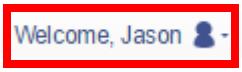
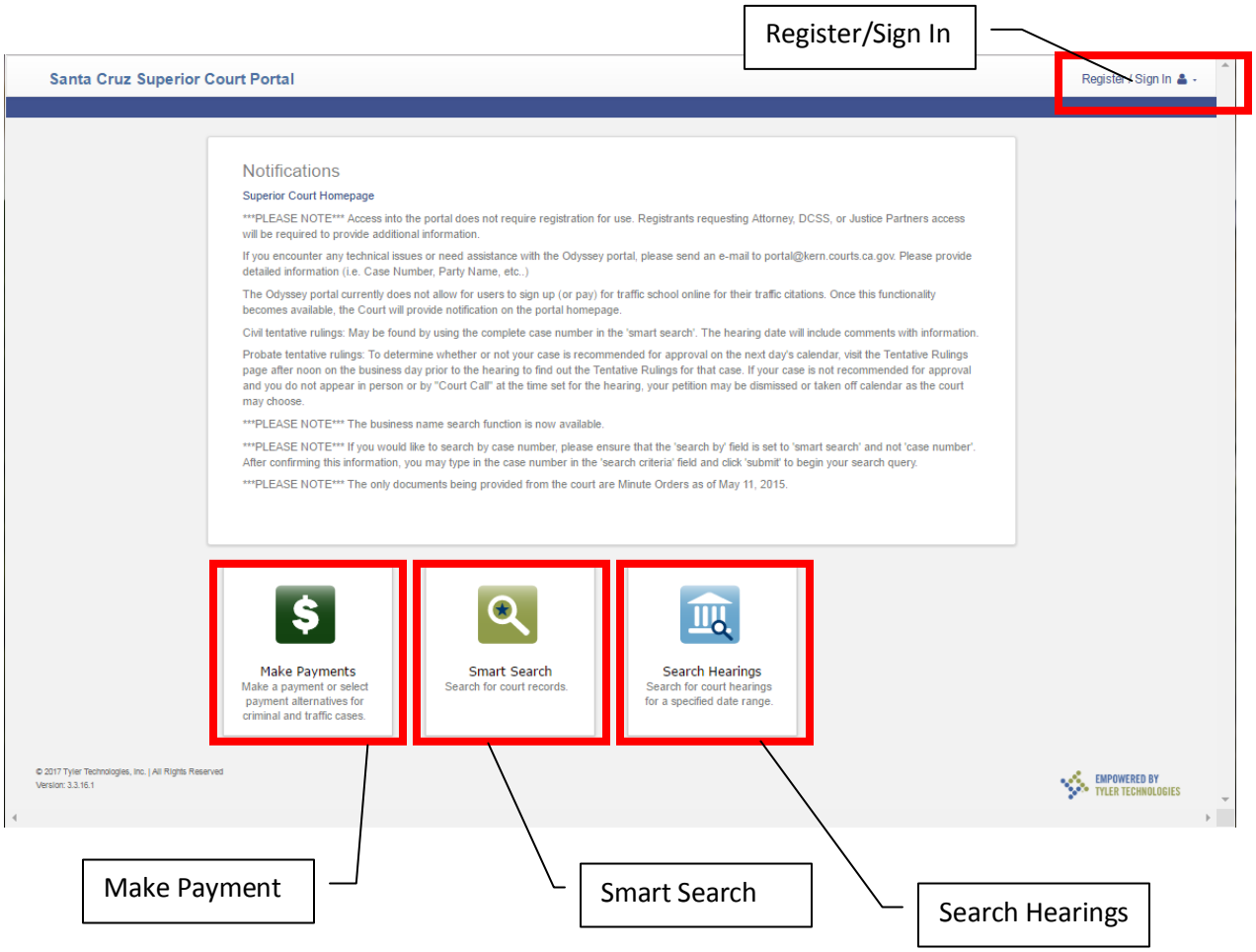
The New Look of the Santa Cruz Superior Court Portal

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 

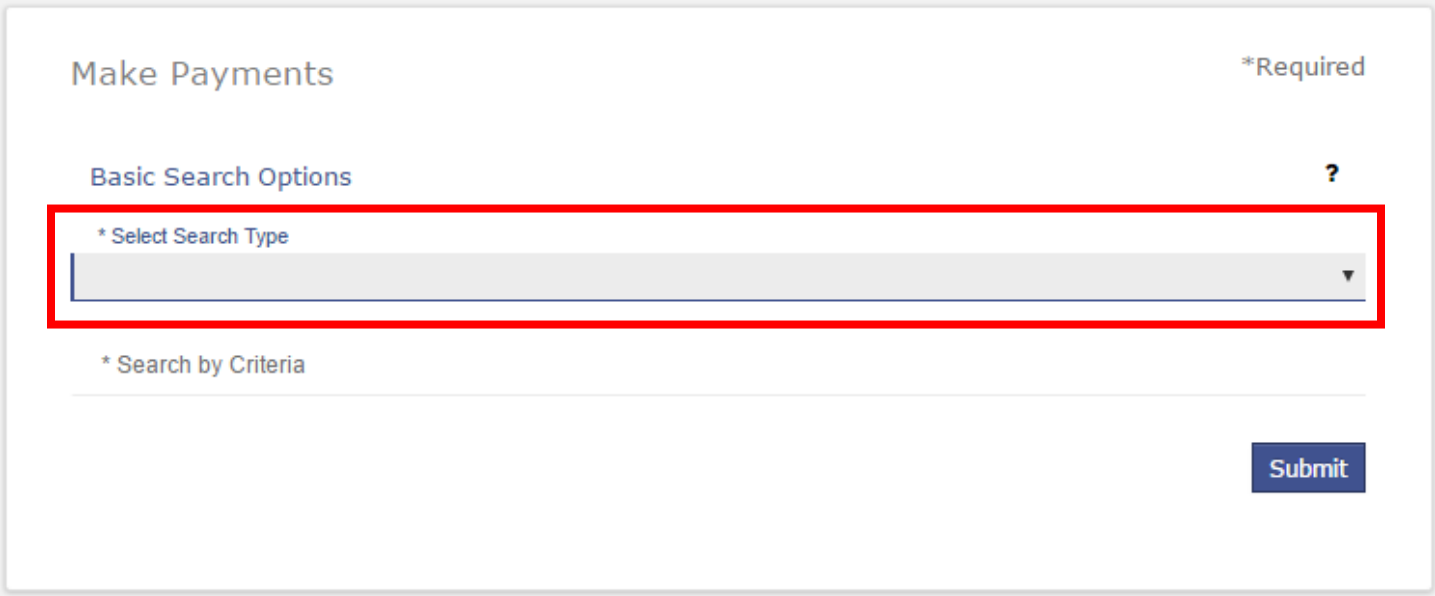
then you are not logged in. Please remember the registration is for law enforcement and Justice agencies only. Anyone may run searches or make payments regardless if they are logged in or not.



