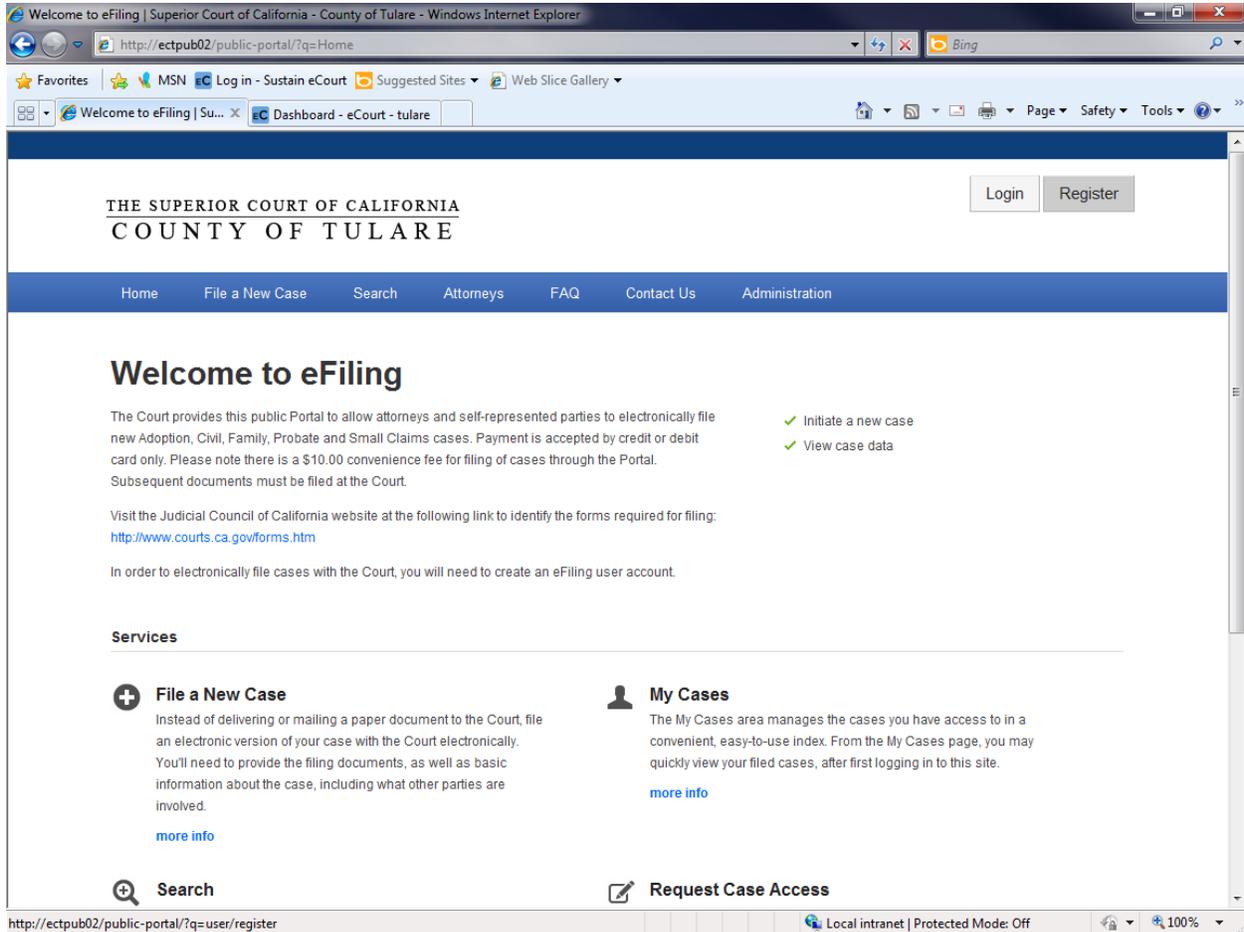


Welcome to eFiling

One of the benefits of converting our current SJE (Sustain) to eCourt (Sustain) is the fact that it is a Web Based application. This gives us more functionality and will allow users to have access to certain case information on-line as well as the ability to file certain case types on-line.

When filing a new case, payment must be made with a debit or credit card only. There is an additional \$10 convenience fee for filing cases on-line. Subsequent documents must be filed at the court.

To file a case electronically you will need to create an eFiling user account. Click on Register to create an eFiling user account.



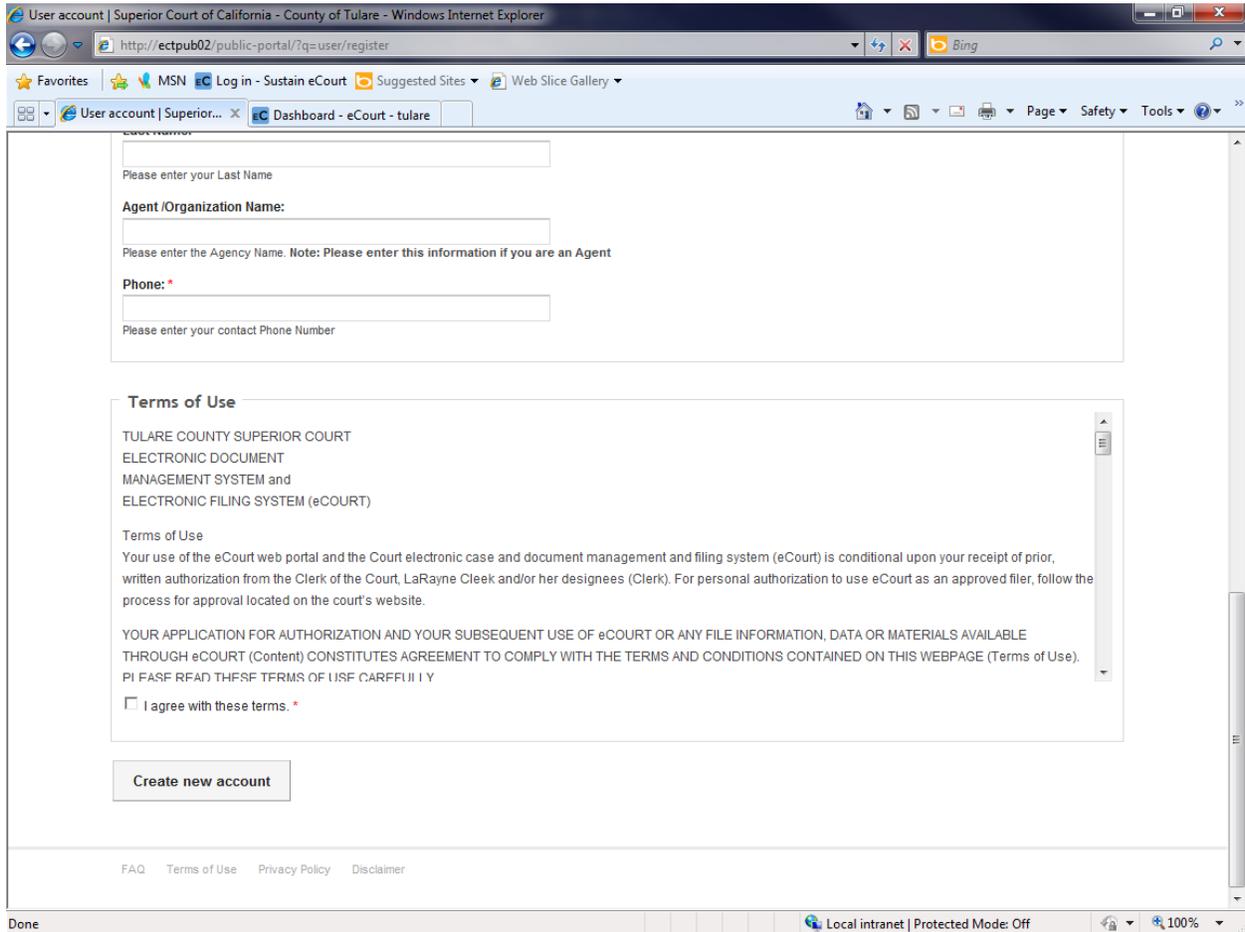
Complete the various information requested. Fields with a red asterisk are required.

The screenshot shows a web browser window with the following elements:

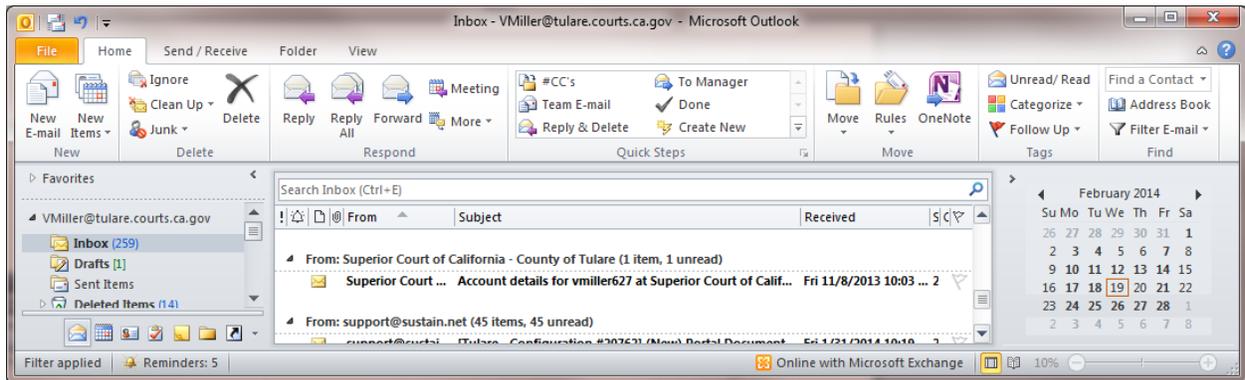
- Browser Title:** User account | Superior Court of California - County of Tulare - Windows Internet Explorer
- Address Bar:** http://ectpub02/public-portal/?q=user/register
- Navigation Menu:** Home, File a New Case, Search, Attorneys, FAQ, Contact Us, Administration
- Breadcrumb:** Home » User account
- Buttons:** Create new account, Log in, Request new password
- Section Header:** User account
- User Registration Guidelines:** You need to register to use this system for eFiling. Once registered you may submit a new filing or make filings on existing cases
- Account information section:**
 - Username: *** (Required field)
 - Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.
 - E-mail address: *** (Required field)
 - A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
 - Password: *** (Required field)
 - Confirm password: *** (Required field)
 - Provide a password for the new account in both fields.
- Roles section:**
 - Role: *** (Required field)
 - Law Firm

At the bottom of the browser window, the status bar shows "Done", "Local intranet | Protected Mode: Off", and "100%".

