

# 19<sup>th</sup> Judicial Circuit Court

## eCourt will launch on October 16, 2023!



### How do I register for access to the eCourt Portal?

Registration is easy! Registration forms can be found at this link:

<https://rb.gy/j5fp1>

### Once I complete the registration form, how do I login to the eCourt Portal for the first time as a new user?

You will receive an email from the Site Administrator (noreply@ecourt.com). Use the one-time login link located at the bottom of the email to log into the eCourt Portal for the first time and change your password. If you do not receive the Site Administrator email within a few minutes, please be sure to check your junk folder in case it was redirected.

### How will attorneys submit a proposed order through the eCourt Portal?

Please be advised that you must be registered and have an eCourt Portal account to submit a proposed order. Only proposed orders will be submitted via the eCourt Portal. (All other civil filings will continue to be eFiled through eFileIL.)

Attorneys will access the "Documents Filed" tab on the case and select the "Add Proposed Order" button. A list of document descriptions will appear in the drop-down menu. Select the description of the proposed order you are uploading. Follow the prompts and upload the proposed order in Word or .pdf format.

Note: You will receive an email only if your proposed order is being returned as "not accepted" by the judge. Check the eCourt Portal for a signed copy of the order.

This will replace the email process that civil practitioners used previously to submit proposed orders.

### Informational Video on eCourt:

For attorneys, training was conducted and recorded on September 6 at the courthouse. Access the recording through the link below. <https://www.youtube.com/watch?v=OWZau4lg6Mo&t=1s>



The training link can also be found on the LCBA website (link at the top) at <https://www.lakebar.org/page/19thJCAO>

For more information, please scan the QR code. Note: this will download a PDF to your device