



## Spokane Municipal Court

### ePortal – User Guide – Account Creation & Login

#### I. General Information

##### A. Case Types *Available* to be accessed via eCourt.

1. The Spokane Municipal Court employs three separate electronic case management systems.
  - a. The eCourt system for managing the following case types:
    - i. All simple misdemeanor and gross misdemeanor criminal offenses.
    - ii. Civil infractions for traffic, non-traffic, and code violations.
    - iii. Civil matters related to the towing and/or impound of vehicles on public property.
    - iv. Civil matters related to removal, adoption, and euthanasia of animals by animal control enforcement authorities.

##### B. Case Types *Unavailable* to be accessed via eCourt

1. The [Aims Parking System](#) manages all parking infraction matters.
2. [Verra Mobility Safety Enforcement System](#) manages all photo-enforcement infraction matters.

##### C. Hyperlinks in User Guides

1. To make the experience more user friendly, all Spokane Municipal Court user guides make extensive use of hyperlinks.
  - a. Hyperlinks are a reference (electronic link) to data, documents, webpages, etc., that the user can follow by clicking or tapping.
2. Hyperlinks are indicated by blue underlined text like this: [Aims Parking System](#)
3. Selecting/clicking on the hyperlink will take you directly to the referenced data, documents, or webpages.
  - a. Depending on the security settings in your computer's web browser, you may receive a popup message requiring your permission to be redirected to the location of data, document, webpage, etc., represented by the hyperlink.

#### II. Creating an eCourt Portal Account

##### A. Spokane Municipal Court Website (Skip this step if you have an existing portal account)

1. Proceed to the [Court website](#) and complete
  - a. Attorneys & legal support staff: [Request for eCourt Portal Login Permissions – Attorneys & Staff](#)
  - b. Defendants/ Other Filers: [Request for eCourt Portal Login Permissions – Defendants & Other Filers](#)
  - c. Complete all appropriate form fields, save the document as a PDF, and attach it to an email. Email the completed form to [eramcadmin@spokanecity.org](mailto:eramcadmin@spokanecity.org).
2. Separate login requests are required for each attorney and staff member in a firm.
  - a. The loaning of Spokane Municipal Court login credentials is *strictly* prohibited.
  - b. Further, email addresses must be specific to the user. Generic email addresses, such as [office@anylawer.com](mailto:office@anylawer.com), are prohibited.

##### B. Process Following a Request for Access

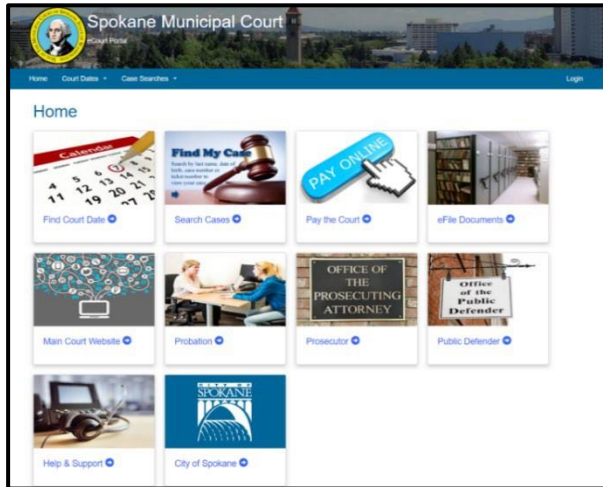
1. The Court will administratively review your request for login permissions.
  - a. If your request is approved:
    - i. You will receive a no reply email from [noreply\\_ecourt\\_portal@spokanecity.org](mailto:noreply_ecourt_portal@spokanecity.org) with the title, "eCourt Portal Access Approved".

- ii. Follow the one-time link provided in the email, log into the portal, and change your temporary password to a permanent password of your choice that complies with the system’s password security requirements.
- b. If your request is not approved, you will receive a written communication from the Court notifying you of the disapproval and the basis for the action.

III. Accessing the ePortal.

A. eCourt Portal Login Procedure.

1. The eCourt Portal is located at: <https://ecourt.spokanecity.org/publicportal/>.

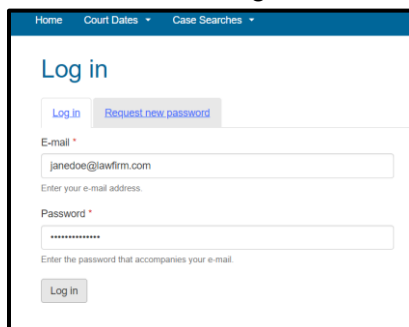


2. Once at the eCourt portal home screen, select/click the “Login” button on the right side of the blue banner under the Municipal Court Seal.



3. On the account login screen:

- a. Enter the email you used to obtain your login credentials in the “E-mail” field.
- b. Enter your password in the “Password” field.
- c. Select/click the “Login” button beneath the password field.



4. If you have logged in correctly, you will return to the Home screen and your login name will appear next to the “Logout” button on the right side of the blue banner under the Municipal Court Seal.

