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# SACRAMENTO SUPERIOR COURT

## PUBLIC CASE ACCESS

### User Guide



[HOW THIS SITE WORKS](#) [CONTACT](#) [LOGIN](#) [CREATE ACCOUNT](#) [FORGOT PASSWORD?](#) [FIND ORDER](#) [DOCUMENT CART \(0\)](#)

 **PUBLIC CASE ACCESS SYSTEM**  
SACRAMENTO SUPERIOR COURT

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### Welcome to the Sacramento Superior Court's Public Case Access System

The purpose of the Public Case Access System is to provide the ability to research and locate Superior Court of California, County of Sacramento cases on a particular individual or a case number. The Public Case Access System provides you with the ability to search for cases by name, case number, or filing date. In Civil and Probate cases, you are able to view information regarding case participants, events, and documents (where applicable). The Traffic section allows you to look up and pay your traffic citation online. In Family Law cases, participants, with a court assigned case subscription, are able to view/download Finding and Orders after Hearing documents for some departments and Mediator Reports prepared by Family Court Services. Other case types provide limited case information, primarily the case number, date filed, and the case participants.

#### Disclaimer

The most current filings may or may not be in the system. While the court strives to ensure the accuracy of the information it provides, the court recognizes that on occasion errors occur. Use of this information is the user's responsibility.

Prior to using this system, please review the [Court's Use and Privacy Policy](#).

#### Public Access Fees

Name searches and document downloads will incur a public access fee that reimburses the Court for the cost of providing public access to its electronic records<sup>1</sup>. A credit card is required for payment of these fees. If you want to see documents on a case you are part of and have an approved fee waiver, you must come to the court to view your documents for free. Members of governmental entities within California and the Federal government may use

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PUBLIC CASE ACCESS SYSTEM**

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## **Getting Started – Guest & User Accounts:**

### **Guests**

As a guest, you can use the system to research and locate cases for free by filing date, case number, XREF number, and citation number. You must create an account if you need to perform name searches.

### **User Accounts**

As a member (with a user account), you can also use the system to research and locate cases for free by filing date, case number, XREF number, and citation number. In addition, you will have the option to perform searches by name after purchasing name search credits or a name search subscription.

The option to subscribe to a Civil, Probate or Family Law case is available only to members. The case subscription feature provides any member with automated email notifications whenever a new document is filed on a case they are subscribed to. In addition, attorneys and self-represented litigants that are part of a case, and are subscribed to the case as a participant, will be able to view, save or print these new documents free of charge for 72 hours. See the “Case Subscription” section for more details regarding the case subscription process for Civil, Probate and Family Law cases.

The links for creating accounts, logging on, and retrieving your password are located in the top right corner of the Public Case Access System web page.

## **Creating Accounts:**

1. Standard Account – If you are not an attorney or government agency
2. Attorney Account (requires bar#)
3. Government Account (requires agency info) – Eligible users include members of government entities within California or the Federal government. If your agency is not eligible, you must create a standard account.

Click on the “Create Account” link and select your account type



### **1. Standard Account**

- a. Click the “Create Standard Account” button
- b. All of the fields in the *Account Information* section are required (first name, last name, email address, password <minimum of six (6) characters>, and password confirmation)
- c. Click the “Create Account” button
- d. The confirmation screen will display “Registration – Step One Complete”
- e. You will receive an email for email address verification with a link to complete account creation.<sup>1</sup>
- f. Click on the link in the email to verify and enable your account
- g. An email verification complete message will be displayed in the Public Case Access System webpage screen.
- h. You can now log in.

### **2. Attorney Account**

- a. Click the “Create Attorney Account” button
- b. All of the fields in the *Account Information* section are required (first name, last name, email address, password <minimum of six (6) characters>, and password confirmation)
- c. All of the fields in the *Attorney Information* section are required (Bar Number and State)
- d. Click the “Create Account” button
- e. The confirmation screen will display “Registration – Step One Complete”
- f. You will receive an email for email address verification with a link to complete account creation.<sup>1</sup>
- g. Click on the link in the email to verify and enable your account
- h. An email verification complete message will be displayed in the Public Case Access system webpage screen.

