



## JUSTICE PARTNERS –ACCOUNT REGISTRATION INSTRUCTIONS

Counsel in criminal trials shall obtain a web-based login and password to post their respective trial readiness status (Pending Local Rule 5.54). Counsel must complete an Account Registration Form available from their designated liaison. Additional forms are available on line at [www.saccourt.ca.gov](http://www.saccourt.ca.gov) or in Room 201 located at 720 9<sup>th</sup> Street.

***(NOTE: For members of the Justice Partners (DA,PD,CCD), employed prior to 8/9/10, the court has been provided with a list and you are not required to complete an Account Registration Form.)***

The following information is required for the Account Registration:

- First Name
- Last Name
- Bar Number
- Current Phone Number (Area code + Phone Number)
- Current E-mail Address

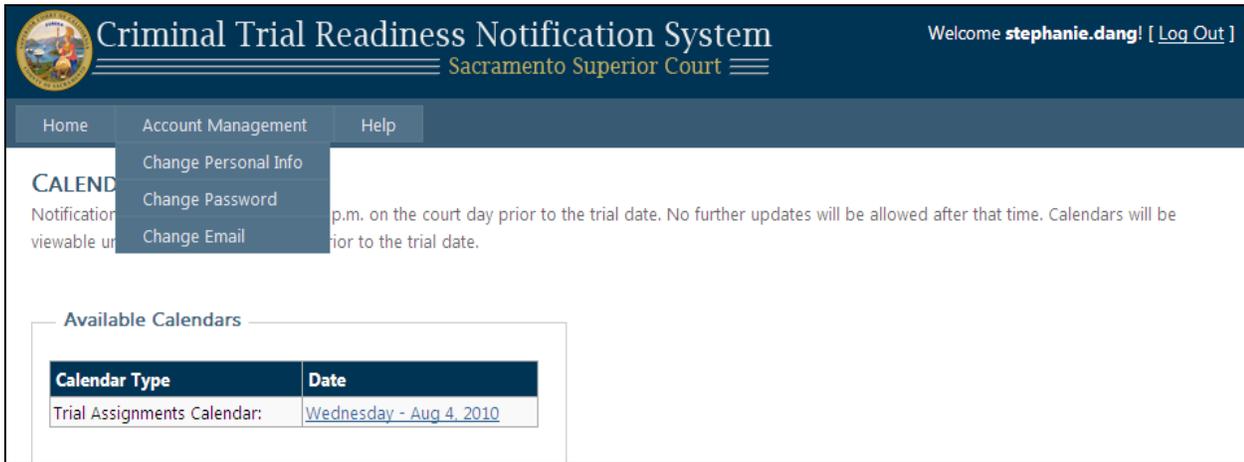
The account registration information shall be submitted to the agency's designated liaison (DA, PD, CCD) using the Account Registration Form. The designated liaison will be responsible for submitting the Account Registration Form to the Account Manager. The form may be submitted in one of four venues:

1. E-mail: [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov)
2. FAX: (916) 874-5347 (Attn: Account Manager)
3. Inter-office Mail: Gordon D Schaber Courthouse, 02-101, Master Calendar Clerk
4. Postal Service: Master Calendar Clerk, 720 9<sup>th</sup> Street, Sacramento, CA 95814

Upon receipt of the Account Registration Form, the account manager will create a Criminal Trial Readiness Notification account for named counsel. Login and password information will be sent to the email address indicated on the Account Registration Form.

