



eAppeals – Document Submission Portal Quick Reference Guide

This Quick Reference Guide provides step-by-step instructions for submitting documents to the San Bernardino Superior Court through eAppeals.

To begin, from the court’s public website, on the eAppeals screen, click the **Enter eAppeals** link at:

<https://eappeals.sb-court.org/>

You will then be directed to the eAppeals Document Submission Portal, where you will complete the required form(s) and upload case documents for your submission.

Customer Details

Contact information

Complete all applicable fields (Note fields with a red asterisk *****) are mandatory fields and must be completed before moving to the next page.

The screenshot shows the 'Customer Details' form within the 'County of San Bernardino Superior Court eAppeals Service' portal. At the top, a progress bar indicates five steps: 1. CUSTOMER DETAILS (active), 2. COURT CASE, 3. FILE UPLOAD, 4. REVIEW & SUBMIT, and 5. PAYMENT. The form fields are as follows:

- First Name * (text input)
- Last Name * (text input)
- Email * (text input)
- Email Confirm * (text input)
- Company (text input with 'Optional' placeholder)
- Phone * (text input)
- Fax (text input with 'Optional' placeholder)
- Street * (text input)
- City * (text input)
- State * (dropdown menu with 'California' selected)
- Zip Code * (text input)

A blue 'Next' button is located at the bottom left of the form.

Once all applicable fields are complete click NEXT



Court Case

Case Profile

The Case Profile Information page is comprised of several sections detailed below with all fields being mandatory. Sections that display are case type specific and dependent on options selected within each section of the Filing Information page.

Is this an existing case?

If you mark **YES**, the Case Number field will appear, and you will need to enter the existing court case number.

San Bernardino Case eAppeals Service

1 CUSTOMER DETAILS 2 COURT CASE 3 FILE UPLOAD 4 REVIEW & SUBMIT 5 PAYMENT

Case Profile

Is this an existing case?

No Yes

Court Location * Appeals

Case Type * Appeals

Filing as an attorney? * No Yes

Notes

Next Step



Filing as an Attorney?

In this section, select the appropriate radio dial to indicate whether you are submitting your filing on your own behalf or submitting your filing as an attorney. If “Yes” is selected, enter your state bar number and the party or parties you are representing on the case.

San Bernardino Case eAppeals Service

1 CUSTOMER DETAILS 2 COURT CASE 3 FILE UPLOAD 4 REVIEW & SUBMIT 5 PAYMENT

Case Profile

Is this an existing case?

No Yes

Court Location *

Case Type *

Filing as an attorney? *

No Yes

Bar Number *

Attorney for Party Names

Notes

[Next Step](#)

Once all applicable fields are complete click Next Step



File Upload

Document(s)

Select the appropriate document type from the Type of Document drop-down list. Click the **Choose File** button to upload your PDF document(s). If you need to file additional documents for the same case, repeat these steps as needed.

Note: You may upload up to **15 PDF documents** per submission. Each PDF file must be **50 MB or smaller**.

Appeals Case File Upload

Instructions:

- Enter a **Type of Document** to be uploaded.
- Click **Choose File** to browse your device and select the pdf file to be uploaded.
- Click the **Upload** button and repeat for up to 15 PDF files.
- Once completed, click the **Complete** button to go to the next step.

Note:
Only PDF files up to **50MB** are allowed

Conformed Copies:
If you encounter any issues obtaining copies through the Courts Access Portal, please reach out to our Appeals Division Clerks office at 909-384-1888, option #1, option #7, then option #9.

Appeals Payment Upload

Payments:
To make a payment, please complete and upload a payment form. This form is available on the courts website under the Appeals tab. [Click Here](#)

Instructions:

- Download the **Make a Payment** form.
- Print or Complete and Digitally sign the form online.
- Scan form, if necessary and save for upload.
- **Title of Document**, choose **Make Payment**.
- Click **Choose File** to browse your device and select the completed form.
- Click the **Complete** button to go to the next step.

Type of Document *

Form File * No file chosen

Upload This file

[Remove]	Motions	-
	Motions ...	
[Remove]	Notices	-
	Notices ...	
	<hr/>	
	Total	-

1) Select document type

2) Click Choose File, Browse and select file

3) Click Upload

4) Check list of documents uploaded

5) Click Complete

Click [Remove] to remove any document



File Upload for Making a Payment

Make Payment

To make a payment, please select Make Payment document type from the drop-down list. Click the “**Click Here**” link, shown highlighted below, to download the form. Fill out the form then upload the completed form with your filing.

Appeals Case File Upload

Instructions:

- Enter a **Type of Document** to be uploaded.
- Click **Choose File** to browse your device and select the pdf file to be uploaded.
- Click the **Upload** button and repeat for up to 15 PDF files.
- Once completed, click the **Complete** button to go to the next step.

