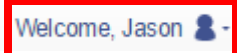
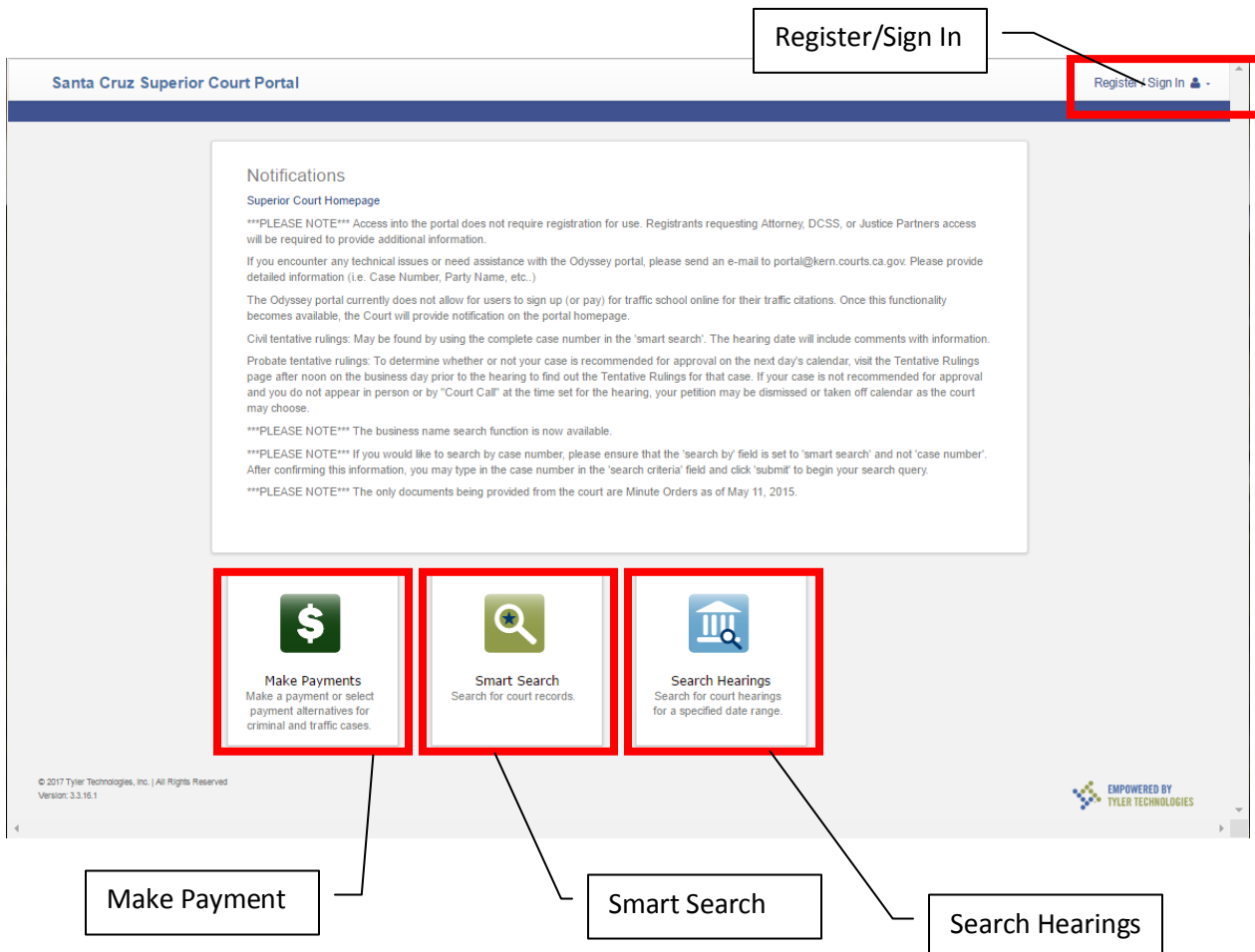


The New Look of the Santa Cruz Superior Court Portal

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.

