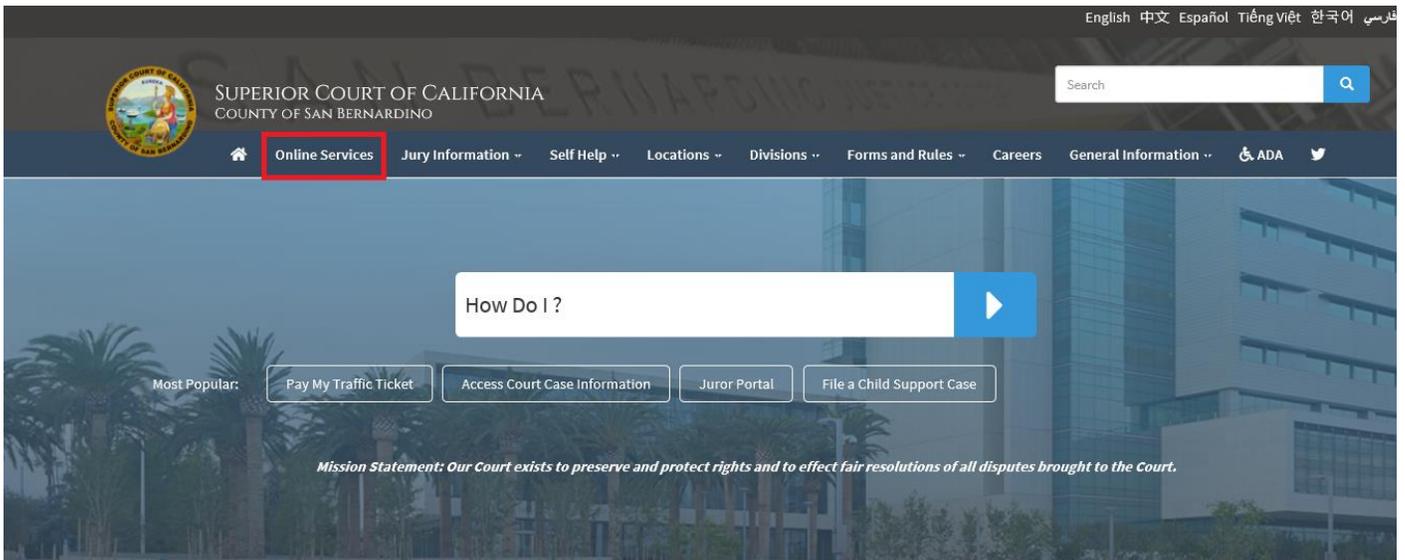
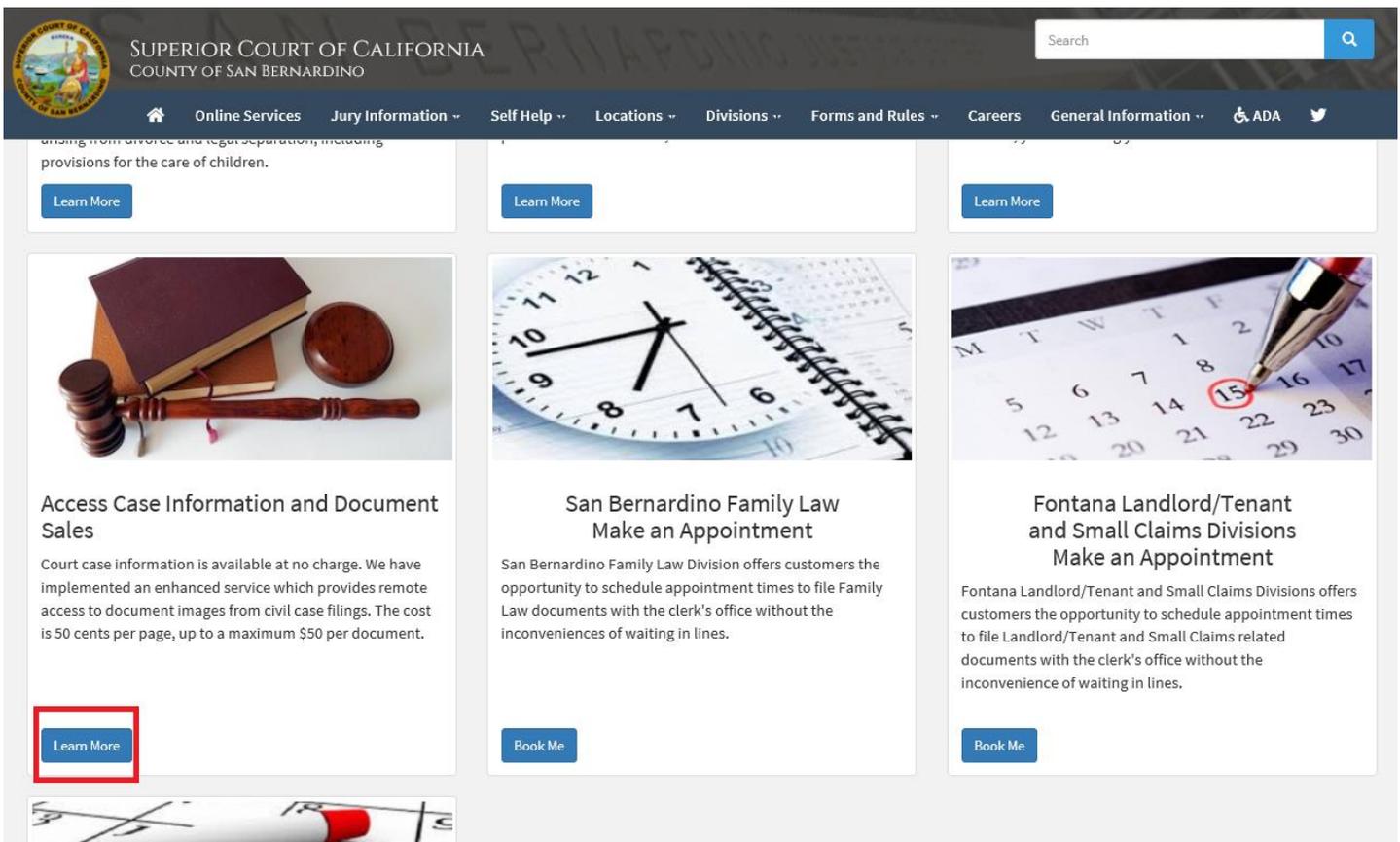


