



MAGISTRATE & ACTING JUDGE REGISTRATION GUIDE- ATTORNEY SERVICES PORTAL

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.

The screenshot shows the 'Attorney Services Portal' login interface. On the left, there is a text block providing instructions on how to use the portal, including links for 'Forgot Password' and 'Email Reset'. On the right, there is a login form with fields for 'Attorney Registration Number' and 'Password', a 'Show Password' checkbox, and a 'Log In' button. Below the login button are links for 'Forgot Password?' and 'Reset Email?'.

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. There are two locations to access the registration page.
 - a. Click on the **Acting Judge/Magistrate Registration** button in the top ribbon -or-
 - b. Click the 'Click here' link in the Acting Judge/Magistrate message within the *Important Information* box.

The screenshot shows the 'Attorney Services Portal' dashboard for 'John Q Public'. The top navigation bar includes links for 'Dashboard', 'Attorney Registration', 'CLE', 'Receipts', 'Acting Judge/Magistrate Registration', 'Requests', 'Help', and 'Contacts'. A red arrow points to the 'Acting Judge/Magistrate Registration' link in the top ribbon. Below the navigation bar, there is a section titled 'Important information. Please review.' which contains a message for 'Acting Judge/Magistrate' stating that they must register annually with the Commission on Continuing Legal Education. A red arrow points to the 'Click here' link in this message.

2. The Registration screen displays a listing of all active and pending Magistrate or Acting Judge registrations for an attorney. Review the information, if accurate, click the **Click for 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.

Magistrate Registration		
		Click for Annual Registration
Court	Start Date	End Date
Scioto County Court of Common Pleas, Probate and Juvenile Division	8/12/2024	Edit

3. Once you have successfully filed your annual registration, a message will appear confirming the date the annual registration was filed.

Magistrate Registration		
Annual Registration filed on 8/30/2025		
Court	Start Date	End Date
Cuyahoga County Court of Common Pleas, Domestic Relations Division	8/16/2010	+ Add Edit

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.

Magistrate Registration		
Court	Start Date	End Date
You have not previously registered as a magistrate.		
		+ Add

2. Click the **Choose County** drop-down list and select the appropriate county.

Edit Court Record	
Court Selection	
☐ Court of Claims	
County	Choose County
Start Date	10/09/2025
Status	Choose Status
Close Save	

3. Click the **Choose Court** drop-down list that appears once the county is selected and select the appropriate court.

Edit Court Record

Court Selection

☐ Court of Claims

County
Hancock

Court
Choose Court

Start Date
10/09/2025

Status
Choose Status

Close Save

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

Edit Court Record

Court Selection

☐ Court of Claims

County
Hancock

Court
Hancock County Court of Common Pleas, General and Domestic Relations Division

Start Date
10/09/2025

Status
Choose Status

Common Pleas Court Type

☐ Probate

☐ Juvenile

☐ Domestic Relations

☐ General

Close Save

5. Select the **Status** (full-time or part-time).

The screenshot shows the 'Edit Court Record' form. The 'Court Selection' section includes a checkbox for 'Court of Claims', a 'County' dropdown set to 'Hancock', and a 'Court' dropdown set to 'Hancock County Court of Common Pleas, General and Domestic Relations Division'. The 'Start Date' is set to '10/09/2025'. The 'Status' dropdown menu is highlighted with a red box and shows 'Full Time' selected. Below this is the 'Common Pleas Court Type' section with checkboxes for 'Probate', 'Juvenile', 'Domestic Relations', and 'General'. At the bottom right are 'Close' and 'Save' buttons.

6. Select the **Court Type**. Multiple court types can be selected.

This screenshot is identical to the previous one, but the 'Common Pleas Court Type' section is highlighted with a red box. This section contains four checkboxes: 'Probate', 'Juvenile', 'Domestic Relations', and 'General', all of which are currently unchecked. The 'Status' dropdown remains set to 'Full Time'.

7. Click **Save** to submit the request.
8. Click **Close** to close the window without saving changes.

9. The request displays 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.

Magistrate Registration			
Annual Registration filed on 10/9/2025			
Court	Start Date	End Date	+ Add
Hancock County Court of Common Pleas, General and Domestic Relations Division	10/9/2025	Pending Admin Judge Confirmation	 Edit

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			
Annual Registration filed on 10/9/2025			
Court	Start Date	End Date	+ Add
Hancock County Court of Common Pleas, General and Domestic Relations Division	10/9/2025	Pending Admin Judge Confirmation	 Edit

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

Edit Court Record
 If you need to edit the court or start date, you must contact the Registration and Continuing Legal Education (CLE) Section at 614-387-9320 (option 1), or attyreg@sc.ohio.gov Court: Hancock County Court of Common Pleas, General and Domestic Relations Division Start: 10/9/2025 End Date mm/dd/yyyy  Status Full Time  Common Pleas Court Type ☐ Probate ☐ Juvenile ☒ Domestic Relations ☐ General Close  Save

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

Edit Court Record

i

If you need to edit the court or start date, you must contact the Registration and Continuing Legal Education (CLE) Section at **614-387-9320** (option 1), or attyreg@sc.ohio.gov