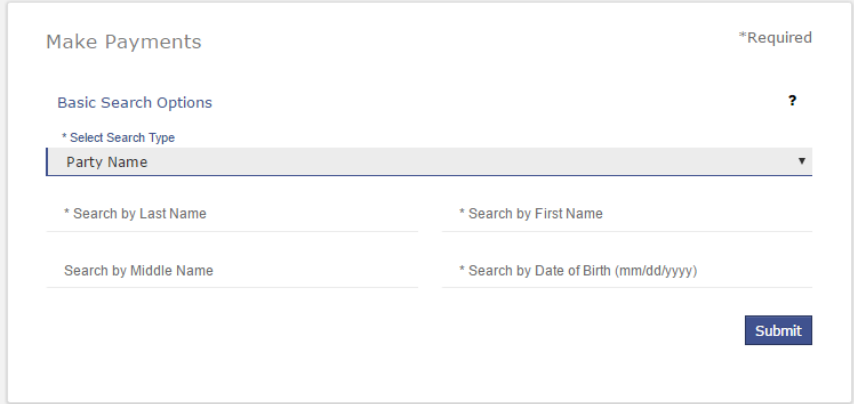
- All three of these options are still available to registered and unregistered users.

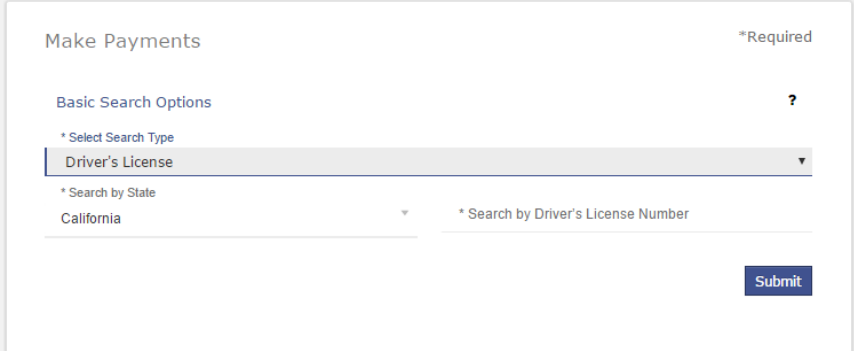
Make Payment

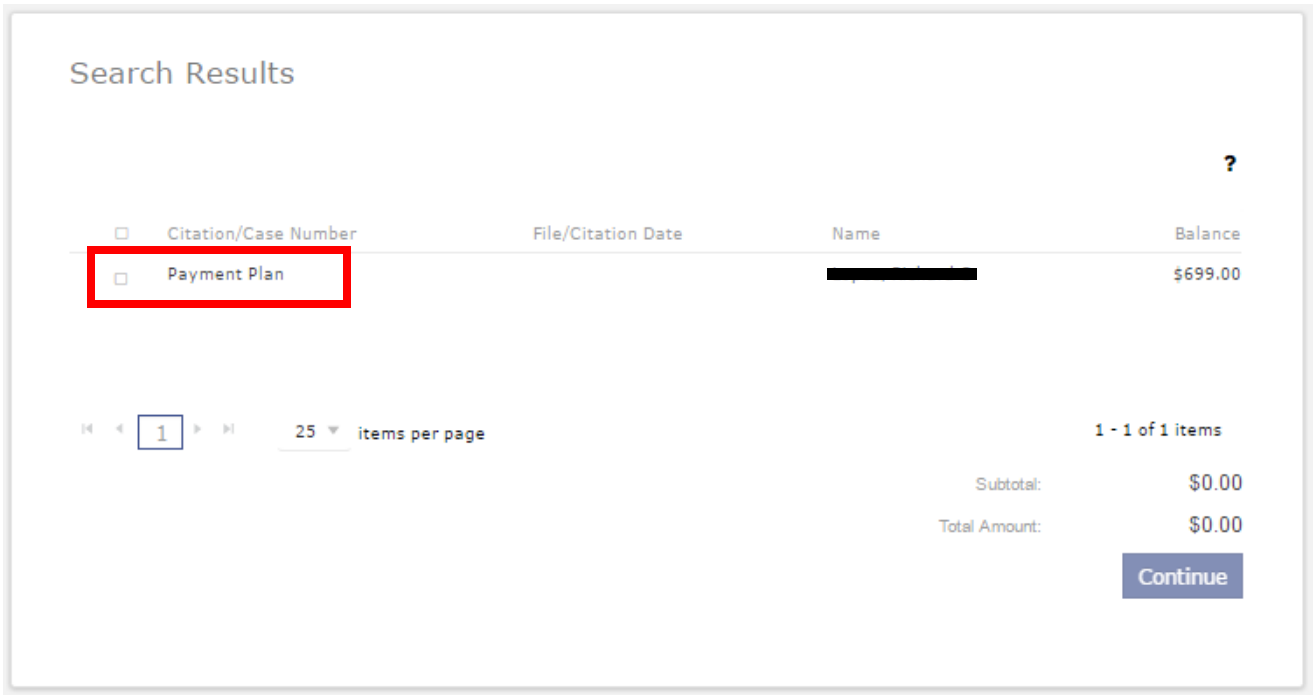
- When you go to make a payment you can search for your case in multiple ways. Left clicking anywhere in the field will provide you with your option.
    - Summons Number
    - Case Number
    - Party Name
    - Business Name
    - Driver's License



