

Santa Barbara Superior Court

Case Access Portal

One Time Registration and Requesting Attorney Access

1. Navigate to <https://portal.sbcourts.org/CASBPORTAL/Account/Register>
2. This will take you to a registration form which you should fill out. Note this will register you for an account at Tyler Technologies, so you could use the same credentials at any California Court portal hosted by Tyler.

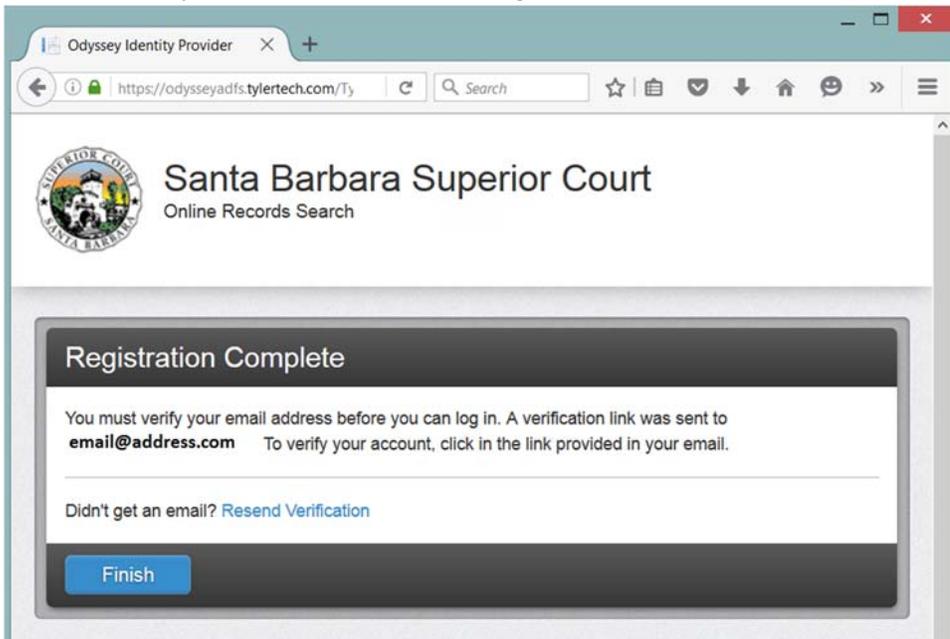


Santa Barbara Superior Court

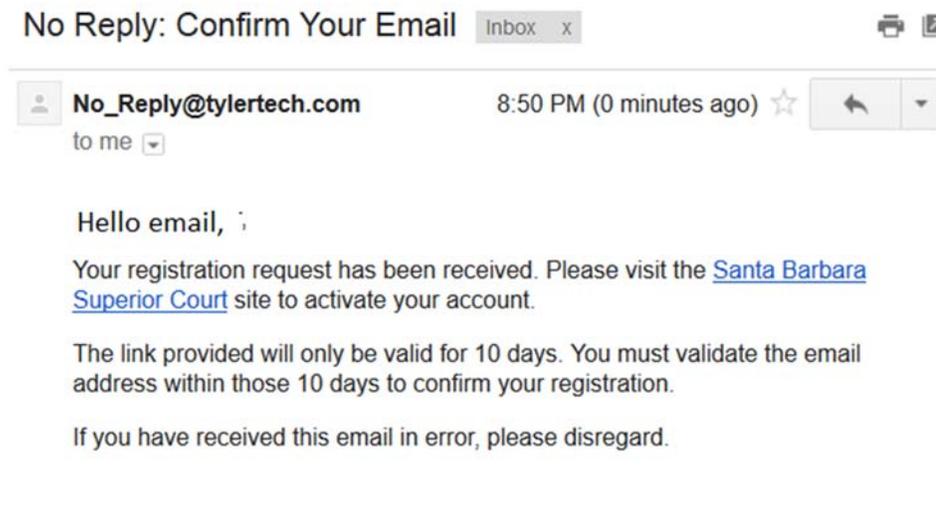
Registration Form

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Email Address"/>	<input type="text" value="Username"/>
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>
<input type="text" value="Mobile Phone (Numbers Only)"/>	
<input type="text" value="Select Service Provider"/>	<input type="text" value="SMS Correspondence Address"/>
<input type="text" value="Select Security Question 1"/>	<input type="text" value="Answer for Security Question 1"/>
<input type="text" value="Select Security Question 2"/>	<input type="text" value="Answer for Security Question 2"/>
<input type="text" value="Select Security Question 3"/>	<input type="text" value="Answer for Security Question 3"/>
	
