

iCourt Portal: Attorney Portal Help Guide

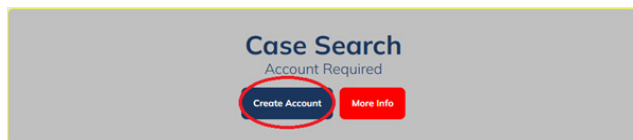
The Attorney Portal provides attorneys who are members of the Idaho State Bar and their delegates secure access to public cases, public documents, and to cases for each attorney that list the attorney as an Attorney of Record. For that third category, authorization to view a case or document is based on whether the attorney's Bar number is associated to the case — or for a delegate, whether the attorney has set up the delegate to have access.

This guide provides instructions on how to register and get started.

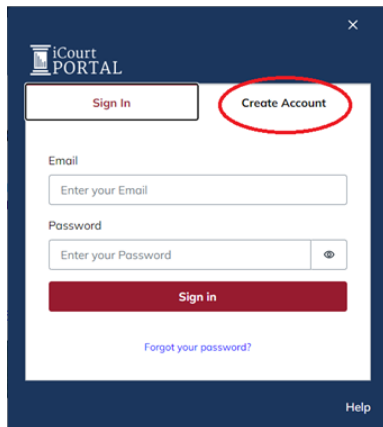
1. In a supported browser (including Chrome, Firefox, Edge, or Safari), go to <https://preview.icourt.idaho.gov/>.
2. Click the **Sign In** link.



Or, use the **Create Account** button found in the center of the landing page.



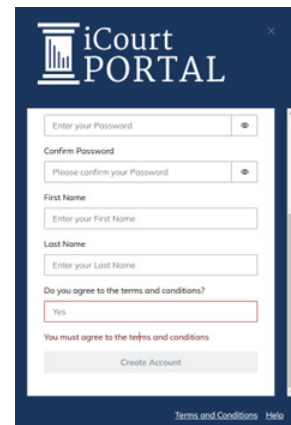
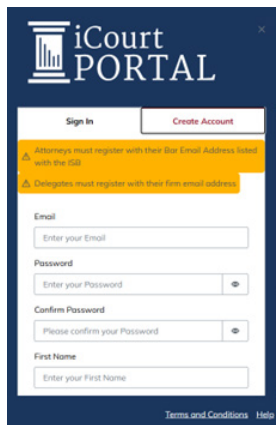
3. On the **Sign In** page, click **Create Account**.



4. On the **Create Account** page, enter the following fields: **Email**, **Password**, **Confirm Password**, **First Name**, and **Last Name**. Type “**Yes**” that you agree to the terms and conditions (you will need to type over the existing gray text). Next, click **Create Account**. After successful account creation, the entered email address will be used to log in at the **Sign In** page.

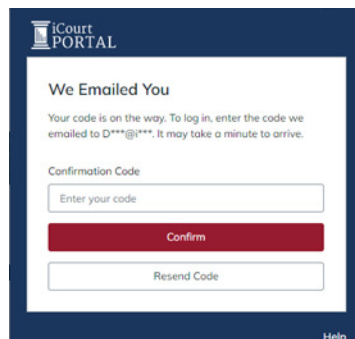
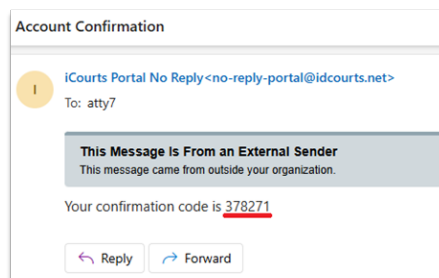
NOTE: Account creation does not give immediate access to the case search function.

If you are an attorney, the email address entered here **MUST** be an exact match to the unique email address (not service address) you registered with the Idaho State Bar. If you do not have an email address registered with the Bar, you will not be granted access to the Portal until you have registered one.

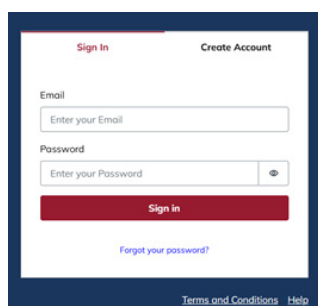
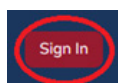


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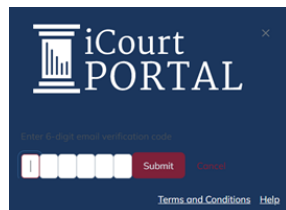
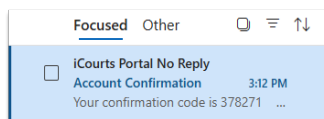
- After creating your account, you will receive a **Confirmation Email** from `no-reply-portal@idcourts.net` with a **Confirmation Code**. Type in your confirmation code and click **Confirm**.