Note:
Only PDF files up to 50MB are allowed

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- Click **Choose File** to browse your device and select the completed form.
- Click the **Complete** button to go to the next step.

Type of Document *

Form File * No file chosen

Upload This file

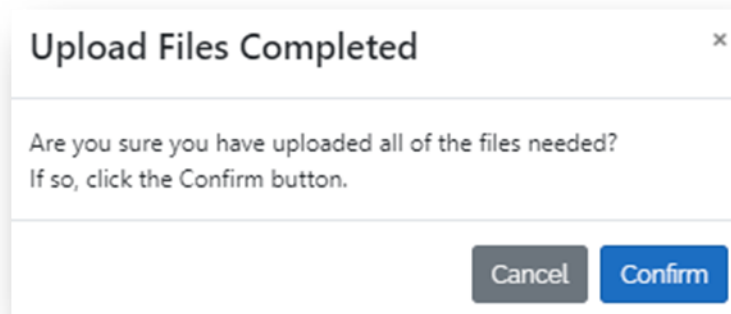
[Remove]	Make Payment	-
	Make Payment ...	-
	Total	-

Click [Remove] to remove any document

Click Complete when done



Before continuing, a confirmation pop-up windows will appear to verify that you are ready to submit. Click **Confirm** to proceed to the next step, or click **Cancel** to return to the file upload section.



Review and Submit

Previous Screen Navigation Menu

At the top of the screen, there is a navigation menu (as shown below). You may use this menu to return to any previous section if you need to correct or add information. To navigate, simply select the appropriate numbered tile in the navigation menu.

- Depending on the screen you will need to revalidate some information such as email address and case type





Customer Profile

Under the customer profile section, the customer must enter their credit card information if they are making a payment by clicking on **Add Card Holder Billing Address**

Profile

Customer Profile

Customer

[Add Card Holder Billing Address](#)

First Name John
Last Name Doe
Email TestTest@email.com
Phone 9091234567
Fax
Company

Customer Address

Street 123 Main St
City San Bernardino
State CA
Zip Code 92415

Enter the name on the credit card you are using and billing address and select **Save**

Credit Card Billing Information

Billing Name On Card

Billing First Name

Billing Last Name

Billing Street

Billing City

Billing State

Billing Zip Code

(Please note: The billing address you enter must match the address on file with your financial institution. If the information does not match, the transaction will be declined)



Customer Information

Verify all your information is correct

Profile

[Customer Profile](#)

Customer

[Add Card Holder Billing Address](#)

First Name	John
Last Name	Doe
Email	TestTest@email.com
Phone	9091234567
Fax	
Company	

Customer Address

Street	123 Main St
City	San Bernardino
State	CA
Zip Code	92415

Court Documents to be filed

Verify that all documents have been uploaded and fees have been reviewed. If a document is missing, you can upload any additional documents by clicking on **Upload More Documents**

Profile

[Customer Profile](#)

[Court Case Information](#)

[Court Documents to be Filed](#)

Documents

[Upload More Documents](#)



Terms of Service

After reviewing your submission, you must agree to the Terms of Service before proceeding. Please make sure to check the box to confirm you agree to the terms and then click **Next**

Profile

- Customer Profile
- Court Case Information
- Court Documents to be Filed
- Terms of Service

Must read and confirm by checking the box below

Thank you for submitting your appeal document electronically. Pursuant to rule CPC 116.70, Appeals for Small Claims Cases must be filed at the district where the case was initially heard. Any payments for the District Court of Appeal must be submitted directly to the District Court of Appeal.

Please check the box to confirm you have read the terms.

Next

Then click **Submit**, another screen will appear like the one below:

Completed Submission Check ×

Please click "Submit" to continue.

Submit

Once you click "Submit," you will see a message that says **Service Complete**

Service Complete

An email confirmation has been sent to your inbox with the details for this submission. For any questions concerning your filing, you may contact an Appeals Specialist at 909-384-1888, select option 1, then option 7, then option 9

Submit Another

Return Home



Delivery Confirmation

A delivery confirmation email will be sent to the email address provided listing the submission details.

[External] eAppeals - Received documents



DoNotReply <DoNotReply@filesubmit.sb-court.org>

[Redacted]

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.



Thu 4/2/2026 4:41 PM

[CAUTION EXTERNAL EMAIL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for your submission.

This confirmation serves as a receipt of delivery **only** of the submitted documents. The documents will be reviewed for processing and/or filed by the San Bernardino Superior Court. You will receive a further notification upon the completion of reviewing the documents and/or payment made.

District: Appeals

Case Number: NO CASE NUMBER PROVIDED

Transaction#: [Redacted]

List of Documents

Fee Waivers

-

Fee Waivers

Tentative Amount to be Invoiced

-

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