



NORTH DAKOTA APPELLANT CASE SYSTEM

Public Portal E-Filing Registration Guide

Created: April 4, 2024

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REGISTER FOR A PUBLIC PORTAL ACCOUNT

Follow the steps below to register an account with Public Portal.

****Note: Registration is required for those needing to e-file with the Supreme Court. To view cases and documents in Public Portal, registration is NOT required.**

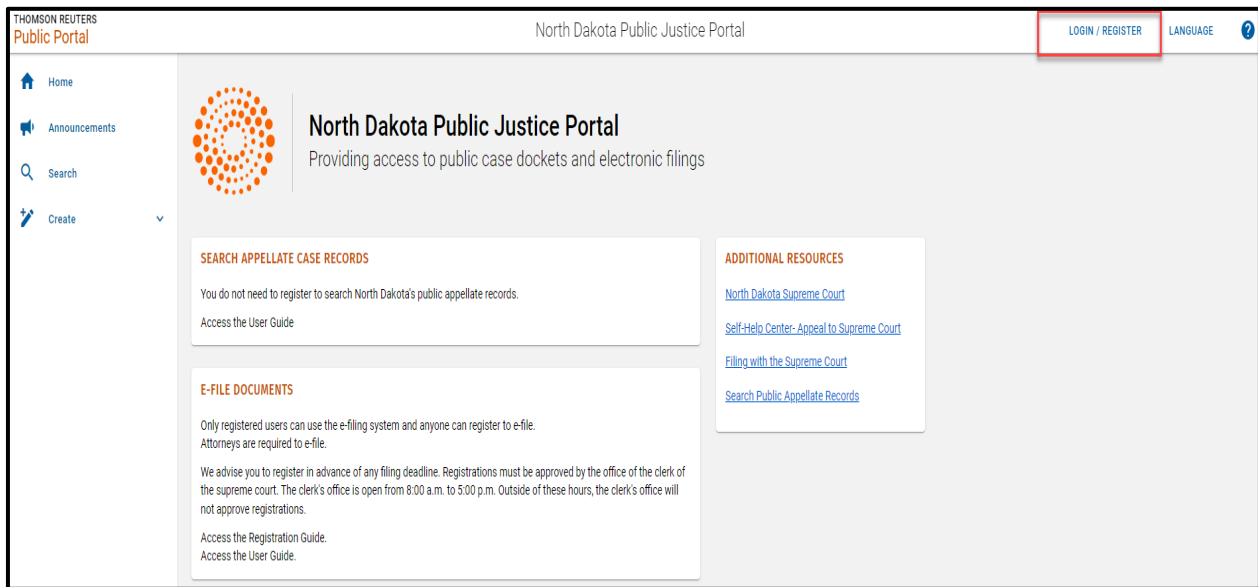
BASIC REGISTRATION ACCOUNT

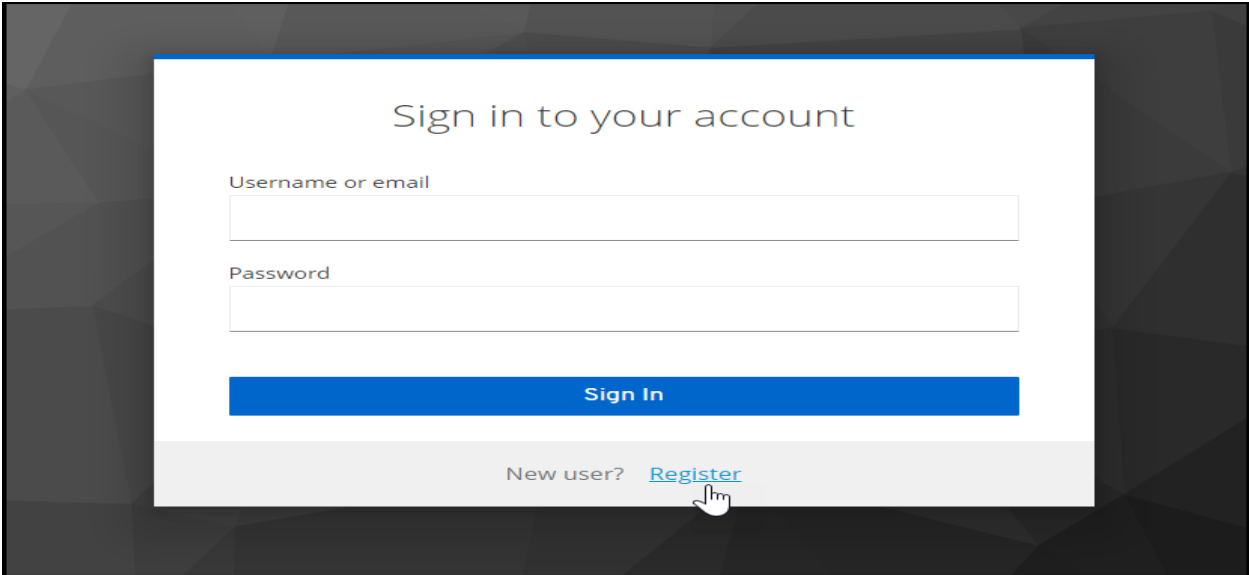
Create Account

Once basic registration is complete, you can request enhanced access by selecting a user account type.

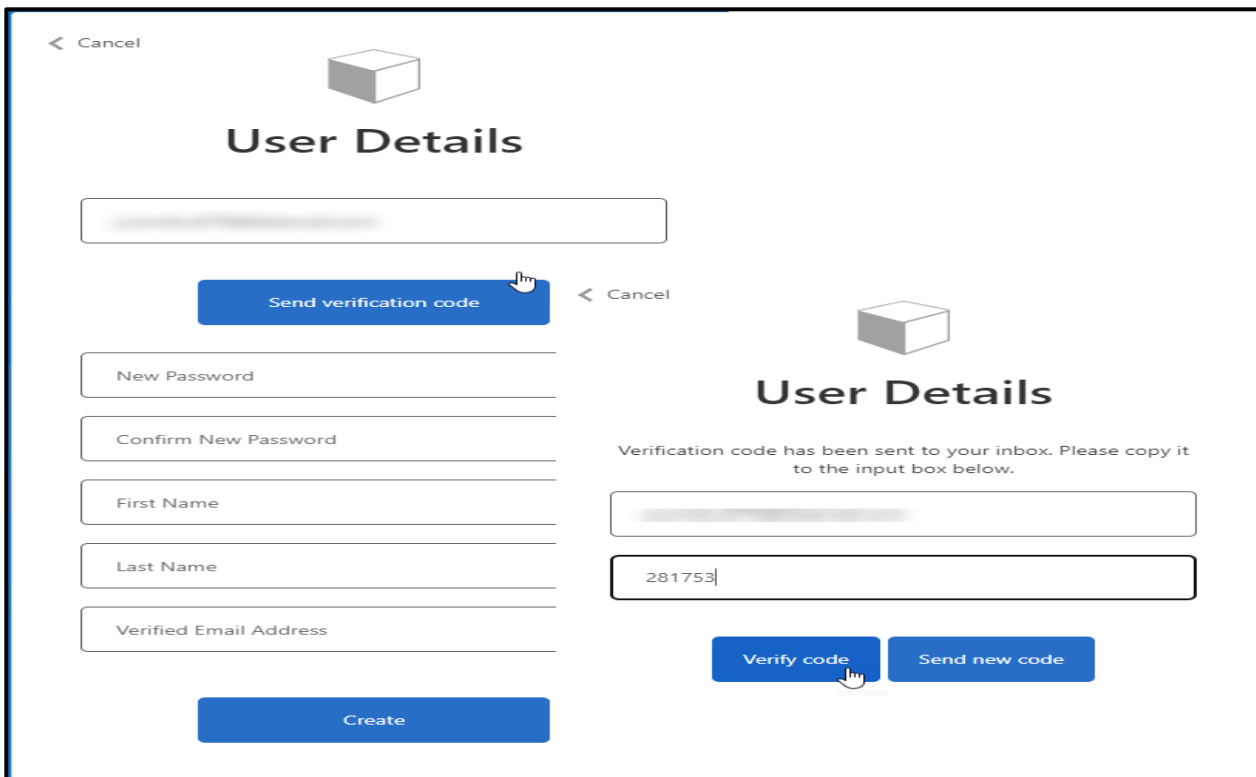
Requests may require additional information, such as a Bar ID number or a Reference File, which is a proof of identity document you can upload for verification by the Court.

1. From the Public Portal **Home** screen, click **Login / Register** in the top right banner navigation.

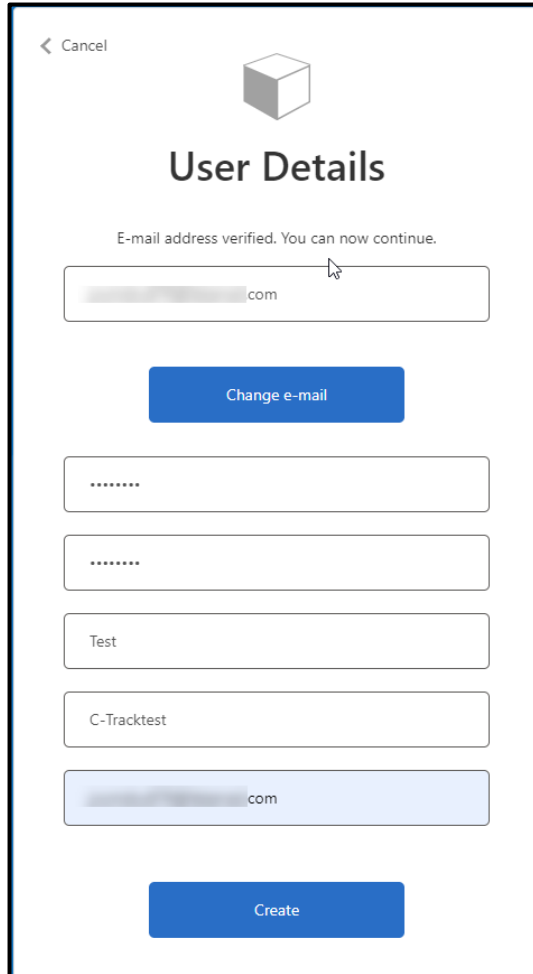




2. Click the **Register** link.
3. Add Email Address.
4. Click **Send Verification Code**.
5. Enter verification code and click **Verify Code**.



