



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

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**ADMINISTRATIVE ORDER
No. 2019-16**

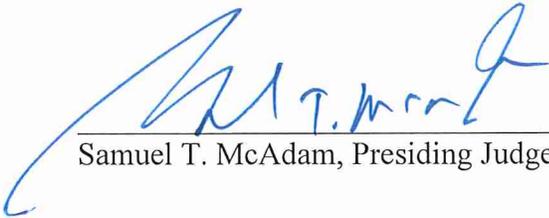
DATE	December 1, 2018	SUBJECT	Protection of Victim/Witness Information
TO	Judicial Officers; Law Enforcement		
FROM	Samuel T. McAdam, Presiding Judge	EFFECTIVE	January 1, 2019

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. On December 9, 2005, representatives from the Court and the District Attorney's Office agreed to the following policy:

1. Documents submitted to the Court by the District Attorney's Office 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. The District Attorney's Office will submit these documents to the Court with the confidential personal information in an un-redacted form.
3. The Court will remove the un-redacted 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, he or she must submit the request in writing.
5. The clerk of the Court will explain the redaction process to the customer and direct him or her to return to the Court in eleven (11) days to review the redacted version of the document
6. The clerk of the Court will then submit a request to the District Attorney's Office for a "redacted" version of the document.
7. The District Attorney's Office will have ten (10) court days to submit a redacted version of the document to the Court that masks any confidential personal information.

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

Signed this 14th day of December, 2018



Samuel T. McAdam, Presiding Judge