Court Access Portal – Request Elevated Litigant Access

Elevated Litigant Access will allow a party on a case to view additional case information.

Prerequisites:

- a) You are registered and logged into your Court Access Portal account.
 - a. Please see our FAQ for more help registering and logging in.
 - i. Court Access Portal Instructional Videos and FAQ

Instructions:

1) From your home screen, select "Litigant Access".

Court Access Port Superior Court of California, County of San Bernar Roger	al dino tered		
n home 🔍 search 🛅 calendars 🚔 case paya	IENT 🗾 FAQ/INSTRUCTIONAL VIDEOS		
	PUBLIC REGISTE WELCOME,	RED DASHBOARD	
QUICK SEARCH (NO SEARCH CI	REDITS)		
CASE NUMBER / PERSON NAME / BUSINESS NAME			
Case Number Search C First & Last Name Search	Business Name Search		Use * for wildcard searches (example: Mike Smit*)
FAVORITES Keep a list of starred favorites	LITIGANT ACCESS Request and view elevated access on cases to which you are a party.	ATTORNEY ACCESS Attorneys can request access to view extended details on associated cases	ADVANCED SEARCH Q
CALENDAR SEARCH Search for calendars by department and date	MY DOCUMENTS View saved and purchased documents	DOCUMENT CART	SEARCH CREDITS Purchase search credits
SEARCH HISTORY View search credit purchases and search history	RECEIPT HISTORY View document and search credit purchase	PRESS QUEUE Press Queue	

2) To request litigant access, click "New Request"

LITIGANT ACCESS REQUESTS			
NEW REQUEST Show 25 v entries			
- Submitted Date	Case Number	Status	Status Date

3) Enter your information (1) and click "Save Request" (2)

🏫 HOME 🔍 SEARCH 🛅 CALENDARS 🚔 CASE PAYMENT 🔟 FAQ/INSTRUCTIONAL VIDEOS

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nthe Q searc	H 💼 CALENDARS	🚔 CASE PAYMENT	FAQ/INSTRUCTIONAL VIDEOS	+	∃ LOGOFF
LITIGANT	ACCESS RE	QUESTS			
1. Enter your	name, date-of-	<u>birth, ID in</u> fo	rmation and save the re	quest.	
Full Name					
DOB mm/dd/yy	yy E				
You must enter a Gov ID State	ernment or School Issu	ed ID Number			
ID Number		1			
SAVE REQUEST 2					
2. Click on 'Fi	nd Case' to sel	ect the case	to which you are a party	<i>y</i> .	
FIND CASE					
3. Download	and sign the lit	igant access	s request form.		
DOWNLOAD FORM					
4. Upload a se Government o have access t	canned copy o or School Issue to a scanner.	f your <u>signec</u> ed ID. You ma	<u>l</u> litigant access form an ay upload a picture of th	nd a copy of yo e form and ID	our if you do not
UPLOAD FORM					
CANCEL REQUEST	GO BACK				

4) Click on "Find Case"

2. Click on 'Find Case' to select the case to which you are a party.

5) Enter Case number (1), then click "Find Case" (2)

LITIGANT ACCESS REQUESTS

Enter a case number and select the party that matches your identity.

	Case Number		FSBxx1900xxx		1
2	FIND CASE		CANCEL		

6) You will be presented with a list of parties. Select yourself from the list. LITIGANT ACCESS REQUESTS

Enter a case number and select the party that matches your identity.		
Case Number FSB18002915		
FIND CASE CANCEL		
Show 25 v entries		
• Party Name	Connection Type	
64405111.6411 194211991119911199111991119911199111	PL	Select
TEXHIMAGHIGHA AEMIDIRAICHA DAMHIGHAA	01	Select
HENDARGER AND A	01	Select
PANERTERASING THE REPORT AND THE REPORT	01	Select
TE MINISHIRANINA MIRAINA P	DF	Select
VEXMINITIONINANAEDINO EXEMPTEDINANAEDINA	01	Select

a. NOTE: certain case types will not preset this list, rather you will manually enter your information.

7) Click on "Download Form"

LITIGANT ACCESS REQUESTS

1. Enter your name, date-of-birth, ID information and save the request.
Full Name autozatizateuszate
DOB 01/01/1900
You must enter a Government or School Issued ID Number ID State CA
ID Number #0000000185800.00
SAVE REQUEST
2. Click on 'Find Case' to select the case to which you are a party.
FIND CASE
Case Number astarizationshipsing
Party assessmentspectration
3. Download and sign the litigant access request form.
DOWNLOAD FORM
4. Upload a scanned copy of your <u>signed</u> litigant access form and a copy of your Government or School Issued ID. You may upload a picture of the form and ID if you do not have access to a scanner.
UPLOAD FORM

8) A form will come up for you to fill, print and sign.

9) Click "Upload Form"

LITIGANT ACCESS REQUESTS

1. Enter your name, date-of-birth, ID information and save the request.

DOB 01/01/1900	3
You must enter a Government or School Iss	ued ID Number
ID State CA	
ID Number anatomation	
SAVE REQUEST	
2 Click on 'Find Case' to se	elect the case to which you are a party
	noot the subs to third you ure a party.
FIND CASE	
Case Number 400020000000000	
Party January January	
3. Download and sign the l	itigant access request form.
DOWNLOAD FORM	
4. Upload a scanned copy	of your signed litigant access form and a copy of your
Government or School Issu	led ID. You may upload a picture of the form and ID if you do
not have access to a scann	ier.
UPLOAD FORM	
CANCEL REQUEST GO BACK	

10) Upload the completed form (1) as well as a picture ID (2) and click "upload" (3).

LITIGANT ACCESS REQUESTS

	The Litigant Access Request will be sumbmitted once the form and ID is uploaded. You will not be able to make changes after the request is submitted.
	Scan and upload the signed Litigant Access Form. You may upload a picture of the signed form if you do not have access to a scanner.
1	Choose File No file chosen
	Scan and upload a copy of your Government or School Issued ID. You may upload a picture of your ID if you do not have access to a scanner.
2	Choose File No file chosen
3	UPLOAD CANCEL

11) You will now see your application is awaiting Court review.

LITIGANT ACCESS REQUESTS

NEW REQUEST				
Show 25 v entries				
- Submitted Date	Case Number	Status	Status Date	
06/09/2023, 02:15 PM	0000000000000		06/09/2023, 02:15 PM	

- 12) If approved, you will receive an e-mail and you will see the status change.
 - a. Here you see 3 requests in different stages. New, Denied, Approved. LITIGANT ACCESS REQUESTS

NEW REQUEST				
Show 25 v entries				
 Submitted Date 	Case Number	Status	Status Date	
06/09/2023, 02:15 PM	0000000000000	NEW	06/09/2023, 02:15 PM	
04/25/2023, 08:47 AM	00000000002	DENIED	04/25/2023, 09:17 AM	
04/24/2023, 08:42 AM	C0000000000	APPROVED	04/24/2023, 08:44 AM	View Delegate

b. To view your approved case, click on "View"

LITIGANT ACCESS REQUESTS

NEW REQUEST				
Show 25 v entries				
- Submitted Date	Case Number	Status	Status Date	
06/09/2023, 02:15 PM	0000000000000	NEW	06/09/2023, 02:15 PM	
04/25/2023, 08:47 AM	00000000002	DENIED	04/25/2023, 09:17 AM	
04/24/2023, 08:42 AM	C0000000000	APPROVED	04/24/2023, 08:44 AM	View Delegate