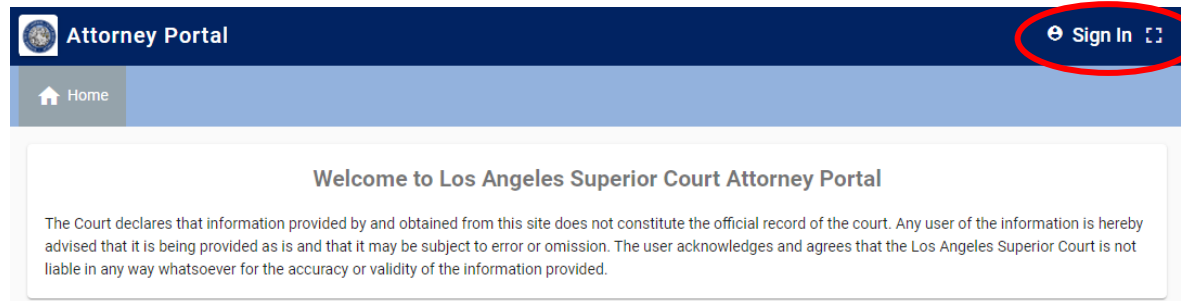


LASC ATTORNEY PORTAL

USER REGISTRATION

1. In a supported browser (e.g. Chrome, Firefox, Edge, or Safari), go to <https://my.lacourt.org/attorney>.
2. Click the “**Sign In**” link.



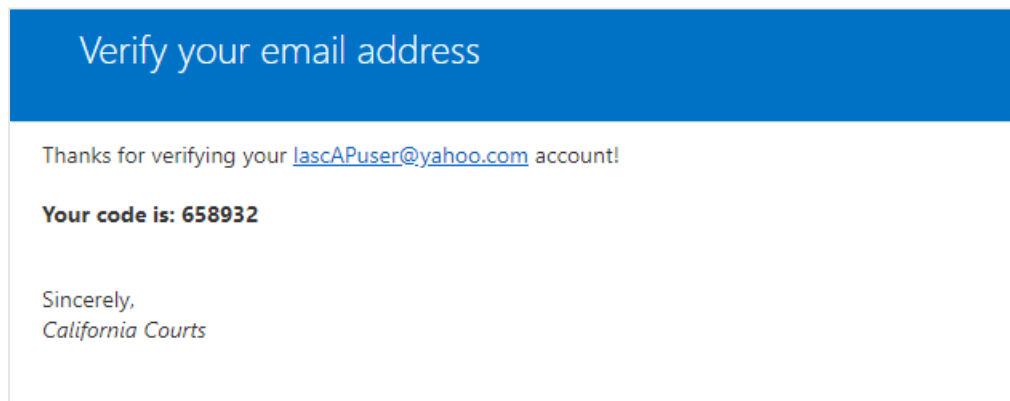
3. On the Sign in page, click **Sign up now**.



4. On the Sign up page, **enter your email address**. After successful sign up, this email address will be used to login at the Sign In page.
5. Click the **“Send verification code”** button.



6. To get the code, check the inbox of the email address provided. The email message will have a 6-digit code.



7. Go back to the Attorney Portal Sign up page, enter the unique 6-digit code received, and click the “Verify code” button.

SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

Sign up with a new account

Email Address
lascAPuser@yahoo.com

Verification code
658932

Verify code Send new code

8. After verification is complete, on the same Sign up page, enter your Attorney Portal password and other required information.

Password must be 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols:
@ # \$ % ^ & * = [] { } | \ . (- _ +) , / ` ? ~ " ; : ' !

New Password
.....

Confirm New Password
.....

