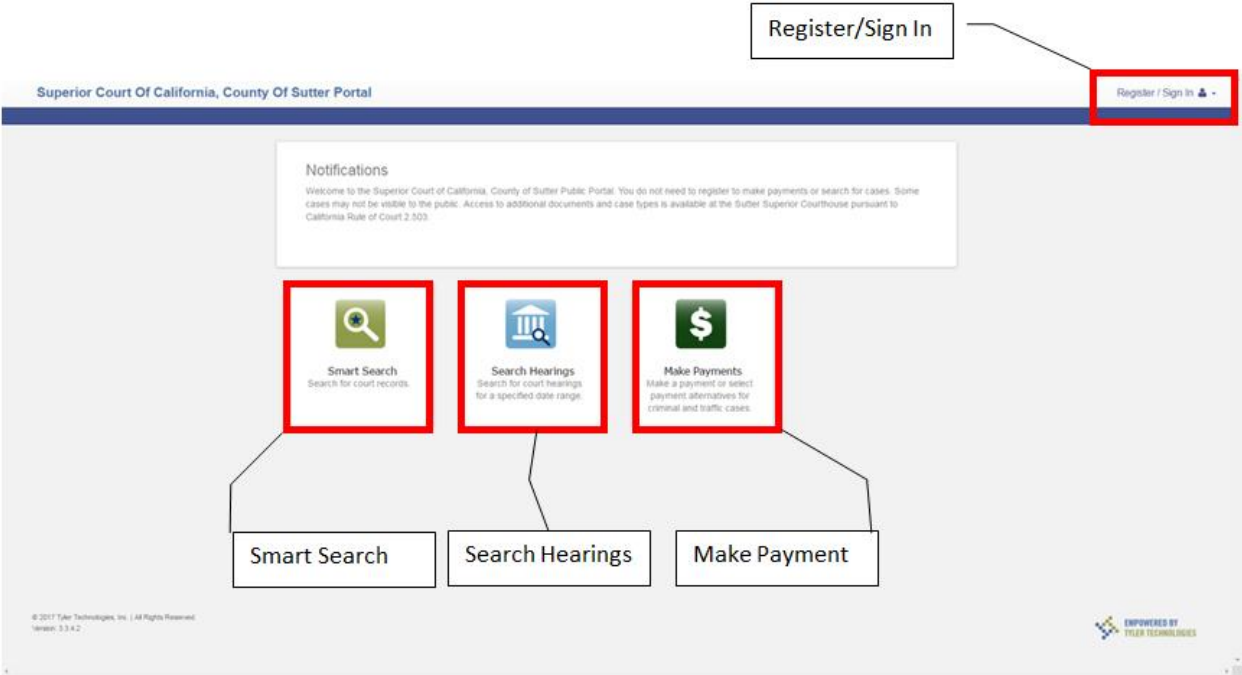


Superior Court of California, County of Sutter Portal Help Guide

We hope that this information makes it easier to navigate as well as quickly find the information you are looking for.

Register/Sign In

- Do not register or sign in to use the portal to run searches or make payments. Anyone may run searches or make payments; registering does not provide any additional access for the public.
- Registration is for law enforcement, justice agencies and attorneys or pro per litigants only.



Make Payments

- When you go to Make Payments you can search for your case in multiple ways. Left clicking anywhere in the Select Search Type field will provide you with your options.
 - Citation Number
 - Case Number
 - Party Name
 - Business Name
 - Driver's License

The screenshot shows the 'Make Payments' search interface. At the top right, it says '*Required'. Below the title, there is a section for 'Basic Search Options' with a question mark icon. A dropdown menu labeled '* Select Search Type' is highlighted with a red border. Below this, there is a section for '* Search by Criteria' and a blue 'Submit' button.

- When you select the Search Type you wish to use, you will see that new options may be available to you.
- When performing a search by party name, you will need to fill out the Last Name, First Name, and the Date of Birth fields.

This screenshot shows the search interface after 'Party Name' has been selected in the dropdown menu. Below the dropdown, there are four search criteria fields: '* Search by Last Name', '* Search by First Name', 'Search by Middle Name', and '* Search by Date of Birth (mm/dd/yyyy)'. A blue 'Submit' button is located at the bottom right.

This screenshot shows the search interface after 'Driver's License' has been selected in the dropdown menu. Below the dropdown, there are two search criteria fields: '* Search by State' (with 'California' selected) and '* Search by Driver's License Number'. A blue 'Submit' button is located at the bottom right.

Search Results

?

<input type="checkbox"/> Citation/Case Number	File/Citation Date	Name	Balance
<input type="checkbox"/> Payment Plan		[REDACTED]	\$699.00

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Subtotal: \$0.00
Total Amount: \$0.00

[Continue](#)

- Selecting the Payment Plan expands the case to show the charges.

