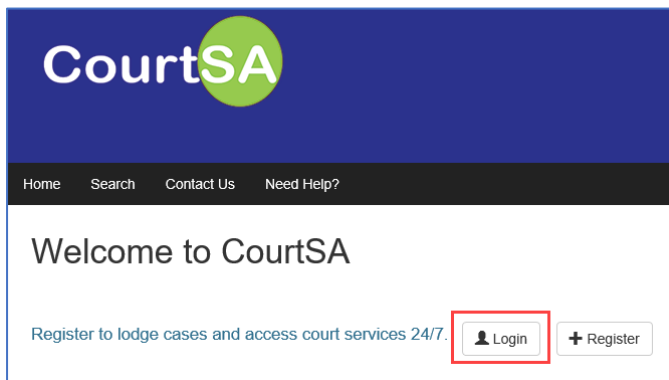


How to Request access to a case in CourtSA

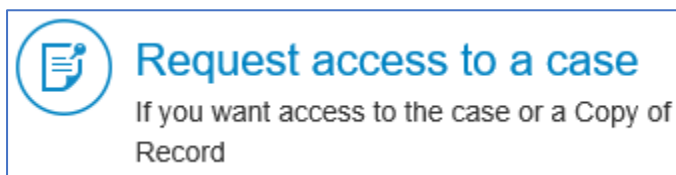
- ✚ Self-represented litigants or current practitioners representing a party on a case will have the ability to view details about the case and perform case actions in CourtSA.
- ✚ Request Case Access will grant the ability to view details or perform case actions on a case if you are a self-represented litigant or a current practitioner representing a party on the case and do not currently have access.
- ✚ Each Request for Access to a Case is reviewed by a Courts Administration Authority Staff member on a case by case basis.

Launch CourtSA

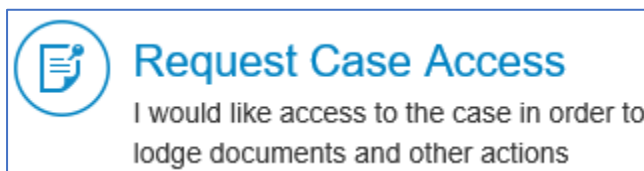
1. Click **Login & Log in to your account**



2. Select **Request access to a case**



3. Select **Request Case Access**



4. Complete the **Request case Access form** as prompted.

- 📌 You will need to know the following information to complete the form:
 - Case Number
 - Case Name
 - Your LCODE (Practitioners only)
 - Your PCODE (Practitioners only)
 - Your Client's details (Practitioners only)
 - Your email (the same as the email used to log into CourtSA)
 - Completed and Scanned copy of: Notice of change of practitioner (Form 68) or Notice of intention of executor or administrator to act in person (Form 69).

- 📌 Click **Save for Later** if you need to return to this form later to complete it.

5. Click **Proceed** to submit the form to the courts.



After clicking **Proceed**, your request for case access has been submitted to the courts staff for review.

If approved, an email will be sent to you with a link to access the case on CourtSA.

6. **Check your email** for notification from the courts that access has been granted.
7. After **clicking the link in your email or copying and pasting it into your browser**, you will be prompted to log in to CourtSA.
8. You will then be notified that you have a **Case Access Invitation**. Click the **Case Name in blue text** and you'll be taken to the Case.

