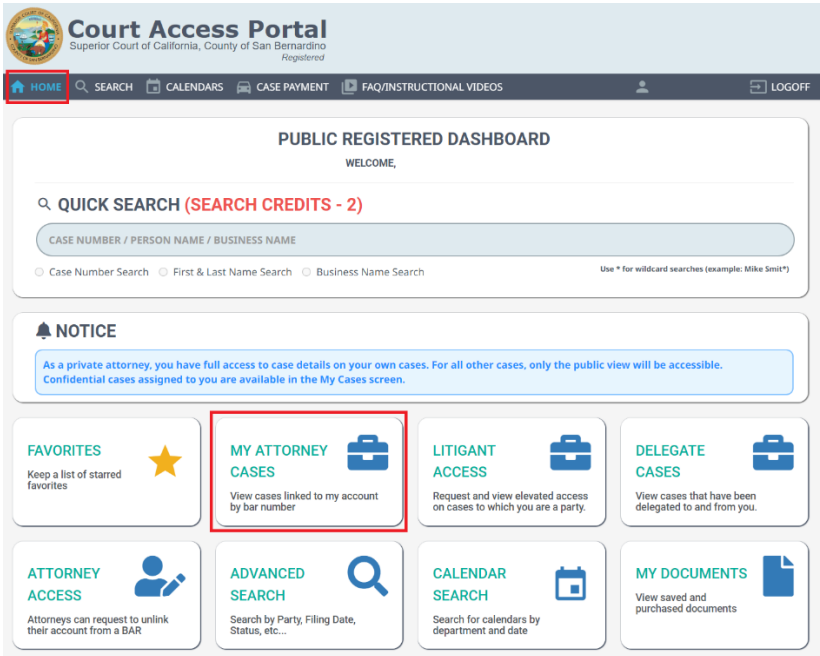


Court Access Portal – Attorney Delegate Access

Prerequisites:

- A) Elevated access to case via attorney account
 - a. See [FAQ](#) “Registering Attorney”
- B) User receiving access has a registered account

- a. **To Grant Access:** From the home screen, click the “My Attorney Cases” tile



- 2) Select “Delegate Case” for a case you wish to delegate access to.



- 3) Enter the e-mail of the account you wish to delegate to and click “Delegate”

DELEGATE ACCESS

Enter email address of the individual you want to delegate the case "~~CASE NUMBER~~" to:

Email Address

DELEGATE

Delegated Cases

Show 25 entries

Case Number	Email Address	Date Submitted	Expiring In
No data available in table			

4) Read and accept the terms.

- 13. **Termination.** Court reserves the right to immediately terminate Your access to Portal, without prior notice, if Court determines that You have violated these Terms of Use. Court, in its sole discretion, may reinstate Your access to the Portal upon verification to Court's satisfaction that such violations have been corrected and that You have implemented measures to prevent future violations.
- 14. **Governing Law, Venue.** These Terms of Use will be construed and enforced in accordance with the laws of the State of California. Proper venue for legal action regarding this Agreement will be in the Superior Court of the State of California.
- 15. **Third Party Beneficiaries.** These Terms of Use do not, and are not intended to, confer any rights or remedies upon any person or entity other than the parties.



5) You will now see the case has been delegated to a 3rd party.

DELEGATE ACCESS

Enter email address of the individual you want to delegate the case "CS110952109" to:

Email Address

DELEGATE

Delegated Cases

Show 25 entries

Case Number	Email Address	Date Submitted	Expiring in	
0000000000000	e-mail@e-mail.com	06/12/2023, 11:01 AM	60 days	Remove Access

a. NOTE: delegation will expire 60 days from the date of delegation.

6) **To remove access**, click "Remove Access"

DELEGATE ACCESS

Enter email address of the individual you want to delegate the case "CS110952109" to:

Email Address

DELEGATE

Delegated Cases

Show 25 entries

Case Number	Email Address	Date Submitted	Expiring in	
0000000000000	e-mail@e-mail.com	06/12/2023, 11:01 AM	60 days	Remove Access

7) Click "OK"