- i. You can now log in.

### 3. Government Account

- a. Click the “Create Government Account” button
- b. All of the fields in the *Account Information* section are required (first name, last name, email address, password <minimum of six (6) characters>, and password confirmation)
- c. The following fields in the *Agency Information* section are required (Contact Phone, Agency Name, Street Address, City, State, and Zip)
- d. Click the “Create Account” button
- e. The confirmation screen will display “Registration – Step One Complete”
- f. You will receive an email for email address verification with a link to complete account creation.<sup>1</sup>
- g. Click on the link in the email to verify and enable your account
- h. An email verification complete message will be displayed in the Public Case Access System webpage screen.
- i. You can now log in.

<sup>1</sup>If you do not see the email for email address verification within a few minutes, check your junk / spam folder as they sometimes end up there. If you still can't find it, you can have the system resend the verification email by attempting to log on to the system (see below). When you attempt to log without having first verified your email address, you will be presented with an error message as well as a “Resend Verification Email” button that you can click. If, after clicking this button, still don't receive the email, click the Contact Us link in the footer of the site and report your issue.

## Login

Login was unsuccessful. Please correct the errors and try again.

- The account creation process for your account has not been completed. You should have received a verification email when you first created your account. Please click the verification link in this email to complete the account creation process.

### Trouble with the Verification Email?

If you did not receive the original verification email, please click the button below and we'll send you another one.



Please enter your email address and password. [Create an Account](#) if you don't already have one.

**Email Address**

  
**Password**

[Forgot Your Password?](#)

