

**To create an OCourts Registered User account:**

1. Suggested browser is Chrome.
2. Go to <http://cloud.ocourts.com/Account/Login?ReturnUrl=%2f>
3. Click: Registered User Sign In on the OCourts homepage then click Create an account.
4. Fill out the Registration page and follow the instructions.
5. Enter your email & password.
6. Verify name – this is how it will appear on forms.
7. Add bar number in.
8. JIS Username & Password
  - a. If you have a JIS Username, enter “CL” and your initials (ie CL SBM)  
Password is “abcd”
  - b. If you do not have JIS credentials use “abcd” for both user & password.
9. Click save.
10. Click your name to find Profile. Click Profile, enter your bar number and if you have a touch screen or stylus, attach your signature and click Save Court Data (or visit the clerk’s office and we can attach it for you).
11. You must send an email to [citycourt@cityoflakewood.us](mailto:citycourt@cityoflakewood.us) for an admin to activate your account before you can access information.

**If you already use OCourts in another jurisdiction:**

1. Log into OCourts as you normally would.
2. Change your profile to LAKEWOOD.

Please feel free to contact the Court with any questions or if you need assistance.

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