After you have completed all of the required information and agreed to the Terms of Use, click Create new account.



You will receive an email confirming the creation of your account.



You are now ready to file a case.

Click the Login button and enter your User Account information.

The screenshot shows a web browser window with the following elements:

- Browser Title:** User account | Superior Court of California - County of Tulare - Windows Internet Explorer
- Address Bar:** <http://ectpub02/public-portal/?q=user>
- Navigation Bar:** Home | File a New Case | Search | Attorneys | FAQ | Contact Us | Administration
- Account Options:** Create new account | **Log in** | Request new password
- Page Header:** THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE
- Form Fields:**
 - Username:** * vmiller627 (with subtext: Enter your Superior Court of California - County of Tulare username.)
 - Password:** * (with subtext: Enter the password that accompanies your username.)
- Buttons:** Login (top right), Register (top right), Log in (bottom of form)
- Footer:** FAQ | Terms of Use | Privacy Policy | Disclaimer
- Status Bar:** Done | Local intranet | Protected Mode: Off | 100%

Once you have successfully logged in select File a New Case.

My Account | Superior Court of California - County of Tulare - Windows Internet Explorer

http://ectpub02/public-portal/?q=user/55/MyCases

vmiller627 | logout

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

Home | **File a New Case** | Search | Attorneys | FAQ | Contact Us | My Cases | Administration

Home » My Account

View | Edit | **My Cases** | My Drafts | Payments

vmiller627

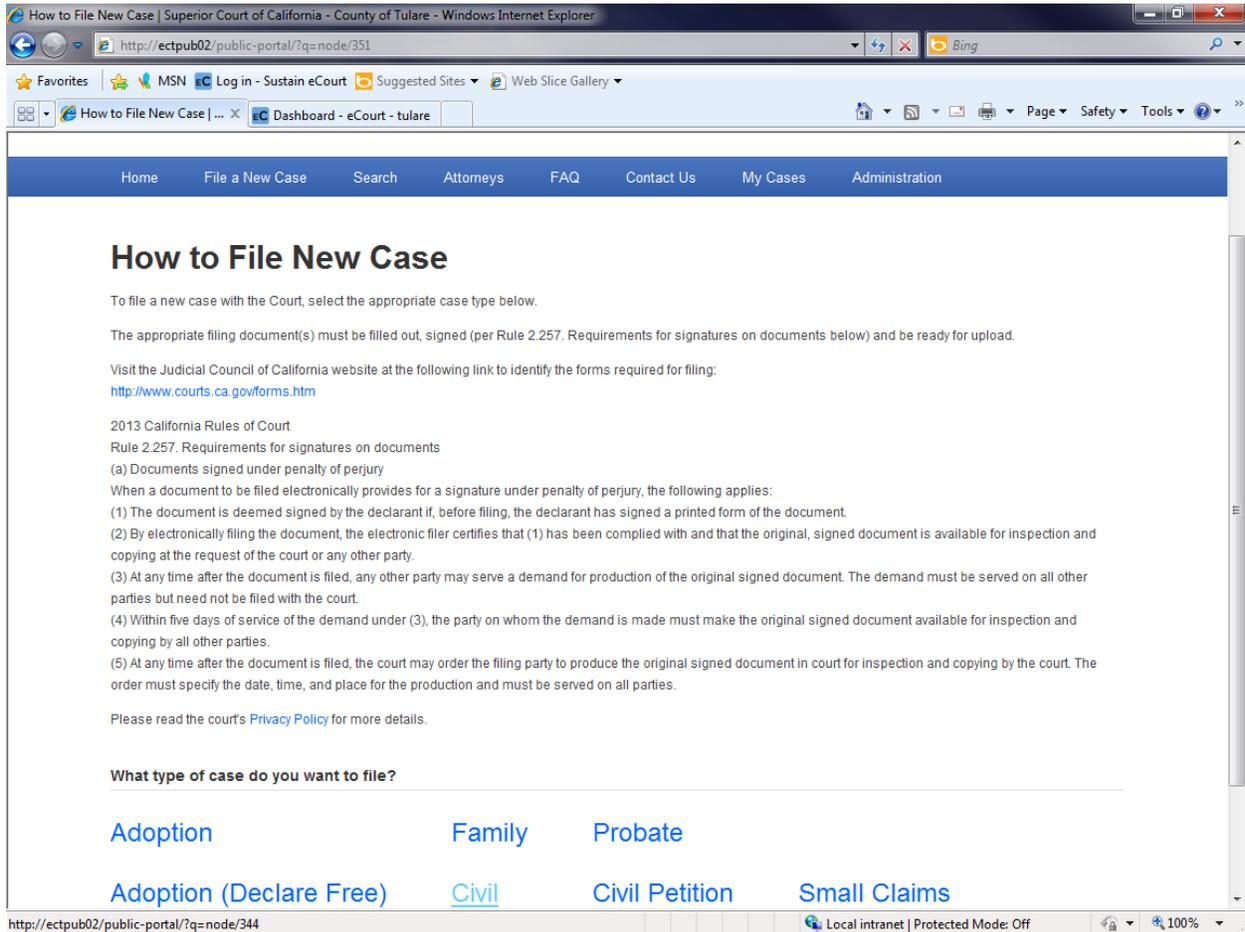
Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
No records found							

Cases Per Page: 10

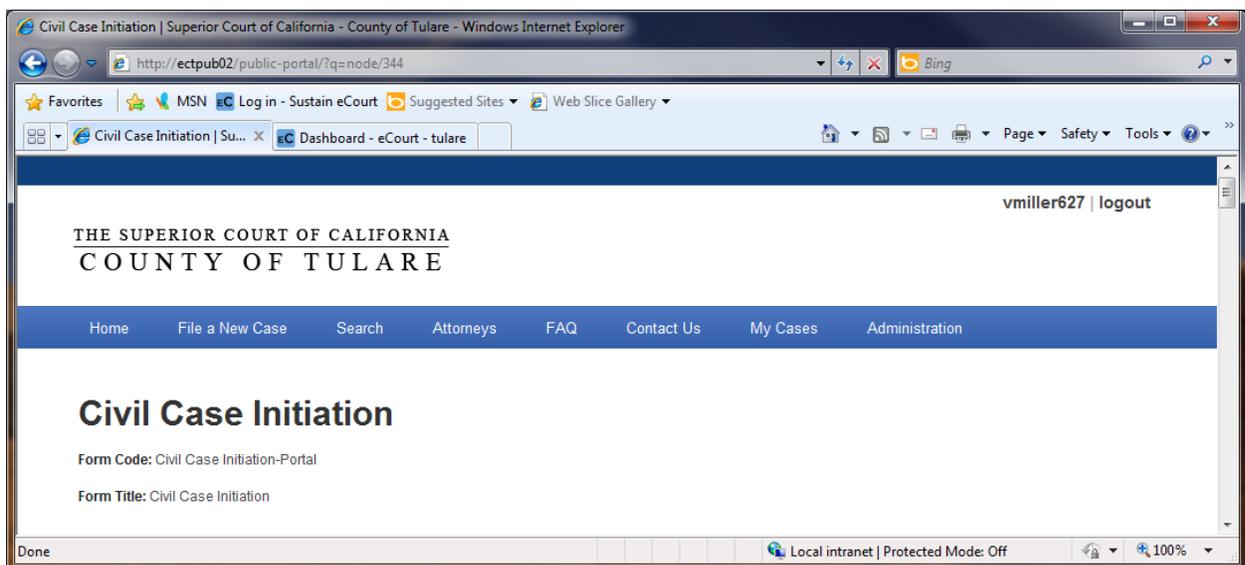
FAQ | Terms of Use | Privacy Policy | Disclaimer

http://ectpub02/public-portal/?q=node/351 | Local intranet | Protected Mode: Off | 100%

