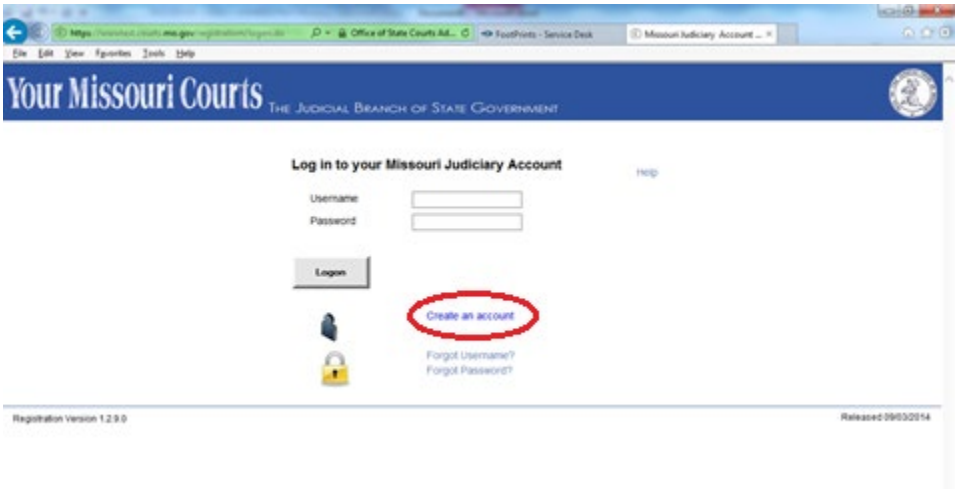
Procedure for Group Users Registration

1. If you already have a secure Case.net account, skip to step 16.
2. Go to http://www.courts.mo.gov/registration to create your Missouri Judiciary Account.
3. Click "**Create an account**."



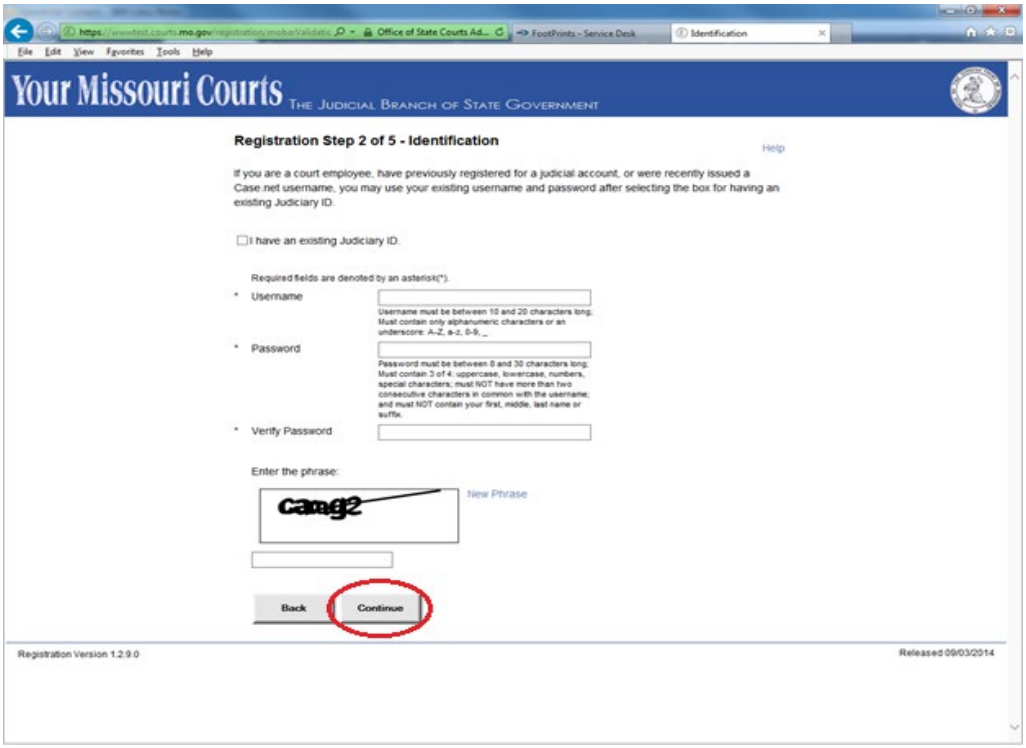
4. Put a check mark in the box "**I do not have a MOBAR number.**"



