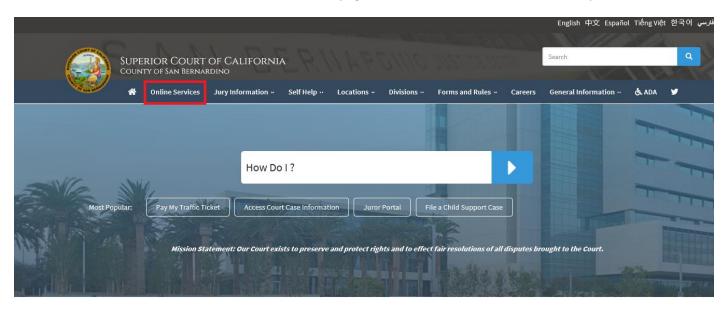
Portal – Landlord Tenant confidential cases access

Landlord Tenant cases are confidential for sixty (60) days and cannot be viewed. However, CCP §1161.2(a)(1) provides for access to such cases by interested parties who can, at a minimum, provide all of the following criteria:

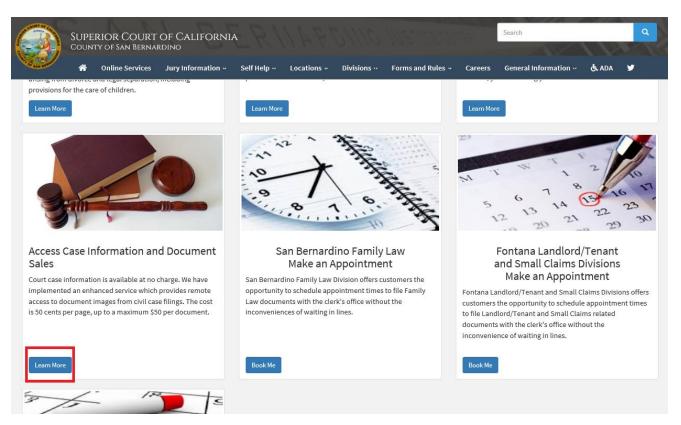
- · The complete name of at least one plaintiff, and
- · The complete name of at least one defendant, and
- · The exact address (including apartment, unit or space number) of the subject premises.

To search for a case, please enter the following information. The information entered must be an exact match of the case record.

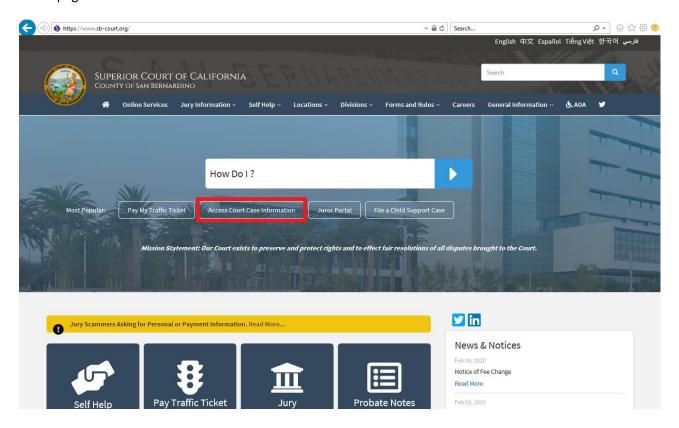
1) From the San Bernardino Court website home page, Select "Online Services" from the top left.



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.



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



2) Select "click here to access the portal".

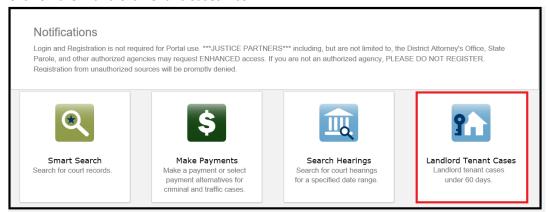


This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having a In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized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

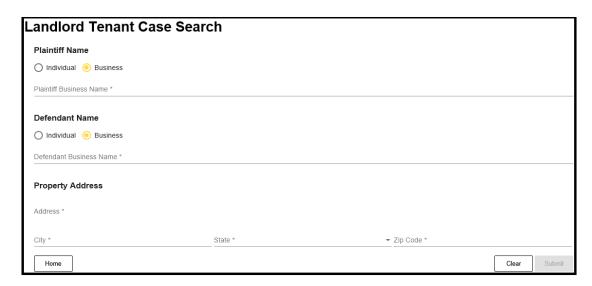
Date of Birth Filtering Instructions

Click here to access the Portal

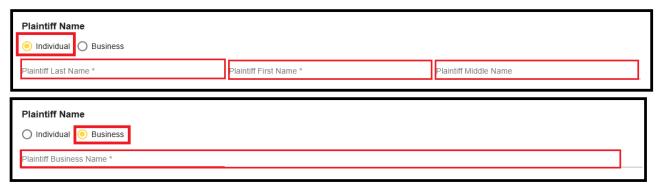
3) Click on the "Landlord Tenant Cases" icon



4) A new page will open and present you with the search criteria. Information must be entered EXACTLY as it is on the case.



5) Select Plaintiff type and fill name filed(s) accordingly as they appear on the case. If the plaintiff is a business, the input boxes will change to one large box. Remember that the person's name or business name must be spelled exactly as it is on the filing. (NOT case sensitive)



6) Select Defendant type and fill name field(s) accordingly as they appear on the case. If the defendant is a business, the input boxes will change to one large box. Remember that the person's name or business name must be spelled exactly as it is on the filing. (NOT case sensitive)

Defendant Name Individual Business		
Defendant Last Name *	Defendant First Name *	Defendant Middle Name
Defendant Name		
O Individual		
Defendant Business Name *		

7) In addition to the name, you must enter the property address, city, state and zip code. Again all information must be entered exactly as it appears on the filing. Click on "Submit".



- 8) If the search does not return a case, this could be due to:
 - a. Fields entered do not match data on the case
 - b. Case is public record and can be viewed via Smart Search
 - c. Case is sealed
- 9) A successful search will return the case you are looking for. Select your case by clicking anywhere in the box..



10) Information to the selected case will be presented.