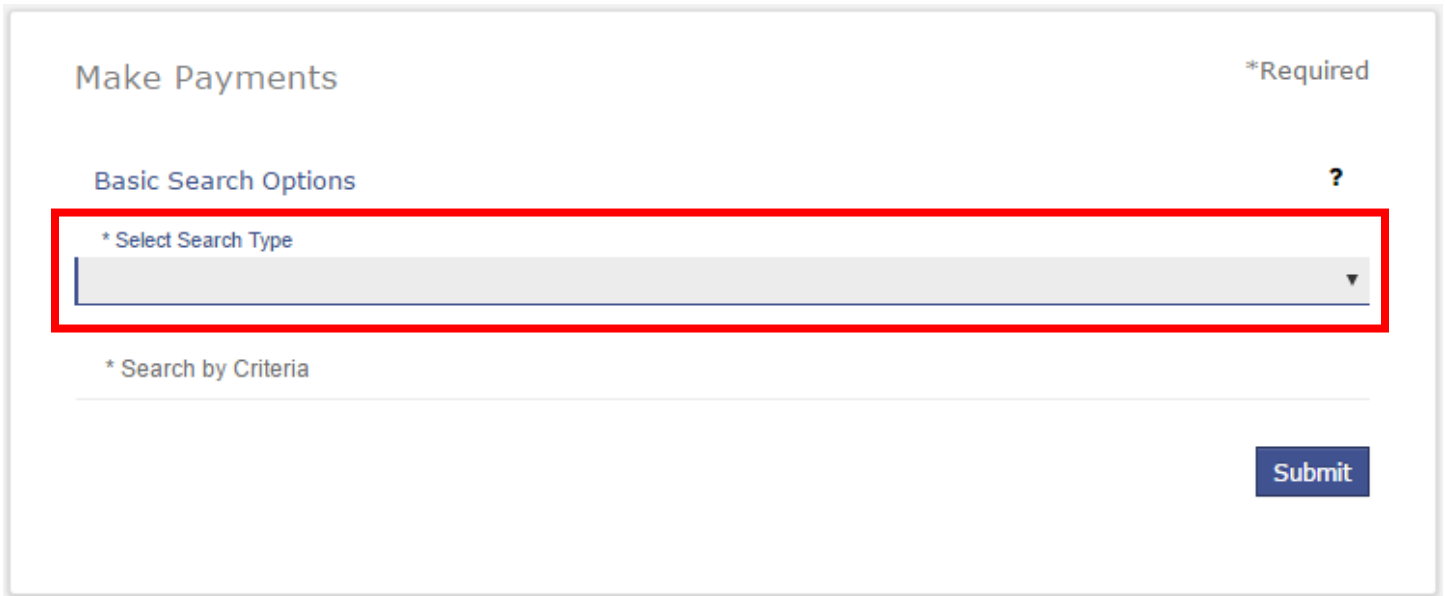
- Register/Sign In
 - As usual it will be in the top right corner of the window. If it does not look like  then you are not logged in. Please remember the registration is for law enforcement and Justice agencies only. Anyone may run searches or make payments regardless if they are logged in or not.



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

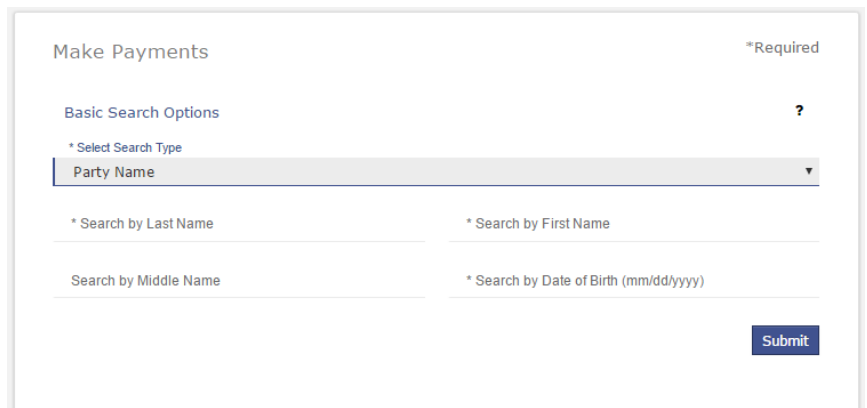
Make Payment

- 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.
 - Summons Number
 - Case Number
 - Party Name
 - Business Name
 - Driver's License