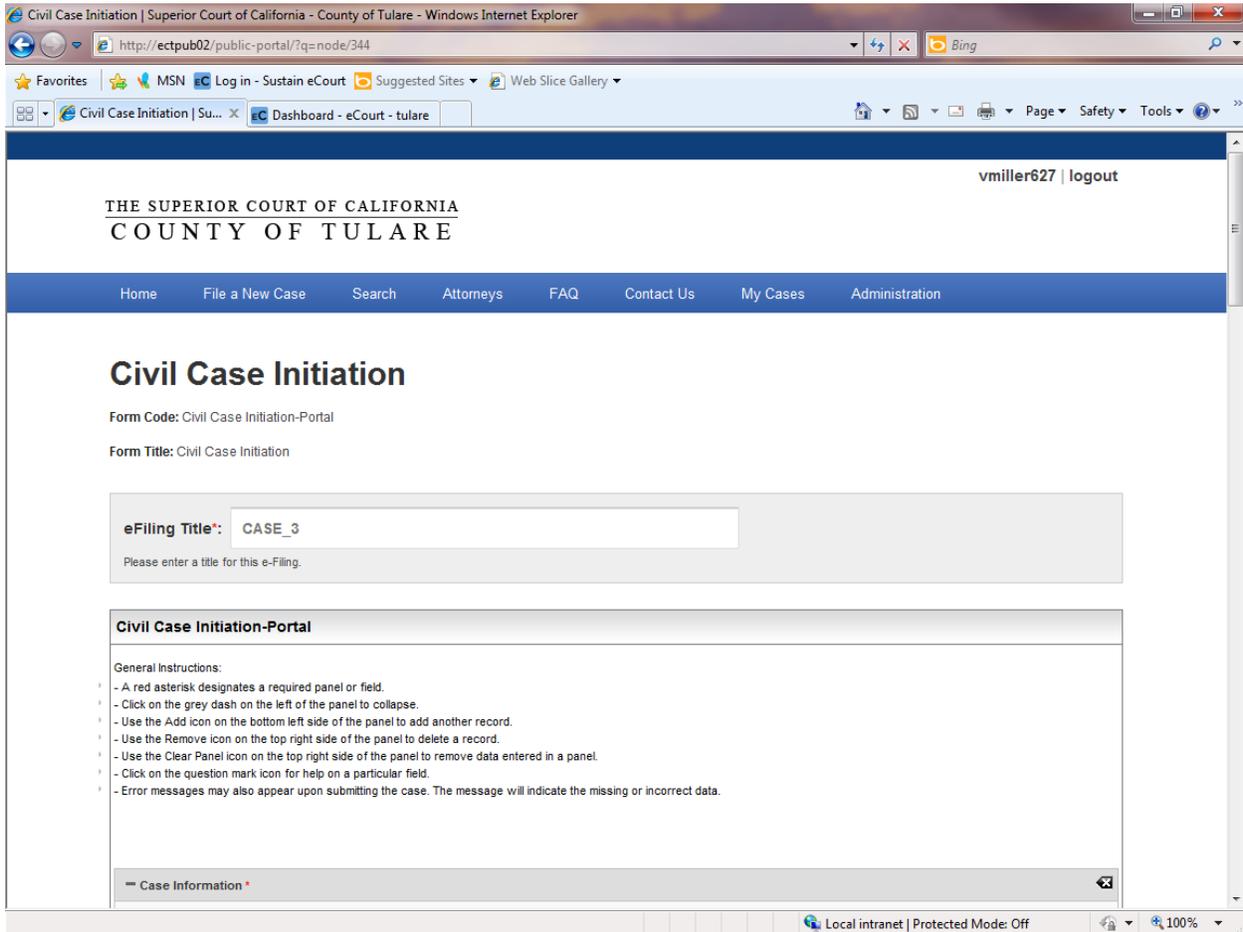
Select from one of the case types located at the bottom of the page.



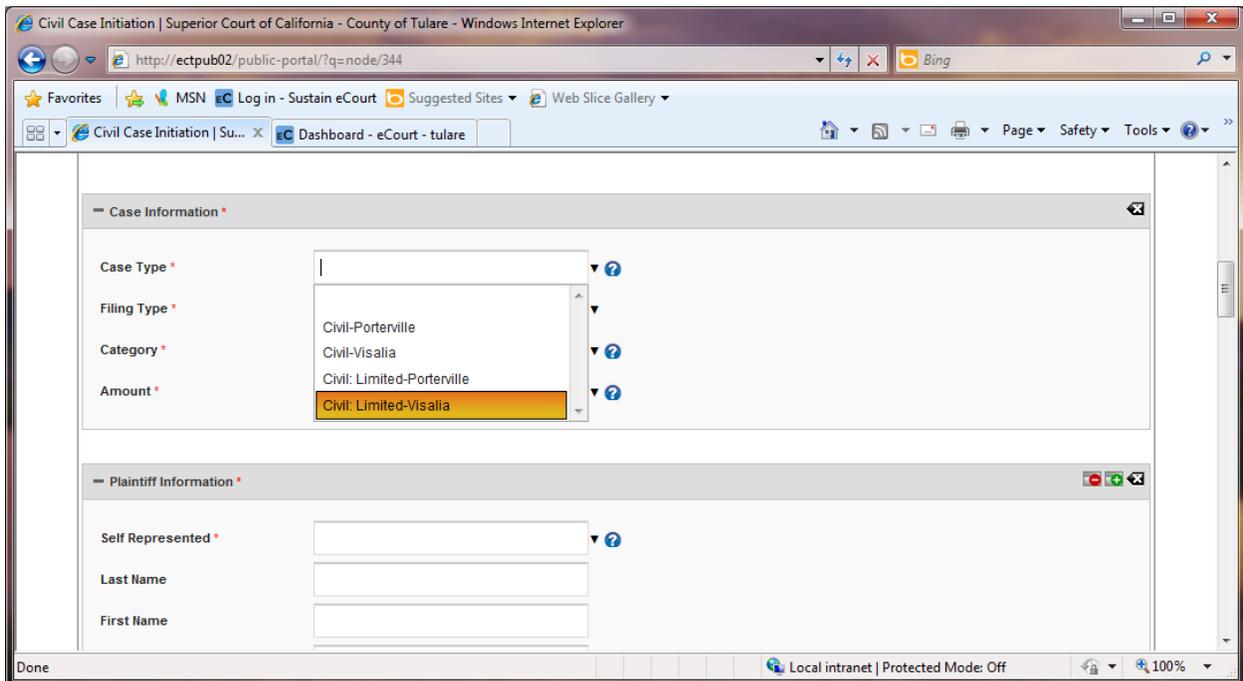
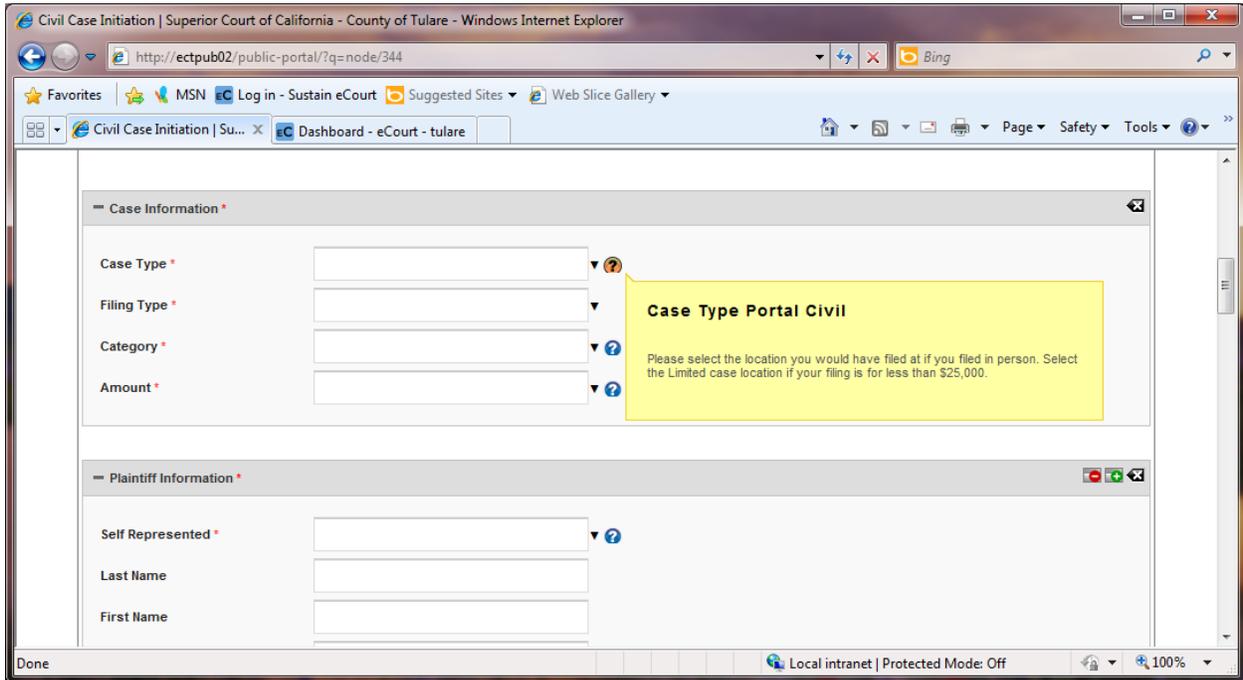
This will take you to the Case Initiation screen.



Each Case Initiation screen will give you General Instructions on the specific information needed to file your case.



For each field, in each panel of information required, such as Case, Plaintiff, etc. there is online help, indicated by the question mark in the circle.



If you have additional parties to enter, such as an additional plaintiff, click the green plus sign on the top right-hand side of the panel header.

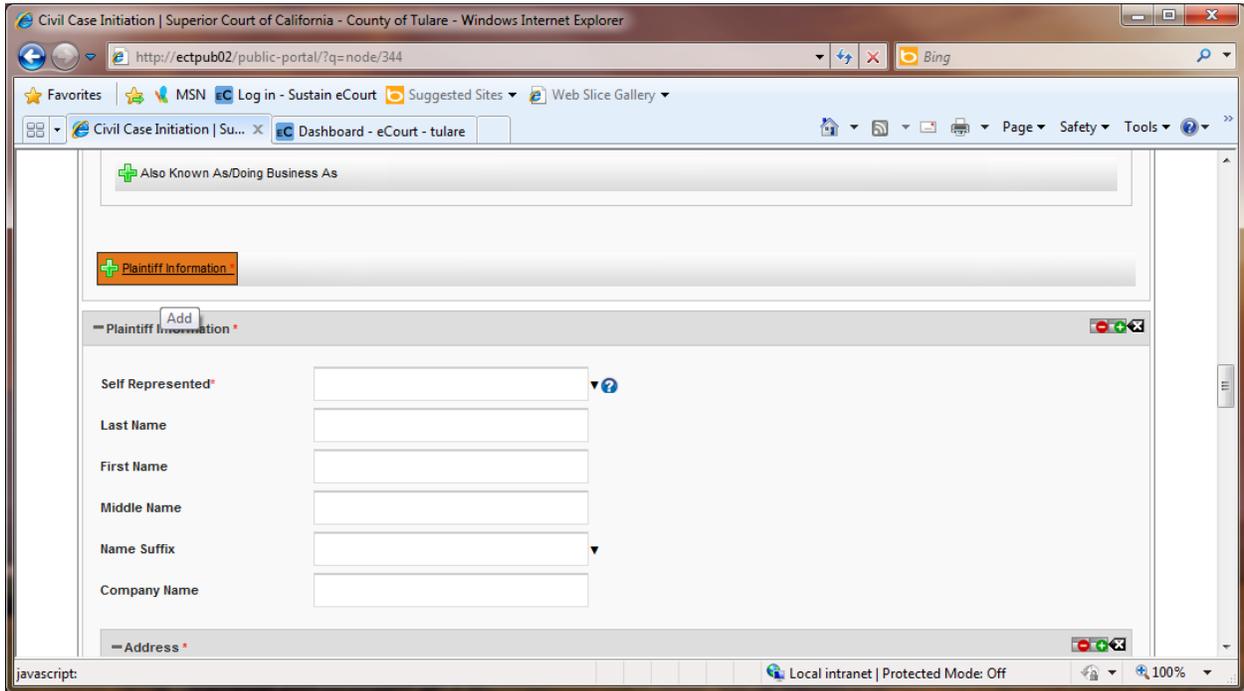
The screenshot shows a web browser window titled "Civil Case Initiation | Superior Court of California - County of Tulare - Windows Internet Explorer". The address bar shows the URL "http://ectpub02/public-portal/?q=node/344". The browser's Favorites bar includes "MSN", "Log in - Sustain eCourt", "Suggested Sites", and "Web Slice Gallery". The page has two tabs: "Civil Case Initiation | Su..." and "Dashboard - eCourt - tulare".

