

GEORGIA COURTS REGISTRAR

User Manual



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To access the Georgia Courts Registrar, go to <https://gcr.onegovcloud.com>.

Overview

The Administrative Office of the Courts developed the Georgia Courts Registrar as an electronic means for court professionals, judges, and clerks to satisfy registration, certification, and licensure requirements prescribed by their governing organizations. The Registrar application merges the former separate processes for court reporters, interpreters, and neutrals; court-connected program providers; and magistrate and municipal court judges into a combined, web-based registration tool. It allows for data entry, document upload, messaging, and online payment.

Note: Please use Google Chrome for the best user experience. It can be downloaded free on the Registrar homepage: <https://gcr.onegovcloud.com>.

Court Reporter Registration

New Applications

Create and Activate User Account

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Georgia Court Reporters**” from the dropdown list, and then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

Complete the Questionnaire and Upload Documents

1. At the bottom of the Profile page, click “Questionnaire 1 – New Application.” Answer every question, and then click “Submit.” Click on “Questionnaire 2 – Georgia Test” and answer the questions.
2. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of your photo identification and notarized affidavit to verify lawful presence as required by Georgia law. Also, upload your completed Georgia test.

To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.

To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page, select “My Profile” on the blue bar at the top of the page, or click “Continue.”

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For technical support, contact us by email, gcr.courtreporters@georgiacourts.gov,
or telephone, 404-463-3808.

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

Renewal Applications

Log in, Complete the Questionnaire, and Upload Documents

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review and edit your information. Each field with an asterisk is required. To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field.
3. At the bottom of the Profile page, click “Questionnaire 1 – Renewal Application.” Enter all required information, and then click “Submit.”
4. If you are a non-U.S. citizen or need to upload other documents, click “Documents” on the blue menu bar at the top of the Profile page.
5. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.
6. If you work for a court reporting firm, click “Firms” in the top blue menu bar. Click the box(es) next to the firm(s) where you work. Click “Save” at the bottom of the page.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.

To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

Firm Registration

New Applications

Create and Activate User Account or Sign in.

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Register a Court Reporting Firm**” from the dropdown list, then click “Create Account.”

If you already have an account with the [Georgia Courts Registrar](#), choose option 1, type your username and password, then click “Continue.” A list of known court reporting firms appears. Scroll to the bottom of the page, and then click “Register New.”

If you do not have an account, choose option 2, and then click “Continue.” On the Profile page, enter information in every field, then click “Save.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account. Once you activate your account and login, click “Firms” at the top of the page. On the Firms page appears a list of known court reporting firms. Scroll to the bottom of the list, and then click “Register New.”

Note: Disregard the red tiles on the right side of the personal profile screen if you are not a court reporter.

2. On the Firm Profile page, enter all required information then click “Register.” Then, click on your firm’s name. Click “Edit” at the bottom of the page.

Complete the Questionnaire and Upload Documents

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

1. At the bottom of the page, click “Questionnaire 1 – Firm New Application,” enter all required information, then click “Submit.”
2. In the blue menu bar at the top of the page, click “Documents” to upload copies of the firm owner’s photo identification and affidavit to verify lawful presence as required by Georgia law.
3. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.
4. At the top of the page, click “Firms.” Click on your firm’s name, then click “Edit” at the bottom of the page.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.
2. To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

Renewal Applications

Log in, Complete the Questionnaire, and Upload Documents

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review and edit your information. (Each field with an asterisk is required.) To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field.
3. At the top of the page, click “Firms.” On the Firm Profile page appears a list of known court reporting firms. Scroll to your firm, click on the name, and then click “Edit” at the bottom of the page.
4. Review and edit your firm information, then click “Save.” Re-enter the password you used to login in the “Re-enter Password” field. Click on your firm’s name. Click “Edit” at the bottom of the page.
5. At the bottom of the page, click “Questionnaire 1 – Firm Renewal Application,” enter all required information, then click “Submit.”
6. If you are a non-U.S. citizen or need to upload other documents, in the top blue menu bar click “Documents.”
7. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.
8. At the top of the page, click “Firms.” Click on your firm’s name, then click “Edit” at the bottom of the page.

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or telephone, 404-463-3808.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.
2. To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue

Family Violence Intervention Programs

Register New Programs

Create New Account and Program

Note: The primary contact should complete the following steps.