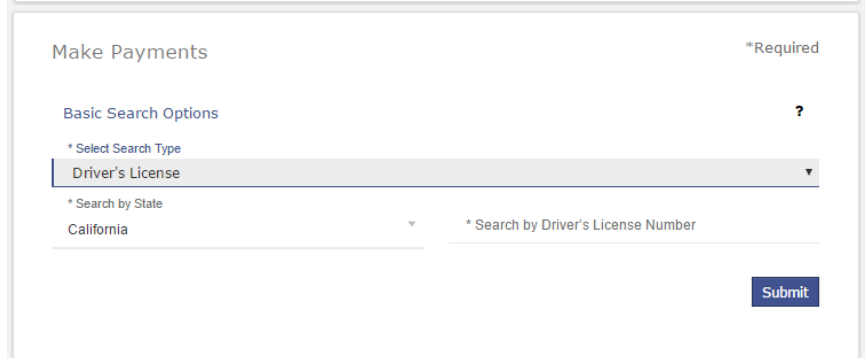


The screenshot shows the 'Make Payments' interface. At the top right, it says '*Required'. Below the title is 'Basic Search Options' with a question mark icon. A dropdown menu labeled '* Select Search Type' is highlighted with a red border. Below this is a text input field labeled '* Search by Criteria'. A blue 'Submit' button is located at the bottom right.

- 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.



This screenshot shows the search form after 'Party Name' is selected in the dropdown. The dropdown now displays 'Party Name'. Below it, there are four search criteria fields: '* Search by Last Name', '* Search by First Name', 'Search by Middle Name', and '* Search by Date of Birth (mm/dd/yyyy)'. A blue 'Submit' button is at the bottom right.



This screenshot shows the search form after 'Driver's License' is selected in the dropdown. The dropdown now displays 'Driver's License'. Below it, there are two search criteria fields: '* Search by State' (with 'California' selected) and '* Search by Driver's License Number'. A blue 'Submit' button is at the bottom right.

Search Results

?

<input type="checkbox"/> Citation/Case Number	File/Citation Date	Name	Balance
<input type="checkbox"/> Payment Plan		[REDACTED]	\$699.00

« < 1 > » 25 items per page

1 - 1 of 1 items

Subtotal: \$0.00

Total Amount: \$0.00

[Continue](#)

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

Search Results

?

<input checked="" type="checkbox"/> Citation/Case Number	File/Citation Date	Name	Balance
<input checked="" type="checkbox"/> Payment Plan		[REDACTED]	\$699.00
The minimum payment due includes the sum of any prior outstanding payments			
[REDACTED] 4/20/2012			
23152(a) - VC23152(A) -M- DRIVING UNDER INFLUENCE OF ALCOHOL			
23152(B) - VC23152(B)-M- DRIVING UNDER INFLUENCE OF ALCOHOL			

« < 1 > » 25 items per page

1 - 1 of 1 items

Subtotal: \$699.00

Transaction Fee: \$13.91

Total Amount: \$712.91

[Continue](#)

- 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

[Help](#)

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
Payment Plan	██████████	\$899.00	\$40.00	\$ 40.00

Subtotal: \$40.00

Transaction Fee: \$1.00

Total Amount: \$41.00

Disclaimer

DISCLAIMER

I agree to the Terms and Conditions

[Back](#)
[Add Payment Details](#)

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

Transaction Summary - Total Amount: \$41.00

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

Cardholder Information

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: *

CVV Code: * [CVV Help](#)

Name on Card: *

Address Type: US Foreign

Address Line 1: *
Street address, P.O. box, company name, etc.

