

**The Superior Court of California,  
County of Yolo**

725 Court Street, Room 308 • Woodland, California 95695 • Telephone 530-406-6838 • Fax 530-406-6835

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**Amended ADMINISTRATIVE ORDER  
No. 2012-21**

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<b>DATE</b>	September 10, 2012	<b>SUBJECT</b>	Protection of Victim/Witness Information
<b>TO</b>	Judicial Officers; Law Enforcement		
<b>FROM</b>	Steven M. Basha, Presiding Judge	<b>EFFECTIVE</b>	September 15, 2012

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Pursuant to Penal Code section 964 the Court and the District Attorney, in consultation with local law enforcement agencies, are to establish a mutually agreed upon policy to protect confidential personal information regarding any witness or victim contained in certain reports submitted to the Court by a Prosecutor. Representatives from the Court and the District Attorney on December 9, 2005, have agreed to the following policy.

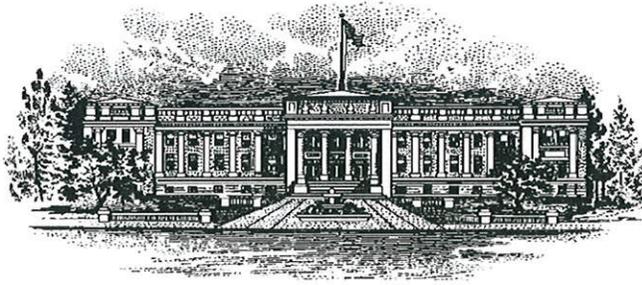
1. Documents submitted to the Court by the District Attorney that are affected by this agreement shall include, but may not be limited to, investigative reports, police reports, arrest reports, indictments or documents in support of an arrest warrant or search warrant.
2. It is agreed that the District Attorney will submit such documents to the Court with the confidential personal information in an un-redacted form.
3. The Court will remove such documents from the file prior to allowing the public access.
4. If a member of the public seeks to review a document containing confidential personal victim and witness information, they must submit the request in writing. The request will then be submitted to the District Attorney's office by the clerk of the court for a "Redacted" version of the document.
5. The District Attorney will have ten (10) court days to submit a redacted version of the document to the Court that masks any confidential personal information.
6. The Court will explain the redaction process to the customer and direct them to return to the Court in 11 court days so that the redacted version of the document may be reviewed.

As provided in Penal Code section 964(c)(3), this Order shall not be construed to impair or affect a criminal defense counsel's access to unredacted reports otherwise authorized by law, or the submission of documents in support of a civil complaint.

Signed this 17<sup>th</sup> Day of September 2012

  
Steven M. Basha, Presiding Judge





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**Amended ADMINISTRATIVE ORDER  
No. 2012-23**

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<b>DATE</b>	September 10, 2012	<b>FROM</b>	Steven M. Basha, Presiding Judge
<b>TO</b>	Judicial Officers; Jeff Reisig, District Attorney; Tracie Olson, Public Defender; J. Toney, Conflict Counsel	<b>SUBJECT</b>	Criminal Calendar Request Policy
		<b>EFFECTIVE</b>	September 15, 2012

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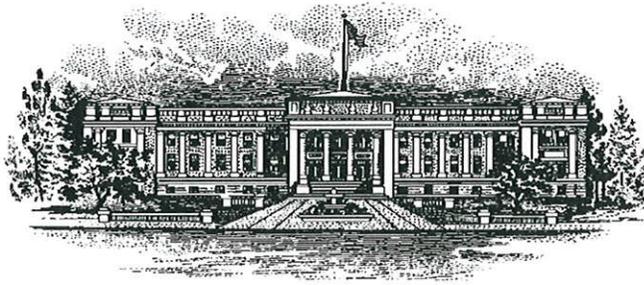
All criminal calendaring requests must conform to Local Rule 16.11 and this policy.

1. Once a case has been assigned to a judge, all calendaring requests shall be made for the assigned judge.
2. If a defendant fails to appear, and counsel wants to set a warrant surrender, it shall be set in the department where the defendant failed to appear.
  - a. In cases where the issuing judge is not available for an extended period of time the clerk will check with the "buddy" department and may schedule the warrant surrender in that department upon approval of the "buddy" department judge.
3. Only one warrant surrender request will be granted. If the defendant fails to appear on the date set, the case will be dropped from calendar and no further surrender requests will be granted. The defendant must thereafter surrender at the jail.
4. Calendar requests to short set or advance a matter shall be made in writing and submitted to the calendar clerk. The clerk will take the request and case file to the appropriate judge for approval or denial. If denied, the clerk will notify the requesting party.
5. The calendar clerk will give you the date you request unless the court is dark, the calendar is full, or the matter must go to a particular judge.
6. If the calendar clerk receives a calendaring request that does not meet the criteria as set forth in Local Rule 16.11 or this policy the request will be denied and the clerk will notify the requesting party.

