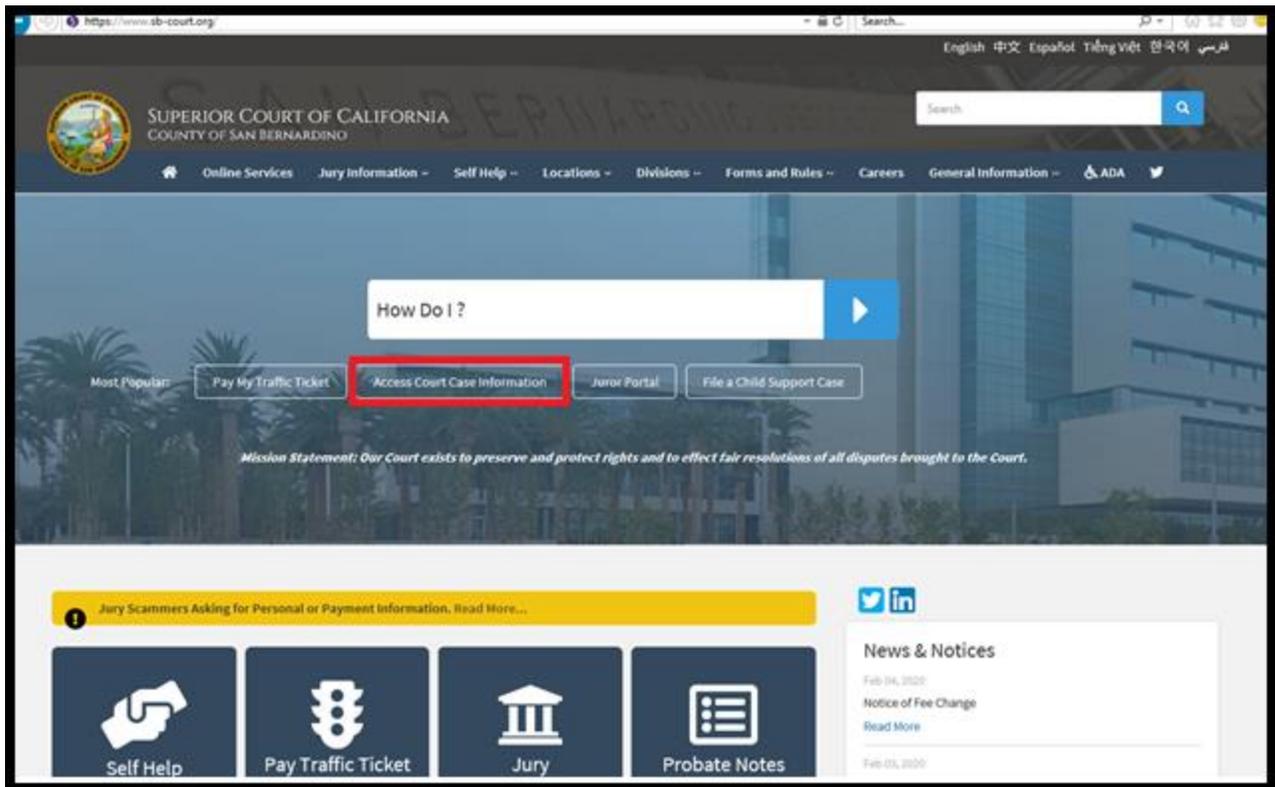


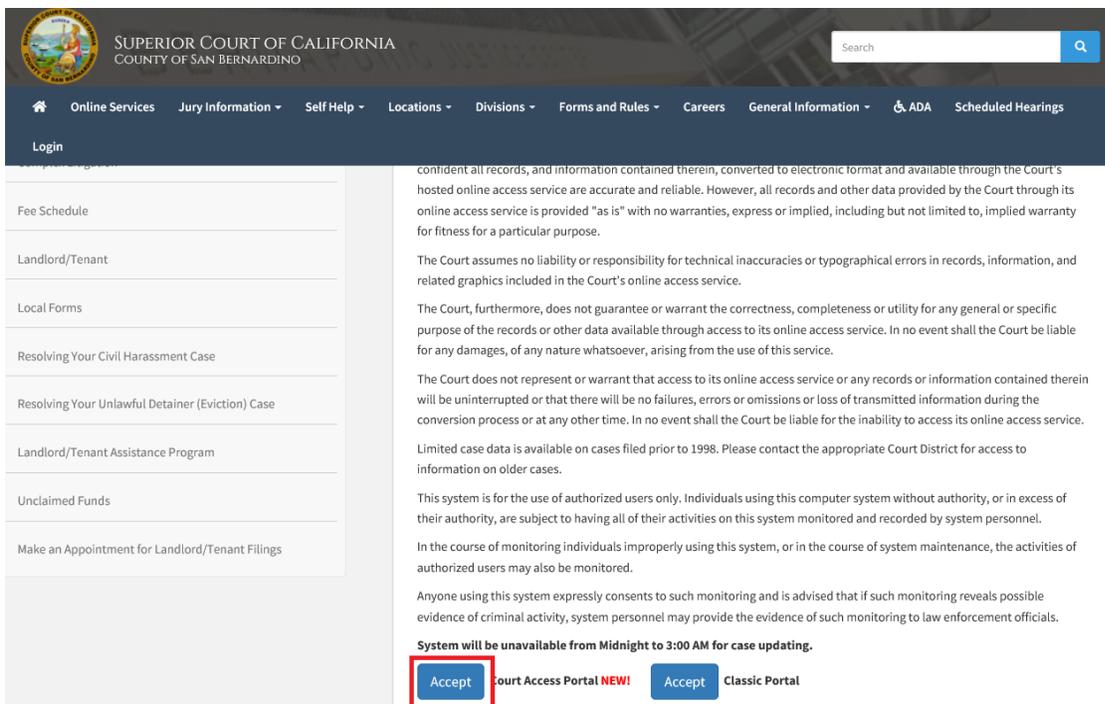
## Court Access Portal – Registering as Attorney

Note: if you are **already have an