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

- 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
- Please note that using these Advanced filters may prevent you from seeing the files you may be looking for.

General Filtering Options

Filter by Location
All Divisions

Filter by Search Type
Smart Search

Include

Cases

Additional Party Search Filters

Search by

Party Name Business Name

Nickname

Filter by FBI Number

Filter by SO Number

Filter by Booking Number

Search Cases

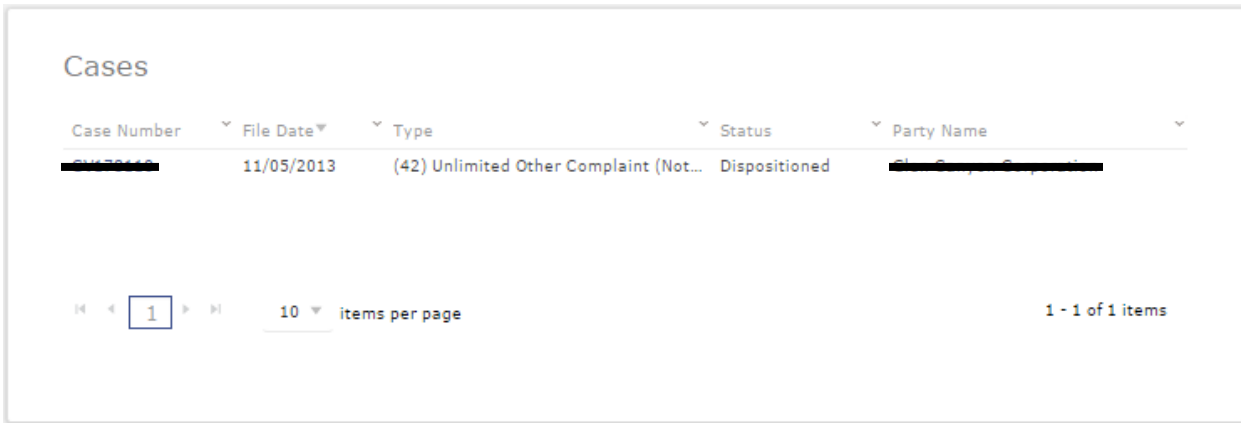
Filter by Case Type

Filter by Case Status

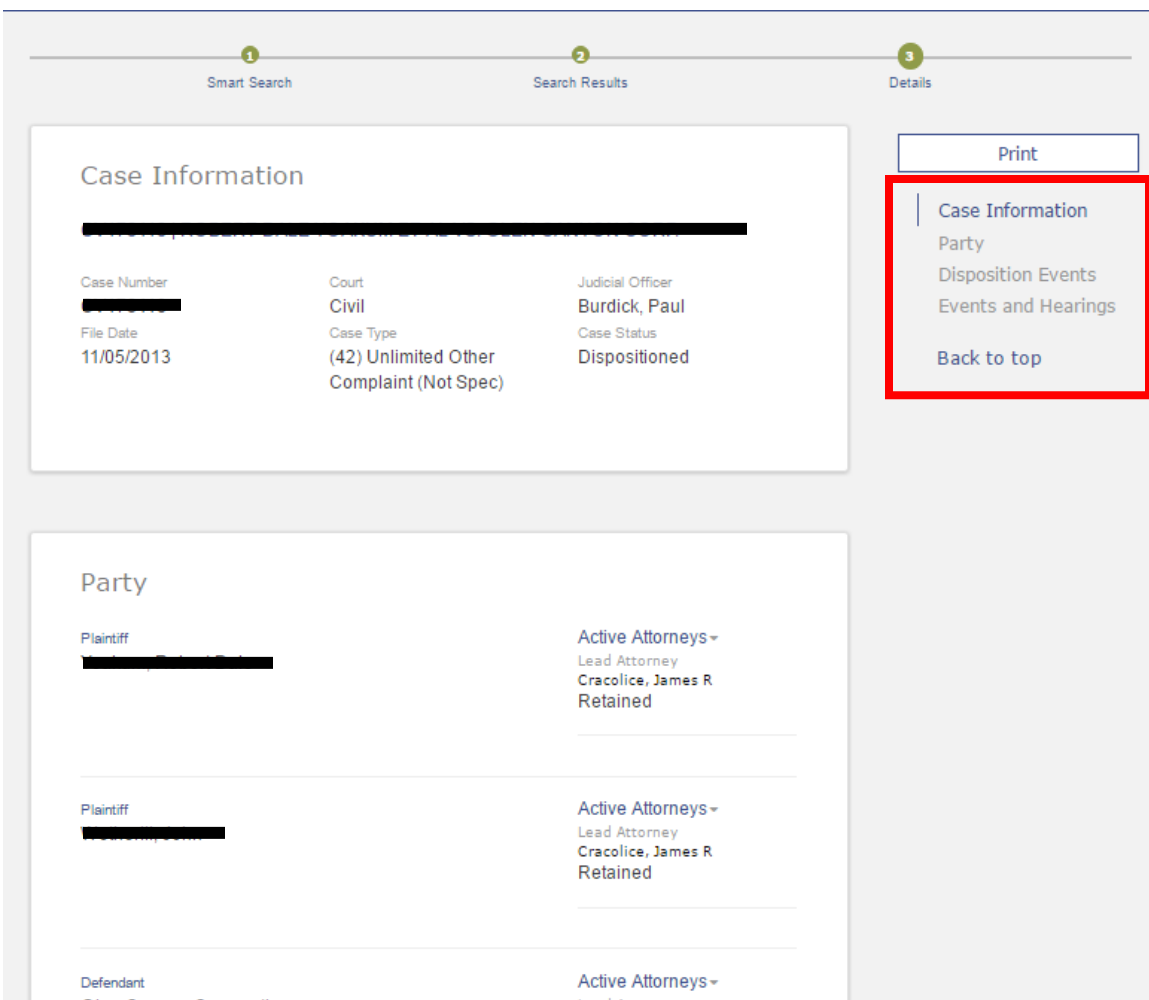
Filter by File Date Start Filter by File Date End

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)



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



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

The screenshot shows a web interface for case details. At the top, there are three navigation tabs: 'Smart Search' (1), 'Search Results' (2), and 'Details' (3). The main content area is divided into two sections: 'Case Information' and 'Party'. The 'Case Information' section contains a table with the following data:

Case Number	Court	Judicial Officer
[Redacted]	Civil	Burdick, Paul
File Date	Case Type	Case Status
11/05/2013	(42) Unlimited Other Complaint (Not Spec)	Dispositioned

On the right side, there is a sidebar menu with a 'Print' button at the top. The menu items are: 'Case Information', 'Party', 'Disposition Events', 'Events and Hearings', 'Financial', 'Documents', and 'Back to top'. The 'Case Information' and 'Party' items are highlighted with a red border.

The 'Party' section below shows two entries for 'Plaintiff' with associated 'Active Attorneys' information, including 'Lead Attorney Cracolice, James R Retained' and 'Work Phone 408-885-1900'.

- As a registered user you can access documents by either scrolling to the bottom of the case or by selecting the documents option on the right side of the window. See right
- You can also select the View Document from within the case. See below

The screenshot shows a 'Documents' section with a list of documents. Each document entry includes a 'View Document' button and the document title:

- 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

The screenshot shows a document view page for a '10/19/2015 Minute Order'. It features a 'View Document' button, the document title 'Non-Criminal Minute Order', and a comment section with the text 'Judicial Mediation'.

Search Hearings

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

Search Hearings *Required

Basic Search Options

* Select Location ▼

* Select Hearing Types ▼

* Select Search Types ▼

* Search by Criteria

* Search by Date From * Search by Date To

[Submit](#)

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

Hearing Search Results

Case Number	Style / Defendant	Hearing Date	Hearing Time	Type
██████████	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. ██████████	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. ██████████	11/3/2014	9:00 AM	Jury Trial

« < 1 > » 10 items per page 1 - 8 of 8 items