The main content area contains two sections:

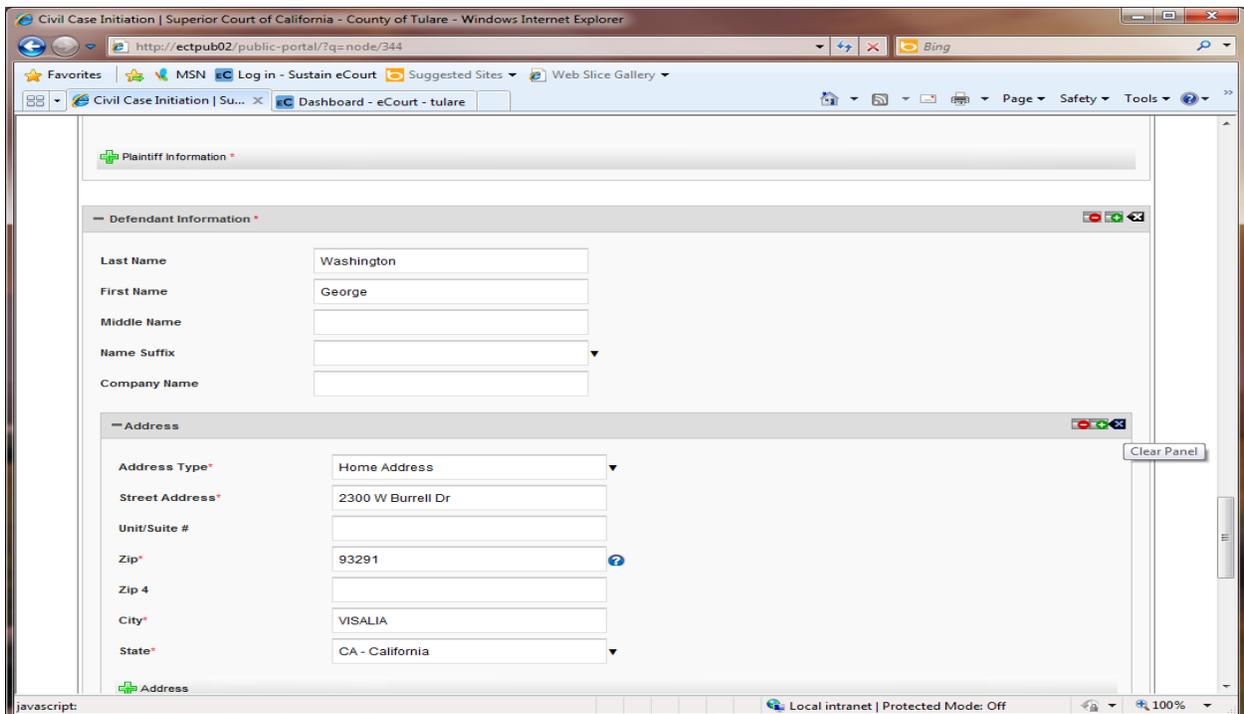
- Case Information ***: This section contains four dropdown menus:
 - Case Type *: Civil: Limited-Visalia
 - Filing Type *: Complaint
 - Category *: Auto Tort (22)
 - Amount *: Greater than or Equal to \$10,000
- Plaintiff Information ***: This section contains several input fields and a dropdown menu:
 - Self Represented *: Yes
 - Last Name: Wilson
 - First Name: John
 - Middle Name: (empty)
 - Name Suffix: (empty)
 - Company Name: (empty)

At the top right of the Plaintiff Information section, there is a small green plus sign icon and an "Add" button. The browser's status bar at the bottom shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

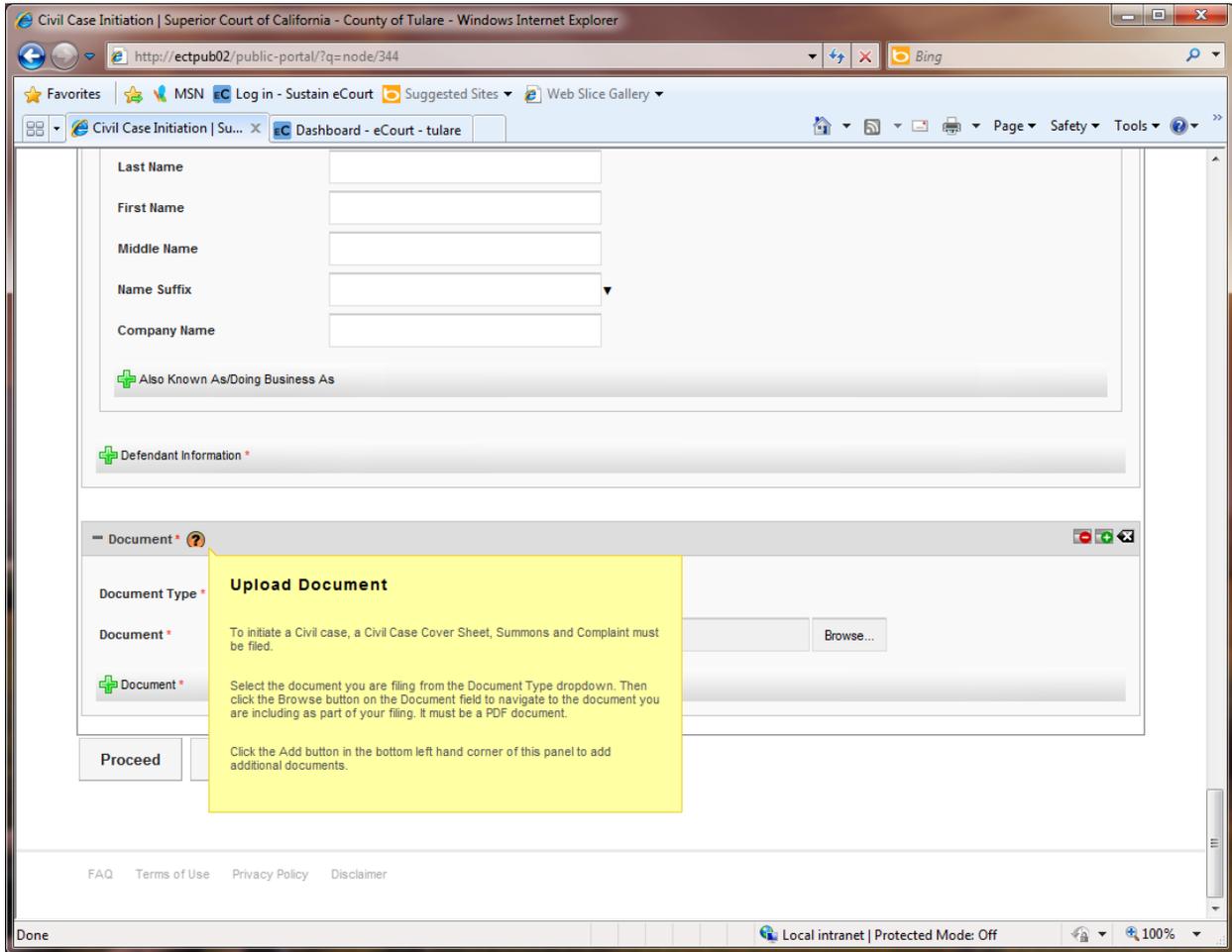
Or, once you have entered all of the current parties information , you can click the green plus sign at the bottom of the Plaintiff information panel.



If you need to clear the information you have entered, click on the X to the right of the panel header.



Once you have entered all of the parties of the case you will need to add your documents. Documents must be in PDF format.



