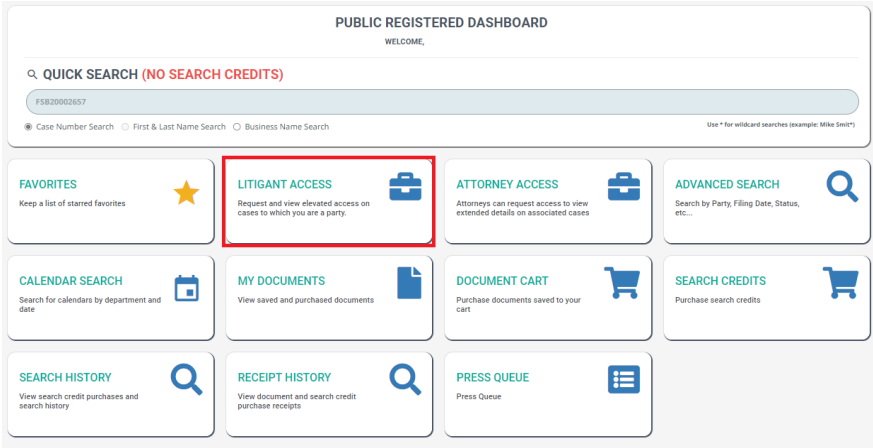


# Court Access Portal – Litigant Delegate Access

Prerequisites:

- A) Registered account
  - a. See [FAQ](#) “Registering – Public”
- B) Elevated access to case via Litigant Access
  - a. See [FAQ](#) “Elevated Litigant Access”
- C) Account receiving access has a registered account

1) **Delegating Access:** From the home screen, click the “Litigant Access” tile.



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

## LITIGANT ACCESS REQUESTS

[NEW REQUEST](#)

Show 25 entries

Submitted Date	Case Number	Status	Status Date	
04/24/2023, 08:42 AM	2023000252	APPROVED	04/24/2023, 08:44 AM	<a href="#">View</a> <a href="#">Delegate</a>
04/24/2023, 08:41 AM	2023000253	APPROVED	04/24/2023, 08:44 AM	<a href="#">View</a> <a href="#">Delegate</a>
04/24/2023, 08:41 AM	2023000254	APPROVED	04/24/2023, 08:44 AM	<a href="#">View</a> <a href="#">Delegate</a>

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

## DELEGATE ACCESS

Enter email address of the individual you want to delegate the case "2023000252" 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 3<sup>rd</sup> party.

**DELEGATE ACCESS**

Enter email address of the individual you want to delegate the case "CS110052109" 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

NOTE: delegation will expire 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 "CS110052109" 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"

