## The New Look of the Santa Cruz Superior Court Portal

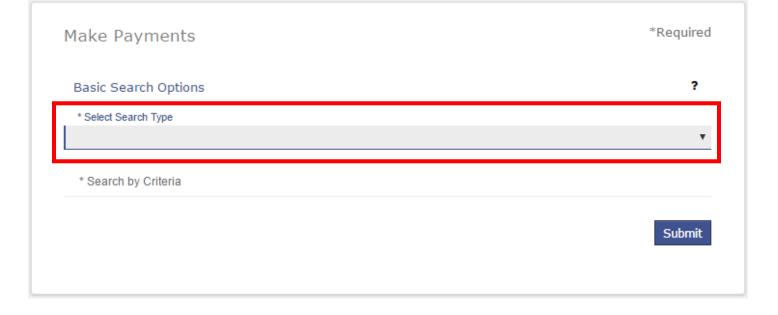
With the new Portal you will see many new changes to the look and feel. We hope that this information makes it easier to navigate as well as quickly find the information you are looking for.

- Register/Sign In
  - As usual it will be in the top right corner of the window. If it does not look like Welcome, Jason & then you are not logged in. Please remember the registration is for law enforcement and Justice agencies only. Anyone may run searches or make payments regardless if they are logged in or not.

			Regist	ter/Sign In 📃	~
Santa Cruz Superior Court	t Portal				Register - Sign In 🛔 -
	Notifications Superior Court Homepage				
	***PLEASE NOTE*** Access into the will be required to provide additional		use. Registrants requesting Attorney, DCSS,	or Justice Partners access	
	If you encounter any technical issues detailed information (i.e. Case Numb		ortal, please send an e-mail to portal@kern.c	courts.ca.gov. Please provide	
		ot allow for users to sign up (or pay) for wide notification on the portal homepage	traffic school online for their traffic citations. (	Once this functionality	
	Civil tentative rulings: May be found t	by using the complete case number in th	e 'smart search'. The hearing date will includ	le comments with information.	
	page after noon on the business day	prior to the hearing to find out the Tent	ended for approval on the next day's calenda ative Rulings for that case. If your case is not aring, your petition may be dismissed or take	t recommended for approval	
	***PLEASE NOTE*** The business n	ame search function is now available.			
			ure that the 'search by' field is set to 'smart s arch criteria' field and click 'submit' to begin y		
	***PLEASE NOTE*** The only docun	nents being provided from the court are	Minute Orders as of May 11, 2015.		
_					
	Make Payments Make a payment or select payment alternatives for criminal and traffic cases.	Smart Search Search for court records.	Search Hearings Search for court hearings for a specified date range.		
© 2017 Tyler Technologies, Inc.   All Rights Reserved Version: 3.3.16.1					TYLER TECHNOLOGIES
Make Paym	ent	s	mart Search	Search	h Hearings

• All three of these options are still available to registered and unregistered users.

- When you go to make a payment you can search for your case in multiple ways. Left clicking anywhere in the field will provide you with your option.
  - o Summons Number
  - Case Number
  - o Party Name
  - o Business Name
  - Driver's License



- When you select the Search Type you wish to use you will see that new options may be available to you.
- When doing a search by Party name you will need to fill out the Last Name, First Name, and the Date of Birth fields.

Basic Search Options			?
* Select Search Type			-
Party Name			•
* Search by Last Name		* Search by First Name	
Search by Middle Name		* Search by Date of Birth (mm/dd/yyyy)	
			Submit
Make Payments			*Require
Basic Search Options			?
* Select Search Type			
Driver's License			•
* Search by State			
California	$\nabla$	* Search by Driver's License Number	

Search Results			
Citation/Case Number	File/Citation Date	Name	<b>?</b> Balance
Payment Plan			\$699.00
			1 - 1 of 1 items
H ← 1 → H 25 ♥ items per	page	Subtot	1 - 1 of 1 items al: \$0.00
H ◀ 1 → H 25 ♥ items per	page	Subtot Total Amour	al: \$0.00
H < 1 ► H 25 ♥ items per	page		el: \$0.00

• Selecting the Payment Plan expands the case to show the charges.

