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. judge), 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 <u>red tile</u> indicates you must complete the step. A <u>yellow tile</u> means an administrator must review the step. A <u>green tile</u> shows that you have completed the step. These are progress indicators and buttons to direct you through the application process.

Complete the Questionnaire and Upload Documents

1. Click Questionnaire, and 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 remainder of the instructions.

2. In the blue menu bar at the top of the Profile page, click "Documents" to upload copies of required documents.

    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.

Submit Payment

1. Once all tiles are yellow or green, 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. If the continuing education tile is red, click on the tile or 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.

   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, 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."

Add a Registration Category

1. On the Georgia Courts Registrar home page login with your username and
   password.

2. In the blue menu bar at the top of the Profile page, click "Documents" to upload
   copies of required documents.

   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.

3. If you are registering in any category with exception of Domestic Relations, skip to
   step four. If you are registering in Domestic Relations Mediation scroll down to the
   green "Payment" button at the bottom of your profile information. Click "Payment."

   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 <u>check</u>, 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."

4. You may now sign out of your profile.

Resetting Passwords

1. On the Georgia Courts Registrar home page under "Login," click Forgot Password- Click Here. Enter the username or email address associated with the account you would like to access and click Submit

2. Select the desired reset method, you can reset by answering security questions or receiving an email with a reset link.

3. Follow the prompts on the screen to complete the reset process. Once you have successfully reset your password, you will receive a red message on the screen indicating you have reset your password.

4. To logout, click your username in the top right hand corner of the screen and select Logout.