



How to use the Court Access Portal (CAP) for Attorneys and the Public



Reference Guide

The Court Access Portal (CAP) is a web-based platform that serves as a tool for attorneys and the public to access cases information, case documents, bookmark cases for quicker access and the ability to purchase documents all from one place.

This Reference Guide outlines how to use the available features for attorneys and members of the public.

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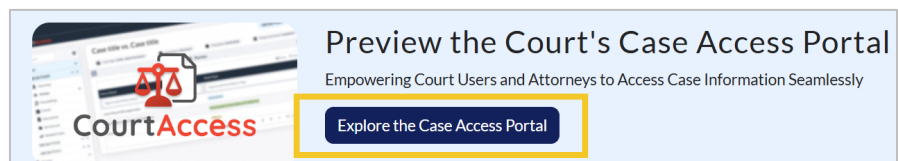
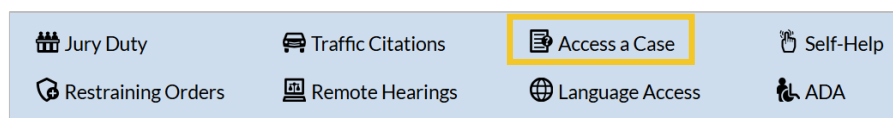
Accessing Court Access Portal (CAP)

Attorneys and members of the public can access the Court Access Portal (CAP) through the Court's website at www.lacourt.ca.gov. Public users may use all available CAP public features without registering for an account.

Attorneys can log in using their Judicial Council of California portal credentials or register for a new account using their State Bar of California email address to access additional attorney-only features.

To access the Court Access Portal:

- 1 Navigate to the Court's website:
www.lacourt.ca.gov
- 2 Click **Access a Case**.
- 3 Click the **Explore the Case Access Portal** button to navigate to the system.





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Court Access Portal Log in and Registration

Attorneys and members of the public can create an account in the Court Access Portal.

To log into the Court Access Portal webpage:

- 1 Click the **Log In** dropdown on the top right.
- 2 Click **Attorney and Public Login**.
- 3 Enter your Court account email address and password.
- ! If you do not have a Court account, click **Sign up now** to create one. You will be taken to a verification page.
- 4 Click **Sign in**.



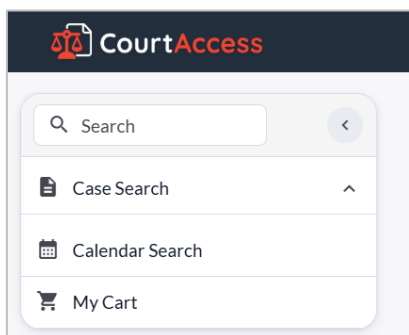
Note: Attorneys must use the email that is registered with the State Bar of California.

The screenshot shows the login process in four steps: 1. Clicking the 'Log In' dropdown on the top right. 2. Clicking 'Attorney and Public Login' from the dropdown menu. 3. Entering email and password in the 'Sign in' form, with a 'Forgot your password?' link. 4. Clicking the 'Sign in' button. A red box highlights the 'Don't have an account? Sign up now' link, with an exclamation mark icon next to it.

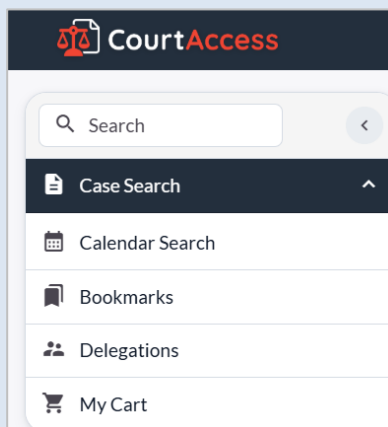
Available Court Access Features

The features available in CAP vary by user type. Attorneys have access to additional functionality beyond what is available to public users. The chart below provides a breakdown of the features and the corresponding access levels for each type of account.

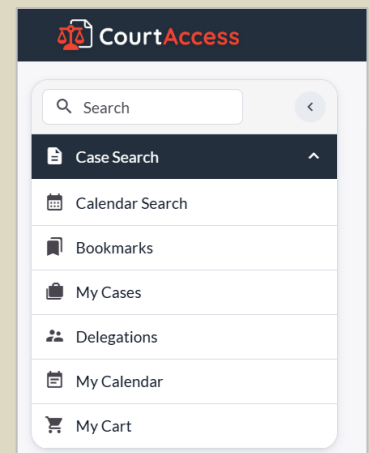
Public User without an account



Public User with an account

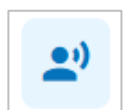


Attorneys with an account



Assistive Announcement

Each tab in the left navigation includes an Assistive Announcement panel for screen readers and other assistive technologies. Click the icon to display the panel and hear the message for that page; click it again to turn the feature off.