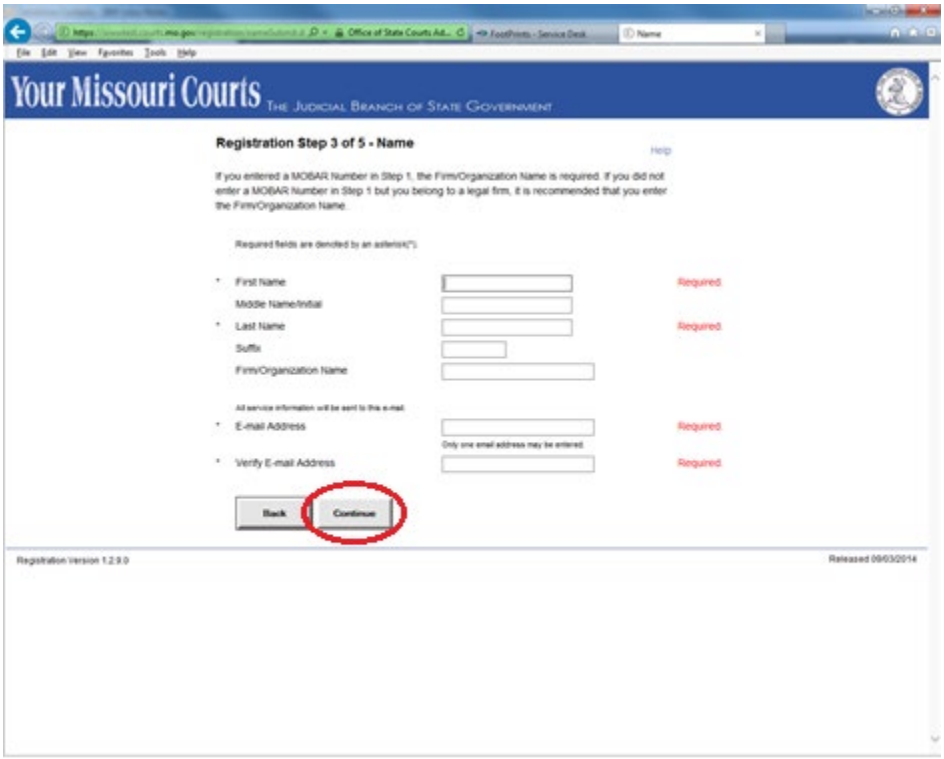
5. Click “**Continue**.”



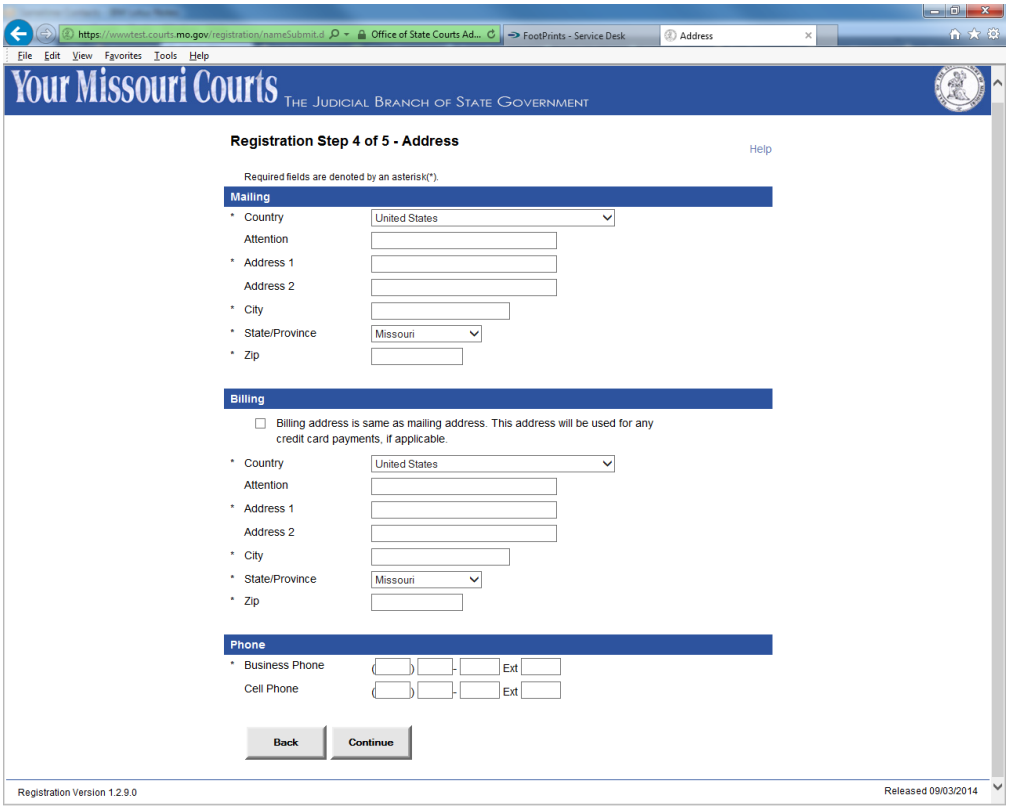
6. Create a user name and password.
7. Enter the phrase that shows in the box and click “**Continue**.”