Search Results

?

<input checked="" type="checkbox"/> Citation/Case Number	File/Citation Date	Name	Balance
<input checked="" type="checkbox"/> Payment Plan		[REDACTED]	\$699.00
The minimum payment due includes the sum of any prior outstanding payments			
[REDACTED] 4/20/2012			
23152(a) - VC23152(A) -M- DRIVING UNDER INFLUENCE OF ALCOHOL			
23152(B) - VC23152(B)-M- DRIVING UNDER INFLUENCE OF ALCOHOL			

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Subtotal: \$699.00
Transaction Fee: \$13.91
Total Amount: \$712.91

[Continue](#)

- Selecting the Continue button shows you the minimum payment due on the case.
- To change the amount you wish to pay Left click the amount in the Amount to Pay field.
- Be sure to check the box to the Terms and Conditions and Left click the Add Payment Details

[Help](#)

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
Payment Plan	[REDACTED]	\$899.00	\$40.00	\$ 40.00

	Subtotal:	\$40.00
	Transaction Fee:	\$1.00
	Total Amount:	\$41.00

Disclaimer

DISCLAIMER

I agree to the Terms and Conditions

[Back](#)

[Add Payment Details](#)

When filling out your payment information, be sure to verify the amount you are planning to be paying.

Transaction Summary - Total Amount: \$41.00

After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed.

Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type	[Dropdown] *
Card Number	[Text Field] *
Exp Month	[Dropdown] * Exp Year [Dropdown] *
CVV Code	[Text Field] * CVV Help
Name on Card	[Text Field] *
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	[Text Field] * <small>Street address, P.O. box, company name, etc.</small>
Address Line 2	[Text Field] <small>Apartment, suite, unit, building, floor, etc.</small>
City	[Text Field] *
State	[Dropdown] *
Zip Code	[Text Field] *

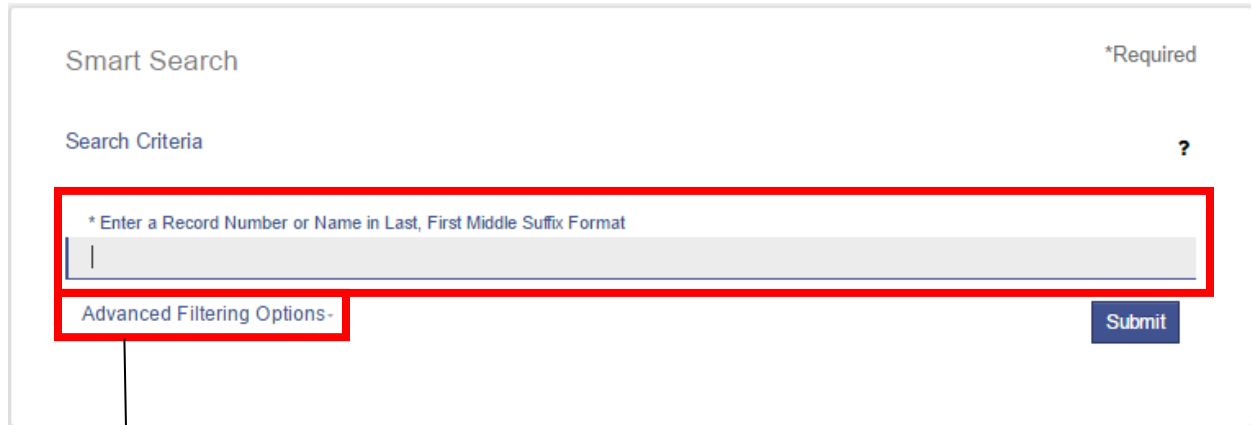
After filling out your payment information Select the Continue button.

Smart Search

- When you select the Smart Search option it is important to note the way names must be entered (Last name, First name). You may use a * as a wildcard character (such as Smi* for Smith or Smitty), however, entering too little information will limit your results and you may not see the case you are searching for, in which case you will see a message such as this:

The search returned 168 cases that have been grouped by party name, but could have returned more. Please narrow the search by entering more precise criteria.

