



Guide to Viewing Documents for a Petition with the Division of Water Rights

The State Water Resources Control Board (State Water Board), Division of Water Rights (Division) processes Petitions and Minor Change Requests for water rights. This document will help you review the petition record and find associated petition documents available in CalWATRS.

Note: Accessing records and documents in CalWATRS is currently under development. You are welcome to explore and use it, but please be aware that there may be limitations and some functions may not work as expected. We are continuing to improve performance and functionality and appreciate your patience during this phase. If you would like to provide feedback on this feature, please email your suggestions to CalWATRS-Help@waterboards.ca.gov.

Steps for Viewing a Petition Record and Related Documents

While not required to search for a Petition document, you may create a CALWATRS account using the help resources [here](#).

1. Use the following link to access the CalWATRS “Records and Documents” page: [Search and Analytics](#).
2. To search, click the “Go” button in the “Record and document search” tile.

Guide to Viewing a Petition Record and Related Documents

Records and Data

Select a records type or view data below

Records types and Data

Record and document search

Search water right records in the database by filtering a number of parameters, including record identifier, type, status, primary owner, and county. Also access vast amounts of documents and information related to the state's water quality, quantity, and uses, as well as agency business operations.

Go

3. A summary of the petition status, data, and a copy of the submitted form are available by using a "Record Search". To search for specific documents, please skip to the "Document Search" section further below.

Record Search Steps

4. To complete a Record search, select "Petitions" from the drop-down menu in the Topic field.

Record search

Document search

Record search criteria

Search by topic

Topic *

Petitions

Annual Water Use Report

Complaints

Petitions

Protests

Water Rights/Claims

Decision and Order

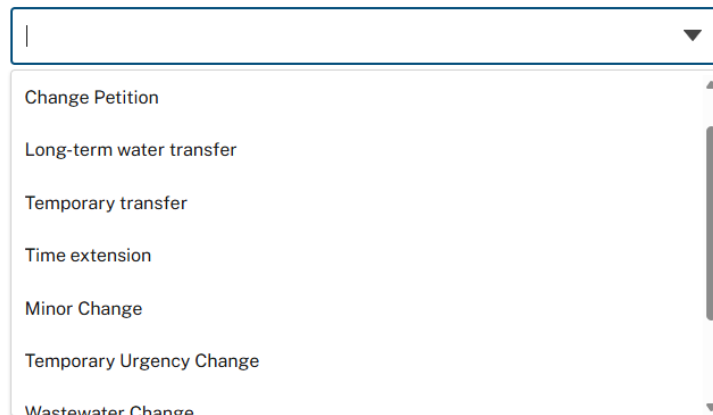
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- Please note that there are several Petition Type options to filter your search.

Petition Information

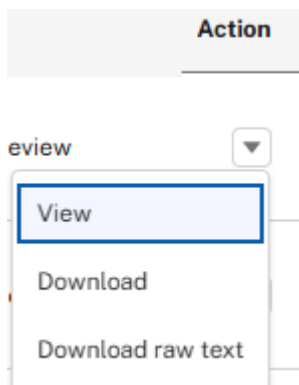
Search by petition type

Petition Type



A screenshot of a web application showing a dropdown menu for "Petition Type". The dropdown is open, displaying a list of options: "Change Petition", "Long-term water transfer", "Temporary transfer", "Time extension", "Minor Change", "Temporary Urgency Change", and "Wastewater Change". The "Change Petition" option is currently selected and highlighted. The dropdown has a search bar at the top and a scroll bar on the right.

- To search using a Petition ID, you may use either of the following formats:
A012345P012345 or PAR-0123456789.
- To search using a Related water right ID, you may use either the Water Right ID number or the alphanumeric combination (e.g., 12345 or A012345).
- Note, you will need at least one Record Search field populated to return a search result. Search results will populate at the bottom of the screen.
- Use the drop-down arrow in the "Action" column to view or download a specific document.



A screenshot of a web application showing a table with a column header "Action". Below the header, a dropdown menu is open, displaying three options: "View", "Download", and "Download raw text". The "View" option is currently selected and highlighted. The dropdown has a search bar at the top and a scroll bar on the right.

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Document Search Steps

1. The method used to search for documents related to petitions is the Document Search under the Document Search tab on the Search Records & Documents page.

