
SACRAMENTO SUPERIOR COURT

PUBLIC CASE ACCESS

User Guide



The screenshot shows the user interface for the Sacramento Superior Court's Public Case Access System. At the top, there is a dark blue header with the court's logo on the left, the text "Public Case Access" and "Sacramento Superior Court" in the center, and navigation links "Log On", "Create Account", "Forgot Password?", "Find Order", and "Document Cart (0)" on the right. Below the header is a horizontal menu with buttons for "Home", "Civil", "Criminal", "Family", "Probate", "Small Claims", "Traffic", and "Unlawful Detainer". The main content area is divided into two columns. The left column, titled "Access to Cases", contains a list of links: "Civil Cases", "Criminal Cases", "Family Cases", "Probate Cases", "Small Claims Cases", "Traffic Cases", and "Unlawful Detainer Cases". The right column contains a welcome message, a detailed description of the system's purpose and capabilities, a "Disclaimer" section, and a link to the "Court's Use and Privacy Policy".

Public Case Access [Log On](#) | [Create Account](#) | [Forgot Password?](#) | [Find Order](#) | [Document Cart \(0\)](#)
Sacramento Superior Court

Home Civil Criminal Family Probate Small Claims Traffic Unlawful Detainer

Access to Cases
[Civil Cases](#)
[Criminal Cases](#)
[Family Cases](#)
[Probate Cases](#)
[Small Claims Cases](#)
[Traffic Cases](#)
[Unlawful Detainer Cases](#)

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. 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](#).

**SACRAMENTO SUPERIOR COURT
PUBLIC CASE ACCESS SYSTEM**

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Getting Started – Guest & User Accounts:

1. Guests

Using the system as a guest allows you to research and locate cases on a particular individual or case number. Searches are available free of charge for cases, filings, Xref, case numbers, and citations. In addition, until June 30th, 2014, document downloads for printing will also be available for FREE!

Effective July 1, 2014, name searches and document downloads will require a public access fee.

Note: Using the name search feature will require that an account be established. See the User Accounts section to setup an account → IT'S EASY!!

2. User Accounts

An account is required to purchase credits for name searches, and to subscribe to cases. The case subscription feature allows a user to receive automated notifications whenever a new document is filed on a Civil or Probate case.

Attorneys, litigants, and self-represented litigants that are part of a case and subscribe to the case will receive notifications when new documents are filed. The documents can be viewed or printed free of charge for 72 hours.

Effective July 1, 2014, document downloads after the 72 hour period, and name searches will require a public access fee.

The links for creating accounts, logging on, and resetting passwords 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 – If you are an attorney (requires bar#)
3. Government Account – If you are in a government agency (requires agency info)

Note: Members of government agencies outside of California must setup a “Standard Account”

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



1. Standard Account
 - a. Click the “Create 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 immediately receive an email for email address verification with a link to complete account creation
 - f. Click on the link in the email
 - g. The email address is verified
 - h. An email verification complete message will be displayed in the Public Case Access System webpage screen
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 immediately receive an email for email address verification with a link to complete account creation
 - g. Click on the link in the email
 - h. The email address is verified
 - i. An email verification complete message will be displayed in the Public Case Access system webpage screen

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. All of the 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 immediately receive an email for email address verification with a link to complete account creation
- g. Click on the link in the email
- h. The email address is verified
- i. An email verification complete message will be displayed in the Public Case Access System webpage screen

DRAFT

Account Login:

