NORTH DAKOTA APPELLANT CASE SYSTEM Public Portal E-Filing Registration Guide

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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.



Sign in to your account	
Username or email	- 7
Password	
	1 march
Sign In	
New user? Register	

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

< Cancel	
User Details	
Send verification code	< Cancel
New Password	User Details
Confirm New Password	Verification code has been sent to your inbox. Please copy it to the input box below.
First Name	
Last Name	281753
Verified Email Address	Verify code
Create	

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

Cancel	
	User Details
E-ma	ail address verified. You can now continue.
	Change e-mail
Test	
C-Trackte	est
	com
	Create

Multi-Factor Authentication

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

l au	Multi-fac uthentica	tor ation
Enter a number l phone to authen Country Code	below that we can sen iticate you.	d a code via SMS or
United States	; (+1)	
Phone Number		
701	þ	
	Send Code	

9. Enter verification code and click Verify Code.

ľ	Multi-factor
au	uthentication
Enter a number b phone to authen	below that we can send a code via SMS or ticate you.
	+1701
Enter your verifi	cation code below, or send a new code
282579	
	7
	Verify Code

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



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.

	North Dakota Appellate Case System	
User Profile		
Login Account Preferences Address	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	
Contact Payment Method Calendar Subscriptions Notification Preferences	SUBMIT REQUEST > VIEW ALL REQUESTS Request Attorney Access	
User Access	Request Organization Administrator Access	

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**.

тномз Publi	on reuters <mark>c Portal</mark>			North Dakota Appellate Case System	-
A	Home		User Profile	(See all a second se	Profile
*	Announcements		Login Account	LOGIN ACCOUNT Your looin account (which includes your name email and nassword) is manaped by another	
	Notifications		Preferences	application. You will be redirected to that site to edit these values.	
Q	Search		Address	USERNAME	
	My Work	v	Contact	LAST NAME	
*	Create	×	Payment Method	EMAIL ADDRESS PASSWORD	
			Calendar Subscriptions		
			Notification Preferences		
			User Access		

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

Preferences

1. Click the **Preferences** tab.

ublic Portal			North Dakota Appellate Case System
 Home Home Announcem Notification Search My Work Create 	ents S V	User Profile Login Account Preferences Address Contact Payment Method Calendar Subscriptions	PREFERENCES Manage your preferences used throughout the application. Locale English (United States) Timezone America/Chicago
		Calendar Subscriptions Notification Preferences User Access	SAVE

2. Update preferences.

This system operates based on Central Time. **We recommended you set your portal account** *time zone to Central Time to match this system.* If you do not, the tickler deadlines may not be accurate.

3. Click Save.

Address

1. Click the **Address** tab.

THOMSON REUTERS Public Portal		North Dakota Appellate Case System	
A Home	User Profile Mc Don	alds	
Announcements Notifications Search My Work	Login Account MAI Man Preferences Al Address 11 Contact	LING ADDRESS age your mailing address information. Iddress Line 1 *	
✔ Create ✓	Payment Method A Calendar Subscriptions U Notification Preferences U User Access C	inted States show More Address Lines unitry *	

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

Contacts

1. Click the **Contact** tab.

Announcements			CONTACT
Madifications		Login Account	Manage your personal contact information, including how the system sends notifications to you.
Nouncations		Preferences	
Search			EMAIL
		Address	Primary Email Address
My Work	Ý	Contact	
Create	~	Payment Method	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.
		Subscription	ADD CC EMAIL ADDRESS
		Associated Organization	Add an addition carbon copy (CC) email address that should be copied on your notifications.
		Support Staff	PHONE
		Calendar Subscriptions	Contact Phone Country Contact Phone Number
		Notification Preferences	United States +1 Tol-
		User Access	

- 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.

A	Home		User Profile Tir	m Wells
♥ ▲ Q ■ ¥	Announcements Notifications Search My Work ¥ Create ¥		Login Account Preferences Address Contact	Add or remove the payment method associated with your account.
	Create		Payment Method Subscription Calendar Subscriptions Notification Preferences User Access	ADD PAYMENT METHOD

2. Click Add Payment Method from the nCourt box.

User Profile Ti	m Wells			
Login Account	PAYMENT METHOD			
Preferences	Add or remove the payment me	nnod associated with your account.		
Address			•	
Contact		Payments Made	rt de Easy	
Payment Method	Confirm		×	
Subscription		2 - 191 D		
Calendar Subscriptions	You are about to be reduce application to store your you will be returned to thi	ected to our payment provider's payment information. Once completed is application. Are you sure you want to	ed to	
Notification Preferences	continue?			
User Access			Ν	
		OK CANCI	CEL	

- 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.