<input type="text" value="Please retype the characters"/>	

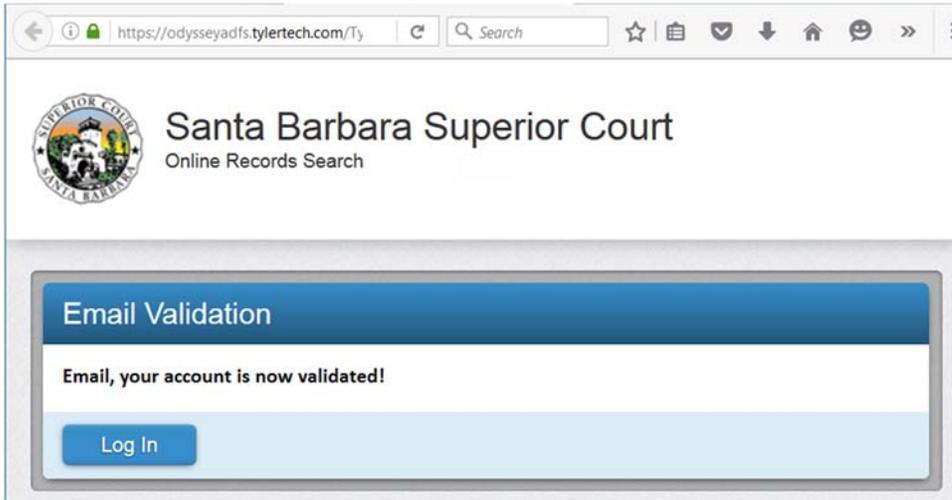
3. Click Next and you'll be shown the following notice



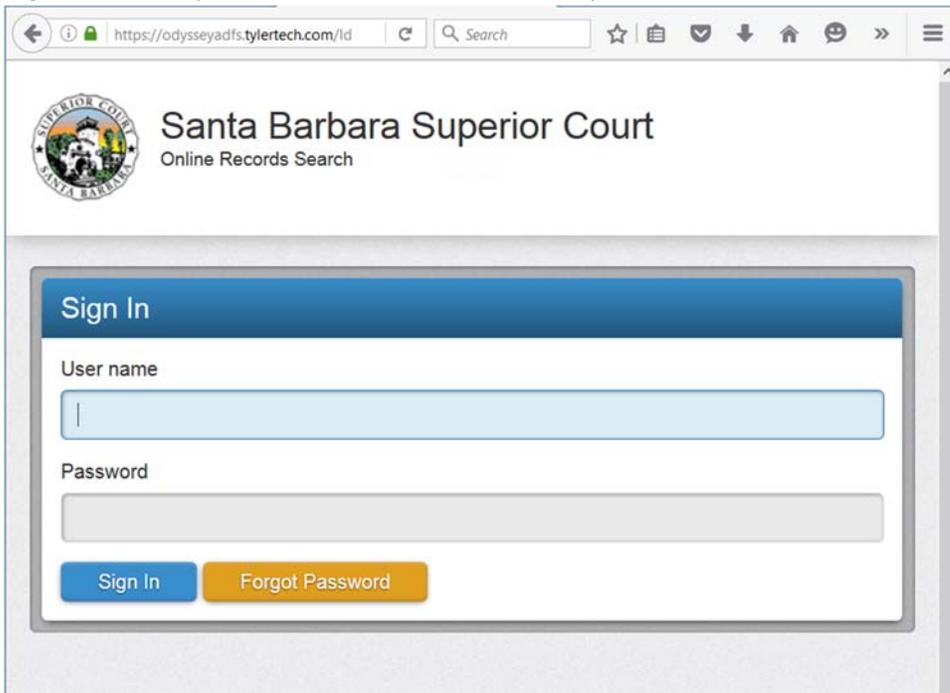
4. A verification will be sent to your email account with a link to a tylertech.com address. Locate the email and navigate to the site to verify your email



