

How to access the courts applications remotely:

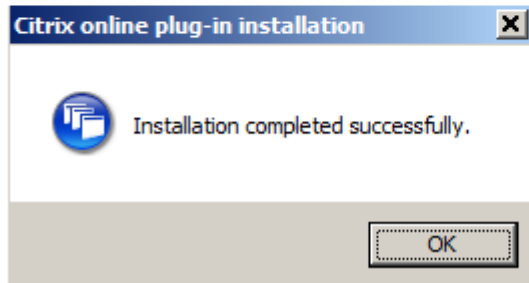
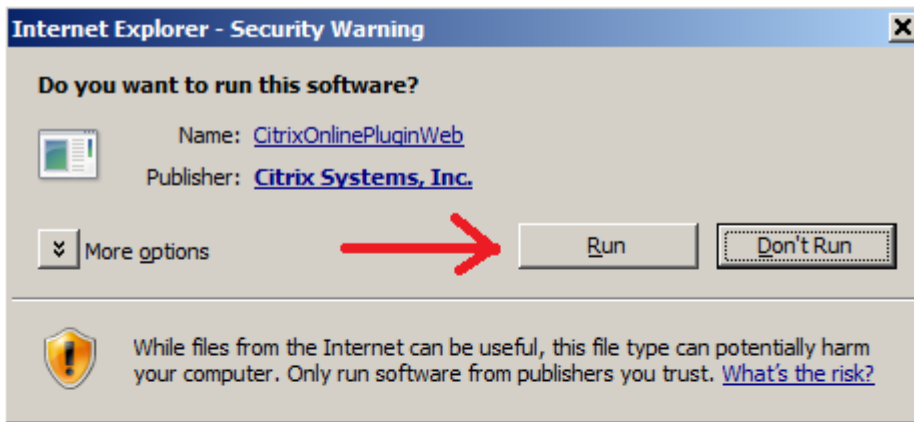
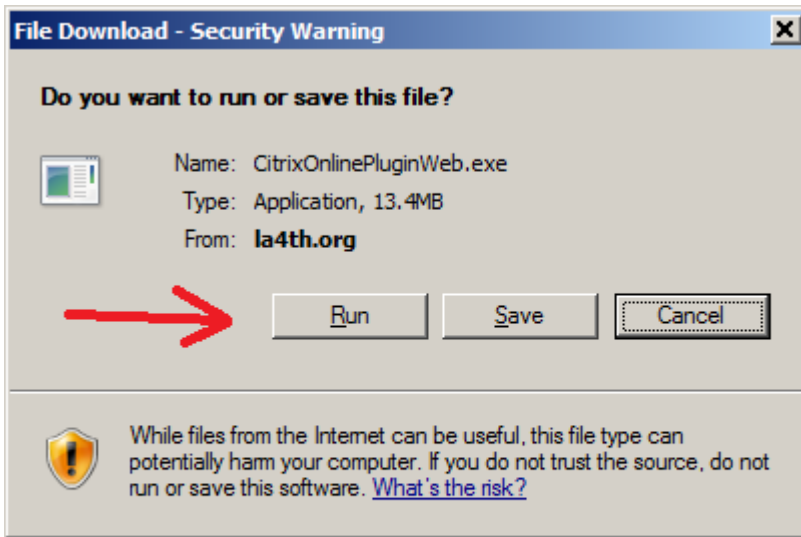
- On the internet go to: www.la4th.org
- Then click on Employee Access

The screenshot shows the homepage of the Louisiana 4th Circuit Court of Appeal. The navigation bar includes links for COURT HOME, JUDICIAL BIO, CLERK'S OFFICE, CONTACT US, and HISTORY. The main content area features a NEWS RELEASE section with a link to 'Write Application Intake Form' and a map of the court's location at 410 Royal Street, New Orleans, LA 70130. A red arrow points to the 'Employee Access' link in the Court Personnel menu. Other sections include Office Hours and Holidays, Court Holidays, and CASE SEARCHING OPTIONS.

