

Court Access Portal – Request Elevated Litigant Access

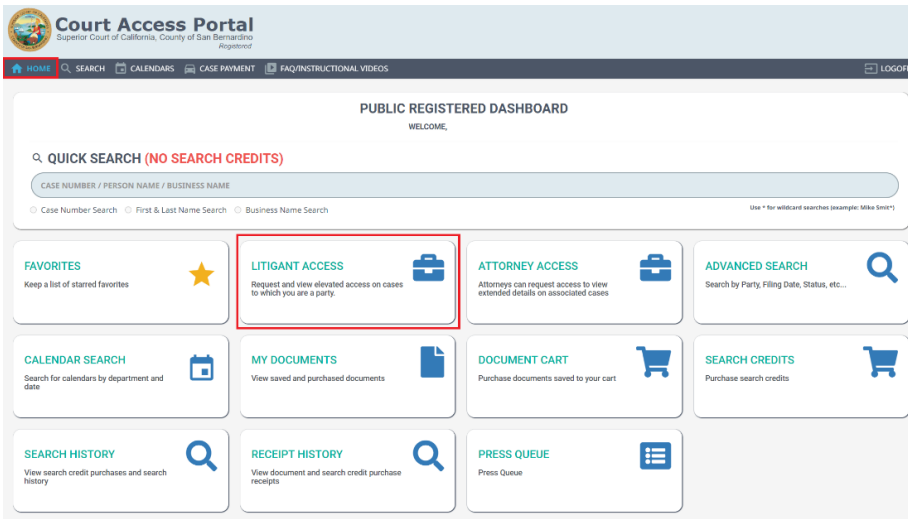
Elevated Litigant Access will allow a party on a case to view additional case information.

Prerequisites:

- a) You are registered and logged into your Court Access Portal account.
 - a. Please see our FAQ for more help registering and logging in.
 - i. [Court Access Portal Instructional Videos and FAQ](#)

Instructions:

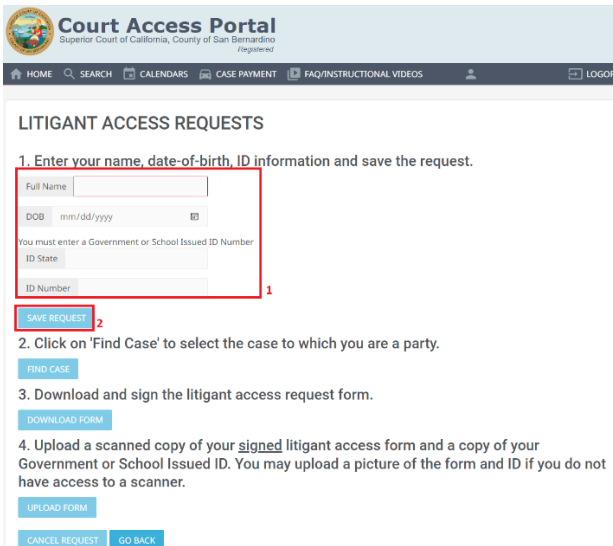
- 1) From your home screen, select “Litigant Access”.



- 2) To request litigant access, click “New Request”



- 3) Enter your information (1) and click “Save Request” (2)



4) Click on “Find Case”

2. Click on 'Find Case' to select the case to which you are a party.



5) Enter Case number (1), then click “Find Case” (2)

LITIGANT ACCESS REQUESTS

Enter a case number and select the party that matches your identity.

Case Number **1**



6) You will be presented with a list of parties. Select yourself from the list.

LITIGANT ACCESS REQUESTS

Enter a case number and select the party that matches your identity.

Case Number



Show 25 entries

Party Name	Connection Type	
TERRAPIN POWER CO INC	PL	
CHOCOMA POWER CO INC	O1	
EXETER POWER CO	O1	
WISCONSIN POWER CO INC	O1	
EXETER POWER CO	DF	
EXETER POWER CO	O1	

a. NOTE: certain case types will not preset this list, rather you will manually enter your information.

7) Click on “Download Form”

LITIGANT ACCESS REQUESTS

1. Enter your name, date-of-birth, ID information and save the request.

Full Name

DOB

You must enter a Government or School Issued ID Number

ID State

ID Number



2. Click on 'Find Case' to select the case to which you are a party.



Case Number

Party

3. Download and sign the litigant access request form.



4. Upload a scanned copy of your signed litigant access form and a copy of your Government or School Issued ID. You may upload a picture of the form and ID if you do not have access to a scanner.



8) A form will come up for you to fill, print and sign.

9) Click "Upload Form"

LITIGANT ACCESS REQUESTS

1. Enter your name, date-of-birth, ID information and save the request.

Full Name

DOB 01/01/1900

You must enter a Government or School Issued ID Number

ID State CA

ID Number

SAVE REQUEST

2. Click on 'Find Case' to select the case to which you are a party.

FIND CASE

Case Number

Party

3. Download and sign the litigant access request form.

DOWNLOAD FORM

4. Upload a scanned copy of your signed litigant access form and a copy of your Government or School Issued ID. You may upload a picture of the form and ID if you do not have access to a scanner.

UPLOAD FORM

CANCEL REQUEST GO BACK

10) Upload the completed form (1) as well as a picture ID (2) and click "upload" (3).

LITIGANT ACCESS REQUESTS

The Litigant Access Request will be submitted once the form and ID is uploaded. You will not be able to make changes after the request is submitted.

Scan and upload the signed Litigant Access Form. You may upload a picture of the signed form if you do not have access to a scanner.

1 Choose File No file chosen

Scan and upload a copy of your Government or School Issued ID. You may upload a picture of your ID if you do not have access to a scanner.

2 Choose File No file chosen

3 UPLOAD CANCEL

11) You will now see your application is awaiting Court review.

LITIGANT ACCESS REQUESTS

NEW REQUEST

Show 25 entries

Submitted Date	Case Number	Status	Status Date
06/09/2023, 02:15 PM	00000000000000	NEW	06/09/2023, 02:15 PM

12) If approved, you will receive an e-mail and you will see the status change.

a. Here you see 3 requests in different stages. New, Denied, Approved.

LITIGANT ACCESS REQUESTS

NEW REQUEST

Show 25 entries

Submitted Date	Case Number	Status	Status Date	
06/09/2023, 02:15 PM	00000000000000	NEW	06/09/2023, 02:15 PM	
04/25/2023, 08:47 AM	0000000000002	DENIED	04/25/2023, 09:17 AM	
04/24/2023, 08:42 AM	C000000000000	APPROVED	04/24/2023, 08:44 AM	View Delegate

b. To view your approved case, click on "View"

LITIGANT ACCESS REQUESTS

[NEW REQUEST](#)

Show 25 entries

Submitted Date	Case Number	Status	Status Date	
06/09/2023, 02:15 PM	0000000000000	NEW	06/09/2023, 02:15 PM	
04/25/2023, 08:47 AM	0000000000002	DENIED	04/25/2023, 09:17 AM	
04/24/2023, 08:42 AM	C000000000000	APPROVED	04/24/2023, 08:44 AM	View Delegate