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.

PUBLIC REGISTERED DASHBOARD						
Q QUICK SEARCH (NO SEARCH CREDITS)						
F582002657						
Case Number Search O First & Last Name Search O Business Name Search						
FAVORITES Keep a list of starred favorites	*	LITIGANT ACCESS Request and view elevated access on cases to which you are a party.		ATTORNEY ACCESS Attorneys can request access to view extended details on associated cases		ADVANCED SEARCH Search by Party, Filing Date, Status, etc
CALENDAR SEARCH Search for calendars by department and date		MY DOCUMENTS View saved and purchased documents		DOCUMENT CART Purchase documents saved to your cart		SEARCH CREDITS Purchase search credits
SEARCH HISTORY View search credit purchases and search history	٩	RECEIPT HISTORY View document and search credit purchase receipts	Q	PRESS QUEUE Press Queue		

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

LITIGANT ACCESS REQUESTS

 Submitted Date 	Case Number	Status	Status Date	
04/24/2023, 08:42 AM	\$\$0\$#86\$6\$82	APPROVED	04/24/2023, 08:44 AM	View Delegate
04/24/2023, 08:41 AM	25021002003	APPROVED	04/24/2023, 08:44 AM	View Delegate
04/24/2023, 08:41 AM	24 200000000000000000000000000000000000	APPROVED	04/24/2023, 08:44 AM	View Delegate

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 "@@@MO@@@MO@" to:

Email Address	e-mail@e-mail.com		
DELEGATE			
Delegated (Cases		
Show 25 🗸	entries		
Case Number	Email Add	ress • Date Submitted	Expiring in
No data availab	le 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 "@SEINORS LINES" to:

Email Address							
DELEGATE							
Delegated Cases							
Show 25 🗸 entries							
Case Number	Email Address	• Date Subr	nitted	Expiring in			
00000000000000000	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 "@SHN@BSHN@B' to:

Email Address				
DELEGATE				
Delegated Case	<u> </u>			
Delegated Case	5			
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"