account**, skip to **step 7**.

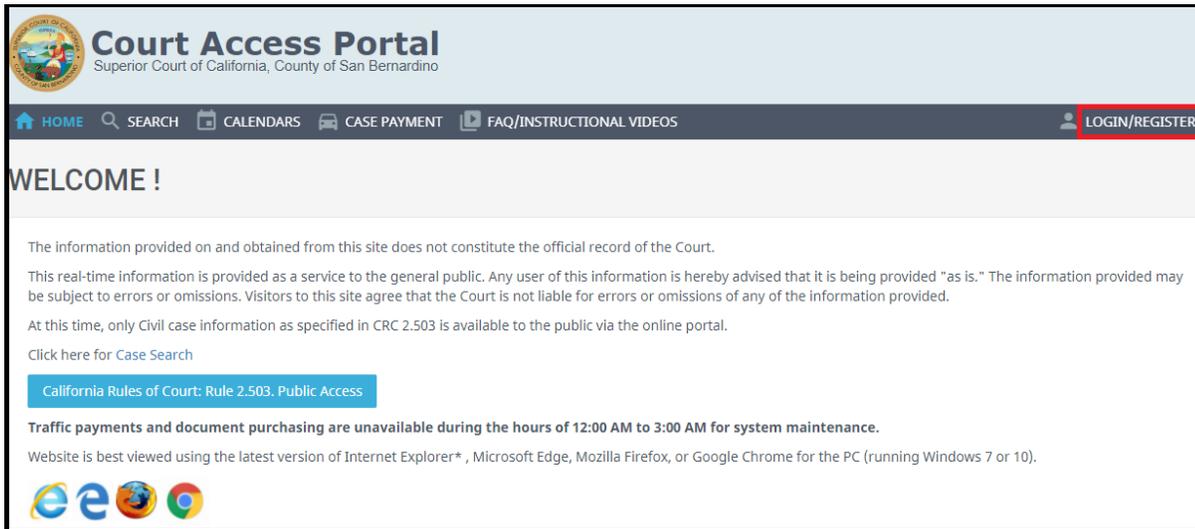
- 1) From the San Bernardino Court website home page, select “Access Court Case Information”.



