

The Supreme Court of Ohio

ATTORNEY SERVICES SECTION

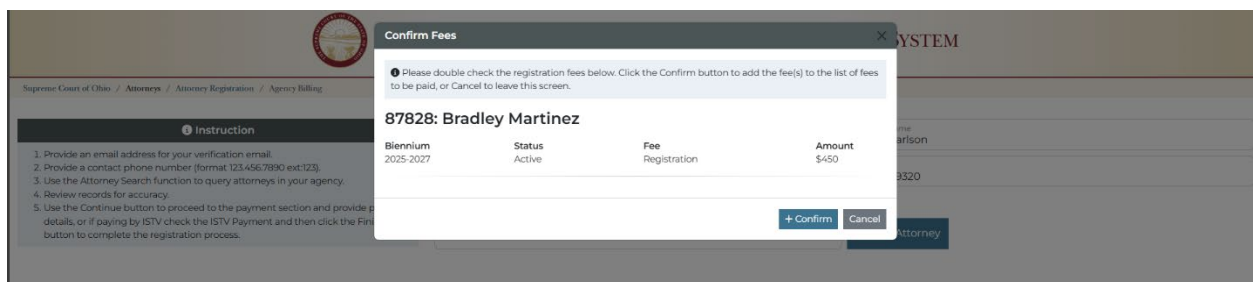
2025/2027 Biennium Agency Billing Guide

1. Instruct your attorney(s) to pre-register on the [Attorney Portal](#) and select Third-Party Payor as their payment option.
2. Go to the Agency Billing website:
<https://test.supremecourt.ohio.gov/AttySvcs/AttyReg/AgencyBilling/>.
 - a. Your attorney will receive this link once they pre-register and select Third-Party Payor as their payment option.
3. In the boxes to the right of the screen, please enter the following information where applicable: Law Firm/Agency Name, Contact Name (yours), Email Address (yours). The email address is where the system will send the verification email. Enter the Attorney Registration Number of one of your attorneys and click “Find Attorney.”



The screenshot shows the 'Agency Billing' registration page. At the top is the header for 'THE SUPREME COURT of OHIO & THE OHIO JUDICIAL SYSTEM'. Below the header is a navigation bar with 'Supreme Court of Ohio / Attorneys / Attorney Registration / Agency Billing'. The main content area has a left sidebar with an 'Instruction' section containing five steps. The right side contains four input fields: 'Law Firm/Agency/Payor Name' (filled with 'Ohio Law Firm'), 'Contact Name' (filled with 'Dylan Carlson'), 'Email Address' (filled with 'agencybilling@sc.ohio.gov'), and 'Phone' (filled with '614-387-9320'). Below these is a field for 'Attorney Registration Number' (filled with '87828') and a 'Find Attorney' button.

4. Confirm that the Attorney Registration Number corresponds with the attorney whose fee you wish to pay.



The screenshot shows a 'Confirm Fees' modal window. It contains a message: 'Please double check the registration fees below. Click the Confirm button to add the fee(s) to the list of fees to be paid, or Cancel to leave this screen.' Below the message is a table with the following data:

Biennium	Status	Fee	Amount
2025-2027	Active	Registration	\$450

At the bottom of the modal are two buttons: '+ Confirm' and 'Cancel'.

- If you made an error, click the red Trashcan button to the left of the Attorney Registration Number.

The screenshot displays the 'THE SUPREME COURT of OHIO & THE OHIO JUDICIAL SYSTEM' website. The navigation bar includes 'Supreme Court of Ohio / Attorneys / Attorney Registration / Agency Billing'. The 'Instruction' panel on the left lists five steps for registration. The main form contains fields for 'Law Firm/Agency/Payor Name' (Ohio Law Firm), 'Contact Name' (Dylan Carlson), 'Email Address' (agencybilling@sc.ohio.gov), and 'Phone' (614.387.9320). A 'Find Attorney' button is present. Below the form, the 'Confirmed Fees to Pay' section shows a table with one entry: 87828: Bradley Martinez, Biennium 2025-2027, Status Active, Fee Registration, Amount \$450. A 'Total Owed: \$450' summary is at the bottom right. A checkbox for 'ISTV Payment (For State Agencies Only)' is also visible, along with 'Download Payment Preview' and 'Continue' buttons.

Biennium	Status	Fee	Amount
2025-2027	Active	Registration	\$450

- Repeat the process of adding each attorney via their Attorney Registration number, verifying the name(s), biennium (2025/2027), status (Active), and fee (\$450) are correct before clicking “Continue” to proceed to the payment screen.
 - DO NOT check the ISTV Payment (For State Agencies Only) box unless you are paying on behalf of a state agency.
- Enter your employer’s payment information (credit card or ACH). Click “Submit Payment” and you will receive a “Submission Successful” box.

This screenshot shows the same registration interface as before, but with a 'Submission Successful' modal dialog box centered on the screen. The dialog features a green checkmark icon and the text: 'Payment has been successfully submitted to complete the registration of the designated attorneys. If the registration is for the current registration period, the effective date will be the date of payment. If pre-registering for the new biennium, the effective date will be September 1. A confirmation receipt has been sent to the email you provided.' An 'OK' button is at the bottom of the dialog.

- The Email Address entered in screenshot 1 will receive a confirmation email with an attached receipt. The attorney(s) will not receive a receipt; however, they will receive an email confirming that their registration has been paid (which will also have their attorney registration card attached).