



MAGISTRATE REGISTRATION GUIDE

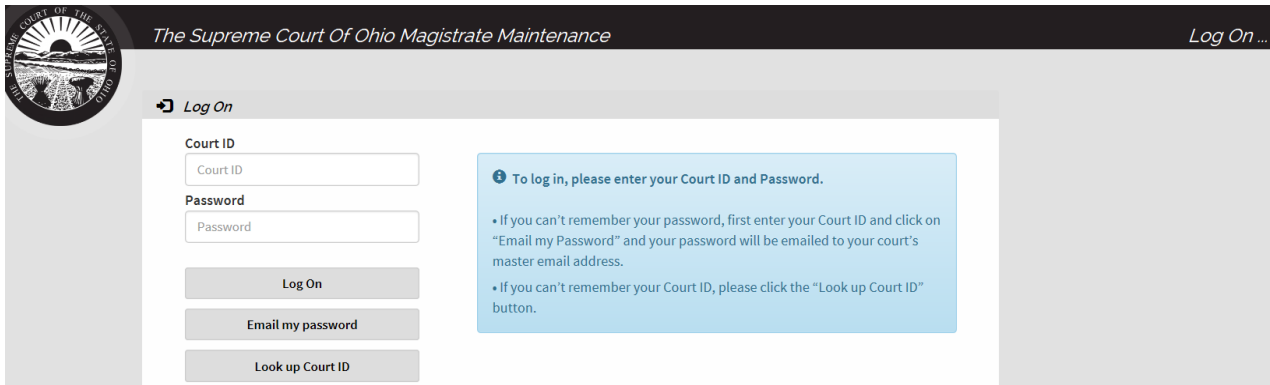
Abstract

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

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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

Pending Magistrate Requests

No pending magistrate request exists.

Active Magistrates [Add Magistrate](#)

Attorney Name	AR Number	Divisions	Start Date	End Date	
Weithman, Cathy Jo	20889		01-01-1998	--/------	Close

[Magistrate Report](#)

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

Pending Magistrate Requests

Attorney Name	AR Number	Request Date	Divisions	Start Date		
Freeman, Kelly Anne	80000	12-19-2017		12-19-2017	Confirm	Deny

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.

Pending Magistrate Requests

No pending magistrate request exists.

Active Magistrates **Add Magistrate**

Attorney Name	AR Number	Divisions	Start Date	End Date	
Weithman, Cathy Jo	20889		01-01-1998	--/------	Close

[Magistrate Report](#)

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

Pending Magistrate Requests

No pending magistrate request exists.

Active Magistrates

No active magistrate exists.

[Magistrate Report](#)

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.

Active Magistrates

Attorney Name	AR Number	Divisions	Start Date	End Date	
Drury, John Edward	51254		--/------		Save
Weithman, Cathy Jo	20889		01-01-1998	--/------	Close

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.

Active Magistrates Cancel Reset

Attorney Name	AR Number	Divisions	Start Date	End Date	
Drury, John Edward	51254	<input type="text"/>	--/------		Save
Weithman, Cathy Jo	20889		01-01-1998	--/------	Close

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

Divisions

×

Domestic

General

Juvenile

Probate


Clicking on an ‘X’ within a selected court division or the ‘X’ to the right of the selection box will clear a court of the entire field.

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

Active Magistrates Cancel Reset

Attorney Name	AR Number	Divisions	Start Date	End Date	
Drury, John Edward	51254	<input type="text"/>	<input type="text" value="--/------"/>		Save
Weithman, Cathy Jo	20889		01-01-1998	--/------	Close

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

 ✖

New magistrate role is successfully created!

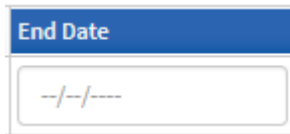
OK

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.

