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.

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.
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.
5. 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

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

2. 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.

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

5. Select the **Status** (full-time or part-time).
6. Select the **Court Type**. Multiple court types can be selected.

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.
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.

![Magistrate Registration]

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

![Edit Court Record]

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

![Edit Court Record]

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.

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

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

![Image of Court Selection drop-down list]

3. Choose Court from the drop-down list.

![Image of Court selection and Start Date]

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

![Image of Start Date selected]

5. Click **Add** to add the Court Record or **Cancel** to close the screen without saving any changes.
6. The Court will be added to the list of courts.

![Acting Judge Registration](image)

7. Edit / Close an Acting Judge’s Term

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

![Acting Judge Registration](image)

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

![Edit Court Record](image)

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