

# eCourt Public Portal



This job aid will provide step-by-step instruction to the public on how to access and use the eCourt Public Portal site for General Civil, Small Claims, Civil Appeals and ADR Functions. To access these features court users must register for an account.

## CREATING A USER ACCOUNT

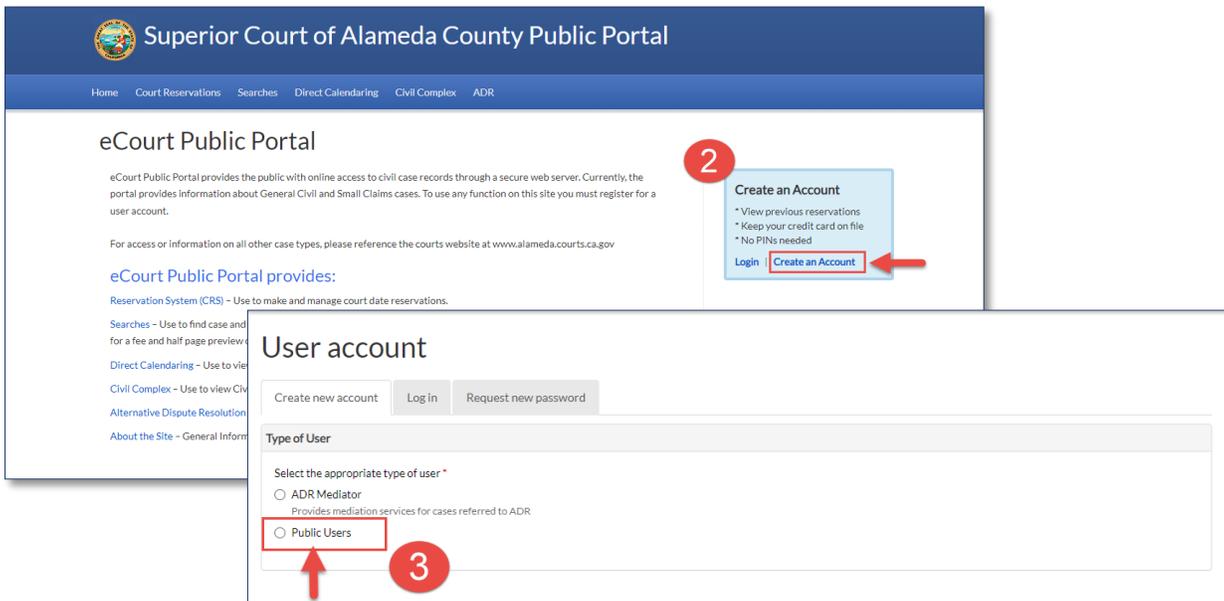
From the Superior Court of Alameda County's homepage:

1. Hover over the "ONLINE SERVICES" tab and select **eCourt Public Portal (Civil)**.



2. On the eCourt Public Portal page click on **Create an Account**.

3. Select **Public Users**.



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4. From the "User Account" screen you will need to enter the required information and select **Create Account** (\* = Required). Email\*, First and last name\*, Phone\*, Bar number (if applicable), Fax number.

User account

Create new account Log in Request new password

Type of User

Select the appropriate type of user \*

ADR Mediator  
Provides mediation services for cases referred to ADR.

Public Users

E-mail \*

Confirm e-mail address \*

Personal Information

First Name

Last Name \*

Phone \*

Bar Number

Fax

Create new account

A welcome message will appear directing you to check your email for further instructions.

5. From your email click or copy and paste the link provided to be directed to a site where you can create a password.

A welcome message with further instructions has been sent to your e-mail address. 5

5 Account details for hrtrainingsccca@gmail.com at Alameda eCourt Public Portal Inbox x

ecourt <noreply@alameda.courts.ca.gov>  
to me  
[hrtrainingsccca@gmail.com](mailto:hrtrainingsccca@gmail.com)

Thank you for registering at Alameda eCourt Public Portal. You may also log in by clicking on this link or copying and pasting it in your browser:

<https://eportal.alameda.courts.ca.gov/?q=user/reset/19300/1641590168/VmqwxsHuFownAqJahXeSK1SgnzLrLqVGIO-B17rhg>

This is a one-time login, so it can be used only once.

After logging in, you will be prompted to change your password.