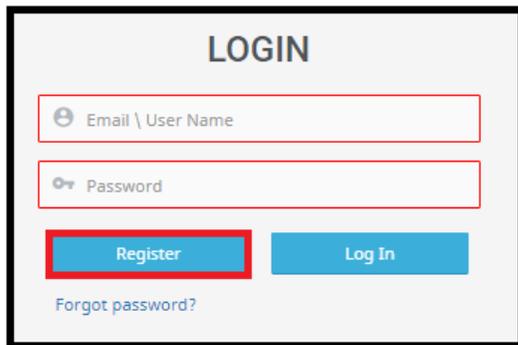
- 2) Read the terms of service and click the “Accept” button at the bottom of the page.



3) From the Court Access Portal home page click on “Login/Register”

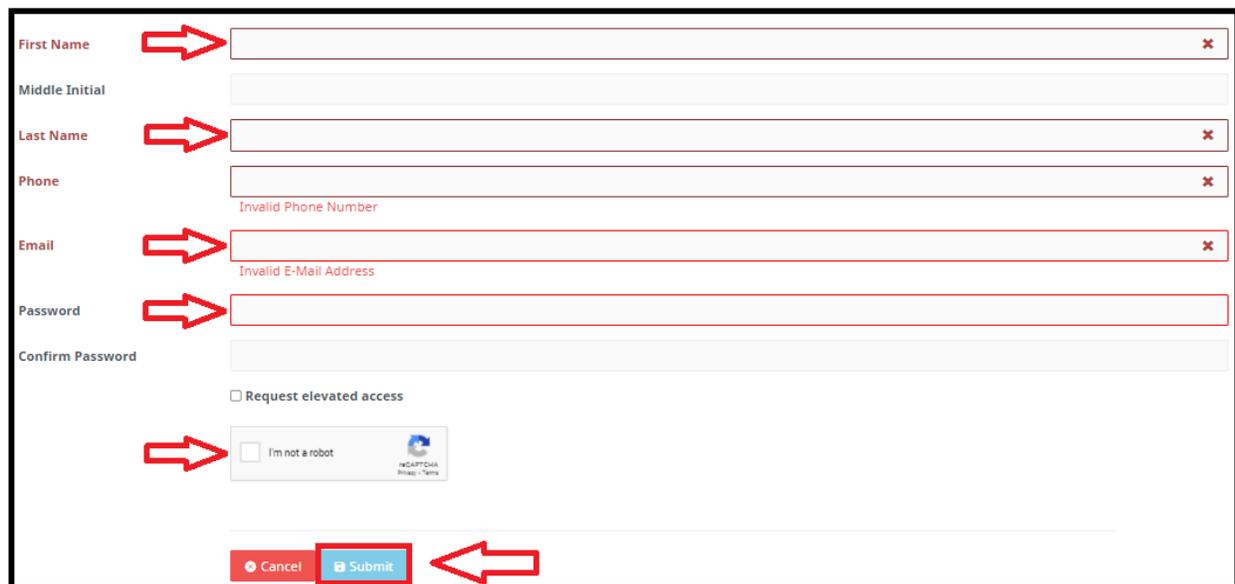


4) Select “Register” from the drop down.

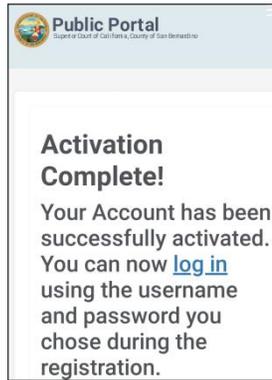
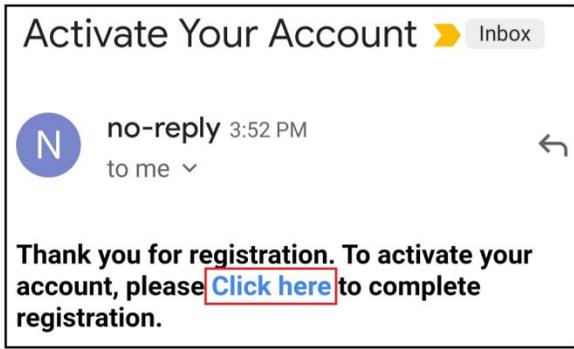


5) Fill out the registration fields, then click the blue “Submit” button on the bottom.