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



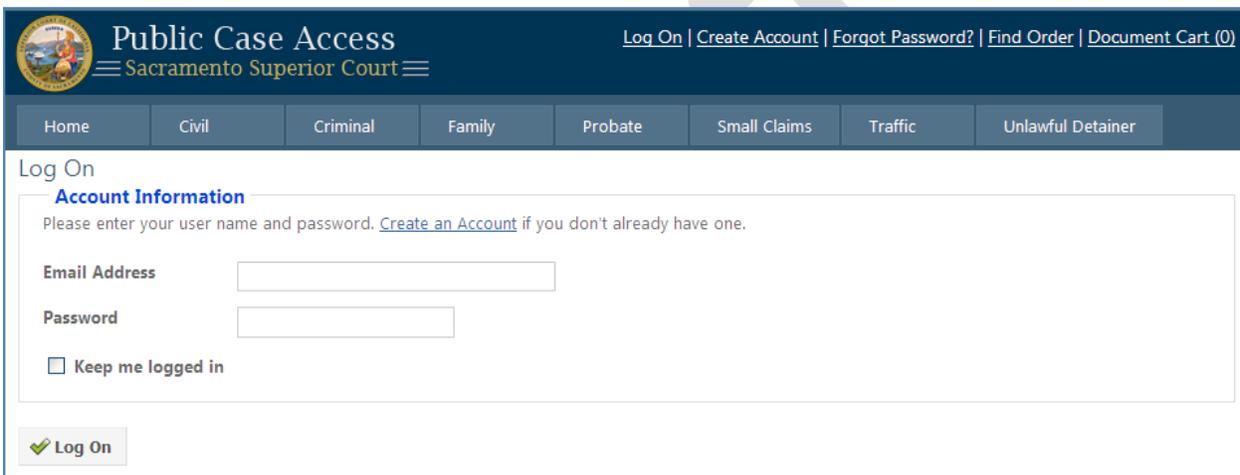
Public Case Access
Sacramento Superior Court

Home Civil Criminal Family Probate Small Claims Traffic Unlawful Detainer

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

[Log On](#) | [Create Account](#) | [Forgot Password?](#) | [Find Order](#) | [Document Cart \(0\)](#)

- a. Enter the email address used to create the account
- b. Check the “Keep me logged in” checkbox to save your email and password information
- c. Enter your password & click the “Log On” button



Public Case Access
Sacramento Superior Court

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Log On

Account Information

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

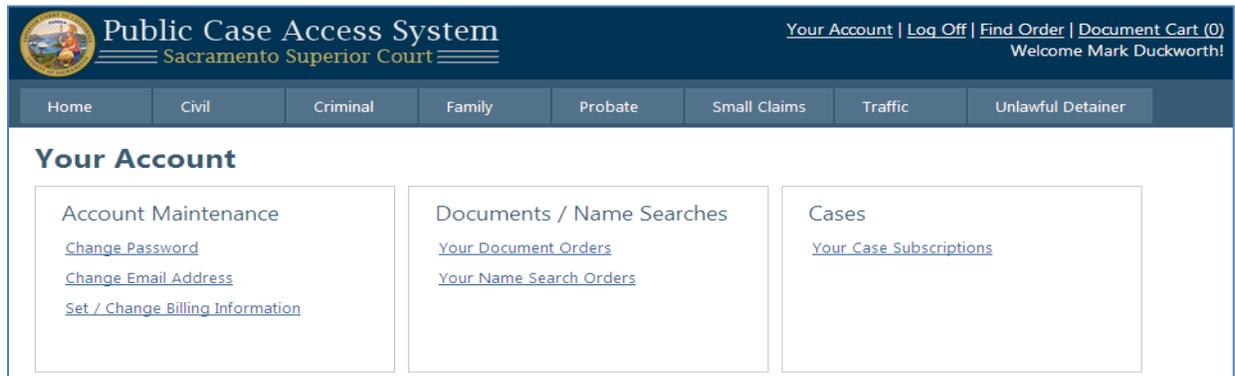
Email Address

Password

Keep me logged in

Account Management:

Account Options - Once logged in, you will see links for Account Maintenance, Documents/Name Searches, and Cases that have been subscribed to.



Public Case Access System
Sacramento Superior Court

Your Account | Log Off | Find Order | Document Cart (0)
Welcome Mark Duckworth!

Home Civil Criminal Family Probate Small Claims Traffic Unlawful Detainer

Your Account

Account Maintenance Change Password Change Email Address Set / Change Billing Information	Documents / Name Searches Your Document Orders Your Name Search Orders	Cases Your Case Subscriptions
--	--	--

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 will also receive a confirmation email at your new email address 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 Document Orders

- a. Displays documents that have been purchased through the document cart
- b. Displays confirmation numbers, document order date, and document order total
 - i. Documents obtained through the document cart are free of charge (\$0.00) until July 1, 2014
 - ii. On July 1, 2014 all prior document orders will be deleted from user accounts
- c. Click the “View” button to display the Case Number, Register of Action (ROA) Entry description, Filed Date, and Number of Pages for each document contained within the document order
- d. Click the “View” button to access the document

Public Case Access System
Sacramento Superior Court

Your Account | Log Off | Find Order | Document Cart (1)
Welcome Mark Duckworth!

