Contents
About the e-Services Court Portal
Log into the e-Services Court Portal
Perform a Driver Inquiry
View or Cancel User Logons
Update User Profile Information
About the e-Services Court Portal

Courts can view & print any driver's Tennessee license status and reinstatement requirements through the Tennessee Department of Safety's e-Services Court Portal.

New and existing logons are administered through Tiffanie Morgan at the Department of Safety's Financial Responsibility Division. To set up an account please contact Tiffanie.Morgan@tn.gov

Log into the e-Services Court Portal

1. Go to e-Services: https://dl.safety.tn.gov/_/

2. Navigate to the Courts menu listing towards the bottom of the e-Services home page.

   Note: You can also type ‘Court’ in the search bar to bring you to the menu listing.

3. Click on the Court Portal hyperlink to take you to the logon screen.

4. First time users will log in with the credentials provided by TN Dept. of Safety.

5. First time users will be required to choose a two-step verification method (this can be changed at any time after login).
6. Enter the security code sent to your chosen two-step verification method and click **Confirm**.

7. Complete the first-time logon set up process by selecting a *Secret Question* and providing an *Answer* then click **Save**.
Perform a Driver Inquiry

Once logged on as an authorized e-Services Court Portal User, you can perform a Driver Inquiry.

1. Click on the **Driver Inquiry** hyperlink in the *Courts – perform driver inquires* service menu.

2. Enter the driver’s correct *TN License/ID Number, Last Name* and *Date of Birth* as required. Then click to certify you have permission to perform the Driver Inquiry search and click **Retrieve Driver**.

*Note*: A search cannot be performed without all required correct information and certify box being checked. Should the user enter incorrect driver information repeatedly, the user will be locked out of performing driver Inquiry searches for a period of 10 minutes.
3. Following a successful search, the driver’s license status, reinstatement requirements and any fees due are displayed.

*Note: Reinstatement requirements can be printed by clicking the Print Reinstatement Requirements button.*

4. Click the **Back** button to return to the **Driver Inquiry** screen. To perform a new driver inquiry, click the **Clear Driver Information** button to clear the driver’s information from previous search.
View or Cancel User Logons

Users with Full Access can View or Cancel other e-Services Court Portal users logons for their court.

*Note: New user logons can only be created by the TN Department of Safety. Please contact Tiffanie Morgan.*

1. From the Access Management section, select View Access to display the list of other user logons registered for the court.
2. Click on the hyperlink displaying the username to view more details for the user and manage their access.

3. User's access information is displayed. To cancel a user's access, click on the hyperlink which displays the user's access type.
4. The User's security settings are displayed. Click on the **Cancel Access** hyperlink then click **OK** and **OK** again to confirm.

```
Access
CAMDEN CITY COURT
1492934400

Settings

Security
Login: CamdenCityClerk1
Access Type: Administrator
```

**Update User Profile Information**

1. Log in to the e-Services Court Portal and then click on the icon on the top right of the screen to access the *Manage My Profile* screen. Select **My Profile** from the drop down.

```
e-Services
CAMDEN CITY COURT

Additional Services
What are you looking for?
```

2. From the *Manage My Profile* screen, select the relevant hyperlink to change your profile or security settings.

```
e-Services
CAMDEN CITY COURT

Manage My Profile
Court Clerk1
nicole.white@tn.gov

Profile  Action Center

Profile
Username: CamdenCityClerk1
Name: Court Clerk1
Update Name
My Email: nicole.white@tn.gov
Change Email
My Phone Number: Edit Phone Number

Security
Password
Last changed May 19
Change Password
Secret Question
What was your childhood nickname?
Update Your Secret Question
Two-Step Verification Settings
Codes are sent via email
Change Two-Step Settings
```