

2016 Registration Renewal October 1st – December 31st

The 2016 registration renewal season is now open through December 31, 2016.

To renew, you must use the **Georgia Courts Registrar** to answer a questionnaire, enter your continuing education information (a form is no longer required), and pay your renewal fee.

To renew, please follow these steps:

1. Read the [Step-by-Step User Guide](#) and follow the instructions in the Neutral Registration section (pages 20-23).
2. Open the [Georgia Courts Registrar](#) using Google Chrome or Internet Explorer 11. Google Chrome is recommended for the best user experience.
3. Login to the Registrar with the username and password you created.
4. Review the questionnaire and make any updates to your contact information.
5. To submit continuing education hours for approval, click on **Events** at the top of the page. On the following page, click **Events Management** at the top of the page, and select **Submit External CE Hours for Approval**. In the Type box, select **Neutrals**. Complete every field with an asterisk and click Submit. To add another CE event, repeat the steps starting with the **Events Management** menu.
6. Click the green **Payment** button (located next to the Reset Password button at the bottom of the page). Select payment and add it to your shopping cart. Click on the cart and complete payment.

You may log in as many times as you wish to complete your application. However, our office will not review or accept your application until you have completed all steps and have paid your fees.

For assistance, please email gcr@georgiacourts.gov or call 404-463-3808.