Home Civil Criminal Family Probate Small Claims Traffic Unlawful Detainer

Document Order
[Go to Orders List](#)

Order

Order Date 2/19/2014 9:22:05 AM
Order Total \$0.00
Confirmation Number 5807894

Case Number	Division	ROA Entry	Filed Date	Pages	Cost	
34-2013-90039584-CL-OE-GDS	Civil	Certificate for Summary Judgment, Summary Judgment, and Notice of Entry of Judgment (Employment Development Department State Judgment) <=\$10k filed.	8/27/2013 12:00 AM	4	\$4.00	
					Subtotal:	\$4.00
					Free until July 1, 2014:	\$4.00
					Total:	\$0.00

5. Documents/Name Searches – Your Name Search Orders

- a. Displays name search credits that have been purchased
- b. Displays confirmation numbers, document order date, document order total, and description
 - i. Name searches are free of charge (\$0.00) until July 1, 2014

Public Case Access System
Sacramento Superior Court

Your Account | Log Off | Find Order | Document Cart (0)
Welcome Mark Duckworth!

Home Civil Criminal Family Probate Small Claims Traffic Unlawful Detainer

Name Search Orders

	Confirmation #	Order Date	Order Total	Description
	2210548	2/24/2014 2:25:23 PM	\$0.00	Description: \$1.00 for 1 name search

6. Cases – Your Case Subscriptions

- a. Displays cases that you have subscribed to
- b. Click the “View” link associated with the subscribed case to display it (Case Information, Participants, Scheduled Events, and Register of Actions)
- c. You can unsubscribe to a case by clicking the “Unsubscribe” button under the Case Information section
- d. Unsubscribing will trigger an email notification confirming that you have unsubscribed to it
- e. Click on the green arrow above each of the sections to collapse them (Participants, Scheduled Events, or Register of Actions)

DRAFT

System Search Functionality:

Searches – This feature is available for all case types

Search by;

1. Name (Civil, Criminal, Family, Probate, Small Claims, and Unlawful Detainer)
 2. Case (Civil, Criminal, Family, Probate, Small Claims, and Unlawful Detainer)
 3. Filing date or filing date range (Civil, Criminal, Family, Probate, Small Claims, and Unlawful Detainer)
 4. Xref Number (Criminal & Traffic)
 5. Citation Number (Traffic)
 6. Tentative Rulings (Civil)
 7. Probate Notes (Probate)
-
1. **Name Searches** - To search for a case by name, you must have created an account and purchased name search credits. Name search credits are FREE until July 1, 2014.
See section "Purchasing Name Credits" on page 12

To Search by Name click on the Search by Name link on the left navigation bar 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 the number of records found but will only display the first 1,000 records. You can narrow your search by entering a more specific name, or by using the optional filing date fields.

2. **Case Number Searches** - To search by case number follow the steps below:
- Click on the search by case link
 - Select Case Number Format
 - CCMS: an example of a CCMS case number is 34-2014-00123456 (requires 8 digits for the case number)
 - Other: are case numbers that existed prior to the current case management system and can be a combination of letters and numbers
 - Enter the case number
 - Click the "Search Button"
 - The case details display: Participants, Scheduled Events, and Register of Actions
 - The sections can be collapsed to hide sections you don't want to view
 - You can subscribe or unsubscribe to the case from this view
 - Subscribing to a Civil or Probate case will result in automatic email notifications when new filings are added to the case
 - You can select documents to add to your document cart
See section "Document Cart and Checkout" page 13

Civil Case Details

Case Information

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

 **Unsubscribe** You are subscribed to this case as a non-participant. With this subscription, you will receive email notifications when new documents are available.