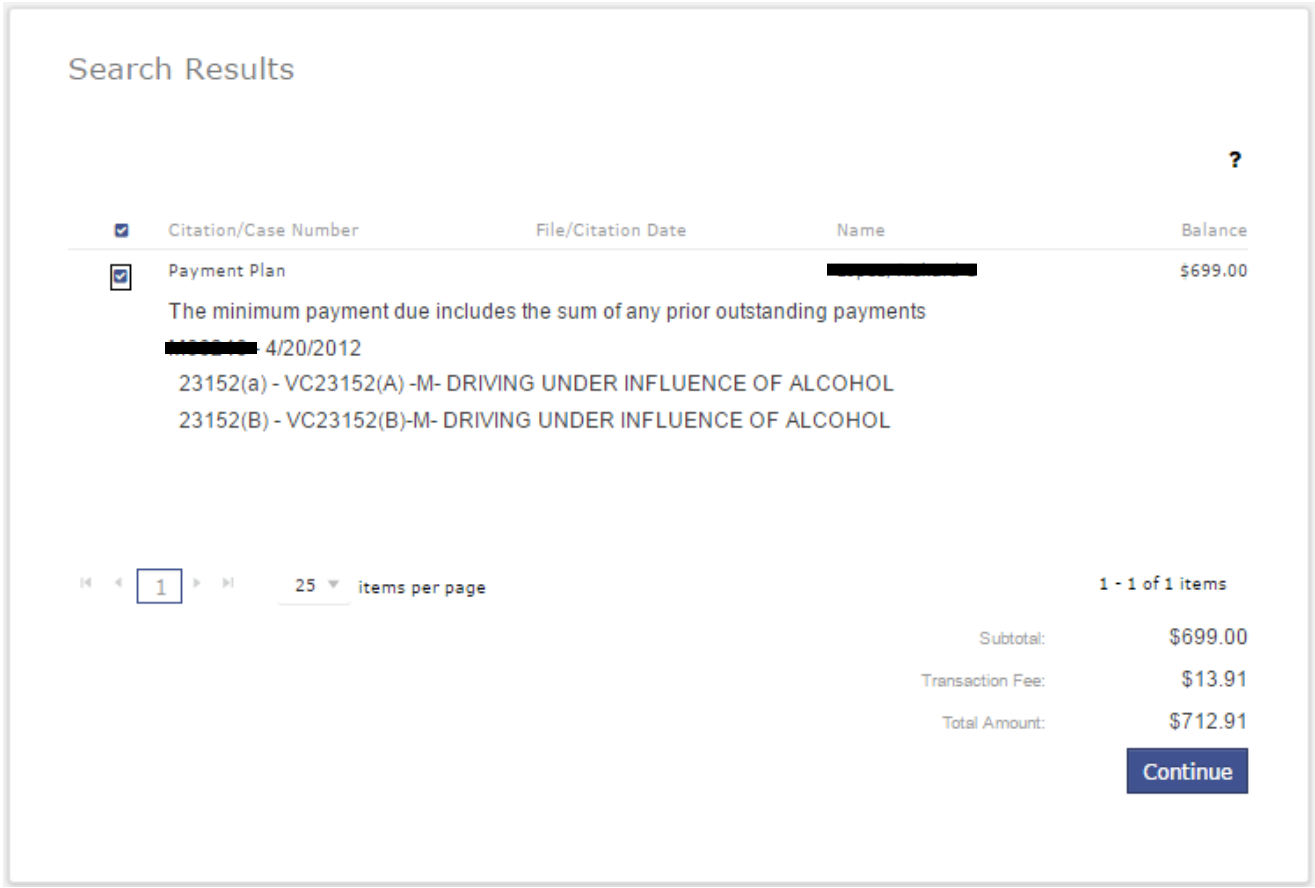
- When you select the Search Type you wish to use you will see that new options may be available to you.
- When doing a search by Party name you will need to fill out the Last Name, First Name, and the Date of Birth fields.