-- Alameda eCourt Public Portal team

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You will be given a one-time log in access and directed to reset your password. From the “My Account” page:

6. Enter your email and create a password and hit **Enter**. You will be logged into the Portal.

**My Account**

6 You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password. ×

Account My Payment Profile My Organization Cases My Reservations My Paid Documents

Account Personal Information

E-mail address \*

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.

Confirm e-mail address \*

Please re-type your e-mail address to confirm it is accurate.

Password Password strength: **Weak**

Confirm password

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

**Superior Court of Alameda County Public Portal**

6 Home Court Reservations Searches Direct Calendaring Civil Complex ADR John Sample Logout

## eCourt Public Portal

eCourt Public Portal provides the public with online access to civil case records through a secure web server. Currently, the portal provides information about General Civil and Small Claims cases. To use any function on this site you must register for a user account.

For access or information on all other case types, please reference the courts website at [www.alameda.courts.ca.gov](http://www.alameda.courts.ca.gov)

**eCourt Public Portal provides:**

- Reservation System (CRS)** – Use to make and manage court date reservations.
- Searches** – Use to find case and party information. You can also access images of documents that can be downloaded and printed for a fee and half page preview of the document is available.
- Direct Calendaring** – Use to view Direct Calendaring Case Information
- Civil Complex** – Use to view Civil Complex Case Information
- Alternative Dispute Resolution** – Using a mediator to reach a mutually acceptable confidential resolution to a case.
- About the Site** – General Information

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## MY ACCOUNT PAGE

There are five tabs within the “My Account” page:

- The **Account** tab allows users to change their password and update personal information.
- The **My Payment Profile** tab allows users to add a payment and shipping method.
- The **My Organization Cases** tab allows users to find links to cases they are a party to.
- The **My Reservations** tab allows user to view any reservations they may have.
- The **My Paid Documents** tab provides users with images of all documents they have paid for (expires 30-days after purchase).

A screenshot of the Superior Court of Alameda County Public Portal. The page has a dark blue header with the court's logo and name. Below the header is a navigation bar with links: Home, Court Reservations, Searches, Direct Calendaring, Civil Complex, ADR, John Sample, and Logout. The main content area is titled "My Account" and features five tabs: Account, My Payment Profile, My Organization Cases, My Reservations, and My Paid Documents. The "Account" tab is selected and highlighted with a red border. Below the tabs, the "Personal Information" section displays: First Name: John, Last Name: Sample, Phone: 5108916000. The "History" section displays: Member for: 1 hour 37 min.

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## SETTING UP A PAYMENT PROFILE

To set up a payment profile:

7. Click on your **Username**.
8. Click on the **My Payment Profile** tab.
9. Click the **Manage Payment Profile** button.

A screenshot of the Superior Court of Alameda County Public Portal. The header includes the court logo and the text "Superior Court of Alameda County Public Portal". Below the header is a navigation menu with links: Home, Court Reservations, Searches, Direct Calendaring, Civil Complex, and ADR. On the right side of the header, the user's name "John Sample" is displayed, with a red circle containing the number "7" and an arrow pointing to it. Below the header is the "My Account" section. It features a tabbed interface with "My Payment Profile" selected, highlighted with a red circle containing the number "8" and an arrow. Other tabs include "My Organization Cases", "My Reservations", and "My Paid Documents". Below the tabs is a "Payment Profile" section with a list of bullet points explaining the benefits of a payment profile. At the bottom of this section is a button labeled "\$ Manage Payment Profile", which is highlighted with a red circle containing the number "9" and an arrow.

10. Add a payment method and shipping address.

A screenshot of the "Payment Information" and "Shipping Information" sections of the eCourt Public Portal. The "Payment Information" section has a yellow button labeled "Add a New Payment Method". The "Shipping Information" section has a yellow button labeled "Add a New Shipping Address". A red circle containing the number "10" is positioned between the two sections, with two red arrows pointing from it to the respective "Add" buttons.

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## SEARCHES

From the SEARCHES page users will have access to:

- Name Search
- Calendar Search **(Free)**
- Case Number Search **(Free)**
- Public Reports (Filings) Search
- Document Downloads
- Request for Certified Copies **(Ask Record Unit)**

Superior Court of Alameda County Public Portal

Home Court Reservations Searches Direct Calendaring Civil Complex ADR John Sample Logout

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**eCourt Public Portal provides:**

- Reservation System (CRS) – Use to make and manage court date reservations.
- Searches** – Use to find case and party information. You can also access images of documents that can be downloaded and printed for a fee and half page preview of the document is available.

