Mayor's Court Annual Registration Instructions

Each mayor or magistrate who is authorized to conduct a mayor's court pursuant to R.C. 1905 must comply with the Mayor's Court Education and Procedure Rules [May.Ed.R.], including registering the court annually and complying with annual educational requirements [May.R. 3, 4, and 15]. Registration must be completed by January 15 or 15 days prior to conducting court, whichever is later.

COMPLETING YOUR ANNUAL REGISTRATION

1. To complete your annual registration, log on to the portal (instructions here), then click the button labeled "Register for current year". This button will only be displayed on the "View Edit Court Information" tab if registration has not been completed for the current year. If this button is not displayed, you have already completed your registration for the current year.

2. A series of screens will appear asking you to edit or confirm the information regarding your court. You will be asked to "Confirm" each screen. Please note, if you need to make a change to your court's information at a later date or you forget to make changes during the registration process, you can edit at any time after registering.

Once you have edited and confirmed all of the information, a screen will appear asking if you would like to submit your registration. Click "Yes" to submit. You will be able to confirm your registration was successfully submitted by viewing your dashboard and noting that the button to register has been removed and the current year now displays under "Years Registered."