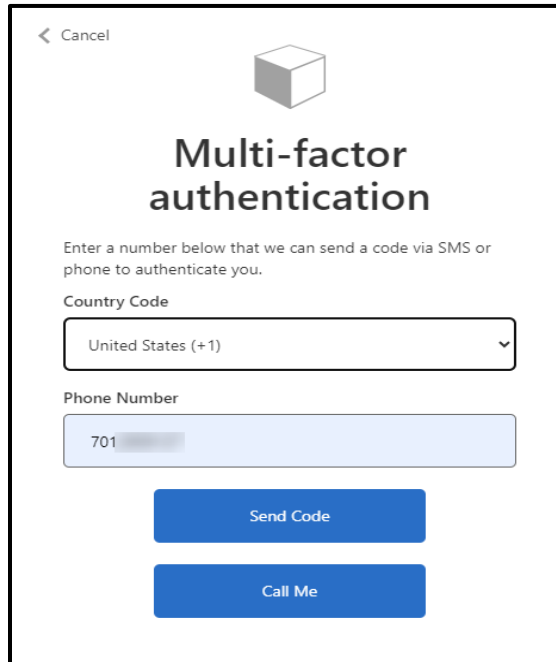
6. Complete the Public Portal registration information.
7. Click **Create**.



The image shows a mobile application screen for user registration. At the top left is a back arrow and the text "Cancel". In the center is a 3D cube icon. Below the icon is the title "User Details". A message states "E-mail address verified. You can now continue." Below this is a text input field containing a blurred email address followed by ".com". A blue button labeled "Change e-mail" is positioned below the email field. There are three more text input fields: the first contains "*****", the second contains "*****", and the third contains "Test". Below these is a text input field containing "C-Tracktest". At the bottom is a text input field containing a blurred email address followed by ".com". A blue button labeled "Create" is at the very bottom.

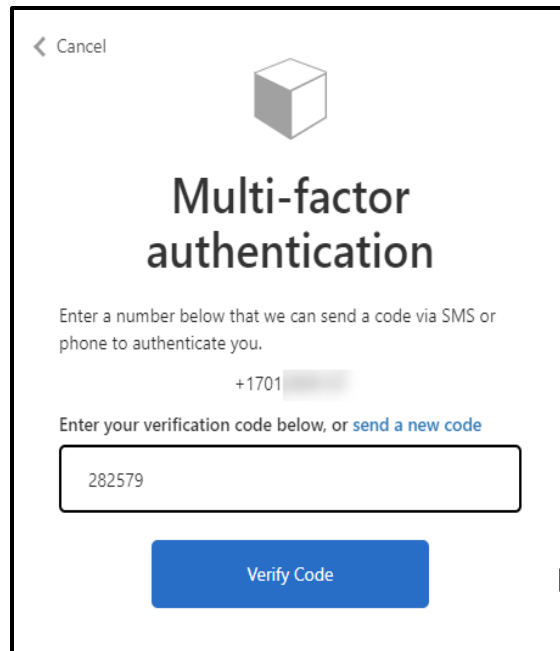
Multi-Factor Authentication

8. Add phone number for multi-factor authentication and select either **Send Code** or **Call Me**.



The screenshot shows a mobile application interface for multi-factor authentication. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon, the title "Multi-factor authentication" is displayed in a large, bold font. Underneath the title, there is a line of text: "Enter a number below that we can send a code via SMS or phone to authenticate you." Below this text, there are two input fields. The first is labeled "Country Code" and contains a dropdown menu with "United States (+1)" selected. The second is labeled "Phone Number" and contains the text "701" followed by a greyed-out area. At the bottom of the screen, there are two blue buttons: "Send Code" and "Call Me".

9. Enter verification code and click **Verify Code**.



The screenshot shows the same mobile application interface as the previous one, but at a different stage. The title "Multi-factor authentication" and the introductory text "Enter a number below that we can send a code via SMS or phone to authenticate you." are still present. Below the text, there is a greyed-out area containing "+1701" followed by another greyed-out area. Below this, there is a line of text: "Enter your verification code below, or [send a new code](#)". Below this text, there is a text input field containing the number "282579". At the bottom of the screen, there is a single blue button labeled "Verify Code".

The **Welcome** screen appears. Basic registration is complete.

Welcome back, Test!
Let's finish setting up your user account.

USER TYPE
If you would like enhanced access within the system please review the user types and choose the one that most closely fits your situation. Otherwise you may skip this step.

Attorney
Select this option if you are an attorney and would like to have your account reviewed by the Court. Upon approval of your request you will be provided access to view additional information related to your cases and update your contact profile on file with the Court.

Organization Administrator
Select this option if you are an administrator for an organization such as a law firm. Upon approval of your request, you will be provided access to view additional information related to your organization and manage the members of your organization.

Public
Select this option if you are a general public user and would like additional access to your case(s). Upon approval of your request you will be provided additional information related to your cases and the ability update your contact profile on file with the Court.

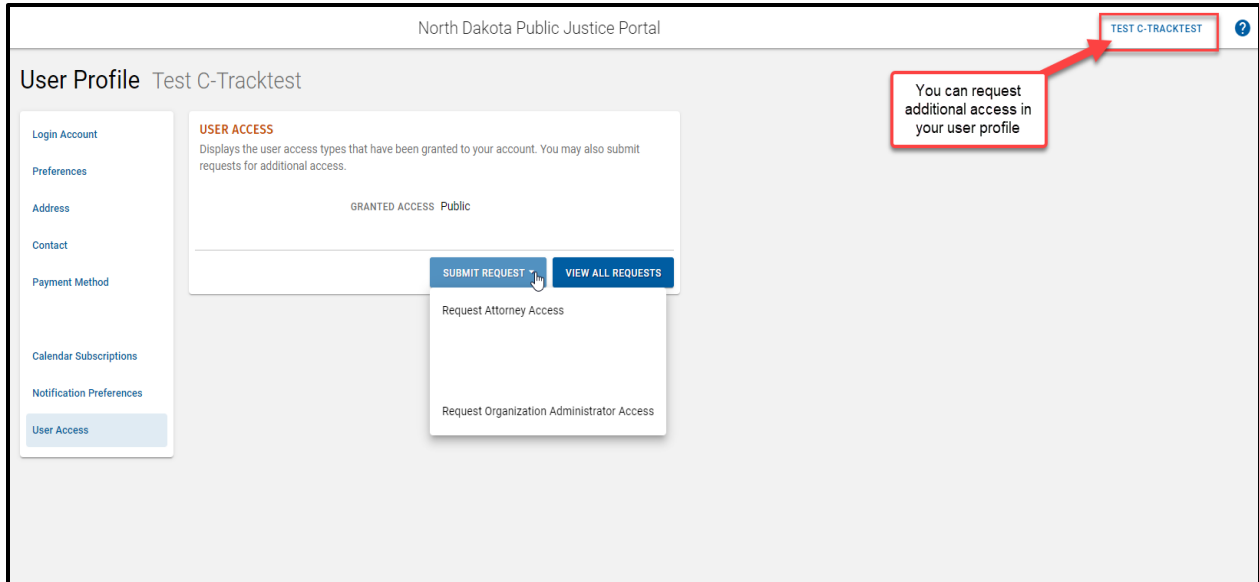
SKIP THIS STEP You may skip this step if you do not require additional access. You can visit your User Profile if you want to request additional access in the future.

Registration with Public Portal adds additional options in the navigation panel

If you are a State Agency or Law Firm, or you have additional filing staff, an Organization Administrator account is recommended. See instructions on page 23 below to set up an Organization Administrator account.

If you are not an attorney or organization, you can click **Skip This Step**.

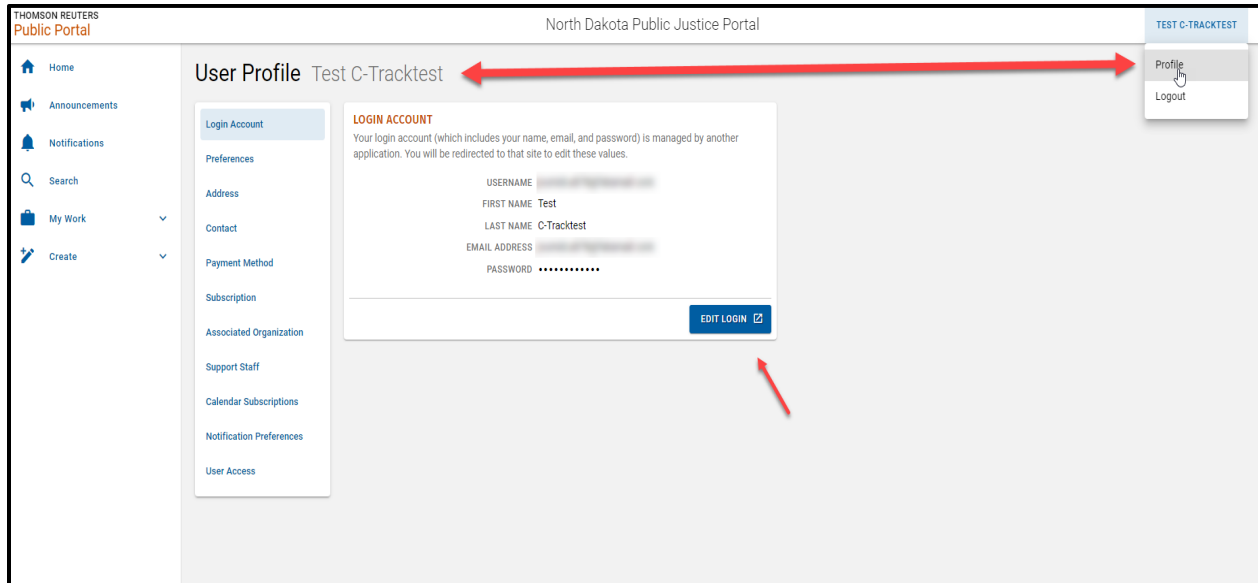
You can request **Attorney Access** and **Organization Administrator Access** at any time by clicking your **Username** and **Profile** from the top banner navigation, then by clicking **User Access** in the left menu.