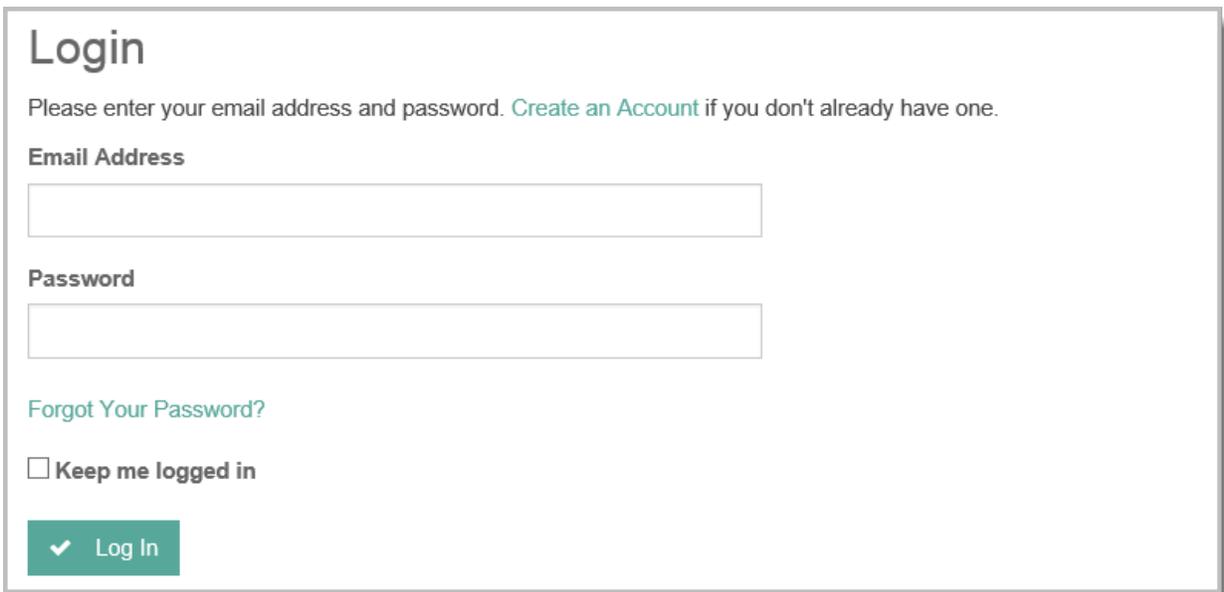
Keep me logged in

## **Account Login:**

1. Click the Log On link at the top of the web page

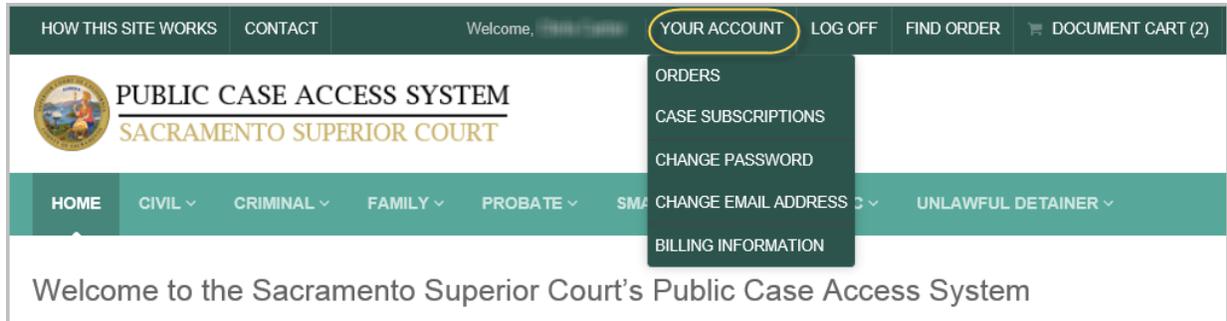


- a. Enter the email address used to create the account
- b. Optionally check the “Keep me logged in” checkbox if you want the system to remember your log on information between sessions
- c. Enter your password & click the “Log In” button
- d. If you are having issues logging in or you can’t remember your password, click the “Forgot Your Password” link and enter your email address to retrieve your password.

A screenshot of a login form titled 'Login'. The form is white with a grey border. It contains the following elements: a heading 'Login', a paragraph 'Please enter your email address and password. [Create an Account](#) if you don't already have one.', a label 'Email Address' above a text input field, a label 'Password' above another text input field, a link 'Forgot Your Password?' in teal, a checkbox labeled 'Keep me logged in', and a green button with a white checkmark and the text 'Log In'.

## **Account Management:**

Account Options - Once logged in, click the “Your Account” link and you will see sections for Account Maintenance, Orders, and Cases that you are subscribed to.



### **1. Account Maintenance – Change Password**

- a. Enter your current password
- b. Enter your new password (minimum of six (6) characters)
- c. Confirm your new password and click the submit button
- d. A “Change Password” confirmation message displays on the screen
- e. You will receive a “Public Case Access – Password Change” email confirming the date and time your password was changed

### **2. Account Maintenance – Change Email**

- a. Your current email address defaults into the old email address field
- b. Enter your new email address
  - i. For government accounts you can only change your email prefix
- c. Confirm your new email address and click the “Submit” button
- d. A “Change Email” confirmation message displays on the screen
- e. You receive a confirmation email at your old and new email addresses confirming that your email was changed

### **3. Account Maintenance – Set/Change Billing Information**

- a. Enter information into the required fields
  - i. First name, last name, address, zip code
  - ii. Please Note: Credit card information is not stored in the system and must be provided each time you submit an order
- b. Click the “Submit” button
- c. A screen displays the “Change Billing Information Success” message

4. Documents/Name Searches – Your Orders

- a. Displays document and name search orders that have been purchased with this account
- b. Displays order date, confirmation number, order total, and order description

### Your Orders

	Order Date ↕	Confirmation # ↕	Order Total ↕	Description ↕
<a href="#">Details</a>	3/3/2016 3:24:49 PM	000000	2.00	Document Order
<a href="#">Details</a>	11/20/2014 10:22:38 PM	000000	1.00	Document Order
<a href="#">Details</a>	9/22/2014 11:33:08 PM	000000	1.00	Document Order
	9/22/2014 11:31:35 PM	000000	1.00	\$1.00 for one (1) name search
<a href="#">Details</a>	9/8/2014 4:18:45 PM	000000	1.00	Document Order

