

Yolo Superior Court Policy for Record Viewing and Copying

The following is the policy for the viewing and copying of public records in Yolo Superior Court. This policy must be adhered to by all who wish to view and/or copy court records, including members of the general public and the media.

Some files may not be immediately available because they are located offsite or they are or have been on calendar. Files that are calendared are not available two (2) days prior to and three (3) days after the hearing. Files that are located offsite will be retrieved and available for viewing or copying within two (2) weeks. The requester is advised to call first before returning to the Court.

NOTE: In accordance with California Rules of Court, Rule 2.400(a), under no circumstances will anyone other than court personnel be allowed to disassemble documents in court files or remove files from the clerk's offices.

All documents in court files are public record, with the exception of those items deemed confidential by statute, regulation, court rule, court order or case law.

1. File Viewing

If a member of the public wishes to view one or more files, he or she must request them in person at the counter.

Individuals must remain at the customer service windows when viewing Criminal, Traffic, Small Claims, and Appeals files. For Civil, Family Law, and Probate files, individuals must remain at the designated file viewing table.

2. File Limits

The following are the limits for how many of each file type clerks will locate and give to individuals for viewing at one time:

- Appeals: 10 files
- Civil/Family Law/Probate: 10 files
- Criminal: 5 files
- Small Claims: 10 files; 20 if in chronological order
- Traffic: 10 files

3. Copying

If individuals requesting files in person wish to have copies of certain documents, they may do one of three things:

- Make copies themselves on court public copy machines without removing documents from files.
- Have a clerk make the copies. If the clerk deems the file or the number of requested copies too voluminous to do immediately, the Court will schedule a date to pick up the copies within two (2) weeks of the request. The Court can't guarantee this date and the requester is advised to call first to confirm that the copies are ready.
- Make an appointment in advance to make copies on their own copier while a clerk disassembles and reassembles the documents being copied. The Court will make

its best efforts to schedule this appointment within a reasonable amount of time (usually two weeks), but this is not a guarantee as staff availability can vary.

Individuals may also request copies through the mail. Mail the Court a completed Records Request form available on the Court's website at www.yolo.courts.ca.gov

- Include a self-addressed envelope with sufficient postage so the Court can return copies

If needed, clerks will use the phone number provided to contact individuals for clarification on their requests, or to notify them of significant delays in processing their requests.

For copy requests of different file types, a separate request must be mailed to each division. For example, copies of both Criminal and Civil records cannot be requested in the same letter.

Phone or fax copy requests will not be accepted.

4. Exhibits

Individuals requesting to view and/or copy exhibits shall contact the Court Services Division at 530-406-6717. A date, time and location shall be set up at which time a court employee shall be present and only the court employee shall be allowed to handle the exhibits.

If copies of the exhibits are requested, only the court employee can make the copies.

5. Payment

- Individuals will be charged for copies and/or research in accordance with the current Yolo Superior Court Uniform Fee Schedule (See the Courts website at www.yolo.courts.ca.gov)
- Copies must be paid for at the time of copying.
- For mail requests or for large copy orders that have arrangements to be picked up at a later date, individuals must pay at the time of the request. You may send a check made out to Yolo Superior Court, bearing the words "not to exceed (amount) dollars" in the memo section of the check. A receipt will be returned with your copies.
- Fee waivers: In accordance with California Rules of Court, Rule 3.61 and Local Rules 11.2 & 17.5, the Court will provide a single copy of any reasonably necessary document contained in a file to a party who has received a fee waiver. Further copies must be paid for unless there is a court order dictating otherwise. Fee waivers will be honored for one year from the date signed.