
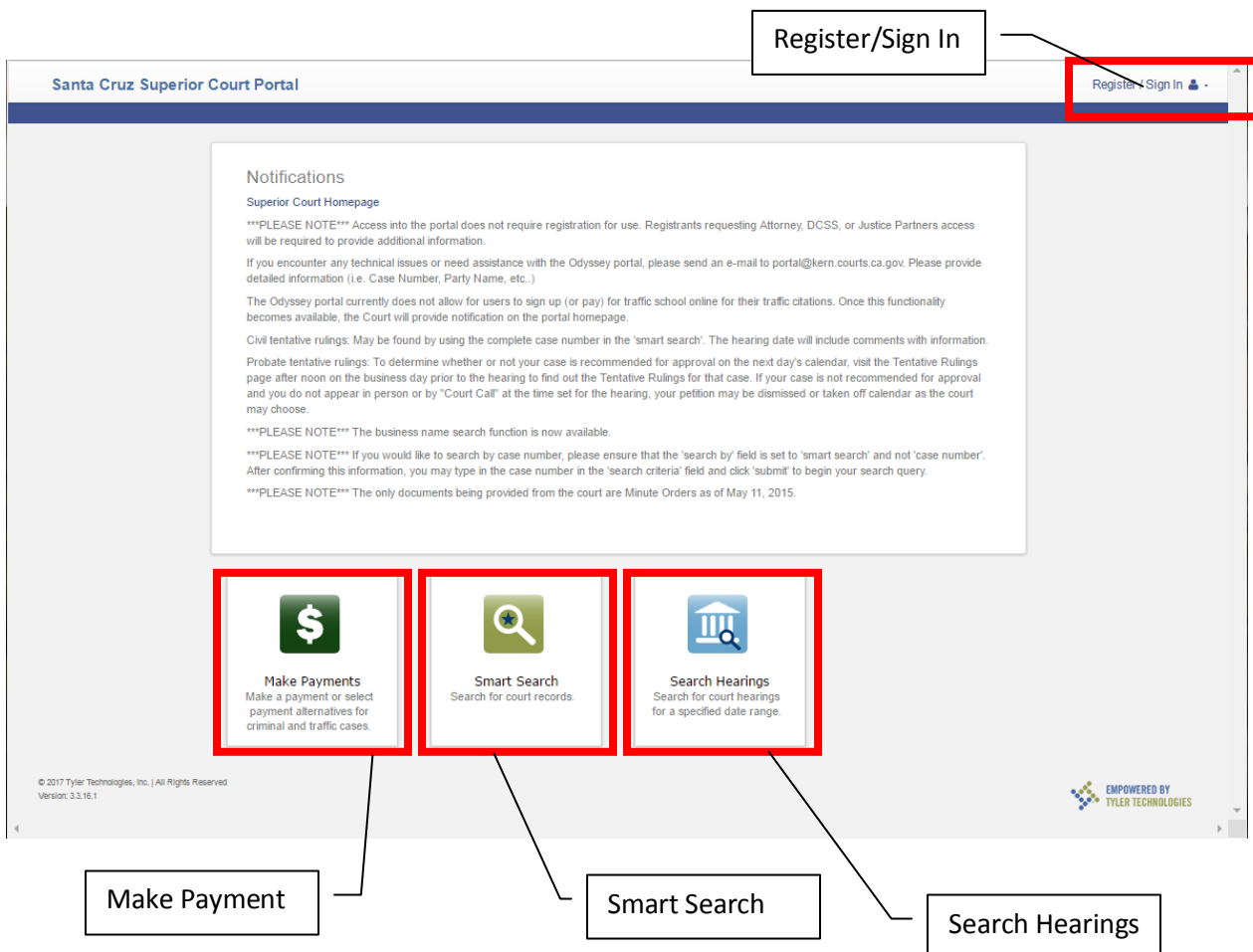


The New Look of the Santa Cruz Superior Court Portal

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

Make Payments *Required

Basic Search Options ?

* Select Search Type

* Search by Criteria

Submit

- 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.

Make Payments *Required

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 *Required

Basic Search Options ?