## NAME SEARCH

Users will be charged a fee for all Searches by Name. The fee schedule is available on the Public Portal site. To begin:

11. Add credits by clicking on **(+ Add Credits)**.

### Name Search

Search Account

User: [hrtrainingscca@gmail.com](mailto:hrtrainingscca@gmail.com)  
Available Credits: 0

Q My Search History **+ Add Credits**

Get 30 days Subscription

\$1.00 for one name search  
 \$4.00 for 5 name searches  
 \$7.00 for 10 name searches  
 \$45.00 for 75 name searches

Payment Method

Credit Card

Keep a card on file!  
[Create a payment profile to purchase credits with a single click.](#)

Public Por **Submit**

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## CASE SEARCH

The Case Number Search is free for all case types. If the users email address is associated with the case, they will have access to view confidential case information.

To look up a Case:

12. Enter the **Case Number** into the field provided, click the checkbox next to "I'm not a robot", and select **Search**.

A screenshot of the Case Search form. The form has a title "Case Search" and a sub-header "The case number search is free for all case types. Please use the full case number to perform your search. Example: 21CV123456". There is a text input field for "Case Number\*" containing "21CV000047" and a dropdown menu for "Case Type". Below the input fields is a CAPTCHA section with the text "This question is for testing whether or not you are a human visitor and to prevent automated spam submissions". The CAPTCHA includes a checkbox labeled "I'm not a robot" and a "RECAPTCHA" logo. At the bottom of the form are "Search" and "Clear" buttons. Red arrows and a red circle with the number "12" point to the Case Number field, the "I'm not a robot" checkbox, and the Search button.

The Case Name will appear along with the Case Number, Case Type, and Type of Action.

13. Click the hyperlink to access the case information.

Case Name	Case Number	Case Type	Type of Action
<a href="#">SMITH - TEST vs TEST - DEF</a>	21CV000047	Unlimited Civil	Civil Harassment

Results 1 - 1

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## CASE SEARCH

A page will open that will provide you with all the details of the case. There are five tabs available for users view.

- **Summary:** Register of Action
- **Participants:** List of all parties
- **Tentative Rulings:** Parties can view and contest the tentative ruling
- **Future Hearings**
- **Minutes**

21CV000047 SMITH - TEST vs TEST - DEF  
Unlimited Civil (Civil Harassment) Hayward Hall of Justice / DEPT 519 - HON. Tamiza Hockenhill  
Filed: 10/12/2021

Document Download

Summary Participants Tentative Rulings Future Hearings Minutes

Register of Actions

Date	Message	Category	Download
10/11/2021	Case assigned to Hon. Tamiza Hockenhill in Department 519 Hayward Hall of Justice	Assignment	
10/12/2021	CH-100 Request for Civil Harassment Restraining Order Filed by: Donald - TEST Smith - TEST (Petitioner) As to: TEST - DEF TEST - DEF (Respondent)	Document	
10/12/2021	Request to Waive Court Fees Filed by: Donald - TEST Smith - TEST (Petitioner)	Document	
10/12/2021	Order on Court Fee Waiver (Superior Court) Signed and Filed by: Clerk As to: Donald - TEST Smith - TEST (Petitioner)	Document	
11/22/2021	11/22/2021 Day of Court Mediation added	ADR	
11/23/2021	11/23/2021 Day of Court Mediation added	ADR	
12/18/2021	Minute Order (Court Order)	Minute Order	

Additionally, users can go directly to the **Document Download** screen from this page. This will show them a list of all the documents available for download.

### Document Download

SMITH - TEST vs TEST - DEF  
Case Number: 21CV000047 Filed: 2021-10-12 00:00:00 Judicial Officer:  
Category: Civil Harassment Type: Unlimited Civil

Documents

Between  and

Show  entries Search:

Date Filed	Document Name	Document	Preview	Action
12/14/2021	Order re: Court Order	2 Page(s)	<input type="button" value="Preview"/>	<input type="button" value="Add to Cart"/>
12/14/2021	Minute Order (Court Order)	1 Page(s)	<input type="button" value="Preview"/>	<input type="button" value="Add to Cart"/>
12/13/2021	Notice of Hearing	2 Page(s)	<input type="button" value="Preview"/>	<input type="button" value="Add to Cart"/>
12/13/2021	Notice of Hearing	2 Page(s)	<input type="button" value="Preview"/>	<input type="button" value="Add to Cart"/>
12/13/2021	Order on Court Fee Waiver (Superior Court)	3 Page(s)	<input type="button" value="Preview"/>	<input type="button" value="Add to Cart"/>

Showing 1 to 5 of 5 entries

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Users can preview and purchase documents from this page. Once a document has been purchased a receipt will be sent to the user's email address, and the Action button on the Download Documents page will change from a blue "Add to Cart" button to a green "Download" button.

