

## Viewing CCMS Documents on the Sacramento Court Website

With the implementation of the Court Case Management System (CCMS) for Civil cases on November 13, 2007, documents are available for viewing through the **CCMS Document Viewer** on the Sacramento Superior Court Web site.

To view the documents, follow these steps.

1. Go to the Sacramento Superior Court's web site home page located at <http://www.saccourt.ca.gov/>.
2. On the Home page, in the “Don’t stand in line...Go Online!” section, click on “[View Civil & Probate Documents](#)”

### Don't stand in line...Go Online!

✓ [Pay Your Traffic Ticket Online...](#)

✓ [Juror Service Center...](#)

✓ [Search Our Case Index...](#)

✓ [View Civil & Probate Documents](#) ←

✓ [View Tentative Rulings](#)

✓ [Self-Help Services Center...](#)

✓ [Check the Daily Trial Calendar](#)

*Result:* The **CCMS Document Viewing** screen displays.

3. Click “Proceed to Document Search”.


CCMS Document Viewing  
Sacramento Superior Court

**GENERAL INFORMATION AND USAGE**

The Public Case Document Search application provides the ability to view public documents on Civil and Probate cases. Please be advised that it may take up to 72 hours after a document is filed for it to appear here. If the document was filed more than 72 hours ago and you still cannot find the case or documents for which you are searching, please contact the Civil Records Unit at (916) 874-7186 or the Probate Unit at (916) 875-3400.

Documents accessible only to the parties of a case and any confidential or restricted documents are not available through this application.

**USE OF DOCUMENTS**

Copyright and other proprietary rights may apply to filed documents, absent an express grant of additional rights by the holder of the copyright or other proprietary right. Take notice that:

A. Use of such information in a case file is permissible only to the extent permitted by law or court order; and

B. Any use inconsistent with proprietary rights is prohibited.

**CIVIL**

You can view all documents on Civil cases (excluding Small Claims and Unlawful Detainer cases) for cases initiated after November 13, 2007 as well as Case Management Program Tentative Rulings for hearings after November 13, 2007. You will also be able to see all documents filed after November 13, 2007 for all Civil cases. For case files/documents not available through the Public Case Document Search application, please contact the Civil Records Unit at (916) 874-7186 or select the following link [Copies of a File or Status of a Case](#) for information on accessing the hard-copy case file and its contents.

COURTESY ONLINE VIEWER, THE COURT RECOGNIZES THAT ON OCCASION ERRORS OCCUR. THEREFORE, THE COURT ENCOURAGES ANYONE SEEKING TO RELY ON THE INFORMATION CONTAINED IN THE ONLINE VIEWER TO VERIFY IT BY CHECKING THE ELECTRONIC CASE FILES USING THE KIOSKS AVAILABLE IN THE COURTHOUSE AND ANY OTHER INFORMATION AVAILABLE TO THE PARTY MAKING THE INQUIRY. USE OF THIS INFORMATION IS THE USER'S RESPONSIBILITY.

[Instructions on obtaining certified copies of civil documents](#)

[Instructions on obtaining certified copies of probate documents](#)

←

4. To view documents you must enter a case number
  - a. If entering a CCMS case number, select the year from the drop down box and then enter the 8 digit case number in the open field (see below right-hand image).
  - b. If entering a legacy<sup>1</sup> case number, change the selected **[radio]** button in the middle of the screen from **'CCMS'** to **'Other'**. Enter the legacy case number into the **'Case Number'** field (see below left-hand image).

### SEARCH FOR DOCUMENTS

Search By:  Case Number  Department

Document Types:  ▾

Case # Format:  CCMS  Other

Case Number:

Event Date: (Optional)  (mm/dd/yyyy)

**Legacy Document Search**

Search By:  Case Number  Department

Document Types:  ▾

Case # Format:  CCMS  Other

Case Number:  -  ▾ -

Event Date: (Optional)  (mm/dd/yyyy)

**CCMS Document Search**

5. Click on the **[Search]** button.

*Result:* After a few seconds, the search is complete. The screen refreshes and the document information displays at the bottom of the screen.

6. Click the **[View]** button associated with the document.

	Entry Date	Case Number	Document Title	Event Date	Dept.	Size
<input type="button" value="View"/>	7/12/2010 12:05 PM	34-2010-00074569-CL-CL-GDS	Request for Dismissal without Prejudice - Entire Action			66 KB
<input type="button" value="View"/>	6/25/2010 3:11 PM	34-2010-00074569-CL-CL-GDS	Notice of Stay of Proceedings			173 KB

*Result:* The document displays in a separate window PDF format.

7. After viewing the document, click the red close  icon at the top right to close the window.

<sup>1</sup>A legacy case number is a case number issued by the court for new complaints filed prior to the November 13, 2007, implementation CCMS. Civil legacy case numbers usually include alpha characters, such as AM, CM, AS, or CS.