- **If this is the first time using Citrix please install the Web Client:**

The screenshot shows the Citrix XenApp installation page. The page is titled 'WELCOME TO THE STATE OF LOUISIANA COURT OF APPEAL FOURTH CIRCUIT'. It features a navigation bar with links for COURT HOME, JUDICIAL BIO, CLERK'S OFFICE, CONTACT US, and HISTORY. The main content area includes a Citrix XenApp logo and an 'Employee Webmail' icon. A red arrow points to the 'Installation Packets:' section, which lists 'Windows Users' and 'Mac Users' with links to 'Citrix ICA Client'. The footer contains the text 'Home | Judicial Biography | Clerk's Office | Contact Us | History' and 'Designed by Dennis J. Hinchey | Louisiana State Court of Appeal Fourth Circuit'.

- Click on: **Citrix ICA Client for Windows or Mac Users**
- Click: Run
- Click: Run again
- Click "Ok" when finished.



After the install click on the Citrix XenApp icon and this will take you to the login screen.

WELCOME TO
THE STATE OF LOUISIANA COURT OF APPEAL FOURTH CIRCUIT

COURT HOME | JUDICIAL BIO | CLERKS OFFICE | CONTACT US | HISTORY

Charles R. Innes,
Chief Judge
Danielle A. Schmidt,
Clerk of Court

Citrix XenApp

Employee Webmail

Installation Packets:
Windows Users
• Citrix ICA Client

Mac Users
• Citrix ICA Client (Mac Users)

Home | Judicial Biography | Clerks Office | Contact Us | History

Designed by Dennis J. Hinchey
Louisiana State Court of Appeal Fourth Circuit

Once at the login screen type you court username and password:

Citrix XenApp

Log on

User name

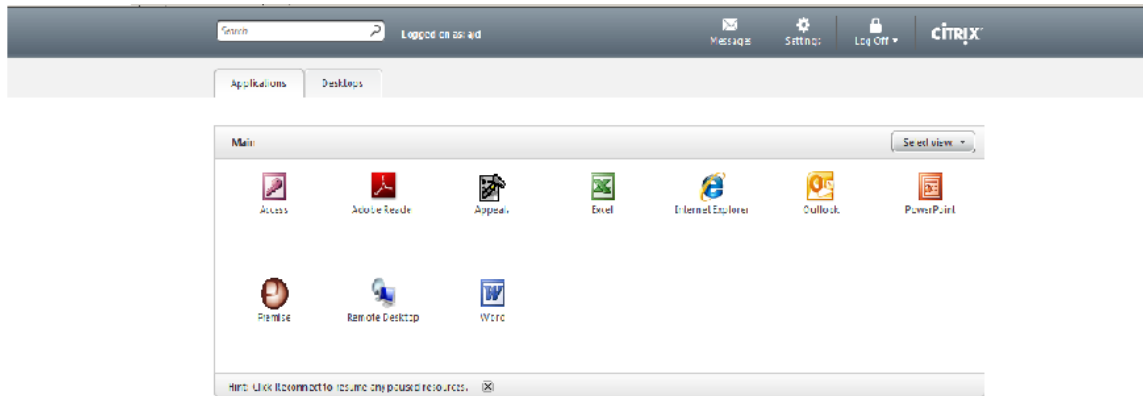
Password

Log On

Your Windows desktops and apps on demand - from any PC, Mac, smartphone or tablet.

Citrix

- Once you have logged in you can access all of the courts applications. You can also print to your printer here home printer as well as the court.



