

California Rules of Court, rule 10.500 Requests Procedure

(Effective August 1, 2024)

How to request Administrative Records Other Than Case File and Adjudicative Records:

Subject to reasonable accommodation for individuals with special needs, the process for requesting copies of the Yolo Superior Court's administrative records (other than case information) is as follows:

1. Click on this form;
2. Fill out all parts of the form;
3. Save the completed form on your computer*;
4. Attach the completed form to an email; and
5. Send the email to courtinfo@yolo.courts.ca.gov.

(*If you do not save the completed form to your computer before you send it, the court may only receive a blank form.)

You can also mail the completed form to:

Yolo Superior Court
c/o Executive Office
1000 Main Street
Woodland, CA 95695

Yolo Superior Court's office hours are Monday to Friday, except for court holidays, 8:30 a.m. to 4:00 p.m. Requests sent outside of these office hours will be deemed received the next court day.

Possible Fees and/or costs:

Copying: The Court does not charge a fee to email copies of records if the records already exist in an electronic format. If you need paper copies or if the Court must create electronic copies of paper records, the Court may require that you first pay a fee equal to the direct costs of copying or producing the records before it sends them to you. Generally, the copying fee is 10 cents per page.

Mailing and records retrieval: The Court may also require advance payment of a fee to cover the direct cost of mailing records to you or retrieving records from a remote storage facility or archive.

Commercial use fee: If the Court determines that records are requested for a commercial use, it may require advance payment of a fee to cover the actual costs of staff search and review time to fulfill the request. You can find more information on this subject in [rule 10.500\(e\)\(4\)\(C\)](#) and [\(e\)\(4\)\(D\)](#). The commercial use fee does not apply for representatives of the news media.

Accommodation: A person with a disability may send a request for records in other formats too. You will find information about accessibility issues and about accommodation for people with disabilities [here \(link\)](#).

DO NOT USE THIS PROCEDURE IF YOU ARE REQUESTING CASE DOCUMENTS SUCH AS DIVORCE JUDGMENTS, CRIMINAL HISTORY RECORD, ETC. To request case documents, please call (530) 406-6700 or click [here](#).