USER PROFILE SETTINGS

Login Account

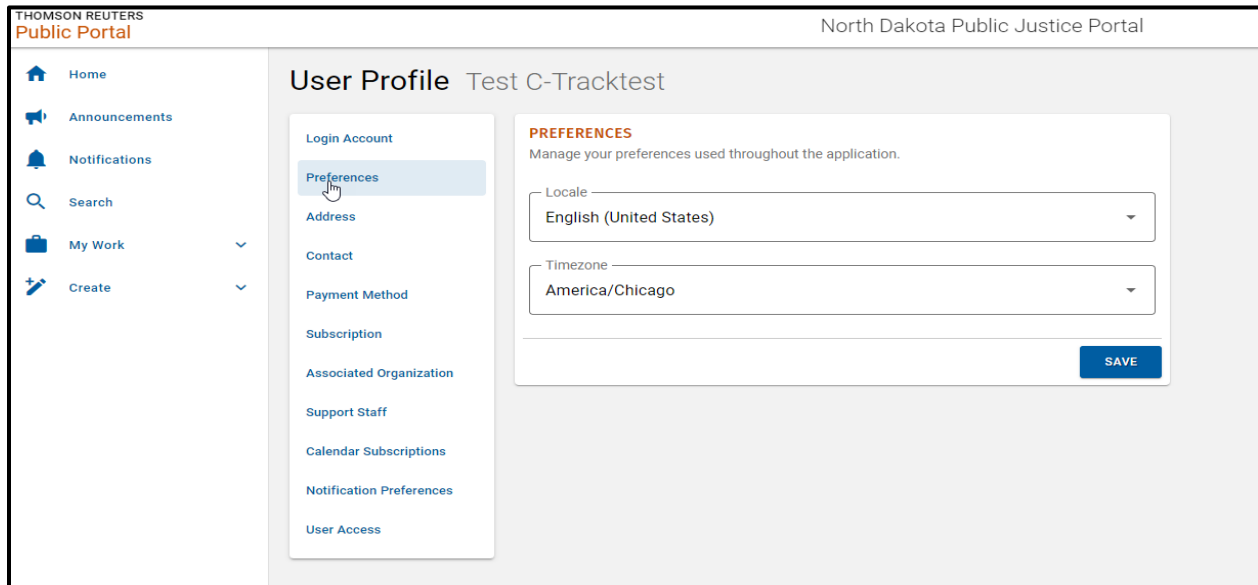
1. Use the login credentials you created when you registered for the Portal.
2. Click your **Username** from the top banner navigation.
3. Select **Profile**.



4. Click **Edit Login** to update credentials such as password or email address, if needed.

Preferences

1. Click the **Preferences** tab.



The screenshot shows the Thomson Reuters Public Portal interface. The top left corner displays "THOMSON REUTERS Public Portal" and the top right corner displays "North Dakota Public Justice Portal". The main content area is titled "User Profile Test C-Tracktest". On the left side, there is a navigation menu with the following items: Home, Announcements, Notifications, Search, My Work, and Create. The "Preferences" item is highlighted with a blue background and a mouse cursor. Below the navigation menu, there is a list of user profile settings: Login Account, Preferences, Address, Contact, Payment Method, Subscription, Associated Organization, Support Staff, Calendar Subscriptions, Notification Preferences, and User Access. The "Preferences" section is expanded, showing two dropdown menus: "Locale" set to "English (United States)" and "Timezone" set to "America/Chicago". A blue "SAVE" button is located at the bottom right of the preferences section.

2. Update preferences, if needed.
3. Click **Save**.

Address

1. Click the **Address** tab.

The screenshot displays the Thomson Reuters Public Portal interface. At the top left, the logo reads "THOMSON REUTERS Public Portal". At the top right, it says "North Dakota Public Justice Portal". The main header area shows "User Profile Test C-Tracktest". On the left side, there is a navigation menu with icons and labels: Home, Announcements, Notifications, Search, My Work, and Create. The "Address" option is highlighted in blue. Below the navigation menu is a list of profile settings: Login Account, Preferences, Address (highlighted), Contact, Payment Method, Subscription, Associated Organization, Support Staff, Calendar Subscriptions, Notification Preferences, and User Access. The main content area is titled "MAILING ADDRESS" and includes the instruction "Manage your mailing address information." It contains several input fields: "Address Line 1 *" with the value "123 Test Lane", "Address Line 2", "Country *" with a dropdown menu showing "United States", "City *" with the value "Bismarck", "State *" with a dropdown menu showing "North Dak...", and "Zip Code *" with the value "58501". A blue "SAVE" button is located at the bottom right of the form area.

2. Add or update address information, if needed.
3. Click **Save**.

Contacts

1. Click the **Contact** tab.

The screenshot shows the 'User Profile' page for 'Test C-Tracktest'. On the left is a sidebar with navigation options: Home, Announcements, Notifications, Search, My Work, and Create. The 'Contact' tab is selected in the sidebar. The main content area is titled 'User Profile Test C-Tracktest' and contains the following sections:

- CONTACT**: Manage your personal contact information, including how the system sends notifications to you.
- EMAIL**:
 - Primary Email Address: [Redacted]
 - Your primary email address used by the system, shown here as read-only. It is managed by another application along with your login information. See the Login Account section to make changes to it.*
 - ADD CC EMAIL ADDRESS**: A button with a red arrow pointing to it. Below it is the text: *Add an addition carbon copy (CC) email address that should be copied on your notifications.*
- PHONE**:
 - Contact Phone Country: [Dropdown menu showing 'United States +1']
 - Contact Phone Number: [Text input field showing '701-']

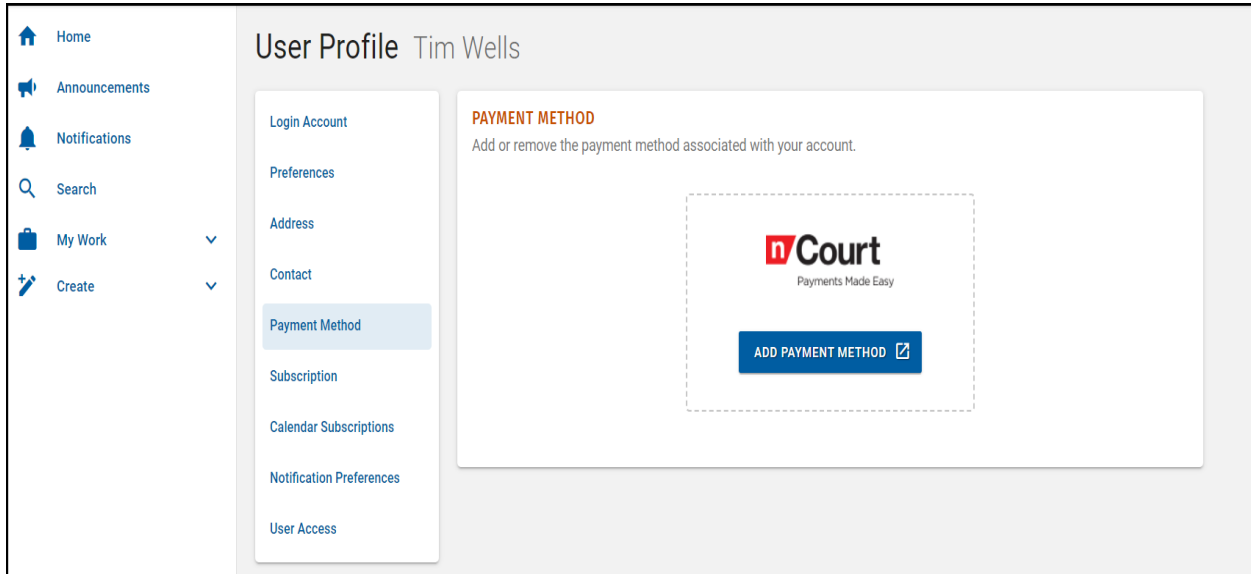
A blue 'SAVE' button is located at the bottom right of the form.

2. Add or update email information, if needed.
3. Add additional **Email** addresses to receive filing notifications by selecting **Add CC Email Address**.
4. Add or update phone numbers, if needed.
5. Click **Save**.

