Oregon Appellate Courts eFiling Registration Process User Guide

The purpose of this User Guide is to provide step-by-step instructions for registering to use the eFiling system.

For procedural questions, contact:
Appellate Court Records Section
Telephone: 503-986-5555
E-mail: appellateOReCourt@ojd.state.or.us

For technical support, contact:
Enterprise Technology Services Division's Help Desk
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Chapter 1 Portal Registration

Portal Navigation

In order to eFile, you must first register as a user of the Oregon Judicial Department portal. Registering with the portal allows the eFile system to validate all users.

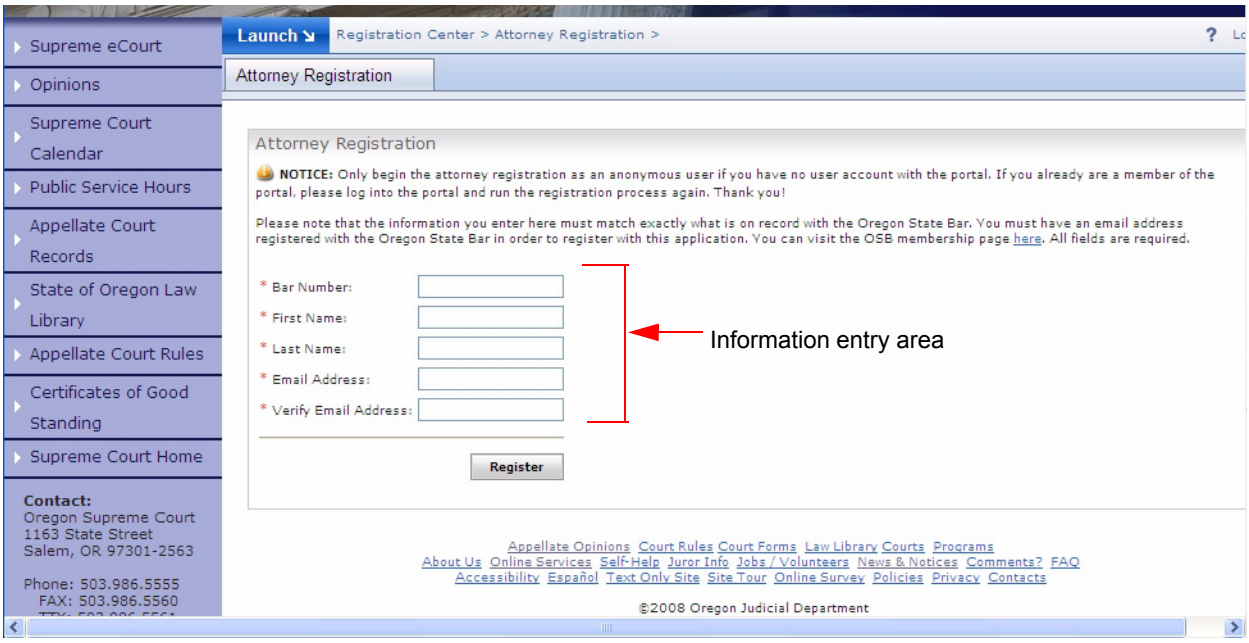
To reach the portal registration screen:

- Click the **Register Now** link on the Oregon Supreme Court eCourt or Court of Appeals eCourt Information page, located at www.ojd.state.or.us/onlineservices/efile/index.htm.

Register Now link

Registration

The OJD Registration screen requires you to submit information that matches what is on record with the Oregon State Bar.



To register for eFiling:

1. Enter the following information:
   - Oregon State Bar number
   - First name
   - Last name
   - E-mail address
   - E-mail address verification
2. Click **Register**

   A confirmation e-mail will be sent to the e-mail address provided.