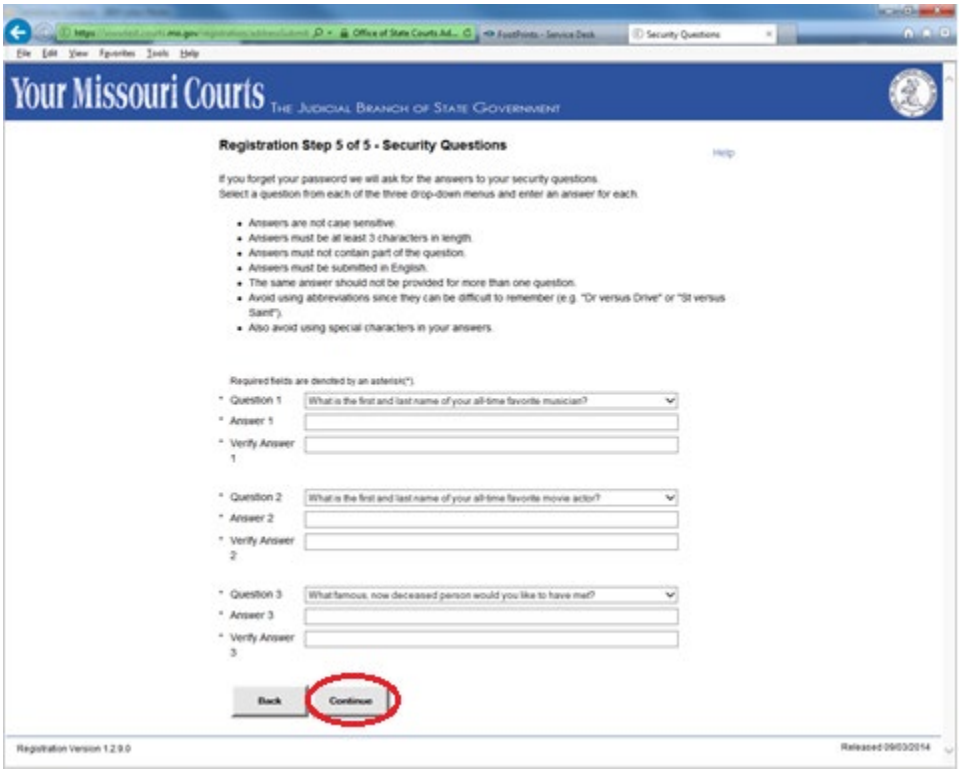
8. Enter your first name, last name and e-mail address.
9. Click “**Continue**.”



10. Enter your mailing address, billing address and phone number.
11. Click “**Continue**.”



12. Enter answers to the three security questions and click “**Continue**.”



13. You will be directed to the “**eFiling Registration – Additional Steps Required**” screen.
14. Click “**Continue**.”
15. You will be directed to the log on screen (do not log on).
16. Go to the e-mail you received from your group administrator and click the URL provided.



17. You will be directed to the log on screen. Enter your username and password (this can be your secure Case.net username and password).
18. Click “Logon.”