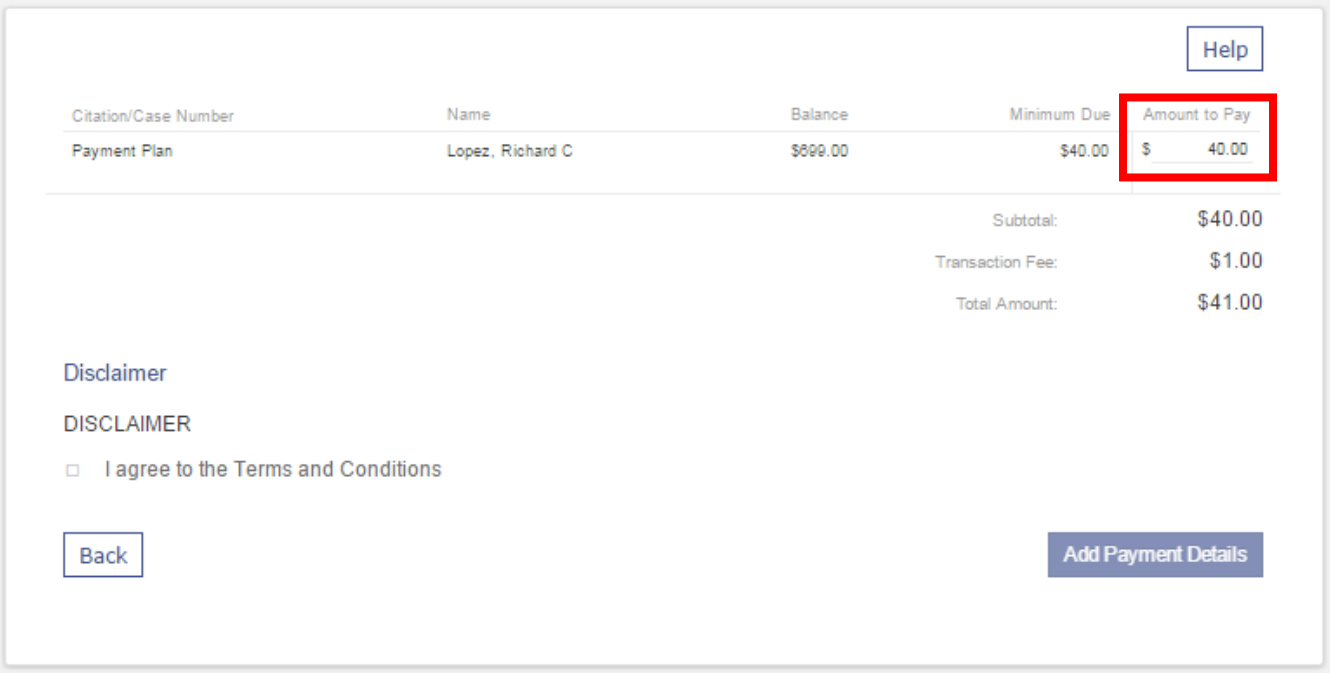




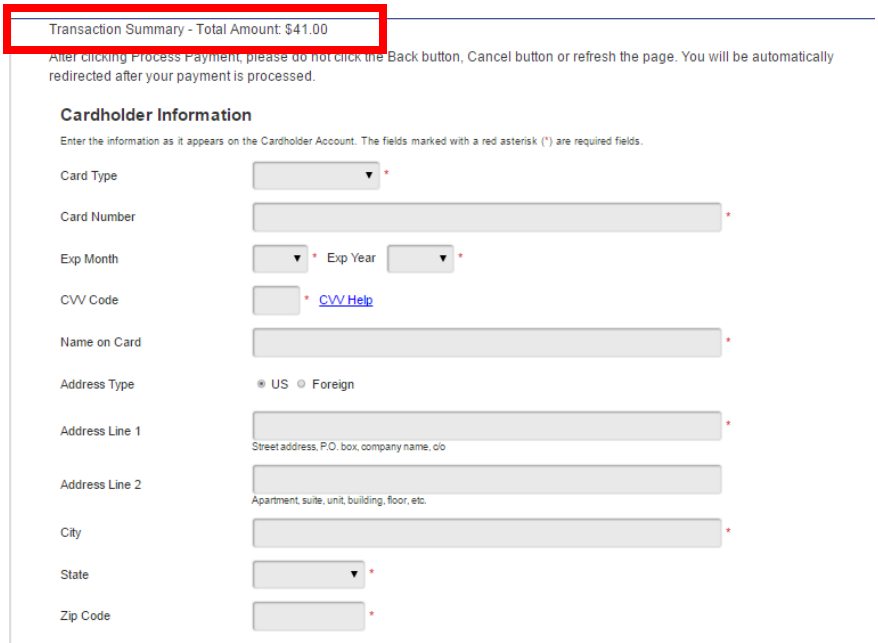
- Selecting the Payment Plan expands the case to show the charges.