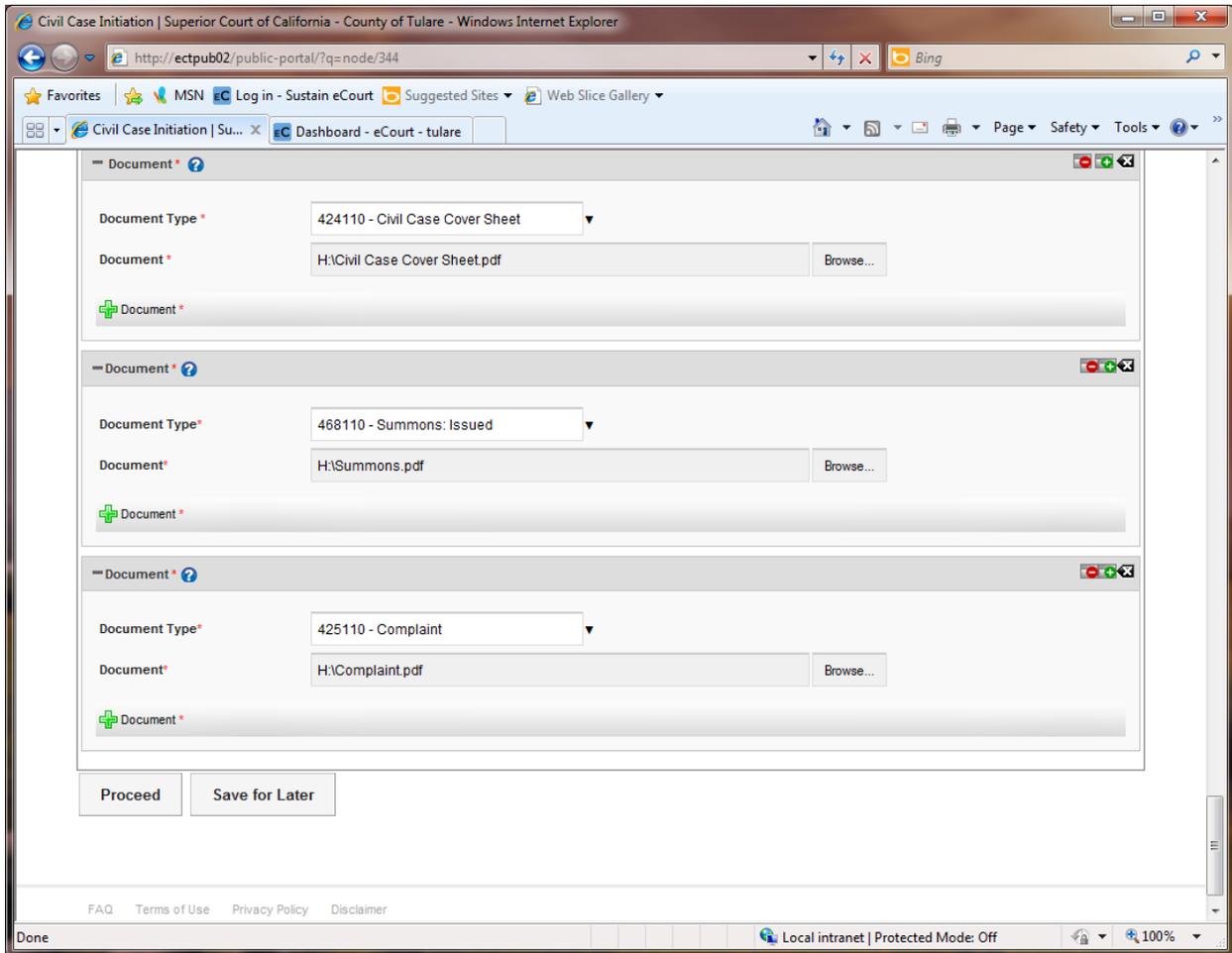
As stated in the help, to initiate a Civil case the following documents must be filed:

Civil Case Cover Sheet

Summons

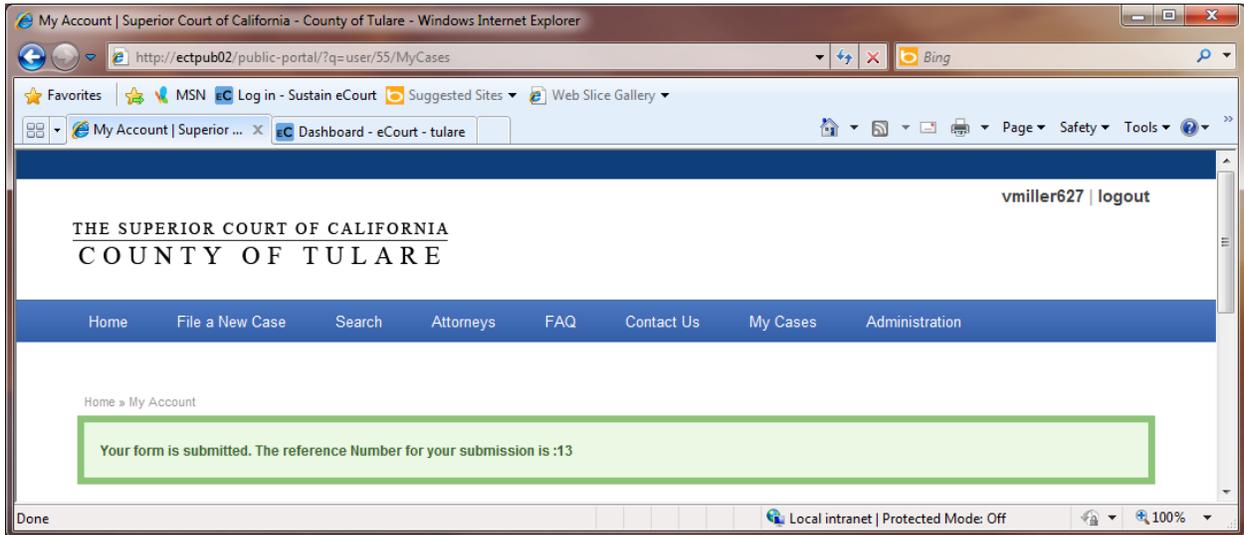
Complaint

Since you know you will have to add at least three documents click on the green plus sign at the bottom of the document panel until you have three document panels. Attach the corresponding PDF document.



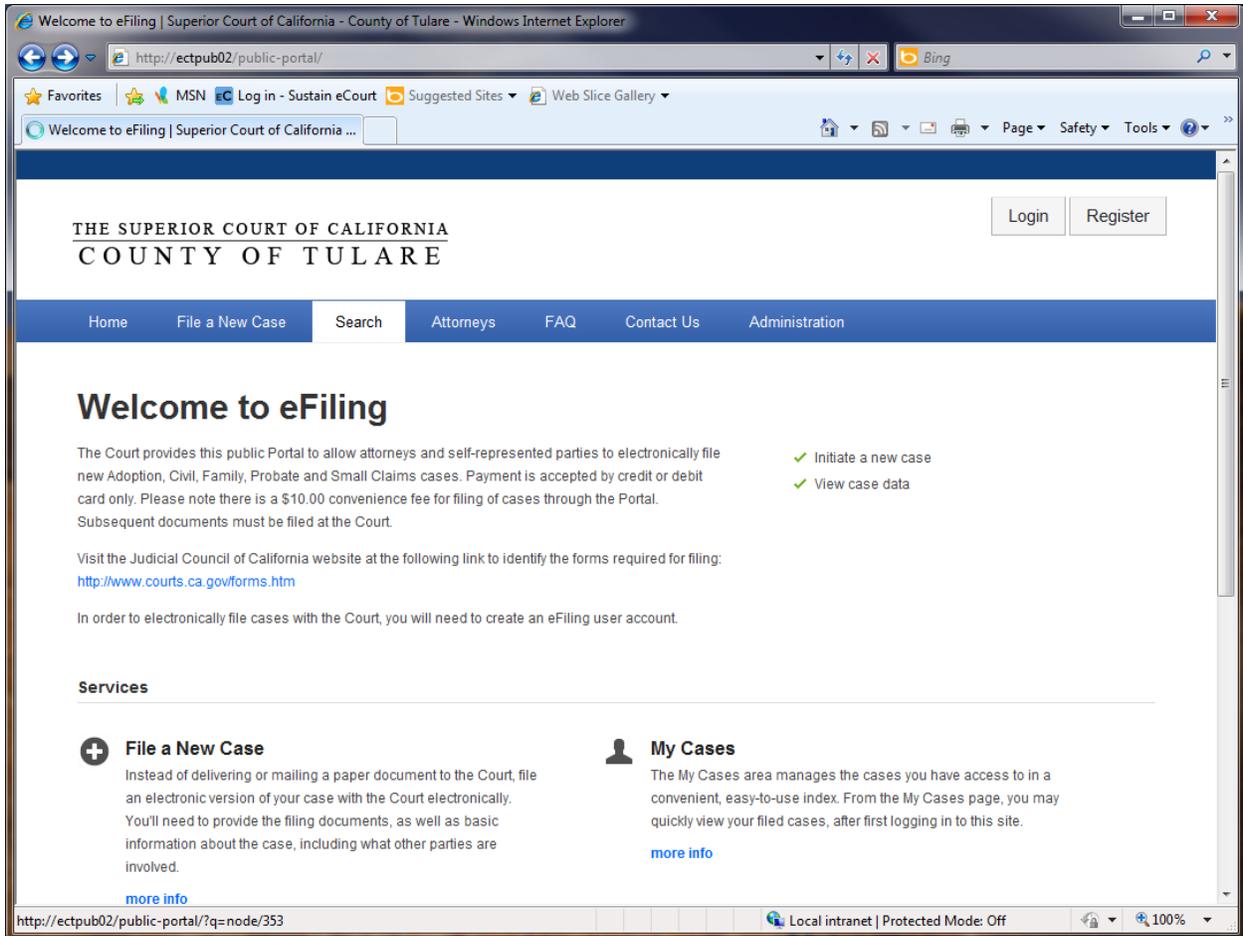
Once you have finished click on the Proceed button at the bottom.

