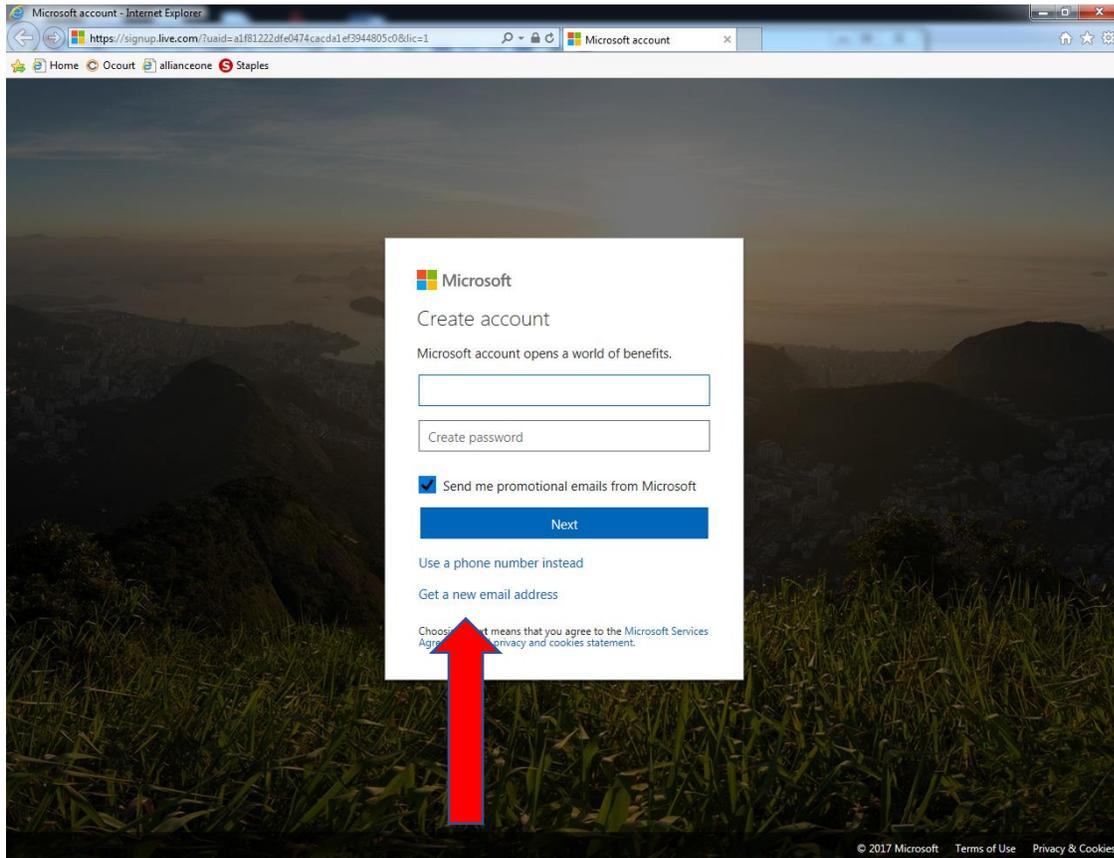


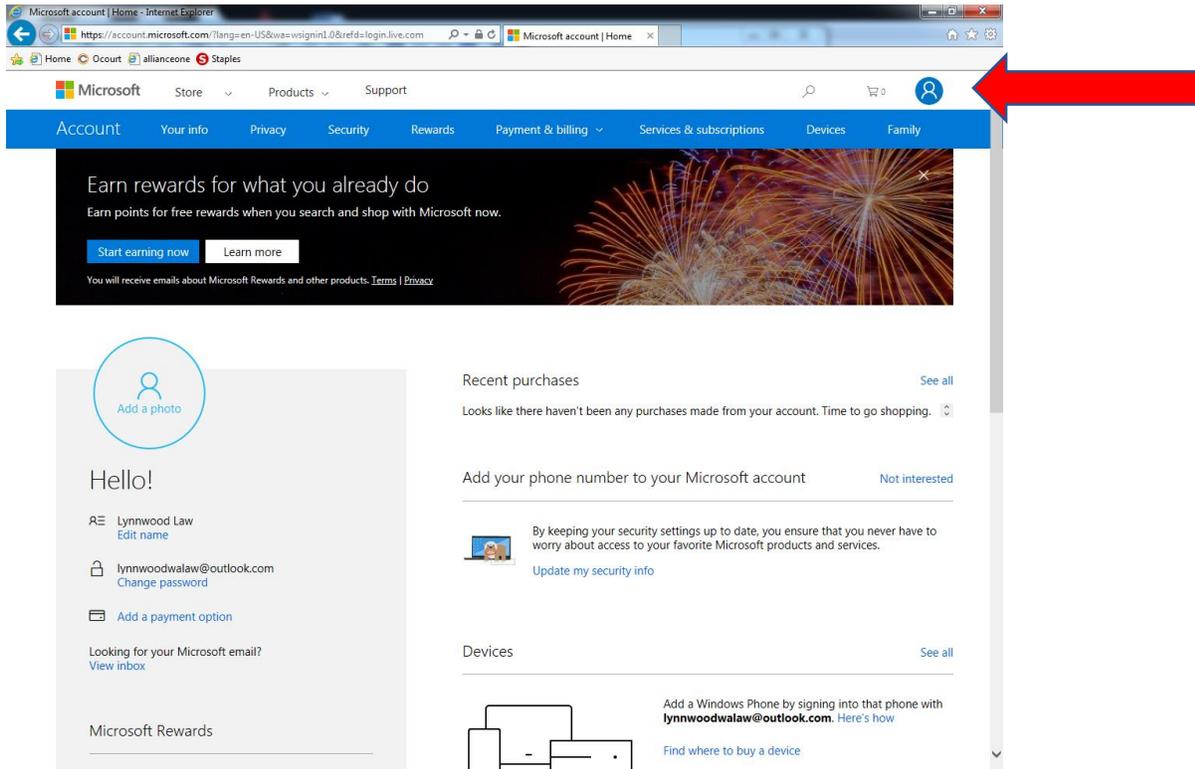
Creating an Account for Ocourt if you do not have a Microsoft Outlook or other Microsoft e-mail account