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Case Search

There are several ways to search for cases in CAP. Depending on the information users have available, follow the steps below to locate a case:

- 1 Click on one of the available search options.
 - **Case Number** – The court case number.
 - **Party Name** – Name of a party associated with the case (e.g., Defendant, Plaintiff).
 - **Business Name** – Name of business associated with the case.
 - **Filing Date** – The date the case was filed.
 - **Citation Number** – The citation or traffic ticket number.
 - **Calendar Search (on left menu)** – Search for a case by courthouse and department.

Note: *Party Name* and *Business Name* searches require a payment before results are shown.

- 2 Enter all the required information based on the search selection.
- 3 Click **Search**. A list of applicable results will be generated.
- 4 Click the hyperlink of the appropriate case to open and view the case information.

Note: Confidential cases such as Juvenile Justice, Juvenile Dependency, and Mental Health matters are not searchable unless users are the attorney of record or have been granted access to view by an attorney.

Case Search

1

Case Number Party Name Business Name Filing Date Citation Number

Case Number *

Enter case number

Search Reset

Case Search

1

Calendar Search

Case Search

Case Number Party Name Business Name Filing Date Citation Number

Case Number *

2 3

2

3

Search Reset

Case Number Search Results

Case Number	Case Title
2 3	VS

4

Navigating Case Details

When a case is opened, CAP defaults to the **Parties** tab in the left navigation menu. The available case details can be navigated using the pagination arrows or by selecting a section directly from the left navigation menu.

Pagination arrows that are unavailable will be grayed out.

Search

Case Search

2 3

Parties Proceedings Events Documents Related Cases Cross References

Case Type: Civil Unlimited Case Status: Disposed Filing Date: 2025-09-16 Filing Courthouse: 1

Parties

Party Name Role/Type

Plaintiff

Defendant



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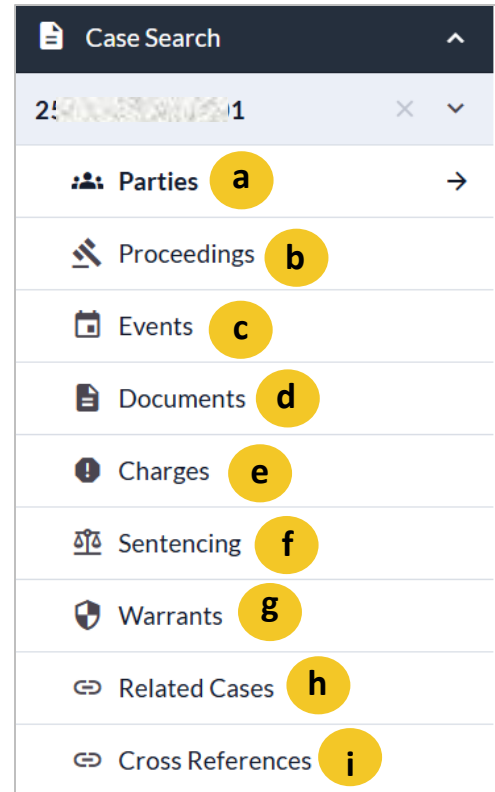


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Case Details Options

The options shown in the left navigation menu depend on the type of litigation searched. For example, Criminal cases may display sections such as Charges, Sentencing, and Warrants. Select the following tabs to see the case details:

- a** Parties – View the parties to the case.
- b** Proceedings – View the past and future court hearings.
- c** Events – View the case events such as Minute Orders or filings.
- d** Documents – View the filed case documents.
- e** Charges – View the charges of the case, if applicable.
- f** Sentencing – View the charge(s) the Defendant was sentenced on.
- g** Warrants – View the warrant history of the case.
- h** Related Cases – View the related court cases.
- i** Cross References – View cross references such as the DMV Docket Number or Out of County Transfers.