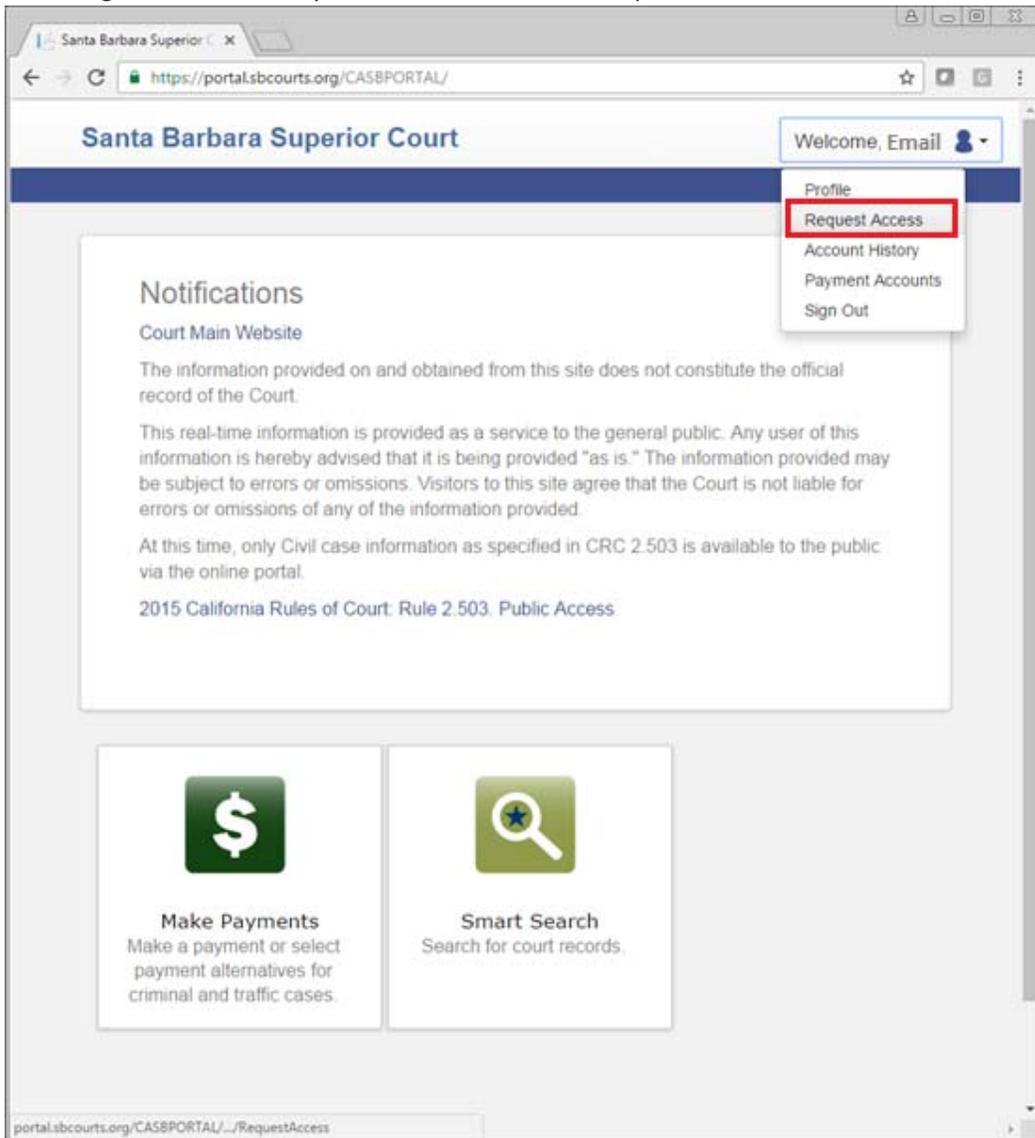
5. You'll be taken to a page indicating that your account has been validated



6. You can click the Log In button or navigate to <https://portal.sbcourts.org/CASBPORTAL/Account/Login> where you'll be presented with the login screen at tylertech.com. Your User Name is your full email address.



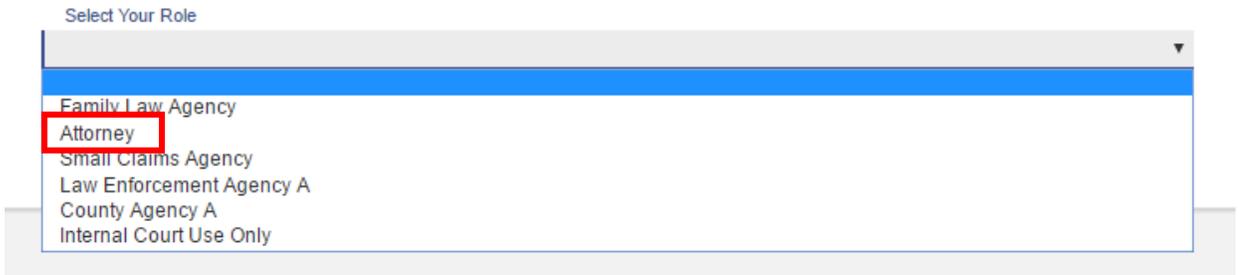
7. Login to the site with the credentials you previously entered and you'll be presented with the following screen. Click on your name and choose 'Request Access'



