



HERE FOR YOU | SAFE FOR YOU

Superior Court of California, County of Los Angeles

NOTICE TO ATTORNEYS

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ADVANCED ATTORNEY PORTAL FEATURES PROVIDE CONVENIENCE, NEW BENEFITS WITH SUBSCRIPTION -UPDATE-

ENHANCEMENTS AVAILABLE NOW WITH MORE FEATURES COMING SOON

Convenient new features are available now for attorneys who elect to opt for a higher tier of subscription services from the Court's new Advanced Attorney Portal. The \$100 cost recovery fee (annual subscription) per attorney opens exclusive access to an Advanced Attorney Portal option that saves time and makes your jobs easier:

WHAT'S NEW	Activate a \$100 annual Subscription to the Advanced Attorney Portal
My Cases	Access all your cases for which you are the attorney of record.
My Documents	View all your electronic case documents.
My Calendar	Track your upcoming hearings in the next six months.
My LACC	View upcoming hearings reserved for remote appearances and click on the video link for easy access (hearings updated daily).
My Delegee(s)	Authorize delegees to access case records on your behalf. *IMPORTANT* Attorneys and delegees must sign an agreement, that among other provisions, acknowledges that sharing user accounts with multiple individuals is prohibited. Delegees must register for their own Attorney Portal user account. Delegation is on a case-by-case basis; only the delegator can renew access.
My Payment	Option to pay by credit card; or by check for multiple subscriptions for one firm or organization. (See below for more details on paying by check.)

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Sign up now! See below for instructions.

STEP ONE – IF YOU HAVEN'T ALREADY DONE SO, CREATE YOUR COURT IDENTITY ON THE NEW ATTORNEY PORTAL. IF YOU ALREADY HAVE A COURT ID, GO TO STEP 2.

- At the Attorney Portal link (<https://my.lacourt.org/attorney/#/>), create your Court ID. It's a one-time process.
- Your Court ID is a single sign-in credential that gives you access to basic features of the Attorney Portal and all features of LACourtConnect (LACC). Each member of your office can also create a Court ID, so they can schedule remote appearances on your behalf.

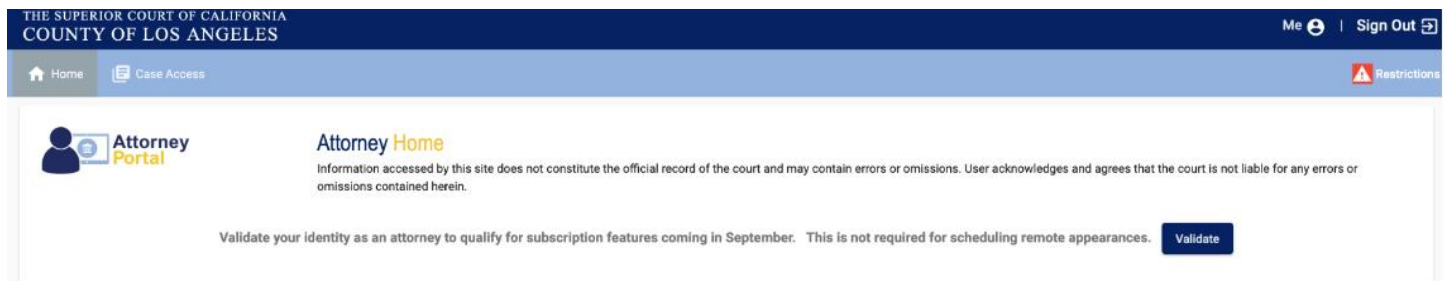
STEP TWO – USE YOUR COURT ID TO SIGN IN TO THE ATTORNEY PORTAL.

To activate the features of the Advanced Attorney Portal, use your Court ID to sign in (see upper right-hand corner of the Attorney Portal Welcome Page.) After you sign in, your Display Name is visible in the upper right-hand corner, confirming you are signed in.

STEP 3 – VALIDATE YOUR BAR NUMBER TO UNLOCK ACCESS TO SUBSCRIPTION SERVICES.

Validation as an attorney is necessary if you want to take advantage of subscription services available through the Advanced Attorney Portal. To date, thousands of attorneys already have validated their identity! (Note: this step is not required to schedule remote appearances.)

After you have signed in with your Court ID, click the blue "Validate" button:



An agreement document then appears. Check the box to indicate you agree. Enter your bar number. Click the "Send Verification Code" button and look for the code in the email inbox you used to register with the State Bar of California. Copy the code from the email and enter it in the Verification Code box. Then click "Verify."

STEP 4 – PAY FOR YOUR SUBSCRIPTION TO ACCESS ADVANCED ATTORNEY PORTAL FEATURES

After completion of the verification process, you will be prompted to pay for your annual subscription. Enter your credit card information or pay by check for firms and organizations seeking to pay for multiple attorney subscriptions in one payment, and take advantage of the My Case, My Calendar and other optional features designed for attorneys! If you want to pay for multiple attorneys, follow these directions:

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NEW: Firms and organizations can send a check to the Court to pay for multiple attorneys' annual subscription fees. The individual attorneys must have created their accounts in the portal and completed the online validation of their identity as an attorney before sending the payment. Please send the list of attorney names and email addresses along with a check payable to:

Los Angeles Superior Court
Revenue Management
111 N. Hill Street, Room 119A
Los Angeles, CA 90012

See details in the next section on additional subscription-based enhancements planned soon.

WHAT'S NEXT Stay Informed – Visit the Attorney Portal Home Page Frequently

- Follow a Case** Free with Advanced Attorney Portal subscription. For basic (free) Attorney Portal access, cost is \$1 per case/\$10 for 15 cases.
- Do a Name Search** Search for a name (public [fee schedule](#) applies).
- Bookmark a Case** Feature allows users to bookmark a case for easy access.
- Access Civil Docs** Preview first page of other Civil cases unrelated to your cases (you're not the attorney of record).
- Delegation Features** Get notification of expiring delegations and extend expiring delegations.

Part of the Court's *Here For You | Safe For You* plan, the Attorney Portal provides a centralized location where attorneys can access services tailored for you. Single sign-on allows attorneys to use one credential to access LACC and additional features for attorneys. LACC provides a safe and convenient alternative to in-person appearances by allowing parties to appear in court via video or audio, without having to come to court. Information on *Here For You | Safe For You* can be found [here](#) and on Twitter (@[LASuperiorCourt](#)).



Issued by: Sherri R. Carter
Executive Officer/Clerk of Court

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