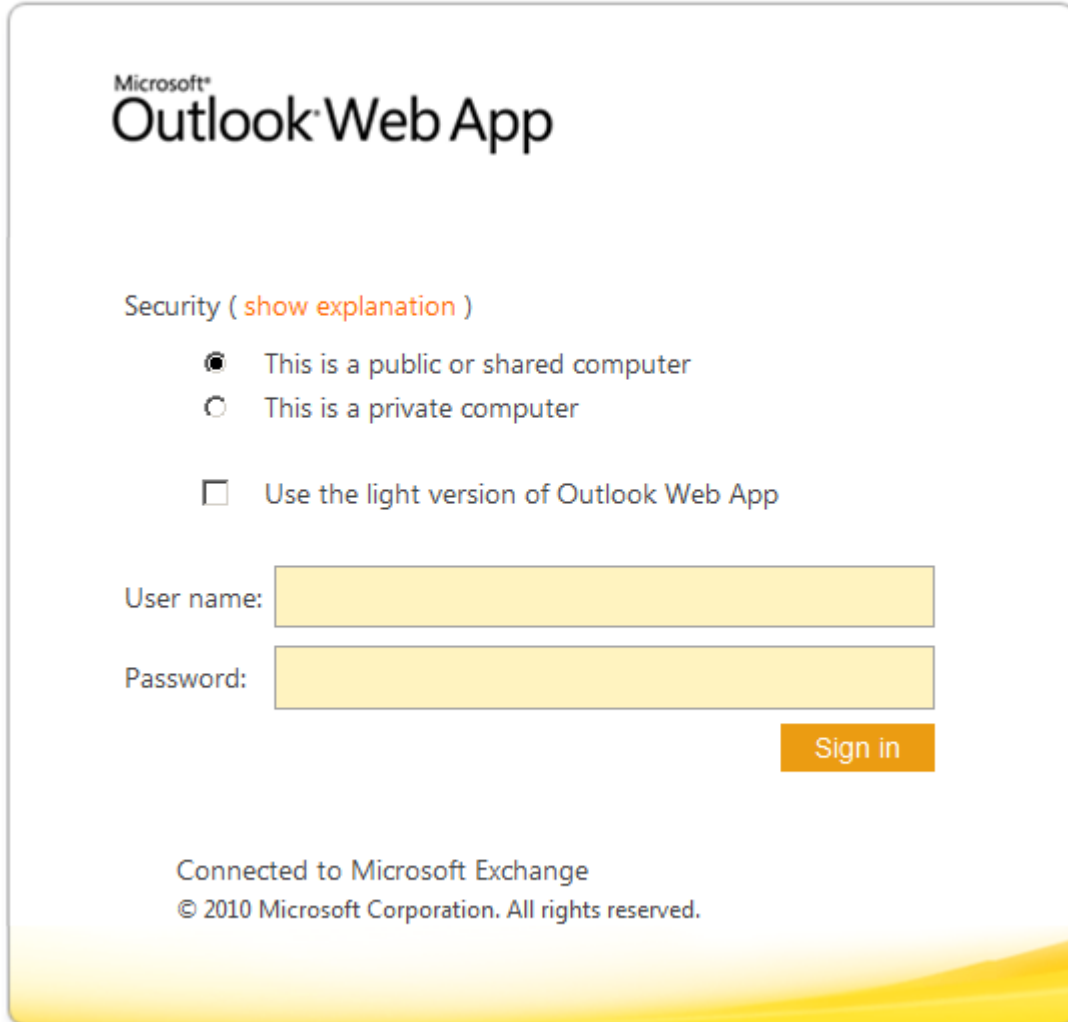
Please note that when you first click on one of the applications it may take 45 seconds for it to open. Once it is open you can minimize it and quickly open other applications.

Outlook Web Access:

Also note that the site has [Employee Webmail](#) access if you just want to check your court email from anywhere. There are no client installs necessary for this program. Just click on the big Webmail Icon:



Then type in your court username and password:



The image shows the Microsoft Outlook Web App login interface. At the top left, it says "Microsoft® Outlook® Web App". Below this, there is a "Security" section with a link to "show explanation". There are three radio button options: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved." The background is white with a yellow gradient at the bottom.

If you have any questions please feel free to give me a call at 412-6135 or 412-6136.