

# ACIS *University*

Course 103

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## ACIS Registration

To begin the registration process, click on the “Register As A New User” button.

The screenshot shows the ACIS.alabama.gov website interface. At the top, there is a navigation menu with links for ALABAMA JUDICIAL SYSTEM, E-FILING RULES, FAQ'S, ACIS UNIVERSITY, TRIAL COURT E-FILING, and HOME. Below the navigation menu, the main heading reads "Welcome To The Appellate Court's Online Information Service". A "User Login" form is centered on the page, containing fields for "E-mail Address:" and "Password:", a "Submit" button, and two additional buttons: "Register As A New User" (circled in red) and "Forgot Your Password". Below the login form, there are two lines of text: "Attention Firefox Users: Windows users may receive an error message when attempting to e-file documents using Firefox. Macintosh users should use Safari version 4 or later." and "This site uses cookies: To ensure proper functionality, enable your cookies. Best viewed with video resolution settings of 1024 x 768 or higher." At the bottom of the page, contact information is provided for the Supreme Court of Alabama, Alabama Court of Civil Appeals, and Alabama Court of Criminal Appeals, including phone numbers and the address: Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104. A footer note states: "For technical assistance using this online service please contact our Help Desk at (334)229-0500. Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM."

ALABAMA JUDICIAL SYSTEM | E-FILING RULES | FAQ'S | ACIS UNIVERSITY | TRIAL COURT E-FILING | HOME

## Welcome To The Appellate Court's Online Information Service

**User Login**

E-mail Address:

Password:

*Attention Firefox Users: Windows users may receive an error message when attempting to e-file documents using Firefox. Macintosh users should use Safari version 4 or later.*

*This site uses cookies: To ensure proper functionality, enable your cookies. Best viewed with video resolution settings of 1024 x 768 or higher.*

Supreme Court of Alabama (334)229-0700	Alabama Court of Civil Appeals (334)229-0733	Alabama Court of Criminal Appeals (334)229-0751
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Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104

For technical assistance using this online service please contact our Help Desk at (334)229-0500.  
Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

Enter your primary email address and state bar identification number.

The click the “Begin The Registration Process” button.

**Note:**

The e-mail address used must match your email address on file with the Alabama State Bar.

ACIS.alabama.gov

ALABAMA JUDICIAL SYSTEM | E-FILING RULES | FAQ'S | ACIS UNIVERSITY | TRIAL COURT E-FILING | HOME

Welcome To The Appellate Court's Online Information Service

### New User Information

Please enter your e-mail address and your Alabama State Bar Identification Number.

Attorney's Primary E-mail Address: johndoe@hotmail.com

*Note: Please register using the attorney's primary email address. You will be given an opportunity to provide additional e-mail addresses of secondary contracts to receive copies of court generated notices.*

State Bar Identification Number: ASB-5555A55A

Example: 9999A99A

**Begin The Registration Process** | Return To Login

Attorneys appearing Pro Hac Vice must contact the Clerk of the Appellate Court in order to obtain a code that will serve in lieu of an Alabama State Bar Identification Number.

