

## **NAME SEARCH FAQ**

Fees will be charged for all Searches by Name. To perform a Search by Name, you must have an online account and purchase "search credits". A Search by Name returns a list of names and filing dates matching the criteria entered.

The fee related to each name search is used to provide public access to electronic records. Fees are paid on-line, prior to performing a name search. **Fees are charged for each name search regardless of the results.**

**PLEASE NOTE: CREDITS MAY TAKE UP TO AN HOUR TO REFLECT IN YOUR ACCOUNT BALANCE.**

### **All purchases are final**

- The purchase of name search credits are non-refundable and non-transferrable as stated in the Terms and Conditions. If a chargeback is initiated the users registered account will be suspended for review

### **Can I search my own name for free?**

- Yes, searching the name on the account is free of charge. The name on the Court Access Portal account must match the name being searched.
- Searching your own name must be performed in the "Quick Search" or the "Party Search".
  - Utilizing the "Advanced Search" WILL charge a credit regardless of the name associated with your account.

### **How much do name search credits cost?**

- 1 = \$1.00
- 5 = \$3.50
- 10 = \$5.00
- 100 = \$40.00

### **Where do I go to register an account to use Case Name Search?**

- Please see our video "[Registering for an account](#)"

### **Can I perform a search without registering with the Court?**

- No, the Case Name Search system requires a user login.

### **How do I pay for the search service?**

- Please see our video "[Purchasing Name Search Credits](#)"

### **After completing a name search, will I be charged for searching the same name again?**

- You may repeat a search for 10 days and not be charged another credit. After the 10 days, it is considered a new search and will cost a credit.

### **What payment method will Case Name Search accept?**

- The Case Name Search application only accepts online credit card payment. We accept MasterCard, Visa, Discover Card

### **Do I need to fill in Middle Name as a search criteria?**

- Middle name is not required to perform the search. To narrow your search, you may enter a middle name if you have it. To conduct a broader search, you may leave the middle name blank.

### **Do I need to fill in a date in 'Filing Date From' and 'Filing Date To' to conduct a search?**

- Yes, both 'Filing Date From' and 'Filing Date To' are required for a search. To narrow your search, it is best to type in the actual filing date of the case you are searching for if you have it. To conduct a broader search, you

may select a date further back in the past as 'Filing Date From' and the most current date as "Filing Date To". The 'Filing Date From' must be earlier than the 'Filing Date To' and the format of all date entry fields should be mm/dd/yyyy.

### **Can I perform a search by date of birth?**

- No, this is not allowed Per CRC 2.507(c)  
[https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2\\_507](https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2_507)

### **Can I perform a search by driver's license?**

- No, this is not allowed Per CRC 2.507(c)  
[https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2\\_507](https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2_507)

### **Can I search a person for a specific case type?**

- Yes, this can be done in the "Advanced Search" feature when you are logged in. Simply click on the "advanced Search" icon and change the "Case Type" to your desired selection.

### **Can I search by a person's alias name?**

- No, searching by a person's alias name is not available in Name Search.

### **When would I search for name?**

- If you do not have a case number to access the case, you could perform a name search then select a case number to view case information.

### **How many records will be provided with my search?**

- We provide up to 200 records with a name search

### **I am having problems with my search. What do I do?**

- You can send an e-mail to [courts-capfeedback@sb-court.org](mailto:courts-capfeedback@sb-court.org) with a brief description of what happened as well as any error message displayed.

### **Why aren't some case records available online?**

- Per CRC 2.503 (c) Not all public records are available for review online. Information ordered sealed or deemed confidential, paternity cases, and other cases involving minors are not available for public viewing and therefore not available online.
- [https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2\\_503](https://www.courts.ca.gov/cms/rules/index.cfm?title=two&linkid=rule2_503)