OCourt Procedures
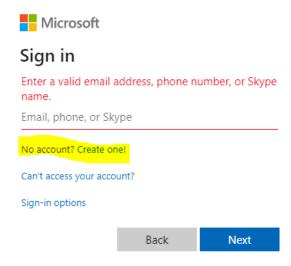
LOGIN TO OCOURT

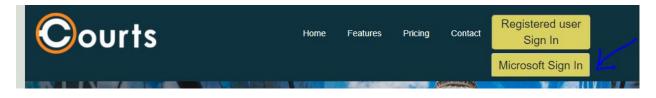You will need a Microsoft live account.

Website:

https://cloud.ocourts.com

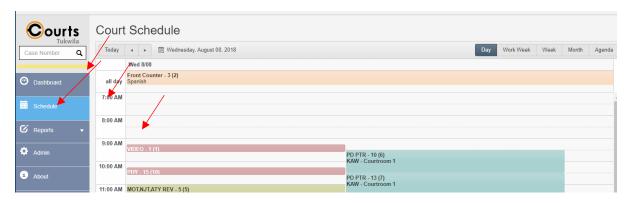Click on No account? Create one!

Once you create an account notify the Court Administrator or In-Court Clerk to activate your account.

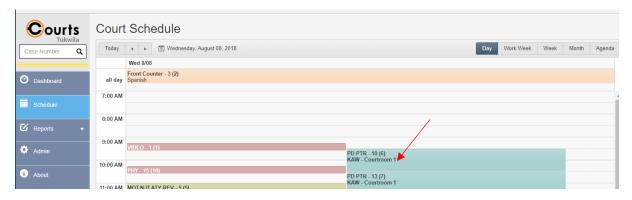Login with your e-mail under Microsoft sign in.

ADD COURT FORMS

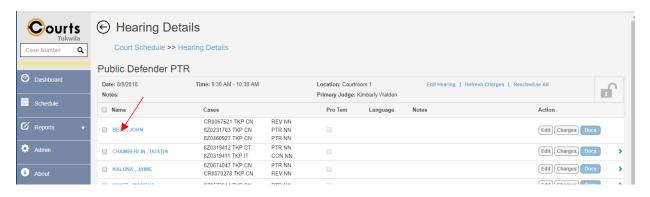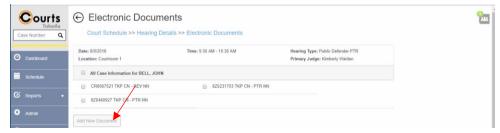Click on Schedule.

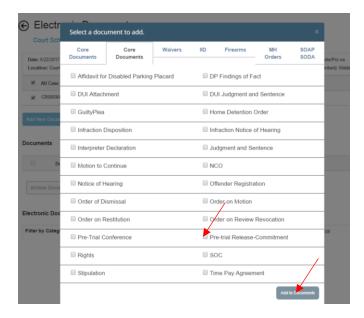Click the box of the time the defendant you are adding a form is currently scheduled.
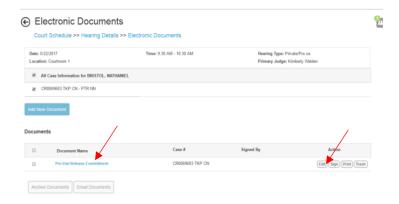

Click on the defendant's name.

Click on add Documents.
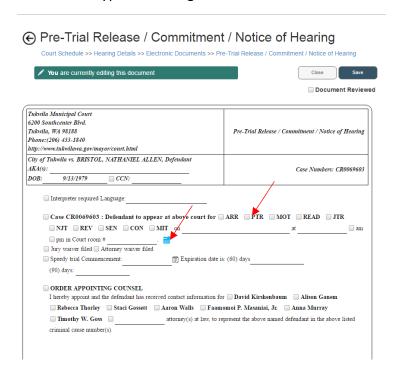

Click on the document you need. Then press add document.
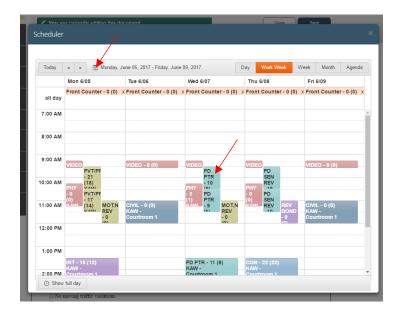

Click on edit OR the document.

The document is now available to edit.

ADD A COURT DATE
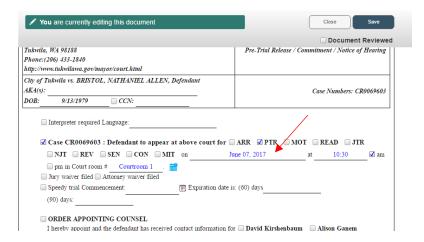
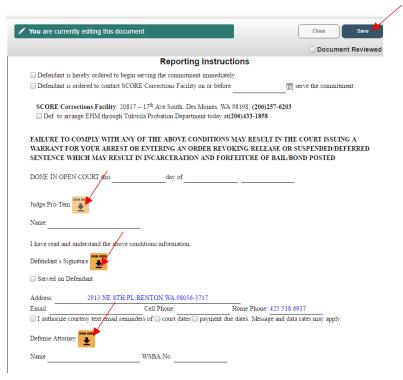Click on the type of hearing. Then click on the calendar button.

Choose a future court date.
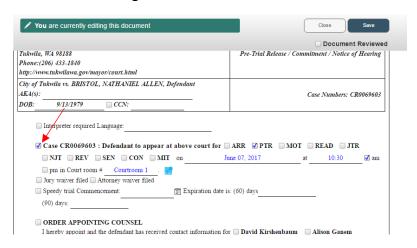
The court date will autofill.

The parties can now sign. After signature, press save. Once saved is pressed another party can edit the form. Only one person can be in the form at time. Once the Judge has signed no one else can edit the form.

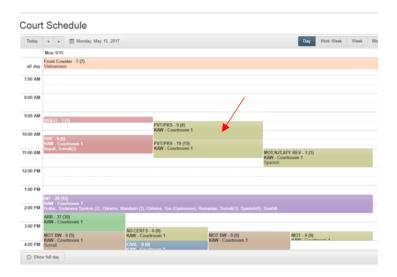# CHANGE A COURT DATE ONCE A COURT DATE IS SELECTED

Unmark the leading check box.

Then add the court date again.

REMOVE A FORM ADDED IN ERROR

Click on the time the defendant is scheduled from the court schedule.

Click on the defendant's name.

Click on the check mark before the document then press trash.