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."

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

	I COURTS THE JUDICIAL BRANCH OF STATE GOVERNMENT YOU MISCUT Address Account gives you access to the judicies services available. If you aready have a	3	
	Mesouri Judicary Account, you can sign in here		
	This is a multi-trip process. First you regater by creating a Missouri Judiciary Account If you do not have one. You will be asked to regater by entering (0 indomation, name, address and bucurby questions. The second step will be subscripting to a Missouri Audiciary service. Certain services require a subscription and a payment process. You will becave a contraction of your regativation that you may print as well as an e-mail notification. Once you have regatered, subscribed and gaid (1) applicatively you will be also to jug in.		
	Registration Step 1 of 5 - MOBAR Validation		
	The following screens will help you create a Missouri Judiciary Account that is a regument to log in to judicial services such as a firing and Suprime Court Public Alons. Prease enter your MODAR number and Pre- and service Onthinue to proceed through these steps. If you do not have a MODAR number then select the appropriate option and select Continue.		
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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."

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		2 of 5 - Identification	Help	<u> </u>
		ee, have previously registered for a judicial account, or were may use your existing username and password after selecting		
	I have an existing Judi	ciary ID.		
	Required fields are deno	ted by an asteriak(*).		
	* Username	Username must be between 10 and 20 characters long. Must contain only alphanumeric characters or an		
	Password	undersomer A-2, a-2, C-8,		
	Venity Password			
	Enter the phrase:	New Phrase		
	Back	Continue		

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

	you entered a MOBAR Rumber in Step 1, in neur a MOBAR Rumber in Step 1 but you b le FinsOrganization Name Required Selds are denied by an asterias?"			
	First Name Middle Name/Initial		Required.	
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	Firm Organization Name			
	All service or formation and be sent to the e-mail.			
÷	E-mai Address		Aegured.	
	Verity E-mail Address	Only and email address may be entered.	Required	
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- Enter your mailing address, billing address and phone number.
 Click "Continue."

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	p 4 of 5 - Address		Help	
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12. Enter answers to the three security questions and click "Continue."

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Your Missouri Courts	THE JUDICIAL BRANCH OF STATE GOVERNMENT			2
	tion Step 5 of 5 - Security Questions	NO		
	your password we will ask for the answers to your security questions ison from each of the three drop-down menus and enter an answer to	each.		
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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.

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	Log in to your Missouri Judiciary Account Usemane Passeord	***	
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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."

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- 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."

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Case.net Courts Home My Account eFiling In	ifo		log out user7agency01
Required fields are denoted by a	n asterisk(*).		
Group User Authentication	n		Help
		p User Authentication by filing out the following information and select 'Submit'. Note: Attorney accounts are not permitted to be a Group User.	

- 23. You will be directed to the user agreement screen.
- 24. Read the agreement, check the "I acknowledge" box and click "Continue."

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User Agreement	
	Please read the following and accept the terms to continue.
	Missouri Electronic Filing System Agency User Agreement
	This agreement sets forth the terms and conditions of use of the Missouri Electronic Filing (eFiling) System. I acknowledge I have read this agreement and agree to its terms and conditions of use
	Terms & Conditions of Use
	(1) In my official capacity as an employee of an authorized agency, I am requesting an agency user account to file documents with the court on behalf of the agency through the eFiling. Thereby agree and acknowledge said Agency will comply with Court Operating Rule 27 and Supreme Court Rule 103.
	(2) I hereby agree to use eFiling only for the purposes stated herein. I agree I am responsible for the account ID I am given and I am responsible for maintaining the confidentiality of the password of that account. The sharing of the registered user ID and password to permit access to OSCA systems by another individual is prohetiked. I agree I immediately will notify the Office of State Counts Administrator II any misuse should occur or the account should be compromised.
	(3) 1 agree not to disclose any information that may be considered confidential.
	(4) I agree to provide complete and accurate information to OSCA to become a registered user and that I will maintain such information by promptly informing the office of state courts administrator of any changes to that information.

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

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Case.net Courts Home My Account	eFiling Info			log out user3agency2 - govagency01
	eFiling Menu		<u>Heip</u>	
	File New Case		File on an Existing Case	
	My Filings	and the second	My Drafts [8]	
	My Preferences		My Account	

26. For easy access to eFiling save the following link: <u>https://www.courts.mo.gov/ecf/</u>

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.

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eFiling Version 1.3.4.4

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