96 -	Announcements		oserrionie				Use the Remove
	Notifications		Login Account	Add or remove the payment	n method associated with your acc	ount.	Credit Card
Q,	Search		Preferences				Internation
â	My Work	*	Address		Court	NAME	//
1	Create	×	Contact		Payments Hade Easy	HUNDEN **** 1001	
			Payment Method			EXPERATION 65/2025	
			Bebacription				/
			Calendar Subscriptions			IEMOVE.	
			Notification Preferences				
			User Access				

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.

Notifications	Login Account	NOTIFICATION PREFERENCES Displays and allows management of the notification pref	erences for your account.	
Search My Work 🛩	Preferences Address	Notification	Application	Email
Create	Contact	Case Access Request Accepted		
	Payment Method	Case Access Request Rejected		
Update	Subscription Calendar Subscriptions	Case Access Request Submission		
Email and	Notification Preferences	Filing Approval Notification		
Phone	User Access	Filing Approval Service Notification		2
Number as		Filing Received Notification		
needed		Filing Rejected Notification		
		Filing Rejected Service Notification		
		Filing Service Notification	0	22
	/	Filing Submission Notification		
[You		Publication Release Notification		
Ema	il Notification	Subscription Received		
L tor tr	lese Activities	Subscription Terminated		
		Subscription Terminated - Failed Payment		
		User Request Accepted		
		User Request Rejected		
		User Request Submission		

1. Click the Notification Preferences tab.

- 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.

THOM Publ	son reuters ic Portal					North Dakota	Appellate Case System)	
A	Home		My No	otificat	ions				
-	Announcements		NOTIFICAT	TIONS					T 1 to 3 of 3
	Notifications	•		Read	Date V	Subject		Case Number	View
Q	Search			â	03/20/2024 4:03 PM	Filing Rejected 2024	0091	20240091	View
	Manage Organization				03/20/2024 4:02 PM	Filing Received 2024	40091	20240091	View
0	Administration	~		×	03/20/2024 4:02 PM	Filing Submission 2	0240091	20240091	View
Ê	My Work	~	0 selected			_			1 to 3 of 3
**	Create	^			Closed Envelope Ico unread notificatio	on are		View notificatio	MARK AS READ
	Request Case Access								
	New Filing								

- 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.

тном Pub	son reuters lic Portal							North Dakota Appellate Case System	
+	Home	My Notifications							
-	Announcements			IONS					
۰	Notifications	•		Read	Date V			Subject	Case Number
Q	Search				03/20/2024	4:03 PM		Filing Rejected 20240091	20240091
Ħ	Manage Organization				03/20/2024	4:02 PM		Filing Received 20240091	20240091
•	Administration	~			03/20/2024	Notification			n x
	My Work	~	0 selected			INFORMATION			
*	Create	~				BODY This is a notification to in the Court for the followin the following <u>link</u> .	DATI STATU: CASE NUMBEI SUBJEC nform you that ig reasons: Se	E 03/20/2024 4:03 PM 5 Sent 7 20240091 T Filing Rejected 20240091 1 your 20240091 filing with Reference Number A205-8785-2C48-0 e comments. You can access this filing, remediate the reported is	ICA1 has been rejected by ssues, and resubmit it using CLOSE

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.

A	Home		User Profile Ti	m Wells
-	Announcements			
À	Notifications		Login Account	USER ACCESS Displays the user access types that have been granted to your account. You may also submit
Q	Search		Preferences	requests for additional access.
ŵ	My Work	~	Address	GRANTED ACCESS Public
**	Create	~	Contact	
			Payment Method	SUBMIT REQUEST
			Subscription	Request Attorney Access
			Calendar Subscriptions	Request Case Access
			Notification Preferences	Request Interpreter Access
			User Access	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.

Jser	Profile Ti	m Wells			
Login Ac Preferenc	ces	USER ACCESS Displays the user access types requests for additional access.	that have been granted to your acco	bunt. You may also subm	iit
Address			GRANTED ACCESS Public		
Contact					
Paymer	User Request	S		51	: ×
Subscri	User Type	Submission Date	Processed Date	Status	Expand
Calend	Attorney	10/12/2022 11:43 AM		Pending	
Notifica		SUBMISSION NUMBER b97	c3ca2-3ab9-41a0-b33c-f2a9a64cf2c0		
User Ac					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.



