State Bar Court Portal Expanded User Guide

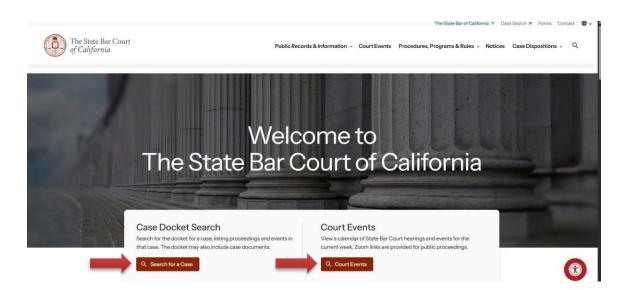
The State Bar Court Portal provides online access to case dockets and documents for cases filed since 2000. Access is free. Registration is not required; you do not need to create an account or log in.

For more information, please refer to the FAQ.

For website 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 **Court Events** from the home page.

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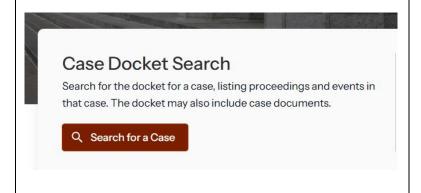
Search for a Case

Use <u>Search for a Case</u> 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 between 2000 and Jan. 31, 2019, only some documents are available online. To request certified copies of discipline documents, please complete the <u>Request for</u> <u>Certified Records of Attorney</u> <u>Discipline form.</u>
- For additional information, please go to <u>Public Records &</u> <u>Information.</u>

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</u> feature on the State Bar website, which will offer the option to include similar spellings.





If you know the case number (**record number**), you can enter it in the same field for the name.

Tip: For cases filed on or after Feb. 7, 2019, insert **SBC** before the case number. Case numbers for an attorney's public discipline can be found on their attorney profile in the <u>Attorney Search</u> feature on the State Bar website.

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-22-O-30161 and SBC-22O30161 are both valid case numbers for a successful search.

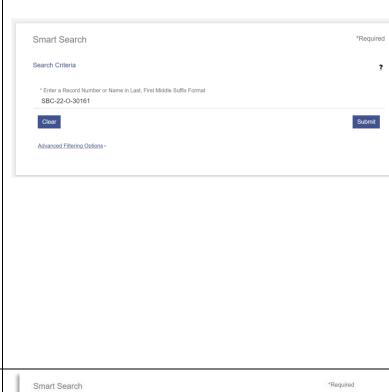
Enter the information in the search field, and click **Submit**.

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.

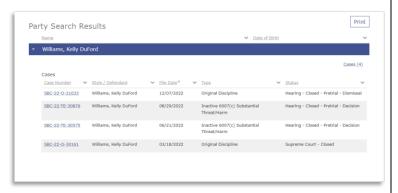
You can click the arrow toggles next to each category header to rearrange the order in which the items appear, remove certain categories, or add new ones.

Tip: The print function here prints only the listing page, not the dockets themselves.

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



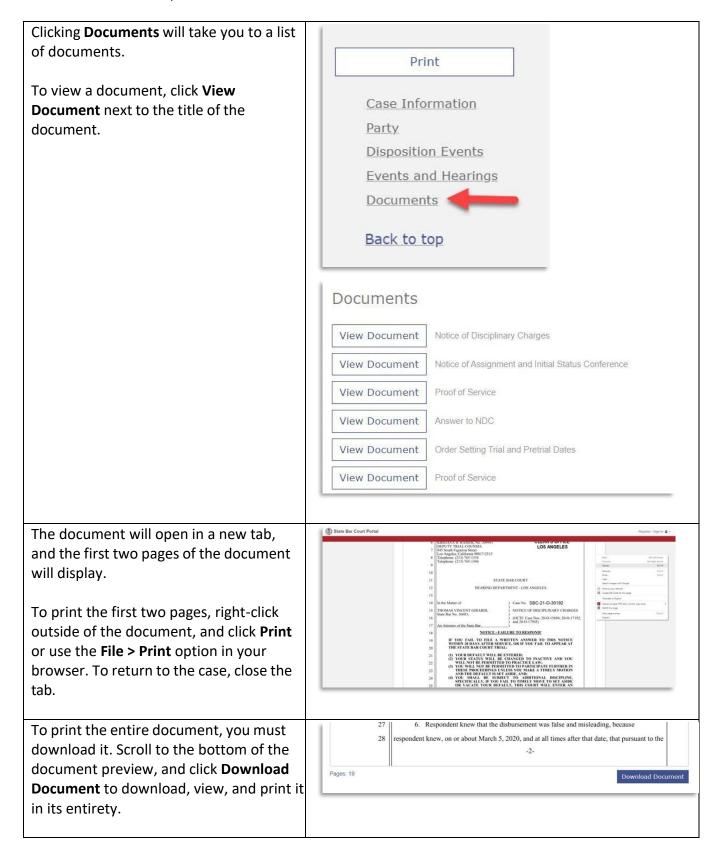


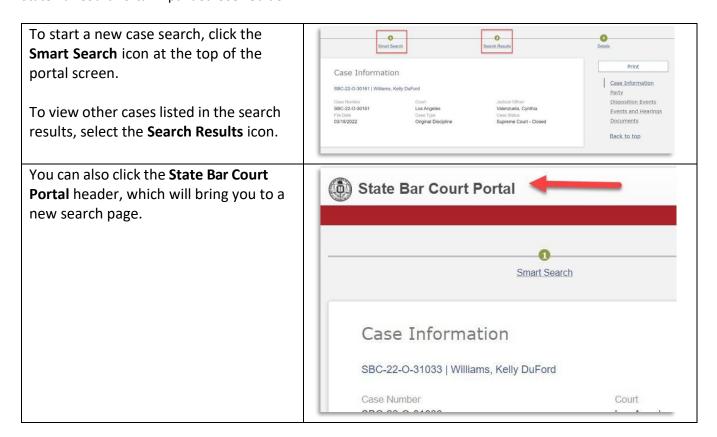


Note: Some searches might result in multiple pages. You can navigate through them by clicking the page number or clicking the arrows at the end of the page number sequences.



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 Party Disposition Events Tip: The print function here prints only , Cynthia Events and Hearings losed - Pretrial -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**





Court Events

Use the **Court Events** feature to find a specific hearing or a specific judge's calendar. You can search by **case number**, **party names**, **business names**, **names or bar numbers of the attorneys assigned to the case**, **courtroom**, or **specific judge**.

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

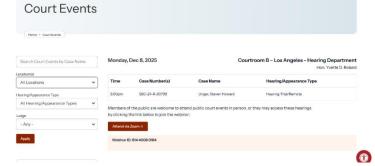
On the **Court Events** page, use the drop-down arrows in the search fields to narrow your search.

The Location(s) and Hearing/Appearance Type fields are required.

Court Events

View a calendar of State Bar Court hearings and events for the current week. Zoom links are provided for public proceedings.

Q Court Events



Note: Supreme Court hearings are not available.