

## Information for Public Requests to View Files

### **To view a case file on-line:**

Visit our website at [www.sb-court.org](http://www.sb-court.org)

### **To view a case file in person:**

Visit the Court district where the case was filed and/or heard. In larger court districts, the files are kept in the clerk's office area called "Document Control". In the smaller districts you may need to go to the clerk's window for assistance. Note: Due to budget cuts, some courthouses have been closed and the files are no longer located on-site. Contact the clerk's office of the court closest to where the case was originally heard for information.

### **To request copies by mail:**

If you cannot come in person or access the court's case information on line at [www.sb-court.org](http://www.sb-court.org), you may send a request by mail to the district where the file is located. Include as much information about the case as you can (names, case number, date of filing) and list what document(s) you would like copied. Enclose a self-addressed stamped envelope for the return of the copies. If you do not enclose a self-addressed stamped envelope, the clerk will charge you for the envelope and postage. You will need to contact the Court district <http://www.sb-court.org/Locations.aspx> to get an estimate of the fees for copying and/or certification and information on how to pay those fees.

*It is against the law to steal, remove, secrete, destroy, mutilate, deface, alter or falsify court records. When viewing files you may not remove files from the designated area and control of the clerk. You may not remove documents from the court file.*

### **Copying Costs:**

Cost to purchase copies of documents from the court file is 50¢ (fifty cents) per side of page copied. Cost for certification of court documents is \$25.00 per document. A large amount of copying will take time. A work order will be completed, the fees calculated and you will be asked to pay for the copies at the time of the order. The clerk will tell you when the copy order will be ready for pick up or you may provide a self-addressed, postage stamped envelope for mailing with the correct postage.

Older files may be housed in an off-site Court Records Center. The clerk will have to order the file for you and it will be delivered to the Court district to view. Please allow up to a week for the file to be delivered.

### **File Viewing Tips and Information:**

- Complete a *Request to View Court Case File* form to assist the clerk in locating the file for you. Find the form here: <http://www.sb-court.org/FormsandRules/SanBernardinoCountyForms.aspx>, under the **General** section.
- A customer may view no more than 5 (five) court files at a time.
- There is no limit to how many court files a customer can view in a day
- Do not remove court documents from the court file.
- Paper clips will be provided to you so that you may clip each page or group of pages you want copied.
- Return the court file to the clerk to have copies made.
- Professional researchers may request 25 (twenty-five) files at a time to research.(Documentation may be required)

### **Confidential Documents:**

Some files and documents are confidential by statute. Please have your driver's license or another government issued photo identification to show the clerk. The clerk will verify that you are a party authorized to view the court file or document.

Due to the confidentiality of Juvenile Delinquency and Dependency cases, these types of cases have special requirements for viewing. Access to juvenile court case files is strictly limited by the provisions of Welfare and Institutions Code Sections 827-827.10. All parties requesting to view a juvenile case file must show identification as proof that they have standing as a party in that case or that they are attorney of record. All others must complete and file form JV-570 Request for Disclosure of Juvenile Case File <http://www.sb-court.org/Locations/JuvenileCourts.aspx>