## Account Management

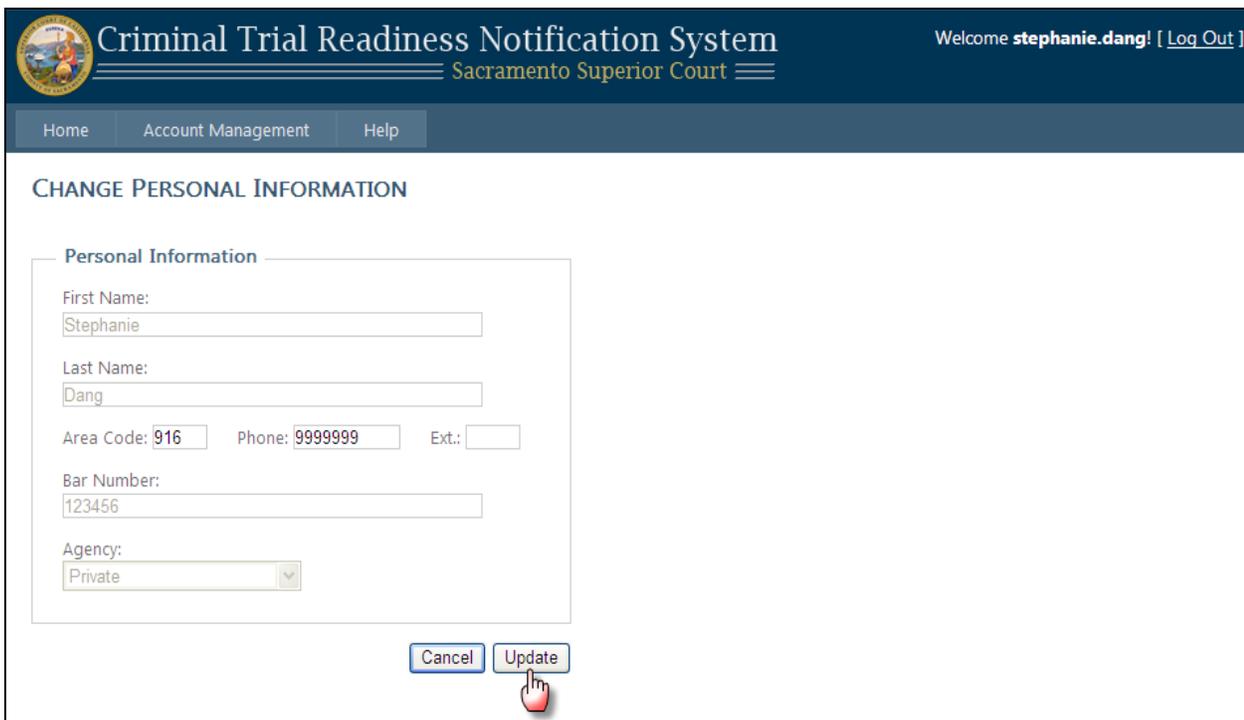
Once counsel receives their login and password they have the option of changing three items on the account: Personal Information (phone number), Password, and Email Address.



The screenshot shows the 'Account Management' section of the Criminal Trial Readiness Notification System. The header includes the system name and the user's name, 'stephanie.dang!'. A navigation menu has 'Account Management' selected, which has opened a dropdown menu with options: 'Change Personal Info', 'Change Password', and 'Change Email'. Below the menu, there is a section titled 'Available Calendars' containing a table with the following data:

Calendar Type	Date
Trial Assignments Calendar:	<a href="#">Wednesday - Aug 4, 2010</a>

**Change Personal Information (telephone number only)** – Enter in the new information and select the UPDATE button.



The screenshot shows the 'CHANGE PERSONAL INFORMATION' form. The form fields are as follows:

- First Name: Stephanie
- Last Name: Dang
- Area Code: 916
- Phone: 9999999
- Ext.: (empty)
- Bar Number: 123456
- Agency: Private (dropdown menu)

At the bottom of the form are two buttons: 'Cancel' and 'Update'. A mouse cursor is pointing at the 'Update' button.

**Change Email** – Enter in the new email address in the spaces provided and select the CHANGE EMAIL button.

**Criminal Trial Readiness Notification System** Sacramento Superior Court

Welcome **stephanie.dang!** [ [Log Out](#) ]

Home Account Management Help

### CHANGE EMAIL ADDRESS

Your current email address is: dangs@saccourt.ca.gov.

Use the form below to change your email address.

**Change Email Address**

New Email:

Confirm New Email:

**Change Password** – Follow the instructions to select a new password and press the CHANGE PASSWORD button. Passwords must be at least six (6) characters in length.

**Criminal Trial Readiness Notification System** Sacramento Superior Court

Welcome **stephanie.dang!** [ [Log Out](#) ]

Home Account Management Help

### CHANGE PASSWORD

Use the form below to change your password.

New passwords must be 6 or more characters.