1. Go to <https://signup.live.com/>
2. Click “Get a new email address” at the bottom of the action box

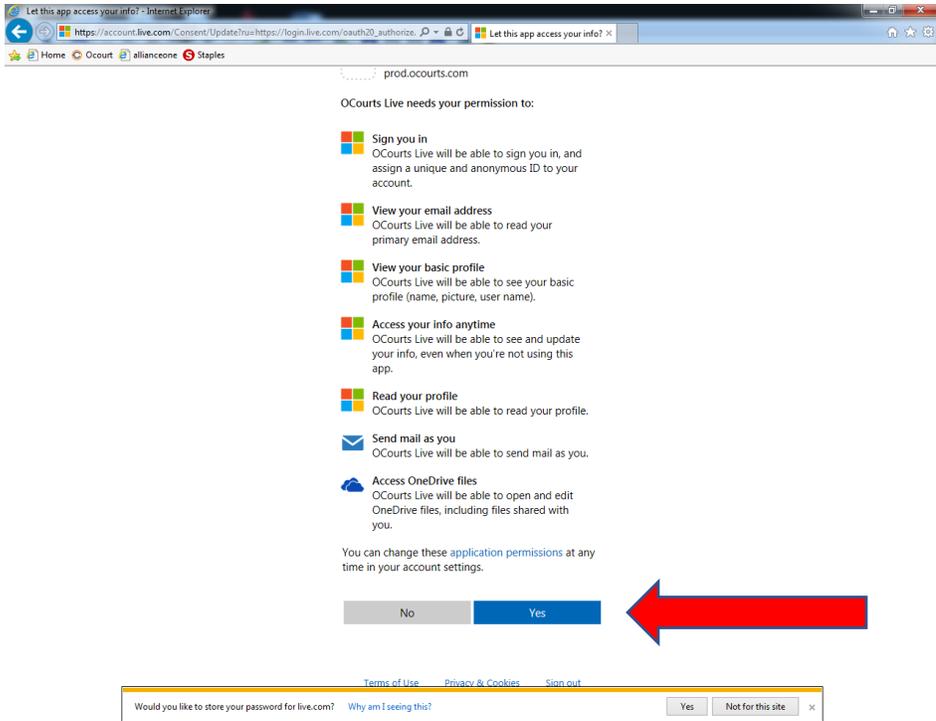


3. Fill in the name you want for your Ocourt e-mail address in front of the @outlook.com (ex: lynnwoodwalaw@outlook.com) and a password which requires at least 8 characters and at least two of the following: uppercase letters, lowercase letters, numbers, and symbols.
4. It will forward you to an add details screen where you need to add your first and last name (this can be your law firm name if you like, ex. *Lynnwood* for first name and *Law* for last name) then enter your country and birthdate (the birthdate does not need to be your actual birthdate).
5. It will then forward you to add security info. Here you will need to enter a valid cell phone number for a text verification to be sent.

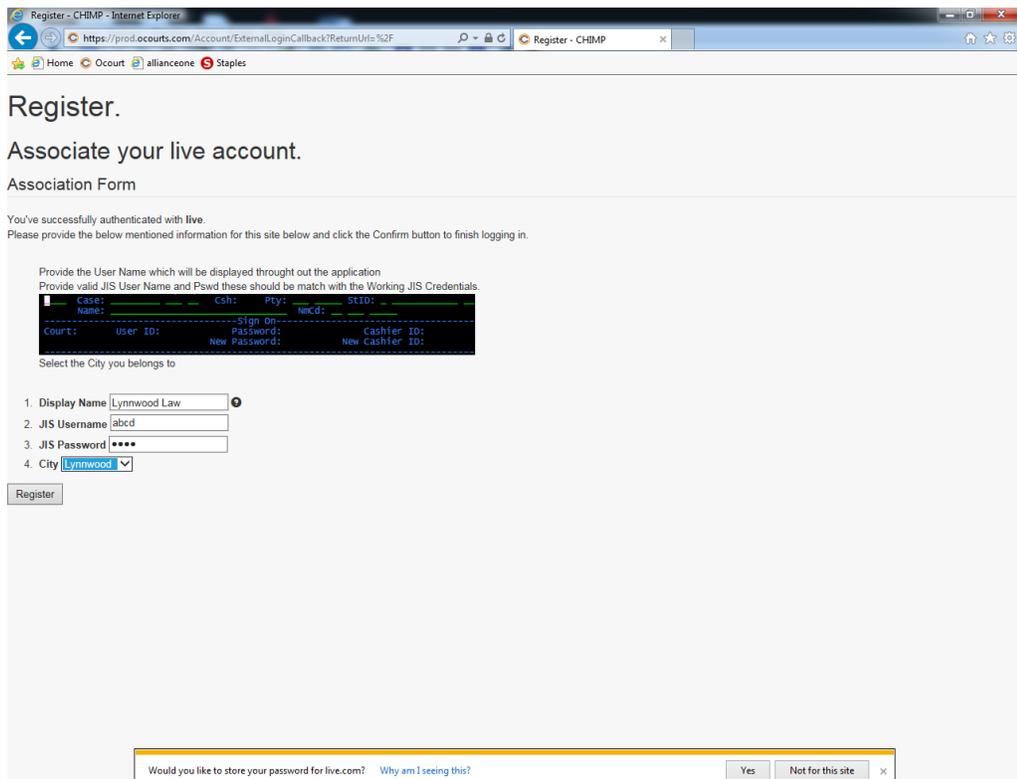
6. Once you receive the access code on your phone, enter it under the access code box and press next.
7. You will be directed to the Microsoft account home page, similar to the one below. On the top right-hand corner where it has a blue avatar click Sign out.