Display Name
John Doe

Last Name
Doe

First Name
John

Cell Phone (optional - used for case update notification)

Create Cancel

9. Click “Create” to register your new account.

10. Enter your email address and password, and click sign in.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES**

Sign in with your existing account

Email Address
lascAPuser@yahoo.com

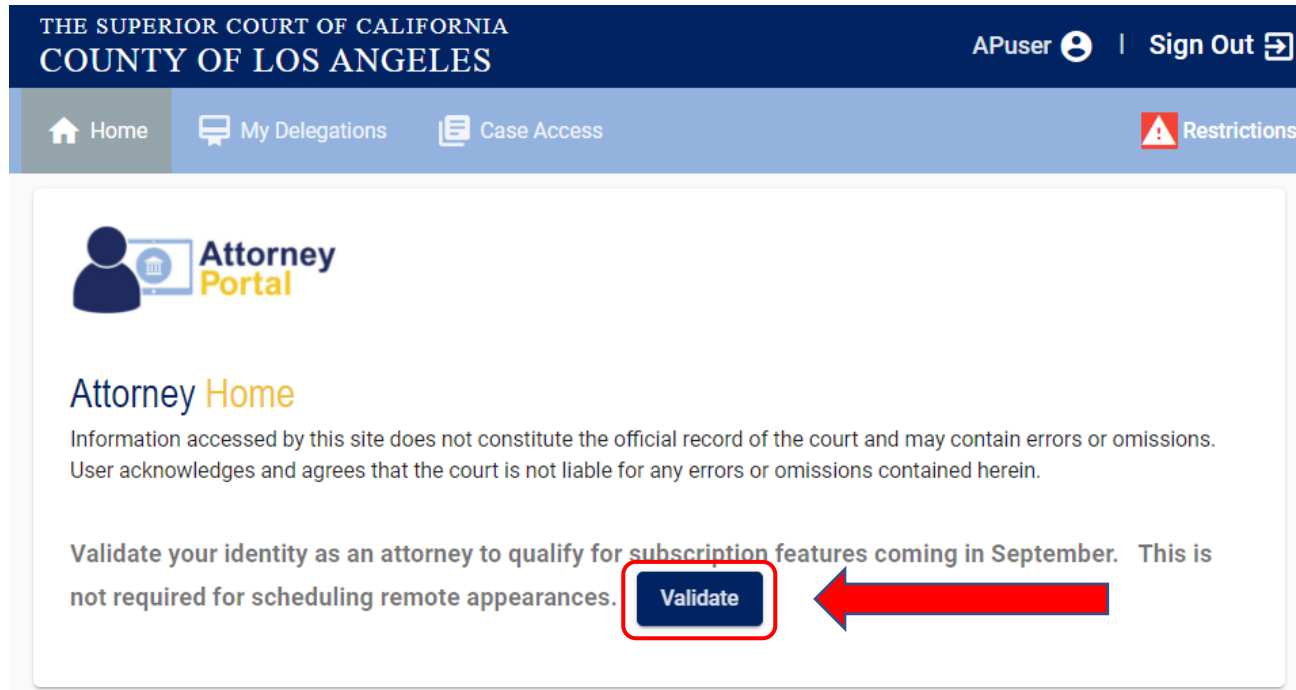
Password [Forgot your password?](#)

Sign in

ATTORNEY REGISTRATION (BAR NUMBER VALIDATION)

To register your Bar Number with the Attorney Portal you must first have an account with the State Bar of California website located at <https://members.calbar.ca.gov/login.aspx>. Ensure you have access to the email address registered with your State Bar account.

1. To begin registering as an attorney, **click the “Validate” button** from the Attorney Portal Welcome page seen after login.



- 2. Make sure you open, read, and understand the Online Agreement. If you agree with the terms, **check the box**.



Checking the box opens the "Attorney Verification" page

3. **Enter your Bar Number** at the Attorney Verification page.

When you click **Send Verification Code**, the Attorney Portal will retrieve the email registered to the Bar Number at the State Bar of California website (<https://members.calbar.ca.gov>).

Your Bar Number verification code will be sent to the email registered at the State Bar of California website.

I have read, understand and agree to the terms of the online agreement.

