Washington State Appellate Courts' Portal
Quick Start Guide
Register as an Individual

Individuals who will not have someone filing on their behalf, and that are not associated with an established office, will need to setup an account.

Portal users who must sign up as individuals include:
- Attorneys not associated with an established office
- CJC Employees
- Court Reporters (non-court employees)
- Federal Court Employees
- Out of state attorneys
- Pro Se Litigants/Participants
- Transcriptionists
- WSBA Employees

Registering with an Established Office

1) Visit the Washington State Appellate Courts'
- ➢ The Washington State Appellate Courts' Portal is located at: https://ac.courts.wa.gov/
- ➢ Choose the option to Register as an Individual
- ➢ Fill out the form as needed

2) Enter a Unique User ID and Email Address
- ➢ A unique User ID will be required and must meet the User ID Standards found on the Portal site.
- ➢ An email address is required and cannot already be used by someone on the Portal site.

3) Washington State Attorneys Must Enter a Bar Number
- ➢ A valid WSBA bar number is required if registering as a member of the WSBA, and the number must be on record with the Administrative Office of the Courts (AOC), as provided by the WSBA.
- ➢ The WSBA must have the most current last name and email address for the attorney, and the WSBA must have already provided the current information to the AOC.
- ➢ Registration attempts will fail if an entered bar number does not exactly match the last name and email address stored in the AOC system.
- ➢ If the registration process fails because the AOC does not have the most current information, please contact the WSBA to update your record and ask the WSBA to forward your information to the Administrative Office of the Courts.

4) Complete the Security Requirements
- ➢ Three security questions must be answered. Answers are case sensitive and will be used for validation purposes if user information has been forgotten.
- ➢ A strong Password will be required and must conform to the Password Standards found on the Portal site.