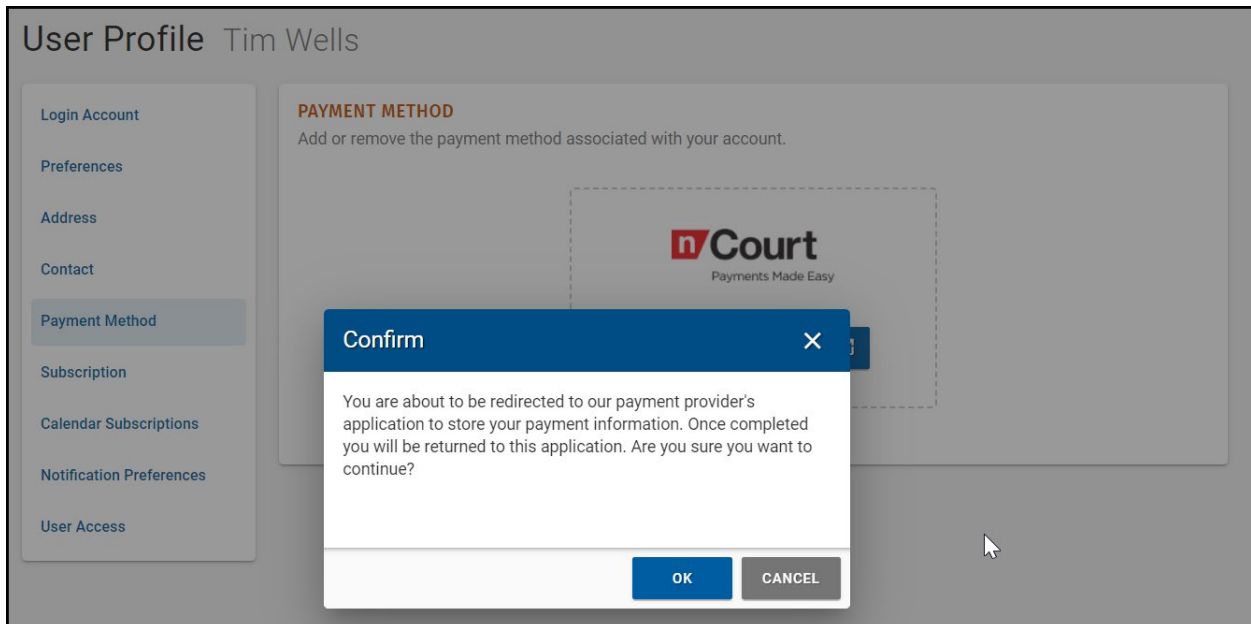
Payment Method

Courts may assess filing fees requiring payment. You can establish payment details through **Payment Method**.

1. Click the **Payment Method** tab.

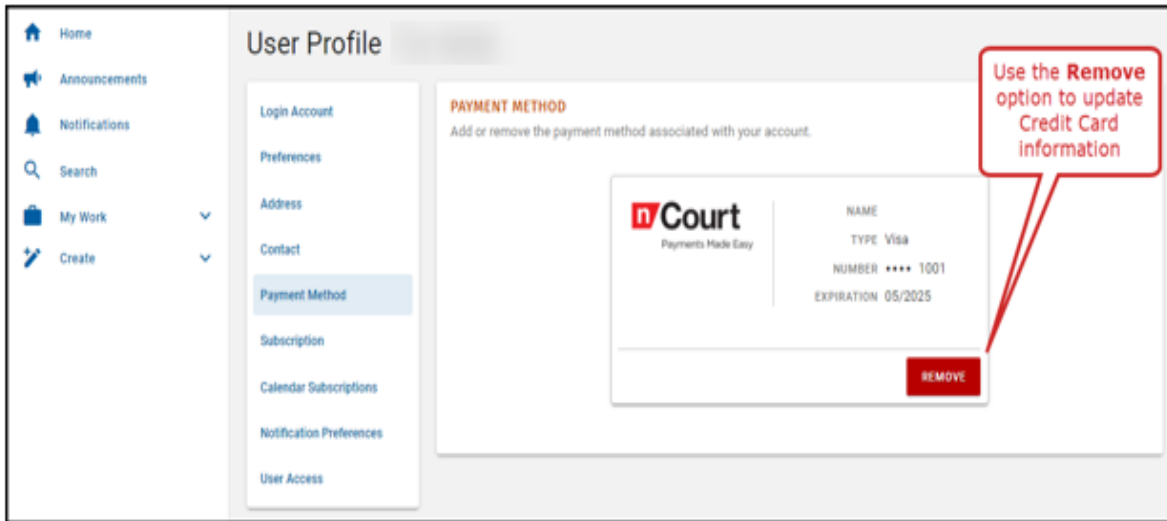


2. Click **Add Payment Method** from the nCourt box.



3. A confirmation window will appear redirecting you to a third-party payment provider.
4. Click **Ok**.

5. Complete payment details and return to the Portal.



6. Once a payment method is added, the information can be changed or updated by clicking **Remove** in the nCourt box.

Portal Notification Preferences

You can set the methods by which you want to receive notifications from the Public Portal for account activities such as access requests, user requests, and filing notices.

1. Click the **Notification Preferences** tab.

Update Contact Email and Phone Number as needed

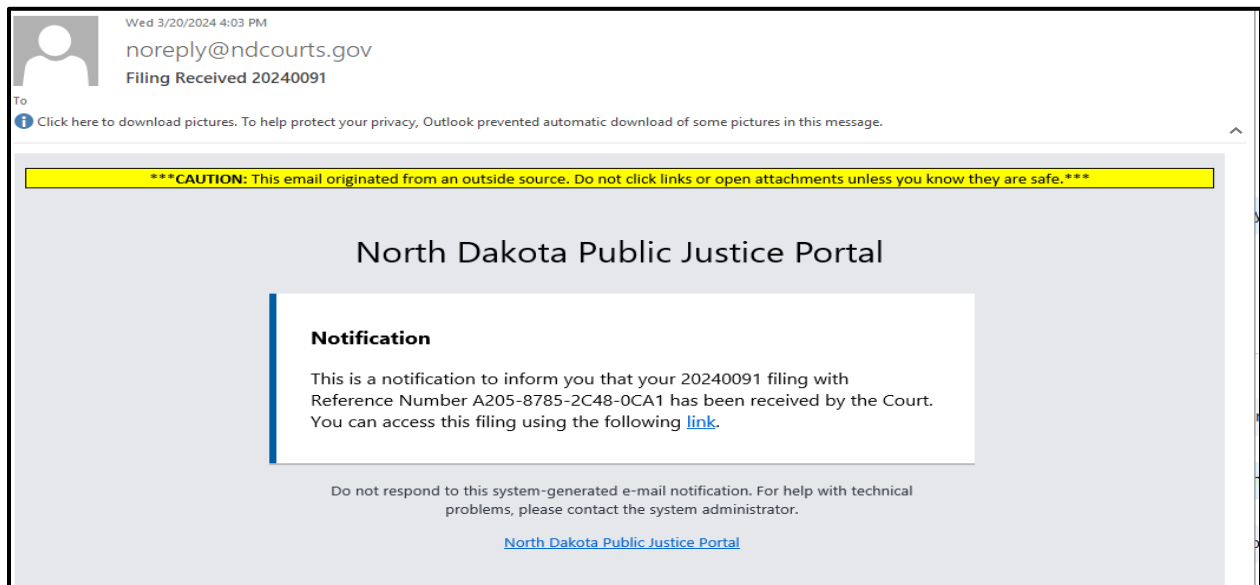
You always receive Email Notification for these Activities

Notification	Application	Email
Case Access Request Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Case Access Request Rejected	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Case Access Request Submission	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Approval Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Approval Service Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Received Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Rejected Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Rejected Service Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Service Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Filing Submission Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Publication Release Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscription Renewed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscription Terminated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscription Terminated - Failed Payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User Request Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User Request Rejected	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User Request Submission	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Use the check boxes to determine how you are notified.
3. Click **Save**.

Email Notifications

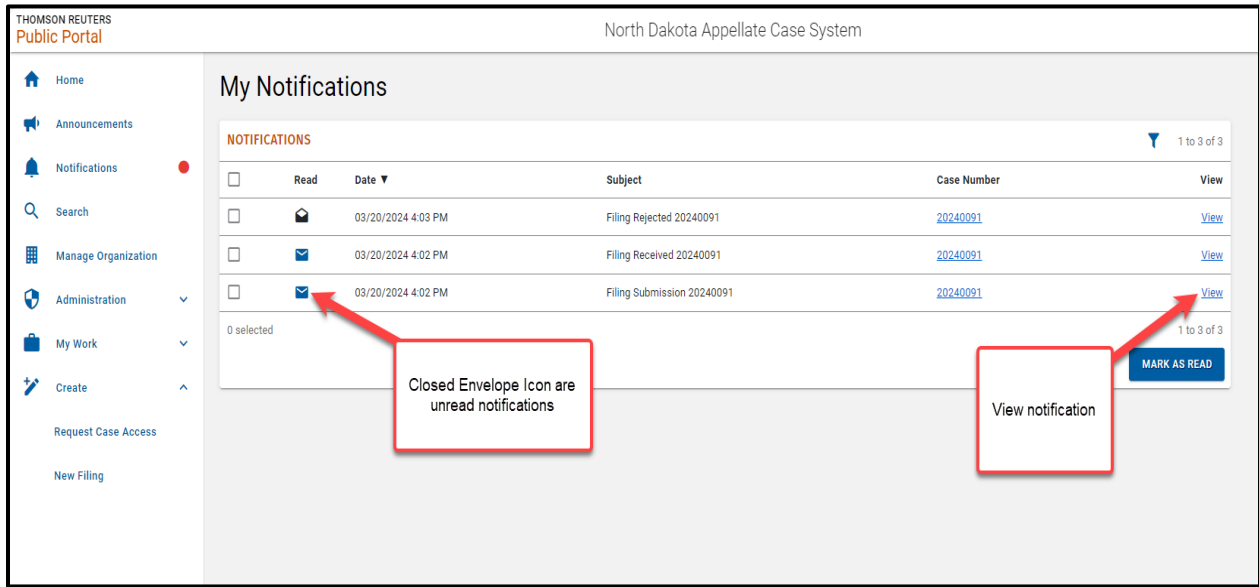
Notifications are delivered according to your set preferences.