Signed this 17<sup>th</sup> Day of September 2012

Steven M. Basha, Presiding Judge





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**Amended ADMINISTRATIVE ORDER  
No. 2012-25**

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**DATE** September 10, 2012  
**TO** Judicial Officers and Criminal Justice Partners  
**FROM** Steven M. Basha, Presiding Judge

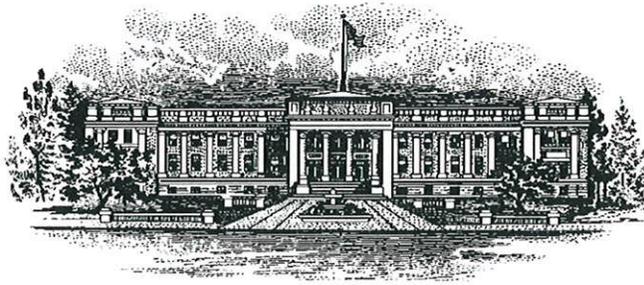
**SUBJECT** Commissioner appointed as a Temporary Judge  
**EFFECTIVE** September 15, 2012

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Pursuant to Section 259 of the Code of Civil Procedure and Rule 10.700 of the California Rules of Court, **Commissioner Janene Beronio** is hereby appointed to serve as a Temporary Judge. This appointment is necessary for the effective administration of justice.

Signed this 17<sup>th</sup> Day of September 2012

Steven M. Basha  
Steven M. Basha, Presiding Judge



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**Amended ADMINISTRATIVE ORDER  
No. 2012-26**

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**DATE** September 10, 2012  
**TO** Judicial Officers and Criminal Justice Partners  
**FROM** Steven M. Basha, Presiding Judge

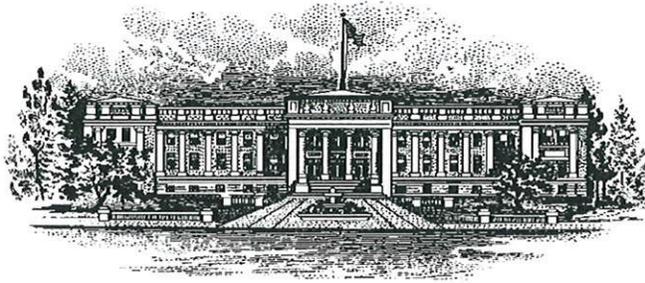
**SUBJECT** Commissioner authority to issue bench warrants  
**EFFECTIVE** September 15, 2012

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Pursuant to Section 72190.2 of the Government Code, *Commissioner Janene Beronio* may issue and sign bench warrants for the arrest of defendants who fail to appear in court when required by law or who fail to perform any act required by law.

Signed this 17<sup>th</sup> Day of September 2012

Steven M. Basha  
Steven M. Basha, Presiding Judge



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**Amended ADMINISTRATIVE ORDER  
No. 2012-27**

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<b>DATE</b>	September 10, 2012	<b>FROM</b>	Steven M. Basha, Presiding Judge
<b>TO</b>	Judicial Officers; Jeff Reisig, District Attorney; Tracie Olson, Public Defender; J. Toney, Conflict Panel; Robyn Drivon, County Counsel	<b>SUBJECT</b>	Email Correspondence with Judicial Officers
		<b>EFFECTIVE</b>	September 15, 2012

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Attorneys emailing judicial officers directly regarding scheduling and other administrative matters puts the judicial officer in a difficult position because except in certain limited situations, ex parte communication is prohibited by the Canons of Judicial Ethics.

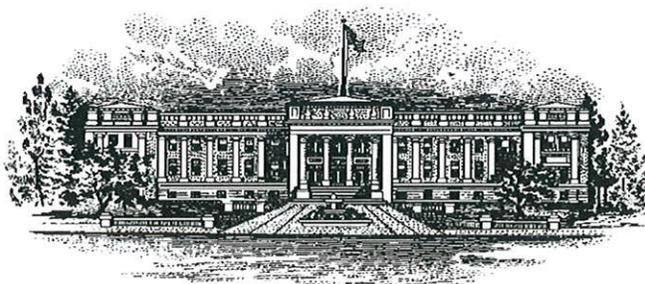
The *Canons of Judicial Ethics*, specifically Canon 3, Section 7 (d) states:

*“A judge may initiate ex parte communications, where circumstances require, for scheduling, administrative purposes, or emergencies that do not deal with substantive matters provided: (i) the judge reasonably believes that no party will gain a procedural or tactical advantage as a result of the ex parte communication, and (ii) the judge makes provision promptly to notify all other parties of the substance of the ex parte communication and allows an opportunity to respond.”* (emphasis added)

As such, unless specifically initiated and requested by a judicial officer, attorneys are directed not to correspond directly with judicial officers via email. An attorney may correspond with the judicial officer’s staff for procedural matters (e.g. attorney will be late because of an appearance in another department) or legal process clerks in the civil or criminal departments for assistance in administrative matters.