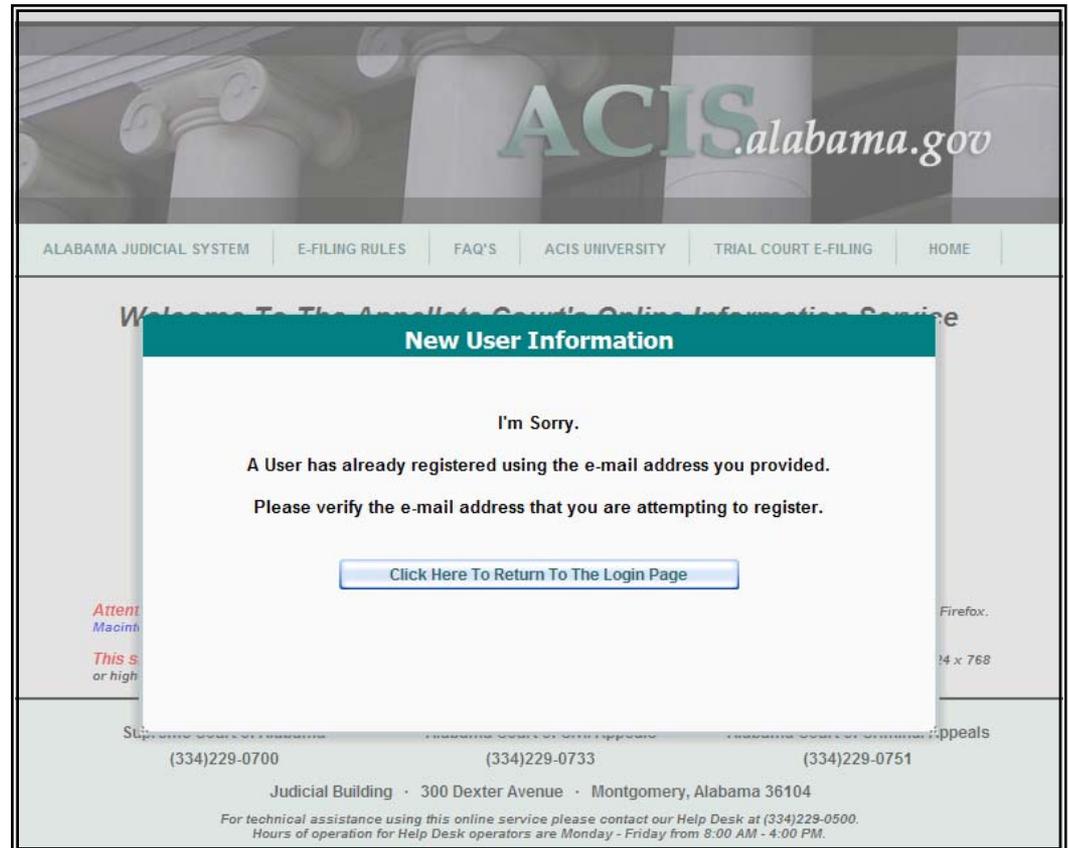
Supreme Court of Alabama (334)229-0700 | Alabama Court of Civil Appeals (334)229-0733 | Alabama Court of Criminal Appeals (334)229-0751

Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104

For technical assistance using this online service please contact our Help Desk at (334)229-0500.  
Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

If an e-mail address is entered that is already registered with ACIS, you will receive an error message.

Please verify your e-mail address and contact the ACIS helpdesk at (334) 229-0500 if you continue to have problems registering.



The screenshot displays the ACIS.alabama.gov website interface. At the top, the ACIS.alabama.gov logo is visible against a background of classical columns. Below the logo is a navigation menu with links for ALABAMA JUDICIAL SYSTEM, E-FILING RULES, FAQ'S, ACIS UNIVERSITY, TRIAL COURT E-FILING, and HOME. The main content area features a teal header for "New User Information" and a white error message box. The message reads: "I'm Sorry. A User has already registered using the e-mail address you provided. Please verify the e-mail address that you are attempting to register." Below the message is a button labeled "Click Here To Return To The Login Page". The footer contains contact information for the ACIS helpdesk, including phone numbers (334)229-0700, (334)229-0733, and (334)229-0751, and the address: Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104. It also includes the text: "For technical assistance using this online service please contact our Help Desk at (334)229-0500. Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM."

Another error is possible if your information on file with the Alabama State Bar does not match what you have entered.

If you receive this error, first contact the Alabama State Bar to correct your information. Then contact the ACIS helpdesk at (334) 229-0500 and we will assist you.

The screenshot displays the ACIS.alabama.gov website interface. At the top, the ACIS.alabama.gov logo is visible. Below the logo is a navigation menu with links for ALABAMA JUDICIAL SYSTEM, E-FILING RULES, FAQ'S, ACIS UNIVERSITY, TRIAL COURT E-FILING, and HOME. The main content area features a teal header for 'New User Information' and a white box containing the following text: 'I'm Sorry. The registration information you provided does not match the information currently in our system. Please verify that the information you provided is accurate and matches the information currently on file with the Alabama Bar Association. If further attempts are unsuccessful, please contact one of the Appellate Court Clerk's offices for assistance.' Below this text is a button labeled 'Click Here To Return To The Login Page'. The footer of the page includes contact information for the Supreme Court of Alabama, Alabama Court of Criminal Appeals, and Alabama Court of Civil Appeals, along with the address: Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104. Technical assistance contact information is also provided: (334)229-0700, (334)229-0733, and (334)229-0751. Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

Otherwise, verify your information and click the “Click Here To Continue Your Registration” button.

