



Lucas County Common Pleas Court
 700 Adams, Toledo, OH 43604
 Attorney E-mail Registration

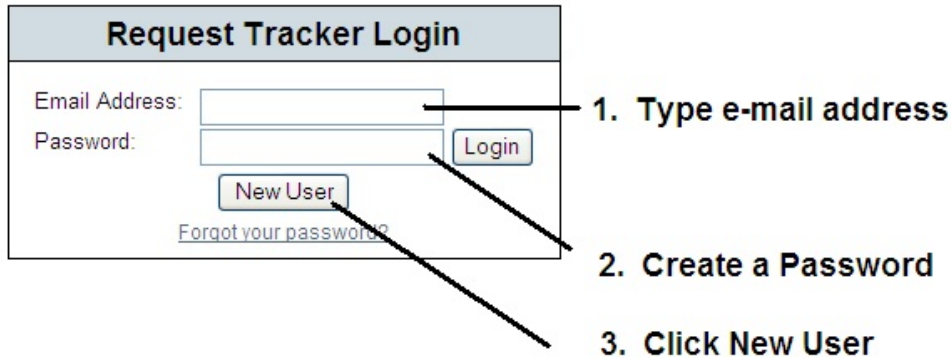
FIRST: **PRINT** this 2 page instruction sheet to assist you with navigating through the registration process

NEXT: Click on  to take you to the registration screen



INSTRUCTIONS TO FOLLOW AFTER YOU CLICK THE START BUTTON

Step 1. You must create an account FIRST
 The Start button will take you to the Request Tracker Login screen. Step 1 and 2 of these instructions are creating an account (this is not the e-mail registration). **AFTER** you create your account you will be directed to the e-mail registration screen. The account (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.



The screenshot shows a web form titled "Request Tracker Login". It contains two input fields: "Email Address:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the "Email Address:" field is a "New User" button. Below the "New User" button is a link that says "Forgot your password?". Three numbered instructions with arrows point to these elements:

1. Type e-mail address
2. Create a Password
3. Click New User

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 account creation process. You are only required to fill in the First Name and Last Name fields, then click the Submit button.

Update account information	
Site Login Information	
Email Address:*	<input type="text" value="testuser@gmail.com"/>
Password:*	<input type="password" value="••••••"/> [5 characters or longer]
Confirm Password:*	<input type="password" value="••••••"/>
RequestTracker Profile Information	
First Name:*	<input type="text"/> ← 1
Last Name:*	<input type="text"/> ← 2
Street Number and Name:	<input type="text"/> <input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> Zip: <input type="text"/>
Phone Number:	<input type="text"/> Extension: <input type="text"/>
Fax Number:	<input type="text"/>
Preferred Contact:*	Email <input type="button" value="v"/>

* indicates required information.

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)*	<input type="text"/>
Attorney First Name:*	<input type="text"/>
Attorney Last Name:*	<input type="text"/>
Attorney Email Address:	<input type="text"/>
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.

If you experience any problems or have any questions, call Sarah (419) 213-4594.