- 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



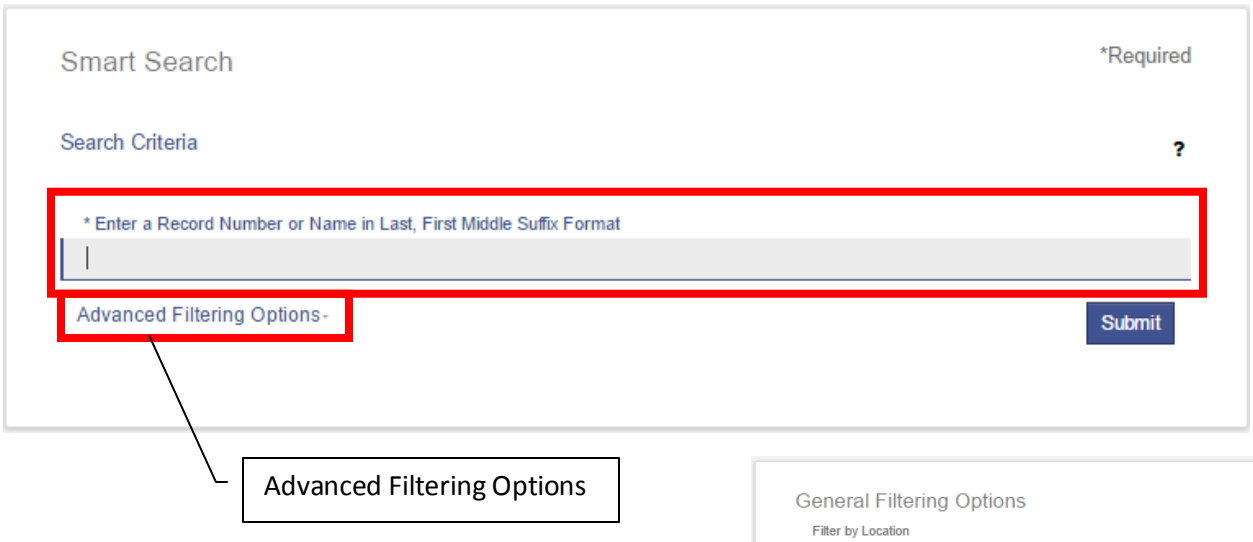
When filling out your payment information, be sure to verify the amount you are planning to be paying.



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

Smart Search

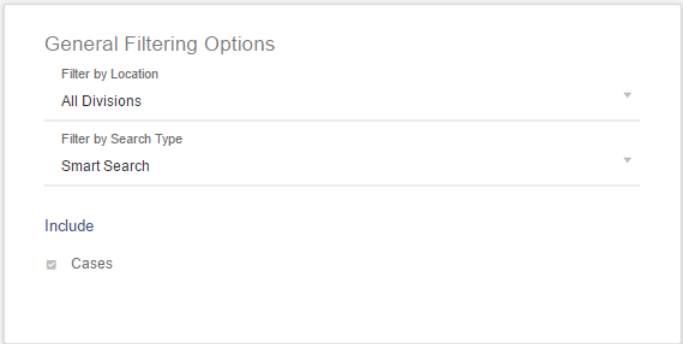
- When you select the Smart Search option it is important to note the way names must be entered (Last name, First name)

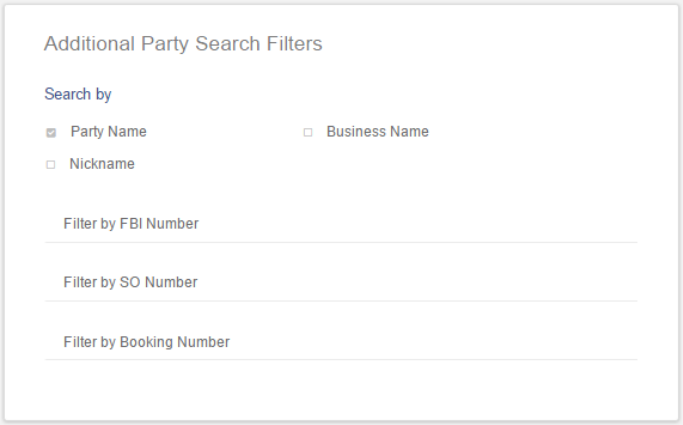


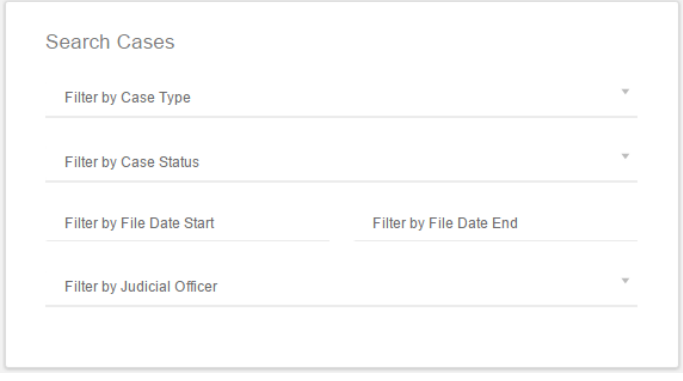
Advanced Filtering Options

- 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

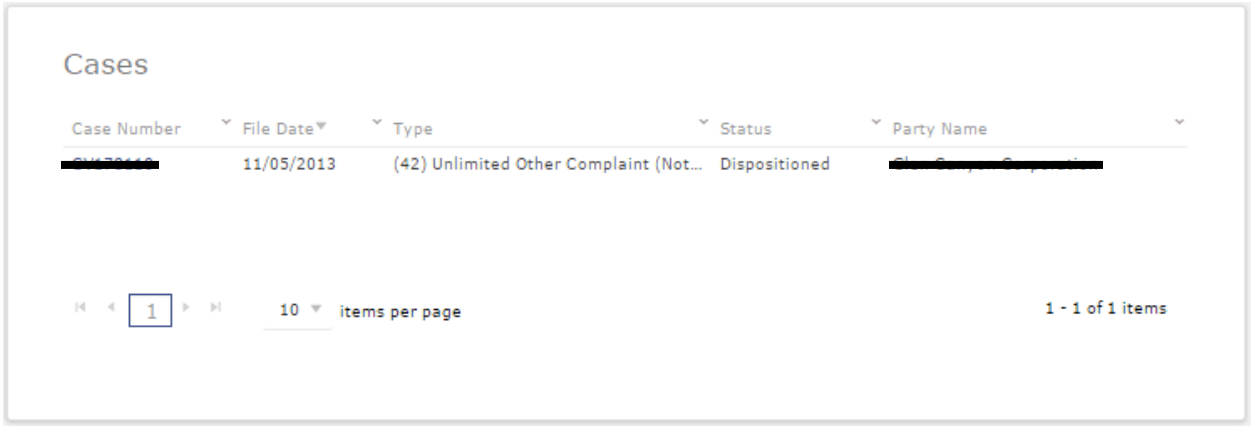
- Please note that using these Advanced filters may prevent you from seeing the files you may be looking for.



