

You MUST have a Microsoft Live account in order to have an OCourt account. If you have a Microsoft email account, then start on instruction B. If you do not, then follow instruction A.

- A. If you do not have a Microsoft Live email account, you will need to create one.
1. Go to cloud.ocourts.com with Google Chrome as your search engine and bookmark the page or save to your favorites.
 2. Click: Microsoft Sign In & then create account – choose personal account.
 3. Choose Personal account
 4. Completely fill in the form to create the account.
 5. You will be sent an email by Microsoft with instructions you need to follow. This will have you sign into OCourt.
 6. Follow below steps 1-10.
- B. If you already have a Microsoft Live email account (MSN, Hotmail, Outlook, Live), follow the below steps:
1. Go to cloud.ocourts.com with Google Chrome as your search engine and bookmark the page or save to your favorites.
 2. Click: Microsoft Sign In in on the OCourt homepage.
 3. Put email & password in. Choose personal account.
 4. Verify name – this is how it will appear on forms.
 5. Add bar number in.
 6. Where it asks for JIS username and password, enter “abcd”.
 7. Click save or continue.
 8. A court Admin will need to activate your account. Please call the court 425-587-3160 for activation.
 9. 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).
 10. While in the profile, you can switch your “city” depending on which court you are in

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

Tracy – tjeffries@kirklandwa.gov or 425-587-3160