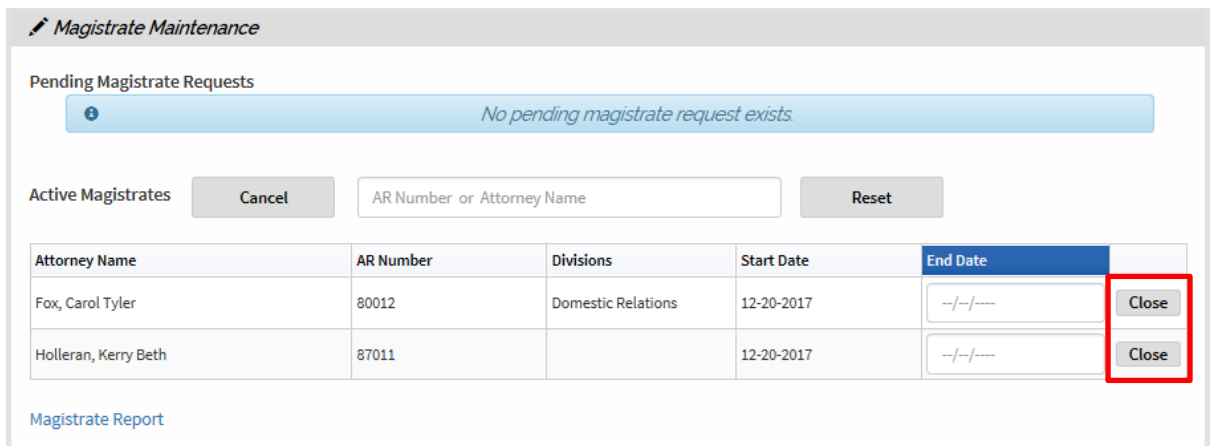
5. Closing a Magistrate's Term

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



A screenshot of a date input field. The field has a blue header with the text "End Date". Below the header is a text box containing the placeholder "--/--/----".

2. Select the **Close** button to the right of the Magistrate whose term is ending.

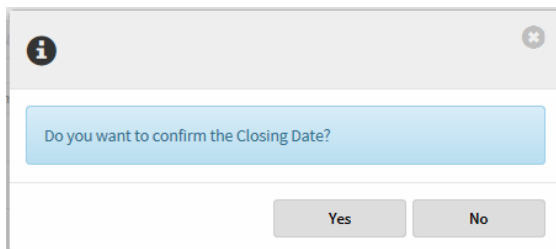


A screenshot of the "Magistrate Maintenance" interface. At the top, there is a header "Magistrate Maintenance" with a pencil icon. Below it, a section titled "Pending Magistrate Requests" contains a blue message box: "No pending magistrate request exists." Below this, there is a search section for "Active Magistrates" with a "Cancel" button, a search input field labeled "AR Number or Attorney Name", and a "Reset" button. A table lists active magistrates:

Attorney Name	AR Number	Divisions	Start Date	End Date	
Fox, Carol Tyler	80012	Domestic Relations	12-20-2017	--/--/----	Close
Holleran, Kerry Beth	87011		12-20-2017	--/--/----	Close

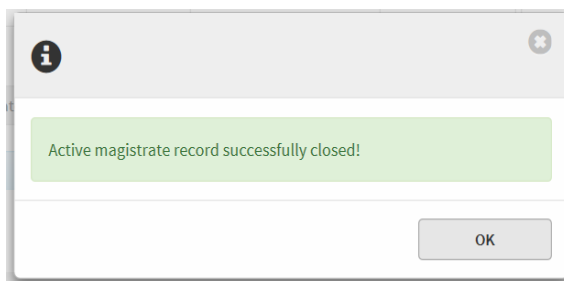
The "Close" buttons in the table are highlighted with a red box. At the bottom left, there is a link for "Magistrate Report".

3. A pop-up confirmation will appear.



A screenshot of a confirmation pop-up window. It has a grey header with an information icon and a close button. The main content is a blue message box asking "Do you want to confirm the Closing Date?". At the bottom, there are two buttons: "Yes" and "No".

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.

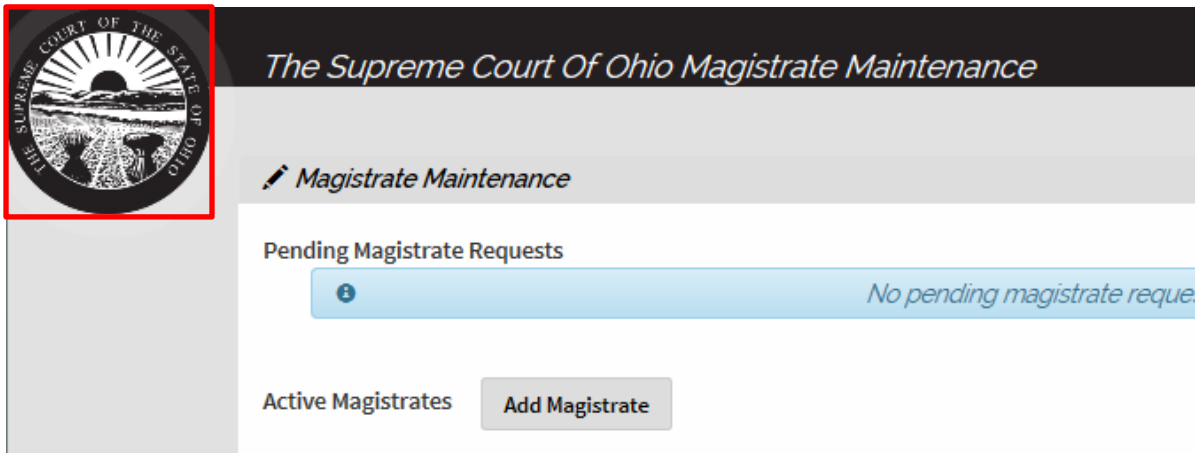


A screenshot of a success pop-up window. It has a grey header with an information icon and a close button. The main content is a green message box stating "Active magistrate record successfully closed!". At the bottom, there is an "OK" button.

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.