You will see the following message:



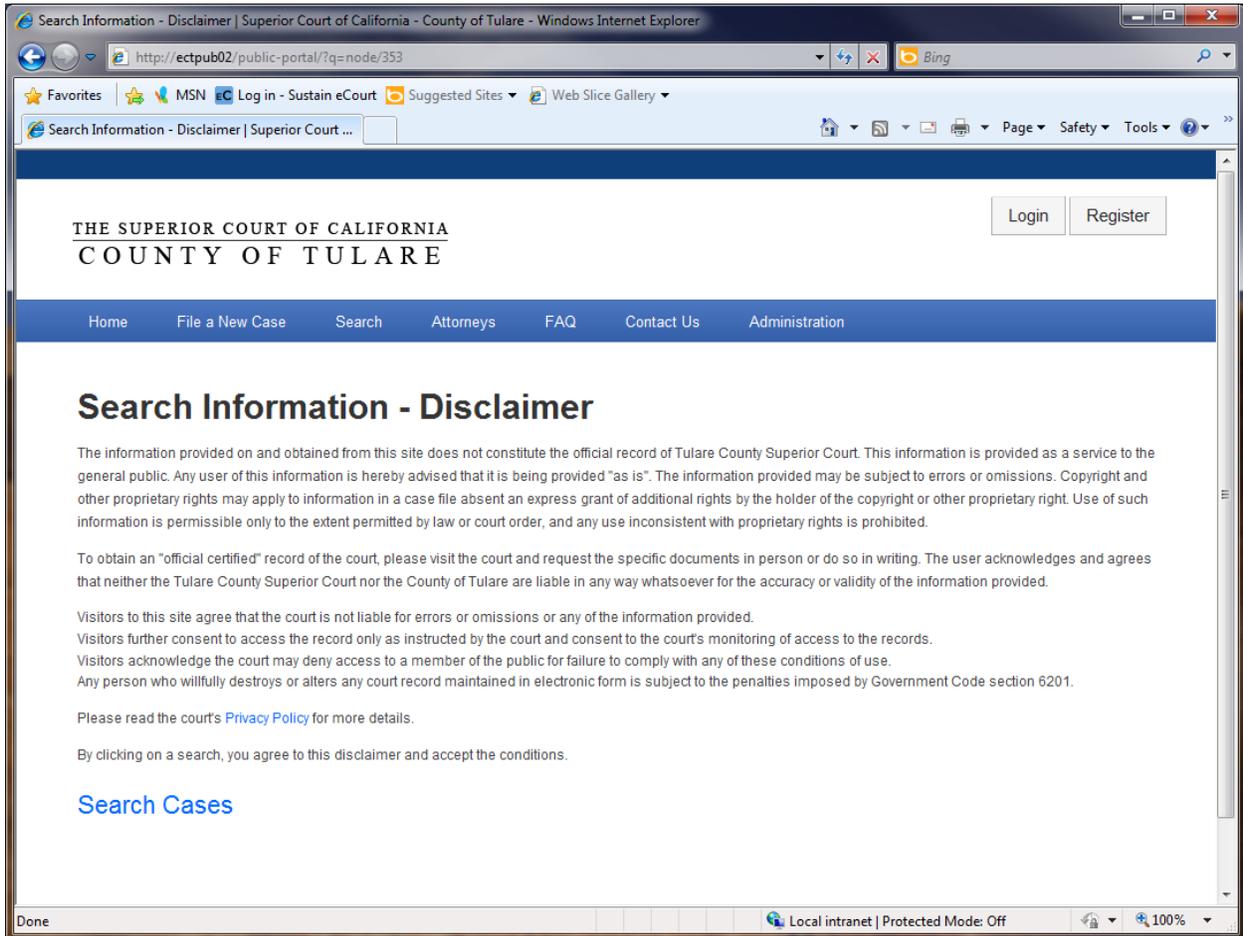
At this time in our testing we are not yet hooked into the payment piece. Once this is all in place, the filer will have to enter the payment information. Your case is not yet filed with the court. A clerk will review the information and assign a case number. You will receive an email confirmation with your case number and receipt information.

To search for your specific case information will need to be logged in. Especially if the case is that of a confidential nature. Only those parties who are on a confidential case have the ability to view it on line and are given a PIN number.



To search for case information generally you do not need to be logged in. You can select Search from the main menu.

Read the Search Information – Disclaimer then click on Search Cases at the bottom of the screen.



There are various ways in which to search for a case:

Case Number

Last Name

Company Name

Filed by date

The screenshot shows a web browser window displaying the Case Search page for the Superior Court of California - County of Tulare. The page features a navigation menu with links for Home, File a New Case, Search, Attorneys, FAQ, Contact Us, and Administration. The main content area is titled "Case Search" and contains a search form with the following fields: Case Number, Last Name, First Name, Company Name, and Filed (with a date range selector). A "Search" button is located below the form. The page also includes a footer with links for FAQ, Terms of Use, Privacy Policy, and Disclaimer. The browser's address bar shows the URL: http://ectpub02/public-portal/?q=node/349.

You cannot search by First name only.

Cases that are confidential will not be returned in the search. As mentioned earlier, if you are a party on a confidential case you will have access to your case information provided you enter the correct PIN number given to you.

By Case Number.

Case Search | Superior Court of California - County of Tulare - Windows Internet Explorer

http://ectpub02/public-portal/?q=node/349

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

Home File a New Case Search Attorneys FAQ Contact Us Administration

Case Search

Case Search

Case Number: VSC049507

Last Name:

First Name:

Company Name:

Filed: to

Search

Case Search | Superior Court of California - County of Tulare - Windows Internet Explorer

http://ectpub02/public-portal/?q=node/349

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

Home File a New Case Search Attorneys FAQ Contact Us Administration

Case Search

Case Search

Case Number:

Last Name:

First Name:

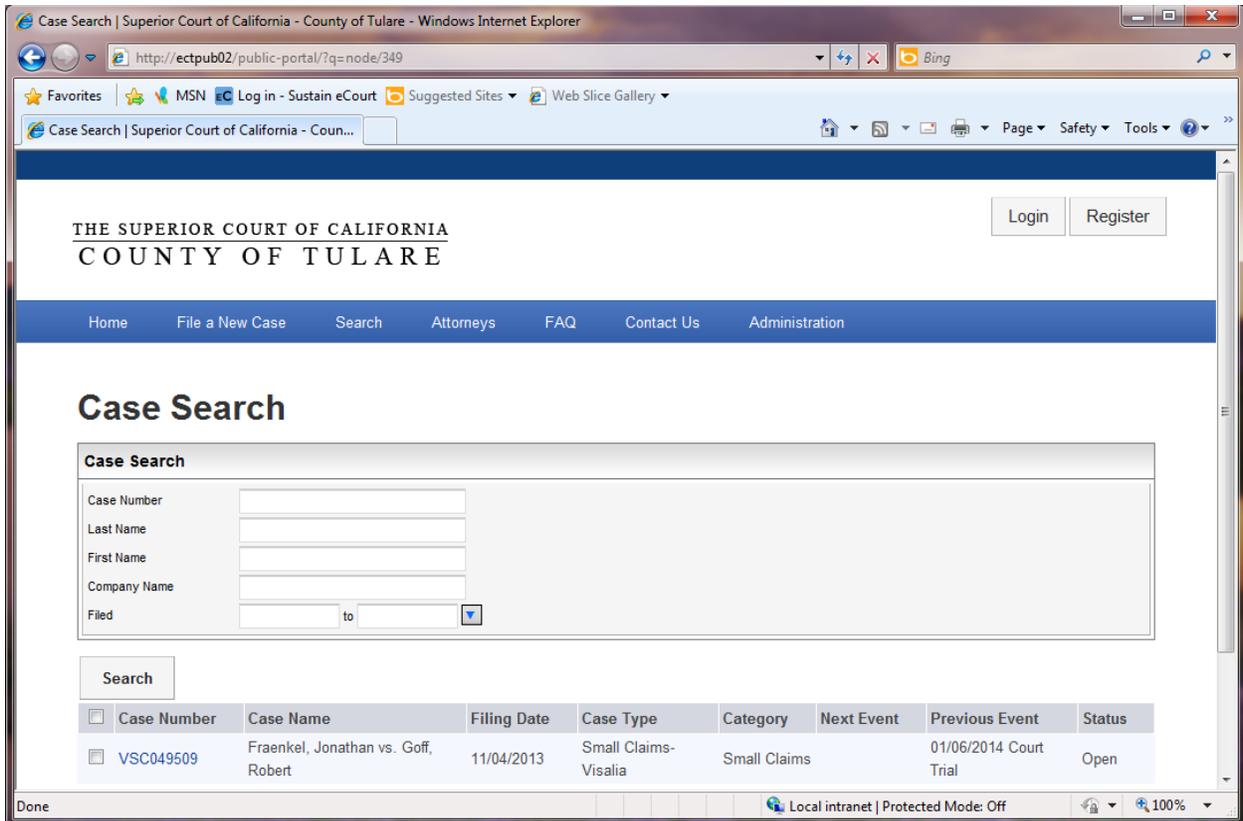
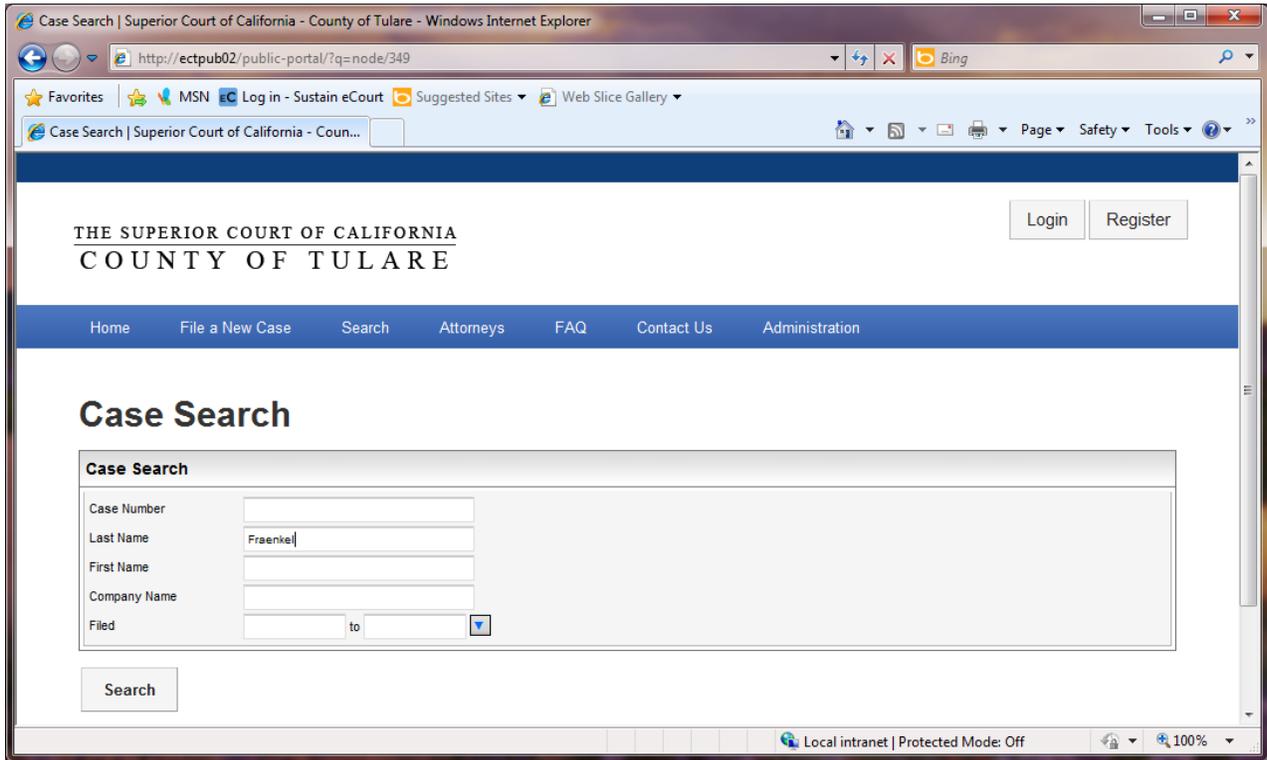
Company Name:

Filed: to

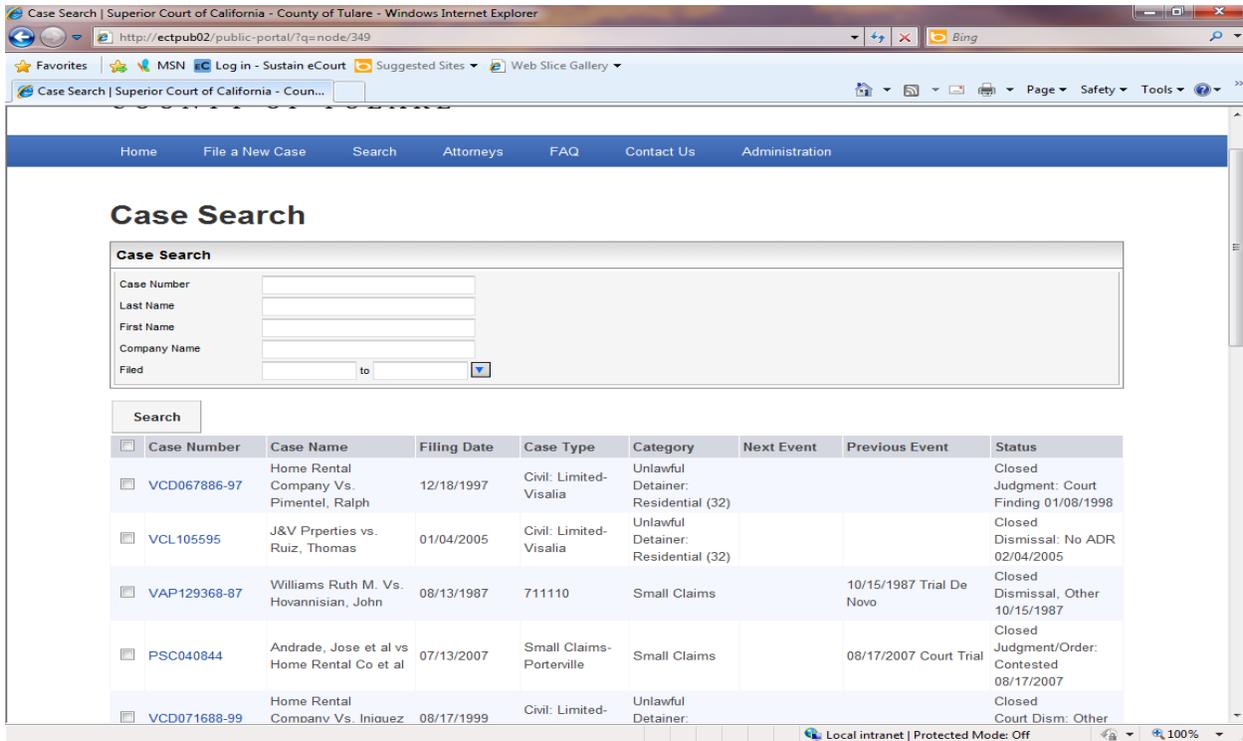
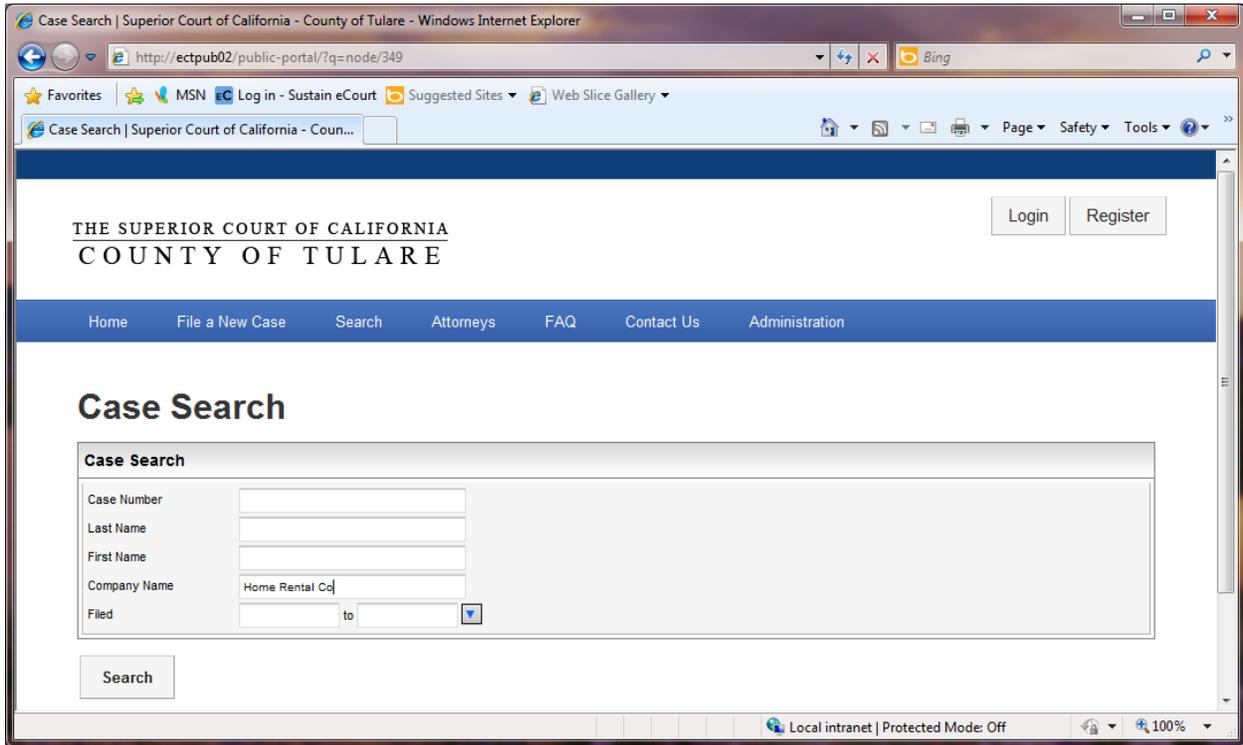
Search

<input type="checkbox"/>	Case Number	Case Name	Filing Date	Case Type	Category	Next Event	Previous Event	Status
<input checked="" type="checkbox"/>	VSC049507	Parker, Joe W vs. Rodriguez, Jose	11/04/2013	Small Claims-Visalia	Small Claims		12/10/2013 Court Trial	Open

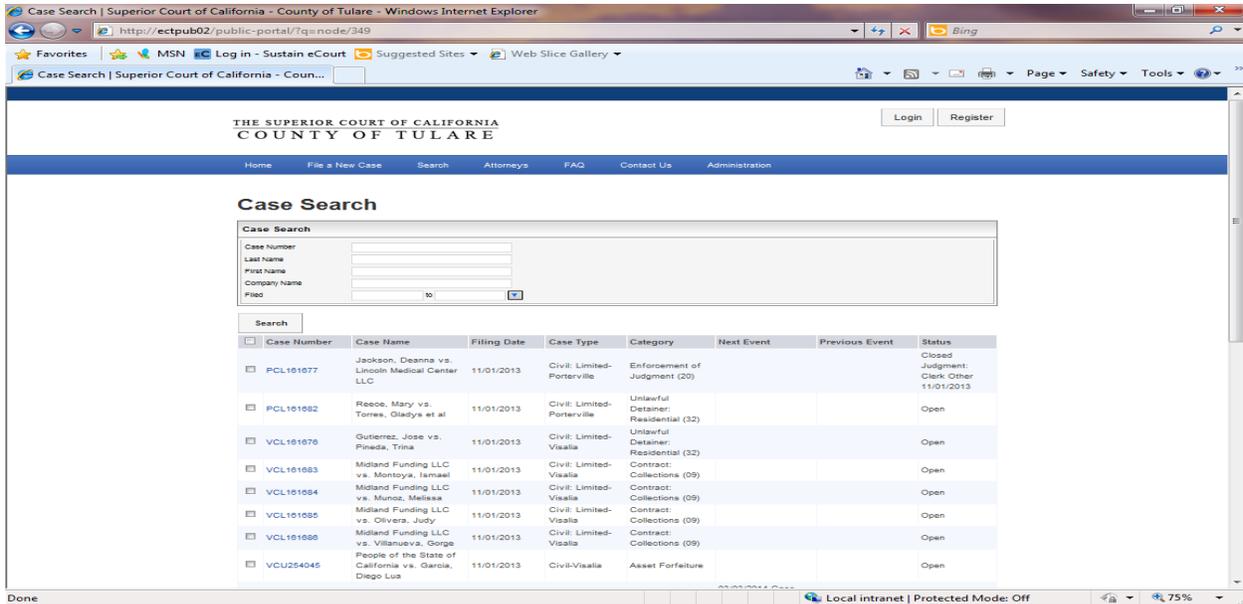
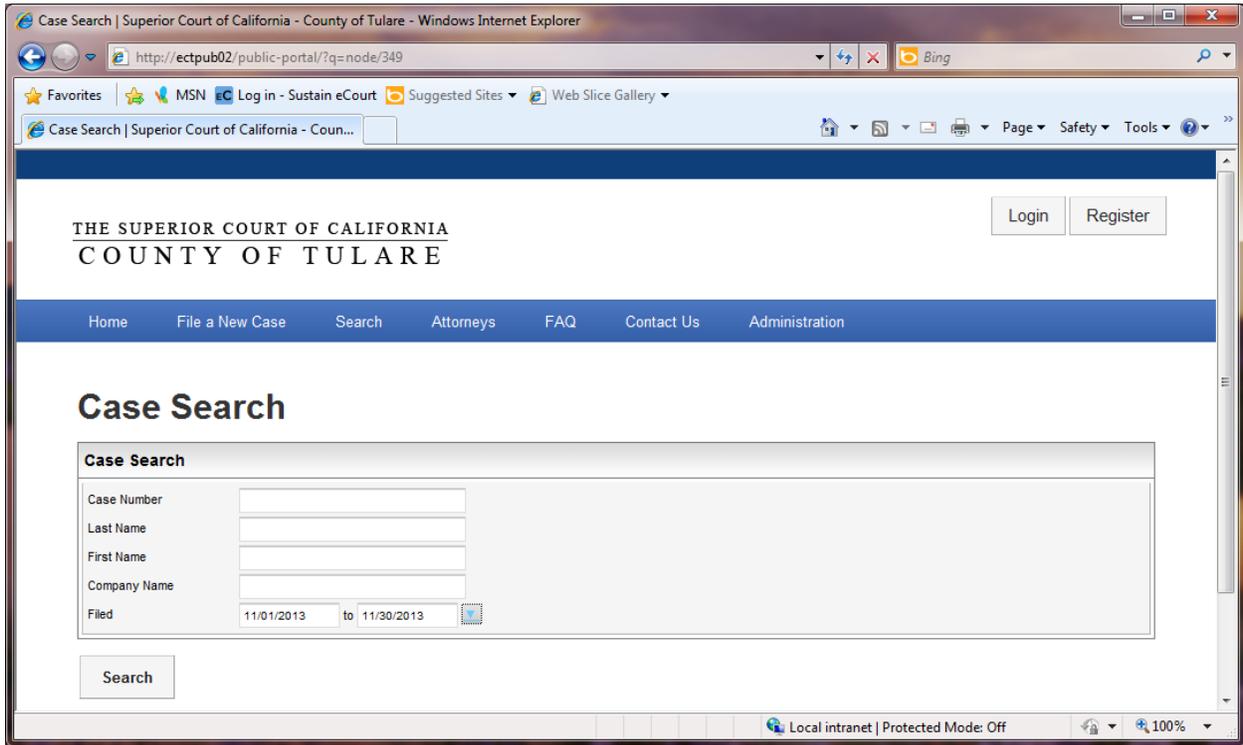
By Last Name.