- c. For document orders, a Document Details link will be displayed. Click this link to view the details of the document order, which include the Case Number, Case Title, Division, Register of Action (ROA) Entry description, Filed Date, and Number of Pages, and Cost for each document contained within the document order.
- d. Click the “View” button to open / save a document

### Document Order

[Go to Your Orders](#)

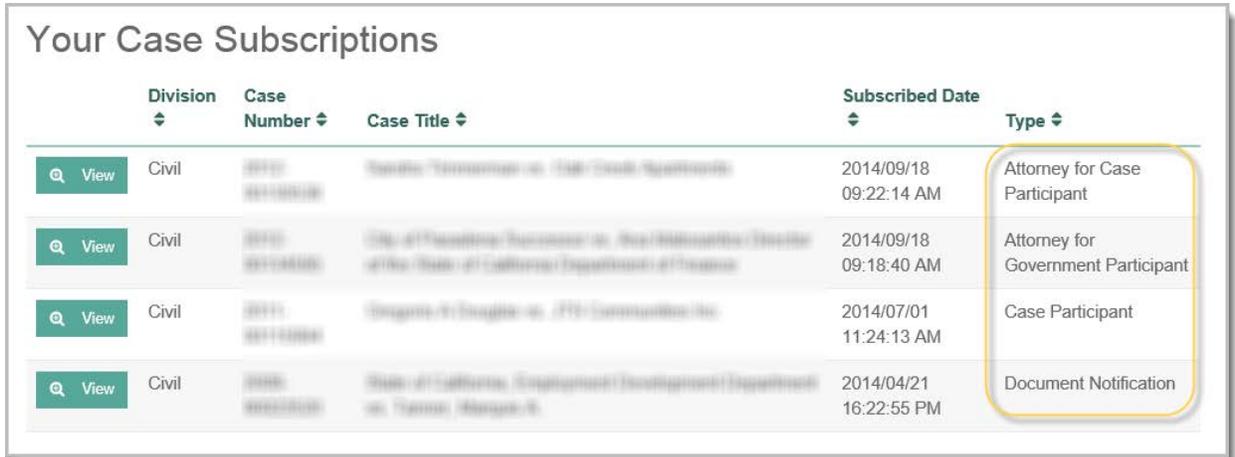
Order Date 3/3/2016 3:24:49 PM  
 Order Total \$2.00  
 Confirmation # 000000

Case Number	Case Title	Division	ROA Entry	Filed Date	Pages	Cost	
000000 00000000	Northwest California Collection Services Inc. vs. State	Civil	Satisfaction of Judgment - full filed.	12/23/2015 11:12 AM	2	2.00	<a href="#">View</a>
						Total:	\$2.00

[Go to Your Orders](#)

5. **Cases – Your Case Subscriptions**

- a. Displays cases that you are currently subscribed to, and includes the Division, Case Number, Case Title, Subscribed Date, and Subscription Type. For more details regarding the Subscription Type, see the “Case Subscriptions” section on the following page.
- b. Click the “View” button associated with the subscribed case to display the details of the case (Case Information, Participants, Scheduled Events, and Register of Actions). You can use this feature as an alternative to manually searching for your cases.



The screenshot shows a table titled "Your Case Subscriptions" with the following columns: Division, Case Number, Case Title, Subscribed Date, and Type. Each row includes a "View" button. A yellow box highlights the "Type" column, which contains the following entries:

Division	Case Number	Case Title	Subscribed Date	Type
Civil	2012-001234	Smith v. Jones - Case 1234	2014/09/18 09:22:14 AM	Attorney for Case Participant
Civil	2013-005678	City of Los Angeles v. ABC Corporation	2014/09/18 09:18:40 AM	Attorney for Government Participant
Civil	2011-009012	Company X v. Company Y	2014/07/01 11:24:13 AM	Case Participant
Civil	2014-003456	State of California - Department of Education v. Teacher, Mary K.	2014/04/21 16:22:55 PM	Document Notification

## Case Subscriptions

### 1. Civil and Probate Cases

Anyone who has an account can subscribe to Civil and Probate cases that contain documents. Subscriptions are not available for many of the older cases that do not have electronic documents.