Participants 

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

Scheduled Events 

Event Date	Event Time	Event Type	Department	Status
03/07/2014	9:00 AM	Order of Examination - OX Calendar	45	Scheduled

Register of Actions 

ROA#	ROA Entry	Filed Date	Filed By	Pages		
61	Proof of Service filed.	02/19/2014	Colonial Pacific Leasing Corporation (Plaintiff)	2		<input checked="" type="checkbox"/>

3. **Search by Filing Date** – Search results will display a list of cases filed on a specified date or within a specified date range

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, close the Case Detail tab

Search results are limited to 1,000 records. If the number of search results exceeds the 1,000, the system will display the number of records found but will only display the first 1,000 records. You can narrow your search by entering a more specific name, or by using the optional filing date fields.

4. **Search by Xref** – Search by an Xref number by entering it. 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** – You can search for citations using citation numbers, case numbers, driver’s license, and Xref numbers.

To search for a Citation follow the steps below:

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

6. **Search for Tentative Rulings** – You can search for Tentative Rulings by Case Number or by Department. Tentative Rulings are available for free.

To search for Tentative Rulings follow the below steps:

- a. Click on the Search by Case link under Tentative Rulings
 - 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 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:

- c. Click on 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
- d. Click on 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 must be purchased prior to performing name searches. The system requires one credit per name search and they are free of charge until July 1st, 2014. An account must be established prior to purchasing name search credits.

See section "Creating Accounts" on page 2.

- a. Click on the "Search by Name" link on the left navigation menu
- b. Select the number of credits you wish to purchase from the drop down menu. Options include:
 - i. \$1.00 for one (1) name search
 - ii. \$3.50 for five (5) name searches
 - iii. \$25.00 for 75 name searches
 - iv. \$250.00 for 30 consecutive days of unlimited name searches
 - v. \$2,500.00 for 365 consecutive days of unlimited name searches
- c. Click "Purchase"

The screenshot shows the 'Public Case Access System' interface for the Sacramento Superior Court. The user is logged in as 'Mark Duckworth'. The 'Civil' category is selected in the navigation menu. On the left, there are links for 'Search by Name', 'Search by Case', and 'Search by Filing Date'. The main content area is titled 'Search By Name - Civil' and includes a message: 'To search for cases by name, you must purchase Name Searches credits or a subscription.' Below this is a dropdown menu with the text 'Select an option from the list below:'. A red arrow points to a 'Purchase' button with a green checkmark icon.

- d. You will be taken to a billing screen
- e. If billing information has been used on an account the information will be defaulted
 - i. If not, enter the appropriate information into the required fields
- f. Click "Submit (No Charge)" button
- g. The document order confirmation displays and the system sends a confirmation email
- h. Credits can be used for "Search by Name" under any case category

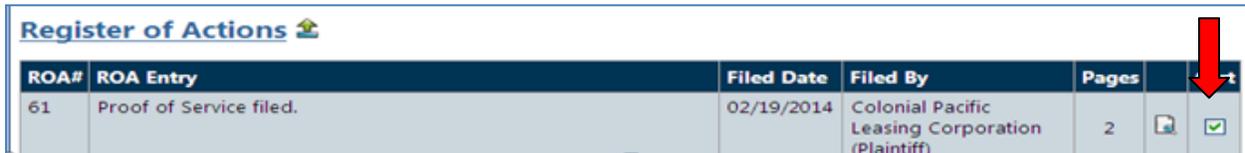
Note On July 1st 2014 all free credits will be deleted from the system.*

The screenshot shows the 'Order' confirmation page in the Public Case Access System. The user is logged in as 'Mark Duckworth'. The page displays the following order details:
Order Date: 2/28/2014 2:13:43 PM
Order Total: \$0.00
Confirmation Number: 8398696
Description: \$3.50 for 5 name searches

Document Cart and Checkout:

Documents to be downloaded for printing must be selected through the case ROA section and placed in the Document Cart for purchase.