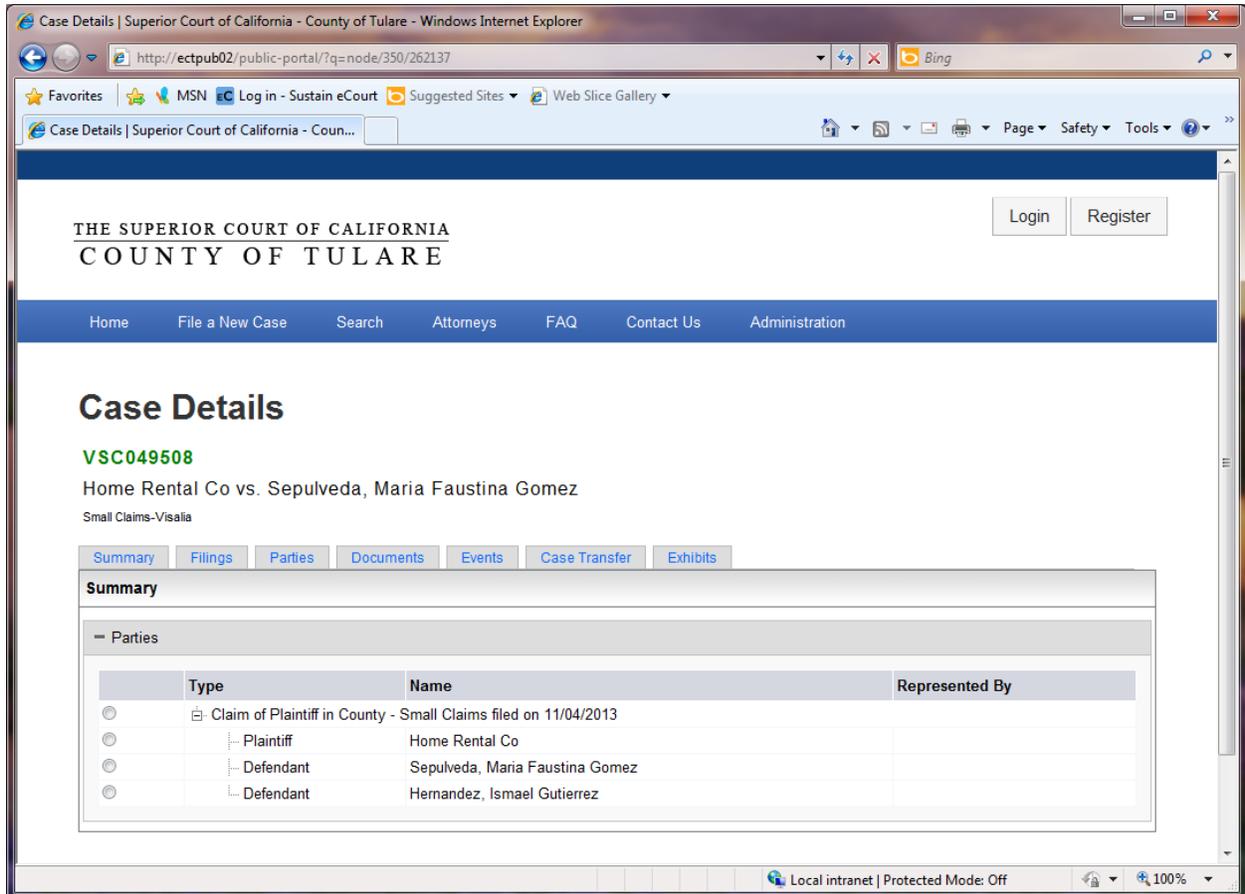
By Company Name.



By Date Range.



To view a case click on the case number.



You will be directed to the Case Details. From here you can select any of the tabs to obtain the information you want to view.

Filings

Case Details | Superior Court of California - County of Tulare - Windows Internet Explorer

http://ectpub02/public-portal/?q=node/350/262137//Filings

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

Login Register

Home File a New Case Search Attorneys FAQ Contact Us Administration

Case Details

VSC049508
Home Rental Co vs. Sepulveda, Maria Faustina Gomez
Small Claims-Visalia

Summary Filings Parties Documents Events Case Transfer Exhibits

Filings

- Case

Filing Date	Case Caption	Disposition
11/04/2013	Home Rental Co vs. Sepulveda, Maria Faustina Gomez	

- Filings

Filing	Disposition
Claim of Plaintiff in County - Small Claims filed on 11/04/2013	
Plaintiff Home Rental Co	
Defendant Sepulveda, Maria Faustina Gomez	
Defendant Hernandez, Ismael Gutierrez	

Done Local intranet | Protected Mode: Off 100%

Parties

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Case Details | Superior Court of California - County of Tulare - Windows Internet Explorer
- Address Bar:** http://ectpub02/public-portal/?q=node/350/262137//Parties
- Page Header:** THE SUPERIOR COURT OF CALIFORNIA COUNTY OF TULARE. Includes 'Login' and 'Register' buttons.
- Navigation Menu:** Home, File a New Case, Search, Attorneys, FAQ, Contact Us, Administration.
- Case Details Section:**
 - Case ID:** VSC049508
 - Case Name:** Home Rental Co vs. Sepulveda, Maria Faustina Gomez
 - Case Type:** Small Claims-Visalia
 - Navigation Tabs:** Summary, Filings, Parties (selected), Documents, Events, Case Transfer, Exhibits.
- Parties Table:**

Type	Name	Represented By
Claim of Plaintiff in County - Small Claims filed on 11/04/2013		
Plaintiff	Home Rental Co	
Business Address - 27009 S Mooney Blvd VISALIA, CA 93277 Effective From: 11/04/2013		
Defendant	Sepulveda, Maria Faustina Gomez	
Home Address - 409 W Matheny Ave TULARE, CA 93274 Effective From: 11/04/2013		
Defendant	Hernandez, Ismael Gutierrez	
Home Address - 409 W Matheny Ave TULARE, CA 93274		
- Page Footer:** Done, Local intranet | Protected Mode: Off, 100%

Documents

Case Details | Superior Court of California - County of Tulare - Windows Internet Explorer

http://ectpub02/public-portal/?q=node/350/262137//Documents

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

Login Register

Home File a New Case Search Attorneys FAQ Contact Us Administration

Case Details

VSC049508
Home Rental Co vs. Sepulveda, Maria Faustina Gomez
Small Claims-Visalia

Summary Filings Parties Documents Events Case Transfer Exhibits

Documents

- Documents

Filed	Description	Filed By	Tracking Date
<input type="radio"/>	VSC049508 : Home Rental Co vs. Sepulveda, Maria Faustina Gomez		
<input type="radio"/>	Claim of Plaintiff in County - Small Claims filed on 11/04/2013		
<input type="radio"/>	11/04/2013	Plaintiff's Claim	Plaintiff

Done Local intranet | Protected Mode: Off 100%

Events

Case Details | Superior Court of California - County of Tulare - Windows Internet Explorer

http://ectpub02/public-portal/?q=node/350/262137//Events

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

Login Register

Home File a New Case Search Attorneys FAQ Contact Us Administration

Case Details

VSC049508
Home Rental Co vs. Sepulveda, Maria Faustina Gomez
Small Claims-Visalia

Summary Filings Parties Documents **Events** Case Transfer Exhibits

Events

- Events

Date/Time	Type	Result	Official	Location
☐ Claim of Plaintiff in County - Small Claims filed on 11/04/2013				
☐ 01/06/2014 08:00 AM	Court Trial		Wooten	Convention Center

Done Local intranet | Protected Mode: Off 100%

The Summary, Case Transfer and Exhibits tabs will be removed on the general public view.