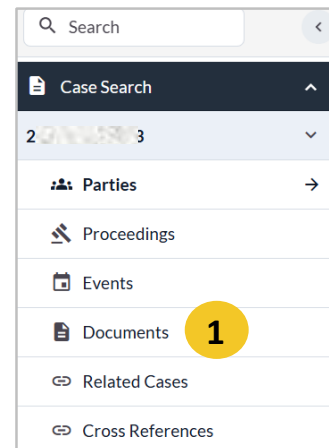
Previewing a Document

The Documents menu option allows users to preview the first page of case documents.

To preview a filed case document:

- 1** Click the **Documents** menu option. A list of filed documents will display.
- 2** Click the **View** hyperlink to open and view a 1-page preview of the filed document.

Note: Attorneys of record can view the entire document, rather than just one page.



Document Name	Type	Filing Date	Pages	View	Add to Cart
Complaint	Complaint	Sep 16, 2025	3	2 View	Add to Cart



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Purchasing a Document

Public users can purchase eligible documents, while attorneys may have free access depending on case relationships or authorization rules.

When a document is added to the cart, a red badge appears next to the cart icon in the top-right corner showing the total number of items selected. *(Note: The cart is visible only to public users and attorneys.)*

To purchase a document:

1 Click the **Documents** menu option. A list of filed documents will display.

2 Click the **Add to Cart** hyperlink.

Note: Attorneys of record will see **Download** instead of **Add to Cart**, allowing an entire document download without having to purchase them.

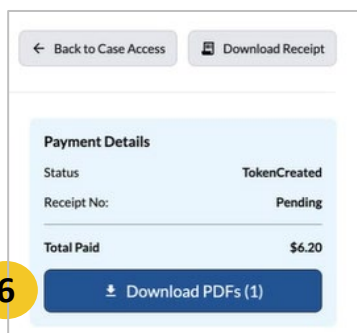
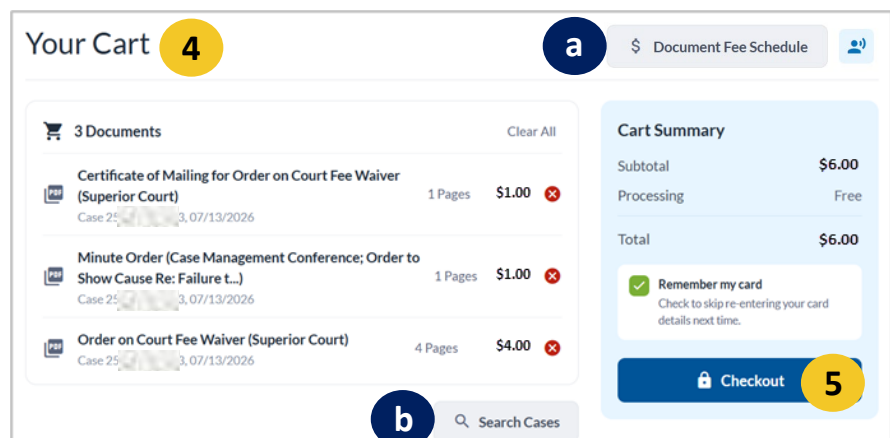
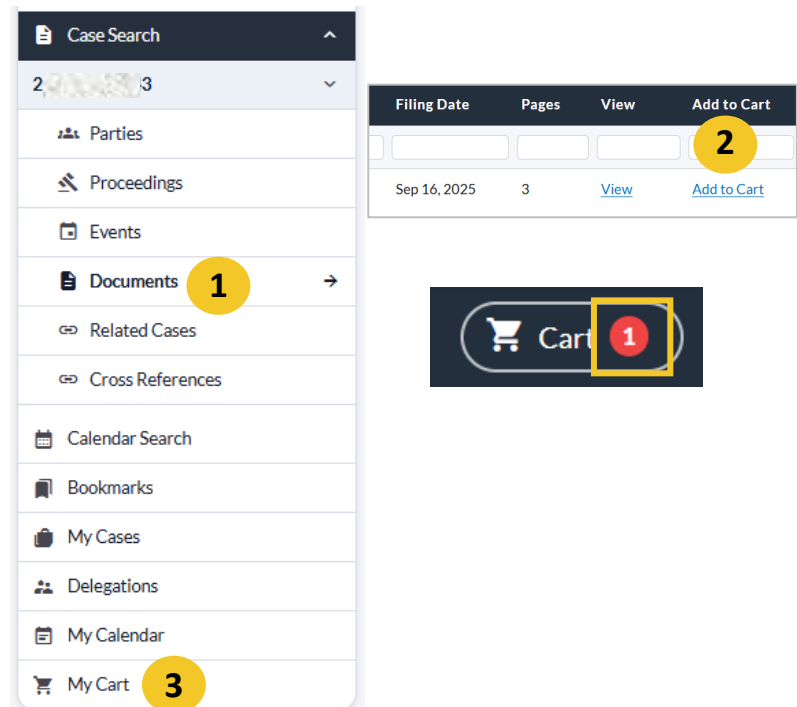
3 Click **My Cart** on the left navigation menu. Details of your cart will then display.

