



Superior Court of California
County of Sacramento

**CASE PARTICIPANT ENROLLMENT FORM
FOR
LIMITED FREE ACCESS TO ELECTRONIC CASE DOCUMENTS
(CIVIL & PROBATE CASES ONLY)**

The Court provides limited free online document access to case participants that are not represented by an attorney. Free online access is available for 72 hours from the time the document is processed. To obtain free online access, an email address must be provided to the court. A separate form must be provided for each case for which free online access is being requested. Please note: this form is only for parties in a case in which they are not represented by an attorney. Please do not submit this form to the court if you are not a party to the case, have an attorney, are an attorney, or are a member of a law firm representing a party on a case.

The following steps **MUST** be completed in order to receive limited free access to electronic case documents:

1. Go to <https://services.saccourt.ca.gov/PublicCaseAccess>
 - a. Create a Standard Account using the email address you will be submitting to the court
 - b. Find your case and subscribe to it by clicking the Subscribe button on the Case Details screen.
2. For each case to which limited free access to documents is being requested:
 - a. Fill out this form below and submit it to the court by mail or in person.

Note: Once this form has been processed, you will receive free access to new documents for 72 hours. Until then, you will only receive email notifications when new documents are processed for your case.

For Civil Cases:

Civil Division
Gordon D Schaber Courthouse
720 9th Street, Room 102
Sacramento, CA 95814

For Probate Cases:

Probate Unit
William R. Ridgeway Family Relations Courthouse
3341 Power Inn Road, Room 214
Sacramento, CA 95826

Case Number _____	
Case Title _____	
Last Name _____	First Name _____
Business/Other Name (if applicable) _____	
Email Address (must match the email on your account) _____	
Phone Number (including area code) _____	
Signature _____	Date _____
FOR COURT USE ONLY	
Date Received _____	Verified Entry (Initials) _____