- General benefits of subscribing to a Civil or Probate case
  - Subscribers who are not case participants will receive email notifications when any **new** document is added to the case.
  - Subscribers who are case participants (or attorneys representing) will receive the same notifications, but will also have 72 hours to freely view, save, or print any **new** documents that are added to the case.
  
- How to subscribe as a case participant
  - For attorney's representing a party on a case
    - Create an attorney account (requires bar number)
    - Search for the case and view the case details
    - Click the Subscribe button, just below the Case Information section
    - One of three messages will display:
      - "You are subscribed as an attorney representing a case participant..."
      - "You are subscribed as an attorney representing a case participant that is a government agency..."
      - "You are subscribed to this case as a non-participant..."
        - If you see this message, it means your attorney record was not found on the case in our case management system. There are various reasons why this may be and you should contact the Civil or Probate Division to have this resolved.
  - For self-represented litigants on a case
    - **Note:** If you are represented by an attorney, you are not eligible to receive a participant case subscription.
    - You must fill out the [Case Participant Enrollment Form \(Civil / Probate\)](#) and submit it to the appropriate court location.
    - Create a standard account
    - Search for the case and view the case details
    - Click the Subscribe button, just below the Case Information section
    - One of two messages will display:
      - "You are subscribed as a case participant..."
      - "You are subscribed to this case as a non-participant..."
        - If you see this message, it means Case Participant Enrollment Form has not yet been processed or received. Once the form is

received and processed, your subscription will automatically update to a participant subscription.

- Note: You can review all of your current case subscriptions by clicking the “Your Account” / “Your Case Subscriptions” links.
- Subscription Type Details
  - Document Notification
    - Receive email notifications when new documents are added to the case
      - **Note:** After a document is filed with the court, it can take several weeks for it to be scanned, added to the case, and made available online.
  - Case Participant OR Attorney for Case Participant
    - Document Notification
    - 72 hour free access to **new** documents that are added to the case after your subscription date
  - Attorney for Government Agency
    - Document Notification
    - Free access to all documents on the case
- How to unsubscribe from a case
  - Search for the case and view the case details
  - Click the Unsubscribe button, just below the Case Information section

## 2. Family Law Cases

Case subscriptions and electronic documents for Family Law cases are not available to the general public. You must either be a self-represented litigant or an attorney representing a party on a case to subscribe to the case.

- Benefits of subscribing to a Family Law case
  - Subscribers will receive email notifications when any documents are added to the case and will have 72 hours to freely view, save, or print these documents. After the 72 hours is up, the documents will still be available, but will require a fee to view / download.
- How to subscribe to a Family Law case
  - Subscriptions for Family Law cases are assigned by the court. There is no self-service subscription feature like there is for Civil and Probate cases.
  - For attorney’s representing a party on a case
    - File with the court a [Family Law Case Participant Enrollment Form](#), along with your bar number.
    - Create an attorney account using the email address you included in the Enrollment Form.

- If you do not already have an account prior to the court creating your subscription, the court will create an account for you.
- For self-represented litigants on a case
  - File with the court a [Family Law Case Participant Enrollment Form](#), along with a copy of your driver license.
  - If you do not already have an account prior to the court creating your subscription, the court will create an account for you.
- Once you've been subscribed to your case:
  - You will receive a case subscription email notification
  - Once you've received the email regarding your case subscription:
    - Log into your account
    - Search for your case under Family Law or go to Your Account / Your Case Subscriptions to view the details of your case including any documents on the case.
    - If there are any documents on the case at this time, you have 72 hours to view, save, or print them. We suggest you view and then save the document to your computer at this time.

## **System Search Functionality:**

### **1. Name Searches**

To search for a case by name, you must have created an account and purchased name search credits.

