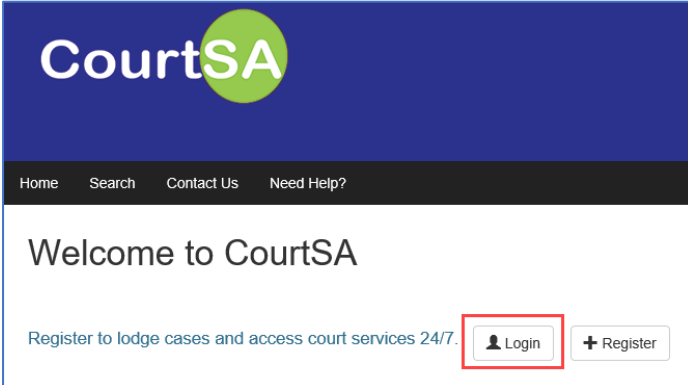


How to Reset your CourtSA Password

- 🚩 Use this process if you have a CourtSA Account, but have forgotten your password.
- 🚩 Law Firms using a shared login, **before you reset the password:**
 - Ask all staff using the login to complete the task they're working on before logging out of CourtSA.
 - Once all staff have logged out, reset the password by following the instructions below.
 - Notify all staff that they must use the new password to log into CourtSA.

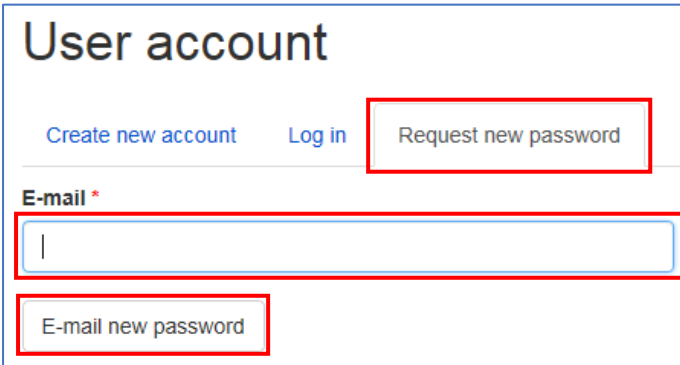
Launch CourtSA

1. Click **Login**



The screenshot shows the CourtSA homepage. At the top is the CourtSA logo. Below it is a navigation bar with links for Home, Search, Contact Us, and Need Help?. The main content area says 'Welcome to CourtSA' and includes a link to 'Register to lodge cases and access court services 24/7.' To the right of this link are two buttons: 'Login' (highlighted with a red box) and '+ Register'.

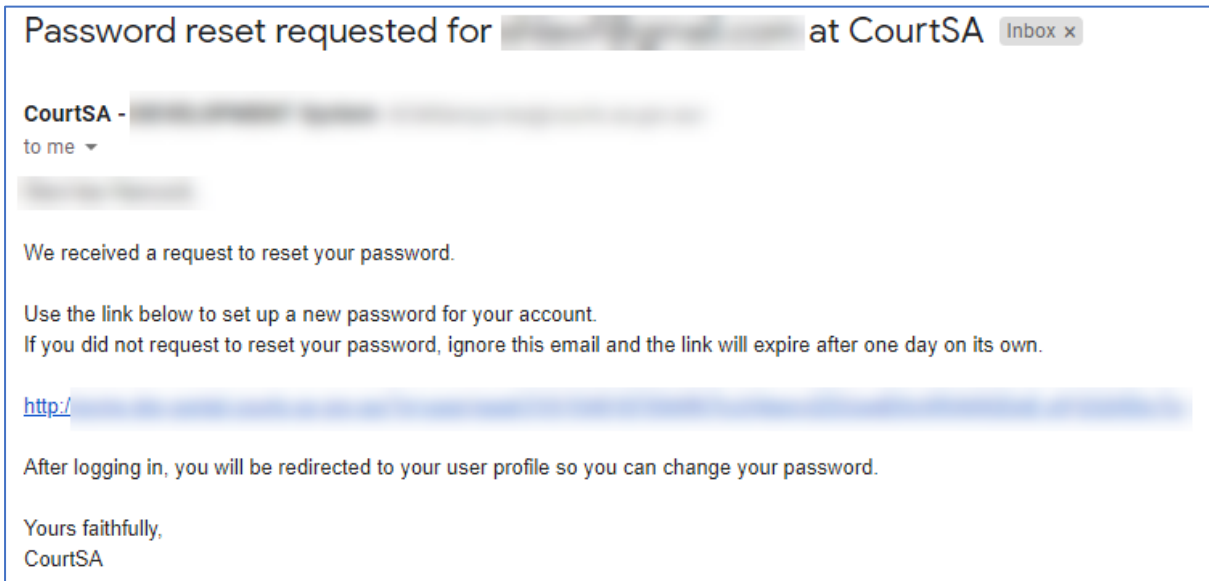
2. Select **Request new password**
3. Type in your CourtSA **email address**
4. Click **E-mail new password**



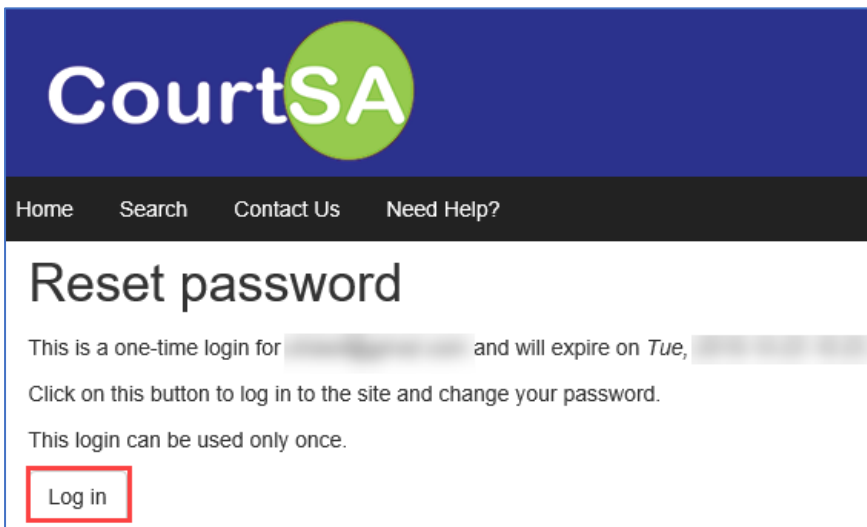
The screenshot shows the 'User account' page. At the top is the title 'User account'. Below it are three links: 'Create new account', 'Log in', and 'Request new password' (highlighted with a red box). Below these links is a form with a label 'E-mail *' and an input field (highlighted with a red box). At the bottom of the form is a button labeled 'E-mail new password' (highlighted with a red box).

CourtSA will send you an email with instructions on how to reset your password.

5. **Check your email** and follow the instructions in the email received from CourtSA.



6. After **clicking the link in the email or copying and pasting it into your browser**, CourtSA will open a **Reset Password** screen.



7. Enter and confirm your new Password.
8. Click Save

My Account

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password. [x](#)

[View](#) [Edit](#) [My Existing Cases](#) [My Unsubmitted Drafts](#) [Cart](#) [Payments](#)

[Account](#) [Personal Information](#)

E-mail address *

A valid e-mail address. This e-mail address is not made public and will only be used if you wish to receive a new password for CourtSA.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Password

Confirm password

Password strength: _____

To change the current user password, enter the new password in both fields.

[Save](#) [Cancel account](#)

You can now login to CourtSA with your email and new Password.