Search Records & Documents

This feature is currently under development. You are welcome to explore and use it, but please be aware that there may be limitations and some functions may not work as expected. We are continuing to improve performance and functionality and appreciate your patience during this phase. If you would like to provide feedback on this feature, please email your suggestions to CalWATRS-Help@waterboards.ca.gov.

Record search

Document search

2. When the Document Search tab is selected you will see multiple ways to filter the search for your document.

Record search

Document search

Document search criteria

The water right ID field can be used to search for documents associated with a water right including submitted complete applications, active water rights, and previously active water rights.

Water right ID

Permit/License/Certificate ID

Document type

Upload date (from)

Upload date (to)

Key date (from)

Key date (to)

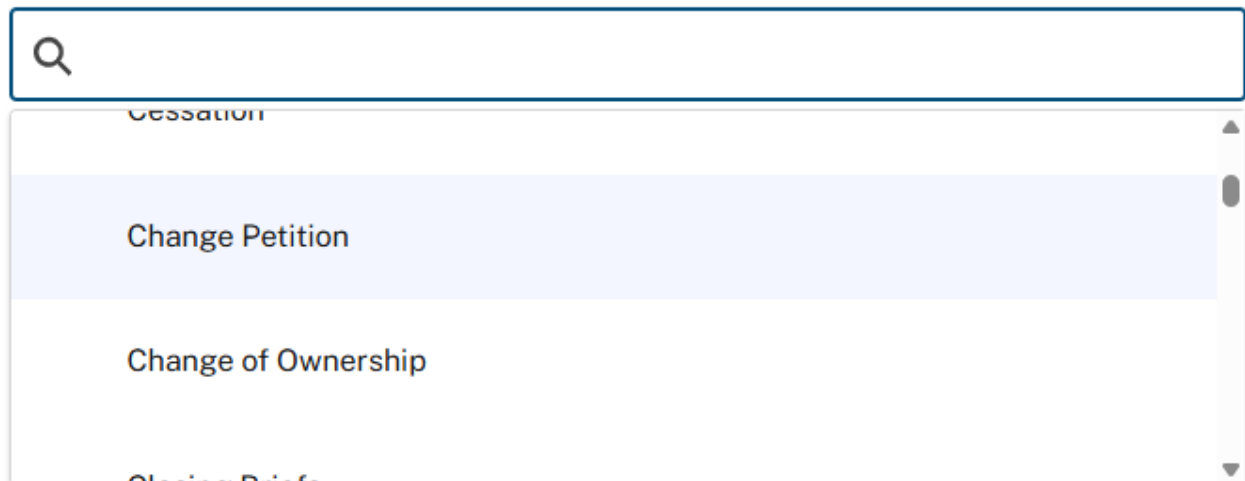
Document text search

Search with text present in title and document

3. To search using a water right ID, you may use either the Water Right ID number or the alphanumeric combination (e.g., 12345 or A012345).
4. Please note there is a document type for several types of petitions (e.g., "Change Petition", "Petition for Water Transfer", "Wastewater Change Petition", and "Time Extension Petition").

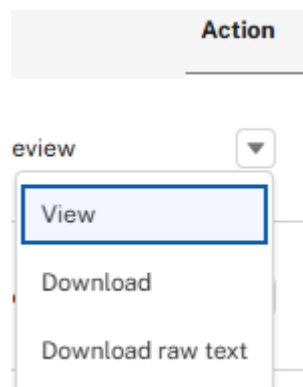
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Document type



A search bar with a magnifying glass icon on the left. Below it is a dropdown menu with a light blue background. The menu is open, showing a list of document types. The first item is "Change Petition", which is highlighted with a darker blue background. Below it is "Change of Ownership". At the bottom, "Closing Briefs" is partially visible. A vertical scrollbar is on the right side of the dropdown menu.

5. Note, you will need at least one Document Search field populated to return a search result. Search results will populate at the bottom of the screen.
6. Use the drop-down arrow in the Action column to view or download a specific document.



A table header with the word "Action" in bold. Below it is a dropdown menu. The menu is open, showing three options: "View", "Download", and "Download raw text". The "View" option is highlighted with a blue background. The dropdown menu has a small arrow icon on the right side.