

**Request to Register a New Admin User**

If you are a solicitor and wish to access Civil Online, you must first register for this service.

**What you need to do**

* Identify one or more person within your firm to be an Admin User. The Admin User will be responsible for managing access to Civil Online for your staff. Separate Admin Users must be appointed for each branch – the same person cannot manage access across multiple branches.
* Complete the attached form. If you are based in more than location, please complete separate forms for each branch.

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| --- | --- |
| **Firm Name**\* |  |
| **Office Address**\* |  |
| **Postcode**\* |  |
| **Law Society Branch Number (if known)** |  |

|  |  |
| --- | --- |
| Name of **Admin User 1**\* |  |
| E-mail address of Admin User 1\* |  |
| Name of **Admin User 2**  |  |
| E-mail address of Admin User 2  |  |
| Name of **Admin User 3**  |  |
| E-mail address of Admin User 3  |  |
| Name of **Admin User 4**  |  |
| E-mail address of Admin User 4  |  |
| Name of **Admin User 5**  |  |
| E-mail address of Admin User 5  |  |

(\* - mandatory fields)

**Please submit the completed form to** **CivilOnlineHelp@scotcourts.gov.uk**