

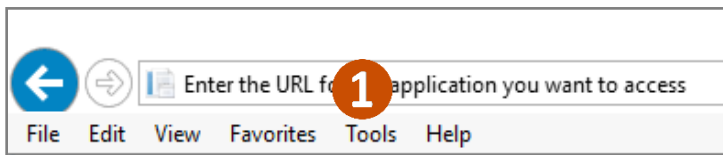
Quick Reference Guide - Creating a MyCourtMN Account

Create an account in the application

If you already have a MyCourtMN account, see the section [Log into MyCourtMN Account](#).

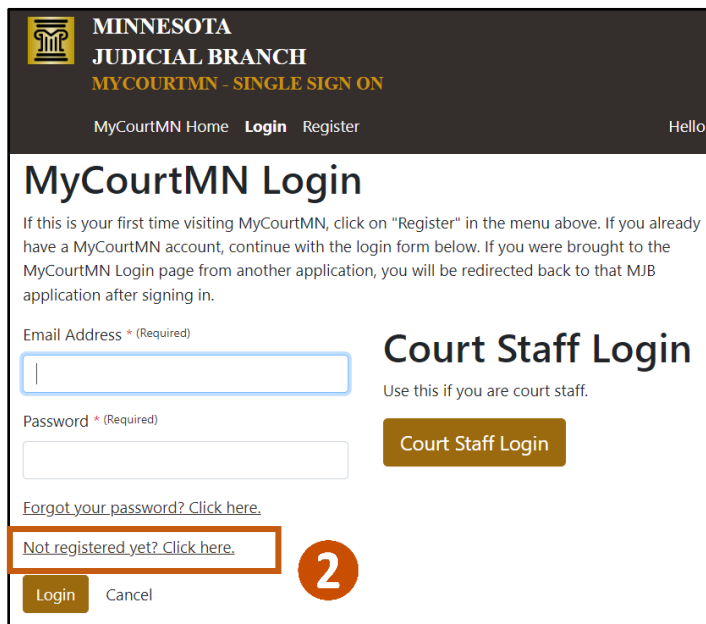
1. Click one of the application links below or type the address in an internet browser.

- Bail Bonds: <https://bailbondprogram.courts.state.mn.us/>
 - See additional information for [Bail Bond](#) on page 5
- Examiners Resource Application (ERA): <https://era.courts.state.mn.us>
- Interpreter Resource Management Application (IRMA): <https://irma.courts.state.mn.us>
- MyMNConservator (MMC): <https://mmc.courts.state.mn.us>
- MyMNGuardian (MMG): <https://mmg.courts.state.mn.us>
- Provider Availability and Scheduling System: <https://passmn.courts.state.mn.us/Providers>



If you already have a MyCourtMN account, see the section [Log into MyCourtMN Account](#).

2. Click **Not registered yet? Click here.**

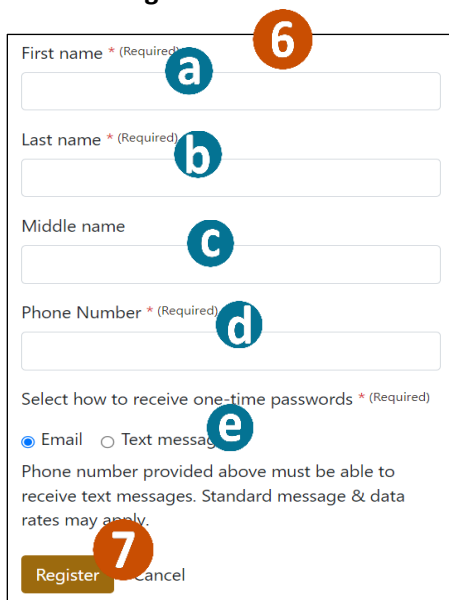
A screenshot of the MyCourtMN Login page. The page header includes the Minnesota Judicial Branch logo and the text "MYCOURTMN - SINGLE SIGN ON". Below the header are links for "MyCourtMN Home", "Login", "Register", and "Hello!". The main heading is "MyCourtMN Login". Below this heading is a paragraph of instructions. There are two main login sections: "Email Address * (Required)" with an input field, and "Court Staff Login" with a "Court Staff Login" button. Below these are links for "Forgot your password? Click here." and "Not registered yet? Click here." (highlighted with a red box and a red circle with the number "2"). At the bottom are "Login" and "Cancel" buttons.

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3. On the Register page, enter your primary **Email Address**.
4. Enter a **Password**.
5. Re-enter it to confirm.

