<https://sftp.clarkcountycourts.us/login>

Cerberus SFTP for Judicial Depts

Scope & Goals

The scope and goal of this document is to provide Judicial Departments with a secure electronic method for sending and receiving large documents/attachments using Cerberus FTP that are unable to be sent via email.

Instructions

1. Sign into Cerberus SFTP at <https://sftp.clarkcountycourts.us/login> using the credentials provided by District Court IT.

**Sending Documents**

1. Select the **New Folder** icon
2. Enter the name of the new folder (Ex: D-20-123456), then select **Create**.
3. Select the **Add files** or **Add Folder** icon.
4. Select the desired files or folder, then select **Open**.
5. Select the **Start Upload** button
6. Once the documents have been uploaded, select the **Go Up One Folder** icon
7. Select the **Expand** icon on the far right for the folder you just created.
8. Select the **Share** button
9. The below box will appear:
	1. Specify a time frame the folder will be shared (default is 24 hours)
	2. Specify a password to access the folder, if necessary
	3. Ensure the **Allow Public Downloads** is **checked**
	4. Do NOT select **Notify me by email when file is downloaded or uploaded**
	5. **Select** Share icon
10. A unique Public Link will be generated. Select the **Copy Link** icon.
11. Send this link to the party that will be downloading documents. It will only be available for the duration the folder has been made available.

**Receiving Documents**

1. Select the **New Folder** icon
2. Enter the name of the new folder (Ex: D-20-123456), then select **Create**.
3. Select the **Expand** icon on the far right for the folder you just created.
4. Select the **Share** button
5. The below box will appear:
	1. Specify a time frame the folder will be shared (default is 24 hours)
	2. Specify a password to access the folder, if necessary
	3. Ensure the **Allow Public Uploads to this folder** is **checked**
	4. Do NOT select **Notify me by email when file is downloaded or uploaded**
	5. **Select** Share icon
6. A unique Public Link will be generated. Select the **Copy Link** icon.
7. Send this link to the party that will be uploading documents. It will only be available for the duration the folder has been made available.

**Retrieving Documents**

1. Once the files/folders have been uploaded, log back in to the Cerberus FTP site. Highlight the line item with the folder and select the zip icon.
2. The following window will appear. Ensure **“Do not save zip file on server (download immediately)”** is **selected**.
3. The files will be downloaded to your local PC in the Downloads folder. Copy the zip folder to a network location for extraction and permanent storage.
4. Once the files have been downloaded and saved to a network location, select the line item that was just downloaded, then select the **Delete** button. This will remove the files from the SFTP server.