Court: Hancock County Court of Common Pleas, General and Domestic Relations Division
Start: 10/9/2025

End Date
mm/dd/yyyy

Status
Full Time

Common Pleas Court Type

☐ Probate
☐ Juvenile
☒ Domestic Relations
☐ General

Close Save

4. Click **Save** to save any changes.
5. Click **Close** 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.

Magistrate Registration

Annual Registration filed on 10/9/2025

Court	Start Date	End Date	
Hancock County Court of Common Pleas, General and Domestic Relations Division	10/9/2025	Pending Admin Judge Confirmation	+ Add Edit

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

Edit Court Record

i

If you need to edit the court or start date, you must contact the Registration and Continuing Legal Education (CLE) Section at **614-387-9320** (option 1), or attyreg@sc.ohio.gov

Court: Hancock County Court of Common Pleas, General and Domestic Relations Division
Start: 10/9/2025

End Date
mm/dd/yyyy

Status
Full Time

Common Pleas Court Type

☐ Probate
☐ Juvenile
☒ Domestic Relations
☐ General

Close Save

3. Click **Save** to close Magistrate's term or **Close** 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.

Acting Judge Registration

Court	Start Date	End Date	+ Add
You have not previously registered as an acting judge.			

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

Edit Court Record

Court Selection

County
Choose County

Start Date
10/09/2025

Close Save

3. Choose Court from the drop-down list.

Edit Court Record

Court Selection

County
Seneca

Court

Choose Court

Start Date

10/09/2025

Close

Save

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

Edit Court Record

Court Selection

County
Seneca

Court

Seneca County Court of Common Pleas, Probate and Juvenile Division

Start Date

10/09/2025

Close

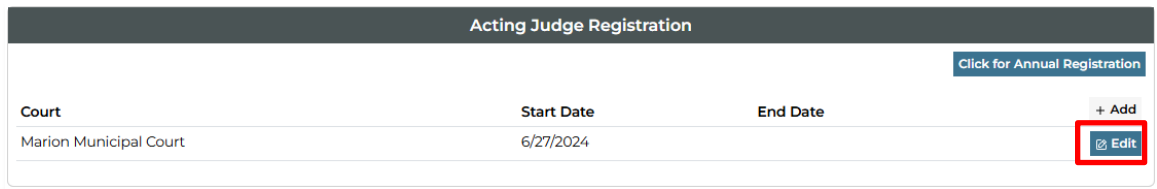
Save

- Click **Save** to add the Court Record or **Close** to close the screen without saving any changes.
- The Court will be added to the list of courts.

Acting Judge Registration			
Annual Registration filed on 10/9/2025			
Court	Start Date	End Date	+ Add
Seneca County Court of Common Pleas, Probate and Juvenile Division	10/9/2025		Edit

7. Edit / Close an Acting Judge's Term

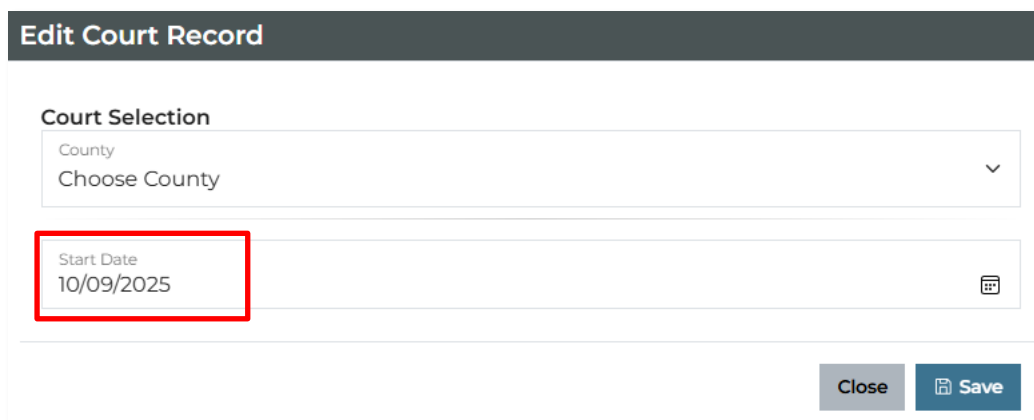
1. Click the **Edit** button for the acting judge term to be closed.



The screenshot shows a table titled "Acting Judge Registration". It has three columns: "Court", "Start Date", and "End Date". The first row contains "Marion Municipal Court" and "6/27/2024". To the right of the table is a "+ Add" button and an "Edit" button with a pencil icon, which is highlighted with a red box. Above the table is a "Click for Annual Registration" link.

Court	Start Date	End Date
Marion Municipal Court	6/27/2024	

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



The screenshot shows the "Edit Court Record" form. It has a "Court Selection" dropdown menu with "County" and "Choose County" options. Below it is a "Start Date" field with the date "10/09/2025" entered, which is highlighted with a red box. At the bottom right are "Close" and "Save" buttons.

Edit Court Record

Court Selection

County
Choose County

Start Date
10/09/2025

Close Save

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