



This quick reference guide will take you through the steps for submitting documents to the court via File Submit.

To begin, from the File Submit screen, select the “File Submit” link.

### [Secure Document Upload and Submit - File Submit](#)

You will be taken to the File Submit -Document Submission Portal where you will fill out the File Submit form and upload the case documents for your submission.

## Customer Details

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

A screenshot of the "Customer Details" form within a multi-step process. At the top, a progress bar shows five steps: 1. CUSTOMER DETAILS (highlighted), 2. COURT CASE, 3. FILE UPLOAD, 4. REVIEW & SUBMIT, and 5. PAYMENT. The form itself is titled "Customer Details" and contains the following fields: First Name (\*), Last Name (\*), Email (\*), Email Confirm (\*), Company (Optional), Phone (\*), Fax (Optional), Street (\*), City (\*), State (\*, dropdown menu with "Select State" selected), and ZipCode (\*). A blue "Next" button is located at the bottom of the form.

Once all applicable fields are complete click **NEXT**



## Court Case

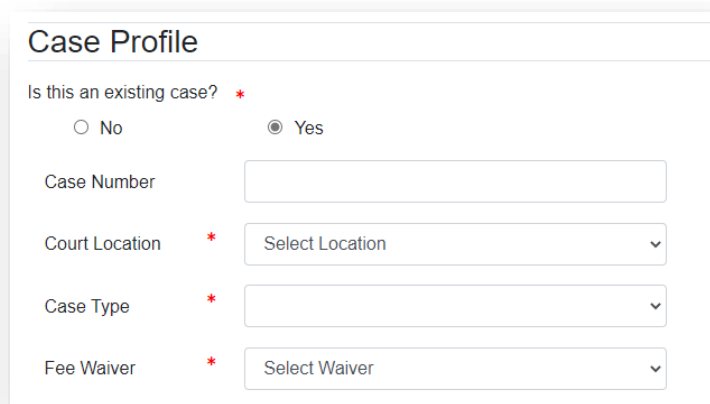
### Case Profile

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.

- Select the correct court location for filing your document(s) from the drop down in the Court Location field.
- Select the case type from the drop down in the Case Type field

A screenshot of the "Case Profile" form. The form has a title "Case Profile" at the top. Below the title is a question "Is this an existing case?" with a red asterisk. There are two radio buttons: "No" and "Yes", with "Yes" selected. Below this are four fields: "Case Number" (a text input field), "Court Location" (a dropdown menu with "Select Location" and a downward arrow), "Case Type" (a dropdown menu with a downward arrow), and "Fee Waiver" (a dropdown menu with "Select Waiver" and a downward arrow). Each of the four fields has a red asterisk to its left.

### Fee waiver or other exemption?

In this section, mark the radio dial for the applicable waiver of fees or exemption. If there are no applicable exemptions or fee waivers, mark **NONE**. (Note: the Court will verify Fee Waivers and other exemptions when reviewing the submission.)

- If **Fee Waiver** is selected, you will not be prompted to enter credit card information at the conclusion of your submission.
- **Exempt Pursuant to GC § 6103** should be selected for any public agency listed in this code section including law enforcement
- **Other Exempt Party/Agency** should only be selected by parties/agencies that are exempt from filing/transaction fees, who are not included in exemptions listed in GC § 6103 (e.g. court appointed mediators, court appointed medical examiners and Probation Approved Batterers Intervention Programs)



Case Type \*

Fee Waiver \*

Is there a restraining order involving violence? \*

No

Filing as an Attorney? \*

No  Yes

Does this case/submission include a restraining order involving violence? This section must be completed when **NONE** is selected under Fee waiver or other exemption. (Note: If fee waiver or an exemption is selected, this section will not appear.)

Is there a restraining order? \*

No  Yes  I don't know

If No is selected, you will be prompted to enter credit card information at the conclusion of your submission.

If Yes is selected, there is no filing/transmission fee required and you will not be prompted to enter credit card information at the conclusion of your submission.

If I don't know is selected, you will be prompted to enter credit card information at the conclusion of your submission and the court will determine if the submission is exempt from filing/transmission fees.