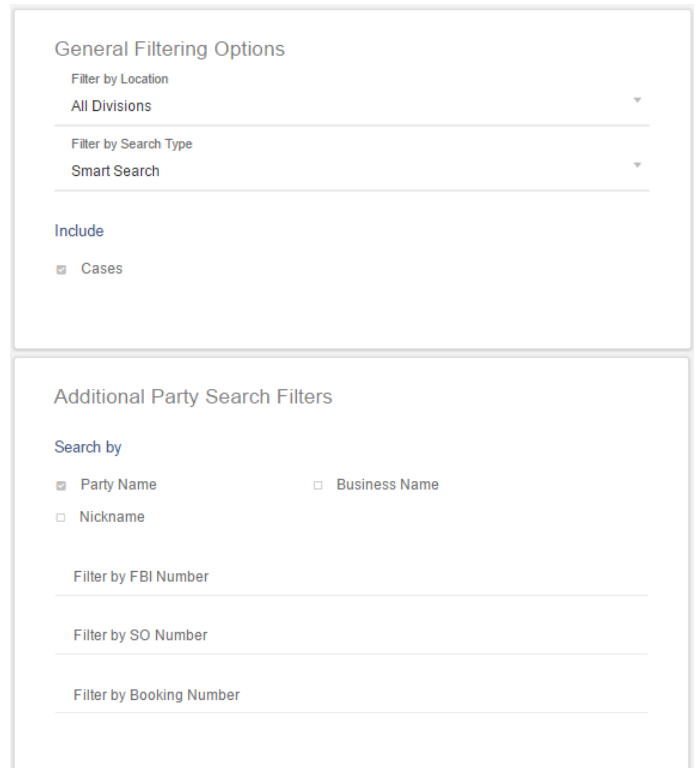
- Also when entering a case number you must include all of the case number digits after the year or none of the zeros after the year to find a specific case. Example CVFL-17-1234 must be searched as CVFL171234 or CVFL170001234.



The image shows a 'Smart Search' form. At the top left is the title 'Smart Search' and at the top right is the text '*Required'. Below the title is the section 'Search Criteria' with a question mark icon. A red box highlights a text input field with the placeholder text '* Enter a Record Number or Name in Last, First Middle Suffix Format'. Below the input field is a button labeled 'Advanced Filtering Options-' and a blue 'Submit' button.

Advanced Filtering Options

- It is possible to restrict your search criteria using the Advanced Filtering Options. This allows you to put in very specific search parameters. See right
- Please note that using these advanced filters may prevent you from seeing the files you may be looking for.



The image shows the 'Advanced Filtering Options' panel. It is divided into two sections. The top section is 'General Filtering Options' and contains two dropdown menus: 'Filter by Location' with 'All Divisions' selected, and 'Filter by Search Type' with 'Smart Search' selected. Below these is an 'Include' section with a checked checkbox for 'Cases'. The bottom section is 'Additional Party Search Filters' and contains three search criteria: 'Search by' with radio buttons for 'Party Name' (checked), 'Business Name', and 'Nickname'; 'Filter by FBI Number'; 'Filter by SO Number'; and 'Filter by Booking Number'.

- Please note that using these advanced filters may prevent you from seeing the files you may be looking for.

Search Cases

Filter by Case Type ▼

Filter by Case Status ▼

Filter by File Date Start Filter by File Date End

Filter by Judicial Officer ▼

- Results from your Search will be displayed allowing you to select the case.
- Left clicking on the case number will allow you to navigate into the case and view the appropriate data.
 - (Please note documents are not available through the portal)

Cases

Case Number	File Date	Type	Status	Party Name
██████████	11/05/2013	(42) Unlimited Other Complaint (Not...	Dispositioned	██████████

◀ 1 ▶
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- This is the view of a public user accessing a case

1 Smart Search
2 Search Results
3 Details

Case Information

Case Number ██████████	Court Civil	Judicial Officer ██████████
File Date 11/05/2013	Case Type (42) Unlimited Other Complaint (Not Spec)	Case Status Dispositioned

Print

- Case Information
- Party
- Disposition Events
- Events and Hearings
- Back to top

Party

Plaintiff ██████████	Active Attorneys - Lead Attorney ██████████
Plaintiff ██████████	Active Attorneys - Lead Attorney ██████████
Defendant ██████████	Active Attorneys - Lead Attorney ██████████

Search Hearings

- When doing a Hearing Search it is required that ALL fields must be filled out using the drop down menu.

Search Hearings *Required

Basic Search Options

* Select Location ▼


* Select Hearing Types ▼

* Select Search Types ▼

* Search by Criteria

* Search by Date From * Search by Date To

Please retype the characters below

T4HR69 

* Captcha Code

Submit

- Left clicking a case number will take you into the case

Hearing Search Results

Case Number	Style / Defendant		Hearing Date	Hearing Time	Type
		ET AL VS	8/5/2014	1:30 PM	Mediation Hearing
		ET AL VS	9/11/2014	8:30 AM	Motion Hearings
		ET AL VS	9/12/2014	8:30 AM	Motion Hearings
		ET AL VS	9/15/2014	8:30 AM	Motion Hearings
		ET AL VS	10/8/2014	8:30 AM	Motion Hearings
		ET AL VS	10/30/2014	8:30 AM	Motion Hearings
		ET AL VS	10/30/2014	1:30 PM	Trial Calendar Call
		ET AL VS	11/3/2014	9:00 AM	Jury Trial

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