To search by name click on the “Search by Name” link on the left-side navigation and enter the following information:

- a. Name: Required
- b. Start Filing Date: optional, used to narrow the search results
- c. End Filing Date: optional, used to narrow the search results
- d. Click the “Search” button located at the bottom of the screen
- e. Search results display showing participant names, their associated cases, and filing dates

The filing date range fields are optional; however, search results are limited to 1,000 records. If the number of search results exceeds 1,000, the system will display a message stating such and will require you to enter a more specific name or use the filing date range to narrow the results. For results exceeding 1000 records, no case results will be displayed and you will not be charged a credit for the search.

### **2. Case Number Searches**

To search by case number follow the steps below:

- a. Click on the “Search by Case” link
- b. Select Case Number Format
  - i. CCMS: an example of a CCMS case number is 34-2014-00123456 (requires 8 digits for the case number)
  - ii. Other: are case numbers that existed prior to the current case management system and can be a combination of letters and numbers
- c. Enter the case number
- d. Click the “Search Button”
- e. The case details display: Case Information, Participants, Scheduled Events, and Register of Actions
- f. The sections can be collapsed to hide sections you don’t want to view
- g. You can subscribe or unsubscribe to most Civil and Probate cases from this view
  - i. For more information, see the “Case Subscriptions” section
- h. You can preview a document by clicking the Preview button
- a. You can select documents to add to your document cart
  - i. For more information, see the “Document Cart and Checkout” section

## Civil Case Details

### Case Information

<b>Case Title</b>	Colonial Pacific Leasing Corporation vs. Melvin Wesley Walters DDS
<b>Case Number</b>	34-2012-00116710-CU-BC-GDS
<b>Case Type</b>	Breach of Contract/Warranty
<b>Filing Date</b>	01/09/2012
<b>Case Category</b>	Civil - Unlimited

### Subscribe

Subscribe to this case if you want to receive email notifications when new documents are available. If you are an attorney or participant on this case, you will also be able to access the documents for free for 72 hours from the time the notification is sent.

### Participants

Participant Name	Role	Represented By
Colonial Pacific Leasing Corporation	Plaintiff	Raffi Khatchadourian
DOES 1-100	Defendant	
Melvin Wesley Walters DDS	Defendant	
Walters, Melvin Wesley	Defendant	

### Scheduled Hearings

Event Date	Event Time	Event Type	Department	Status
No Scheduled Hearings Found...				

### Register of Actions

Click the Preview button to see a preview of the document. Previewed documents contain every other page, up to a maximum of five pages. To purchase a full version containing all pages, check the checkbox for the document(s) you want and then click the Document Cart link at the top of the page to review your cart / check out.

ROA#	ROA Entry	Filed Date	Filed By	Pages	Cart
81	Satisfaction of Judgment - full filed.	11/03/2014	Colonial Pacific Leasing Corporation(Plaintiff)	4	<a href="#">Preview</a> <input type="checkbox"/>
80	Writ of Execution Returned - Partially Satisfied filed.	08/21/2014		3	<a href="#">Preview</a> <input type="checkbox"/>
79	Minutes finalized for Order of Examination - OX Calendar heard on 05/09/2014 09:00:00 AM .	05/09/2014		1	<a href="#">Preview</a> <input type="checkbox"/>
78	Notice - Other (Notice of Continuance of Judgment Debtor Examination) filed.	05/07/2014	Colonial Pacific Leasing Corporation(Plaintiff)	2	<a href="#">Preview</a> <input type="checkbox"/>
77	Minutes finalized for Order of Examination - OX Calendar heard on 05/02/2014 09:00:00 AM .	05/02/2014		1	<a href="#">Preview</a> <input type="checkbox"/>

### 3. Search by Filing Date

To search by filing date follow the below steps below:

- a. Click on the Search by Filing Date link
- b. Enter the Start Filing Date
- c. Enter the End Filing Date
- d. Click the Search button
- e. The search results display
- f. Click on the "View" icon for a search result to display the Case Detail information.
- g. To go back to the list of results from the Case Detail screen, click your browser's Back button

Search results are limited to 1,000 records. If the number of search results exceeds the 1,000, the system will only display the 1,000 most current records found. You can narrow your search by entering a smaller filing date range.