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 to 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.

	North Dakota Appellate Case System	TES	
User Profile Te	est Person		
Login Account Preferences	USER ACCESS Displays the user access types that have been granted to your account. You may also submit requests for additional access.		
Address Contact Payment Method	SUBMIT REQUEST VIEW ALL REQUESTS		
Subscription Calendar Subscriptions Notification Preferences	Request Attorney Access		
User Access			

- 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 Ap	pellate Case System
Request Access Attorney	
ADDRESS Please enter your address information. Address Line 1 * 111 Test Ave	
Address Line 2 Country * United States	
City * State * Zip Code * Bismarck Torth Dak • 58501]

- 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 • 701	CONTINUE

9. Click Continue.

10. Enter requested Attorney information.

North Dakota A	ppellate Case System
Request Access Attorney	
ATTORNEY Please complete the following form which will be used to verify your identity. Bar State * North Datate	
Bar ID *	
REQUEST INFORMATION Reference File * ① 2024-03-20_12-05-39.jpg (92.1 KiB)	
Please provide an image of your photo ID proving your identity. <u>View the acceptable file types.</u> Comments	
Phone ID for attorney request	
SUBMIT REQUEST	

11. Click Submit Request.

requests for additional access.						
GRANTE	D ACCESS Public					
	SUBMIT REQUEST	• VIEW ALL REQU	ESTS			
User Requests					æ	×
User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comme	nts
Attorney ededcb94-a2c3-48a3-9b0d-783ad33e5c09	03/26/2024 3:42 PM		Pending			
					1	l to 1 of
						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.

	North Dakota Appellate Case System
ser Profile cr	eate user
Login Account Preferences	USER ACCESS Displays the user access types that have been granted to your account. You may also submit requests for additional access.
Address	GRANTED ACCESS Public
Contact	
Payment Method	
Subscription	Request Attorney Access
Calendar Subscriptions	Request Case Access
Notification Preferences	Request Interpreter Access
Iser Access	Request Organization Administrator Access

-	Home		Request Access Organization Admini	strator
Þ	Announcements		ADDRESS	
l	Notifications		Please enter your address information.	
	Search		Address Line 1 * 1234 Test	
ļ	My Work	~		
1	Create	~	Address Line 2	Show More Address Lines
			Country *	•
			City * State * Zip Bismarck North Dak 58	0 Code *
				CONTINUE

- 13. Complete address information.
- 14. Click Continue.

equest Access	Organization Administrator
CONTACT Please enter your contact inforn — Contact Phone Country —— United States +1	Tontact Phone Number * Tontact Phone Number
	CONTINUE

- 15. Complete contact information.
- 16. Click Continue.

A	Home	Request Access Organization Administrator
-	Announcements	ORGANIZATION ADMINISTRATOR
۰	Notifications	Please complete the following form which will be used to verify your identity.
Q	Search	organization *
	My Work	Portal Organization
*	Create 💊	Reference File * Please provide an image of your photo ID proving your identity. <u>View the acceptable file types.</u> Comments
		SUBMIT REQUEST

Click the **Organization** dropdown to search for your organization. If you organization information is registered with the Board of Law Examiners your organization information is automatically added to our system. If you do not see your organization, you 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 <u>supclerkofcourt@ndcourts.gov</u> or calling 701-328-2221.

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

-> · · ↑ 🖡 «		~ Ŭ ,2	Search 1	
rganize 🝷 New folder				
^ Name	Status	Date modified	Туре	Size
📌 Quick access	0	0.47 0040 404 044	DNIG 51	
Desktop 🖈	©	9/17/2018 4:04 PM	PNG FIIe	
- Downloads 🖈	\odot	8/23/2018 3:30 PM	PNG File	
Documente 🖈	\odot	11/5/2020 4:29 PM	PNG File	
Documents *	\odot	9/17/2018 4:04 PM	PNG File	
Pictures 🖈	\odot	6/10/2022 10:52 AM	PNG File	
	\odot	11/5/2020 4:44 PM	PNG File	
	\odot	6/10/2022 10:55 AM	PNG File	
	\odot	11/9/2020 10:07 AM	PNG File	
	\odot	9/17/2018 4:26 PM	PNG File	
	\odot	8/16/2018 9:54 AM	PNG File	
o Creative Cloud Fi	\odot	9/1/2020 5:33 PM	PNG File	
CneDrive - Thom 🖌 🤇				>
File <u>n</u> ame:		~ AI	l Files (*.*)	~
		2	Open	Cancel

18. Click Open.

A	Home	Request Access Organization Administrator
-	Announcements	ORGANIZATION ADMINISTRATOR
¢	Notifications	Please complete the following form which will be used to verify your identity.
Q	Search	Portal Organization
	My Work	REQUEST INFORMATION
*	Create	Reference File * Image: Display the second secon
		Comments
		SUBMIT REQUEST

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**.