## 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(ies) you are representing on the case.

The screenshot shows a web form titled "Case Profile" with a progress bar at the top indicating five steps: 1. CUSTOMER DETAILS, 2. COURT CASE, 3. FILE UPLOAD, 4. REVIEW & SUBMIT, and 5. PAYMENT. The "COURT CASE" step is currently active. The form contains the following fields and options:

- Is this an existing case? \***
  - No
  - Yes
- Case Number**: Text input field containing "22CR12345".
- Court Location \***: Dropdown menu with "Joshua Tree" selected.
- Case Type \***: Dropdown menu with "Small Claims" selected.
- Fee Waiver \***: Dropdown menu with "None" selected.
- Is there a restraining order? \***
  - No
  - Yes
  - I don't know
- Filing as an attorney? \***
  - No
  - Yes
- Bar Number**: Text input field containing "12344".
- Attorney for Party Names**: Text input field containing "Jane Doe".
- Notes**: Text input field (empty).

At the bottom of the form is a blue button labeled "Next Step".

Once all applicable fields are complete click **NEXT**



## File Upload

Enter the title of your document in the Title of Document field. This field will automatically search for documents based on the word(s) you enter. Choose from the list of documents or manually enter the document title if not listed. Click the Choose File button to upload your PDF document. If you have another document to file for the same case, repeat the steps above. (Note: You may add a maximum of 15 PDF documents to your submission and each PDF document may be no more than 50MB.)

Once all documents have been entered and uploaded, click **Complete**

### Case File Upload

**Instructions:**

- Enter a **Title of Document** to be uploaded.
- You can type a few characters in the field to display a list of possible matches.
- 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

Check box to request copies

Check box to request conformed copies of documents filed (additional cost)

Service of copy claim under CCP 116.340 (known as certified mail) cannot be requested on this portal. This service can be requested in-person or by mail at the location and/or time of your filing.

Title of Document \*

1) Give document title

Form File \*

Choose File No file chosen

2) Browse and select file

Upload This file

Upload

Complete

3) Click Upload

[Remove]

**CCP 116.760**

\$75.00

File appeal

[Remove]

**CCP 116.860**

\$20.00

Processing fee for pay judgment to court

**Total**

\$95.00

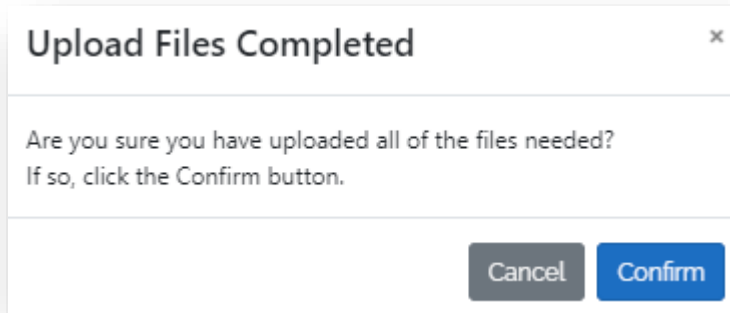
Click [Remove] to remove any documents

5) Click COMPLETE when done

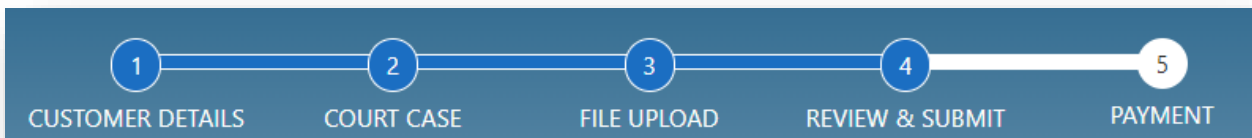
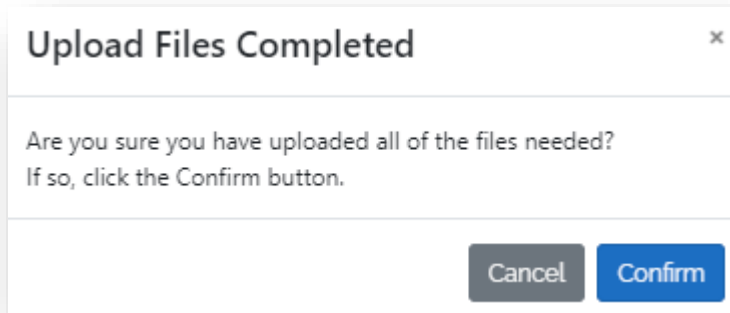
4) List of documents uploaded and fees will appear at the bottom of page



