

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDINO

Communications & Public Information Office



[www.sb-court.org](http://www.sb-court.org) | [courts-pio@sb-court.org](mailto:courts-pio@sb-court.org)

Lisa M. Rogan  
Presiding Judge

Anabel Z. Romero  
Court Executive Officer

## PUBLIC NOTICE

RELEASE DATE: JUNE 12, 2025

### **SAN BERNARDINO SUPERIOR COURT TO BEGIN EMAIL DELIVERY OF DOCUMENTS**

SAN BERNARDINO, CA— Starting July 1, 2025, you will be allowed the option to receive notices by email instead of regular mail for most Civil cases.

#### What Types of Cases Are Affected?

This new option applies to many types of Civil cases, including:

- Appeals
- Contested Probate (when there is a disagreement)
- Family Law and Child Support
- General Civil
- Landlord-Tenant cases

#### What This Means:

If you have an attorney, the court is mandated to send important case documents to the email address identified by your attorney. The court will stop sending these by mail.

#### What You Can Do to Get Ready:

If you do not have an attorney and want to receive notice by email:

- Fill out the Judicial Counsel Consent Form EFS-005 <https://selfhelp.courts.ca.gov/jcc-form/EF5-005-CV> and provide the court with the email address you want to use.
- Create a Court Access Portal (CAP) [Public Portal - Superior Court of California, County of San Bernardino](#) account. This is where you will go to read the documents the court sends you.
- If you consent to receive electronic notice and you change your email address, you will be responsible for providing the court with notice of a change of electronic service address by filing the Judicial Counsel form EFS-010 <https://selfhelp.courts.ca.gov/jcc-form/EF5-010>



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO

247 West Third Street, 11<sup>th</sup> Floor San Bernardino, Ca 92415-0302

[www.sb-court.org](http://www.sb-court.org)

- If you decide you no longer would like to receive electronic service, you will be required to fill out Judicial Counsel form **EFS-006** <https://selfhelp.courts.ca.gov/jcc-form/EFS-006>

**Note for Attorneys:**

You can use your preferred email when setting up your CAP account. If you already have a CAP account linked to your Bar Number, you don't need to do anything. If not, follow the attached instructions or visit the CAP website to set one up. More info is available in the Bar Notice.

**Reminder:**

This change only affects how you get documents from the court. It does not change how you file documents with the court.

If you have questions or need help, please contact the court in the district where your case is filed.