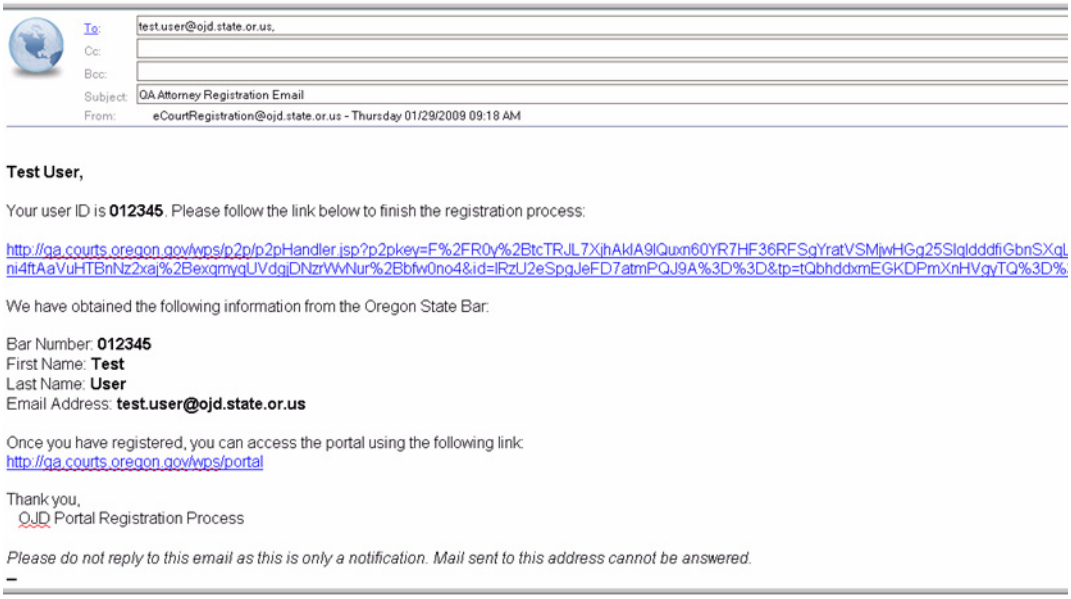
Confirmation

After successful verification of the information you provided, a confirmation e-mail containing your User ID and instructions for completing the registration process will be sent to the e-mail address you provided during registration.

To complete the registration process:

- Click the **link** provided in the e-mail to finish the registration process.

  You will be routed to a screen to set your password.



Complete the Registration Process

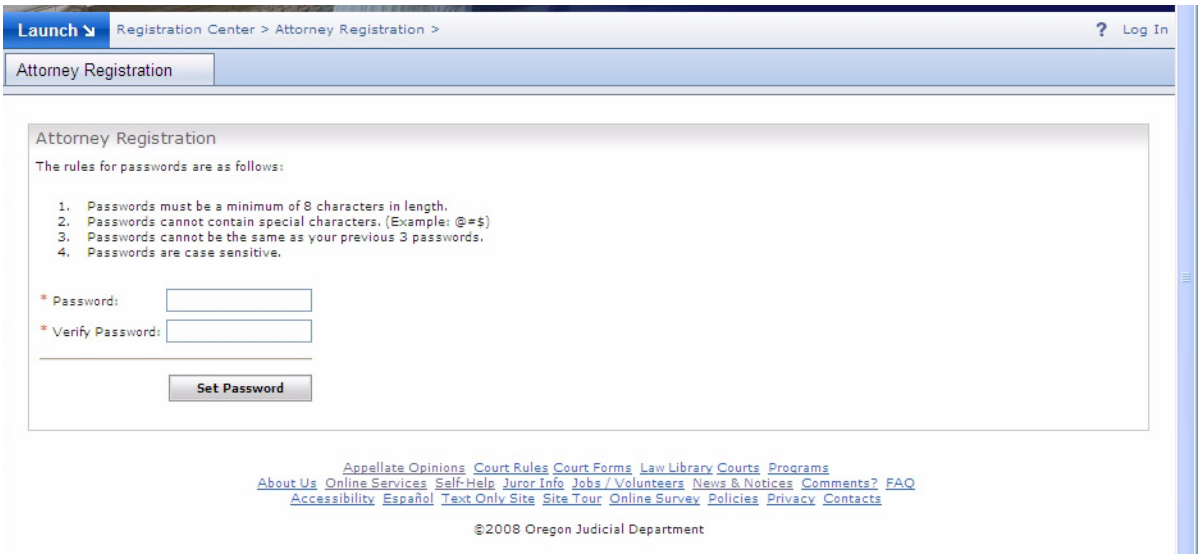
To complete the registration process, you need to set your password. Passwords:

- Must be a minimum of eight characters in length
- Cannot contain special characters such as @ # $
- Are case sensitive

> **Note:** Passwords must be changed every 90 days. When you reset a password, it cannot be the same as your previous three passwords.

To set your password:

1. Enter and verify your password.
2. Click **Set Password**.



You can proceed and log in to the eFiling program.

