

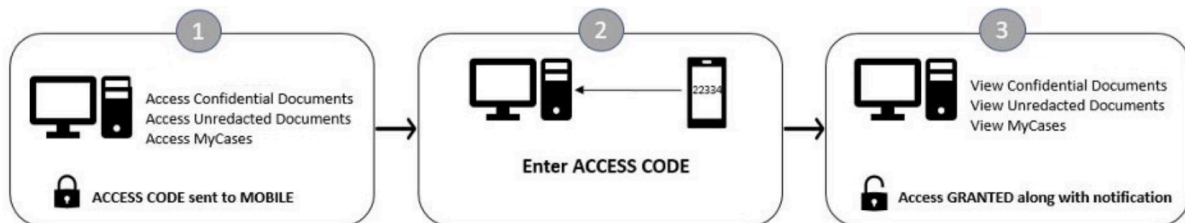


Allegheny County Department of Court Records

New Department of Court Records (DCR) Access

Effective **May 1, 2021** when logging into the Department of Court Records and accessing certain records, you will see an extra layer of security. You will still log in with your regular username and password, but when you access certain documents you receive a code via text message at the mobile number on file with DCR. You will enter the code into the DCR portal to gain access to these records. This helps to confirm your identity. The login process will be the same as before, except there will be this extra step when you access certain documents. The registration process will begin **February 1, 2021**. It is **important** that you register before May 1, 2021 to have uninterrupted access to DCR.

After May 1, 2021, an individual will not be able to e-file on behalf of an attorney unless the attorney has granted them access as their **proxy** in the DCR portal. For example, you could grant access to a law clerk or paralegal to e-file on your behalf. If you do not grant access, the other person will not be able to e-file for you. You can manage access by **granting** and **revoking** access to your proxies in the DCR portal.





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FAQ

Who does this apply to?

- This applies to attorneys **only**. Only **attorneys** can register for this service.

What records does this apply to?

- Confidential documents
- Unredacted documents

Can anyone else access the above types of records?

- No, only attorneys will be able to access these types of records and only via the new system.

When does this start?

- Registration will begin February 1, 2021. All attorneys must be registered to continue uninterrupted access by May 1, 2021.

What do I need to do in order to continue to have access?

- You will simply email a valid photo ID card (government issued photo ID) and Bar ID card to Dcrdfa@alleghenycounty.us.
- You must attend a video conference when scheduled by DCR staff and verify your identity and mobile phone number.

What do I need to do in order for this to work?

- You will need a mobile number in order to receive the code via text message.
- You must have registered with your Bar ID as your username.
 - Please make sure your phone can receive text messages from the DCR messaging system and that the number is not blocked. The phone number from which you will receive your verification code is 412-444-7595.

How much does this cost?

- There is no cost to you. This is free service that improves the security of DCR. You may incur regular and standard charges for text messages from DCR; check with your mobile carrier.

How can I change my mobile number that is registered with DCR?



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- You can send a request to Dcrdfa@alleghenycounty.us to update the mobile number on file. You must also attend a video conference when schedule by DCR staff and verify your new mobile number.

How can I change who I've granted access to as my proxy?

- You can grant or revoke access your proxies in the DCR Portal.

Questions?

Email us at: Dcrdfa@alleghenycounty.us