

Civil Online Registration

If you are a solicitor and wish to access Civil Online, you must first register by completing this form and returning it to CivilOnlineLab@scotcourts.gov.uk .

If you are based in more than location, please complete separate forms for each branch.

What you need to do

- 1) Provide details of the firm name and office address
- 2) Provide details of the Law Society reference for your branch. (If you are registered with the Law Society of Scotland)
- 3) Provide the email addresses for one or more person within your firm to be an admin user.

This user is able to grant access to additional users from within your branch – putting you in control of your list of users without the necessity to contact SCTS if there are changes.

Each admin user needs to have a unique email address so the same person cannot manage access across multiple branches unless they supply a different address for each.

Firm Name	
Office Address	
Postcode	
Law Society Branch Reference	

Email address - Admin User 1	
Email address - Admin User 2	
Email address - Admin User 3	
Email address - Admin User 4	
Email address - Admin User 5	