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Family Violence Intervention Program**” from the dropdown list, and then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. To create a Firm Profile for a program that is not listed, click “Register New” at the bottom of the page. Enter all required information (indicated by asterisks), then click “Register.” (The firm address should be the program’s mailing address.) You will receive an email with instructions for subsequent steps.

The colored tiles on the right side of the Profile page indicate the status of your application process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

Enter Class Locations and Schedules

1. After receiving the email containing further instructions, return to the [Georgia Courts Registrar](#) home page and login with your username and password. Click the blue “Locations” button to enter your locations and class schedule information.
2. Enter information in the boxes beginning with “Location Name” for each location classes are held. After entering information for one location, click “Save.” If your program has multiple class locations, use a unique name for each one.
3. Click “Location Schedules” to add the class information. Click “Locations” and then click on the name of first location. Enter the class information for that location, then click “Save.” Click “Schedules” to continue adding classes for that location.
4. To add classes to other locations, click “Locations” and then click the name of the next location. Add classes for every location.

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Submit Monthly Reports

Note: Monthly reports must be submitted by the tenth day of each month for the previous month's newly enrolled participants.

1. Login to the [Georgia Courts Registrar](#) with your username and password.
2. If locations or class schedules have changed, please edit them by clicking the blue "Locations" button.
3. When all locations and class schedules are updated, click the blue "Monthly Report" button, check the box, and then click "Continue."
4. Monthly fees must be reported for every location. Select the month, year, and location for which you are reporting monthly fees, and then click "Continue."
5. Enter the name, gender, birth date, referral source, date ordered, and county of referral for each new participant that enrolled in your program at that location. If a participant was self-referred, you can enter the date of the initial class attended as the "Date Ordered to FVIP." Click "Save" after each participant.

Click "New Participant" to add another participant. Once you have entered all new participants, click "Continue." If there were no new participants, do not enter any participant data but continue clicking through the wizard.

6. The screen will show you the payment due for that location's monthly fees. Click "Submit" if all information is correct. Click "Back" if you need to edit the information.
7. Complete the Payment page (you can pay by credit card or check).
8. If you have more than one location, click "Firms – Monthly Reports" in the blue menu bar. Complete the process for each location.

Applications – New and Renewal

Note: New and renewal applications require (1) firm information related to the program and (2) individual information related to each facilitator. Applications will not be processed until firm and individual information is complete.

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. On the Profile page, review your information and edit it if necessary. (Each field with an asterisk is required.) Click "Save" after you make any changes. Re-enter the password you used to login in the "Re-enter Password" field.

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Facilitator Profile Information

1. You must complete profile information for every facilitator within your firm. To add a facilitator, click “People – New Person” in the blue menu bar. Enter the required profile information (indicated by asterisks), then click “Save.”
2. At the bottom of the Profile page, select “Questionnaire 1 – Facilitator Renewal Application” or “Questionnaire 1 – Facilitator New Application.” Answer every question, and then click “Submit.”
3. To enter information for another facilitator, click the blue “New Person” button at the top of the page. Complete Step 3 above. Repeat these steps for all facilitators.

To search among your firm personnel, click the blue “Search People” button at the top of the page. Enter a first name, last name, or first and last name (no partial names accepted). Click “Search.” To navigate to that person’s profile, click the name and wait for the page to appear.

Note: To view completed requirements for each individual, click the blue “Staff List” button at the top of the page. Once the status is “Submitted-Pending Review,” this part of the application is complete.

Firm Information

1. Click “Firms” in the blue menu bar. At the bottom of the Profile page, select “Questionnaire 1 – Firm Renewal Application” or “Questionnaire 1 – Firm New Application.” Answer every question, and then click “Submit.” (All questions require a response.)

To upload documents, click “Submit” below the questionnaire. Then, click “Documents” in the blue menu bar. Click “Choose New” next to Document Name, and then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document type from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay. Payment is due for each judicial circuit. Select all Judicial Circuit counties from the drop down list. Select Continue

To pay by credit card, click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To

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return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.

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Misdemeanor Probation Providers

Create and Activate User Account

Note: The primary contact should complete the following steps.

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Misdemeanor Probation Provider**” from the dropdown list, and then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. To create a Firm Profile for a program that is not listed, click “Register New” at the bottom of the page. Enter all required information (indicated by asterisks), then click “Register.” (The firm address should be the program’s mailing address. The director and 5-year probation officer fields will be blank for now.) You will receive an email with instructions for subsequent steps.

