THE SUPREME COURT *of* OHIO

JUDICIAL SERVICES DIVISION
CASE MANAGEMENT SECTION

Mayor's Court Portal Instructions

NOTE: The new mayor's court portal is not compatible with Internet Explorer 8. To find out what version you are using, go to http://whatbrowser.org. This website contains a free link to upgrade to the latest version of Internet Explorer.

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1.   LOGGING INTO THE MAYOR'S COURT PORTAL

To log into the Mayor's Court Portal, click "Staff Login" at the top of the page.

At the Login Screen, enter your username and password. Once you have logged in, you may change your password and edit your account information.

Your Username is: mc____ (type "mc" and your court code, ex. **mc9090**)

Your Password is: your current mayor's court password. Please call (614) 387-9413 if you need assistance obtaining your password.

If this is your first time logging in, you will need to enter your email address and a security question. Click "Save Changes" when you are finished and you will be taken to the Mayor's Court Portal. Please note each court is provided only one username and password.

2.   NAVIGATING THE MAYOR'S COURT PORTAL

Once you have successfully logged in, you will see three tabs:

A.   View / Edit Court Information

This tab serves as a dashboard to display your court's information. Here you can view and edit your court's address and phone number, complete your annual registration, and determine if your court has a quarterly report that is due.

If a report is due, you will see "The next report due is…" To submit a report, click the "View / Submit Reports" tab. If no reports are due, you will see "No reports are due at this time." *See Section 3, "Submitting Your Quarterly Report."*

If you have already registered for the year, you will see the current year displayed. If you have not registered for the year, you will see a button labeled "Click Here to Register." The registration process is quite simple. *See Section 5, "Completing Your Annual Registration."*

B.   View / Edit Staff

This tab identifies your mayor's court staff and displays the date each staff member's education expires (where applicable). Here you can add, edit, or remove a mayor, acting mayor, magistrate or staff person. *See Section 6, "Adding / Editing Staff Members."*

C.   View / Submit Reports

This tab allows you to view previously submitted reports and create a new report if one is due. *See Section 3, "Submitting Your Quarterly Report."*

3. SUBMITTING YOUR QUARTERLY REPORT

A. Creating a New Report

> **Note: If your court is not registered for the current year, you will not be able to create a report. To register your court, click on the "View/Edit Court Information" tab and click the button to register.**

1. To create and submit a new report, click the "View/Submit Reports" tab. If a quarterly report is due, the button labeled "Create Report" will be shown:

2. Click the button labeled "Create Report."

3. A box will appear with two choices. If your court terminated cases during the quarter, click "Create Report." If your court did not terminate any cases during the quarter see (*Section 3(B), "Entering a No Activity Report"*) below.

4. Enter your report in the grid provided. Please note, Column T (Total) is automatically calculated. Similarly, Lines 4, 15, and 16 are also automatically calculated. However, you should check these totals to verify you have entered all data correctly before submitting your report. You can click "Cancel" at any time and the report will not be saved. You may not edit a saved report.

5. Once your report is accurate and complete, click "Submit Report." If there are errors within the report, one or more messages will be displayed in red above the report. Correct the errors and click "Submit Report" again. Error messages will remain displayed in red until each error is corrected.

6. Once the report has been successfully submitted, a confirmation will appear. You will not receive an email notification. You may print a copy of the report for your records.

B.   Entering a No Activity Report

1.   To create and submit a "No Activity Report," click the "View/Submit Reports" tab. If a quarterly report is due, the button labeled "Create Report" will be shown.

2.   Click "Create Report."

3.   If your court did not terminate any cases during the quarter, click the button labeled "No Activity," to indicate that no action was taken on any case during the quarter. A confirmation that your report has been successfully submitted will appear. You will not receive an email notification. You may print a copy of the report for your records.

4.   VIEWING PREVIOUSLY SUBMITTED REPORTS

1.   To view a previously submitted report, click the "View/Submit Reports" tab.

2.   Select the report you would like to view from the drop down menu and click "View Report."

5. COMPLETING YOUR ANNUAL REGISTRATION

1. To complete your annual registration, click the button labeled "Complete registration for current year". This button will only be displayed on the "View Edit Court Information" tab if registration has not been completed for the current year. If this button is not displayed, you have already completed your registration for the current year.

2. A series of screens will appear asking you to edit or confirm the information regarding your court. You will be asked to "Confirm" each screen. Please note, if you need to make a change to your court's information at a later date or you forget to make changes during the registration process, you can edit at any time after registering.

