

# eCourts



EXPANDING ACCESS TO JUSTICE

## Attention Private Defense Attorneys and Public Defenders Only

In preparation for your district's [eCourts](#) transition, the NCAOC recommends validating emails are up to date, especially if you are accessing discovery today through the NCAOC Criminal Discovery web application. Please take the following steps if you have an NCAOC User ID beginning with "ATT" (i.e., Private Atty) or "CPD" (i.e., Public Defender):

1. Log into <https://www3.nccourts.org/>  
(**Note:** weblink can be used by both defense attorney types)

NORTH CAROLINA COURT INFORMATION SYSTEM 11:22 PM on Tuesday, 30th March

Sign On About Exit

Welcome to the North Carolina Court Information System

User ID:

Password:

[Need Help Logging In?](#)  
[Setup Instructions](#)  
[Change your password](#)

2. Click **Manage My User Account**

NORTH CAROLINA COURT INFORMATION SYSTEM 11:22 AM on Tuesday, 30th March

Sign On > Applications Menu About Exit

Welcome, Jessica Radermacher.

- ◆ CIPRS
- ◆ CRIMINAL DISCOVERY
- ◆ **MANAGE MY USER ACCOUNT**

### 3. Click **Change Your Contact Information**



### 4. Scroll to the bottom **NCAOC Notification Email** section

### 5. Update both NCAOC Notification Email fields if needed and click **Submit**

## Quick Reference Video

[View the defense attorney quick reference YouTube video](#) that illustrates how a defense attorney will authenticate to the new eDiscovery system closer to your track's go-live.

If you have any questions with the steps above, please contact the NCAOC Help Desk at (919) 890-2407 and request a Help Desk ticket be generated.

Thank you,

North Carolina Administrative Office of the Courts (NCAOC)