Enter Locations

The colored tiles on the right side of the Profile page indicate the status of your application process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

1. After receiving the email containing further instructions, return to the [Georgia Courts Registrar](#) home page and login with your username and password. Click the blue “Locations” button to enter your office locations.
2. Your program address will automatically be added as an office location. Select the correct county for this location, then click “Save.”

Enter information in the boxes beginning with “Location Name” for each probation office. After entering information for each location, click “Save.” If your program has multiple locations, use a unique name for each one.

Enter Staff List

Note: To prepare for renewal, complete the steps below for all employees including administrative staff, probation officers, and owner/directors.

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.
2. Click “People – New Person” in the blue menu bar at the top of the page. Enter the required profile information (indicated by asterisks) for an employee, then click “Save.” Repeat this step for every employee. (Each employee must have profile information entered and a unique email address. Choose “Renewal” for all employees registered with the Council as of July 31, 2014; choose “New” for all other new employees.)

Note: Disregard the tiles and questionnaires for “Renewal” employees. You can view a list of all employees entered by clicking the “Staff List” blue button.

Applications – New and Renewal

Note: New and renewal applications require (1) firm information related to the program and (2) individual information related to each employee or owner/director. Applications will not be processed until firm and individual information is complete.

On the [Georgia Courts Registrar](#) home page, login using your username or email and password.

On the Profile page, review and edit your information if there are any changes. (Each field with an asterisk is required.) Click “Save” after you make any corrections. Re-enter the password you used to login in the “Re-enter Password” field.

Firm Information

1. At the bottom of the Firm Profile page, click “Questionnaire 1 – Firm Renewal” or “Questionnaire 1 – New Firm Application.” Answer every question, and then click “Submit.” (All questions require a response.)

To upload documents, click “Submit” below the questionnaire. Then, click “Documents” in the blue menu bar. Click “Choose New” next to Document Name, and then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document type from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

2. Follow the steps in the Employee Information section below. Once all tiles are yellow or green, a green “Submit for Review” button will appear at the bottom of the Firm Profile. Click “Submit for Review” to complete the application process.

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or telephone, 404-463-3808.

New Employee Information

1. You must complete profile information and questionnaires for every new employee in your firm. Follow the instructions under “Enter Staff List” (p.12) for each new employee. To see a list of employees, click “People-Staff List” in the blue menu bar, and then click an employee’s name to go to his/her profile.
2. At the bottom of the Profile page, click “Questionnaire 1 – New Individual Application.” Answer every question and then click “Submit.”
3. Once that employee’s tiles are yellow or green, a green “Submit for Review” button will appear at the bottom of the person’s profile. Click “Submit for Review” to complete that employee’s information.

Repeat Steps for all new employees and owners.

To search for personnel, click the blue “Search People” button at the top of the page. You can search by first name, last name, or first and last name (no partial names accepted). Click “Search.” To navigate to that person’s profile, click the name and wait for the page to appear.

Note: To view which requirements you have completed per staff member, click the “Staff List” blue button at the top of the page. Once all icons are yellow or green and the status is “Submitted for Review,” you have completed all steps for that employee.

Quarterly Reports

Note: All providers must submit a report for each court served once every calendar quarter. Reports are due during the month immediately following the close of each quarter. Definitions for all required report values can be found on the [CMPAC website](#).

Drafting Reports

1. On the Georgia Courts Registrar home page, login using your username or email and password.
2. Select Firm from the menu bar at the top of the screen to view your Firm Profile page, and then click the Quarterly Report button to view the Quarterly Reports page.
3. Enter draft reports using one of two methods below.

Manually Drafting Reports

1. Select the appropriate Quarter, Year, and Court from the drop down menus for your first court. Then enter the court’s corresponding financial and case management values in each of the remaining fields; grayed-out fields are automatically calculated from other entries and cannot be edited by the user.

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2. Check the box above the entered court data to certify that all information is accurate.
3. Click the “Save Draft” button below the court data. A green “Success” message will appear at the top of the screen if the draft was successfully saved.
4. Repeat for each court served during the quarter.

Uploading Automated “Bulk” Reports

1. As an alternative to manually entering case data, use your case management software to generate a Comma Separated Value (CSV) file containing all required quarterly report information. Contact your case management software vendor or IT department to determine if this option is available for you.
2. On the Registrar’s Quarterly Reports page, click the “Upload CSV File” button below the court data entry fields.
3. On the Quarterly Report Bulk Upload page, click the “Browse” button to select and open the appropriate CSV file saved on your computer.
4. Enter a name for the uploaded file, check the box near the top of the page certifying that the information contained within the CSV file is accurate, and click “Submit File.”
5. If you successfully uploaded the draft reports, you will receive a confirmation message saying the file has been processed. Click “View Reports” and return to the Quarterly Reports page in order to finalize the reports.