8. You'll be presented with a pull-down menu to Select Your Role. Please select "Attorney."

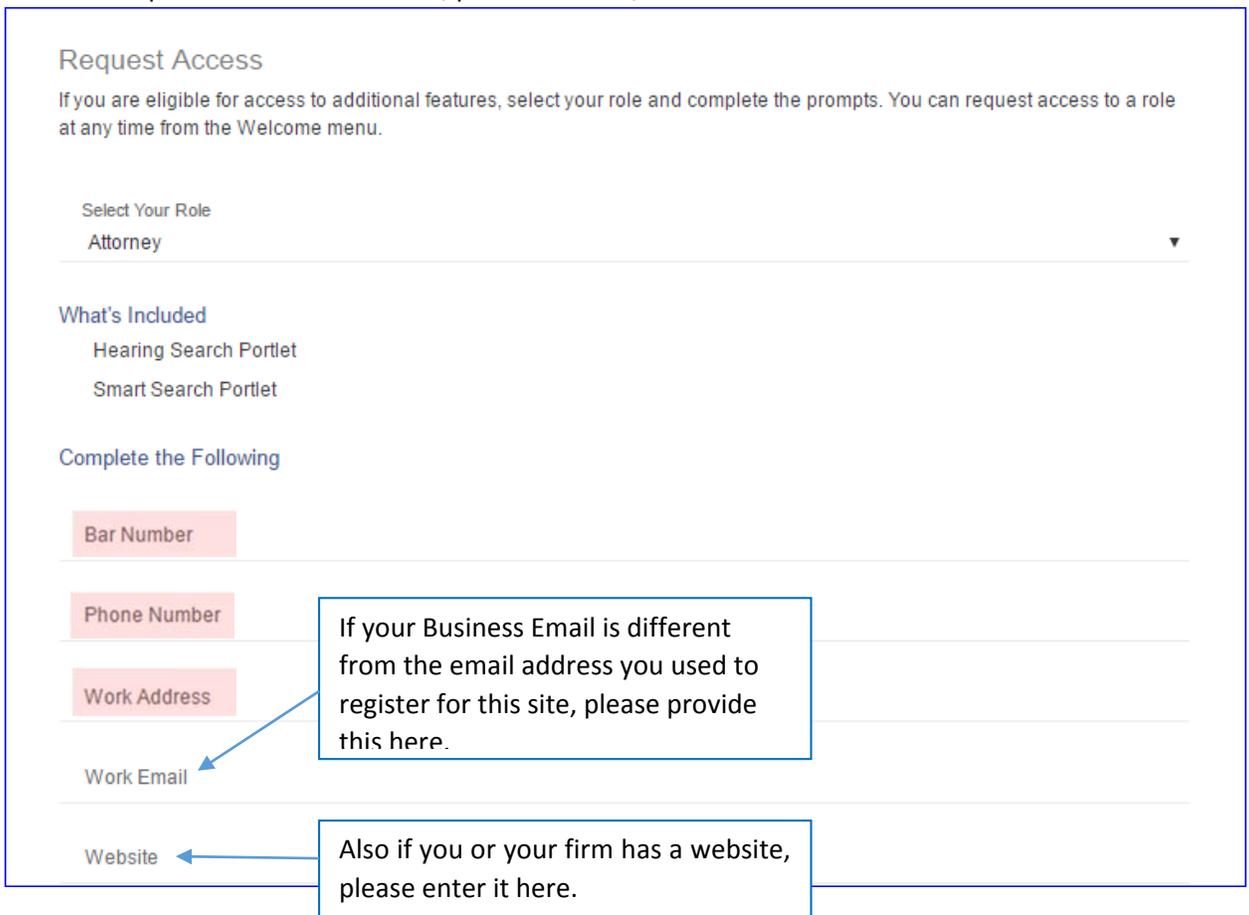
Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.



The screenshot shows a dropdown menu titled "Select Your Role". The menu is open, displaying a list of roles. The role "Attorney" is highlighted with a blue background and a red rectangular box around it. Other roles listed include "Family Law Agency", "Small Claims Agency", "Law Enforcement Agency A", "County Agency A", and "Internal Court Use Only".

9. Immediately after choosing the agency role, you'll be presented with the screen below. Please fill in the required fields: Bar number, phone number, work address.



The screenshot shows the "Request Access" form. The "Select Your Role" dropdown menu is set to "Attorney". Below this, there are sections for "What's Included" (Hearing Search Portlet, Smart Search Portlet) and "Complete the Following". The required fields are highlighted with pink boxes: "Bar Number", "Phone Number", "Work Address", "Work Email", and "Website".