Attorney Verification

Bar Number

Send Verification Code

Sample verification code email:

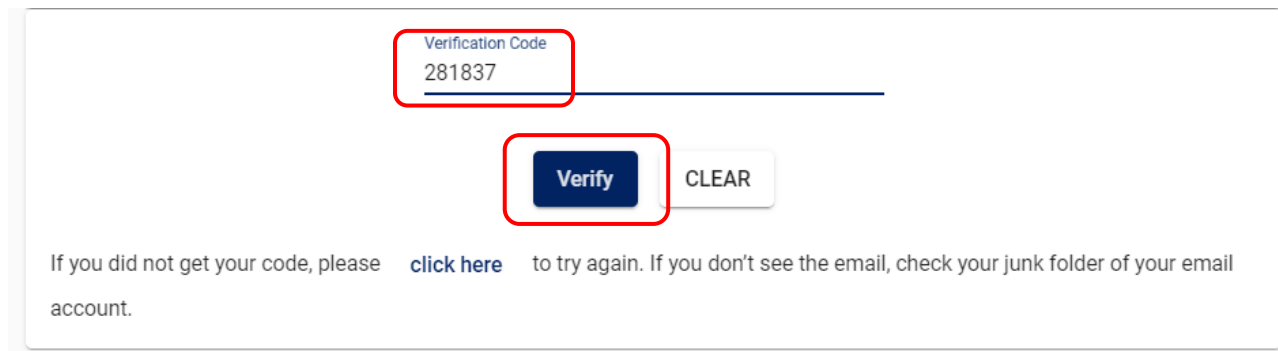
From: lportal@lacourt.org
Sent: Saturday, May 2, 2020 9:11 AM
To: YourStateBarEmail@Google.com
Subject: LASC Attorney Portal Email Verification Code

Here is your Attorney Portal verification code: **311310**

This code will expire in 10 minutes.

Sincerely,
LASC Portal

4. Go back to the Online Agreement page, **enter your verification code**, and click **Verify**.

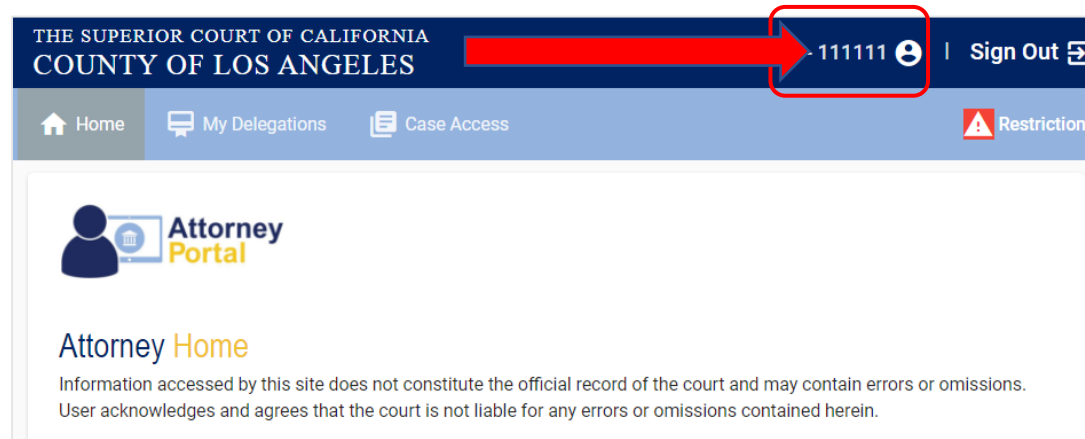


The screenshot shows a web form for entering a verification code. At the top, there is a text input field with the label "Verification Code" and the value "281837". Below the input field are two buttons: a blue "Verify" button and a white "CLEAR" button. At the bottom of the form, there is a line of text: "If you did not get your code, please [click here](#) to try again. If you don't see the email, check your junk folder of your email account."

If successful, Attorney Portal will route you back to the welcome page.

5. **Verify your registered Bar Number** at the top right corner of the Welcome page.

You may need to log out of the Attorney Portal, clear your browser cache, and/or refresh your browser to see your new information.



TROUBLESHOOTING

If you experience an issue, please log out of the Attorney Portal, clear your browser cache, return your browser to its default settings, and/or try another browser.

If you still requires assistance, you may contact the LASC Service Desk with the following information:

- What is your Attorney Portal User ID or Email?
- What is your Bar Number?
- What is the email address associated to your State Bar of California Account?
- What problem did you experience (Please provide an exact error message or screenshot, if available)?