Finalizing Reports

1. On the Quarterly Reports page, click “Draft Reports” to expand the list of all court reports awaiting your finalization.
2. Click on each court report in the list to select it and review the corresponding draft court information in the data fields below. Click “Save Draft” below the data fields to save any changes to a selected draft report, click “Delete Draft” to remove a selected draft report from the list, or click “New” to deselect a report.
3. Once all court reports have been correctly entered, ensure the check box near the top of the Quarterly Report screen is checked (certifying that all court information is accurate), then scroll to the bottom of the page, and click the “Submit All Drafts” button.

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4. A green “Success” message will appear at the top of the screen if the draft reports were successfully finalized. The reports should no longer appear under the expanded Draft Reports list; finalized reports for current and past quarters can be viewed and selected by expanding the Final Quarterly Reports list on the Quarterly Reports page

Interpreter Registration

New Applications

Create and Activate User Account

1. On the [Georgia Courts Registrar](#) home page under “New Account,” select “**Interpreter**” from the dropdown list, and then click “Create Account.”
2. On the registration page, enter all required information (indicated by asterisks), then click “Register.” Passwords must be at least eight characters including one uppercase letter, one special character, and one number. You will receive an email to activate your account.
3. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.
4. On the Profile page, you may edit your information and reset your password. To save changes to your profile, click “Save” after you make edits. Re-enter the password you used to login in the “Re-enter Password” field.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A **red tile** indicates you must complete the step. A **yellow tile** means an administrator must review the step. A **green tile** shows that you have completed the step. These are progress indicators not buttons.

Register for Event

Note: Registration for an event is contingent upon meeting the registration requirements for that event. Registration is not final until you are confirmed for the event.

1. On your Profile page, click “Events” in the top blue menu bar. This will take you to the Events page.
2. Click on “Interpreters” on the left side of the page.
3. Located your desired event on the list, and then click the Event Title to see more details.
4. Register for the event by clicking the “Register” button.
5. When the Special Requirement screen appears, answer questions by checking relevant boxes and typing in other information in the text boxes provided. If you are finished entering information, click “Complete Registration.”

To register for another event, click “Add Another Event” and repeat the above steps.

6. After you have selected the desired events locate and click on the cart at the top right corner of your screen on the blue menu bar.

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To pay by check, click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

You will receive an initial email acknowledging your payment for your selected event(s) and later an email confirming the selected event(s) following approval by the office.

Complete the Questionnaire and Upload Documents

1. At the bottom of the Profile page, click “Questionnaire 1.” Answer every question, and then click “Submit.”
2. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of required documents.
3. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.
2. To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To access the Georgia Courts Registrar, go to <https://gcr.onegovcloud.com>.
For technical support, contact us by email, gcr.interpreters@georgiacourts.gov,
or telephone, 404-463-3808.

Renewal Applications

1. Go to the [Georgia Courts Registrar](#) home page and login with your username and password.
2. On the Profile page, you may edit your information and reset your password. To save changes to your profile, click “Save” after you make edits. Re-enter the password you used to login in the “Re-enter Password” field.
3. If you wish to reset your password, click “Reset Password.” New passwords must be at least eight characters including one uppercase letter, one special character, and one number.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

Complete the Questionnaire, and Upload Documents

1. At the bottom of the Profile page, click “Questionnaire 1 – Renewal Questionnaire.” Answer every question, and then click “Submit.”
2. If you are a non-U.S. citizen or need to upload other documents, click “Documents” on the blue menu bar at the top of the Profile page.
3. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.
2. To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

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or telephone, 404-463-3808.

Neutral Registration

New Applications

Create and Activate User Account

1. On the [Georgia Courts Registrar](#) home page under “New Account,” click on the blue “Create Account” button. From the dropdown list select, “**Neutral**” then click “Create.”
2. On the Registration page, enter all required information (indicated by asterisks), then click “Register.”

Note: Each user/applicant/username requires a unique email address. Passwords must be at least eight characters and include one uppercase letter, one lowercase letter, one special character, and one number. If you also register under another account type (e.g. neutral), you will need to use a separate username and email address.

