



COURT OF COMMON PLEAS OF UNION COUNTY, OHIO
GENERAL, DOMESTIC RELATIONS, PROBATE AND JUVENILE DIVISIONS

Attorney eUser Registration Instructions

Introduction

Please familiarize yourself with the [Joint Administrative Order](#), which is shared by all divisions of the Union County Court of Common Pleas: General (including Criminal and Civil matters), Domestic Relations, Probate and Juvenile Divisions. Each division's Local Rules, particularly with regard to document formatting, will also apply.

The records of the General and Domestic Relations Divisions are held by the Union County Clerk of Court. The records of the Probate and Juvenile Divisions are held by the Judge and Ex Officio Clerk of those divisions.

To utilize the [eFiling Portal](#) and to access the online docket of cases, **registration is required**. Registered attorneys will only see the cases for which they are attorneys of record.

After **October 1, 2023**, attorneys will not be permitted to initiate cases or file pleadings conventionally (e.g., on paper, over the counter in Clerks' offices, via facsimile, email or by U.S. Mail), subject to some exceptions.

Attorney Pre-Registration

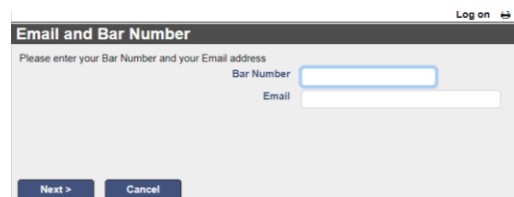
Attorneys who have not previously entered an appearance before any division of the Union County Common Pleas Court must call the appropriate Clerk's office to pre-register during normal Court business hours (Monday through Friday, 8:30 a.m. to 4:00 p.m.).

Clerk of Courts (General & Domestic Relations Division): (937) 645-3006 Ext. 3144 or 3140
Probate Division Clerk's Office: (937) 645-3029 Ext. 3405
Juvenile Division Clerk's Office: (937) 645-3029 Ext. 3411

Registered eUsers may file in any division with the same username and password.

Attorney Registration

1. Choose the [Attorney eUser Registration](#) link on the left side of the [Public Record Search Portal](#).
2. Enter your Ohio Attorney Registration Number in the **Bar Number** field. Include leading zeroes in the number, such that the entire number will be **nine (9) digits** (e.g., 000002345).
3. Enter the email address to which your ECF notifications should be directed.





4. Click **Next**>. If you receive an error message, call the appropriate clerk's office for assistance.
5. The **Profile Information** window will appear. Fields with a **Red* description** are required.
6. Create a **Secure Password** with these requirements:
 - a. at least six (6) characters in length;
 - b. include both alphabetic and numeric characters; and
 - c. include at least one special character (e.g., !@#\$%^&*).
7. Click **Finish**. A new screen will pop up with the heading **Registration Confirmation**.
8. You will receive a verification email with the terms and conditions of use, as well as a [CLICK HERE](#) verification link. *You must click that link to activate your account.*
9. The **Email Confirmed** window will open in your browser.

Home eFile

Profile Information

Please complete the following items.

User Detail

Personal Information

Password *

Confirm Password *

Firm Name

Prefix

First Name *

Last Name *

Middle Name

Suffix

Address *

City *

State * Choose One

Zip *

Phone *

Date of Birth

< Previous Cancel Finish

