



# Superior Court of California County of Sacramento

## NOTICE OF CHANGES TO PUBLIC ACCESS TO ELECTRONIC COURT RECORDS AND PROPOSED FEE CHANGES

Effective July 1<sup>st</sup>, 2014

### **Public Access to Electronic Court Records**

The Superior Court of California, County of Sacramento will implement a new public access site on April 7<sup>th</sup>, 2014 on its website (<http://www.saccourt.ca.gov/>). This new site will replace and expand upon the existing online services currently provided by the court. It is designed to provide users with a single system where they can research and locate cases under the court's jurisdiction. The court will provide a demonstration of the new system in Department 19 at the Gordon D. Schaber Courthouse (720 Ninth Street, Sacramento California) on March 27<sup>th</sup>, 2014 at 12:00 PM.

The public access site allows for case searches by name, case number, and filing date. In Civil and Probate cases, users will be able to view information regarding case participants, events, and documents (where applicable). The Traffic section will allow users to look up and pay their traffic citation online. Other case types (Criminal, Family Law, Small Claims, and Unlawful Detainer) will provide limited case information, primarily the case number, date the case was filed, and the case participants.

The site will also provide the ability to establish an online account with the court. An account will be required to conduct name searches, subscribe to cases, or access the system for free as a government entity. One of the major benefits of establishing an account is the case subscription feature. With this feature, a user can subscribe to a Civil or Probate case and receive automated notifications whenever a new document is filed. Attorneys and self-represented litigants that subscribe to their case(s) can receive notifications when new documents are filed and will be able to view and print the newly filed documents free of charge for up to 72 hours.

## **New Fees**

The new system will be available for free until July 1<sup>st</sup>, 2014. Effective July 1<sup>st</sup>, 2014, the court will begin collecting public access fees for name searches and electronic document downloads conducted through the website. A credit card is required for payment of these fees.

California and Federal governmental entities may use the system for free. Parties that have approved fee waivers must come to the court to view their case documents for free. Anyone may come to the court and access the case information and documents online through one of the court's kiosks free of charge (requests for printed copies will be charged at the rate published in the [Court's Fee Schedule](#)).

### *Name Search Fees*

Starting July 1<sup>st</sup>, 2014, a public access fee will be charged when searching for cases by name online. The user must purchase credits for name searches prior to conducting the name search. The fees are as follows:

- \$1.00 for one (1) name search
- \$3.50 for five (5) name searches
- \$25.00 for 75 name searches
- \$250.00 for 30 consecutive days of unlimited name searches
- \$2,500.00 for 365 consecutive days of unlimited name searches

### *Document Viewing Fees*

Starting July 1<sup>st</sup>, 2014, a public access fee will be charged for viewing and downloading case documents online. The system will allow users to see a limited preview of the document prior to payment. However, the fees must be paid prior to having access to the entire document. The fees will be calculated during the payment process as follows:

- \$1.00 per page for the first five (5) pages of each document
- \$0.40 per page for each additional page up to a maximum of \$40.00/document.

## **Why Charge Fees at All?**

In order to provide electronic public access to case information, Sacramento Superior Court incurs technology development, maintenance, and operational expenses. Historically, these services were provided to the public by the court free of charge. However, given the continued reductions to the court's budget, the court must recoup these costs in order to continue providing these services. Pursuant to California Rule of Court 2.506 and Government Code Section 68150(h), the court may impose fees for the costs of providing access to its electronic records.

If you are unable to attend the demonstration, please send any questions or comments regarding the system to the Court Executive Office, 720 Ninth Street, Sacramento, CA 95814 or email them to [court-info@saccourt.ca.gov](mailto:court-info@saccourt.ca.gov). Comments regarding these fee changes can also be sent to the same addresses. The public comment period will be open for 60 days. Comments must be received by 12:00 p.m. on Friday, June 6<sup>th</sup>, 2014 in order to be considered.