	Citation/Case Number File/Citation Date Name	Balan
V	Payment Plan	\$699.0
	The minimum payment due includes the sum of any prior outstanding payments	
	4/20/2012	
	23152(a) - VC23152(A) -M- DRIVING UNDER INFLUENCE OF ALCOHOL	
	23152(a) - VC23152(A) -M- DRIVING UNDER INFLUENCE OF ALCOHOL 23152(B) - VC23152(B)-M- DRIVING UNDER INFLUENCE OF ALCOHOL	
		1 - 1 of 1 items
• • [	23152(B) - VC23152(B)-M- DRIVING UNDER INFLUENCE OF ALCOHOL	1 - 1 of 1 items \$699.0
• • [	23152(B) - VC23152(B)-M- DRIVING UNDER INFLUENCE OF ALCOHOL 1 ▶ ₩ 25 ▼ items per page	
• • [	23152(B) - VC23152(B)-M- DRIVING UNDER INFLUENCE OF ALCOHOL 1 ▶ ► 25 ▼ items per page Subtotal:	\$699.0

- Selecting the Continue button shows you the minimum payment due on the case.
- To change the amount you wish to pay Left click the amount in the Amount to Pay field.
- Be sure to check the box to the Terms and Conditions and Left click the Add Payment Details

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
Payment Plan	Lopez, Richard C	\$699.00	\$40.00	\$ 40.00
			Subtotal:	\$40.0
			Transaction Fee:	\$1.0
			Total Amount:	\$41.0
Disclaimer				
DISCLAIMER				
□ I agree to the Terms and	Conditions			
Back				ayment Details

When filling out your payment information, be sure to verify the amount you are planning to be paying.

Transaction Summary - Total A	nount: \$41.00		
		ck button, Cancel button or refresh the page. Yo	u will be automatically
redirected after your payment is	processed.		
Cardholder Informatio	n		
Enter the information as it appears on	the Cardholder Account. The fields	marked with a red asterisk (*) are required fields.	
Card Type	•		
Card Number			*
Exp Month	• Exp Year	<b>v</b> *	
CVV Code	* <u>CVV Help</u>		
Name on Card			*
Address Type	® US ◎ Foreign		
Address Line 1	Street address, P.O. box, company r	iame do	×
	Circeradarezz, n.o. zos, company i	an., oo	
Address Line 2	Apartment, suite, unit, building, floor	, etc.	
City			*
State	•		
Zip Code	*		

• After filling out your payment information Select the Continue button.

## Smart Search

• When you select the Smart Search option it is important to note the way names must be entered (Last name, First name)

Smart Search	*Required
Search Criteria	?
* Enter a Record Number or Name in Last, First Middle Suffix Format	
Advanced Filtering Options-	Submit
Advanced Filtering Options	General Filtering Options Filter by Location All Divisions
<ul> <li>It is possible to restrict your search criteria using the Advanced Filtering Options. This allows you to put in very specific search parameters. See right</li> </ul>	Filter by Search Type Smart Search Include Cases
<ul> <li>Please note that using these Advanced filters may prevent you from seeing the files you may be looking for.</li> </ul>	Additional Party Search Filters Search by Party Name Dusiness Name Nickname
	Filter by FBI Number

 Nickname

 Filter by FBI Number

 Filter by SO Number

 Filter by Booking Number

 Search Cases

 Filter by Case Type

 Filter by Case Status

 \*

 Filter by File Date Start

 Filter by Judicial Officer

- Results from your Search will be displayed allowing you to select the case.
- Left clicking on the case number will allow you to navigate into the case and view the appropriate data.
  - (Please note that unregistered users will not be able to view documents, also attorneys that are not listed on the case will not be able to view documents)

Case Number	Y File Date♥ Y	′Туре	✓ Status	✓ Party Name	
01/670660	11/05/2013	(42) Unlimited Other Complaint (1	Not Dispositioned	<del>616,6</del>	
H 4 1 F F	10 🔻 item	s per page			1 - 1 of 1 items