8. Next go to <https://cloud.ocourts.com> and on the top right hand corner click the yellow sign in button. Use your outlook account you just set up for the e-mail (ex. Lynnwoodwalaw@outlook.com) then tab down and it will ask you to enter the password you created for the outlook account then click sign in.
9. It will direct you to a page that asks “Let his app access your info”. Click yes (note, the only information if can access is information you just entered for your new outlook account-nothing from your other e-mail accounts as your Ocourt account is only linked to the new e-mail account you just set up). See below:



10. You will be directed to the Ocourt register page. Enter your Display Name (this is the name that will appear on your Ocourt account and on documents you sign in Ocourt). For JIS username and password you can enter abcd for both. Change the City to Lynnwood and click register. See below:



11. You will be directed to the Welcome to Ocourt page. On the left-hand side click your user name and then profile. See below:

Home Page - Ocourt - Internet Explorer
https://prod.ocourts.com/Home/Index

Home Page - OCourt

Home Ocourt allianceone Staples

Courts
Lynnwood

Case Number

About

Lynnwood Law

Profile Notification

Logout

Welcome to OCourt

About OCourt

OCourt has been created to help courts manage their calendars independently of the JIS environment. However, OCourt keeps all hearings and cases organized within JIS. The 2 environments are kept in-sync.

New Users:

- Getting Started
Start by [filling out your profile](#). You need to do this before your account can be fully activated.
- And then...
You will need to be approved by a court administrator and set up your profile before you may begin.