1. Click the **link** in the notification to access information in the Portal.

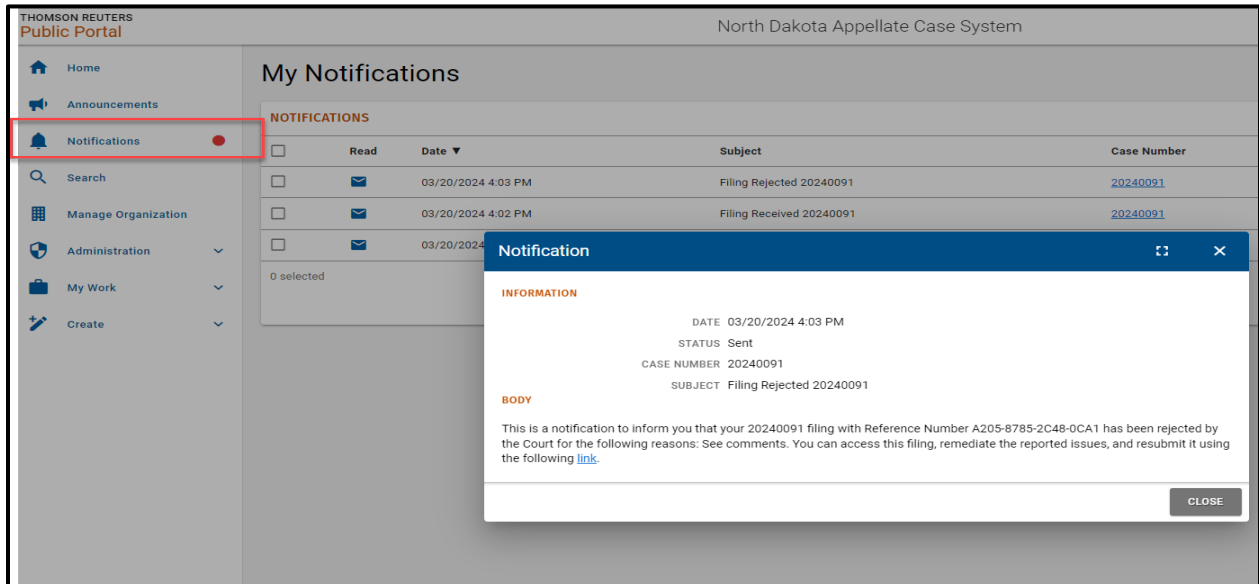
Application Notifications

When a new notification is received, a red dot will appear in the left menu next to the **Notifications** tab.



1. Select the **Notifications** tab.
2. Click the **View** link on the right to open notifications. The Notification window opens.

Once all notifications have been read, the red dot will be removed from the **Notifications** tab in the left menu.



User Access

Requests can be sent to the Court in order to gain access to additional levels of information and view the status of all requests. This is done through the **User Access** tab.

The screenshot displays the 'User Profile' page for 'Tim Wells'. On the left is a navigation sidebar with icons and labels for Home, Announcements, Notifications, Search, My Work, and Create. The main content area is titled 'User Profile Tim Wells' and contains a list of profile settings: Login Account, Preferences, Address, Contact, Payment Method, Subscription, Calendar Subscriptions, Notification Preferences, and User Access. The 'User Access' tab is selected. The 'USER ACCESS' section explains that it displays granted access types and allows for submitting requests. It shows 'GRANTED ACCESS Public'. Below this, there are two buttons: 'SUBMIT REQUEST' and 'VIEW ALL REQUESTS'. A dropdown menu is open from the 'SUBMIT REQUEST' button, listing four options: Request Attorney Access, Request Case Access, Request Interpreter Access, and Request Organization Administrator Access.

View Access Requests

1. Click **View All Requests**.
2. Click the expand arrow to view request details.
3. Monitor your notifications for updates from the Court about your access requests.

User Profile Tim Wells

USER ACCESS
Displays the user access types that have been granted to your account. You may also submit requests for additional access.

GRANTED ACCESS Public

User Requests

User Type	Submission Date	Processed Date	Status	Expand
Attorney	10/12/2022 11:43 AM		Pending	

SUBMISSION NUMBER b97c3ca2-3ab9-41a0-b33c-f2a9a64cf2c0

1 to 1 of 1

CLOSE

Logging Out

When you have completed all activities in the Portal:

1. Click on your Username from the top banner navigation.
2. Click **Logout**.

The screenshot displays the 'North Dakota Appellate Case System' user interface. At the top right, a user menu is open, showing 'Profile' and 'Logout' options. The 'Logout' option is highlighted with a mouse cursor. The main content area is titled 'User Profile' and includes a sidebar with links for 'Login Account', 'Preferences', 'Address', 'Contact', and 'Payment Method'. The main section is titled 'USER ACCESS' and contains the text: 'Displays the user access types that have been granted to your account. You may also submit requests for additional access.' Below this text, it lists 'GRANTED ACCESS' for 'Organization Administrator' and 'Public'. At the bottom of the main section, there are two buttons: 'SUBMIT REQUEST' and 'VIEW ALL REQUESTS'.

ATTORNEY ACCOUNT

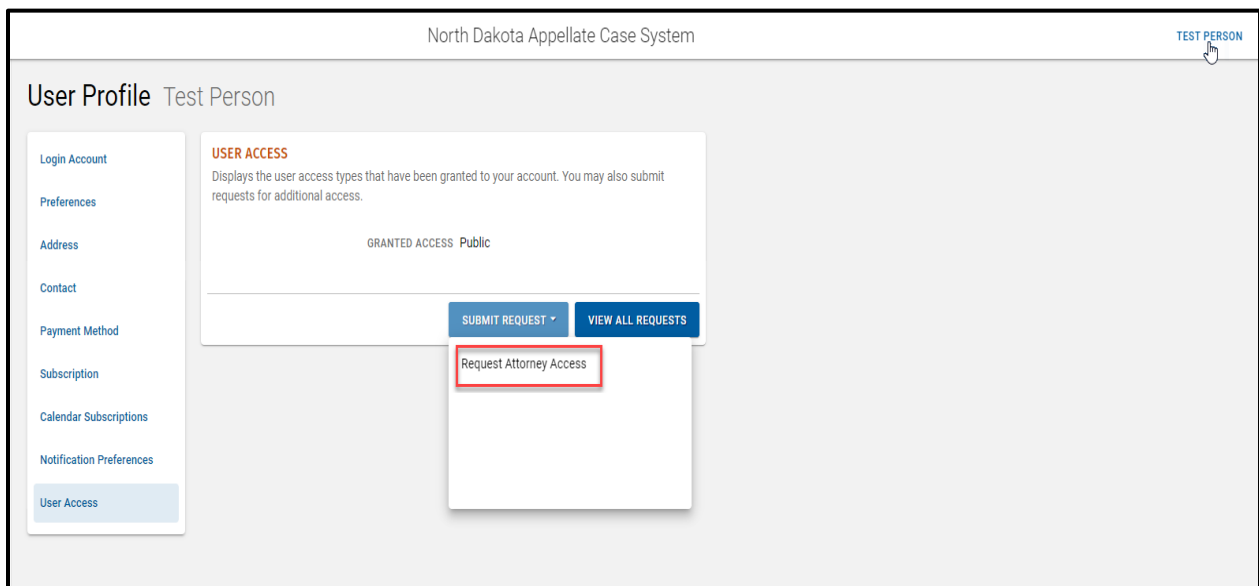
Attorney access gives the user additional permission when drafting electronic filings. Specifically, this access automatically adds the Attorney User as a representative for parties/participants (to reduce redundant data entry).

Attorney access should be completed prior to requesting any additional access or before being added to an existing Organization.

If an attorney has support staff who will be filing on behalf of the attorney, it is recommended that an Organization Administrator account be created. See instructions on page 23 below to set up an Organization Administrator account.

Request Access

1. Use the login credentials you created when you registered for the Portal.
2. Click your **Username** from the top banner navigation.
3. Select **Profile**.



4. Click on the **User Access** tab from the left menu.
5. Click **Submit Request**, then **Request Attorney Access**.

6. Add address information.

North Dakota Appellate Case System

Request Access Attorney

ADDRESS
Please enter your address information.

Address Line 1 *
111 Test Ave

Address Line 2 [Show More Address Lines](#)

Country *
United States

City *
Bismarck

State *
North Dak...

Zip Code *
58501

CONTINUE

7. Click **Continue**.

8. Add contact information.

North Dakota Appellate Case System

Request Access Attorney

CONTACT
Please enter your contact information.

Contact Phone Country
United States +1

Contact Phone Number *
701-██████

CONTINUE

9. Click **Continue**.

10. Enter requested Attorney information.

North Dakota Appellate Case System

Request Access Attorney

ATTORNEY
Please complete the following form which will be used to verify your identity.

Bar State *
North Dakota

Bar ID *
00000

REQUEST INFORMATION

Reference File *
2024-03-20_12-05-39.jpg (92.1 KiB)

Please provide an image of your photo ID proving your identity. [View the acceptable file types.](#)

Comments
Phone ID for attorney request

SUBMIT REQUEST

11. Click **Submit Request**.

Displays the user access types that have been granted to your account. You may also submit requests for additional access.