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



ROA#	ROA Entry	Filed Date	Filed By	Pages	Cart
61	Proof of Service filed.	02/19/2014	Colonial Pacific Leasing Corporation (Plaintiff)	2	<input checked="" type="checkbox"/>

- b. The document count will increase on the Document Cart link at the top of the screen.
- c. Click on the Document Cart

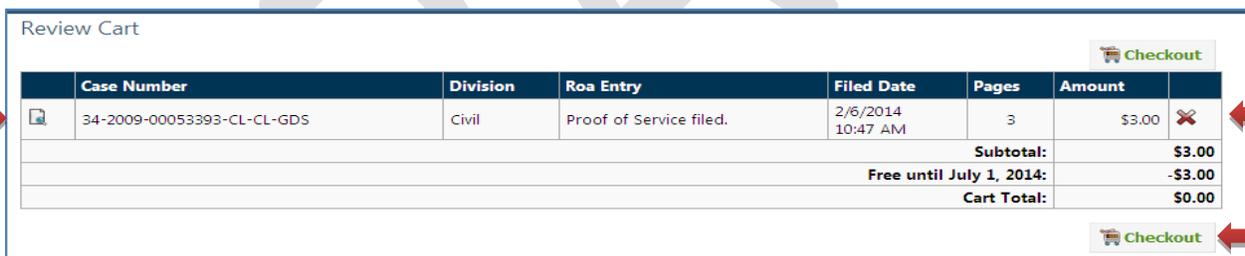


Public Case Access
Sacramento Superior Court

Your Account | [Log Off](#) | [Find Order](#) | [Document Cart \(1\)](#)
Welcome Mark Duckworth!

Home | **Civil** | Criminal | Family | Probate | Small Claims | Traffic | Unlawful Detainer

- d. Review your Cart to ensure you wish to purchase the items listed.
- e. Delete documents from the cart by clicking the red X next to them
- f. The Cart Total will display \$0.00 until July 1, 2014
- g. To preview a document before purchasing click the document icon
- h. Click the "Checkout" button



Case Number	Division	Roa Entry	Filed Date	Pages	Amount	
 34-2009-00053393-CL-CL-GDS	Civil	Proof of Service filed.	2/6/2014 10:47 AM	3	\$3.00	
					Subtotal:	\$3.00
					Free until July 1, 2014:	-\$3.00
					Cart Total:	\$0.00

[Checkout](#)

Note* On July 1st 2014 all free documents will be deleted from the system.

- i. You have the option to login to your account through the “Log On” link, or enter the required billing and credit card information
- j. Click the “Submit (No Charge)” button
- k. Credit Card information is not stored so it will need to be entered each time

Checkout

You are currently checking out as a “Guest”. If you have an account, you can [Log On](#) now to retrieve your billing information as well as to associate this purchase with your account.

Billing Information

Name on Credit Card

First Name *

Middle Name / Init.

Last Name *

Card Type *

Card Number *

Expiration * /

Street Address *

City *

State *

Zip Code *

Email Address *

[Return to Cart](#)

Cart Summary	
Items in Cart:	2
Subtotal:	\$8.60
Discount:	-\$8.60
Order Total:	\$0.00



- l. The Document Order screen displays
- m. The system sends a confirmation email with the Order Date, Order Total, and Confirmation Number
- n. Click the “View” button to display the purchased document

Document Order

[Go to Orders List](#)

Order

Order Date 2/24/2014 1:07:17 PM

Order Total \$0.00

Confirmation Number 2147276

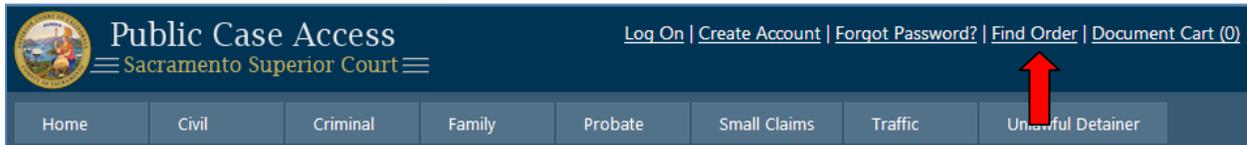
Case Number	Division	ROA Entry	Filed Date	Pages	
34-2012-00116710-CU-BC-GDS	Civil	Proof of Service filed.	2/19/2014 2:06 PM	2	

- o. The Confirmation Number in the email allows you to return to the Public Case Access System website and retrieve another copy of this document

Find Orders:

You can retrieve document orders using the “Find Order” link at the top of the page. Orders are saved to your account and can be accessed using the document order confirmation number sent in the document order confirmation email.