		North Dakota Ap	pellate Case Sys	tem		
User Profile	create user					
Login Account Preferences	USER ACCESS Displays the user access types that he requests for additional access.	ave been granted to your accou	nt. You may also submit			
Address	GRAN	FED ACCESS Public				
Contact			-			
Payment Method		SUBMIT REQUEST	VIEW ALL REQUE	STS		
Subscription	User Requests					ia ×
Calendar Subscriptions	User Type / Submission Number	Submission Date	Processed Date	Status	Case Info	Clerk Comments
Notification Preferences	Organization Administrator	03/20/2024		Pending		
User Access	eaad4/84-e8d8-4e31-84/u-//TU69/4835C	4:48 Pm				1 to 1 of 1
						CLOSE

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.

A	Home		User Profile			
1 a a a x	Annuncements Netifications Search My Work Create	, ,	Login Account Profesences Address Contect	ORGANIZATION DETAILS View the details about your associated organization. NAME TYPE ADDRESS	r E. Légal Organization #	
			Payment Methani Subocription Associated Drganization Calendar Subscriptions Notification Preferences User Access	ADMINISTRATORS	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.



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

Organization Details

	North Dakota Appellate Case System
Manage Orga	nization Portal Organization
Organization Details	ORGANIZATION DETAILS
Payment Method	There are details associated that and signification. Freder contact are over this by of the following details are indebuted.
	NAME Portal Organization
Subscription	TYPE Legal Organization
liner	ADDRESS
Users	ADMINISTRATORS create user
Receipts	43

Add Payment Method

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

The Payment Method bundle appears.

	North Dakota Appellate Case System
Manage Orga	nization Portal Organization
Organization Details	PAYMENT METHOD
Payment Method	
Subscription	D Court
Users	Payments Made Easy
Receipts	
	· · · · · · · · · · · · · · · · · · ·

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

2. Complete the Add Payment Method steps.

Manage Orga	nization	
Organization Details	PAYMENT METHOD	avment method
Payment Method	manage are details associates mortals organizations	aynan measa.
Subscription	Court	NAME
Users	Payments Made Easy	TYPE Visa
Receipts		EXPIRATION 12/2026
		~
		REMOVE

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 Organ	Manage Organization Portal Organization							
Organization Details Payment Method	USERS Manage the details for all users associated wit	th this organization. Attorney Payment Access	Subscription Access	strator Action				
Subscription Users	user, create			• •••				
Receipts			ADD SUPPORT STAFF EDIT USE	RS 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 Dako	ota Appellate C	ase System			
Manage Organ	ization Portal	Organization					
Organization Details Payment Method	USERS Manage the details for	all users associated with this organiz	ation.				
Subscription	□ Name ▲	User	Attorney	Payment Access	Subscription Access	Administrator	Action
	user, create					~	
Users	0 selected						1 to 1 of 1
Receipts	1 (in 1						
		Add User			×	EDIT USERS	ADD USER
		USER SEARCH					
		User Email Address *					
		Enter the Email Address of the Pu organization.	ublic Portal User you wo	uld like to associate with this	_		
				NEXT CA	NCEL		

- 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.

Manage Orga	aniz	atic USEI Mana	on Porta Rs age the details fo	Organization	this organization.						
Payment Method			Name 🛦	Add User			8	×	cription Access	Administrator	Action
Subscription			user, create	USER INFORMATION						~	
Users		0 sele	cted		FIRST NAME	Basic					1 to 1 of 1
Receipts					USERNAME		-		D SUPPORT STAFF	EDIT USERS	ADD USER
				OPTIONS					10.00		
				Payment Acc	ess						
				Select this option to using the Payment N	provide this user with lethod associated to	h the ability to make pay this organization.	ments in Public Porta	0			
				Subscription	Access						
				Select this option to least one Open Subs Upon completion of and become an Acti	provide this user with cription Seat for this his action, one Open re Seat.	h subscription access wi organization is required i Subscription Seat will b	thin Public Portal. At to perform this action e assigned to this use	i. er			
				Z Administrato							
				Select this option to allow them to mana	provide this user with this organization w	h an Organization Admin vithin Public Portal.	istrator role which wil	<u>I</u>			
							SAVE CA	NCEL			