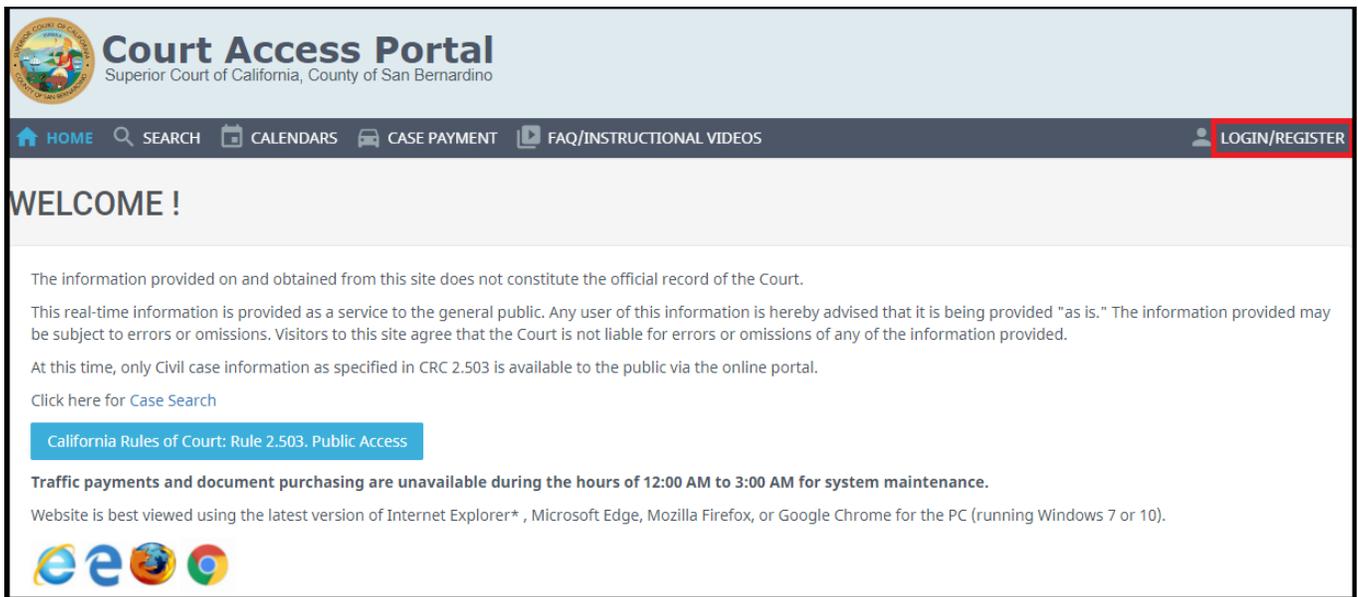
a. Note: Do not check the box “Request Elevated Access”.



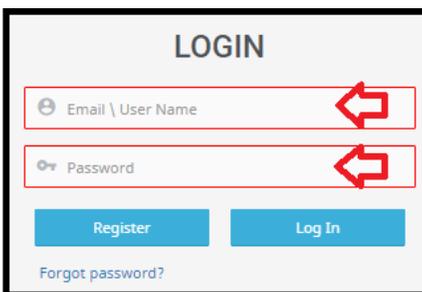
6) You will receive an e-mail confirmation for verification. Within that e-mail click the link for account validation.