GRANTED ACCESS Public

SUBMIT REQUEST **VIEW ALL REQUESTS**

User Requests

User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Attorney ededcb94-a2c3-48a3-9b0d-783ad33e5c09	03/26/2024 3:42 PM		Pending		

1 to 1 of 1

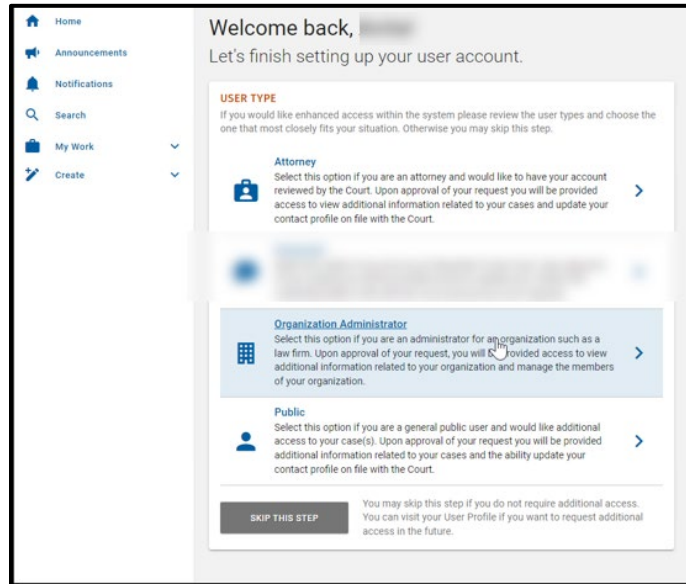
CLOSE

12. To view the status of an access request, click on **View All Requests**.

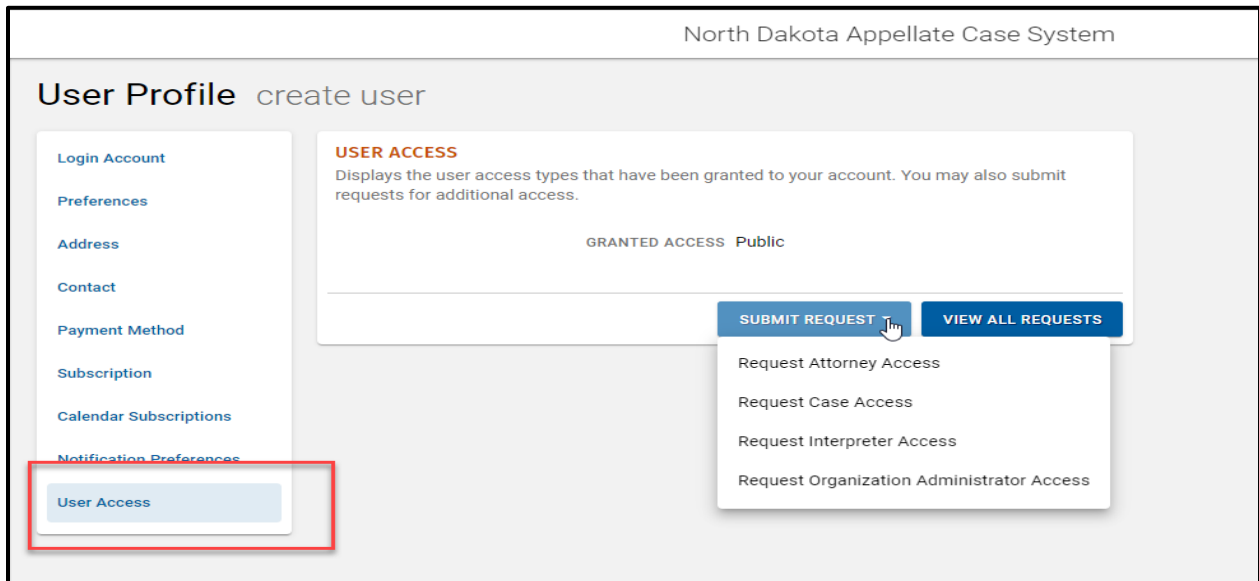
ORGANIZATION ADMINISTRATOR ACCOUNT

For registered users who manage groups of users, Organization Administrator access is required.

The request process can be started from the **Welcome Back** screen that opens upon login. Click the **Organization Administrator** link to begin.



The request process can also be started using the **User Access** tab of your **Profile**. Under the **Submit Request** option, click **Request Organization Administrator Access** to begin.



Request Access Organization Administrator

ADDRESS
Please enter your address information.

Address Line 1 *
1234 Test

Address Line 2 [Show More Address Lines](#)

Country *
United States

City *
Bismarck

State *
North Dak...

Zip Code *
58501

CONTINUE

13. Complete address information.

14. Click **Continue**.

Request Access Organization Administrator

CONTACT
Please enter your contact information.

Contact Phone Country
United States +1

Contact Phone Number *
701-...

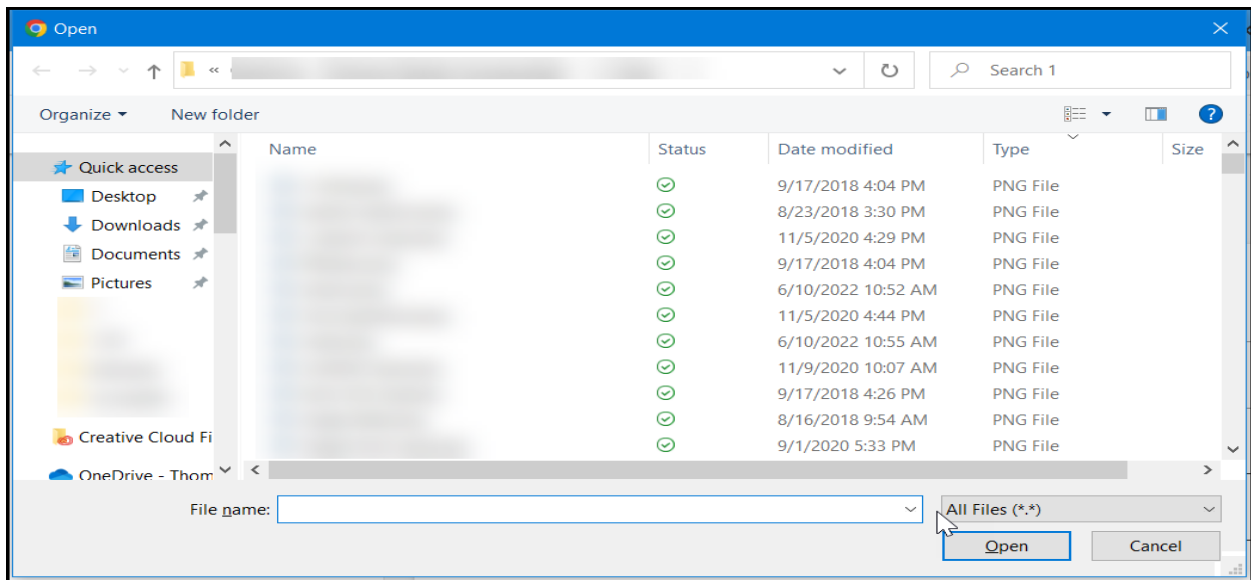
CONTINUE

15. Complete contact information.

16. Click **Continue**.

Click the **Organization** dropdown to search for your organization. If your organization information is registered with the State Board of Law Examiners your organization information is automatically added to our system. If you do not see your organization, your organization needs to be added before you can request organization access. You may request your organization be added by contacting the Supreme Court Clerk of Court by emailing supclerkofcourt@ndcourts.gov or calling 701-328-2221.

17. Click in the **Request Information** field and attach the necessary **Reference File** from your computer.



18. Click **Open**.

19. Click **Submit**.

The request is submitted to the Court and you will return to the **User Profile** screen. Monitor your requests from the **User Access** tab under your **Profile**.

User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Organization Administrator eaad4784-e8d8-4e31-8470-77f06974835c	03/20/2024 4:48 PM		Pending		

If notifications are enabled, a “request submitted” email or portal notification will be sent to the associated user account. See instructions on page 15 above for more details on Notifications.

Once approved, your **User Profile** is updated with the **Associated Organization** tab.

Leave Organization

To leave the organization click on **Leave Organization** within the associated organization details.

The screenshot displays the 'User Profile' interface. On the left is a navigation sidebar with items: Home, Announcements, Notifications, Search, My Work, and Create. The main content area is titled 'User Profile' and contains a list of settings: Login Account, Preferences, Address, Contact, Payment Method, Subscription, Associated Organization, Calendar Subscriptions, Notification Preferences, and User Access. The 'Associated Organization' item is highlighted with a red box and a mouse cursor. To the right, the 'ORGANIZATION DETAILS' section shows fields for NAME, TYPE (Legal Organization), ADDRESS, and ADMINISTRATORS. A red 'LEAVE ORGANIZATION' button is located at the bottom right of this section. A red callout box points to this button with the text: 'Removes the link between your User Account and the Organization'.

Manage Organization View

Upon your next login, the left navigation menu will update with the **Manage Organization** option.

The screenshot shows the 'Public Portal' of the North Dakota Appellate Case System. The top left corner features the Thomson Reuters logo and the text 'Public Portal'. The top right corner displays 'North Dakota Appellate Case System'. A left-hand navigation menu includes links for Home, Announcements, Notifications, Search, Manage Organization (highlighted with a mouse cursor), My Work, and Create. The main content area features the North Dakota Courts logo and the title 'North Dakota Appellate Case System' with the subtitle 'Providing access to public appellate records and e-filings'. Below this is a welcome message: 'WELCOME TO THE NORTH DAKOTA APPELLATE CASE SYSTEM PUBLIC PORTAL' followed by a paragraph explaining the court system's mission and a note that the user has reached the public portal. To the right, there is a section titled 'ADDITIONAL RESOURCES' with links to 'North Dakota Supreme Court', 'Self-Help Center- Appeal to Supreme Court', 'Filing with the Supreme Court', and 'Search Public Appellate Records'. At the bottom of the main content area, there is a button labeled 'SEARCH APPELLATE CASE RECORDS'.

