

## Prior to Registration...

Please review the [Approved Agencies](#) list to determine whether your agency has already been approved for access and the designated liaison if approved. You may also view the [Portal Access Summary](#) to see the level of predetermined access designated for your agency. A PassKey has been issued to each agency on the approved list. Contact your agency's court liaison to obtain the PassKey.

If your agency is not listed, but you believe should have extended access, an agency official must submit an e-mail outlining the need along with a signed [Justice Partner MOU](#), and send it to [courthelpdesk@clarkcountycourts.us](mailto:courthelpdesk@clarkcountycourts.us). It will be forwarded to the appropriate persons.

If after you are given Justice Partner access and you believe you should have additional access, your agency official must fill out the [Portal Elevated Access User Agreement](#) indicating what is needed with justification, and send it to [courthelpdesk@clarkcountycourts.us](mailto:courthelpdesk@clarkcountycourts.us). It will be forwarded to the appropriate persons for review.

## How do I apply for Justice Partner Access?

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

### Steps for Requesting 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".

- Be sure to use your work e-mail address. Email domains will be verified to legitimize Justice Partner requests.
- **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

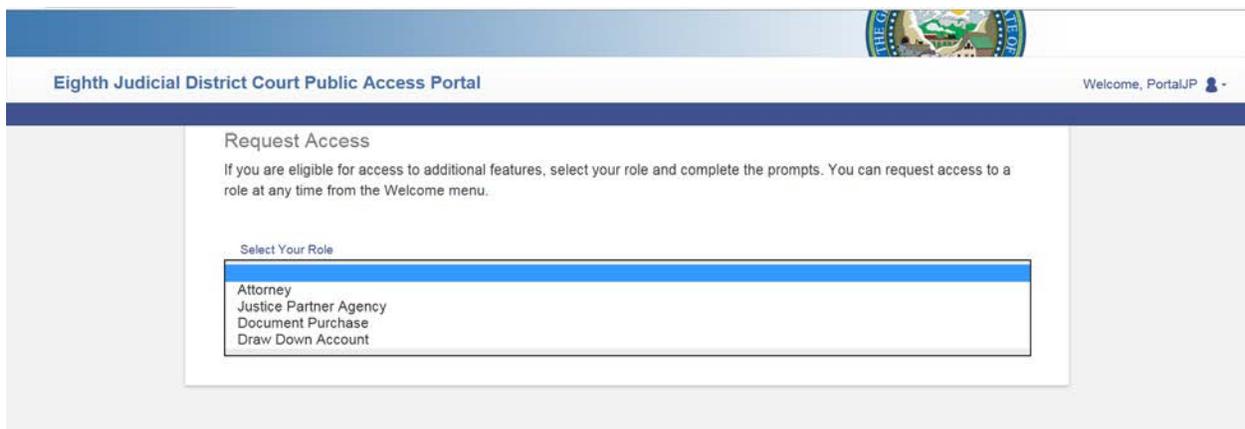
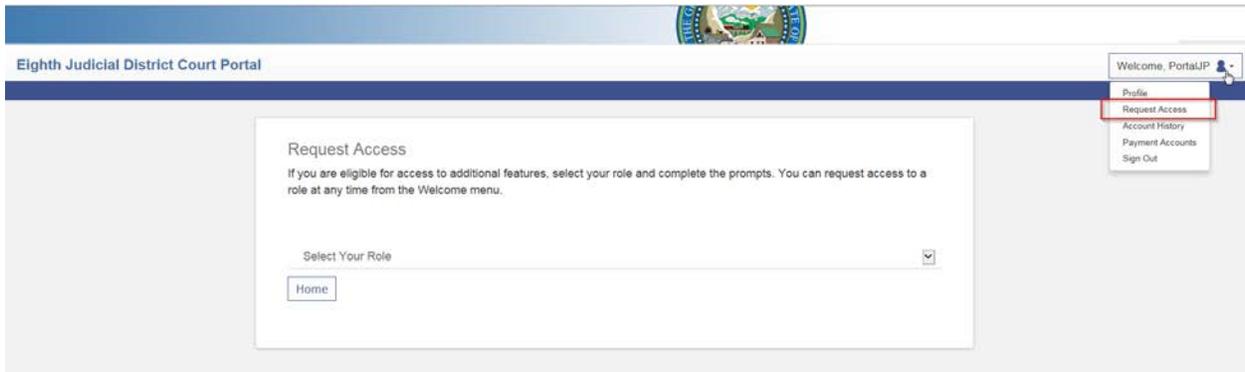
Security Questions are required for verification if you ever forget and need to reset your password. Remember your answers!

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:



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.

**Justice Partner access requests are processed in the order they are received. Processing times vary depending on volume and level of extended access requested. Please be patient.**

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