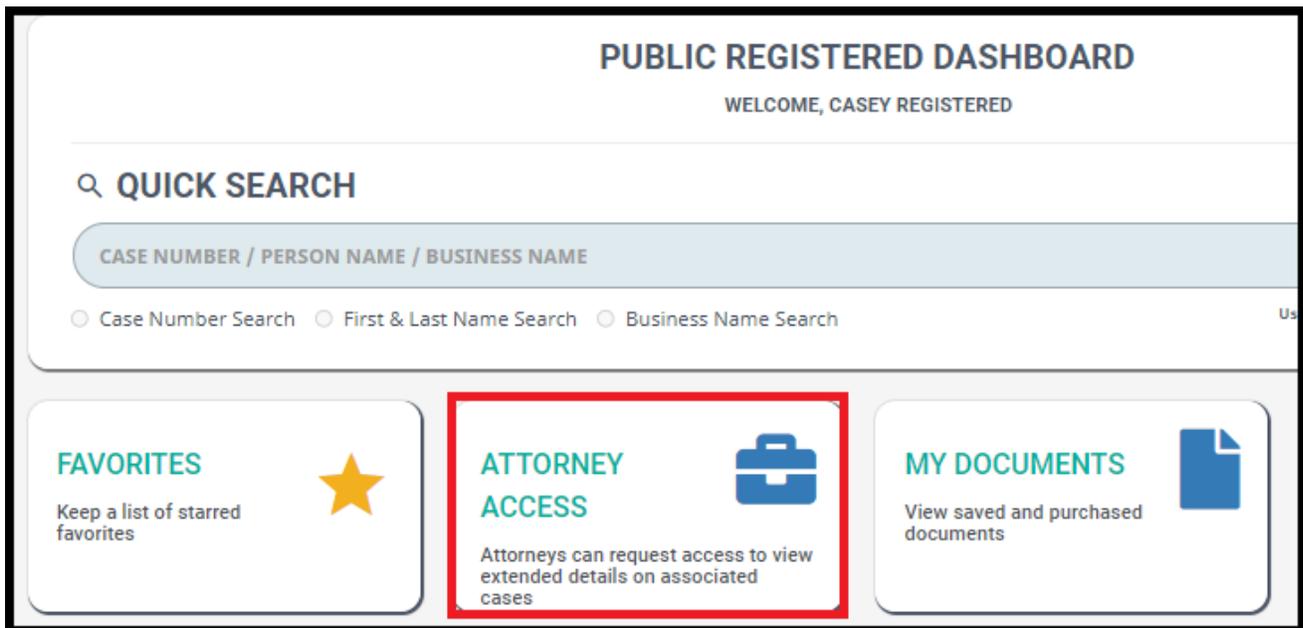
- 7) On the court access portal web site, click on "Register/Sign In" from the top right, then "Sign in" from the drop down.



- 8) Enter credentials and click the blue "Sign In" button.



- 9) From the registered user home screen, click on "Attorney Access"



10) Enter your BAR number and click "Send Verification E-mail".

**REQUEST ATTORNEY ACCESS**

Attorneys may request access to view extended details on related cases. Enter your bar number in the field provided and select "Send Verification Code". A verification code will be sent to the email address on file with The State Bar of California matching the supplied bar number. Enter your bar number and the verification code in the supplied field to link your account to attorney records in the San Bernardino Superior Court.

**Send Verification Code**

Enter your bar number

**Link Attorney to my Account**

Enter your bar number

Enter your verification code

11) This will send an e-mail to the address registered with the BAR. Within that e-mail there will be a code that you will use to enter in the next step.

12) After receiving the verification e-mail, enter in your BAR number and the verification code received in the e-mail.

# REQUEST ATTORNEY ACCESS

Attorneys may request access to view extended details on related cases. Enter your bar number in the field provided and select verification code will be sent to the email address on file with The State Bar of California matching the supplied bar number. Enter verification code in the supplied field to link your account to attorney records in the San Bernardino Superior Court.

## Send Verification Code

Enter your bar number

Send Verification Code

## Link Attorney to my Account

Enter your bar number

Enter your verification code

Link Account

13) As a registered attorney, you will see this notice bar stating that you have full access to your cases.

The screenshot displays the 'PUBLIC REGISTERED DASHBOARD' with a navigation bar at the top containing 'HOME', 'SEARCH', 'CALENDARS', and 'TRAFFIC PAYMENT'. A user profile icon and 'LOGOFF' link are on the right. The main content area includes a 'WELCOME, [REDACTED]' message, a 'QUICK SEARCH' section with a search bar and radio buttons for 'Case Number Search', 'First & Last Name Search', and 'Business Name Search'. A 'NOTICE' bar with a bell icon contains the text: 'As a private attorney, you have full access to case details on your own cases. For all other cases, only the public view will be accessible.' Below the notice are seven feature tiles: 'FAVORITES' (star icon), 'MY CASES' (briefcase icon), 'ATTORNEY ACCESS' (briefcase icon), 'ADVANCED SEARCH' (magnifying glass icon), 'CALENDAR SEARCH' (calendar icon), 'MY DOCUMENTS' (document icon), and 'DOCUMENT CART' (shopping cart icon).