

THE SUPREME COURT *of* OHIO



Instructions for Use

A. GENERAL INFORMATION

Igor is the name of the Supreme Court of Ohio's online system for requesting the assignment of visiting judges. After logging into a secured Web portal using login credentials, administrative judges use streamlined forms to submit the information necessary for the Chief Justice to assess the request. Once a request is approved, a Certificate of Assignment will be emailed as a PDF document to the administrative judge and the assigned judge.

B. LOGIN CREDENTIALS

In order to simplify the requirements for administrative judges to manage their login credentials (Court ID and password) for using *Igor*, the portal uses the same credentials used to access *eStats*, the Supreme Court's online system for submitting and retrieving local court caseload statistical reports pursuant to Sup.R. 37. Pursuant to the Guidelines for Assignment of Judges and Sup.R. 37, the login credentials for using these online systems are provided to each court's administrative judge. Administrative judges are free to establish local policies governing the use of those credentials by other persons. In any event, all requests submitted through *Igor* are deemed to have been approved by the administrative judge.

C. USE OF JUDGE EMAILS

The use of judges' email addresses forms the foundation of the *Igor* system. Certificates of Assignment are no longer printed and sent by regular mail. Instead, they are formally delivered to the requesting administrative judge and to the assigned judge via email as PDF documents.

The source for the judge email addresses used in *Igor* is the course registration database maintained by the Judicial College. Accordingly, in order to ensure that Certificates of Assignment are successfully delivered, judges must ensure that their current email addresses are on file with the Judicial College.

Judges are not permitted to have an email address for *Igor* that is separate from their Judicial College course registration email address. In effect, the email address on file with the Judicial College will serve as the de facto email address for the official business of the Supreme Court in operating the judicial assignment program.

Depending on how your court's email system is set up, you may be able to automate the forwarding of the emails containing the Certificates of Assignment to a clerk or other staff person. For example, in Microsoft Outlook, you can create a rule so that all emails from *Igor* (sender is "IGOR@sc.ohio.gov") be automatically forwarded to a specific email address.

D. LOGGING INTO THE PORTAL

Step 1: Access the Portal

To access the *Igor* portal, click on the link found on either:

- www.OhioCourts.gov, or
- www.supremecourtofohio.gov/JCS/judicialAssignment

Step 2: Enter Your Court's Log in Credentials

Enter your court's Court ID number and password. If you do not know your court's Court ID, follow the on-screen instructions to look it up. If you cannot remember your password, follow the on-screen instructions to have it emailed to your court's Master Email Address (see Step 3, below, for more information on the Master Email Address requirement). Please note that passwords are case sensitive and must be entered using CAPITAL letters.

Step 3: Enter the Master Email Address

First time users of *Igor* who have not otherwise confirmed their login accounts through the *eStats* system will be prompted to enter their court's Master Email Address. A notification will be sent to that email address confirming the email has been saved to the court's account. The primary purpose of the Master Email Address is for sending password reminders.

E. REQUESTING A VISITING JUDGE

Step 1: Select the Request Type

From the **Request Assignment** menu item at the top of the screen, select the type of assignment you are requesting. The options are:

- **General Request.** This is a request for the assignment of a judge for a defined period of time (commonly referred to as a "blanket assignment.")
- **Case-Recusal Request.** This is a request for the assignment of a judge to one or more cases as a result of the court's judge(s) recusing due to a conflict or to avoid the appearance of impropriety.

- **Case-Other Request.** This is a request for the assignment of a judge to one or more cases not as a result of the court's judge(s) recusing due to a conflict or to avoid the appearance of impropriety.
- **Special Request.** This is a request for the assignment of a judge for a special situation not provided for in any of the other categories.

Note that requests for assignments to perform marriage ceremonies, which typically are made by the assigned judges rather than administrative judges, are not part of the *Igor* system. Wedding assignment requests may be made by directly contacting the Judicial Assignment Specialist.

Step 2: Complete the Request Form

For General Requests

1. If you have a judge to recommend for the assignment, enter their name in the **Recommended Judge** field. As you begin typing their last name, a pick list of sitting judges and retired assigned judges will appear.
2. Enter the **From** and **To** dates constituting the period of the requested assignment. For a single-day assignment, enter that date in both fields.
3. Select the applicable reasons for the request. If you select **Other**, you must explain in the **Notes** field. All information submitted using *Igor* becomes a public record.
4. You may enter multiple requests using the **Add Request** button.
5. If you wish to delete the request, select the **Remove Request** button. This can only be accomplished *before* selecting the **Submit** the button.
6. Once you have entered all request information, click **Submit** to finalize the request. At this point, the request is on file and the Judicial Assignment Specialist will review it and contact you if there is any more information needed to process the request. To check on the status of all submitted requests, see Section G below regarding the **Status/Reports** menu item.

For Case-Recusal Requests

1. In the **Notes** field, explain the reason for the request. Please provide sufficient information for the Chief Justice to properly assess the request. All information submitted using *Igor* becomes a public record.

