



## Viewing CCMS Documents on the Sacramento Court Website

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

**CCMS DOCUMENT VIEWING** Superior Court of California  
County of Sacramento

**CCMS Online Document Viewing**

The Court Case Management System (CCMS) online document viewer provides the ability to view public documents on Civil and Probate cases. Please be advised that it may take up to 72 hours after a document is filed for it to appear here. If the document was filed more than 72 hours ago and you still cannot find the case or documents for which you are searching, please contact the Civil Records Unit at (916) 874-7186 or the Probate Unit at (916) 875-3400.

Documents accessible only to the parties of a case and any confidential or sealed documents are not available through this application.

You must have a valid case number or hearing date and department to search for case related documents. If you do not have your case number you may use the [Case Index](#) to locate it. You will need to return to this page to conduct your search.

Document viewing requires [Adobe Acrobat Reader®](#)

**Search By:** ☒ Case Number ☐ Department

**Document Types:** All Documents

**Case # Format:** ☒ CCMS ☐ Other

34 2007 -XX-XX-XXX

**Event Date:** (optional) valid date format: mm/dd/yyyy

**Search**

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 legacy<sup>1</sup> 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).

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**Search By:** ☒ Case Number ☐ Department

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07as00835

**Event Date:** (optional) valid date format: mm/dd/yyyy

**Search**

<sup>1</sup> 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 |
| <a href="#">View</a>   | 2/26/2009<br>3:03 PM  | 34-2008-00026513-CU-CO-GDS | Notice of Case Management Conference and Order to Appear | 5/28/2009<br>8:30 AM | 43    | 21 KB     |
| <a href="#">View</a>   | 1/28/2009<br>12:59 PM | 34-2008-00026513-CU-CO-GDS | Answer   |                      |       | 361 KB    |
| <a href="#">View</a>   | 1/22/2009<br>10:22 AM | 34-2008-00026513-CU-CO-GDS | Answer   |                      |       | 189 KB    |
| <a href="#">View</a>   | 1/13/2009<br>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.