- a. Click the “Find Order” link

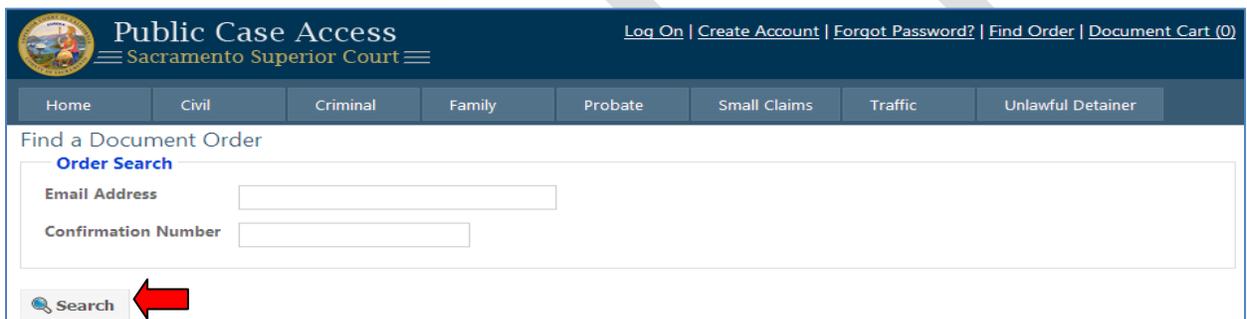


Public Case Access
Sacramento Superior Court

Log On | Create Account | Forgot Password? | **Find Order** | Document Cart (0)

Home Civil Criminal Family Probate Small Claims Traffic **Unlawful Detainer**

- b. The Order Search screen displays
- c. Enter your email address and confirmation number from the document order confirmation email
- d. Click the “Search” button



Public Case Access
Sacramento Superior Court

Log On | Create Account | Forgot Password? | **Find Order** | Document Cart (0)

Home Civil Criminal Family Probate Small Claims Traffic Unlawful Detainer

Find a Document Order

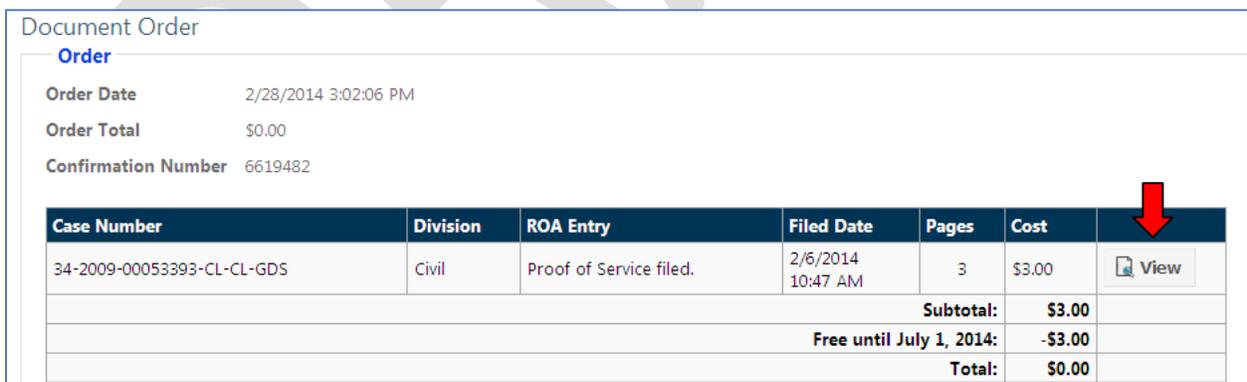
Order Search

Email Address

Confirmation Number

Search

- e. The document order displays
- f. Click the “View” button to display the document



Document Order

Order

Order Date 2/28/2014 3:02:06 PM

Order Total \$0.00

Confirmation Number 6619482

Case Number	Division	ROA Entry	Filed Date	Pages	Cost	
34-2009-00053393-CL-CL-GDS	Civil	Proof of Service filed.	2/6/2014 10:47 AM	3	\$3.00	View
					Subtotal:	\$3.00
					Free until July 1, 2014:	-\$3.00
					Total:	\$0.00