4 Review your cart and verify everything is correct.

- a. Click to view the Fee Schedule.
- b. Click to continue searching for cases.

5 Click the **Checkout** button and finalize the payment.

6 Once payment has been successful, click **Download PDFs**.



IMPORTANT: Documents must be downloaded immediately after completing payment. Do not navigate away from the page. If you leave the page before downloading, the documents cannot be retrieved, and you will be required to repurchase them.



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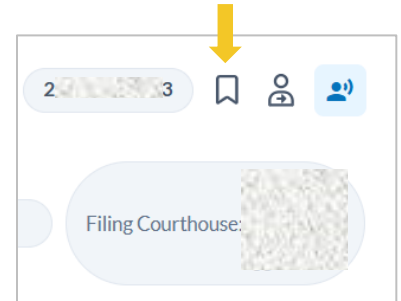
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Bookmarks

Bookmarking a case allows users with an account to save it for quick access without re-entering the case number.

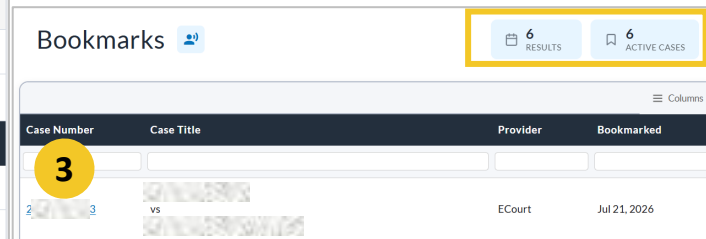
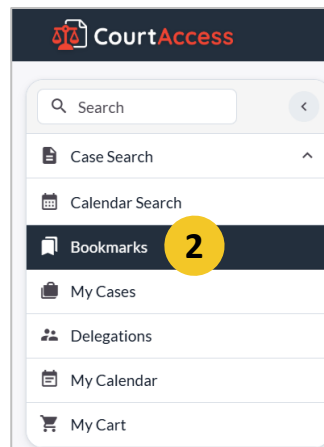
To bookmark a case after clicking the case hyperlink:

- 1 Click the Bookmark icon in the top-right corner. The icon will display as solid once the case is successfully bookmarked.



The case will then appear under the Bookmarks tab.

- 2 Click **Bookmarks** on the left navigation menu.
- 3 Click the hyperlink for any bookmarked case to view its details. The top-right corner displays the total number of bookmarked cases, including how many are currently active.



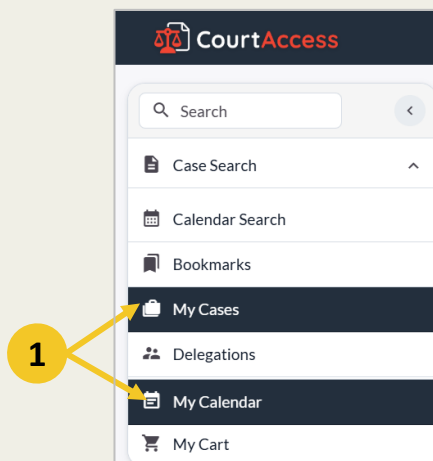
ATTORNEY ONLY FEATURES

My Cases and My Calendar

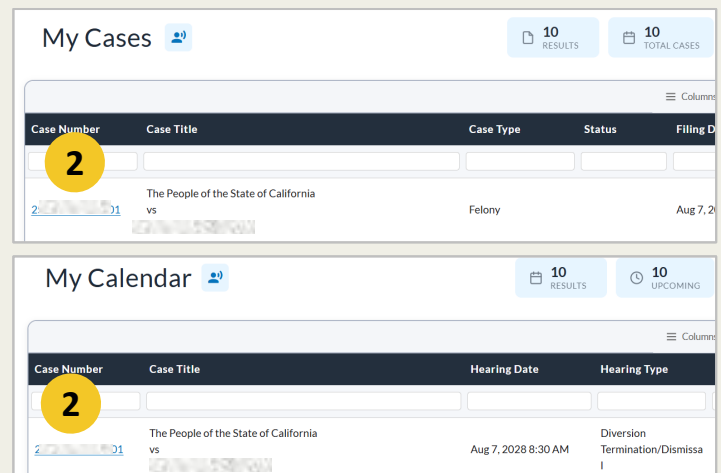
Any attorney of record listed in the Court's Case Management Systems can view all assigned cases and their future scheduled hearings in CAP