- Return to the **Sign In** page and enter your credentials. **NOTE:** You may need to refresh your browser.

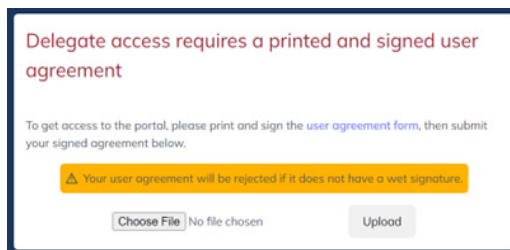
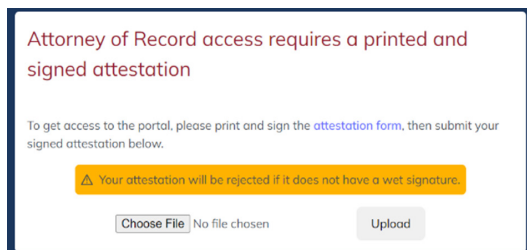


You will receive a **Email** from `no-reply-portal@idcourts.net` with a **Confirmation Code**. Type in your confirmation code and click **Submit**.



- After signing in for the first time, an attorney will be asked to provide a **Signed Attestation Form**. This is a required step for attorney access to the Portal. **Until your attestation has been approved, you will not be able to see your cases.**

A delegate will be asked to provide a Signed User Agreement. Similarly to the above, your user agreement must be approved before you can see your attorney's cases.



Click the blue text to open your attestation form or user agreement. Print, sign, and scan the form, then click **Choose File**. Select your scanned form, then click **Upload** to submit it. We recommend signing out of the Attorney Portal at this point, and signing back in after the Service Desk approves your form. This will avoid any difficulties with the system recognizing your new permissions.

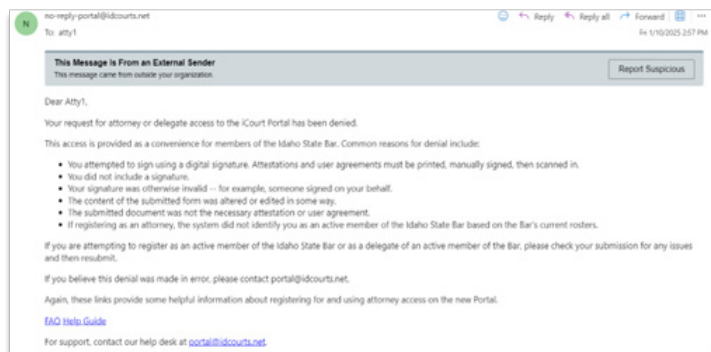


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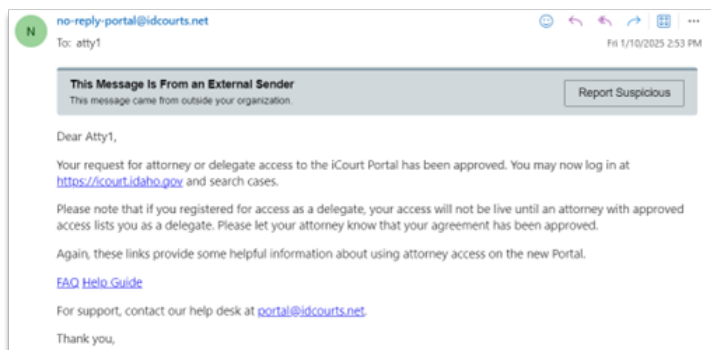
8. Once the Idaho Supreme Court Service Desk has received and filed your attestation, you will receive an email confirming your status with the Attorney Portal. Attorneys can expect a reply within approximately two business days.

Note: Reply times will vary based on the volume of requests and the capacity of the Service Desk.