## Portal – Document Purchasing

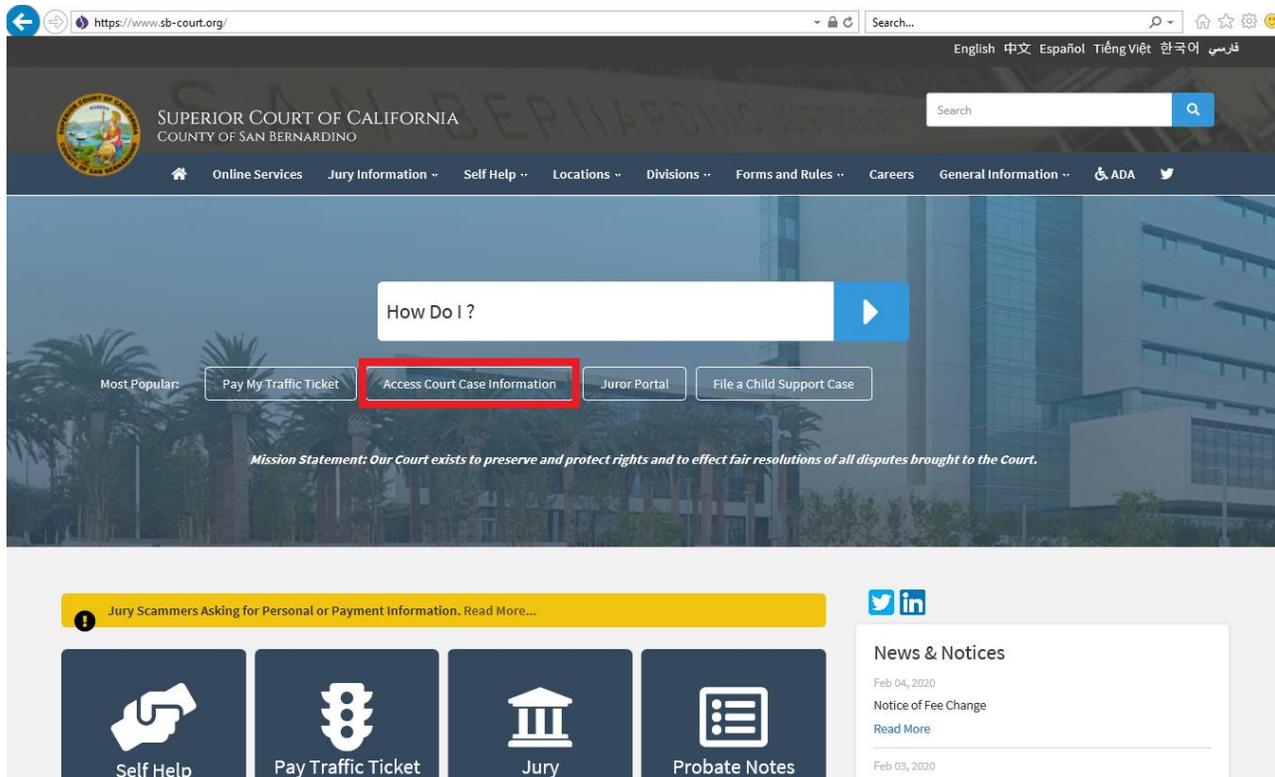
1) From the San Bernardino Court website home page, Select “Online Services” from the top left.