2. Where available, enter the **Case Number** and **Case Caption**.
3. If you have any documents supporting the request, you may attach them as a *single* PDF document using the **Attach Document** feature.
4. You may enter multiple cases using the **Add Request** button.
5. If you wish to delete the request, select the **Remove Request** button. This can only be accomplished *before* selecting the **Submit** the button.
6. Once you have entered all request information, click **Submit** to finalize the request. At this point, the request is on file and the Judicial Assignment Specialist will review it and contact you if there is any more information needed to process the request. To check on the status of all submitted requests, see Section G below regarding the **Status/Reports** menu item.

For Case-Other Requests

1. If you have a judge to recommend for the assignment, enter their name in the **Recommended Judge** field. As you begin typing their last name, a pick list of sitting judges and retired assigned judges will appear.
2. In the **Notes** field, explain the reason for the request. Please provide sufficient information for the Chief Justice to properly assess the request. All information submitted using *Igor* becomes a public record.
3. Where available, enter the **Case Number** and **Case Caption**.
4. If you have any documents supporting the request, you may attach them as a *single* PDF document using the **Attach Document** feature.
5. You may enter multiple cases using the **Add Request** button.
6. If you wish to delete the request, select the **Remove Request** button. This can only be accomplished *before* selecting the **Submit** the button.
7. Once you have entered all request information, click **Submit** to finalize the request. At this point, the request is on file and the Judicial Assignment Specialist will review it and contact you if there is any more information needed to process the request. To check on the status of all submitted requests, see Section G below regarding the **Status/Reports** menu item.

For Special Requests

1. If you have a judge to recommend for the assignment, enter their name in the **Recommended Judge** field. As you begin typing their last name, a pick list of sitting judges and retired assigned judges will appear. In the **Notes** field, explain the reason for the request. Please provide sufficient information for the Chief Justice to properly assess the request. All information submitted using *Igor* becomes a public record.
2. If you have any documents supporting the request, you may attach them as a single PDF document using the **Attach Document** feature.
3. You may enter multiple requests using the **Add Request** button.
4. If you wish to delete the request, select the **Remove Request** button. This can only be accomplished *before* selecting the **Submit** the button.
5. Once you have entered all request information, click **Submit** to finalize the request. At this point, the request is on file and the Judicial Assignment Specialist will review it and contact you if there is any more information needed to process the request. To check on the status of all submitted requests, see Section G below regarding the **Status/Reports** menu item.

F. AMENDING AND WITHDRAWING REQUESTS

Please contact the Judicial Assignment Specialist at 614.387.9415 if you need to:

- amend a pending request,
- withdraw a pending request,
- request the amendment of a previously-issued certificate of assignment, or
- request the issuance of an entry withdrawing a previously-issued certificate of assignment.

G. STATUS/REPORTS

To access the following reports, click on the **Status/Report** menu item at the top of the main screen.

1. Retired Assigned Judge Expenditures. This report is only available to courts of appeals and courts of common pleas (the compensation of retired judges assigned to municipal and county courts is paid locally.) It consists of a reporting tool allowing you to run reports showing details on the compensation paid by the Supreme Court to retired judges assigned to your court.

2. Assignments (Before 7/10/2015). This report shows details of assignments for assignments processed before July 10, 2015, the date the Supreme Court implemented a new database underlying the *Igor* system. The records available for these historic assignments are somewhat limited compared to the records for assignments processed after July 9, 2015. Most notably, these records do not contain PDF copies of the applicable certificates of assignment.

3. Assignments (After 7/9/2015). This report is designed to provide the user with access to assignment records processed after July 9, 2015. This report is defaulted to showing all assignment records for the past 12 months, but you can run the report over whatever specific date range you choose. The default sort order (subject to change by clicking on the column headers) is to place the most recent assignment request information at the top of the report.

- ***Pending Requests***

Requests for assignment which are pending review by the Chief Justice are displayed in the report and indicate **Pending** beneath the **Status** column. After entering an assignment request, you can view this report at any time to check on the status of your requests.

- ***Finalized Requests***

Requests for assignment which have been issued by the Chief Justice will show as **Finalized** under the **Status** column. Under the **COA** column, clicking on the COA (certificate of assignment) hyperlink will bring up a PDF copy of the certificate of assignment. Copies of any amended certificates of assignment or entries withdrawing a previously-issued assignment will show as links under the **ACOA** (amended certificate of assignment) and the **EOW** (entry of withdrawal) columns.

Select the **Request Details** link to view a printable report showing the details of a particular assignment request.

H. ASSIGNMENT SEARCH

To access the publicly-available online assignment record search tool, click on the **Assignments Search** link at the top of the main screen. Please note that you will be redirected to the Supreme Court's webpage containing the reporting tool.

I. HELP AND SUPPORT

If you have questions about using *Igor* or have questions about judge assignments in general, please contact the Judicial Assignment Specialist at 614.387.9415.