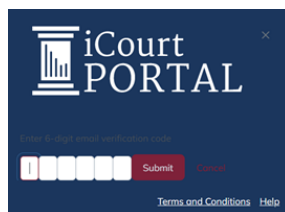
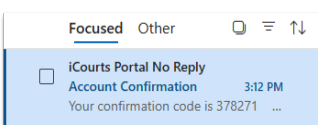
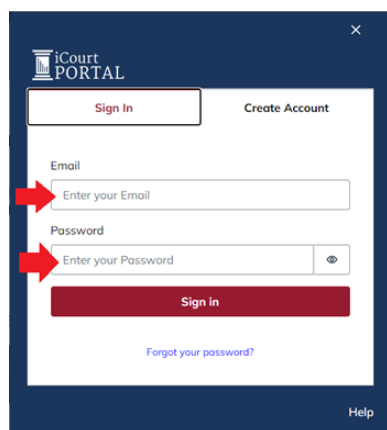
If your request is denied, you will receive an email notifying you of the denial and explaining common reasons for a denial.



If your attestation is accepted, you will receive an email confirming that.



9. If your account was approved, return to the portal home page, click **Sign in**, and enter your username and password.

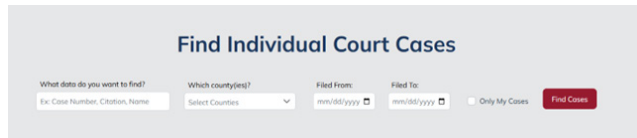


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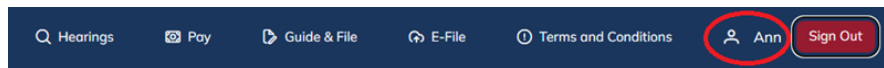
- After entering your code, you will see the **Case Search** tools appear below, allowing you to locate your cases and documents.



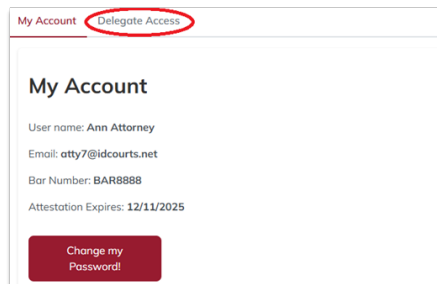
The screenshot shows a search interface titled "Find Individual Court Cases". It includes input fields for "What data do you want to find?" (with an example "Ex: Case Number, Citation Name"), "Which county(ies)?", "Filed From:" (with a date picker), and "Filed To:" (with a date picker). There is a checkbox for "Only My Cases" and a red "Find Cases" button.

If you do not have delegates or you are a delegate, congratulations, you're done! If you are a delegate, you may not yet see the search tools. Please tell your delegating attorney that your account is approved and they can add your name to their delegate list.

If you are an attorney and plan to use delegates, click on **your profile** to set them up now.

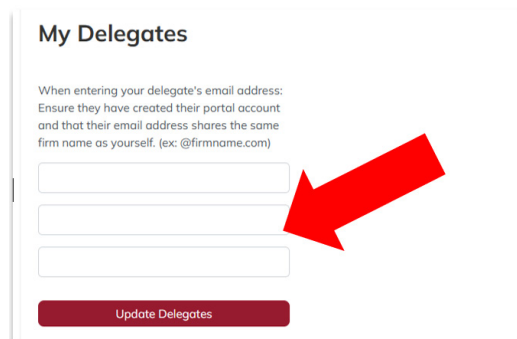


- The **My Account** page provides several user resources. To set up your delegates, first click on the **Delegate Access** tab.



The screenshot shows the "My Account" page. The "Delegate Access" tab is highlighted with a red circle. The page displays user information: "User name: Ann Attorney", "Email: atty7@idcourts.net", "Bar Number: BAR8888", and "Attestation Expires: 12/11/2025". There is a red button labeled "Change my Password".

- Under the **Delegate Access** tab, enter the email for up to three delegates. Make sure your delegates have set up an Attorney Portal account prior adding them. Your delegates' emails must have the same domain as yours or you will not be able to add them. (Example: *AttorneyName@FirmA.com* and *DelegateName@FirmA.com*.)



The screenshot shows the "My Delegates" form. It includes instructions: "When entering your delegate's email address: Ensure they have created their portal account and that their email address shares the same firm name as yourself. (ex: @firmname.com)". There are three input fields for email addresses. A large red arrow points to the first input field. At the bottom is a red button labeled "Update Delegates".

Once you have completed the assignment of delegates, congratulations, you're done! You and your delegates can log in, search, and access any case documents associated with your Bar number.

Note for Attorneys: You will be required to re-approve your delegates once a year. If your delegates leave your firm, you are required to remove them from your account. If you leave your current firm, you'll have to create a new account at the new firm.

For more information, check out our frequently asked questions: <https://preview.icourt.idaho.gov/faq>.