Before continuing on a popup window will appear to verify you are ready to submit, click **CONFIRM** to move to the next step or **CANCEL** to go back to upload files



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### Customer Profile

In order to enter your credit card information only when there are no fee waivers or exemptions indicated on the Filing Information page. Select Add Card Holder Billing Address



### Payment Profile

[Customer Profile](#)

#### Customer

[Add Card Holder Billing Address](#)

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

#### Billing Address

Billing Name On Card

Billing Street

Billing City

Billing State

Billing Zip Code

[Save](#)

### Customer Information

Verify all your information is correct

#### Customer

[Add Card Holder Billing Address](#)

<b>First Name</b>	John
<b>Last Name</b>	Doe
<b>Email</b>	JDoe@email.com
<b>Phone</b>	9092698787
<b>Fax</b>	
<b>Company</b>	

#### Customer Address

<b>Street</b>	123 Main St
<b>City</b>	San Bernardino
<b>State</b>	CA
<b>Zip Code</b>	92415



## Court Case Information

Verify all information regarding your court case is correct

### Court Case

Existing Case	<input checked="" type="checkbox"/>
Case Number	22CR12345
Case Type	Small Claims
Court Location	Joshua Tree
Fee Waiver	None
Restraining Order	No
Filing as Attorney	<input type="checkbox"/>
Bar Number	
Notes	

## Court Documents to be filed

Verify all documents are uploaded and review fees. If a document is missing you can upload any additional documents by selecting **UPLOAD MORE DOCUMENTS**

### Documents

[Upload More Documents](#)

Request	<input type="checkbox"/>
Conformed Copies	
[Remove] CCP 116.860	\$20.00
Processing fee for pay judgment to court	
[Remove] CCP 116.760	\$75.00
File appeal	
<b>Total</b>	<b>\$95.00</b>



## Terms of Service

After reviewing your submission you must agree to the Terms of Service to complete your submission. Select box to confirm you agree to terms and select **SUBMIT**

### Must read and confirm by checking the box bellow

The following fee is an estimate of cost based on the data collected on the forms. A representative of the court will review the package and complete the submittal. After the forms are filed, then the card will be charged. If conformed copies were requested in the filing to be submitted, the cost of each copy is \$0.50 per printed side in addition to mailing costs (as applicable). This fee is not displayed in the amount below but will be determined when the filing is accepted and costs are assessed. Please confirm below.

**Fee**

\$95.00

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

## Payment


A Payment Information window will appear for you to enter your credit card information only when there are no fee waivers or exemptions indicated on the Filing Information page. Enter your credit card number, expiration date, and card code, and then click **SUBMIT**.

Credit Card Authorization



The following message will appear indicating that your documents have been submitted.

### Service Complete



An email invoice has been sent to your inbox with the details of this transaction. A member of our staff will be reviewing your case files and will be in touch if there are any issues. If you have any questions, please contact us by email: [CourtTechSupport@sb-court.org](mailto:CourtTechSupport@sb-court.org) or phone: (909)269-8787

To submit another request to the court, click the home button.

### Delivery Confirmation

A File Submit Document Submission Portal Delivery Confirmation will be sent to the email address provided listing the submission details.

Do Not Reply File Submit  
File Submit - Received documents

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

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: Joshua Tree  
Transaction#: 493a1b1b-748e-4b08-910a-cb9954349b88

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<u>List of Documents</u>	
CCP 116.860	\$20.00
Processing fee for pay judgment to court	
CCP 116.760	\$75.00
File appeal	
<b>Tentative Amount to be Debited</b>	<b>\$95.00</b>

Please do not reply to this message via e-mail. This address is automated, unattended, and cannot help with questions or requests.