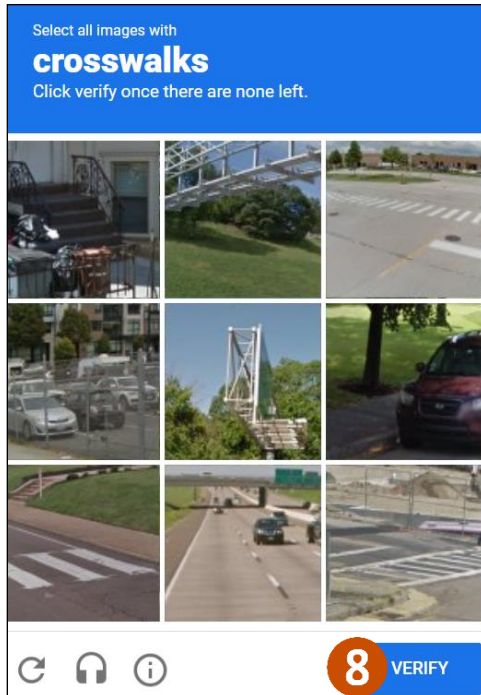


6. Complete the following fields:
 - a. First name
 - b. Last name
 - c. Middle name (optional)
 - d. Phone Number
 - e. Select the method to receive one-time passwords
7. Click **Register**.



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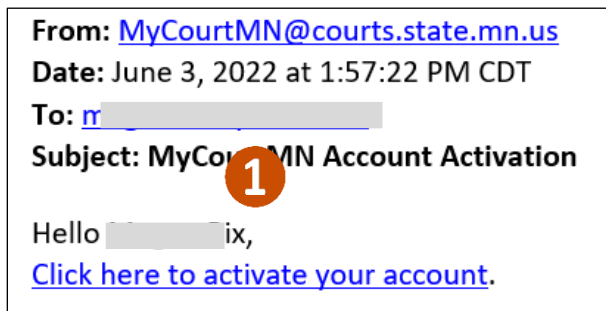
8. Complete the reCAPTCHA screen and click **Verify**. (This step may occur multiple times.)



A message appears stating, “You’ve successfully registered. An email with an activation link was successfully sent. Check your e-mail to activate your account.”

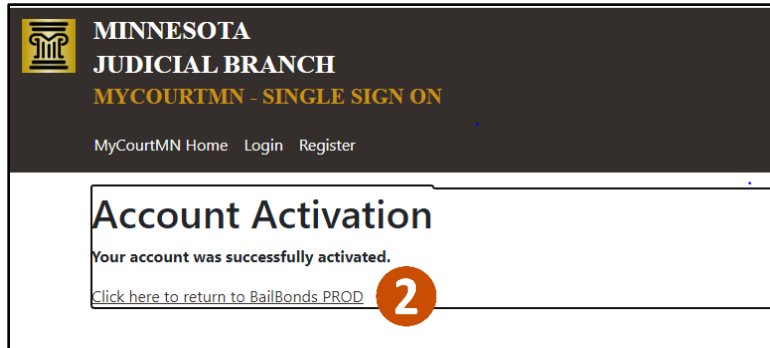
Activate an account

1. Access your email account, open the email from MyCourtMN – MyCourtMN Account Activation and click the **Click here to activate your account** link.



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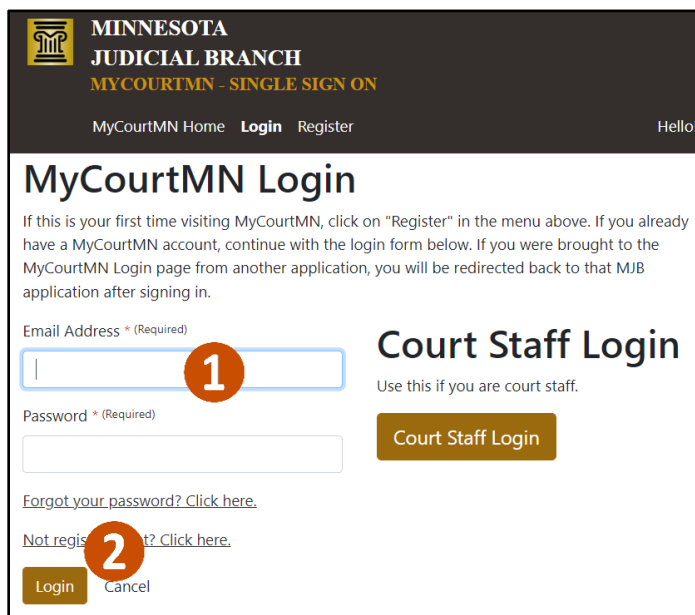
2. After a successful activation, click the **Click here to return to (Name of Application) Prod** link to return to the specific application.



If this window closes before you can go back and log in. Go to [Log into an application](#) to go to the correct website to log in.