Signed this 17<sup>th</sup> Day of September 2012

Steven M. Basha  
Steven M. Basha, Presiding Judge



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**Amended ADMINISTRATIVE ORDER  
No. 2012-28**

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<b>DATE</b>	September 10, 2012	<b>SUBJECT</b>	Law Library Trustees
<b>TO</b>	Judicial Officers		
<b>FROM</b>	Steven M. Basha, Presiding Judge	<b>EFFECTIVE</b>	September 15, 2012

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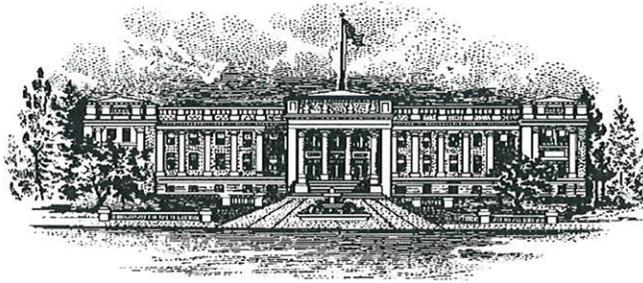
Pursuant to Business and Professions Code Section 6300 et seq., the following judges are elected to serve as trustees on the Law Library Advisory Committee.

Honorable David Rosenberg  
Honorable Kathleen M. White  
Honorable Steven M. Basha  
Honorable Daniel P. Maguire

Furthermore, pursuant to Business and Professions Code Section 6301(a)(3), the Honorable David Rosenberg designates Alice Meserve, Attorney at Law, to act as trustee on his behalf.

Signed this 17<sup>th</sup> Day of September, 2012

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Steven M. Basha, Presiding Judge



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**Amended ADMINISTRATIVE ORDER  
No. 2012-29**

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<b>DATE</b>	September 10, 2012	<b>SUBJECT</b>	Delegation of Duties
<b>TO</b>	Judicial Officers; Executive Office, Court Managers and Supervisors	<b>EFFECTIVE</b>	September 15, 2012
<b>FROM</b>	Steven M. Basha, Presiding Judge		

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Pursuant to *California Rules of Court 10.603(d)*, the Presiding Judge, while retaining ultimate responsibility, may delegate any of the presiding judge duties to another judge.

THEREFORE, in my official role as Presiding Judge of the Superior Court of California, County of Yolo, I do hereby delegate the following duties:

To the Honorable Kathleen M. White, Assistant Presiding Judge

- Review and sign time off requests for the Presiding Judge

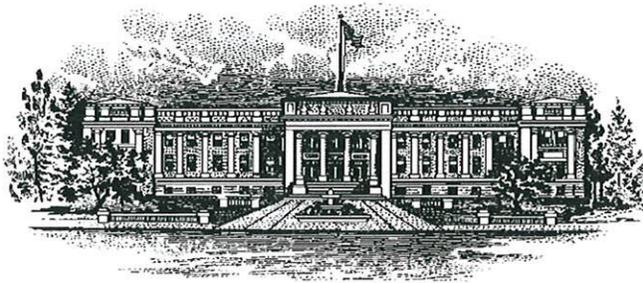
To the Honorable Janet Gaard, Judge,

- Review and sign:
  - Orders for destruction of files
  - Orders for destruction of evidence
  - Remittiturs
  - Assigned judges evaluations

Signed this 17<sup>th</sup> day of September, 2012

  
Steven M. Basha, Presiding Judge

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**Amended ADMINISTRATIVE ORDER  
No. 2012-30**

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<b>DATE</b>	September 10, 2012	<b>SUBJECT</b>	Appointed Counsel Relieved as Attorney of Record
<b>TO</b>	Judicial Officers		
<b>FROM</b>	Steven M. Basha, Presiding Judge	<b>EFFECTIVE</b>	September 15, 2012

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In criminal cases, appointed counsel (public defender, conflict or other appointed counsel) is relieved as attorney of record upon judgment and sentence without the need to file a formal motion requesting such relief. If further court appearances are scheduled, the appointed counsel shall remain the attorney of record until final disposition.

Signed this 17<sup>th</sup> Day of September, 2012

Steven M. Basha  
Steven M. Basha, Presiding Judge