State Bar Court Portal User Guide

The State Bar Court Portal provides online access to case dockets and documents for cases filed since 2000. Access is free. Registration is not required, you do not need to create an account or log in.

For more information, please refer to the FAQ.

For technical support, please email feedback@calbar.ca.gov.

Accessing the Portal

You can access the portal from the State Bar Court home page.



You can either "Search for a Case" or search for a "Court Calendar," from the buttons on the right.

The portal will display in a new window.

Contents

arch for a Case	
urt Calendar	-

Search for a Case

Use the "Search for a Case" function to find dockets and records for a specific case or cases for a specific attorney, respondent, petitioner, or applicant.

- For public cases filed on or after Feb.
 1, 2019, documents are available online.
- For cases filed since 2000 through January 31, 2019, only some documents are available online. To request additional documents, submit a written request.
- To request certified copies, or for additional information, please see the <u>Public Records & Information</u> webpage.

When entering a name, the format must be **last name**, **first name**. Both entries are required for a complete search. The name must be spelled correctly.

Tip: If you are uncertain that you have the attorney's correct name, you can use the <u>Attorney Search Feature on the State</u> <u>Bar website</u>, which offers the option to include similar spellings.

Search for a Case

State Bar Court case dockets are available online. A docket is a summary, list, or index of proceedings or events in a case. It may also include court documents.



Note: At this time, the advanced filtering options are unavailable.

If you know the case number, you can enter it in the same field. For cases filed on or after February 7, 2019, case numbers must include SBC in the prefix. Case numbers for an attorney's public discipline can be found on their profile on the State Bar website.

Tip: If you have a number for a recent case without SBC at the beginning, you must add it for a successful search.

Hyphens are not required. For example, SBC-19-O-12345 and SBC1912345 are both valid case numbers for search.



Note: At this time, the advanced filtering options are unavailable.

Enter your desired item in the search field and click "**Submit**."



Party Search Results

Williams, Kelly DuFord

A list of cases will display in reverse chronological order. To view details about a specific case, click the case number in the first column.

You can click the arrow toggles next to each category header to rearrange the order in which the items appear, remove certain categories, or add new ones.

Tip: The Print button here prints only the listing page, not the dockets themselves.

Note: Some searches might result in multiple pages. You can navigate through them by clicking the page number, or clicking the arrows at the end of the page number sequences.

SBC-22-TE-30876 Williams, Kelly DuFord 08/29/2022 Inactive 6007(c) Substantial Hearing - Closed - Pretrial - Decision

Inactive 6007(c) Substantial

 Case Number
 V
 Style / Detendant
 V
 File Date*
 V
 Type

 SBC-22-O-31033
 Williams, Kelly DuFord
 12/07/2022
 Original Discipline

SBC-22-O-30161 Williams, Kelly DuFord 03/18/2022

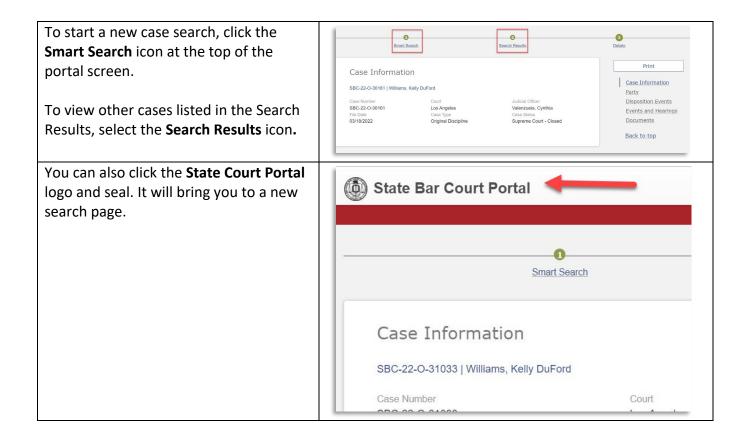
Click any **case number** to view the court docket and associated records, if available.