Chapter 2 Portal Log In and Training

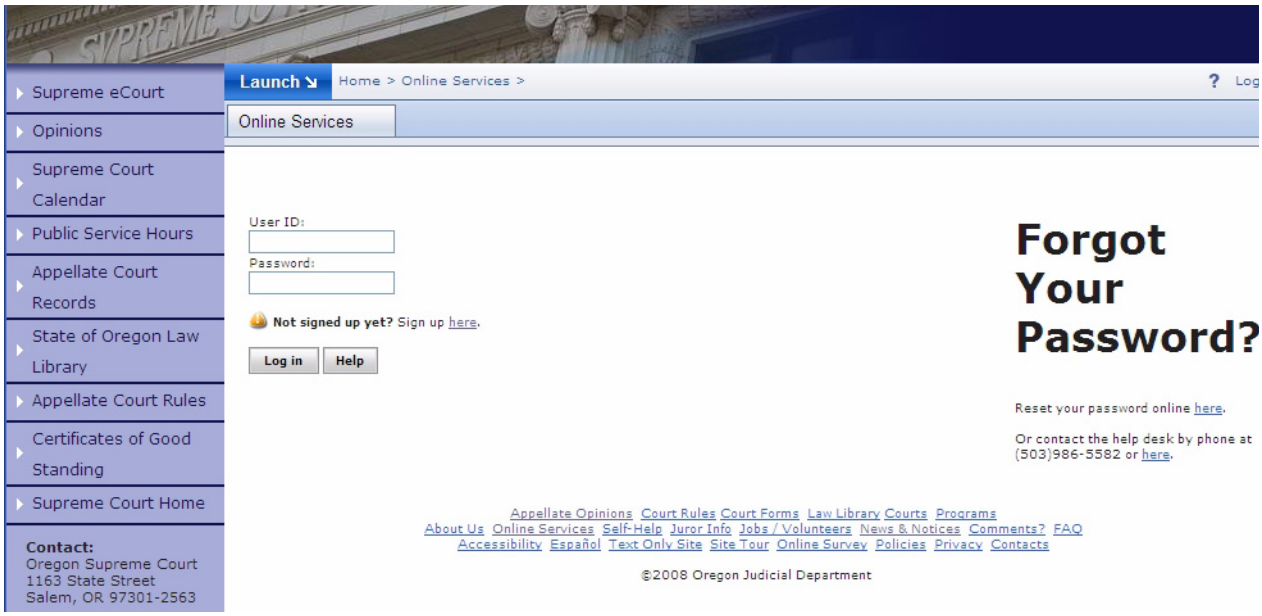
First-time Login

After completing the registration process, you can log in to the eFiling system.

To log in to eFiling:

1. From the Appellate Courts eFiling information page, click the **Logon to eFiling** button to access the portal login screen.

The Log in page appears.

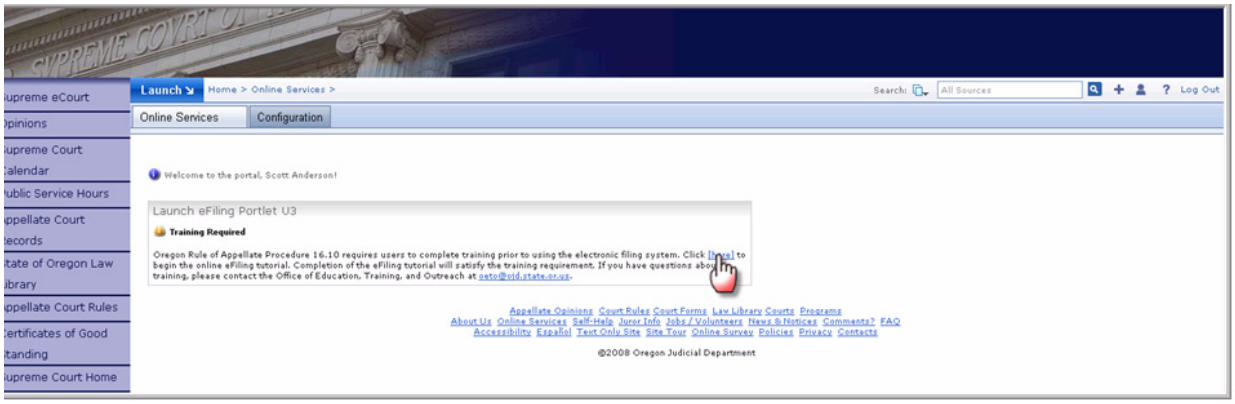


2. Enter the User ID provided in your confirmation e-mail.
3. Enter your password.
4. Click **Log in.**

   The first time that you log in to eFiling, you must complete the online training course.

