

You must have a CourtID to sign into LACourtConnect using the steps below.

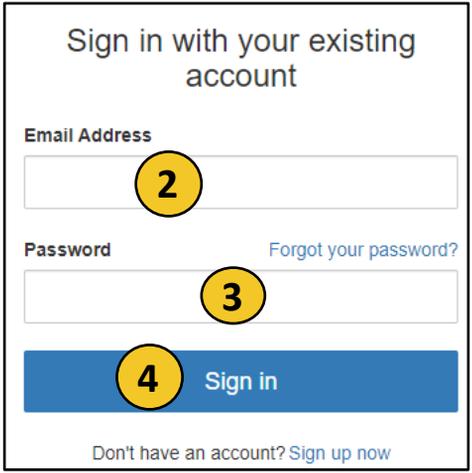
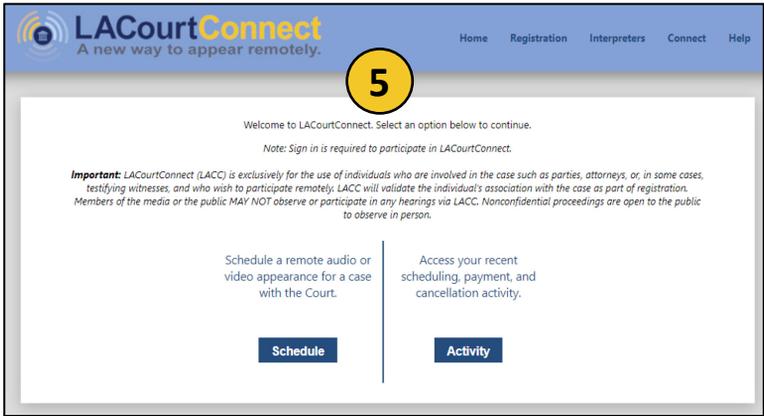
Signing into LACourtConnect

1. Go to <https://my.lacourt.org/laccwelcome> and click on **Sign In**.
2. Enter the email address
3. Enter password
4. Click on **Sign in**.
5. LACourtConnect homepage will appear upon successful sign in.

Note: Continue to the next step to Schedule your appearance.



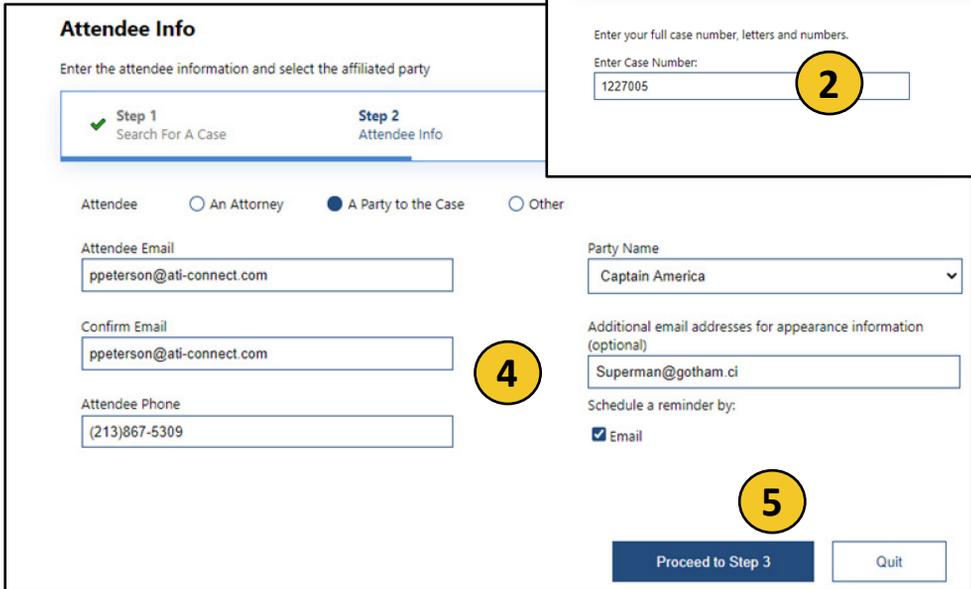
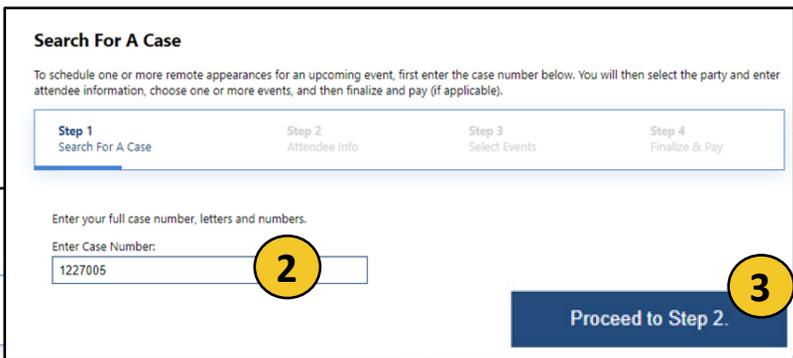
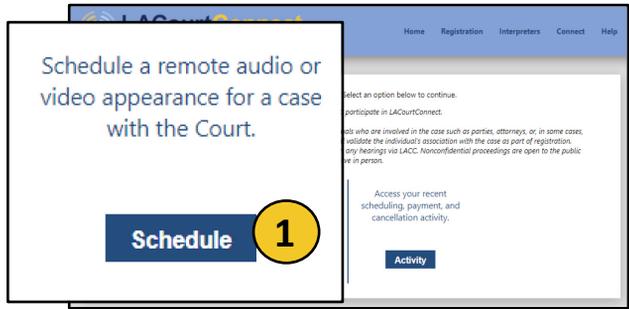
 **Note** Ensure you have Caps Lock turned off.



