a list of all the Active Magistrates for your court. From this screen an Administrative Judge can manually add new magistrates to their court(s) as well as close out a magistrate's term.

3. Confirm a Pending Magistrate Request

Pending Magistrate Requests section will show the Attorney Name, AR Number, Request Date, Divisions, and Start Date with **Confirm** and **Deny** buttons

1. Confirm the Attorney Name and AR Number are correct. If not, contact The Office of Attorney Services.

2. Enter the **Start Date**

3. Click the **Confirm** button to add the attorney to your list of Active Magistrates for your court. An email stating that the Magistrate has been added to the court will be sent to the Administrative Judge and the newly added Magistrate.

4. Click **Deny** button if the attorney should **NOT** be added to your list of Active Magistrates for your court. An email stating that the attorney has NOT been added to the court will be sent to the Administrative Judge and the denied attorney.

4. Adding a Magistrate

1. Click on the **Add Magistrate** button.

2. Enter the AR Number or Attorney Name of the attorney you are registering as a Magistrate into the textbox.

3. Select the name of the attorney you are adding from the drop-down list.

4. Click the **Cancel** button to cancel adding an attorney or the **Reset** button to clear the information in the text box.

5. Click into the **Divisions** field. A drop-down list of the available divisions for the court will display. Select the appropriate division(s) to add to the attorney.

Multiple divisions can be added in succession by selecting additional court divisions.

Clicking on an **'X'** within a selected court division or the **'X'** to the right of the selection box with clear a court of the entire field.

6. Select or enter a **Start Date** and click **Save**

7. You will receive an information pop-up text box that the Magistrate has been successfully added.
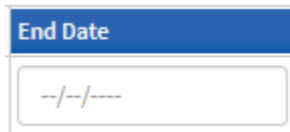

8. Click **OK** to close the pop-up box.

9. An email stating that the Magistrate has been added to the court will be sent to both you and the newly added Magistrate.
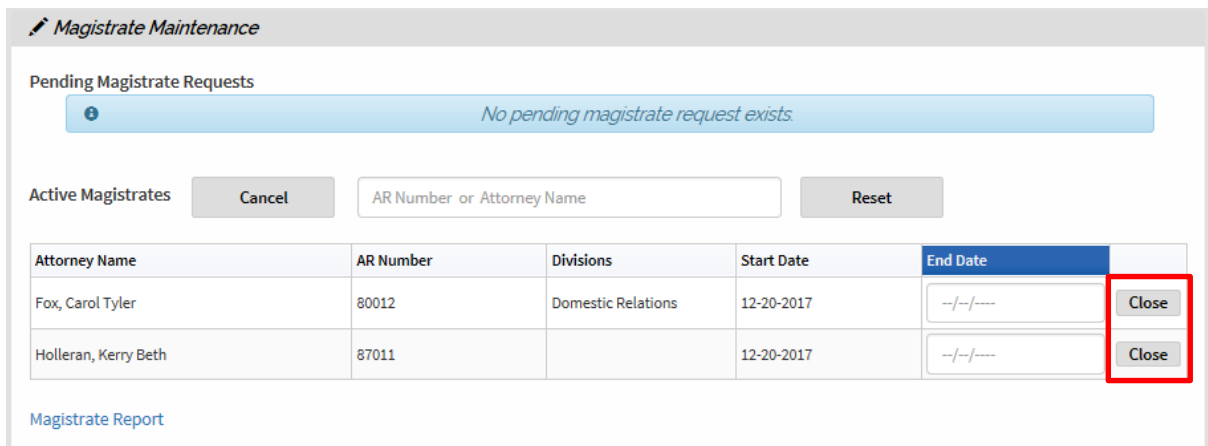
5. Closing a Magistrate's Term

1. Enter an **End Date** for the Active Magistrate whose record you are closing.

2. Select the **Close** button to the right of the Magistrate whose term is ending.
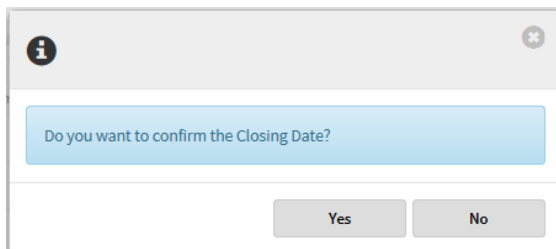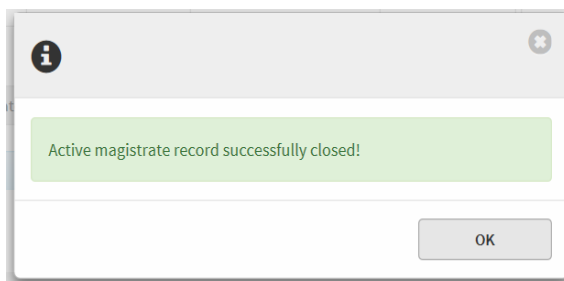
3. A pop-up confirmation will appear.

4. Click **Yes** to close the Active Magistrate's record

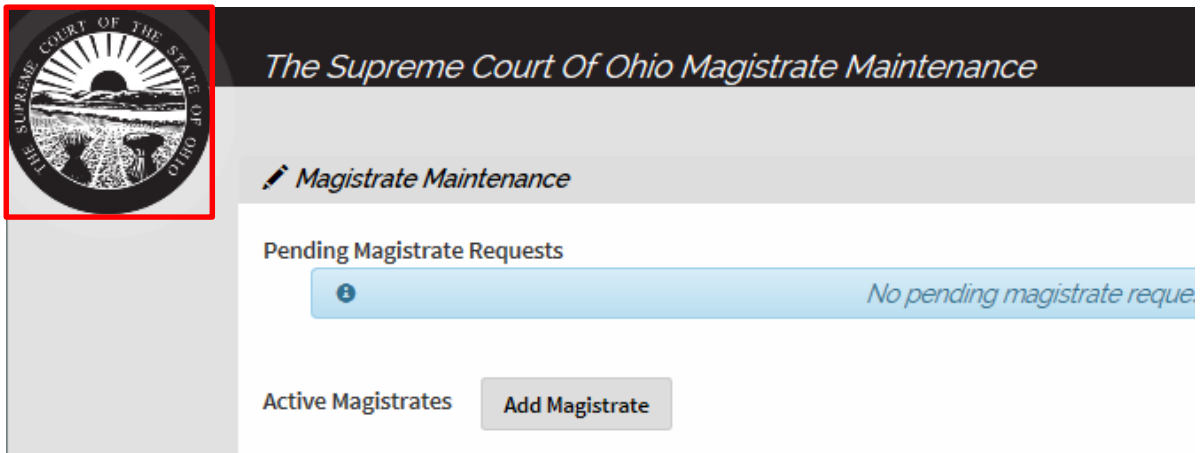5. A pop-up information box will appear that states the Active Magistrate's record was closed.

6. An email will be sent to the Administrative Judge and the former Magistrate stating the record has been closed.

6. Logging out of the System

1. Click the **Supreme Court of Ohio Seal** in the uppermost left corner of the screen.

2. Click the **Log Out** button.