### 4. Search by XREF (Criminal and Traffic only)

The XREF number is a number that the system uses to ensure all of your cases are grouped under one Name.

To search by XREF number follow the below steps:

- a. Click on the Search by XREF link
- b. Enter the XREF number: required
- c. Click the search button
- d. The search results display

### 5. Search by Citation (Traffic)

You can search for citations using citation numbers, case numbers, driver license, and XREF numbers.

To search for a Citation follow the steps below:

- a. Click on the Traffic tab, and then the Look Up Your Traffic Citation link
- b. Select the Citation Number Search Type
- c. Enter the required information
- d. Click the search button
- e. The search results display

Note: If you are not able to find your citation using the Citation search or you don't know your citation number, try the search by Driver License. The Driver License search will bring back all citations you have on record. If you still can't locate the citation you are looking for, it may be that the citation has not yet been entered into our system. Refer to the [Traffic Information](#) page for more information regarding how citations are processed.

## 6. Search for Tentative Rulings

You can search for Tentative Rulings by Case Number or by Department. Tentative Rulings are available for free.

- a. To search for Tentative Rulings follow the below steps:
  - i. Click on the Civil Tab and then the Search by Case link under Tentative Rulings
  - ii. Select the Case Number format
  - iii. Enter the Case Number
  - iv. Click the search button
  - v. The search results display
- b. Click on the Civil Tab and then the Search by Department link under Tentative Rulings
  - i. Select the Department from the drop-down list
  - ii. Enter the hearing date
  - iii. Click the search button
  - iv. The search results display

## 7. Search by Probate Notes

You can search for Probate Notes by case number or by Department. Probate notes are available for free.

To search for Probate Notes follow the below steps:

- a. Click on the Probate Tab and then the Search by Case link under Probate Notes
  - i. Select the Case Number format
  - ii. Enter the Case Number
  - iii. Click the search button
  - iv. The search results display
- b. Click on the Probate Tab and then the Search by Department link under Probate Notes
  - i. Select the Department from the drop-down list
  - ii. Enter the hearing date
  - iii. Click the search button
  - iv. The search results display

## **Purchasing Name Credits:**

Name credits or a name search subscription must be purchased prior to performing name searches. The system requires one credit per name search. An account must be established and you must be logged on prior to purchasing name search credits or subscription.

Within the Civil, Criminal, Family, Probate, Small Claims, or Unlawful Detainer sections, click on the “Search by Name” link on the left-side navigation

- a. Select the number of credits or subscription you wish to purchase
- b. Click “Go To Checkout”

### Search By Name - Civil

To search for cases by name, you must purchase Name Searches credits or a subscription.

Select an option from the list below:

\$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	

- d. You will be taken to a checkout / billing screen
- a. Enter the appropriate information into the required fields
- e. Click “Submit Purchase” button
- f. If the transaction is successful, the system will take you back to the Search By Name page of the section you were in when you selected your credit/subscription option

### Search By Name - Civil

You have 68 name search credits available.

**\* Required Fields**

**Name \***

Optional Filing Date Range (use to narrow your search, if needed)

**Start Filing Date \***

**End Filing Date \***

Search

## Document Cart and Checkout:

To obtain the full version of a document(s), you will need to add the document(s) to your Document Cart.

- a. Select the document(s) you would like to purchase by checking the checkbox in the Cart Column

 Register of Actions

Click the Preview button to see a preview of the document. Previewed documents contain every other page, up to a maximum of five pages. To purchase a full version containing all pages, check the checkbox for the document(s) you want and then click the Document Cart link at the top of the page to review your cart / check out.