14. Click on the green **Download** button and a PDF of the document will be generated.

### Document Download

SMITH - TEST vs TEST - DEF

Case Number: 21CV000047 Filed: 2021-10-12 00:00:00 Judicial Officer:  
Category: Civil Harassment Type: Unlimited Civil

Documents  My Cart (0 item(s) - \$0.00  My Download History

Between  and

Date Filed	Document Name	Document	Preview	Action
12/14/2021	Order re: Court Order	2 Page(s)		
12/14/2021	Minute Order (Court Order)			
12/13/2021	Notice of Hearing			
12/13/2021	Notice of Hearing			
12/13/2021	Order on Court Fee Waiver (Sup...			

### SUPERIOR COURT OF CALIFORNIA

1 / 2 | 100% +

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA**  
Hayward Hall of Justice

Anthony Harder Plaintiff/Petitioner(s)  
vs.  
Remy Lebaux Defendant/Respondent(s)

No. 21CV005206  
Date: 12/14/2021  
Time: 1:53 PM  
Dept: 517  
Judge: Stephen Pulido  
ORDER re: Court Order

ansjdfkjasdfkajsdkfjla:ksjdf

Hello this is department 517!

Dated: 12/14/2021

Stephen Pulido / Judge

Opening eej-ecrtfle-s01eCo...pdf...

### My Account

Account My Payment Profile My Organization Cases My Reservations **My Paid Documents**

Show 25 entries Search:

Date Paid	Document Name	Case Number	Expired Date	Downloaded Date	Action
2021-12-15 10:15:16	Order re: Court Order	21CV005206	2022-01-14 10:15:16	2021-12-15 10:15:35	

Showing 1 to 1 of 1 entries Previous 1 Next

Users can view information on all documents purchases by going to their account and selecting the **My Paid Documents** Tab. Users who have been granted a fee waiver will not need to purchase documents. All downloaded documents are available to view for 30-days.

# eCourt Public Portal



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## FEE WAIVERS

Any user who has been granted a fee waiver must use the same email address that is associated with their case to register for their Public Portal account. The use of a different email address will result in the user having to pay for downloaded documents, etc.

## MAKING RESERVATIONS

From the **Court Reservations** tab:

15. Select **Make a Reservation**, read the terms and select **"I Agree"**.

The screenshot shows the 'Court Reservations' tab selected in the navigation bar. A red circle with the number '15' is overlaid on the 'Court Reservations' tab. Below the navigation bar, the 'Court Reservations' page is visible, with a red arrow pointing to the 'Make a Reservation' button. A 'Calendar User Agreement' pop-up is displayed, with a red arrow pointing to the 'I Agree' button.

16. Enter in a **Case Number** and click **Submit** to be directed to the Make a Reservation Page.
17. Select the **Reservation Type**, **Location**, **Party**, and any **Special Conditions**, then select **Continue**.

The screenshot shows the 'Make a Reservation' page with the 'Find Your Case' section. A red circle with the number '16' is overlaid on the page. The 'Case Number' field contains '21CV00004-1' and a red arrow points to the 'Submit' button.

The screenshot shows the 'Make a Reservation' page with the 'Reservation Type', 'Location', 'Filing Party', and 'Special Conditions' sections. A red circle with the number '17' is overlaid on the page. The 'Reservation Type' is set to 'Choose One', the 'Location' is 'Hayward Hall of Justice - Department 519', and the 'Filing Party' is 'TEST - DEF TEST - DEF'. A red arrow points to the 'Continue' button.

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## MAKING RESERVATIONS

18. Choose a date.
19. User's must review the reservation and click **Submit Reservation**. A message confirming the reservation was made along with the reservation number will appear.

### Make a Reservation

CITY OF OAKLAND vs TANNER

Case Number: 21CV005200 Case Type: Limited Civil Category: Eminent Domain/Condemnation  
Date Filed: 2021-12-10 Location: Hayward Hall of Justice - Department 520

Availability: Motion for Attorney Fees @ Hayward Hall of Justice - Department 520

Click on the desired available date/time to reserve.