* Select Search Type

Driver's License

* Search by State

California

* Search by Driver's License Number

Submit

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	Lopez, Richard C	\$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

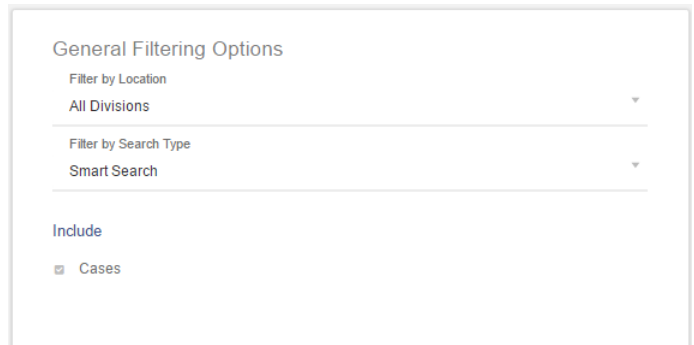
Search Criteria ?

* 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.



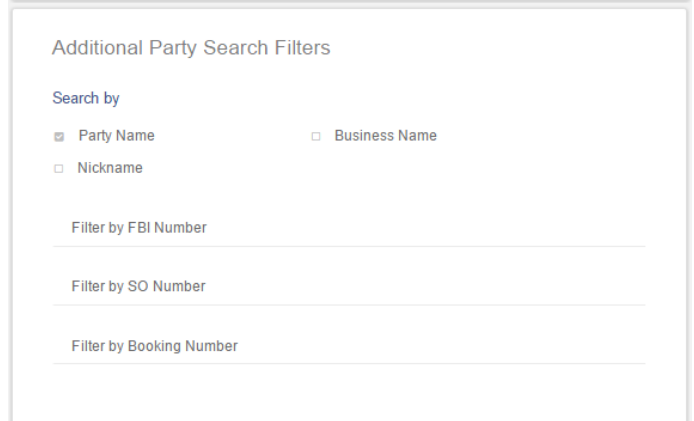
General Filtering Options

Filter by Location
All Divisions

Filter by Search Type
Smart Search

Include

Cases



Additional Party Search Filters

Search by

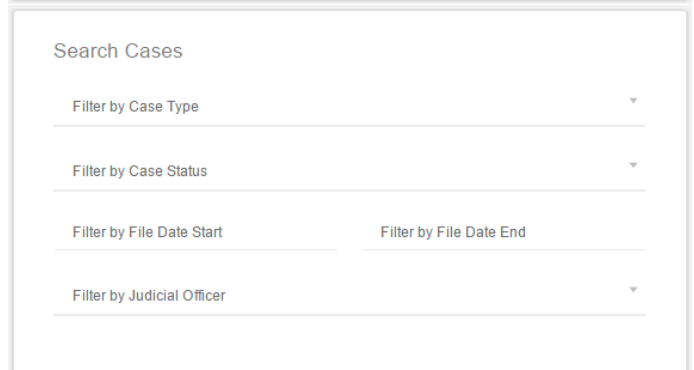
Party Name Business Name

Nickname

Filter by FBI Number

Filter by SO Number

Filter by Booking Number



Search Cases

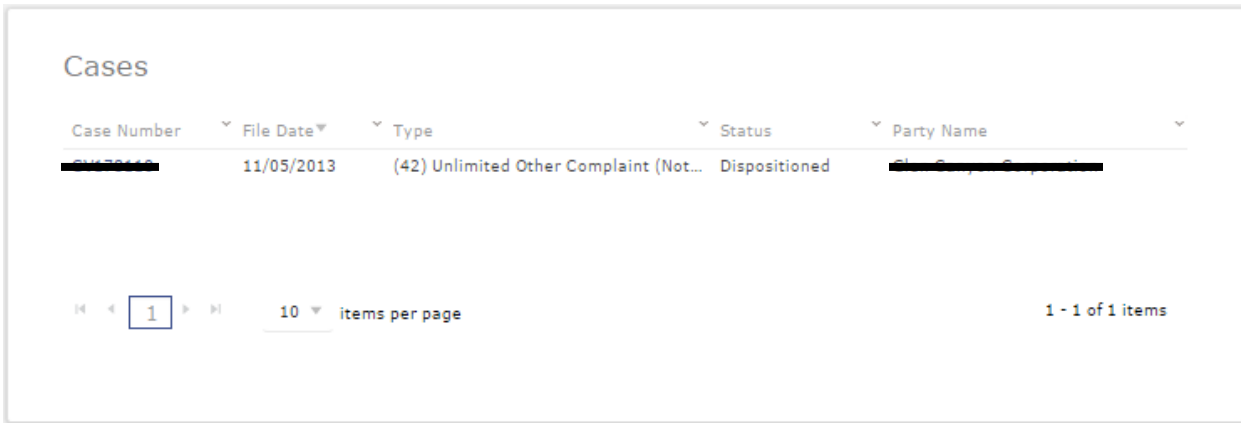
Filter by Case Type