Once you have created a CourtID and are signed in, you can proceed to schedule a Remote Appearance by following the steps below.

Schedule Appearance

1. Click **Schedule**.
2. Enter the case number.
3. Click **Proceed to Step 2**.
4. Enter relevant details. Select to participate in hearing as a party to the case, an attorney, or generic (other) participant.
5. Click **Proceed to Step 3**.



- Events available by remote attendance for the given case will display.
- Select desired event.
- Click **Proceed to Step 4**

Select Events

Choose one or more events to register for below.

✓ Step 1
Search For A Case
✓ Step 2
Attendee Info
Step 3
Select Events
Step 4
Finalize & Pay

MDC-1235 - Marvel vs DC Comics
Party: Captain America

Event Time	Event Description	** Registration Fee	Total Fees
<input type="checkbox"/> 2/3/2022 2:00 PM	DDD - Court Hearing 1234	\$0.00	
<input type="checkbox"/> 2/5/2022 2:00 PM	DDD - Court Hearing 1234	\$0.00	

**** Fees**
For events with fees greater than \$0: After your remote appearance, you will be charged for one hearing when there are multiple hearings for the same case on the same date and time. If one of the events has a fee waiver selected, it will apply to all events for your case at the same start time. Events with a different attendee, courtroom, case, case party or date / time will be charged separately.

8 Proceed to Step 4
Quit

- Review the information. The option to **Remove** and **Add More Appearances** is available.
- To confirm your appearance, click **Schedule**.
- A **Confirmation** page will display that you can print.

Finalize & Pay

Check to confirm everything is correct, and then finalize and pay (if applicable).

✓ Step 1
Search For A Case
✓ Step 2
Attendee Info
✓ Step 3
Select Events
Step 4
Finalize & Pay

Attendee Information

Attendee Role: Witness
Attendee Name: Steve Rogers
Attendee Email: ppeterson@ati-connect.com
Attendee Phone: (213) 867-5309
Reminders: Email

Selected Events

Appearance Info	Case / Party	Event Details	Amount
2/3/2022 2:00 PM LA Teams 005	MDC-1235 - Marvel vs DC Comics Party: Captain America	Court Hearing 1234	\$0.00
2/5/2022 2:00 PM LA Teams 005	MDC-1235 - Marvel vs DC Comics Party: Captain America	Court Hearing 1234	\$0.00
*Total			\$0.00

*** Fees**
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10 Schedule
Quit



Clicking 'quit' returns you to the beginning of the registration process and the progress will not be saved.