The screenshot shows the ACIS.alabama.gov website interface. At the top, the logo 'ACIS.alabama.gov' is displayed. Below the logo is a navigation menu with links: ALABAMA JUDICIAL SYSTEM, E-FILING RULES, FAQ'S, ACIS UNIVERSITY, TRIAL COURT E-FILING, and HOME. The main content area features a teal header for 'New User Information'. The text in the dialog box reads: 'The e-mail address you provided was: johndoe@hotmail.com.', 'The Bar ID you entered was: 5555A55A.', and 'If this is correct and you would like to continue the registration process, click below.' A button with the text 'Click Here To Continue Your Registration' is circled in red. The footer of the page includes contact information for the Supreme Court of Alabama, Alabama Court of Civil Appeals, and Alabama Court of Criminal Appeals, along with the address: Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104. Technical assistance contact information is also provided: (334)229-0700, (334)229-0733, (334)229-0751, and (334)229-0500. Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

You will then be prompted to enter your registration information. Complete the fields under “Your Information”.



**ALABAMA JUDICIAL SYSTEM** | **E-FILING RULES** | **FAQ'S** | **ACIS UNIVERSITY** | **TRIAL COURT E-FILING** | **HOME**

## Enter Your Registration Information

*\* Indicates Required Fields*

### Your Information

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\* Your Primary Email Address: johndoe@hotmail.com  
\* Your Alabama State Bar ID: 5555A55A

*A Temporary Password will be e-mailed to you upon the successful completion of your registration.*

\* Select A Secret Question: What is your favorite pastime?  \* Your Answer: Old Western Movies 

*Important: Please enter your name and address as you would like it to appear on correspondence and notices.*

Optional Salutation: None

\* Your First Name: John Your Middle Name: Wayne \* Your Last Name: Doe Suffix: None

Also complete the information about your firm.

When all information has been entered, click the “Create Your Account” button to continue.

### Your Firm's Information

\* Your Firm's Name:  ?

\* Your Current Role:  ?

\* Your Telephone No:   
Format Example: (555) 555-5555

Your Fax No:   
Format Example: (555) 555-5555

\* Your Mailing Address:  ?

\* Your City:

\* Your State:

\* Your Zip Code:

**Important Notice**

By registering to use "Alabama Appellate Courts Online", you are acknowledging that you consent to accepting copies of all notices, orders, decisions, etc. issued by the Alabama Appellate Courts electronically in lieu of receiving traditional paper copies. Also, please take note that it will be your responsibility to keep the above information regarding your account current.

Supreme Court of Alabama (334)229-0700	Alabama Court of Civil Appeals (334)229-0733	Alabama Court of Criminal Appeals (334)229-0751
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Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104

For technical assistance using this online service please contact our Help Desk at (334)229-0500.  
Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

Once you have completed the registration information, you will see the welcome screen. Please read the information and take note that a temporary password is being sent to your e-mail address.

Click the “Click Here To Return To The Login Page” button to return to the main screen.

Alabama Appellate Court's Online Information Service

## ACIS.alabama.gov

### Welcome To The Appellate Courts Online

**Thank You For Registering With ACIS Online.**

*A temporary password has been e-mailed to you at the address you provided from the "administrator@acis.state.al.us".*

*Alerts and e-notices for this system and the Alabama Appellate Courts will come from various address using a base e-mail address of "@acis.state.al.us". If your e-mail system has spam filters that require you to whitelist sources from which you will receive correspondence, please make the appropriate entries necessary to pre-clear messages using this e-mail system.*

*You may log in anytime 24 hours a day using the User Id you provided and your temporary password. We encourage you to become familiar with the Appellate Court's E-Filing Rules. You should also review the Frequently Asked Questions (FAQs) and instructional information available on our website.*

*Once you have logged in, you may edit or update your account -- including your password -- by selecting the "Your Account" menu tab.*

*You can also add up to five (5) secondary contacts to your account. Your secondary contacts will automatically receive copies of all alerts and e-notices e-mailed to you by this system and the Appellate Courts.*

[Click Here To Return To The Login Page](#)



The e-mail you receive will look similar to the one here. Simply enter your username (e-mail address) and your temporary password to log into ACIS Online.

**Note:**

You can change your password after you login. Just visit the "My Account" tab.

**From:** administrator@acis.state.al.us [mailto:administrator@acis.state.al.us]

**Sent:** Monday, July 26, 2010 12:25 PM

**To:** [REDACTED]

**Subject:** Here is your temporary password

Welcome: [REDACTED]

Thank you for registering with the ACIS Online.

Your temporary password is: [REDACTED] <sup>1</sup>

Please take a moment and read the "New User Welcome" message you will find on the main menu when you log in. It contains important information regarding a complimentary 30 day introductory trial subscription new users receive when they register.

Thank you again for registering. Feel free to contact our Help Desk at (334)229-0500 if you have any questions.

Note: This email was generated for information purposes only. Please do not attempt to reply to this message.

<sup>1</sup> Alpha characters in your temporary password are lower case.