1. Click the **Manage Organization** option to view Organization Details.

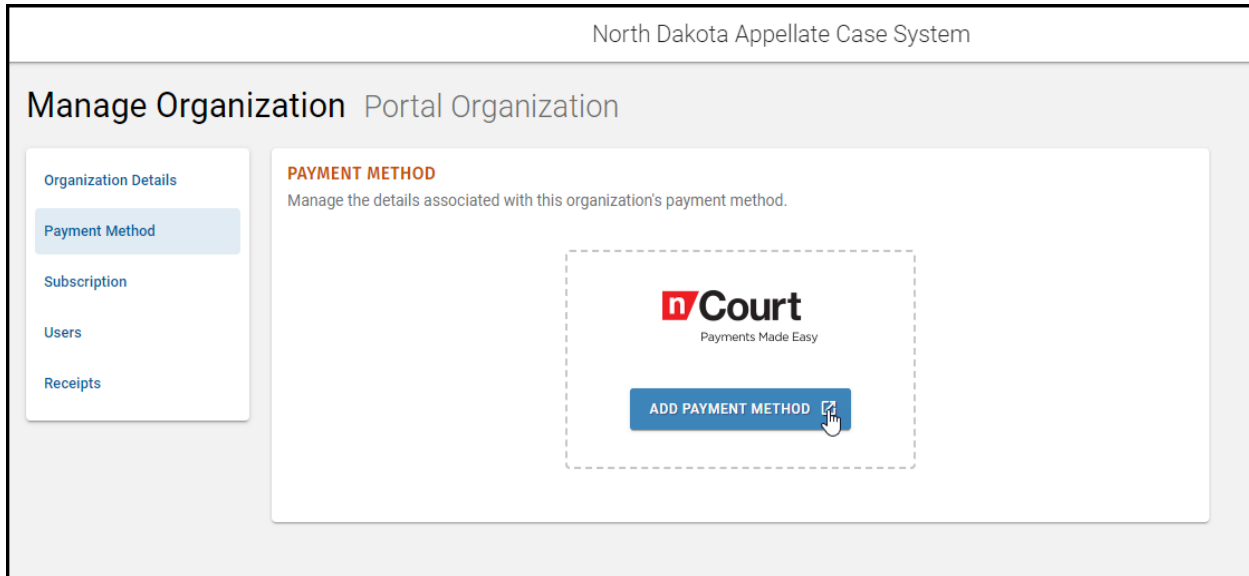
Organization Details

The screenshot shows the 'Manage Organization' page within the North Dakota Appellate Case System. The top right corner displays 'North Dakota Appellate Case System'. The page title is 'Manage Organization Portal Organization'. On the left side, there is a vertical navigation menu with options: 'Organization Details' (highlighted), 'Payment Method', 'Subscription', 'Users', and 'Receipts'. The main content area is titled 'ORGANIZATION DETAILS' and contains the text: 'View the details associated with this organization. Please contact the Court if any of the following details are inaccurate.' Below this text, the following details are listed: 'NAME Portal Organization', 'TYPE Legal Organization', 'ADDRESS', and 'ADMINISTRATORS create user'. A mouse cursor is visible over the 'ADMINISTRATORS create user' text.

Add Payment Method

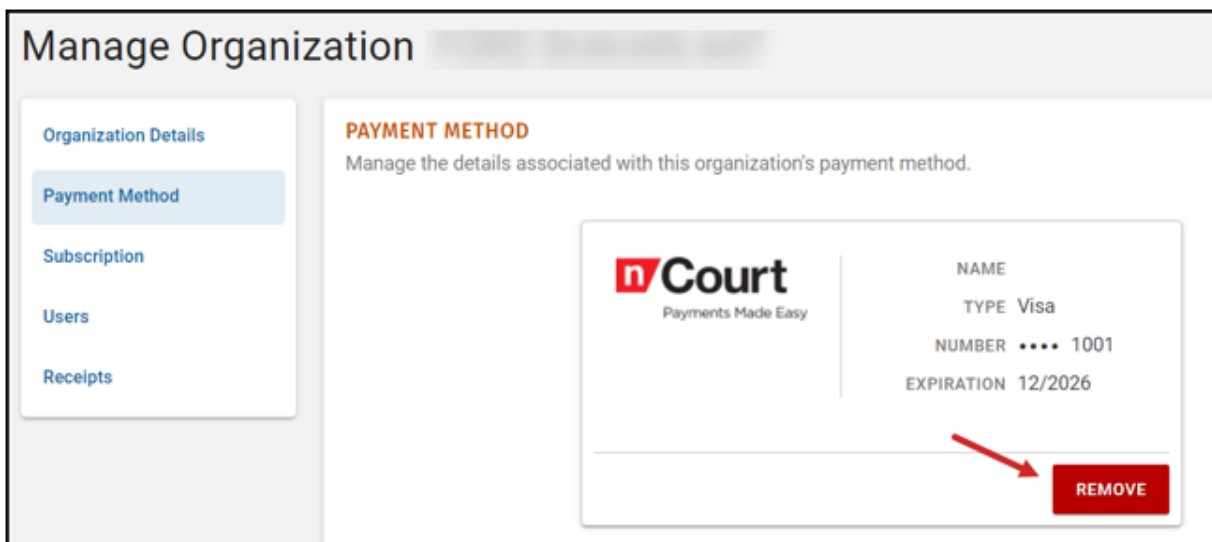
1. Click the **Payment Method** tab.

The **Payment Method** bundle appears.



This allows filing fees to be paid for all filers of the organization.

2. Complete the **Add Payment Method** steps.



Remove Payment Method

Use the **Remove** function to update payment details as needed.

Organization Users

1. Click the **Users** tab.

North Dakota Appellate Case System

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	user, create					✓	...

0 selected 1 to 1 of 1

ADD SUPPORT STAFF EDIT USERS ADD USER

Administrators can add and remove registered Users associated with the organization. Administrators can also add Users as support staff for attorneys in the organization.

Add Organization User

1. Click **Add User**.

North Dakota Appellate Case System

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	user, create					✓	...

0 selected 1 to 1 of 1

ADD SUPPORT STAFF EDIT USERS **ADD USER**

Add User

USER SEARCH

User Email Address *

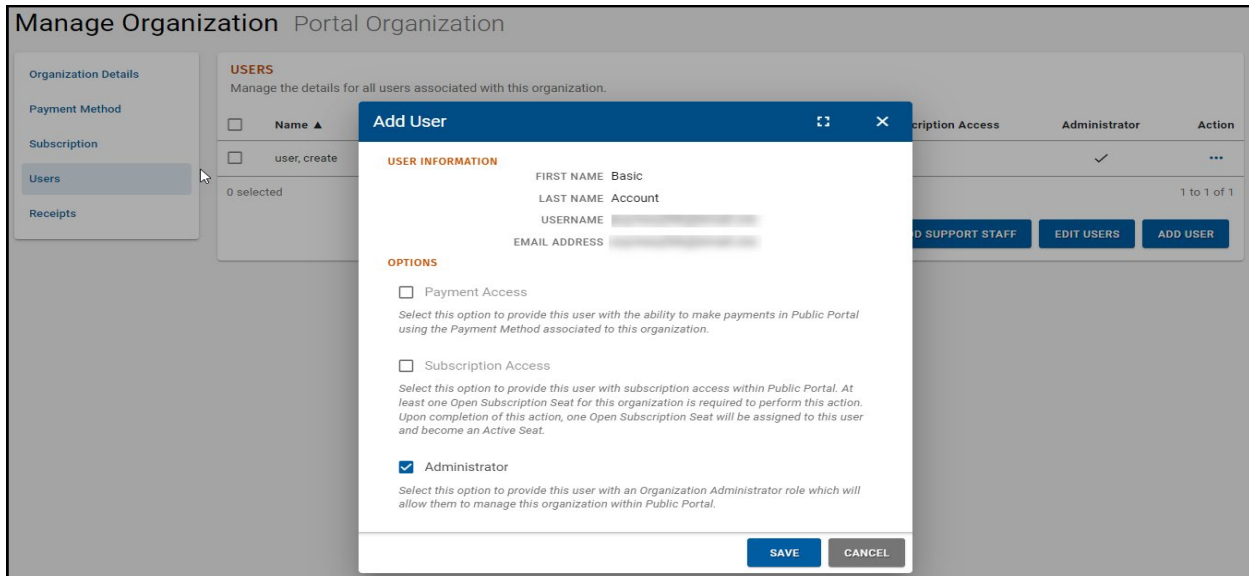
Enter the Email Address of the Public Portal User you would like to associate with this organization.