Annotations:

- A blue box with an arrow pointing to the "Work Email" field contains the text: "If your Business Email is different from the email address you used to register for this site, please provide this here."
- A blue box with an arrow pointing to the "Website" field contains the text: "Also if you or your firm has a website, please enter it here."

10. Read the disclaimer and then click the box next to “I agree to the Terms and Conditions” and click “Submit”.

Terms and Conditions

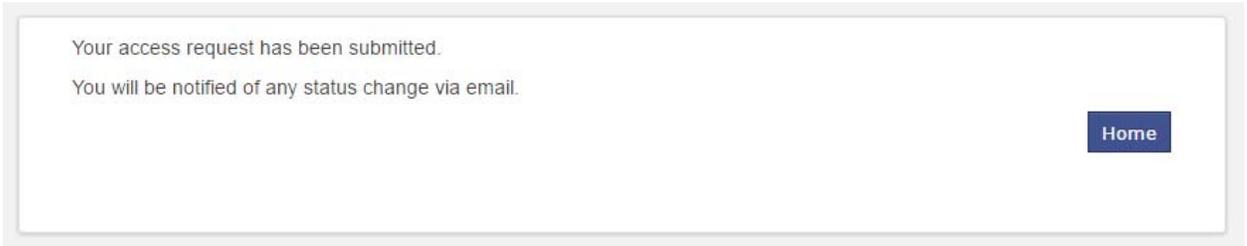
I agree to the Terms and Conditions

Email me a copy

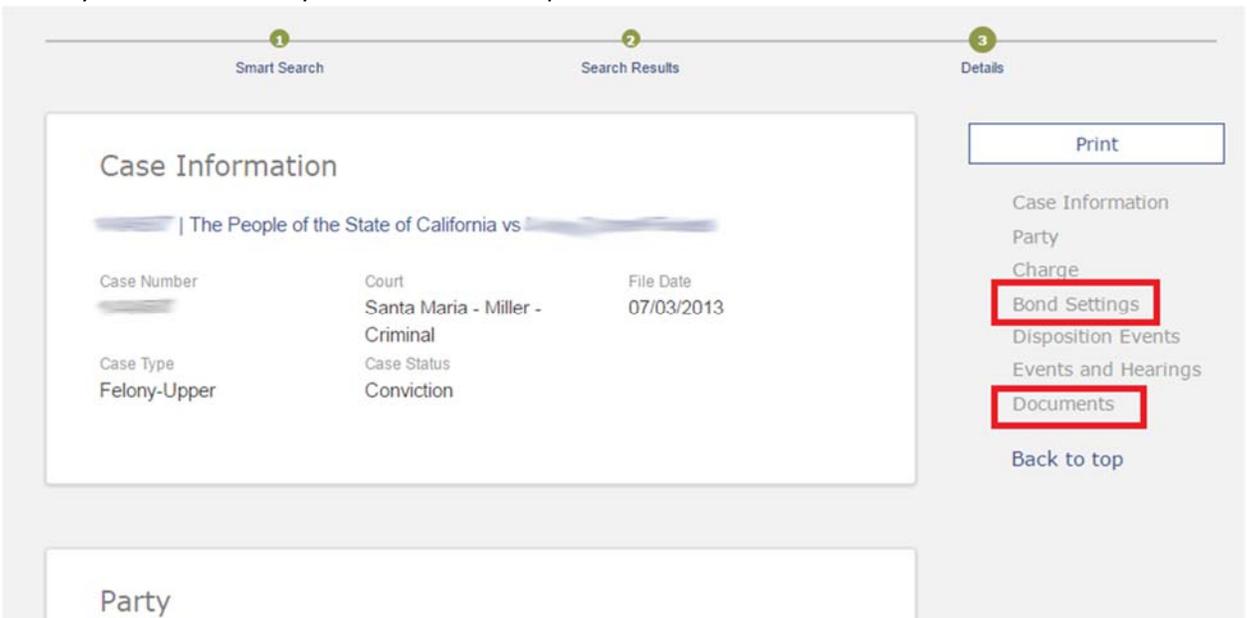
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[Home](#) [Submit](#)

11. You'll be presented with this screen, indicating that your request has been sent to the Court and is pending manual processing. The court will send you an email after the request has been granted.



12. After you have been approved for attorney access, the details you can view on the cases for which you are an attorney of record will be expanded.



Subsequent Logins

Navigate to <https://portal.sbcourts.org/CASBPORTAL/Account/Login> and use your credentials to login to search for cases or hearings.