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

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- 1. Go to <u>https://signup.live.com/</u>
- 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.

account Home - Internet Explorer			_	والمعالي المعالية	
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- Next go to <u>https://cloud.ocourts.com</u> 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. <u>Lynnwoodwalaw@outlook.com</u>) 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:

Let this app access your ir	nfo? - Internet Explorer		_ 0 <mark>_ x</mark>
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		prod.ocourts.com	
		OCourts Live needs your permission to:	
		Sign you in Occurts live will be able to sign you in, and assign a unique and anonymous ID to your account.	
		View your email address OCourts Live will be able to read your primary email address.	
		View your basic profile OCourts Live will be able to see your basic profile (name, picture, user name).	
		Access your info anytime OCourts Live will be able to see and update your info, even when you're not using this app.	
		Read your profile OCourts Live will be able to read your profile.	
		Send mail as you OCourts Live will be able to send mail as you.	
		Access OneDrive files Occurts Live will be able to open and edit OneDrive files, including files shared with you.	
		You can change these application permissions at any time in your account settings.	
		No Yes	I
		Terms of Use Privacy & Cookies Sion out	
	Would you like to store your password for live.com?	Why am I seeing this? Yes Not for this site ×	

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:

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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:



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.

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Case Number Q						
6	Please provide your JIS	Credentials. We need them to auth	nenticate as you for actions you take via OC	ourt.		
About	{ If your role doesn't have	e JIS credentials, please enter the	Username and Password as abcd }			
Lynnwood Law	JIS Username * :	abcd	Case:	ser ID:	sh: Pty:	StID:
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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

	Today	Monday (October 23, 2017 - Eriday, October	27 2017	Day Work V	Veek Week Month
Case Number Q	loady	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Eri 10/27
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Oashboard	7:00 AM					
Schedule	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
🖸 Reports 🗸	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
🌣 Admin	10:00 AM	REV - 51 (38) SEM - Courtroom 1	PTR - 10 (9) SEM - Courtroom 1		Crim Int - 24 (18) VSB - Courtroom 1	
i About	11:00 AM					
Rhiannon • ONeill	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)	Off Record - 0 (0)	Off Record - 3 (2)	Off Record - 0 (0)	Off Record - 4 (3)