3. Upon returning to the [Georgia Courts Registrar](#) home page, review the red dialogue box and activate your account (through your email address). If the link provided is not clickable, copy and paste it in the address bar at the top of your browser screen.
4. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and login with your username and password.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators not buttons.

Complete the Questionnaire and Upload Documents

1. At the bottom of the Profile page, click “Questionnaire 1.” Answer every question, and then click “Submit.” Return to the questionnaire at the bottom of the page and download any required forms. Once these documents are filled out completely, return to the system and follow the Upload Documents directions.
2. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of required documents.
3. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents. Return to the profile page by selecting “My Profile” on the blue bar at the top of the page.

To access the Georgia Courts Registrar, go to <https://gcr.onegovcloud.com>.
For technical support, contact us by email, gcr.neutrals@georgiacourts.gov,
or telephone, 404-463-3808.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.

To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

Renewal Applications

1. On the [Georgia Courts Registrar](#) home page, login using your username or email and password.

Enter Continuing Education

1. On the blue menu bar at the top of the Profile page, click Events, Event Management, and select “Submit External CE Hours for Approval.” From the Select Type Menu select “Neutrals”. Enter all required information (indicated by asterisks), then click “Submit.” Repeat this process for each continuing education course.
2. On the Profile page, review and edit your information. Each field with an asterisk is required. To save changes to your profile, click “Save.” Re-enter the password you used to login in the “Re-enter Password” field.
3. At the bottom of the Profile page, click “Questionnaire 1.” Answer every question, and then click “Submit.”
4. In the blue menu bar at the top of the Profile page, click “Documents” to upload copies of required documents.
5. To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document from the dropdown list, enter a description if necessary, then click “Save.” Repeat as necessary to upload all required documents.

Submit Payment

1. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.

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For technical support, contact us by email, gcr.neutrals@georgiacourts.gov,
or telephone, 404-463-3808.

2. Once all tiles are yellow or green, a green “Payment” button will appear at the bottom of your profile information. Click “Payment” to pay.
3. To pay by credit card, select the appropriate fee and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

Judge and Clerk Registration

[As of January 1, 2015, these users include magistrate judges and municipal judges and clerks.]

Follow the instructions below to create and activate your user account, verify your court role(s), complete the questionnaire and upload documents, pay your yearly continuing judicial education (CJE) support fee, and register for courses/events.

The colored tiles on the right side of the Profile page indicate the status of your registration process. A red tile indicates you must complete the step. A yellow tile means an administrator must review the step. A green tile shows that you have completed the step. These are progress indicators, not buttons to click.

Create and Activate User Account

1. On the [Georgia Courts Registrar](#) home page under “New Account,” click on the blue “Create Account” button. From the dropdown list select, “**Judge or Clerk**” then click “Create.”
2. On the Registration page, enter all required information (indicated by asterisks), then click “Register.”

Note: Each user/applicant/username requires a unique email address. Passwords must be at least eight characters and include one uppercase letter, one lowercase letter, one special character, and one number. If you also register under another account type (e.g. neutral), you will need to use a separate username and email address.

2. Upon returning to the [Georgia Courts Registrar](#) home page, review the red dialogue box and activate your account (through your email address). If the link provided is not clickable, copy and paste it in the address bar at the top of your browser screen.

Verify Your Court Role(s)

1. Once you activate your account, return to the [Georgia Courts Registrar](#) home page and, under “Login,” enter your username and password.

On the Profile page, you can edit information and/or reset your password. If you make any changes, scroll to the bottom of the profile information and click “Save.” You will need to re-enter the password you used to login in the “Re-enter Password” field, and click “Save.” If you do not make changes, proceed to the next step.

2. Near the top of the Profile page, select the blue button labeled “My Courts,” enter all required information (indicated by asterisks), then click “Save.”

Note: Enter dates in the format shown (MM/DD/YYYY).

For another role or court, click “New” at the bottom of the page, enter required information and then click “Save.” Complete this process for all courts served.

Return to your profile by selecting “My Profile” located in the top blue menu bar.

To access the Georgia Courts Registrar, go to <https://gcr.onegovcloud.com>. For technical support, contact us by email, gcr.judgesandclerks@georgiacourts.gov, or telephone, 404-463-3808.

Complete the Questionnaire and Upload Documents

1. At the bottom of the Profile page, click “Registration Questionnaire.” Answer every question, and then click “Submit.”
2. If you selected Yes to Question 3 and need to upload a document, click “Documents” in the top blue menu bar to submit proof of your election, appointment, or employment.