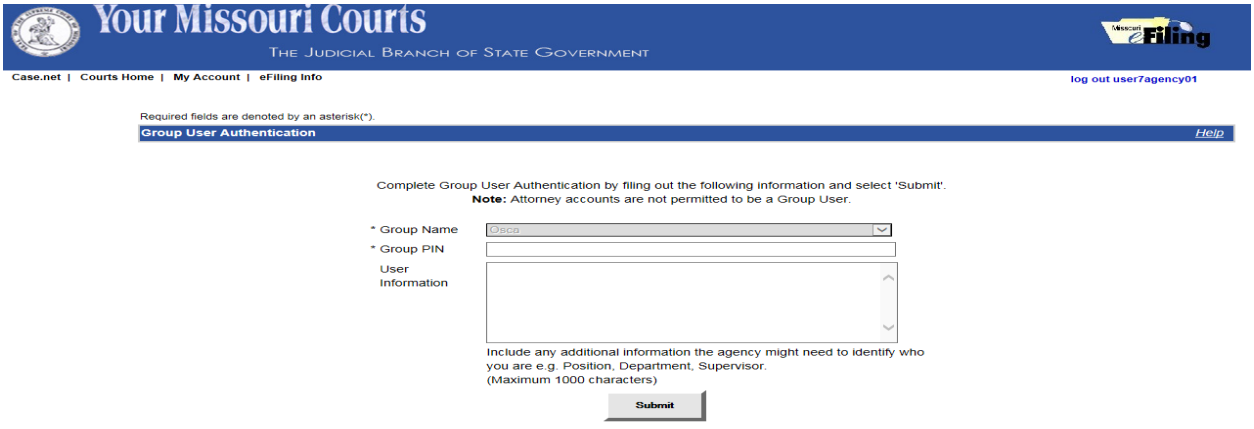


19. You will be directed to the Group User Authentication screen. Your “Group Name” should be populated. If the Group Name is not populated, use the dropdown menu to find your Group Name.

20. Enter the Pin that was provided to you by your group administrator.

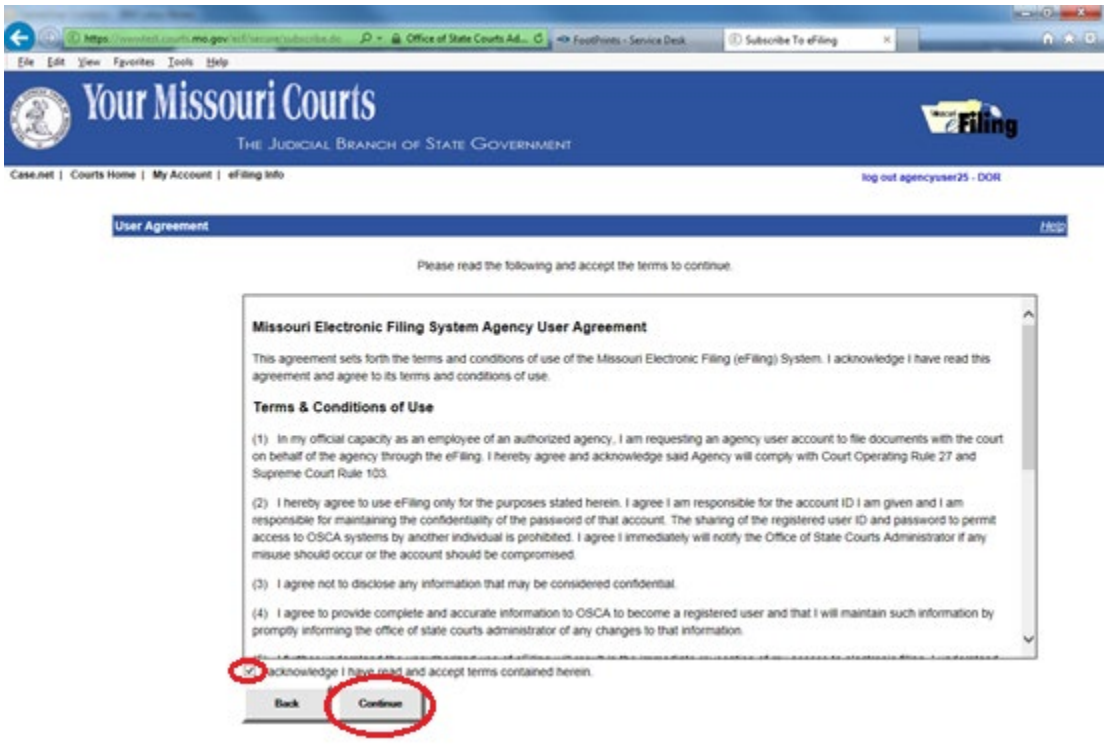
21. Enter User Information: this will be any additional information your group administrator might need to identify you (e.g. position, department and supervisor).

22. Click “Submit.”



You will be directed to the user agreement screen.

23. Read the agreement, check the "***I acknowledge***" box and click "**Continue**."



24. You have completed registration and group authentication. You will be directed to your "eFiling Menu."



25. For easy access to eFiling save the following link: https://www.courts.mo.gov/ecf/

My Preferences will allow you to set defaults for eFiling. You also can remove your association to your current group from this screen.
Note: Your group administrator will automatically be carbon copied on any e-mails sent to you by the courts.