Online Training Requirements

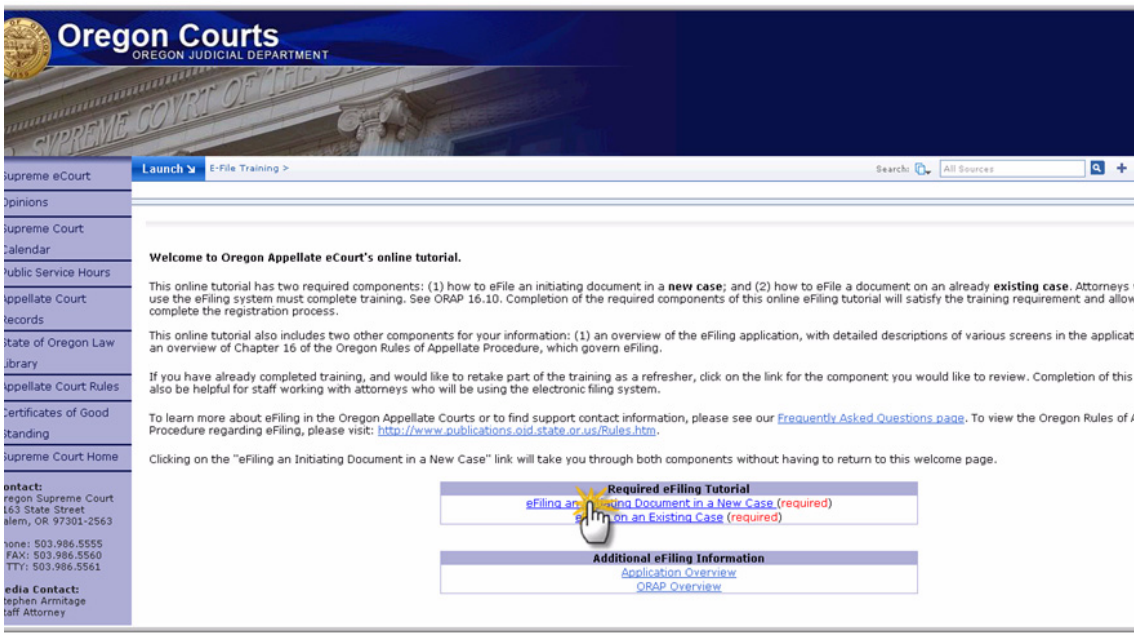
After you log in to the Portal, you must complete training before using the eFiling system. Use the link provided to navigate to the online tutorial page. Completion of the tutorial will satisfy the training requirement.



The online tutorial page offers both required training and informational components. There are two components of required training:

- How to eFile an initiating document in a new case
- How to eFile a document on an already existing case

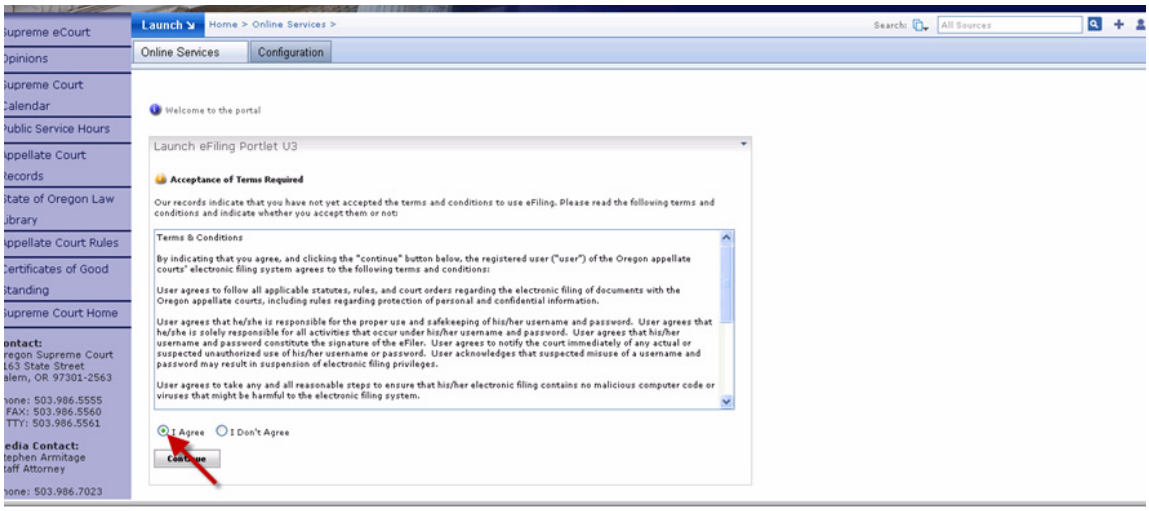
  Clicking the eFiling an Initiating Document in a New Case link will take you through both components without having to return to the welcome page.



After completion of the online tutorial:

- Click **Continue** to finish the eFiling registration process.

The eFiling Terms and Conditions screen appears.



The first time you access this screen, you must indicate that you agree with the terms and conditions of the eFiling system before you can proceed with eFiling.

1. Select **I agree**, and then click **Continue**.
2. Click the **Launch** button to start the eFiling program.

Your registration process is now complete! The next time you log in to the eFiling program, this screen no longer appears. After you log in the next time, the eFiling program starts immediately. For instructions on eFiling, download or print the *Oregon Appellate Courts eFiling User Guide*.