

# Information to Request Copies or Review Files

## **To view a court case online:**

To access court case information online or purchase copies of document(s) that have been imaged and are viewable remotely, visit the San Bernardino Superior Court's website at [www.sb-court.org](http://www.sb-court.org). Click *Access Court Case Information*, located in the *Most Popular* links under the "How Do I?" box.

### Court File Access

Many court documents are a matter of public record, but not all court case records are available to the public; some documents are confidential and access is limited to parties named in the case (not including victims). Some documents may be public record but because of electronic privacy laws, they may not be accessible from locations outside of the courthouse (remote access). Court case records that are publicly available but not remotely available can be viewed in person at the courthouse having jurisdiction over the case.

### Crime Victims

If you are the victim of a crime looking to obtain confidential records from a court case file, contact the District Attorney Victim and Witness Services office for assistance. You can find the contact information on the San Bernardino District Attorney's website under [Victim And Witness Services – San Bernardino County District Attorney](#)

## **To request copies or view a case file in person:**

When visiting the courthouse to request copies of documents or files, you may do so directly at the courthouse in the clerk's office where the case was filed or heard. Please be aware that some files, especially older ones, may not be available on-site or may only be accessible in electronic format. For more information, contact the clerk's office at the courthouse where the case was last heard. If the file needs to be ordered from the court's record center, please allow up to a week for delivery to the courthouse.

*It is important to note that it is illegal to tamper with court records in any way. When viewing files at the courthouse, files or documents should not be removed from the designated area under the clerk's control.*

## **Confidential Documents:**

In compliance with confidentiality laws, certain files and documents are deemed confidential by statute. If you are a named party and wish to view restricted documents, please present your driver's license or government-issued photo identification to the clerk for verification. If requesting copies by mail from a confidential case, remember to include a copy of your identification with the request form. Special requirements apply for Adoption, Juvenile Delinquency, and Juvenile Dependency cases.

Accessing juvenile files is governed by the strict regulations outlined in Welfare and Institution Code Sections 827-827.10. All individuals seeking access to a juvenile file must provide identification to demonstrate their involvement in the case or their representation as legal counsel. Those who do not meet this criteria must complete and submit form JV-570 for consideration.

For access to adoption cases, only parties with a court order are permitted to view the file. Self-represented parties can also submit necessary petitions to gain access. For more detailed information, please visit the court's website under [Adoptions General Information | Superior Court of California \(sb-court.org\)](#).

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## Sealed Documents:

Documents that have been sealed by law or court order are unavailable to all individuals, including those involved in the case, unless authorized by a court order to unseal them. If you are interested in accessing a sealed document, we recommend consulting with a legal professional. For victims in need of sealed documents, please reach out to the Victim and Witness Services Office at the San Bernardino County District Attorney's Office. Contact details can be found on their website under [Victim and Witness Services – San Bernardino County District Attorney \(sbcountyda.org\)](#)

## Copies by mail:

If you are unable to access the court's case information online or unable to visit a courthouse in person, in most cases you can still request copies by mail. Mail the request to the courthouse where the case was filed or heard. To do so, follow these steps:

1. Prepare your request:
  - a) Use the Copy Request Form provided by the Court ([Click here](#))
  - b) Include as much information about the case as possible, such as names, case numbers, and date of filing.
  - c) List the specific document(s) you are requesting copies of.
2. Self-Addressed Stamped Envelope:
  - a) Enclose a self-addressed stamped envelope with your request.
  - b) This envelope will be used to mail the copies.
  - c) If you do not include a self-addressed stamped envelope, the clerk will charge you for the envelope and postage cost to return the copies.
3. Fees and Payment:
  - a) Contact the court district where the file is located ([Click Here](#))
  - b) Obtain an estimate of the fees for copies and/or certification.
  - c) Get information on how to pay those fees.

Following these steps will ensure a smooth process for obtaining the copies you are requesting.

## Records Related Fees:

Preparing a copy of any record, proceeding or paper on file	\$0.50 per page (two-sided documents are two pages)
Certification, except for Family Law Judgment	\$40.00 per certified document plus \$0.50 per page
Certified Family Law Judgment	\$15.00, plus \$0.50 per page
Comparison of a copy with an original on file	\$1.00 per page
Exemplification of record or other paper on file	\$50.00, plus \$0.50 per page
Document authenticated under court order (per signature)	\$15.00
Research fees	\$15.00 (searches longer than 10 minutes)

When requesting a large number of copies, such as an entire court file, there are important steps to keep in mind:

- ✓ **Processing Time:** Please be aware that large copy requests require additional processing time-
- ✓ **Payment:** You will be required to pay for the copies at the time of the order.
- ✓ **Pick-up:** The court clerk will notify you when your copies are ready for pick-up.
- ✓ **Mailing:** If you prefer to have copies mailed to you, please provide a self-addressed stamped envelope with the correct postage for mailing.

Please note that due to the size constraints for mailing, it is recommended to contact the clerk's office to arrange for pick-up.

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

- Complete a *Request to View Court Case File* form to assist the clerk in locating the file for you. The form can be accessed here: [RequestToViewFile.pdf \(sb-court.org\)](#)
- There is a limit of 5 cases available for viewing at a time. After the initial 5 cases are viewed, you will need to return to the end of the line to request additional cases to view.
- There is no limit to how many court files a customer can view in a day
- Court files and documents must not be removed from the court file.
- Paper clips will be provided to you so that you may clip each page or group of pages to be copied.
- The clerk will make copies once the file is returned to the window.
- Professional researchers may request up to 25 (twenty-five) files at a time to research (professional verification status will be required)

As the court is transitioning into digital records, some physical court files may not be complete as many documents will only be available to view electronically.