- 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

		North Dakota	a Appellate Ca	se System			
Manage Orga	nization Portal (rganization					
Organization Details Payment Method	USERS Manage the details for all	users associated with this organizati	on.				
Subscription	Account, Basic	User aoymesq546@iemail.one	Attorney	Payment Access	Subscription Access	Administrator	Action
Users	user, create	dbeiajk108@fatamail.com				~	Edit
Receipts	0 selected						1 tc Remove
					ADD SUPPORT STAFF	EDIT USERS AD	D 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.

Add User	C.	×	
 Validation Errors There are no existing, active Public Portal User records with t Address. 	his Email		
USER SEARCH			The person you are adding does not have a Portal user account
Enter the Email Address of the Public Portal User you would like to associate organization.	e with this	ANCEL	

Organization Receipts

A	Hume		Manage Organ	ization			1
-	Aremereameria		1 - 3 - 30 1				
	Mothistory		Digenization Details	ORGANIZATION RECEIP	TB a) with this properties in .		
٩	Search		Payment Method	Transaction Data is	Receipt Ramber	Receipt Type	line
	Manage Organization		Shorpton	12/09/2022.2-58 PM	ENER, 2713 2112 The		Pressed
ŵ	My Work	¥.	Lines.	11/24/02/01 # 41/24	ANT ANT ANT ANT		Booking 1
7	Create	¥	Annual D	Tarbol Jone 1,47 CW	Ver anvenue and an		
			-	12/04/2022 6:33 PM	KANNESCA TITT ACCOUNTS		Pockard
				(<u> </u>			

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 A	ppellate Case System		
Receipt 3656-13F4-C672-77FA				
DETAILS The transaction details of this purchase order are displayed below. The R Payment Processor Number are unique identifiers for the transaction that 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-BU PURCHASED BY create user STATUS Processed AMOUNT \$125.00	ecelpt Number and t should be provided to C238F3C16B1	ORDER SUMMARY The order summary of this transaction is as foll Notice - Appeal - Filing Fees Public Portal Filing Fee - James Doe NCourt Transaction Fee NCourt Transaction Fee Grand Total	ows:	\$125.00 \$125.00 \$0.00 \$0.00 \$125.00
LINE ITEMS Displays the filing(s) associated with this receipt. Filing Filing	Case	Lead Docket Entry	Fee Amount	ß
SBB-AP2E-3AD1-CODE 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 Ap	pellate Case	e System			
Manage Orga	nizatior	n Portal Or	ganization					
Organization Details	USERS Manage	e the details for all us	sers associated with this organization.					
Payment Method	8	Name 🛦	User	Attorney	Payment Access	Subscription Access	Administrator	Action
Subscription		Account, Basic	to the second				~	
Users		C-Tracktest, Test	and a figure of the second second	~			~	
Receipts								
-		user, create					\checkmark	•••
	1 selecte	ed						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.

Organization Details Payment Method	USERS Manage the	e details for a	II users associated with this organization	on.				
Subscription	Nan	ne 🛦	User	Attorney	Payment Access	Subscription Access	Administrator	Action
Users	C-TI	racktest, Tes	Add Support Staff			×		
Receipts	use	r, create	ADD AUTHORIZED SUPPORT ST	AFF	0.5.5		~	
	1 selected		Utilize the field below to add Author USER INFORMATION NUMBER	OF SELECTED USERS 1	e selected users.	D SUPPORT STAFF	EDIT USERS	1 to 3 of 3 ADD USER
			AUTHORIZED SUPPORT STAFF Authorized Support Staff *	thorization to access Pu	• Dic Portal on the behalf of			

- 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 Da	kota Appellate Case	System			
Manage Orgar	nization Portal O	rganization					
Organization Details	USERS Manage the details for all u	sers associated with this orga	nization.				
Payment Method	Name 🛦	User	Attorney	Payment Access	Subscription Access	Administrator	Action
Subscription	Account, Basic	-					
Users	C-Tracktest, Test	and the second second second	 ✓ 				
Receipts	user, create	And the second				\checkmark	Edit
	0 selected						1 te Edit Staff
					ADD SUPPORT STAFF	EDIT USERS ADI	Remove

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

The Manage Support Staff window appears.

