

Court Access Portal – Purchasing Name Search Credits

- 1) After logging in to your registered account, from the home screen, click on “Search Credits”

The screenshot shows the 'PUBLIC REGISTERED DASHBOARD' for 'CASEY TEST REGISTERED 2'. At the top, there is a search bar labeled 'QUICK SEARCH (SEARCH CREDITS - 0)' with a dropdown menu for 'CASE NUMBER / PERSON NAME / BUSINESS NAME'. Below the search bar are three radio buttons: 'Case Number Search', 'First & Last Name Search', and 'Business Name Search'. The dashboard features several tiles: 'FAVORITES', 'ATTORNEY ACCESS', 'ADVANCED SEARCH', 'CALENDAR SEARCH', 'MY DOCUMENTS', 'DOCUMENT CART', 'SEARCH CREDITS' (highlighted with a red border), and 'SEARCH HISTORY'. The 'SEARCH CREDITS' tile includes a shopping cart icon and the text 'Purchase search credits'.

a.

- 2) Select desired credit quantity package by selecting one of the blue boxes on the right.

The screenshot shows the 'Court Access Portal' for the Superior Court of California, County of San Bernardino. The page title is 'PURCHASE SEARCH CREDITS'. It states 'You currently have 0 search credits remaining.' and provides a link to 'View Purchases and Search History'. Below this, it says 'Select a search credit bundle from the options below' and shows a dropdown menu set to '25' entries. A table lists the available credit packages:

Unit Type	Units	Description	Amount	Cost per Unit	
Credits	1	1 Search Credit	\$1.00	\$1.00	Select
Credits	5	5 Search Credits	\$3.50	\$0.70	Select
Credits	10	10 Search Credits	\$5.00	\$0.50	Select
Credits	100	100 Search Credits	\$40.00	\$0.40	Select
Days	30	30 Days	\$200.00	\$6.67	Select

a.

- i. Note: There are options to pay by search credits, and there is an option for unlimited searches for 30 days.

3) Confirm you have selected the correct credit package.

PURCHASE SEARCH CREDITS

You currently have **0** search credits remaining.

One search credit will be deducted from your balance for every new search that requires a fee. Searches can be repeated for up to 10 days without deducting a credit from your balance.

You have selected the following option:

Description	5 Search Credits
Amount	\$3.50
Cost per search	\$0.70

Purchase Credits Cancel

a.

4) Click on the “Pay” button.

1 Fees to Pay 2 Payor 3 Payment 4 Verify 5 Done

Bill Information

Name Search Payment

Requester Name	Name Search Credits	Amount
Casey, Paul (PERSON)	5 Search Credits	\$3.50

CANCEL PAYMENT **PAY (\$3.50)**

a.

Heartland A Global Payments Company
SuperiorCourtSanBern NS
Terms of Use | Privacy Policy

5) Click “Pay”

1 Fees to Pay 2 Payor 3 Payment 4 Verify 5 Done

Bill Information

Name Search Payment

Requester Name	Name Search Credits	Amount
Casey, Paul (PERSON)	5 Search Credits	\$3.50

CANCEL PAYMENT **PAY (\$3.50)**

Heartland A Global Payments Company
SuperiorCourtSanBern NS
Terms of Use | Privacy Policy

a.

6) Enter personal information then click continue.

a.

1 Fees to Pay 2 Payor 3 Payment 4 Verify 5 Done

Personal Information

First Name * Middle Name Last Name *

Address *

City * State *
Select One

Postal Code * Country
United States

Contact Information

Email * Confirm Email

Phone Number * Mobile Phone Number

CANCEL PAYMENT BACK CONTINUE

b.

7) Enter credit card information

1 Citations to Pay 2 Payor 3 Payment 4 Verify 5 Done

Payment Information

Credit Card eCheck

Card Number *

Name on Card *

Month * Year * Security Code *
Select One 2021 CVC ?

Amount	\$7.50
Convenience Fee	pending
Total	pending

Card Holder Information

Same as Payor Information

First Name * Middle Name Last Name *

Address *

City * State *
California

Postal Code * Country
United States

Phone Number *
(909) 999-9915

Email

a.

8) Verify information, accept the terms and click "Submit Payment"

Review the information below, then click "Submit Payment"

Bill Information

Citation Payment	Reference #	Amount
	84751	\$7.50

Personal Information

Full Name: [REDACTED]
Address: [REDACTED] United States
Phone Number: (909) [REDACTED] 15
Mobile Phone Number: [REDACTED]
Email Address: [REDACTED]@[REDACTED].org

Payment Information

Card Number: [REDACTED] Mastercard Credit ending in [REDACTED]
Full Name: [REDACTED]
Address: [REDACTED]
Phone Number: (909) [REDACTED] 15

Amount	
Amount	\$7.50
Convenience Fee	\$0.20
Total	\$7.70

PAYMENT TERMS AND CONDITIONS

CONVENIENCE FEE

A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 2.60 % and will appear as a separate transaction on your monthly statement. The convenience fee is included in or has been added to your payment.

AUTHORIZATION

I agree to the Terms and Conditions

Cancel Payment Back **Submit Payment**

a.

9) An e-mail receipt will be sent once the transaction is completed.

10) You will now have the number of purchased credits available. This will be reflected in the home screen.

Court Access Portal
Superior Court of California, County of San Bernardino
Registered

HOME SEARCH CALENDARS CASE PAYMENT FAQ/INSTRUCTIONAL VIDEOS LOGOFF

PUBLIC REGISTERED DASHBOARD

WELCOME, CA [REDACTED]

QUICK SEARCH (SEARCH CREDITS - 8)

CASE NUMBER / PERSON NAME / BUSINESS NAME

Case Number Search First & Last Name Search Business Name Search

Use * for wildcard searches (example: Mike Smit*)

a.