



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

**Please note this is only for adding or updating your email address in our system.**

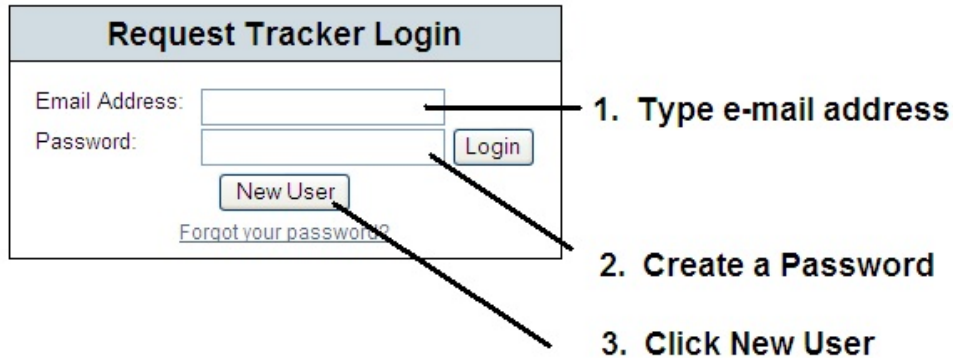
If you are trying to register for eFiling [click here](#) and select Attorney Registration

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

**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 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 image shows a screenshot of the 'Request Tracker Login' form. 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 arrows point to the form: arrow 1 points to the 'Email Address' field, arrow 2 points to the 'New User' button, and arrow 3 points to the 'Forgot your password?' link.

*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                |  |
|---|--|
| <b>Site Login Information</b>             |  |
| Email Address:*                           | <input type="text" value="testuser@gmail.com"/>                  |
| Password:*                                | <input type="password" value="••••••"/> [5 characters or longer] |
| Confirm Password:*                        | <input type="password" value="••••••"/>                          |
| <b>RequestTracker Profile Information</b> |  |
| 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:<br>(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.<br>* |                      |

\* indicates required fields.

**If you experience any problems or have any questions  
Call Sarah (419) 213-4594 or Lucas County IJS Help Desk (419) 213-6774**