ROA#	ROA Entry	Filed Date	Filed By	Pages	Cart
81	Satisfaction of Judgment - full filed.	11/03/2014	Colonial Pacific Leasing Corporation(Plaintiff)	4	 Preview <input checked="" type="checkbox"/>
80	Writ of Execution Returned - Partially Satisfied filed.	08/21/2014		3	 Preview <input type="checkbox"/>
79	Minutes finalized for Order of Examination - OX Calendar heard on 05/09/2014 09:00:00 AM .	05/09/2014		1	 Preview <input type="checkbox"/>

[Document Cart \(1\)](#)

- b. The document count will increase on the Document Cart link above the Register of Actions and at the top of the screen.
- c. Click on the "Document Cart" button or link

HOW THIS SITE WORKS CONTACT LOGIN CREATE ACCOUNT FORGOT PASSWORD? FIND ORDER [DOCUMENT CART \(1\)](#)

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- d. You can delete a document from the cart by clicking the 'X' icon next to it
- e. You can preview a document before purchasing click the "Preview" button
- f. Click the "Checkout" button ready when you are ready to check out

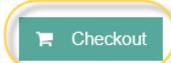
## Review Cart

The fees for the documents below are calculated per document, as follows:

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

	Case Number	Case Title	Division	Document Title	Filed Date	Pages	Amount	
 Preview	2012-00116710	Colonial Pacific Leasing Corporation vs. Melvin Wesley Walters DDS	Civil	Satisfaction of Judgment - full filed.	11/3/2014 1:20 PM	4	\$4.00	
							<b>Cart Total:</b>	<b>\$4.00</b>





- g. If you are not logged in, you have the option to log in to your account through the “Log In” link to record the purchase on your account or purchase as a “Guest” if you don’t have an account.
- If you purchase as a “Guest” the order will only be available for 10 days from the purchase date (via the Find Order link). If you purchase from your account, the order will always be available to your account.

## Checkout

You are currently checking out as a "Guest". If you have an account, you can [Log In](#) now to retrieve your billing information as well as to associate this purchase with your account. If you purchase documents as a guest, you will only be able to access your document orders for 10 days from the date of purchase by using the Find Order link.

### Name on Credit Card

First Name \*

Middle Name / Init.

Last Name \*

**Not Logged In**

### Cart Summary

Items in Cart: 1

Order Total: \$4.00



[Return to Cart](#)

- h. If you are logged on to your account, any billing information previously entered will populate the billing fields, with the exception of the credit card information.

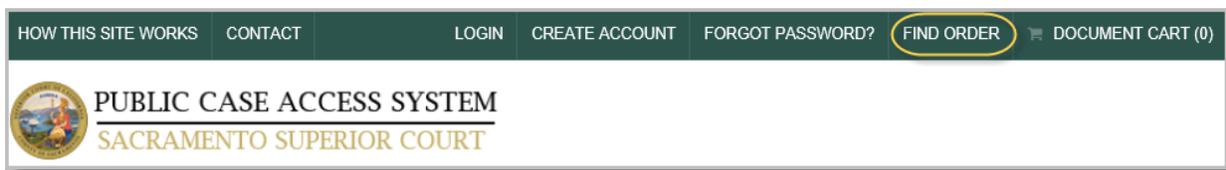


## **Retrieving a Document Order:**

There are two ways to retrieve a document order: 1) Use the Find Order process as defined below, or 2) Use the “Your Account” / “Your Orders” links (for orders purchased with an account only) as defined earlier in the “Account Management” section.

You can retrieve a document order using the “Find Order” link at the top of the page. If you purchased a document(s) as a “Guest” (not logged in to the system), your order will only be available for 10 days from the date you placed the order. If you purchased a document(s) while logged into your account, the order will always be available to you.

- a. Click the “Find Order” link



- b. The “Find a Document Order” screen displays
- c. Enter your email address and confirmation number from the document order confirmation email you received and click the “Search” button

A screenshot of the "Find a Document Order" form. The form has a title "Find a Document Order" at the top. Below the title are two input fields: "Email Address" and "Confirmation Number". At the bottom left of the form is a green "Search" button with a magnifying glass icon.

- d. The system will display the document order, if found