## Superior Court of the State of California County of Marin

## **ePortal Account Registration Instructions**

- 1. Click here to begin registration
- 2. Fill out User Information:
  - Enter your email address

    Note for Attorneys: your email must match the California State Bar Association website. This is how the Court verifies your email.
  - Enter Personal Information: First Name, Last Name, Phone Number
- 3. Agree to the Terms of Use
- 4. Click "Create New Account"
- 5. Check your email and click the one-time login link that <u>expires after 24 hours</u>. If it expires, you can use the "Request new password" feature on the home page.

Note: If it is not in your inbox please check your "Spam" or "Junk" inboxes.

- 6. ePortal will prompt you to change your password.
  - 1. The password must contain:
    - At least 6 characters
    - At least one lowercase letter and one UPPERCASE letter
    - At least one number
    - At least one special character (punctuation)
- 7. Click Save after entering your new password twice. You should see a message "The changes have been saved." You have successfully created an account!

## **Next Steps:**

- If you are an **Attorney** and are requesting Attorney Access submit a request for Attorney Access by clicking here: <u>ePortal Attorney Access Request Form</u>
- If you are a **Party** and are requesting Party Access, submit a request for Party Access by clicking here: ePortal Party Access Request Form
- If you need **Public Access** only, you can now perform Case and Calendar Searches in ePortal.

Still need assistance troubleshooting? Click here for our FAQ page

Registering to submit a Domestic Violence or Gun Violence Filing? Click here for more information