Filter by Case Status

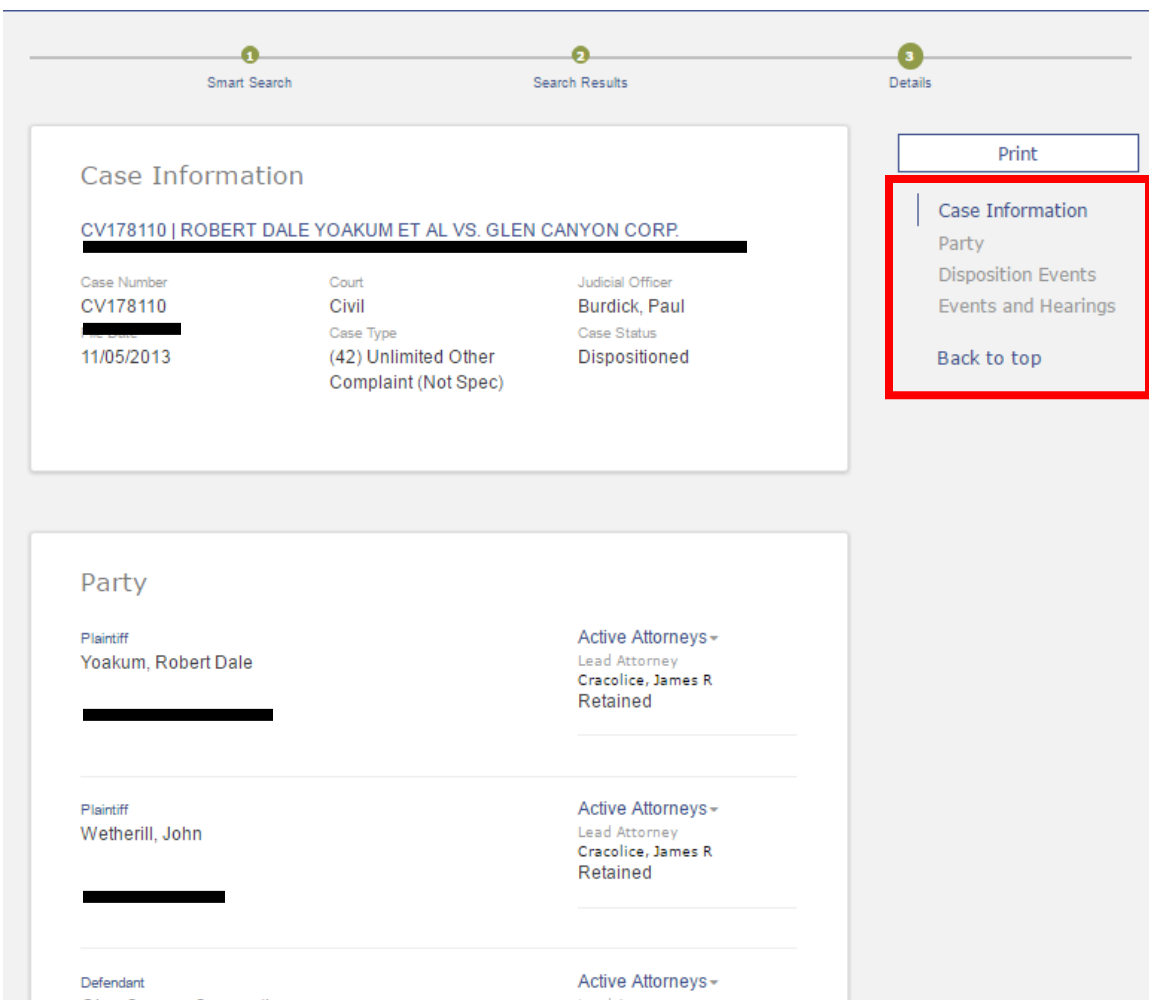
Filter by File Date Start Filter by File Date End

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

1 Smart Search 2 Search Results 3 Details

Case Information

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

Print

- Case Information
- Party
- Disposition Events
- Events and Hearings
- 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

- 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

Documents

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

10/19/2015 Minute Order ▾

View Document Non-Criminal Minute Order

Comment
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

Please retype the characters below

T4HR69 

* Captcha Code

[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