



# Lassen Superior Court

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## FCE Public Access Portal Guide

The Lassen Superior Court has transitioned to a new online public case search and calendar lookup application. Below is a brief overview of some of the features that are accessible to the public.

-For the best results, use Google Chrome™-

### Searching by Case Number

*Note: A new case number has been assigned to each case within the court. The new case numbers will follow the pattern 2022-CR1234567*

7-Digit Identifying #
Case Type (CR, TR, SC, CV, etc.)
Year Case Entered

*To search by the previous case number (i.e. CR123456) see Searching by Previous Case Number below.*

To search for a case using the case number, go to the *Cases* menu » select either *Civil Case* or *Criminal Case*

- Enter the full case number, starting with the year
  - *For example, if you're looking for case # 2022-CR1234567 enter as below:*

CASE LOOKUP	2022	CR	1234567	RETRIEVE
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- Click *Retrieve*

If the case number is an actual case and is available in the Public Access Portal, the case details will appear in the results section of the page.

### Searching by Previous Case Number

*See below for steps of searching for a case using a previous case number (i.e. CR123456)*

To search for a case using a previous case number, go to the *Searches* menu » select *Previous Case Number Search*

- Enter the previous case number

PREVIOUS CASE NUMBER	CR123456
SEARCH	CANCEL

- Click *Search*

If the previous case number is located within an active case and is available on the Public Access Portal, the case will appear in the results section of the page.

### Searching by Party

To look up a case by the name of a party, go to the *Searches* menu » select *Case Searches* » select *By Party*.

- Enter the party's name using the Last, First, and Middle name fields. *It is not necessary to enter a full name.*
- Click the *Search* button

If there are cases for the party available in the Public Access Portal, those cases will be displayed in the lower portion of the screen.

- Click directly on the case number to view information on the case.

*Note: Multiple party records for the same individual may appear, refer to the case information displayed to narrow down your search.*

## Retrieving Court Calendars

The online court calendar is provided in two different formats – daily and weekly. Both of these calendars can be filtered by Docket Type, Courtroom, Judge, Officer, Prosecutor, Attorney, Probation Officer, etc.

*Note: Some of these fields and filters may not apply to older cases entered before February 2022. To find the most information, use the broadest search possible (date only).*

To view a court calendar, go to the *Scheduling* menu » select *Court Calendar* for a daily court calendar or *Weekly Court Calendar*

- Use the filters to select a date or date range and any other assortment of parameters
- Click *Retrieve*

A resulting calendar will be displayed showing the hearings that match the search parameters you have provided.

*Note: To print the calendar/screen use CTRL + P on your keyboard or your browser's built-in print features.*

***NOTICE – ALL INFORMATION PROVIDED IS FOR REFERENCE ONLY AND IS NOT CONSIDERED TO BE AN OFFICIAL RECORD OF THE COURT.*** *The Superior Court of California, County of Lassen declares that information provided by and obtained from this site/portal, intended for use on a case by case basis and typically by parties of record and participants, does not constitute the official record of the court. Any user of the information is hereby advised that it is being provided as is and that it may be subject to error or omission. The user acknowledges and agrees that the Superior Court of California, County of Lassen or their web host service provider are not liable in any way whatsoever for the accuracy or validity of the information provided thru the online portal.*

*It is further understood that information on the portal is synched on a scheduled basis and will not immediately reflect changes made by the court. Every attempt is made to keep case information up to date. However, some information may not appear nor be entered until several days after the event occurred.*

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***Do not assume that a person listed in this database is the person you are looking for. THE COURT CAUTIONS EMPLOYERS, CREDIT AGENCIES, AND OTHERS TO VERIFY IDENTITY BEFORE TAKING ANY ADVERSE ACTION AGAINST A PERSON WHOSE NAME APPEARS IN THIS PORTAL.*** *Additional identifying information may be available in the case file. To request a copy of documents from the case file, see Records & Information.*

*Do not assume a person listed as a defendant in a criminal or traffic case was convicted of the charges listed in the complaint or on the citation. The defendant could have been found not guilty, charges reduced or the case dismissed.*