January 2022

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	0 available	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25			

18

### Make a Reservation

SMITH - TEST vs TEST - DEF

Case Number: 21CV000047 Case Type: Unlimited Civil Category: Civil Harassment  
Date Filed: 2021-10-12 Location: Hayward Hall of Justice - Department 519

#### Reservation

Case Name: SMITH - TEST vs TEST - DEF  
Case Number: 21CV000047 Case Type: Unlimited Civil Category: Civil Harassment  
Date Filed: 2021-10-12 Location: Hayward Hall of Justice - Department 519  
Type: Motion for Attorney Fees  
Status: RESERVED  
Filing Party: City of Oakland (Plaintiff)  
Location: Hayward Hall of Justice - Department 520  
Date/Time: 01/14/2022 2:00 PM  
Number of Motions: 1

#### Fees

Description	Fee	Qty	Amount
Motion for Attorney Fees *** Fees Exempted by Gov Code 6103.1 ***	0.00	1	0.00
Court Technology Fee *** Fees Exempted by Gov Code 6103.1 ***	1.00	1	0.00
TOTAL			\$0.00

#### Payment Method

No payment required

#### Contact Information

Fields marked with an (\*) are required

First Name \*  
Last Name \*

◀ Back Submit Reservation

19

Success! Your Reservation Number is 916871558727.

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## FIND A RESERVATION

- To find a reservation, users will need to enter their Reservation ID# and a PIN Number that will be generated by the system and emailed to the address on file.

Find a Reservation

Reservation Info

Reservation ID\*  
916871558727

PIN Number

Submit

Forgot your PIN?

## VIEWING AND CONTESTING TENTATIVE RULINGS

If a tentative ruling has been published, users can view or contest the ruling for their case. To view or contest a tentative ruling:

- Click on the **Tentative Rulings** tab and select the **View** button to view the ruling or select the **Click to Contest this Ruling** button to contest it.
  - The View button will open a PDF.
- To contest the ruling, enter the name of the person contesting, reason for contesting, and click **Proceed**.

Alameda County Superior Court Public Portal

Home Court Reservations Searches Direct Calendaring Civil Complex ADR test test Logout

RG178: Savo Island Cooperative Homes VS Segue Construction Inc, a C  
Unlimited (Construction Defect) Rene C. Davidson Alameda Coun... / DEPT 23 - HON. Brad Seligman Document Download  
Filed: 08/28/2017 Next Hearing: 01/06/2022 Pre-Trial Settlement Conference

Summary Participants **Tentative Rulings** Future Hearings Minutes

Tentative Rulings

Date	Hearing	Tentative Ruling
01/11/2022	Case Management Conference	View

Click to Contest this Ruling

RG17873188: Savo Island Cooperative Homes VS Segue Construction Inc, a C  
Contesting Tentative Ruling for 01/11/2022 3:00 PM Case Management Conference in Department 23

Name of Person Contesting \*

Reason for Contesting \*

Proceed Back

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## DIRECT CALENDARING

Users interested in learning more about the Department where the case will be heard can get that information.

23. Click on the **Direct Calendaring** tab or the link, located on the main page of the Public Portal site.
24. Select the **Department** or the **Judge** by clicking on the hyperlink.

Superior Court of Alameda County Public Portal

Home Court Reservations Searches **Direct Calendaring** Civil Complex ADR John Sample Logout

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- Reservation System (CRS) - Use to make and manage court date reservations.
- Direct Calendaring - Use to view Direct Calendaring Case Information**
- Civil Complex - Use to view Civil Complex Case Information

Superior Court of Alameda County Public Portal

Home Court Reservations Searches Direct Calendaring Civil Complex ADR

### Direct Calendaring Departments

NOTICE: Effective June 4, 2012, the court will not provide a court reporter for law and motion hearings, or any other hearing or trial, in civil and probate departments. See amended Local Rule 3.95 for details.

Department 14	Markman, Michael
Department 15	McKinney, Patrick
Department 16	Tara Dessutels
Department 17	Roesch, Frank
Department 18	Lee, Jo-Lynne Q.
Department 19	Kaus, Stephen
Department 21	Grillo, Evelio
Department 22	Brand, Jeffrey
Department 23	Seligman, Brad
Department 24	Wise, Noel
Department 25	Reilly, James

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## DIRECT CALENDARING

From the Direct Calendar page users can click the tab to:

- Look at **Department Information**,
- Find a **List of Cases** (hyperlinked) or,
- View **Department Documents** that may be available to the public.

