

## Court Access Portal – Purchasing Name Search Credits

- 1) After logging in to your registered account, from the home screen, click on “Search Credits”

**PUBLIC REGISTERED DASHBOARD**  
WELCOME, CASEY TEST REGISTERED 2

🔍 QUICK SEARCH (SEARCH CREDITS - 0)  
CASE NUMBER / PERSON NAME / BUSINESS NAME

Case Number Search  First & Last Name Search  Business Name Search Use \* for wildcard searches (example: Mike Smith\*)

**FAVORITES**  
Keep a list of starred favorites

**ATTORNEY ACCESS**  
Attorneys can request access to view extended details on associated cases

**ADVANCED SEARCH**  
Search by Party, Filing Date, Status, etc...

**CALENDAR SEARCH**  
Search for calendars by department and date

**MY DOCUMENTS**  
View saved and purchased documents

**DOCUMENT CART**  
Purchase documents saved to your cart

**SEARCH CREDITS**  
Purchase search credits

**SEARCH HISTORY**  
View search credit purchases and search history

Activate Windows  
Go to Settings to activate Windows

a.

- 2) Select desired credit quantity package by selecting one of the blue boxes on the right.

**PURCHASE SEARCH CREDITS**

You currently have 0 search credits remaining.

One search credit will be deducted from your balance for every new search that requires a fee. Searches can be repeated for up to 10 days without deducting a credit from your balance.

[View Purchases and Search History](#)

Select a search credit bundle from the options below

Show 25 entries

Description	Amount	Cost per search	
1 Search Credit	\$1.00	\$1.00	<a href="#">Select</a>
5 Search Credits	\$3.50	\$0.70	<a href="#">Select</a>
10 Search Credits	\$5.00	\$0.50	<a href="#">Select</a>
75 Search Credits	\$25.00	\$0.33	<a href="#">Select</a>

a.

- 3) Confirm you have selected the correct credit package.

**PURCHASE SEARCH CREDITS**

You currently have 0 search credits remaining.

One search credit will be deducted from your balance for every new search that requires a fee. Searches can be repeated for up to 10 days without deducting a credit from your balance.

You have selected the following option:

**Description** 5 Search Credits

**Amount** \$3.50

**Cost per search** \$0.70

[Purchase Credits](#) [Cancel](#)

a.

- 4) Click on the “Pay” button.

1 Fees to Pay    2 Payor    3 Payment    4 Verify    5 Done

### Bill Information

Name Search Payment

Requester Name	Name Search Credits	Amount
Casey, Paul / FERNANDEZ, D	5 Search Credits	\$3.50

CANCEL PAYMENT    **PAY (\$3.50)**

a. **Heartland** A Global Payments Company

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5) Verify the cart contents and click "Purchase Documents"

### DOCUMENT CART

Number of Documents: 1    Total Amount: \$7.50    **Purchase Documents**    My Documents

Show 25 entries    Filter:

Case Number	Type	Fee Info	Fee	View
██████████	Petition	\$0.50 x 15 pages	\$7.50	

a.

6) Click "Pay"

1 Fees to Pay    2 Payor    3 Payment    4 Verify    5 Done

### Bill Information

Name Search Payment

Requester Name	Name Search Credits	Amount
Casey, Paul / FERNANDEZ, D	5 Search Credits	\$3.50

CANCEL PAYMENT    **PAY (\$3.50)**

a.

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7) Enter personal information then click continue.

a.

The screenshot shows a payment form with a progress bar at the top containing five steps: 1 Fees to Pay, 2 Payor, 3 Payment, 4 Verify, and 5 Done. The form is divided into three main sections:

- Personal Information:** Includes fields for First Name \*, Middle Name, and Last Name \*.
- Address Information:** Includes a text field for Address \*, a text field for City \*, a dropdown for State \* (with "Select One" as the current selection), a text field for Postal Code \*, and a dropdown for Country (with "United States" as the current selection).
- Contact Information:** Includes text fields for Email \* and Confirm Email, and text fields for Phone Number \* and Mobile Phone Number, each with a country dropdown.

At the bottom of the form, there are three buttons: "CANCEL PAYMENT" on the left, and "BACK" and "CONTINUE" on the right.

b.

8) Enter credit card information

The screenshot shows a payment form with a progress bar at the top containing five steps: 1 Citations to Pay, 2 Payor, 3 Payment, 4 Verify, and 5 Done. The form is divided into two main sections:

- Payment Information:** Features a tabbed interface with "Credit Card" selected and "eCheck" as an alternative. It includes:
  - Card Number \*: A field with a masked number and logos for VISA, MasterCard, Discover, and American Express.
  - Name on Card \*: A field with a masked name.
  - Month \*: A dropdown menu with "Select One" as the current selection.
  - Year \*: A dropdown menu with "2021" as the current selection.
  - Security Code \*: A field with a masked code and a "CVC" label.
  - A summary table:

Amount	\$7.50
Convenience Fee	pending
Total	pending
- Card Holder Information:** Includes a checked checkbox for "Same as Payor Information" and fields for First Name \*, Middle Name, Last Name \*, Address \*, City \*, State \* (with "California" as the current selection), Postal Code \*, Country (with "United States" as the current selection), Phone Number \* (with a country dropdown and "(909) 0000915" as the current value), and an Email field.

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9) Verify information, accept the terms and click "Submit Payment"

Review the information below, then click "Submit Payment"

### Bill Information

Reference #	Amount
84751	\$7.50

#### Personal Information

Full Name: [REDACTED]  
 Address: [REDACTED] United States  
 Phone Number: (909) [REDACTED] 15  
 Mobile Phone Number: [REDACTED]  
 Email Address: [REDACTED]@[REDACTED].org

#### Payment Information

Card Number: [REDACTED] Mastercard Credit ending in [REDACTED]  
 Full Name: [REDACTED]  
 Address: [REDACTED]  
 Phone Number: (909) [REDACTED] 5

Amount	\$7.50
Convenience Fee	\$0.20
<b>Total</b>	<b>\$7.70</b>

#### PAYMENT TERMS AND CONDITIONS

##### CONVENIENCE FEE

A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 2.60 % and will appear as a separate transaction on your monthly statement. The convenience fee is included in or has been added to your payment.

##### AUTHORIZATION

I agree to the Terms and Conditions

Cancel Payment
Back **Submit Payment**

a.

10) An e-mail receipt will be sent once the transaction is completed.

11) You will now have the number of purchased credits available. This will be reflected in the home screen.

## Court Access Portal

Superior Court of California, County of San Bernardino  
Registered

HOME
SEARCH
CALENDARS
CASE PAYMENT
FAQ/INSTRUCTIONAL VIDEOS
LOGOFF

### PUBLIC REGISTERED DASHBOARD

WELCOME, CA [REDACTED]

**QUICK SEARCH (SEARCH CREDITS - 8)** ←

CASE NUMBER / PERSON NAME / BUSINESS NAME

Case Number Search
 First & Last Name Search
 Business Name Search

Use \* for wildcard searches (example: Mike Smit\*)

a.