Mana <mark>g</mark> e Organi	zatio	on Portal	Organization						
Organization Details	USE Man	RS age the details for	all users associated with this organization.						
Payment Method		Name 🛦	User	Attorney	Payment Access	S	ubscription Access	Administrato	r Action
Subscription		Account, Basic	Manage Support Staff			×			
Users		C-Tracktest, Tes	EDIT USER AUTHORIZED SUPPORT	r					
Receipts		user, create	Utilize the field below to add or remove selected user.	Authorized Support	Staff associated with th	пе		~	
	0 sele	ected	USER INFORMATION	IE Test C-Tracktest	1				1 to 3 of 3
When Checked Portal notificati user are sent to s as wel	all P ons f uppo I	ublic or the rt staff	AUTHORIZED SUPPORT STAFF Authorized Support Staff Account, Basic Select individual(s) who have your author the selected user. Forward notifications Forward all notifications to the Authorized	orization to access Pur ed Support Staff listec	blic Portal on the behalf o f above.	f	D SUPPORT STAFF	EDIT USERS	ADD USER

- 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 App	oellate Case	e System			
Manage Organ	nization	Portal Org	ganization					
Organization Details	<mark>USERS</mark> Manage th	he details for all use	ers associated with this organization.					
Payment Method	🗖 Na	ime 🛦	User	Attorney	Payment Access	Subscription Access	Administrator	Action
Subscription	Ac	count, Basic						<u></u>
Users	C-1	Tracktest, Test	and Paperson in	~				
Receipts	us/	er, create	And Spinster of				\checkmark	
	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.

		organization					
USE Mana	RS age the details for	all users associated with this organizatio	n.				
	Name 🛦	User	Attorney	Payment Access	Subscription Access	Administrator	Action
	Account, Basic						
	C-Tracktest Tes	Edit Lleare			~		
		Edit Users			^		
1 sele	ected	EDIT USER PERMISSIONS Utilize the options below to apply org users.	ganizational permissic	on changes to all selecte	d	•	1 to 3 of 3
		USER INFORMATION NUMBER	OF SELECTED USERS	1	D SUPPORT STAFF	EDIT USERS	ADD USER
		Administrator Access *			_		
		Make No Changes			Ð		
		Make No Changes					
		Add Administrator Access					
		Remove Administrator Access			<u>.</u>		
	I sele	Manage the details for Name Account, Basic C-Tracktest, Tes User, create I selected	Manage the details for all users associated with this organization Name Vuser Account, Basic C-Tracktest, Ter Edit Users User, create Selit User PERMISSIONS Utilize the options below to apply orgueses. USER INFORMATION NUMBER Administrator Access Make No Changes Add Administrator Access Remove Administrator Access	Manage the details for all users associated with this organization. Name A User Attorney Account, Basic C-Tracktest, Tes Edit Users User, create EDIT USER PERMISSIONS Utilize the options below to apply organizational permission users, create Utilize the options below to apply organizational permission Selected USER INFORMATION NUMBER OF SELECTED USERS Administrator Access * Make No Changes Add Administrator Access Add Administrator Access Remove Administrator Access Remove Administrator Access	Wanage the details for all users associated with this organization. Name A User Attorney Payment Access Account, Basic C-Tracktest, Tes Edit Users C user, create EDIT USER PERMISSIONS C Users User Number of Selected Users 1 OPTIONS Administrator Access Add Administrator Access Add Administrator Access	Manage the details for all users associated with this organization. Name ▲ User Attorney Payment Access Subscription Access Account, Basic C-Tracktest, Tes Edit Users :: × • user, create EDIT USER PERMISSIONS Utilize the options below to apply organizational permission changes to all selected users, create Utilize the options below to apply organizational permission changes to all selected users, create USER INFORMATION NUMBER OF SELECTED USERS 1 D SUPPORT STAFF OPTIONS Administrator Access * Make No Changes Add Administrator Access Remove Administrator Access Image: Add Administrator Access Image: Add Administrator Access Image: Add Administrator Access	Manage the details for all users associated with this organization. Name A User Attorney Payment Access Subscription Access Administrator Account, Basic C-Tracktest, Te Edit Users :: × • User, create EDIT USER PERMISSIONS • • • Utilize the options below to apply organizational permission changes to all selected • • • User, INFORMATION NUMBER OF SELECTED USERS 1 • • • OPTIONS Administrator Access * • • • Make No Changes • • • • Add Administrator Access • • • •

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

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