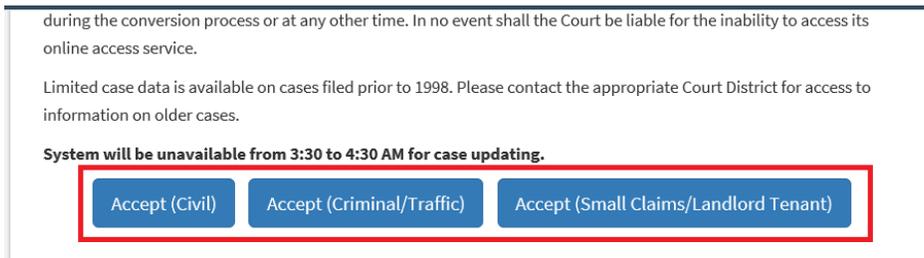
2) Scroll down to the “Access Case Information and Document Sales” section and click the blue “learn more” icon.



Note: Steps 1 and 2 can be combined if you take the shortcut “Access Court Case Information” on the center of the court home page.



3) Read the terms of service and click the appropriate button at the bottom of the page.



4) Select “click here to access the portal”.



This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having a In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monito Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system perso

[Date of Birth Filtering Instructions](#)

[Click here to access the Portal](#)

- 5) Click the "Smart Search" Icon

## Superior Court of California - County of San Bernardino

### Notifications

Login and Registration is not required for Portal use. \*\*\*JUSTICE PARTNERS\*\*\* including, but are not limited to, the District Attorney, Parole, and other authorized agencies may request ENHANCED access. If you are not an authorized agency, PLEASE DO NOT I Registration from unauthorized sources will be promptly denied.

The court is now accepting ePayments and Extensions on cases identified for on-line payment.



**Smart Search**  
Search for court records.



**Make Payments**  
Make a payment or select payment alternatives for criminal and traffic cases.



**Search Hearings**  
Search for court hearings for a specified date range.

- 6) Enter search criteria such as name, case number or business name. Note, that a business name with numbers will require advanced search. Please see the video on advanced search.

## Superior Court of California - County of San Bernardino

### Smart Search

\*Required

Search Criteria



\* Enter a Record Number or Name in Last, First Middle Suffix Format

Please retype the following characters



\* Captcha Code

Characters are not case sensitive

Clear

Submit

[Advanced Filtering Options](#) -

7) Enter captcha code and click submit on the bottom right.

