

Procedure for Group Users

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.”**

Log in to your Missouri Judiciary Account [Help](#)

Username:

Password:

[Create an Account](#)

[Forgot Username?](#)

[Forgot Password?](#)

Registration Version 1.2.3.0 Released 09/03/2014

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

Your Missouri Judiciary Account gives you access to the judicial services available. If you already have a Missouri Judiciary Account, you can [sign in here](#).

This is a multi-step process. First you register by creating a Missouri Judiciary Account if you do not have one. You will be asked to register by entering ID information, name, address and security questions. The second step will be subscribing to a Missouri Judiciary service. Certain services require a subscription and a payment process. You will receive a confirmation of your registration that you may print as well as an e-mail notification. Once you have registered, subscribed and paid (if applicable) you will be able to log in.

Registration Step 1 of 5 - MOBAR Validation [Help](#)

The following screens will help you create a Missouri Judiciary Account that is a requirement to log in to judicial services such as eFiling and Supreme Court Publications. Please enter your MOBAR number and PIN and select Continue to proceed through these steps. If you do not have a MOBAR number then select the appropriate option and select Continue.

I do not have a MOBAR number.

MOBAR number:

MOBAR Pin as of 06/03/2014:

2000 MISSOURI STATE JUDICIAL BAR CARD
20000000000000000000
Bar Card
Issued 1/06/2001

Bar Number: PIN Number:

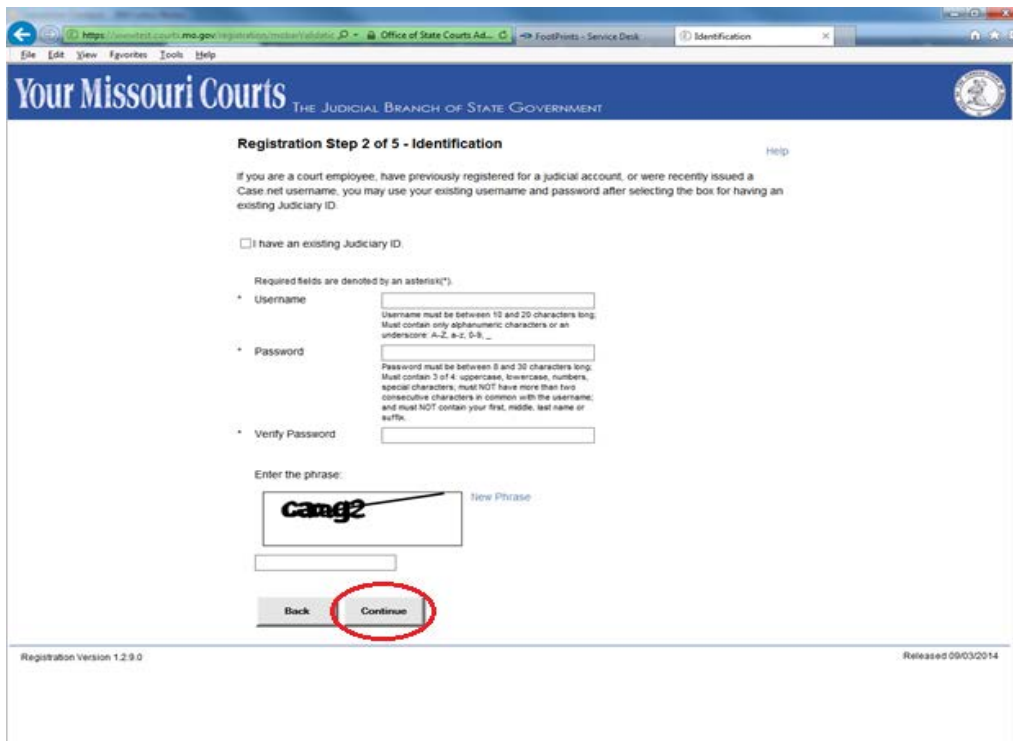
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5. Click "Continue."



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.”**

Registration Step 3 of 5 - Name [Help](#)

If you entered a MOBAR number in Step 1, the Firm/Organization Name is required. If you did not enter a MOBAR number in Step 1 but you belong to a legal firm, it is recommended that you enter the Firm/Organization Name.

