

## Attention Nevada Attorneys:

### Do I Need a Subscription Account?

After recently receiving approval from the Nevada Supreme Court, District Court is taking over the responsibility for the overall administration of public access through a single portal with access to all case types. The court plans to change the remote access fee from the current monthly or annual fee to a lower annual flat fee that will save users money. Access to view electronic documents will still be available at no cost at the Clerk's Office and to permit anyone to order copies of documents in accordance with NRS 19.013.

If you are an Attorney in good standing with the State Bar of Nevada, you can register for subscription access. Subscription accounts give attorneys the ability to view and download all publicly available documents for an annual flat fee. Elevated access is available for attorneys of record, with the ability to view certain sealed cases and documents.

The schedule of charges for this elevated access is:

1 user	\$100.00 annually.
2 – 5 users	\$200.00 annually.
6 – 10 users	\$350.00 annually.

Due to the transition from multiple platforms there will be no charge for public access subscription accounts in 2016. More information will be provided when the annual renewal period begins for 2017.

### How do I Apply for a Subscription Account?

Visit the Portal at <https://www.clarkcountycourts.us/Portal/> and complete the following steps.

### Steps for Requesting Extended Access:

*Note: Registration is a two-step process. 1) Register for an account. 2) Request extended access.*

#### Step 1 – Register for an account

1) Click the "Register" button in the upper right corner of <https://www.clarkcountycourts.us/Portal/>.



2) Complete the initial registration questions and click "Next".

- **Username is your email address.**
- Passwords must have all of the following requirements for security:
  - At least eight characters
  - One special character (e.g. !@#\$%)
  - One Uppercase character
  - One number

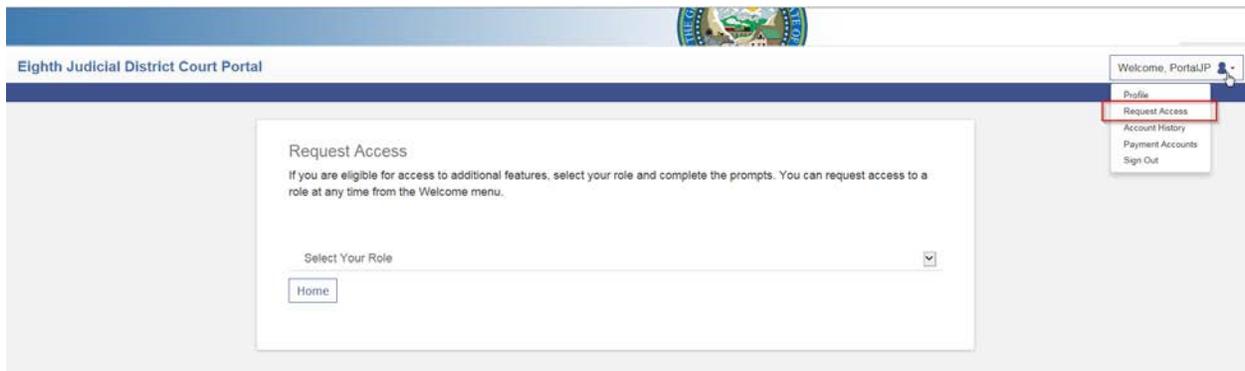
Security Questions are required for verification if you ever forget and need to reset your password. Remember your answers!

3) You will receive an email with a link to confirm your registration. You MUST click on the link in the email to verify your account.

## Step 2 – Request extended access

4) Once you've verified your account by clicking the appropriate link in the email, login with your username (your email address) and enter your password. You will be provided the following options to request extended access:

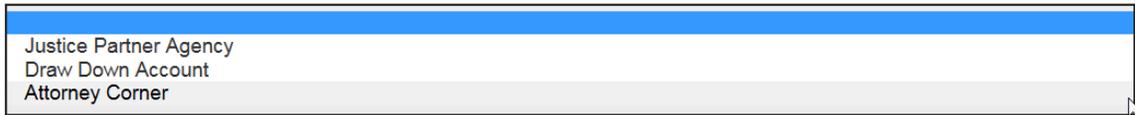
**Note:** To request access from any other page, click the arrow next to your user name:



## Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role



Justice Partner Agency
Draw Down Account
Attorney Corner

5) Once you've made your selection, complete the request questions and click Submit. You will be notified via email of the approval or denial as soon as your request has been completed.

**Extended access requests are processed in the order they are received. Processing times vary depending on volume. Please be patient.**

*Please note, we cannot determine eligibility via phone or direct email inquiries, you must complete the necessary online steps and we will provide a written response once your request has been processed.*