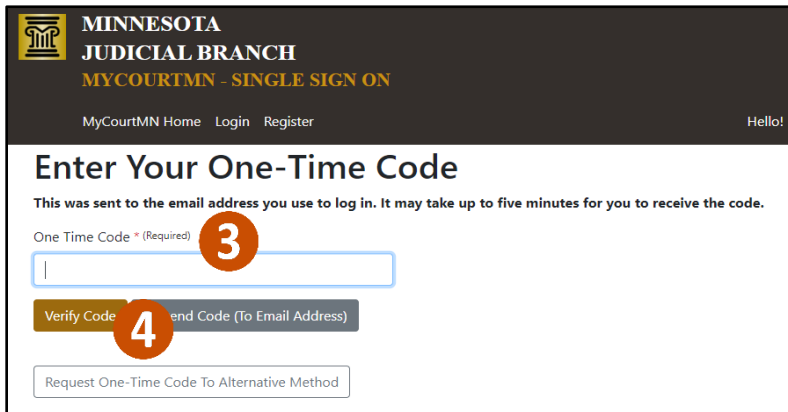
Log into MyCourtMN Account

1. From the **MyCourtMN Login** page, enter the **Email Address** and **Password** you used to set up the MyCourtMN account.
2. Click **Login**.



Quick Reference Guide - Creating a MyCourtMN Account

- Go to your email (or phone if they selected Text Message for how they want to receive one-time passwords during the registration process), open the email or text from MyCourtMN - MyCourtMN One Time Code, and Type in (recommend) or copy and paste the code into the **One time Code** field. If the code does not work the first time request a code again.
- Click **Verify Code**.



**MINNESOTA
JUDICIAL BRANCH
MYCOURTMN - SINGLE SIGN ON**

MyCourtMN Home Login Register Hello!

Enter Your One-Time Code

This was sent to the email address you use to log in. It may take up to five minutes for you to receive the code.

One Time Code * (Required) **3**

Verify Code **4** Send Code (To Email Address)

Request One-Time Code To Alternative Method



The one-time code will need to be re-entered:

- If you have not logged in to the application in last 7 days
- When a different IP address is being used (ex. Internet vs hotspot)

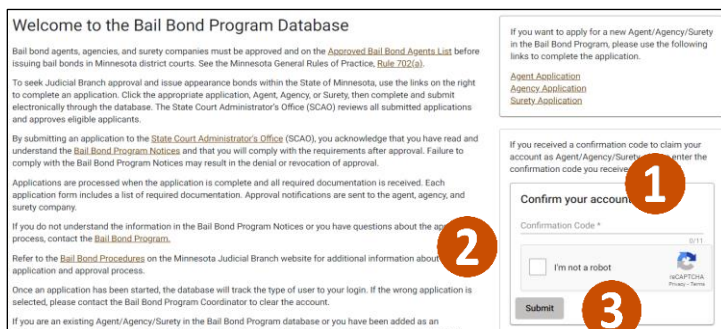
Bail Bond Specific Only

Confirm an account for active agents, agencies, and sureties



This is a one-time step for active agents, agencies, and sureties to ensure all of their information is available in the new Bail Bond Program Database.

- After logging into the Bail Bond Program database, enter the **Confirmation Code** received via email from BailBondProgram@courts.state.mn.us.
- Click the **I'm not a robot** checkbox and complete the reCAPTCHA screen.
- Click **Submit**.



Welcome to the Bail Bond Program Database

Bail bond agents, agencies, and surety companies must be approved and on the [Approved Bail Bond Agents List](#) before issuing bail bonds in Minnesota district courts. See the Minnesota General Rules of Practice, [Rule 702\(a\)](#).

To seek Judicial Branch approval and issue appearance bonds within the State of Minnesota, use the links on the right to complete an application. Click the appropriate application, Agent, Agency, or Surety, then complete and submit electronically through the database. The State Court Administrator's Office (SCAO) reviews all submitted applications and approves eligible applicants.

By submitting an application to the [State Court Administrator's Office \(SCAO\)](#), you acknowledge that you have read and understand the [Bail Bond Program Notices](#) and that you will comply with the requirements after approval. Failure to comply with the [Bail Bond Program Notices](#) may result in the denial or revocation of approval.

Applications are processed when the application is complete and all required documentation is received. Each application form includes a list of required documentation. Approval notifications are sent to the agent, agency, and surety company.

If you do not understand the information in the [Bail Bond Program Notices](#) or you have questions about the approval process, contact the [Bail Bond Program](#).

Refer to the [Bail Bond Procedures](#) on the Minnesota Judicial Branch website for additional information about application and approval process.

Once an application has been started, the database will track the type of user to your login. If the wrong application is selected, please contact the [Bail Bond Program Coordinator](#) to clear the account.

If you are an existing Agent/Agency/Surety in the Bail Bond Program database or you have been added as an Agent/Agency/Surety, you should have received a confirmation code to confirm your account. Enter the confirmation code in the field below.

If you want to apply for a new Agent/Agency/Surety in the Bail Bond Program, please use the following links to complete the application.

Agent Application
Agency Application
Surety Application

If you received a confirmation code to claim your account as Agent/Agency/Surety, enter the confirmation code you received.

Confirm your account **1**

Confirmation Code * **2**

I'm not a robot **3**

Submit