• This is the view of an unregistered user accessing a case

•		0	3
Smart Search	1	Search Results	Details
Case Informatio	p		Print
			Case Information
CV178110   ROBERT DA	LE YOAKUM ET AL VS. GLEN	CANYON CORP.	Party
Case Number	Court	Judicial Officer	Disposition Events
CV178110	Civil	Burdick, Paul	Events and Hearin
	Case Type	Case Status	
11/05/2013	(42) Unlimited Other Complaint (Not Spec)	Dispositioned	Back to top
Party			
Plaintiff Yoakum, Robert Dale		Active Attorneys → Lead Attorney Cracolice, James R	
		Lead Attorney	
Yoakum, Robert Dale		Lead Attorney Cracolice, James R Retained Active Attorneys - Lead Attorney	

• This is the view of a registered user accessing a case

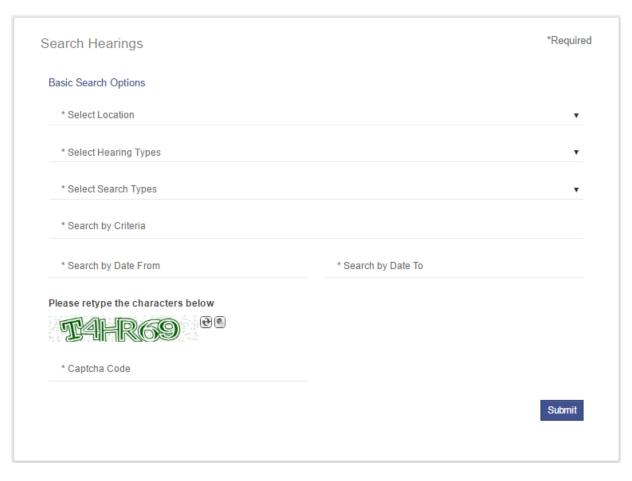
Smart S	earch :	Search Results	3 Details
Case Informa	tion		Print
Case Number File Date 11/05/2013	Court Civil Case Type (42) Unlimited Other Complaint (Not Spec)	Judicial Officer Burdick, Paul Case Status Dispositioned	Case Information Party Disposition Events Events and Hearin Financial Documents Back to top
Party			
Plaintiff		Active Attorneys - Lead Attorney Cracolice, James R Retained Work Phone 408-885-1900	
Plaintiff		Active Attorneys - Lead Attorney Cracolice, James R Retained	
		Work Phone 408-885-1900	
by either scroll	user you can access docu ing to the bottom of the c e documents option on th	ase or View Docum	

• You can also select the View Document from within the case. See below

0/19/2015 Minut	e Order +	
View Documen	Non-Criminal Minute Order	
Comment		

View Document	Notice
View Document	Non-Criminal Minute Order
View Document	Non-Criminal Minute Order
View Document	Judgment
View Document	Answer / Response / Denial - Unlimited
View Document	Notice of Entry of Judgment
View Document	Request for Entry of Dismissal
View Document	Satisfaction of Judgment
View Document	Satisfaction of Judgment

• When doing a Hearing Search it is required that ALL fields must be filled out.



• Left clicking a case number will take you into the case

					<u> </u>	
Case Number	∛ Style / Defendant		YHearing Date	➤ Hearing Time	∼ Туре ~	
	ROBERT D	ET AL VS.	8/5/2014	1:30 PM	Mediation Hearing	
	ROBERT D	ET AL VS.	9/11/2014	8:30 AM	Motion Hearings	
	ROBERT D	ET AL VS. CORRE	9/12/2014	8:30 AM	Motion Hearings	
	ROBERT D	ET AL VS.	9/15/2014	8:30 AM	Motion Hearings	
	ROBERT D	ET AL VS.	10/8/2014	8:30 AM	Motion Hearings	
	ROBERT D	ET AL VS.	10/30/2014	8:30 AM	Motion Hearings	
	ROBERT D	ET AL VS.	10/30/2014	1:30 PM	Trial Calendar Call	
	ROBERT D	ET AL VS. CONTRACTOR	11/3/2014	9:00 AM	Jury Trial	
H ← 1 → H 10 ♥ items per page					1 - 8 of 8 items	