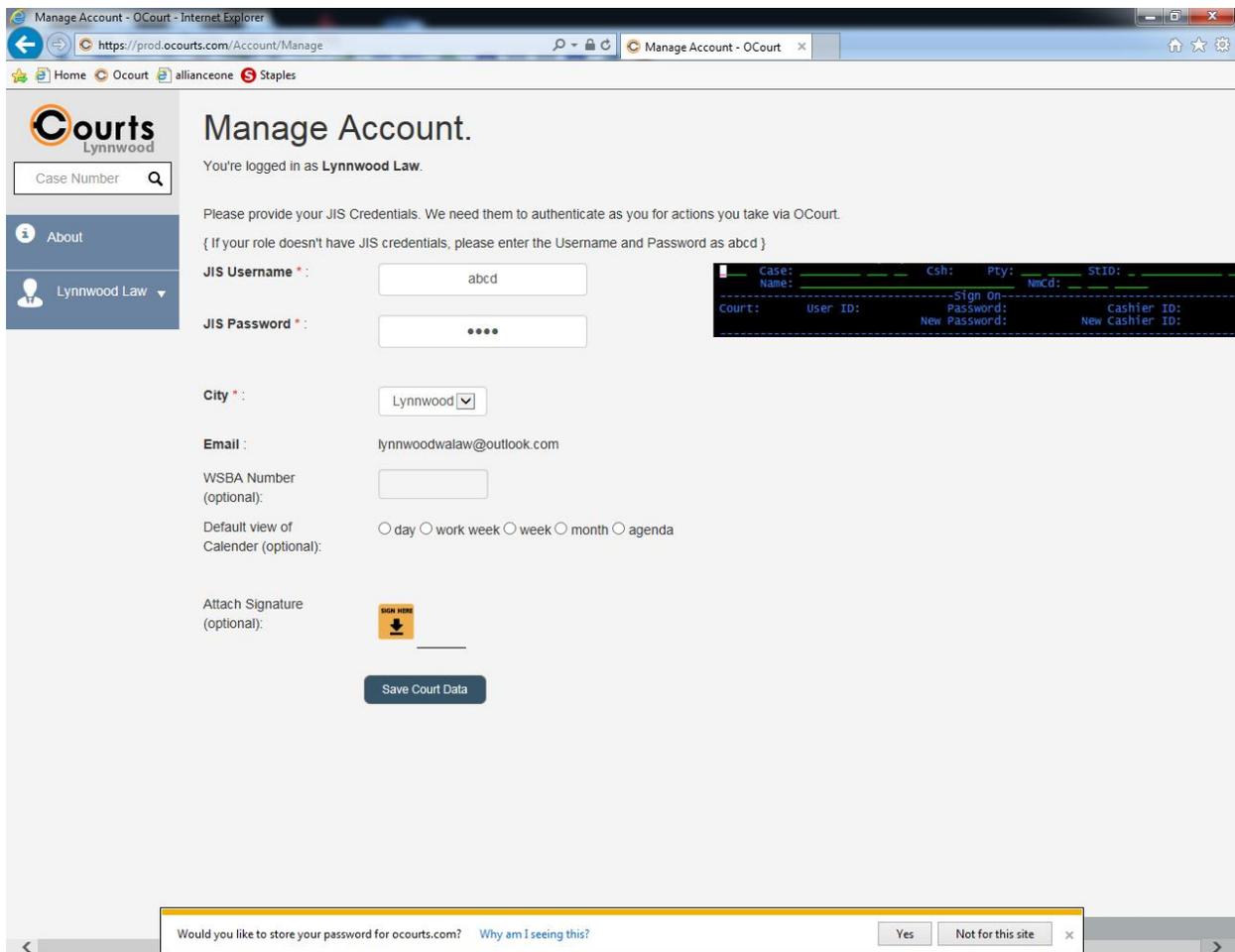
Help Topics

- While working on the application, Help Topics are provided for an easy understanding and guidance for the end user to work with the application.
- Each tab is represented as an individual help topic, which upon clicking will guide the user to work on that tab.
- If the user is stuck in any phase of the application, he/she can refer to the related help topics to work on that phase.

[» Help Topics](#)

Would you like to store your password for ocourts.com? [Why am I seeing this?](#)

12. You will be directed to the manage account page. Your username and password for JIS should have transferred both as abcd and the city should still be set to Lynnwood, if it is not, correct it. You may enter your bar number and save a signature if you would like those attached to your profile. Click save court data (see below). At this point you need your account activated by Lynnwood Municipal Court. Please contact either the Operations Supervisor, Lisa Espedal at lespedal@lynnwoodwa.gov or at (425) 670-5108; or the Court Administrator, Paulette Revoir at prevoir@lynnwoodwa.gov or at (425) 670-5102 to complete the process.