Print

When the selected case is displayed, you Print can view its Case Information, Parties Involved, Events and Hearings, and Case Information **Documents** using the jump menu that Party displays on the right. Disposition Events **Events and Hearings Documents** Back to top To print the docket page, or any sections of the page, click the "Print" button at the top right, above the jump menu. Case Information Disposition Events *Tip: The print function here prints only* Cynthia Events and Hearings Documents the listings that display in the docket. Back to top Please see below if you wish to print the actual case documents. Another menu will appear, with all items selected as the default. Deselect any Print sections you don't wish to print. Follow the commands on your screen to print. Please select the sections that you would like to print Select All Case Information Party Disposition Events Events and Hearings Documents **Print**

Clicking the **Documents** jump link will take you to a list of documents. Print To view a document, click the View Case Information **Document** button next to the title of the document. Party **Disposition Events Events and Hearings** Documents < Back to top Documents View Document Notice of Disciplinary Charges View Document Notice of Assignment and Initial Status Conference View Document Proof of Service Answer to NDC View Document Order Setting Trial and Pretrial Dates View Document Proof of Service View Document The document will open in a new tab, (State Bar Court Portal and the first two pages of the document will display. To print the first two pages, right-click (OCTC Case Nos. 20-O-15 and 20-O-17505) outside of the document and click Print NOTICE - FAILURE TO RESPOND IF YOU FAIL TO FILE A WRITTEN ANSWER TO THIS NOTICE WITHIN 20 DAYS AFTER SERVICE, OR IF YOU FAIL TO APPEAR AT THE STATE BAR COURT TRIALS. or use the Files > Print option in your browser. To return to the case, close the tab. 6. Respondent knew that the disbursement was false and misleading, because To print the entire document, you must respondent knew, on or about March 5, 2020, and at all times after that date, that pursuant to the download it. Scroll to the end of the document and click the Download Pages: 19 Download Document **Document** button. Find the file in your downloads folder to open and print it.



Court Calendar

Use the "**Court Calendar**" feature to find specific hearings or a specific judge's calendar.

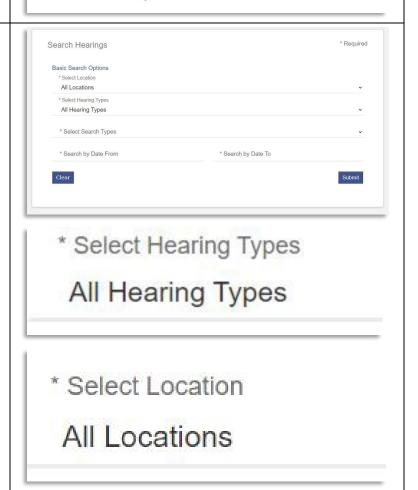
Note: To search for hearings or calendars, all fields (criteria) are required. You can use them in conjunction with each other to yield specific results.

On the **Search Hearings** screen, complete entry fields using the dropdown arrows on the right side of search field.

The Location and Hearing Types fields are required, but no filtering options are currently enabled, so please select All Locations and All Hearing Types.

Court Calendar

The calendar is provided to assist the public and parties in accessing information about cases on the State Bar Court's public calendar.



The "Select Search Type" field is required. Select the item you're searching for.

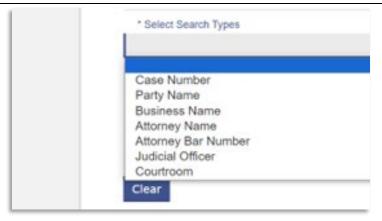
Note: To search by the Respondent, use Party Name.

The Attorney Name and Attorney Bar Number features can be used to search for the Respondent's attorney, or the Office of Chief Trial Counsel (OCTC) attorney assigned to the case. This selection does not, however, produce results for Respondents.

Depending on the type you select, a dropdown menu or new field will display enabling you to narrow your search.

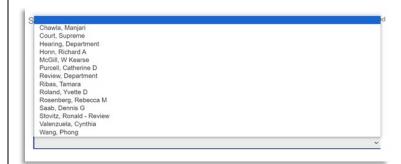
For example, when you search by **Judicial Officer**, a dropdown menu listing the State Bar Court judges will display.

The date range is required. Complete both the "Search by Date From" and "Search by Date To" entries, either by typing in the dates or using calendar dropdown to select them.

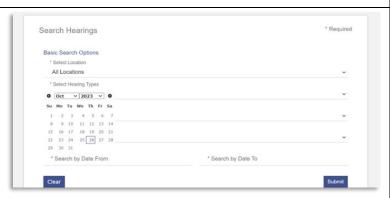


Note: All fields (criteria) are required. You can use them in conjunction with each other to yield specific results.

Note: The Business Name search feature is unavailable.



Note: Supreme Court hearings are not available.



Note: Make sure your Date To is after the Date From field. Errors here will return blank results.

