## **State Bar Court Portal Quick Start**

Access is free. There is no need to register or sign in.

## How to Access the Portal

Access the portal from the <u>State Bar</u> Court homepage.

For case dockets and records, click **Search for a Case**.

- 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>.

For calendars of State Bar Court hearings, click <u>Court Events</u> (see page 4 of this guide).



## Search for a Case

Use <u>Search for a Case</u> to find cases for a specific attorney, respondent, petitioner, or applicant. You can search by case number (record number), attorney, respondent, petitioner, or applicant name.



The name format must be **last name**, **first name**. The name must be spelled correctly.

Tip: If you are uncertain that you have the correct name, you can use the <a href="Attorney Search"><u>Attorney Search</u></a> feature on the State Bar website, which will offer the option to include similar spellings.

Smart Search

Search Criteria

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

Clear

Advanced Filtering Options -

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, e.g., SBC-19-0-12345.

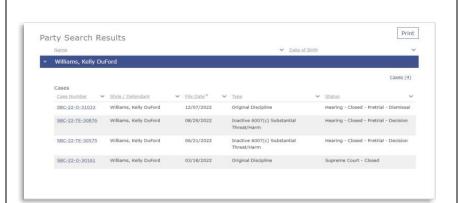
If you have a number for a recent case without **SBC** at the beginning, you must add it for a successful search.



Note: Hyphens are not required in the case number.

A list of cases will appear in reverse chronological order.

Tip: To view details about a specific case, click the case number. To sort results, click the column number.



On the docket page, to view specific documents, click **Documents** in the jump menu on the right.

From the list that displays, select a document and wait for it to load. The first two pages of the document will display.



To print the first two pages of the document, right-click outside of the document and click **Print**, or use the **File > Print** option in your browser.

Tip: If a document is more than two pages, you must download it to print the entire document. Scroll to the bottom of the document preview, and click **Download Document** to download, view, and print it in its entirety.



## **Search for Court Events**

Use <u>Court Events</u> 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) must be completed correctly or in conjunction with one another to yield specific results.



A list of events will appear in chronological order.

Tip: For more details on Court Events, please review the expanded User Guide.