13. Once your account is activated by the court staff your homepage should look similarly to the one below. You may access your cases either by clicking on the calendar your case is scheduled to or by entering your case number on the top right-hand corner case number search bar (see below). If you have any questions or concerns please phone the court at (425) 670-5100



Court Schedule



Case Number

Today Monday, October 23, 2017 - Friday, October 27, 2017 Day **Work Week** Week Month Agenda

	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27
all day					
7:00 AM					
8:00 AM	JAIL - 22 (12) SEM - Courtroom 1	JAIL - 20 (9) SEM - Courtroom 1	JAIL - 11 (7) SEM - Courtroom 1	JAIL - 5 (3) VSB - Courtroom 1	JAIL - 2 (2) BYZ - Courtroom 1
9:00 AM	IC SCORE - 1 (1) SEM - Courtroom 1	IC SCORE - 5 (2) SEM - Courtroom 1	JTR - 0 (0) SEM - Courtroom 1	IC SCORE - 4 (3) VSB - Courtroom 1	IC SCORE - 0 (0) BYZ - Courtroom 1
10:00 AM	REV - 51 (38) SEM - Courtroom 1	PTR - 10 (9) SEM - Courtroom 1		Crim Int - 24 (18) VSB - Courtroom 1	
11:00 AM					
12:00 PM					
1:00 PM	ARR - 55 (29) SEM - Courtroom 1	PTR - 71 (50) SEM - Courtroom 1		MOT - 27 (23) VSB - Courtroom 1	
2:00 PM					
3:00 PM					
4:00 PM	Off Record - 4 (4) classical review	Off Record - 0 (0) classical review	Off Record - 3 (2) classical review	Off Record - 0 (0) classical review	Off Record - 4 (3) classical review

Show full day