



Viewing CCMS Documents on the Sacramento Court Website

To view documents using the case number as search criteria, follow these steps.

The screenshot shows the 'CCMS DOCUMENT VIEWING' interface. It includes a header with the court name and a main heading 'CCMS Online Document Viewing'. Below this is explanatory text about the system and a note that document viewing requires Adobe Acrobat Reader. The search section has 'Search By' set to 'Case Number'. A dashed box highlights the search criteria: 'Document Types' is set to 'All Documents', 'Case # Format' is set to 'CCMS', and the 'Event Date' field contains '34-2007-XX-XX-XXX'. A 'Search' button is at the bottom right.

1. Enter the case number
 - a. If entering a CCMS case number, select the year from the drop down box and then enter the 8 digit case number in the open field (see above image).
 - b. If entering a legacy¹ case number, change the selected [radio] button in the middle of the screen from 'CCMS' to 'Other'. Enter the legacy case number into the blank 'Other' field (see below image).

This screenshot shows the same search interface as above, but with 'Case # Format' set to 'Other'. The 'Event Date' field now contains the legacy case number '07as00835'. The 'Search' button remains at the bottom right.

¹ A legacy case number is a case number issued by the court prior to the implementation of CCMS. This includes Civil cases initiated prior to November 13, 2007 and Probate cases initiated prior to February 5, 2007. Civil legacy case numbers usually include alpha characters, such as AM, CM, AS, or CS. Probate legacy case numbers usually include alpha characters, such as PR.



2. Click on the **[Search]** button.

Result: After a few seconds, the search is complete. The screen refreshes and the document information displays at the bottom of the screen.

3. Scroll down and click on the **[View]** button associated with the document you wish to view.

SEARCH RESULTS:
To view documents, please disable Pop-up blockers for this Web site.

	Filing Date	Case Number	Document Title	Event Date	Dept.	File Size
View	2/26/2009 3:03 PM	34-2008-00026513-CU-CO-GDS	Notice of Case Management Conference and Order to Appear	5/28/2009 8:30 AM	43	21 KB
View	1/28/2009 12:59 PM	34-2008-00026513-CU-CO-GDS	Answer			361 KB
View	1/22/2009 10:22 AM	34-2008-00026513-CU-CO-GDS	Answer			189 KB
View	1/13/2009 3:01 PM	34-2008-00026513-CU-CO-GDS	Cross-Complaint			212 KB

Note: The **[View]** button for confidential documents will be grayed out as these are not viewable.

Result: The document displays in a separate window PDF format.

4. After viewing the document, click the red close  icon at the top right to close the window.