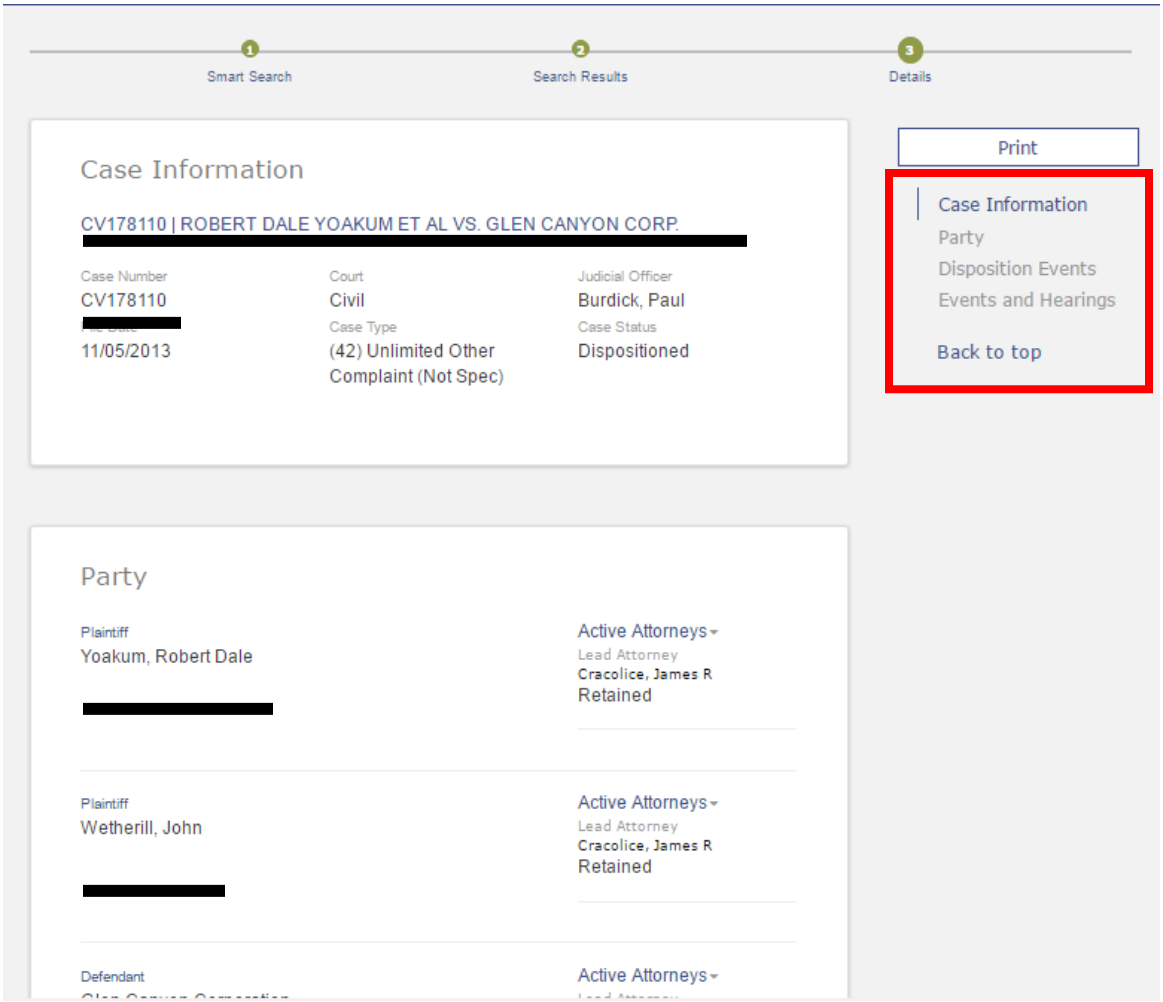




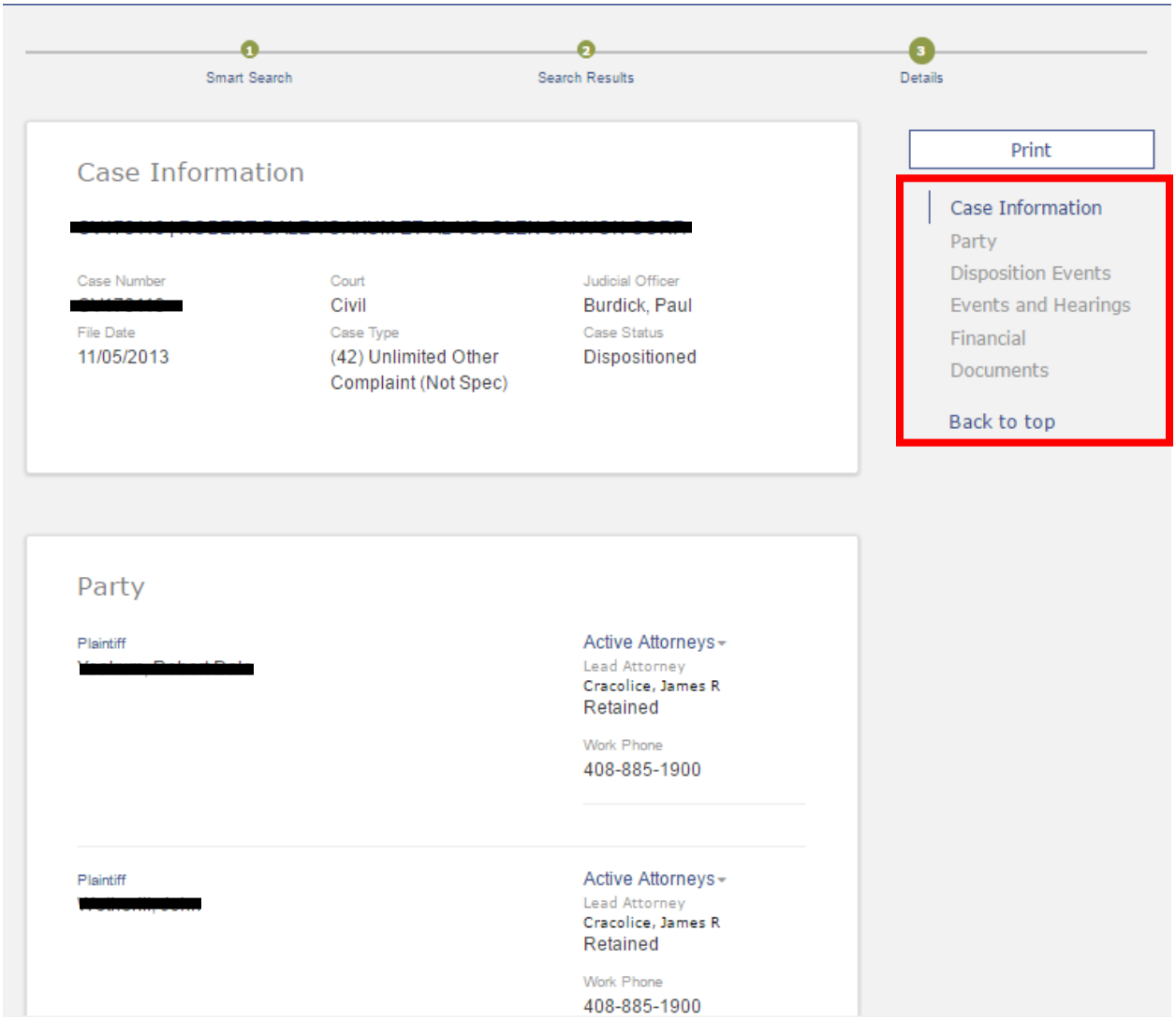
- Results from your Search will be displayed allowing you to select the case.
- Left clicking on the case number will allow you to navigate into the case and view the appropriate data.
