## 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".

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SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDING	Searth Searth	Q Jon∞ ds.ADA ¥
How Do I?		1 1
Most Popular: Pay MyTraffic Ticker Access Court Case Information Jurior Portal Fil	le a Child Support Case	
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Self Help Pay Traffic Ticket	News & Notices Feb 14, 2022 Notice of Fee Change Read More Feb 10, 2020 Feb 20, 202	

2) Read the terms of service and click the "Accept" button at the bottom of the page.

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🕋 Online Services Jury Information - Self Help -	Locations - Divisions - Forms and Rules - Careers General Information - & ADA Scheduled Hearings	
Login		
Fee Schedule	confident all records, and information contained therein, converted to electronic format and available through the Court's hosted online access service are accurate and reliable. However, all records and other data provided by the Court through its online access service is provided "as is" with no warranties, express or implied, including but not limited to, implied warranty for fitness for a particular purpose.	7
Landlord/Tenant	The Court assumes no liability or responsibility for technical inaccuracies or typographical errors in records, information, and related graphics included in the Court's online access service.	ł
Local Forms	The Court, furthermore, does not guarantee or warrant the correctness, completeness or utility for any general or specific	
Resolving Your Civil Harassment Case	for any damages, of any nature whatsoever, arising from the use of this service.	
Resolving Your Unlawful Detainer (Eviction) Case	The Court does not represent or warrant that access to its online access service or any records or information contained there will be uninterrupted or that there will be no failures, errors or omissions or loss of transmitted information during the conversion process or at any other time. In no event shall the Court be liable for the inability to access its online access service	ein :e.
Landlord/Tenant Assistance Program	Limited case data is available on cases filed prior to 1998. Please contact the appropriate Court District for access to information on older cases.	
Unclaimed Funds	This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.	
Make an Appointment for Landlord/Tenant Filings	In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.	f
	Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.	
	System will be unavailable from Midnight to 3:00 AM for case updating.	
	Accept Classic Portal NEW! Accept Classic Portal	

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

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<b>f</b>	HOME 🔍 SEARCH 🛅 CALENDARS 🚘 CASE PAYMENT 🔝 FAQ/INSTRUCTIONAL VIDEOS	LOGIN/REGISTER
WE	ELCOME !	
Th	ne information provided on and obtained from this site does not constitute the official record of the Court.	
Th be	nis real-time information is provided as a service to the general public. Any user of this information is hereby advised that it is being provided "as is." The informate subject to errors or omissions. Visitors to this site agree that the Court is not liable for errors or omissions of any of the information provided.	ation provided may
At	this time, only Civil case information as specified in CRC 2.503 is available to the public via the online portal.	
Cli	ick here for Case Search	
	California Rules of Court: Rule 2.503. Public Access	
Tr	affic payments and document purchasing are unavailable during the hours of 12:00 AM to 3:00 AM for system maintenance.	
W	ebsite is best viewed using the latest version of Internet Explorer*, Microsoft Edge, Mozilla Firefox, or Google Chrome for the PC (running Windows 7 or 10).	
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4) Select "Register" from the drop down.

LOGIN				
email \ User Name				
• Password				
Register	Log In			
Forgot password?				

- 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".

First Name		×
Middle Initial		
Last Name		×
Phone		×
-	Invalid Phone Number	_
Email	Invalid E-Mail Address	×
Password		
Confirm Password		
	Request elevated access	
Ŷ	I'm not a robot	
	Cancel     B Submit	



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"

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CASE NUMBER / PER	SON NAME / BU	SINESS NAME		
Case Number Search	🛛 🔘 First & Last	Name Search 🔿 Business Name Search		Us
FAVORITES Keep a list of starred favorites	*	ATTORNEY ACCESS Attorneys can request access to view extended details on associated cases	MY DOCUMENTS View saved and purchased documents	

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

REQUEST ATTORNEY ACCE	SS
Attorneys may request access to view extended de verification code will be sent to the email address o verification code in the supplied field to link your a	tails on related cases. Enter your bar number in the field provided and select "Send Verification Code". A on file with The State Bar of California matching the supplied bar number. Enter your bar number and the ccount to attorney records in the San Bernardino Superior Court.
Send Verification Code	Send Verification Code
Link Attorney to my Account	
Enter your verification code	Link Account

- 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 detail verification code will be sent to the email address on verification code in the supplied field to link your acc	ils on related cases. Enter your bar number in the field provided and selec file with The State Bar of California matching the supplied bar number. E count 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 verification code	Link Account		

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

	PUBLIC REGISTERED	DASHBOARD	
	WELCOME,		
९ QUICK SEARCH			
CASE NUMBER / PERSON NAME	BUSINESS NAME		
○ Case Number Search ○ First &	ast Name Search 🔘 Business Name Search	U	se * for wildcard searches (example: Mike Smit*)
As a private attorney, you have f	Ill access to case details on your own cases. For all MY CASES View cases linked to my account by bar number	other cases, only the public view we TTORNEY CCESS orneys can request access to w extended details on associated ises	ADVANCED SEARCH Search by Party, DOB, Filing Date, Status, etc
CALENDAR SEARCH	MY DOCUMENTS View saved and purchased documents	ART	