Required fields are denoted by an asterisk(*)

* First Name Required

Middle Name/Initial

* Last Name Required

Suffix

Firm/Organization Name

All service information will be sent to this e-mail:

* E-mail Address Required

Only one email address may be entered.

* Verify E-mail Address Required

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

Registration Step 4 of 5 - Address [Help](#)

Required fields are denoted by an asterisk(*)

Mailing

* Country

Attention

* Address 1

Address 2

* City

* State/Province

* Zip

Billing address is same as mailing address. This address will be used for any credit card payments, if applicable.

Billing

* Country

Attention

* Address 1

Address 2

* City

* State/Province

* Zip

Phone

* Business Phone Ext

Cell Phone Ext

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

Your Missouri Courts THE JUDICIAL BRANCH OF STATE GOVERNMENT

Registration Step 5 of 5 - Security Questions

If you forget your password we will ask for the answers to your security questions. Select a question from each of the three drop-down menus and enter an answer for each.

- Answers are not case sensitive.
- Answers must be at least 3 characters in length.
- Answers must not contain part of the question.
- Answers must be submitted in English.
- The same answer should not be provided for more than one question.
- Avoid using abbreviations since they can be difficult to remember (e.g. "Dr versus Drive" or "St versus Saint").
- Also avoid using special characters in your answers.

Required fields are denoted by an asterisk(*)

* Question 1: What is the first and last name of your all-time favorite musician?
* Answer 1:
* Verify Answer 1:

* Question 2: What is the first and last name of your all-time favorite movie actor?
* Answer 2:
* Verify Answer 2:

* Question 3: What famous, now deceased person would you like to have met?
* Answer 3:
* Verify Answer 3:

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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.

Your Missouri Courts THE JUDICIAL BRANCH OF STATE GOVERNMENT

Log in to your Missouri Judiciary Account

Username:
Password:

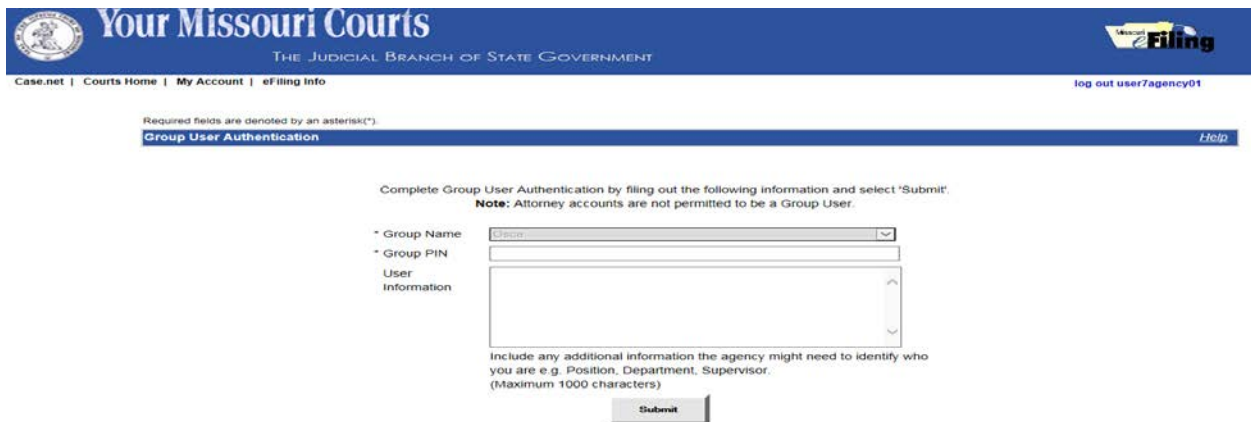
[Create an account](#)
[Forgot Username?](#)
[Forgot Password?](#)

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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."