    - (Please note that unregistered users will not be able to view documents, also attorneys that are not listed on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



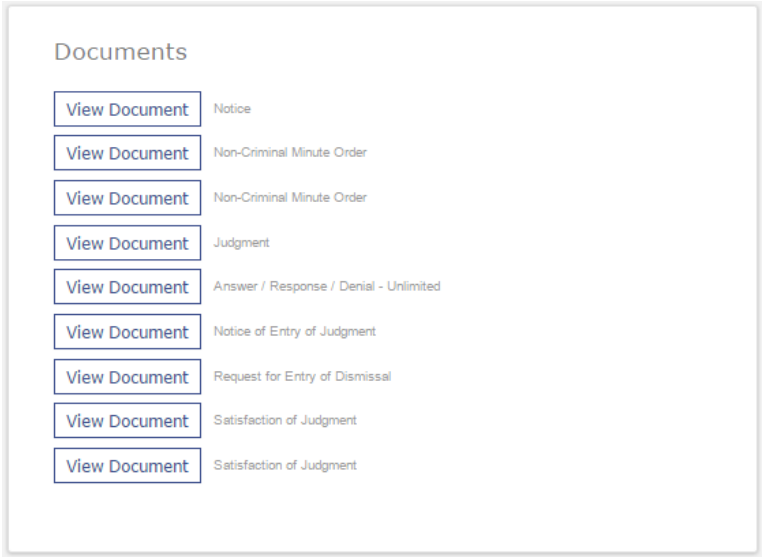
- This is the view of an unregistered user accessing a case