NEXT CANCEL

2. Enter the **User Email Address**.
3. Click **Next**.

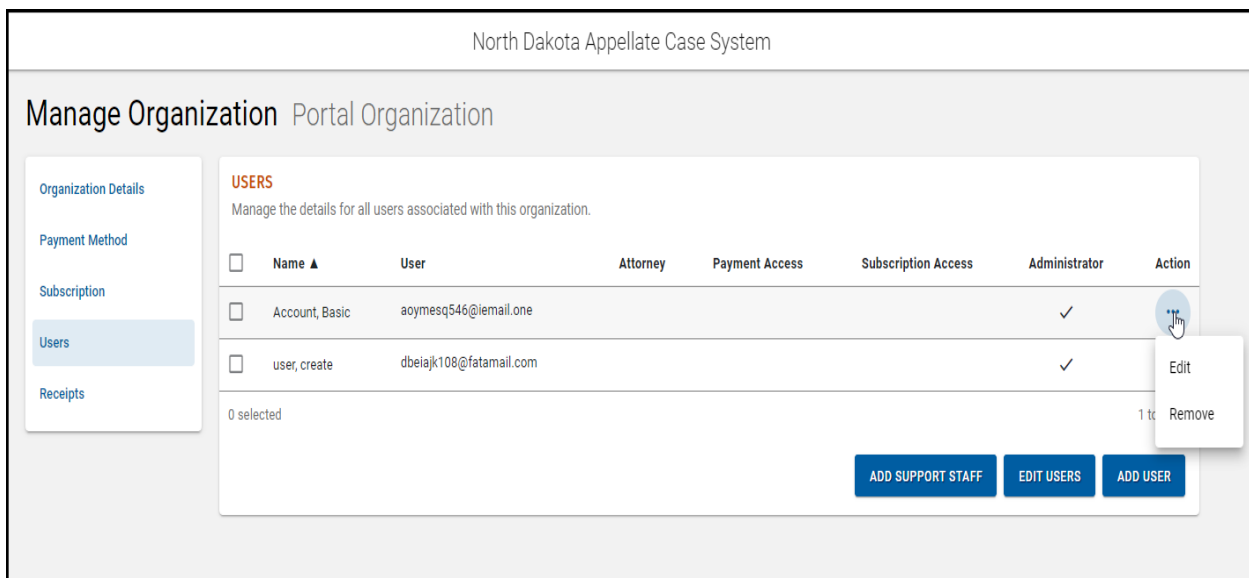
The **Add User** window refreshes with details for registered Portal User information.

****Note: Users must register for a basic account before the Organization Administrator can add the User to the organization. See instructions on page 2 above for information on Basic Registration.**



4. Select the desired options for the User being added to the Organization. **You do not have to select any boxes before saving. Only select Administrator if you would like to make the individual an administrator on your account.**
5. Click **Save**.

Remove Organization User



Click the **Action** icon **⋮** to remove User.

Errors When Adding Users

Ensure Users being added to your organization have a Basic Registration account set up. **Validation Errors could mean the User is not registered to use the Portal.**

The screenshot shows a dialog box titled "Add User" with a blue header bar containing a maximize icon and a close icon. Below the header is a red-bordered box with a red exclamation mark icon and the text "Validation Errors". Inside this box is a bulleted list with one item: "There are no existing, active Public Portal User records with this Email Address." Below the error box is a section titled "USER SEARCH" with a text input field labeled "User Email Address *". Below the input field is the instruction "Enter the Email Address of the Public Portal User you would like to associate with this organization." At the bottom of the dialog are two buttons: "NEXT" (blue) and "CANCEL" (grey). A red callout box on the right side of the dialog points to the error message and contains the text "The person you are adding does not have a Portal user account".

Organization Receipts

Manage Organization

Organization Receipts
View all receipts associated with this organization.

Transaction Date ↓	Receipt Number	Receipt Type	Status
12/09/2022 2:58 PM	8321-57C9-2022-7066		Processed
12/08/2022 6:49 PM	C60F-840E-C118-947C		Processed
12/08/2022 6:10 PM	E48B-7C68-E1E1-9029		Processed

Select the **Receipts** tab to view the Organization Receipts table. All table headers are sortable. Click on the **Receipt Number** to view purchase details.

North Dakota Appellate Case System

Receipt 3656-13F4-C672-77FA

DETAILS
The transaction details of this purchase order are displayed below. The Receipt Number and Payment Processor Number are unique identifiers for the transaction that should be provided to system administrators if any assistance is required.

RECEIPT NUMBER 3656-13F4-C672-77FA
 RECEIPT TYPE Filing Fees
 TRANSACTION DATE 03/21/2024 11:57 AM
 PAYMENT PROCESSOR NUMBER EC3E6CE2-AF1C-454F-AAA9-BC238F3C16B1
 PURCHASED BY create user
 STATUS Processed
 AMOUNT \$125.00

ORDER SUMMARY
The order summary of this transaction is as follows:

Notice - Appeal - Filing Fees	\$125.00
Public Portal Filing Fee - James Doe	\$125.00
NCourt Transaction Fee	\$0.00
NCourt Transaction Fee	\$0.00
Grand Total	\$125.00

LINE ITEMS
Displays the filing(s) associated with this receipt.

Filing	Case	Lead Docket Entry	Fee Amount
58BB-AF2B-3AD1-C0DB Appeal - Administrative - Other	20240093	Notice - Appeal	\$125.00

The **Details** section provides the payment transaction specifics.

The **Order Summary** section shows the cost breakdown for the transaction.

The **Line Items** section provides document summary information and links to view filings associated with the payment.

Add Support Staff to Attorney Users

Support Staff can only be added to Attorney Users. Attorney access must be requested before adding Support Staff to that Attorney User. See on page 20 above for instructions on Attorney Accounts.

North Dakota Appellate Case System

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	Account, Basic	[REDACTED]				✓	...
<input checked="" type="checkbox"/>	C-Tracktest, Test	[REDACTED]	✓			✓	...
<input type="checkbox"/>	user, create	[REDACTED]				✓	...

1 selected 1 to 3 of 3

ADD SUPPORT STAFF **EDIT USERS** **ADD USER**

Once attorney access is registered, support staff can be added.

1. Select desired check box(es) before the Attorney User's **Name**.
2. Click **Add Support Staff** at the bottom of the Users table.

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	Account, Basic	[REDACTED]					...
<input checked="" type="checkbox"/>	C-Tracktest, Test	[REDACTED]	✓				...
<input type="checkbox"/>	user, create	[REDACTED]				✓	...

1 selected 1 to 3 of 3

ADD SUPPORT STAFF **EDIT USERS** **ADD USER**

Add Support Staff

ADD AUTHORIZED SUPPORT STAFF
Utilize the field below to add Authorized Support Staff to the selected users.

USER INFORMATION
NUMBER OF SELECTED USERS 1

AUTHORIZED SUPPORT STAFF
Authorized Support Staff *

Select individual(s) who have your authorization to access Public Portal on the behalf of the selected users.

SAVE **CANCEL**

3. All Users registered under the Organization are available for selection. Select the check box(es) for Users from the **Authorized Support Staff** dropdown field.
4. Click **Save**.

Note: Attorney Users can be associated with each other to enable access to case filing and payment information. This can be done through the **My Work** option in the left navigation menu. The **My Work** option also allows permissions to the Support Staff User. A User working on behalf of another User can see a **Payment Method** is active but cannot view details relating to the method of payment.

Forward Notifications to Support Staff

North Dakota Appellate Case System

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	Account, Basic	[REDACTED]					...
<input type="checkbox"/>	C-Tracktest, Test	[REDACTED]	✓				...
<input type="checkbox"/>	user, create	[REDACTED]				✓	1 to 3 of 3 Edit Edit Staff Remove

0 selected

ADD SUPPORT STAFF EDIT USERS ADD USER

1. Select the **Action** icon **...** for the User associated as Support Staff.
2. Select the **Edit Staff** option.

The **Manage Support Staff** window appears.

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	Account, Basic	[REDACTED]					...
<input type="checkbox"/>	C-Tracktest, Test	[REDACTED]	✓				...
<input type="checkbox"/>	user, create	[REDACTED]				✓	1 to 3 of 3 Edit Edit Staff Remove

0 selected

ADD SUPPORT STAFF EDIT USERS ADD USER

Manage Support Staff

EDIT USER AUTHORIZED SUPPORT
Utilize the field below to add or remove Authorized Support Staff associated with the selected user.

USER INFORMATION
USER NAME Test C-Tracktest

AUTHORIZED SUPPORT STAFF
Authorized Support Staff
Account, Basic

Select individual(s) who have your authorization to access Public Portal on the behalf of the selected user.

Forward notifications
Forward all notifications to the Authorized Support Staff listed above.

SAVE CANCEL

When Checked all **Public Portal** notifications for the user are sent to support staff as well

3. Select the **Forward Notifications** check box to enable email notifications to be forwarded to the associated Support Staff.
4. Click **Save**.

Edit User Permissions

1. Select check box(es) before a User's **Name**.

North Dakota Appellate Case System

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input checked="" type="checkbox"/>	Account, Basic	[REDACTED]					...
<input type="checkbox"/>	C-Tracktest, Test	[REDACTED]	✓				...
<input type="checkbox"/>	user, create	[REDACTED]				✓	...

1 selected 1 to 3 of 3

ADD SUPPORT STAFF EDIT USERS ADD USER

2. Click **Edit Users** at the bottom of the Users table.

Note: The User Information section of the window indicates the number of selected Users to which updates are applied.

Manage Organization Portal Organization

Organization Details
Payment Method
Subscription
Users
Receipts

USERS
Manage the details for all users associated with this organization.

<input type="checkbox"/>	Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
<input type="checkbox"/>	Account, Basic	[REDACTED]					...
<input checked="" type="checkbox"/>	C-Tracktest, Test	[REDACTED]	✓				...
<input type="checkbox"/>	user, create	[REDACTED]				✓	...

1 selected 1 to 3 of 3

ADD SUPPORT STAFF EDIT USERS ADD USER

Edit Users

EDIT USER PERMISSIONS
Utilize the options below to apply organizational permission changes to all selected users.

USER INFORMATION NUMBER OF SELECTED USERS 1

OPTIONS

Administrator Access *
Make No Changes
Add Administrator Access
Remove Administrator Access

Here, Administrator access can be enabled or disabled for the selected Users.

3. Edit selected **User Permissions**.
4. Click **Save**.