## Court Access Portal – Receiving Delegate Access

## Prerequisites:

- A) Registered account
  - a. See FAQ "Registering Public"
- B) Elevated access to case delegated to you by litigant or attorney.
- 1) Logged into you Court Access Portal account, from the home screen, click on "Delegate Access".

Superior Court of California, County of San Bernardino Registered											
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PUBLIC REGISTERED DASHBOARD WELCOME,											
QUICK SEARCH (NO S	EARCH CREDITS)										
CASE NUMBER / PERSON NAME / BUSINESS NAME											
○ Case Number Search ○ First & Last I	Name Search 🔘 Business Name Search		Use * for wildcard searches (examp	lle: Mike Smit*)							
FAVORITES Keep a list of starred favorites	Request and view elevated access on cases to which you are a party.	DELEGATE CASES View cases that have been delegated to and from you.	ATTORNEY ACCESS Attorneys can request ac extended details on asso	ccess to view cciated cases							
ADVANCED Q SEARCH Search by Party, Filing Date, Status, etc	CALENDAR SEARCH	MY DOCUMENTS View saved and purchased documents	DOCUMENT CART Purchase documents sar cart	ved to your							

2) You will see a list of cases delegated to you. They are available for 60 days from the date of delegation. Click "View Case".

MY CASES (DELEGATED)

CASES DELEGATED TO M	IE CASES DELEG	CASES DELEGATED BY ME								
Registered with email "CIMB/MERINGRAMERINGSAND.com" Show 25  v entries										
View	- Case Number	Case Style	Court Location	Case Status	Case Type	Filing Date				
View Case	an Panganaga	Cumphightero Cumphightero Cumphightero	San Bernardino	Active	Eminent Domain/Inv Cond Unlimited	1/12/2022				