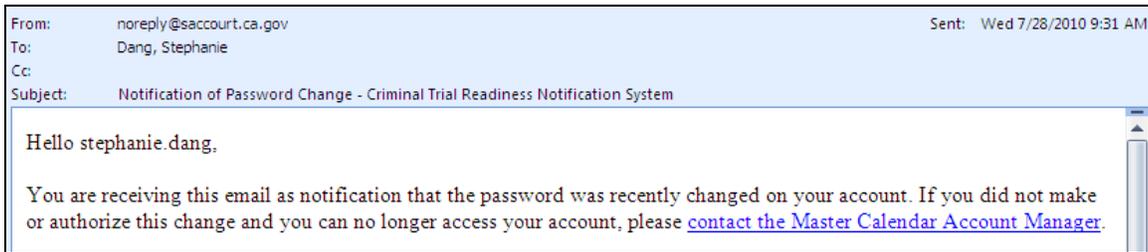
**Account Information**

Old Password:

New Password:

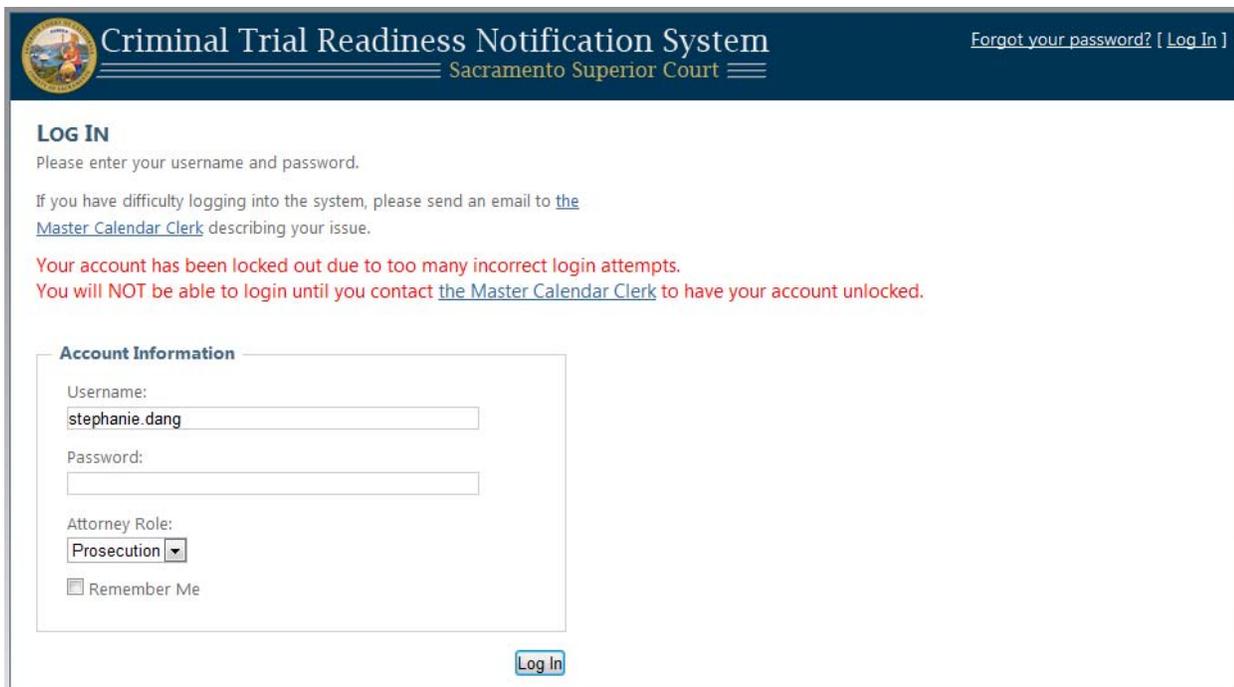
Confirm New Password:

After changing a password, the system will automatically send an email alerting the user to the change (sample below).



