

CONFIDENTIAL

CASE PARTICIPANT NAME: _____ STATE BAR NO: _____ FIRM NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS: <i>(must be legible)</i> _____ TELEPHONE NO.: _____ ATTORNEY FOR <i>(Name)</i> : _____ FAX NO. <i>(Optional)</i> : _____	FOR COURT USE ONLY
NAME OF COURT: Superior Court of California, County of Sacramento STREET ADDRESS: 3341 Power Inn Road MAILING ADDRESS: CITY AND ZIP CODE: Sacramento, CA 95826 BRANCH NAME: William R. Ridgeway Family Relations Courthouse	
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ CLAIMANT: _____	
FAMILY LAW CASE PARTICIPANT ENROLLMENT FORM (ATTORNEY OF RECORD)	CASE NUMBER: _____

Some Findings and Orders After Hearing for law and motion hearings, and mediation reports prepared by Family Court Services on or after January 26, 2015, may be retrieved using our online Public Case Access System. Free access is available for 72 hours from the time the order is issued or the report is prepared, or from the time the court creates your case subscription. After 72 hours, you may still access but you will be required to pay for copies of orders and reports.

INSTRUCTIONS

To obtain access to a Family Law case you must create an account on the Public Case Access System.

- For active cases filed before January 1, 2015, you must file this form with the court, including your State Bar Number. A separate form must be filed for each Family Law case for which online access is being requested.
- For cases filed after January 1, 2015, if you already have a subscription to any Family Law case filed with the court, you will be automatically subscribed to this case upon establishing yourself as attorney of record.
- If you have not yet been subscribed to a Family Law case, you must file this form one time and you will receive access to your Family Law cases from that point forward.

I, _____, declare that I represent _____ in this case and I request the court create an account and/or subscribe me to this case. My email address is *(must be legible)*:

Please use Ø for zero, 1 for one and clearly differentiate i, L, S, 5, 3 and 8's).

I would like to unsubscribe from this case. You must also file a Substitution of Attorney or otherwise withdraw from the case.

I understand, if I change my email address I must file a new enrollment form with the court.

I acknowledge that confidential mediation reports contain private information that is not part of the public court file. I understand that without a court order, I must not disclose any contents of the Report to anyone (including any minor children) other than the parties to my case (petitioner/respondent/claimant) and their attorneys and court professionals. I acknowledge that the court may impose a penalty for any unauthorized disclosure of any content of the Family Court Services report.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)