To access assigned cases and upcoming hearings:

- 1 Click either **My Cases** or **My Calendar** on the left navigation menu. A list of all cases in which the user is the attorney of record will appear.



- 2 Click the hyperlink to view case details.





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ATTORNEY ONLY FEATURES CONTINUED

Delegation

Delegating a case allows an attorney with a CAP account to share case access with another user. The recipient must also have a CAP account in order to view the delegated case.

To delegate a case to another user after locating the case:

- 1 Click the *Delegate* icon on the top right.
- 2 Enter the email address of the user to whom the case will be delegated, the Delegate button becomes active.
- 3 Click **Delegate**.

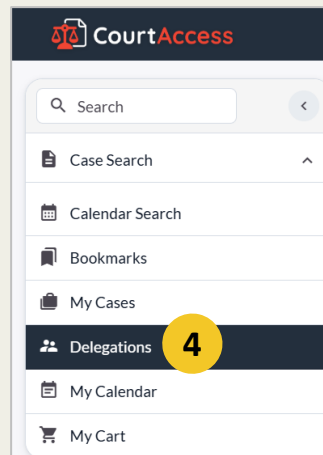


Delegated case access expires after 6 months, after which the case will no longer appear for the recipient.

A screenshot of the 'Delegate this case to:' dialog box. It features a text input field for 'Email address' with a placeholder '.com'. Below the field are two buttons: 'Delegate' (blue) and 'Cancel' (grey). A yellow arrow points from the 'Delegate' button in the dialog to the 'Delegate' button in the top right of the main interface.

To view the list of delegated cases:

- 4 Select **Delegations** from the left navigation menu. Two tabs will display, showing cases delegated by you and cases delegated to you.
- 5 Click either the **Delegated By Me** tab or the **Delegated To Me** tab to view the list of cases.

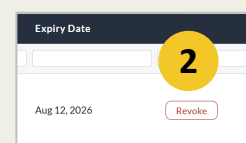
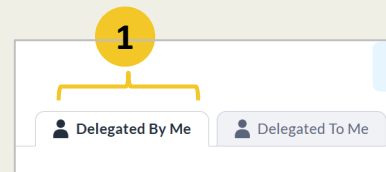


A screenshot of the 'My Cases' page. The 'Delegated To Me' tab is selected and highlighted with a yellow circle and the number 5. Below the tabs is a table titled 'Active Delegation'.

Case Number	Delegatee	Case Title	Effective Date	Expiry Date
2023-03	[Redacted]	[Redacted]	Jul 8, 2026	[Redacted]

To revoke cases delegated to another user:

- 1 Open the *Delegated To Me* tab.
- 2 Click **Revoke**.
- 3 Confirm and click **OK**.



A screenshot of the confirmation dialog box. It contains the text 'lasc.courtstack-web-stg.lacourt.org says Revoke the delegation of case 2023-03 to [Redacted].com?'. Below the text are 'OK' and 'Cancel' buttons. A yellow circle with the number 3 points to the 'OK' button.



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Send Feedback

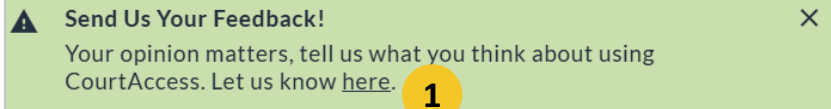
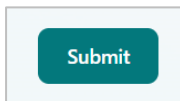
Feedback from users is valuable information needed for improvement of the Court Access Portal (CAP). A user does not need a CAP Account to provide feedback.

To complete a survey and provide feedback:

1 Click the survey hyperlink on the bottom right corner while on the **Case Search** tab. A survey will open on a separate tab.

2 Fill out and complete the survey. *Note: All questions are required to complete the survey.*

3 Click **Submit**.



2 CAP Survey

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. How easy was it to navigate and find the information or services you needed in the new Court Access Portal? *

- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very difficult