**View Department Information**

DEPARTMENT INFORMATION   LIST OF CASES   DEPARTMENT DOCUMENTS

**View Department Information**

Case Number	Case Name	Filing Date
23CV00743	FRANKS AS AN INDIVIDUAL AND/OR BEHALF OF OPHIRIS SHAWADES SUTTER vs. FORD LIFE	11/09/2021
23CV00963	WARR-HASHAD-SHACK-PHILIPPOPOULIS LLC AND NEW WORK LIMITED LIABILITY COMPANY	11/08/2021
23CV00204	TUCKER, et al. vs. MAZINI (CULTI CENTRAL, INC., et al.	11/05/2021
23CV00368	MARTINEZ vs. STARY ROOFING SERVICES, INC.	11/05/2021
23CV00015	ALFARO vs. AAA RESTAURANT FIRE CONTROL, INC.	11/05/2021
23CV00152	ARGUETA-CONZALEZ, et al. vs. CENT WIZARD INTERNATIONAL CORPORATION	11/02/2021
23CV00107	DOEDIN vs. DOC DOUCE	11/01/2021
23CV00723	GOODRICH et al. vs. CROSS RIVER BANK	11/01/2021
23CV00168	BROWN vs. DOORDASH, INC.	10/29/2021
23CV00145	CARR vs. MONICA MANCOTA BUSINESS SOLUTIONS USA.	10/27/2021

**View Department Information**

DEPARTMENT INFORMATION   LIST OF CASES   DEPARTMENT DOCUMENTS

- Model Protective Order
- Model Protective Order - Complex (2)
- Court Contact Information for Class Notices
- Dept. 23 Guidelines for Sealing Orders
- Dept 23 - Non-Cal. Authority (CRC 3.1113(ii))
- Initial Case Management Order (Asbestos)
- Defendant's Standard Interrogatories (Wrongful Death)
- Initial Case Management Order
- Defendant's Standard Interrogatories (Loss of Consortium)
- Defendant's Standard Interrogatories (Personal Injury)
- Model Protective Order - Complex

## CIVIL COMPLEX

Users interested in learning more about complex Civil cases can:

25. Click on the **Civil Complex** tab located on the main page of the Public Portal site, to have access to the Department information.

Home   Court Reservations   Searches   Direct Calendar   **Civil Complex**   ADR   **25**   Logout

### Civil Complex

Cases listed on this website have been designated complex. Pursuant to California Rule of Court 3.400, subdivision (a) and the factors enumerated in subdivision (b), each case requires exceptional judicial management to avoid placing unnecessary burdens on the court or the litigants and to expedite the case, keep costs reasonable, and promote effective decision making by the court, the parties and counsel.

This page has been designed to give litigants and the public up-to-date, detailed information about all complex cases, including calendars of all scheduled hearings and images of key pleadings and Orders issued by the Court.

Department 23	Seligman, Brad
Department 21	Grillo, Evelio



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## ALTERNATIVE DISPUTE RESOLUTION (ADR)

The Superior Court of California, County of Alameda **strongly encourages** the parties to use some form of Alternative Dispute Resolution (ADR) before proceeding to trial.

To find out what ADR options are available:

26. Click on the **ADR** tab located on the main page of the Public Portal site.

A screenshot of the eCourt Public Portal website showing the "Alternative Dispute Resolution" page. The page has a blue header with navigation links: Home, Court Reservations, Searches, Direct Calendaring, Civil Complex, and ADR (highlighted with a red box). A red circle with the number "26" is overlaid on the ADR link. Below the header, the page title is "Alternative Dispute Resolution". There is a breadcrumb trail: Home | About Mediation | Court Mediation Program | Mediation Panel | Court Mediation Panel Application | Day of Court Mediation Program | Judicial Arbitration Panel | Contact Us. The main content area starts with a paragraph stating that the court strongly encourages ADR. Below this, there is a box titled "You may choose ADR by:" with three bullet points: 1. Indicating your preference on Case Management Form CM-110; 2. Filing the Stipulation to ADR and Delay Initial Case Management Conference for 90 Days (a local form included with the information packet); or 3. Agree to ADR at your Initial Case Management Conference. Below this box is a yellow header "What ADR Options Are Available?" followed by a list of ADR options: Mediation, Court Mediation Program, Private Mediation, Day of Court Mediation Program, Arbitration, and Judicial Arbitration Program. At the bottom, there is a section titled "What Are The Advantages Of Using ADR?" with five bullet points: Faster, Cheaper, More control and flexibility, Cooperative and less stressful, and Preserve Relationships.