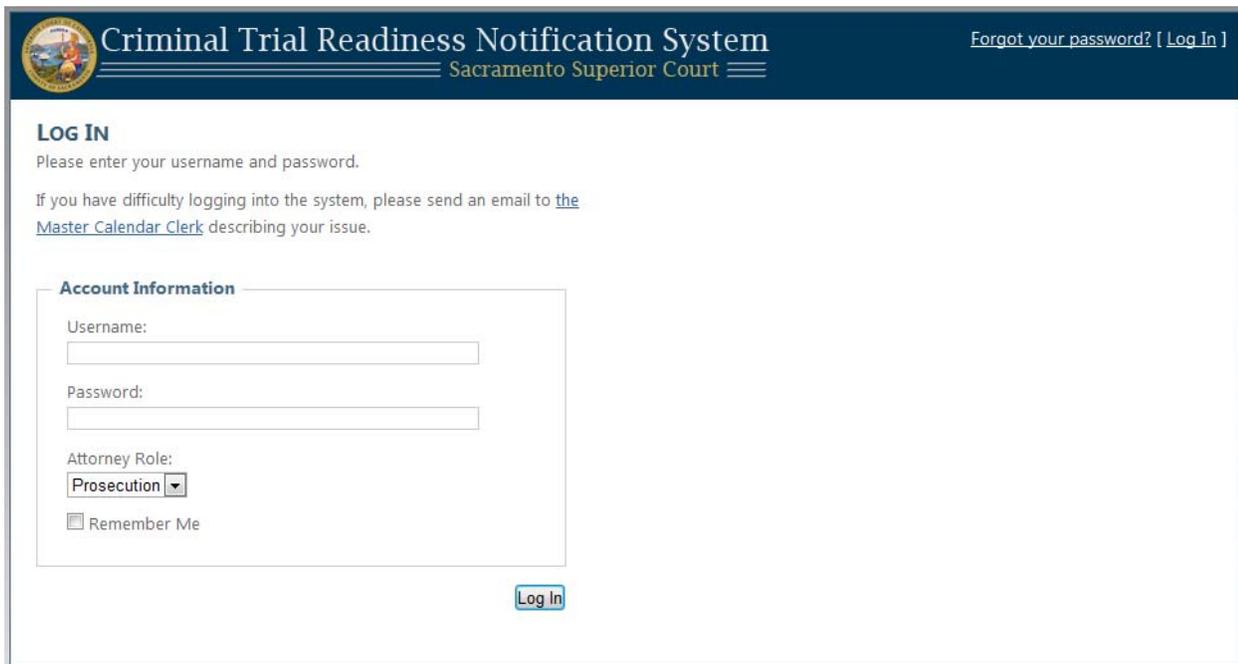
### **Account Locked out**

In the event counsel is unable to login due to multiple failed attempts having locked themselves out of the system, counsel shall contact the Account Manager to have their password reset.



## Forgotten Password

In the event counsel is unable to login due to failure to recall their password, counsel can press Forgot your password in the upper right corner of the main login screen and follow the instructions.



The screenshot shows the login page for the Criminal Trial Readiness Notification System. The header includes the Sacramento Superior Court logo and the text "Criminal Trial Readiness Notification System" and "Sacramento Superior Court". A link "Forgot your password? [ Log In ]" is in the top right. The main heading is "LOG IN" with the instruction "Please enter your username and password." Below this is a link: "If you have difficulty logging into the system, please send an email to [the Master Calendar Clerk](#) describing your issue." The "Account Information" section contains a "Username:" text box, a "Password:" text box, an "Attorney Role:" dropdown menu set to "Prosecution", and a "Remember Me" checkbox. A "Log In" button is at the bottom right.

The system will ask for your user name. Enter your name and press the RECOVER PASSWORD button.



The screenshot shows the "FORGOT YOUR PASSWORD?" page. The header is the same as the login page. The main heading is "FORGOT YOUR PASSWORD?" with the instruction "Enter your User Name to receive your password by email." Below this is a "Password Recovery" section with a "User Name:" text box containing "stephanie dang". A "Recover Password" button is at the bottom, with a mouse cursor hovering over it.

The screen will refresh to display a message that an email has been sent to the email address on record with your password information.



The screenshot shows a confirmation message on the Criminal Trial Readiness Notification System page. The header is the same as the previous pages. The message text reads: "Your password has been sent to the email address on your account. Return to the [Log In](#) page."

Below is a sample of an email sent in response to a Forgot Your Password request.



### **Bar Suspension/Disbarment**

In the event counsel has been suspended or disbarred as reported in the Report of State Bar Disciplinary Actions, their Login IDs will be rendered inactive. Login IDs will only be restored to active status upon counsel's submission of proof of reinstatement.

### **Termination of counsel from justice partner's employment**

In the event counsel leaves the justice partner's employment, (i.e. retirement, layoff, termination, etc) the designated liaison shall notify the Account Manager within 30 days of termination either by phone (916) 874-7014 or email at [MasterCalendar@saccourt.ca.gov](mailto:MasterCalendar@saccourt.ca.gov) . The Account Manager will immediately upon notification, place the account into inactive status.

In the event counsel seeks employment outside the Justice Partner's employment (private practice, CCD, etc.) and have a need to maintain their account status, they must contact the Account Manager, in person, to update their account status.