Once you have edited and confirmed all of the information, a screen will appear asking if you would like to submit your registration. Click "Yes" to submit. You will be able to confirm your registration was successfully submitted by viewing your dashboard and noting that the button to register has been removed and the current year now displays under "Years Registered."

6. ADDING / EDITING STAFF MEMBERS

A. Adding Staff Members

1. To add a staff member, click the "View/Edit Staff" tab.

2. Determine what type of staff member you would like to add – mayor, acting mayor, magistrate, or clerk/contact person. Please note you may not enter more than one mayor or acting mayor.

3. Click the button labeled "Add".

4. Complete the information and click "Save."

B.   Editing Staff Members

1. To edit a staff member, click the "View/Edit Staff" tab.

2. Determine what type of staff member you would like to edit – mayor, acting mayor, magistrate, or clerk/contact person.

3. Click the button labeled "Edit".

4. Complete the information and click "Save."

C.   Removing Staff Members

1. To remove a staff member, click the "View/Edit Staff" tab.

2. Determine what type of staff member you would like to remove – mayor, acting mayor, magistrate, or clerk/contact person.

3. Click the button labeled "Remove".

4. Confirm that you would like to remove this person by clicking "Yes."

D.   Using the Attorney Registration Number Box

1. If you know the attorney registration number for a particular staff person (when applicable), you may enter it in the "Attorney Reg. No." box when adding or editing a staff person.

2. Use the "Tab" key to leave the box once you have entered the complete attorney registration number.

3. The attorney's name will automatically appear in the name fields – no need to enter the information by hand.

4. If you do not know the attorney's registration number, you can click "Click to look up Attorney Reg. No." at the top of the box to find the attorney's number.

E.   Updating/Editing Staff Members' Education

1. To update or edit a staff member's education, click the "View/Edit Staff" tab.

2. Determine what type of staff member you would like to update or edit the education for – mayor, acting mayor, or magistrate. Click "Edit" for that individual.

3. Enter the date of completion for the most recent educational course in the appropriate boxes and click "Save." Note, the education requirements for mayors and mayor's court staff can be found in Mayor's Court Rules 3 and 4. The educational courses are offered several times a year through the Ohio Municipal League only. This education does not

refer to CLE courses taken by attorneys. Once the date of the most recent educational course is saved, the expiration date for that information will be automatically calculated and displayed next to that staff person's name in the "View/Edit Staff" tab.

4. If the staff member falls under one of the two exceptions to completing the required education, you may check the appropriate box.

5. If the staff member does not hear cases, check the appropriate box.

7. FAQ's

A. What if my court is going inactive for a period of time or wants to close?

If there is a change in status for your court, please complete the "Information Update Form" found on the Mayor's Court homepage and fax or mail to:

The Supreme Court of Ohio
Case Management Section
65 S. Front Street, 6th Floor
Columbus, Ohio 43215-3431
Fax 614.387.9419

Please note, if your court is going from Active to Inactive, you must submit a final Quarterly Report showing no pending cases.

B. How do I amend a previous report?

To amend a previous report, complete an amended report form found on the Mayor's Court homepage and fax or mail to:

The Supreme Court of Ohio
Case Management Section
65 S. Front Street, 6th Floor
Columbus, Ohio 43215-3431
Fax 614.387.9419

C. How do I know if a report is due?

If a report is due, under the "View/Submit Reports" tab you will see the words, "The next report that is due is: 2013 Q?" and a button to "Create Report." Click "Create Report" to submit the next sequential report. Reports are due:

January 15
March 15
July 15
October 15

D. What is different about this Mayor's Court Portal?

<u>Education</u>

When updating the educational course(s) completed for a mayor, acting mayor, or magistrate, a calendar is displayed to select the date of the most *recently completed education course*. The portal no longer asks the user to calculate the expiration date for the education course. After saving this date, the portal will automatically calculate the expiration date and display it on the screen for that individual.

<u>Annual Registration</u>

We've streamlined the annual registration process. To complete your annual registration, click the button labeled "Complete registration for current year". A series of boxes will appear asking you to confirm the information we have on file for your court. Once you have confirmed all of your information you will see a screen indicating your registration is complete. If you have already registered for the current year, no button will appear. Instead, a message that your court is registered for the current year will appear.

<u>Reporting</u>

When submitting a quarterly report, you may submit the report or cancel. Please note there is no longer an option to check and save. The report automatically checks your work against your previously submitted report and calculates the current report for mathematical accuracy. If your report is inaccurate, errors will appear in red at the top of the report until each error is corrected.

<u>Email Confirmation</u>

You will no longer receive any email confirmation regarding your submissions. Please note, you may always print previously submitted reports for your records.