### Superior Court of California - County of San Bernardino

#### Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

Please retype the following characters



\*  Captcha Code

*Characters are not case sensitive*

[Advanced Filtering Options](#) -

8) Select desired case by clicking on the case number

Party Search Results

Name	Date of Birth		
SMITH, JOE	XX/XX/XXXX		
<a href="#">Cases (1)</a>			
<b>Cases</b>			
Case Number	File Date	Location	Party Name
<a href="#">100202010</a>	07/26/2001	Fontana Traffic	SMITH, JOE
SMITH, JOE	XX/XX/XXXX		
<a href="#">Cases (1)</a>			
<b>Cases</b>			
Case Number	File Date	Location	Party Name
<a href="#">100202010</a>	03/25/1996	Rancho Cucamonga Criminal	SMITH, JOE
SMITH, JOE	XX/XX/XXXX		
<a href="#">Cases (1)</a>			
<b>Cases</b>			
Case Number	File Date	Location	Party Name
<a href="#">100202010</a>	10/17/2013	Joshua Tree Traffic	SMITH, JOE
SMITH, JOE	XX/XX/XXXX		
<a href="#">Cases (1)</a>			
<b>Cases</b>			
Case Number	File Date	Location	Party Name
<a href="#">100202010</a>	08/27/2010	Victorville Criminal	SMITH, JOE
SMITH, JOE	XX/XX/XXXX		

9) Click "View Document" on desired document.

2/24/2014 Transaction Assessment \$0.00

[Print](#)

**Documents**

[View Document](#) Order

- [Case Information](#)
- [Party](#)
- [Charge](#)
- [Disposition Events](#)
- [Events and Hearings](#)
- [Financial](#)
- [Documents](#)
- [Back to top](#)

10) Click the blue "Purchase Document" icon at the bottom right

OTS-140210201400010001JS-TIA-0800



Scanned Document Coversheet

System Code: OTS  
Case Number: ~~OTSS10705103~~  
Defn Seq: 1  
Action Code: TIA  
Action Date: 02/04/14  
Action Time: 8:00 am

Printed by: ~~OTSS10705103~~

**Trial in Absentia.**



NEW FILE

4 | Price Per Page: \$0.50 | Document Subtotal: \$2.00

[Back](#) [Purchase Document](#)

11) You be prompted to sign in or create an account to purchase documents.

Sign in

to continue

Sign In

or register an account

12) Again, click the “purchase document” icon at the bottom right.

OTS-14021402043030210001JS-TIA-0800



### Scanned Document Coversheet

System Code: OTS

Case Number: ~~OTS1402043030210001~~

Defn Seq: 1

Action Code: TIA

Action Date: 02/04/14

Action Time: 8:00 am

Printed by: ~~OTS1402043030210001~~

## Trial in Absentia.



NEW FILE

4 | Price Per Page: \$0.50 | Document Subtotal: \$2.00

Back

Purchase Document

13) Click “Add Payment Details”

Name	Quantity	Per Unit Cost	Total
5Y8T0007PJS -	4	\$0.50	\$2.00

TOTAL AMOUNT: \$2.00

Add Payment Details

14) Click "Add New Account"

Transaction Summary - Total Amount: \$2.00

No active existing payment accounts. Please click on the "Add New Account."

Add New Account

15) Select "one time payment" and click "Add New Account"

Transaction Summary - Total Amount: \$2.00

No active existing payment accounts. Please click on the "Add New Account."

### New Account

One-time payment account

Save account in profile for future use

Account Name

Add New Account

16) Enter all Credit card information and click the blue "continue" on the bottom right.

Transaction Summary - Total Amount: \$2.00

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type	<input type="text" value="v"/>	*
Card Number	<input type="text"/>	*
Exp Month	<input type="text" value="MM"/>	*
Exp Year	<input type="text" value="YYYY"/>	*
CVV Code	<input type="text"/>	* <a href="#">CVV Help</a>
Name on Card	<input type="text"/>	*
	<small>Maximum of 30 characters</small>	
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign	
Address Line 1	<input type="text"/>	*
	<small>Street address, P.O. box, company name, c/o</small>	
Address Line 2	<input type="text"/>	
	<small>Apartment, suite, unit, building, floor, etc.</small>	
City	<input type="text"/>	*
State	<input type="text" value="v"/>	*
Zip Code	<input type="text"/>	*

Continue

Cancel

17) Click "Process Payment" on the bottom right to finalize the transaction.

Transaction Summary - Total Amount: \$2.00

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

### Billing Detail

Card Type	MASTERCARD
Card Number	*****5454
Exp Date	12/22
CVV Code	***
Name on Card	MASTERCARD
Address Type	US
Address Line 1	MASTERCARD
Address Line 2	
City	MASTERCARD
State	CA
Zip Code	45612

### Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

Back

Process Payment

18) Wait for the payment to process.



Please do not click the Back button or refresh the page. This page will automatically proceed once payment processing has completed.

19) Your document will be available for downloading by clicking the "Download Document" button.



NEW FILE

Back

Download Document