

## Signing in and Scheduling a Remote Appearance for LACourtConnect

2023

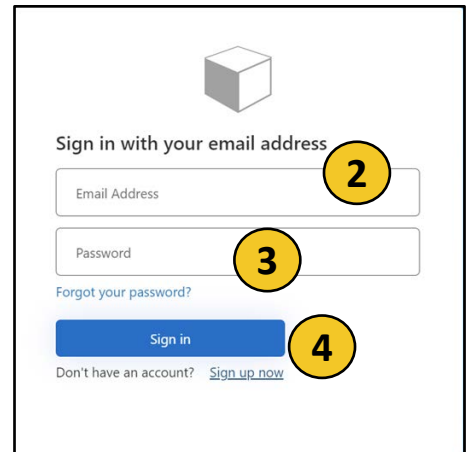
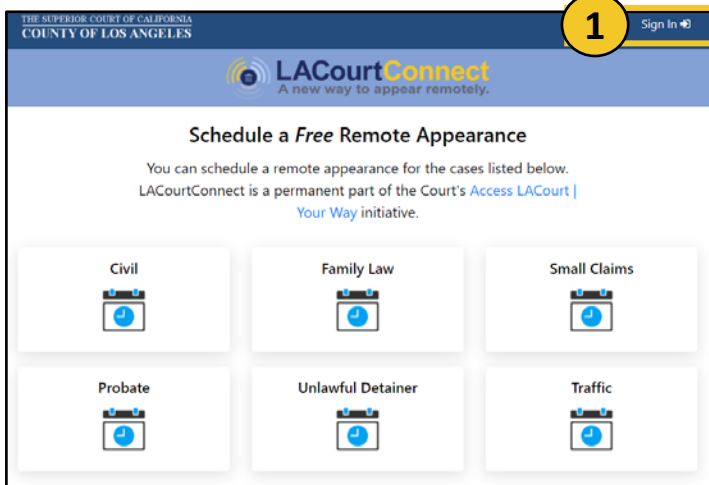
### Quick Reference Guide

LACourtConnect is part of the Court's Access LACourt | Your Way initiative and provides a convenient option for appearing in court without having to visit a court location. This Quick Reference Guide (QRG) outlines how to sign-in to LACourtConnect and register for a remote appearance.

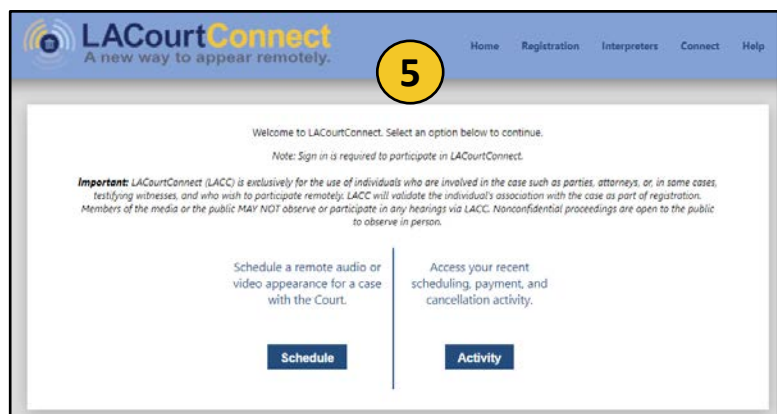
**You must have a CourtID to sign into LACourtConnect using the steps below.**

#### Sign in to LACourtConnect

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



**Ensure you have  
Caps Lock turned  
off**

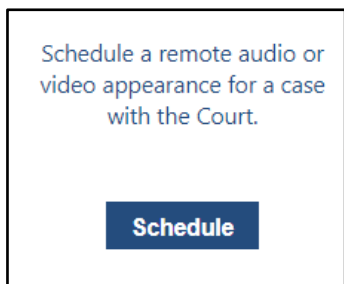
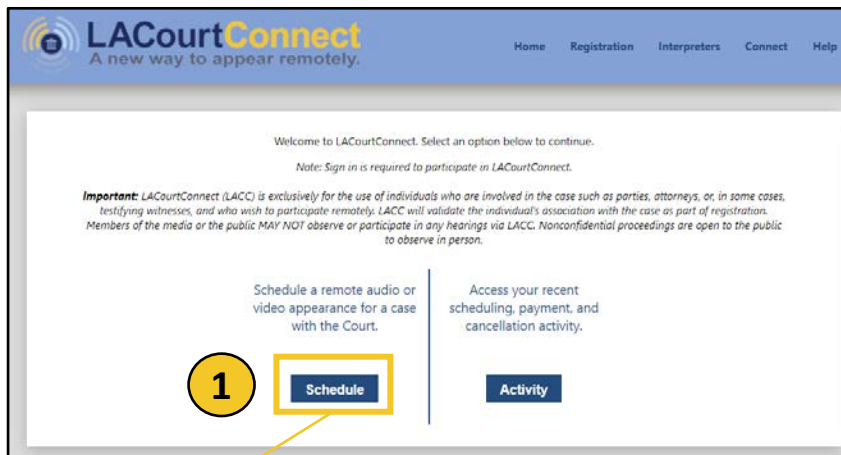


Note

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

## Search for a Case

1. Click **Schedule**.
2. Enter the case number.
3. Click **Lookup Case**.
4. Cases found will display.
5. If case information is correct, click **Proceed to Step 2**.



## Search For A Case

To schedule one or more remote appearances for an upcoming event, lookup your case number and Proceed to Step 2.

**Step 1**  
Search For A Case

Step 2  
Attendee Info

Step 3  
Select Hearings

Step 4  
Finalize

Enter your full case number, letters and numbers.

Case Number

1227005 **2**

Lookup Case **3**

Case found:

● 23STFL02649 - LN-102950, Petitioner-5029 vs LN-10308, Respondent-830 **4**

**5**  
Proceed to Step 2.

**Attendee Info**

1. Select to participate in hearing as an **Attorney, Party to the Case**, or **Other**.
2. Enter required information.
3. Click Proceed to **Step 3**.

**Note**

**Note:** All attendees must register with separate Attendee emails. Attendees that attend a hearing cannot register with the same email as another attendee in the same hearing.

If you are a party to the case, please select your name. If you are an Attorney or Other, select the party you represent. For attorneys that represent more than one party, it is only necessary to select one party at this time.

### Attendee Info

Enter the attendee information and select the affiliated party

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

Attendee  An Attorney  A Party to the Case  Other

Attendee Email <sup>1</sup>

Confirm Email

Attendee Phone

Party Name <sup>1</sup>

Additional email addresses for appearance information (optional)

Schedule a reminder by:  
 Email

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## Schedule Appearance

- 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              |            |

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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.

**Attorneys or Other:** If you want to appear on behalf of multiple parties, you do not need to create an appearance for each party. One registration for yourself is sufficient.

### 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<br>LA Teams 005 | MDC-1235 - Marvel vs DC Comics<br>Party: Captain America | Court Hearing 1234 | \$0.00        | <a href="#">Remove</a> |
| 2/5/2022 2:00 PM<br>LA Teams 005 | MDC-1235 - Marvel vs DC Comics<br>Party: Captain America | Court Hearing 1234 | \$0.00        | <a href="#">Remove</a> |
| <b>*Total</b>                    |  |                    | <b>\$0.00</b> |                        |

\*if you want to appear on behalf of multiple parties, you do not need to create an appearance for each party. One registration for yourself is sufficient.

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10
Schedule
Quit



**Note**

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