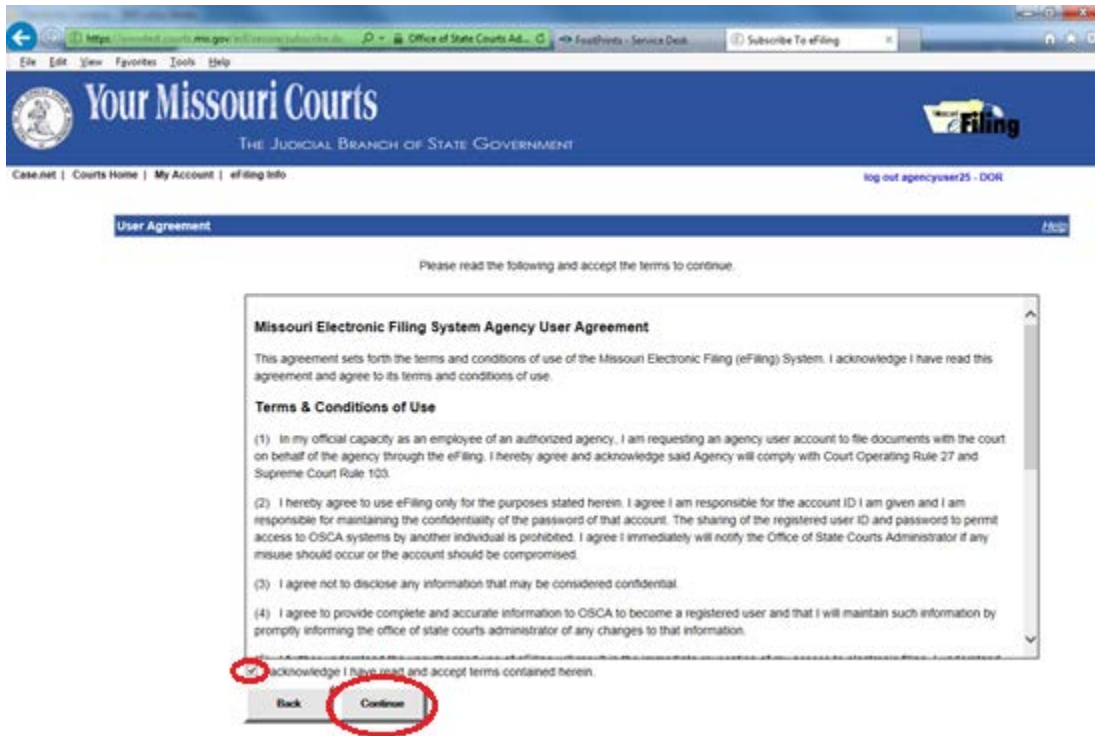


19. You will be directed to the Group User Authentication screen. Your "Group Name" should be populated. If the Group Name is not populated, use the drop down menu to find your Group Name.
20. Enter the Pin that was provided to you by your group administrator.
21. Enter User Information: this will be any additional information your group administrator might need to identify you (e.g. position, department and supervisor).
22. Click "Submit."



23. You will be directed to the user agreement screen.

24. Read the agreement, check the “**I acknowledge**” box and click “**Continue**.”



25. You have completed registration and group authentication. You will be directed to your “eFiling Menu.”



26. 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.

My Preferences

Case [Help](#)

Selecting any of the options below will default these settings when entering case information.

Court Location

Adair County - Circuit Court
Adair County - Juvenile Office
Anderson Municipal Court
Andrew County - Circuit Court
Andrew County - Juvenile Office

Court Locations	(remove all)
Franklin County - Circuit Court	(remove)

Case Category

Payments [Help](#)

NOTE: Payment Information not required for Government Groups.

Selecting any of the options below will default these settings when entering payment information.

Court Debit Account

Court Location

Court Debit Account No

Court Locations	Court Debit Account
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Credit Card

Cardholder Name

Card Type

Electronic Check

Bank Routing Number

Account Type

Check Type

Group Association [Help](#)

The box below lists any group you are associated with. Selecting "remove" will remove your association with that group.

Group Requests	Status	
govagency01	ACTIVE	(remove)

E-mail Notifications [Help](#)

All e-mail addresses added below will receive notifications regarding electronic filings sent to the court and updates made by the court.

Notification E-mail

Notification E-mails

My Drafts

Notification of auto delete - If this box is checked, you will receive electronic notification when any filings have been in "Draft" status for 23 days. Uncheck this box to stop receiving these notifications.

Courtesy eNotice (from courts that have not implemented eFiling)

If this box is checked, you will receive courtesy eNotices from courts that have not implemented eFiling. Uncheck this box to stop receiving courtesy eNotices from courts that have not implemented eFiling.