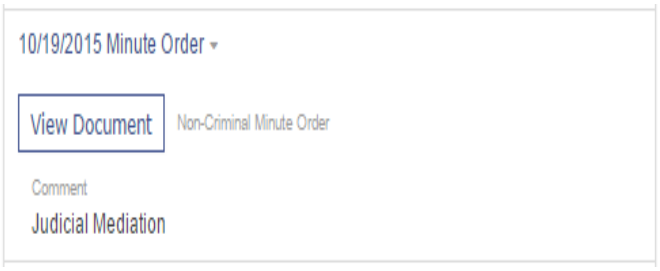


- This is the view of a registered user accessing a case



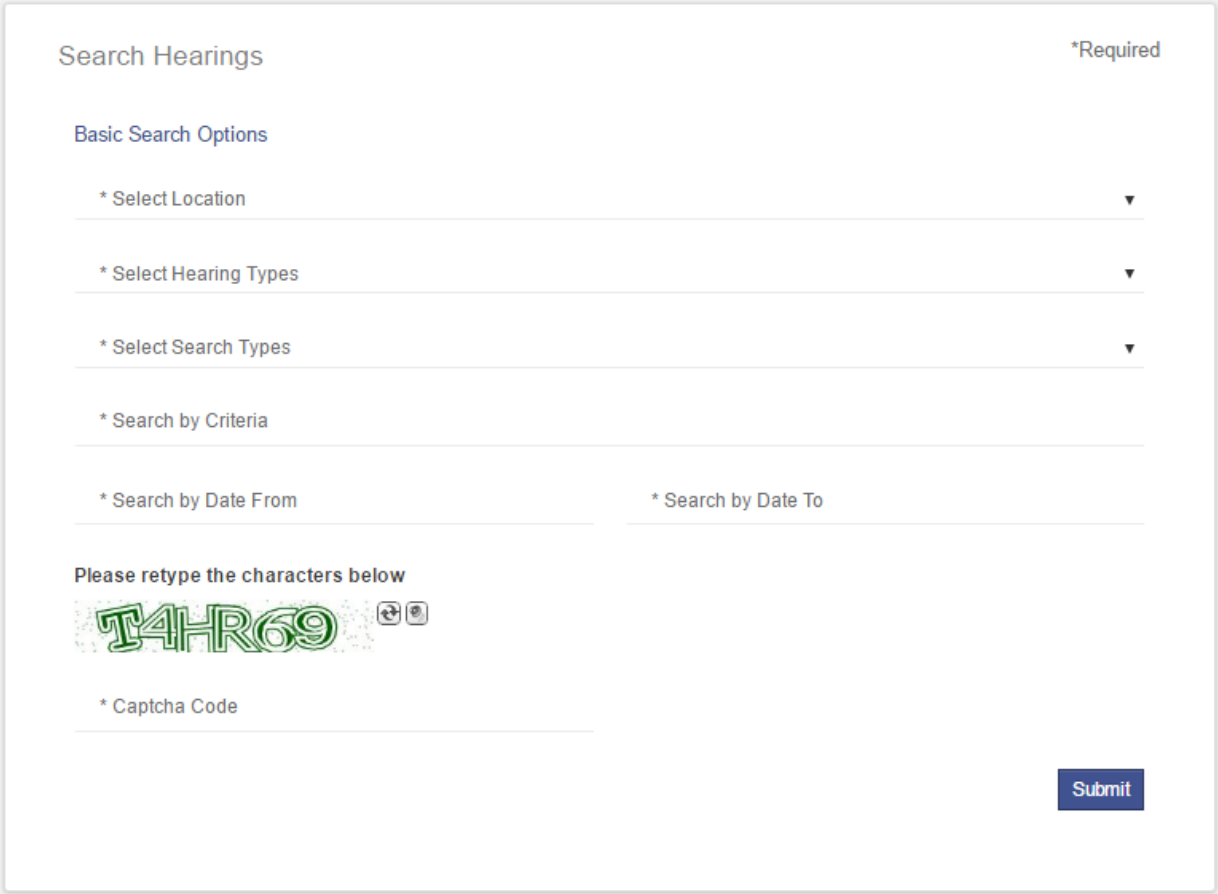
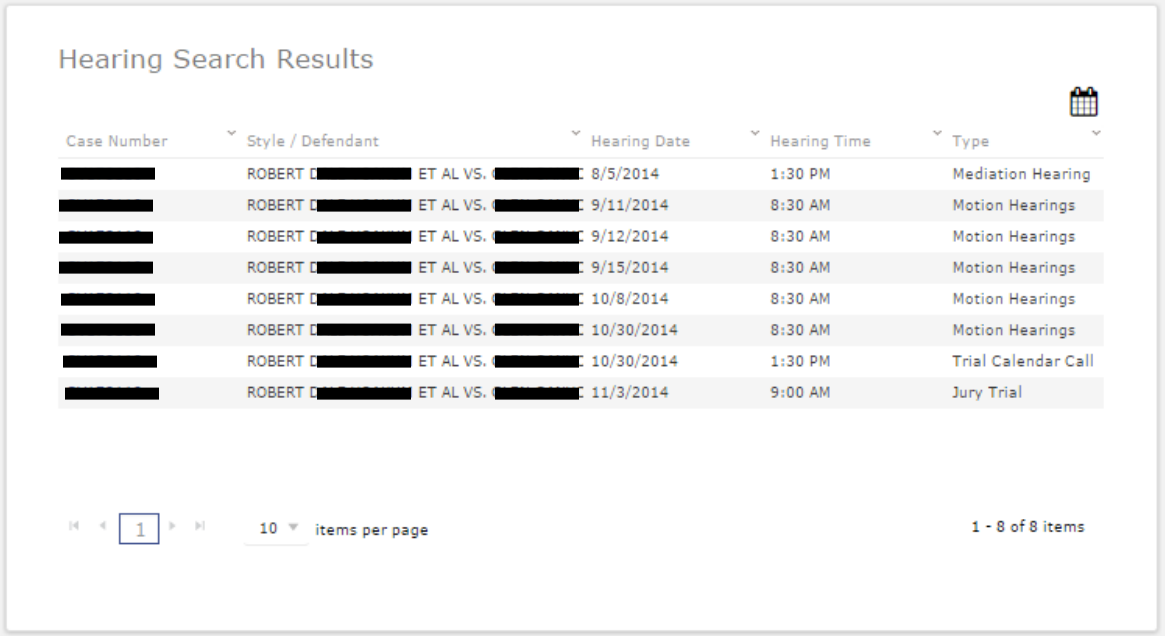
- As a registered user you can access documents by either scrolling to the bottom of the case or by selecting the documents option on the right side of the window. See right
- You can also select the View Document from within the case. See below





Search Hearings

- 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