



Court Reservation Guide

Online Court Reservations (OCR)

How to Create Your OCR Account

1. Go to: <https://encoreateastmark.onlinecourtreservations.com/signin>
 2. Click “**Register as a New User.**”
 3. When prompted, enter the **Encore registry code: Encore123**
 4. Complete your registration and log in.
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Getting Started

- Once logged in, explore the system to become familiar with the layout and options.
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Reservation Rules

- **Reservation Frequency:** You may make **one reservation per week.**
 - **Week Definition:** The system defines a week as **Sunday through Saturday.**
 - Example: You can make a reservation on **Friday** and then another on **Sunday**, since that begins a new week.
 - **Advance Booking:** Reservations can be made up to **14 days in advance.**
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