To upload documents, click “Choose New” next to Document Name, then select the appropriate document from your personal computer file. Next to Document Title, select the appropriate document type from the dropdown list, enter a description if necessary, and then click “Save” at the bottom of the page. To upload another document, click “New” and repeat the above steps.

At the top of the Documents page, click “My Profile” to return to your Profile page.

If you did not complete the questionnaire, click “Registration Questionnaire” at the bottom of the Profile page, answer the remaining questions, then click “Submit.”

Submit Payment

Note: Payment must be submitted before you register for an event, with the exception of Senior Magistrates, who are fee-exempt.

1. When all status tiles are yellow or green on the Profile page, scroll down to the green “Payment” button at the bottom of your profile information. Click “Payment” and follow the instructions to pay the yearly CJE support fee and complete the registration process. Payment may be by credit card or check.

Instructions for Senior Magistrates

On the Payment screen list of items, select “Senior Magistrate Judge – Yearly CJE Support Fee - \$0.” Click the Payment Type dropdown box, and then select “Check.” Enter the following code in the Check Number field:
SENIORMAGJFirstnameLastname2015.

To pay by credit card, select the appropriate fee(s) and click the checkout button. Enter the required information. Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

To pay by check, select the appropriate fee, and click the checkout button. Click the Payment Type dropdown box, and then select “Check.” Enter the check number in the appropriate box. If you do not yet know the check number, enter the appropriate code below as a placeholder for it.

For municipal court clerks: MUNCFirstnameLastname2015
For municipal court judges: MUNJFirstnameLastname2015
For magistrate court judges: MAGJFirstnameLastname2015

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For technical support, contact us by email, gcr.judgesandclerks@georgiacourts.gov,
or telephone, 404-463-3808.

Click “Review” to confirm your entries, and if correct, click “Place Order.” You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green “Print” button. To return to your profile page select “My Profile” on the blue bar at the top of the page, or click “Continue.”

You will receive an email acknowledgement of your check payment. Once the check is processed by ICJE, you will receive an email confirmation of payment.

Send your (1) check, and (2) a copy of your email receipt acknowledging payment by check to:

Institute of Continuing Judicial Education
University of Georgia
1150 South Milledge Avenue
Athens, GA 30602-5025

Register for Event

Note: Registration for an event is contingent upon payment of the yearly CJE support fee, by credit card or check, unless you are a Senior Magistrate (see Submit Payment, above).

1. On your Profile page, click “Events” in the top blue menu bar. This will take you to the Events page.
2. Choose from the list on the left side of the page the category of events from which you will select.
3. Find an event on the list, and then click the Event Title to see more details.
4. Register for the event by clicking the “Register” button.
5. When the Special Requirement screen appears, answer questions by checking relevant boxes and typing in other information in the text boxes provided. If you are finished entering information, click “Complete Registration.”

To register for another event, click “Add Another Event” and repeat the above steps.

You will receive an initial email acknowledging your selected event(s) and a later email confirming them following approval by ICJE.

6. To cancel an event, click “Events” in the top blue menu bar, then select “My Events.” Under “My Upcoming Events,” select the appropriate event to cancel. The details of the event will appear. Click on “Cancel My Registration.” To register for another event, click on the “Events” button in the top blue menu bar and follow the instructions in 1-5, above.

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or telephone, 404-463-3808.

Troubleshooting Tips

Problem	Check this	Next Step
Appearance of screens isn't suitable	Your Internet browser	Download and use Google Chrome or Internet Explorer v.11, the recommended browsers for the Registrar .
Colored tiles on the right side of the Profile page don't click		Tiles are not clickable – they are indicators of the status of your registration process.
Profile information is not saving	Confirm that all required information (indicated by asterisks) is entered. Click "Save."	Re-enter the same password used to login in the "Re-enter Password" field.
Questionnaire tile remains red instead of turning yellow	Check that you have answered every question included in the Questionnaire.	Answer remaining questions, and then click "Submit."
Need to send a message to the Registrar administrator		Click "Messages – My Messages" in the top blue menu bar. Then, click "Send to Administrator."
Can't make a payment	Check that all other tiles are green or yellow.	Verify entry of your credit card information.
Don't know if my application has been reviewed	Check the status of your application above your profile information.	Confirm that you have paid required fees by credit card or check and your status has changed to "Submitted – Pending Approval." You will receive an email when your application is approved.

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 For technical support, contact us by email, gcr@georgiacourts.gov,
 or telephone, 404-463-3808.