

# re:SearchCA Remote Access and Registration for Self-Represented Litigants, Law Firms, and Agencies

## Accessing the Site Remotely

Users seeking remote access to view their cases will need to sign in using your e-FileCA account email address or, if you do not have an eFileCA account email address, register on the website. The registered or sign-in user email should be a group email address. Verify that you and all applicable members of your law firm or agency are part of the email group.

Any person who is a party or an attorney on a case will be able to view their case documents remotely. If the person is not a party to the case, or the attorney of record, the search must be conducted on the Public Kiosk available in the lobby of both courthouse locations. Viewing cases remotely for nearly all case types except civil, excluding unlawful detainer cases, is required to be conducted in the courthouse, as determined by California Rules of Court, Rule 2.503 [https://courts.ca.gov/cms/rules/index/two/rule2\\_503](https://courts.ca.gov/cms/rules/index/two/rule2_503).

The court case information may be accessed in two ways.

1. Go to court URL: <https://www.mendocino.courts.ca.gov/researchca>

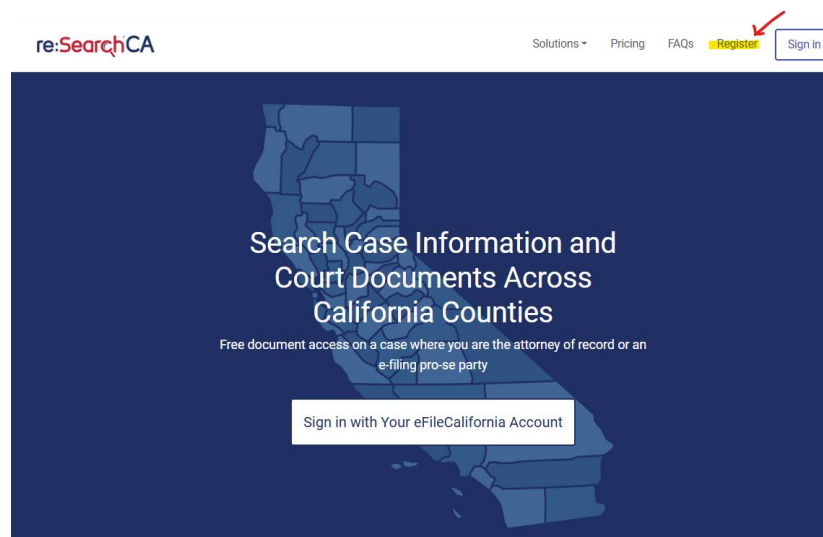
Click “Access re:SearchCA” button



2. This link brings you to URL <https://researchca.tylerhost.net/CourtRecordsSearch/Home#!/home>. You can save this URL as a bookmark to go directly to the site.

## Registration – Self-Represented Litigants, Law Firms and Agencies

1. First time users, click “Register” to create an account if you do not already have an eFileCA account or if trying to create a profile for access by members of your law firm or agency.



2. Complete the registration information:

Enter First and Last Name

Business or Group email address

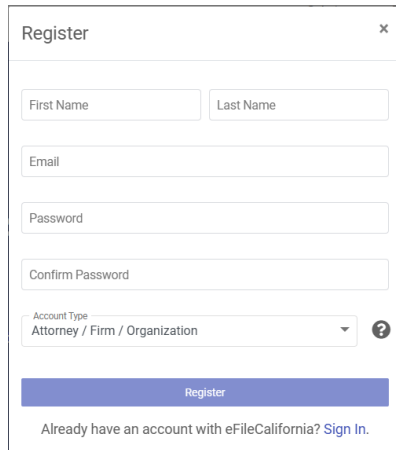
Password your law firm or agency members will use for this site

Enter it again in the Confirm Password field.

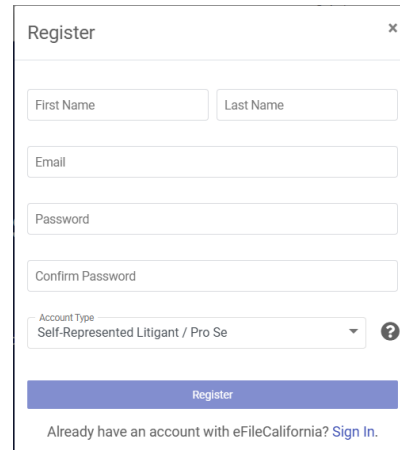
In the Account type select one of the following from the drop down:

- If you are with a Law Firm or an Agency, select “Attorney / Firm / Organization”
- If you are a self-represented party on a case, select “Self-Represented Litigant / Pro Se”

Then Click Register button. All fields must be completed to register.



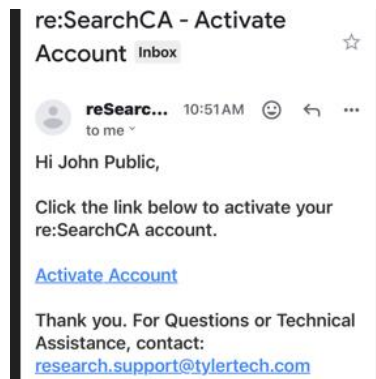
The screenshot shows a 'Register' form with the following fields: First Name, Last Name, Email, Password, and Confirm Password. The 'Account Type' dropdown menu is set to 'Attorney / Firm / Organization'. A blue 'Register' button is at the bottom, and a link 'Already have an account with eFileCalifornia? Sign In.' is below it.



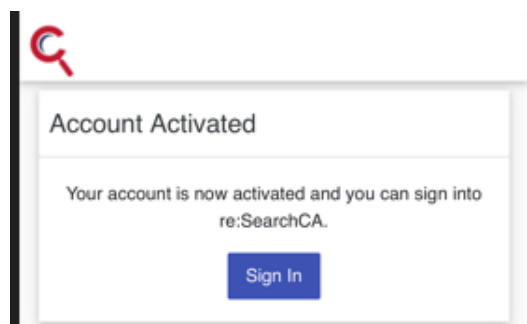
The screenshot shows the same 'Register' form, but the 'Account Type' dropdown menu is set to 'Self-Represented Litigant / Pro Se'. The 'Register' button and the 'Sign In' link are also present.

3. The site will alert you that an account activation email has been sent to you. Go to your email to activate your account.

4. The activation email will look like the below example, click the Activate Account link.



5. You will receive confirmation that your account has been activated.



6. You can then click sign in from the email or go back to the website and click “Sign In” to log in and search.