

# ALLEGHENY COUNTY DEPARTMENT OF COURT RECORDS

## NEW DEPARTMENT OF COURT RECORDS (DCR) ACCESS



Effective January 1, 2022, attorneys will be required to access certain court records with an extra layer of security. In order to access these records, you will receive a code via text message to verify your identity when accessing the DCR portal.

- The registration process for Attorney's started February 1, 2021.



What types of court records will this apply to?

- Confidential Documents
- Unredacted Documents



What will I need to do to have access?

- You will simply email a valid photo ID card (government issued photo ID) and Bar ID card to [Dcirdfa@allegHENYcounty.us](mailto:Dcirdfa@allegHENYcounty.us)
- In order to verify your identity and mobile phone number, you must attend a video conference scheduled by DCR staff.



What requirements are there?

- 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.



Attorney Proxying

- Attorney proxying will allow you to give any person the ability to e-file on your behalf. For example, a law clerk or a paralegal could be a proxy for an attorney.
- You will be able to grant or revoke access to any person who is your proxy.

QUESTIONS?

SEE OUR FAQ SECTION FOR MORE DETAILS

EMAIL: [DCR DFA@ALLEGHENYCOUNTY.US](mailto:DCR DFA@ALLEGHENYCOUNTY.US)

