



## REQUEST FOR JUDICIAL ADMINISTRATIVE RECORDS

Under California Rules of Court, rule 10.500

### **INSTRUCTIONS & GUIDANCE**

Please complete the fields on the request form to the best of your ability. Be as specific as possible. Feel free to attach additional sheets of paper or information as necessary. If you require assistance in completing the form, please feel free to contact us using the contact information provided on the request form.

Some helpful tips in formulating a focused and effective request that reasonably describes an identifiable judicial administrative record or records and properly clarifies the nature of your request, pursuant to California Rules of Court (CRC), rule 10.500(e)(4)(D) and 10.500(e)(9):

1. Read CRC rule 10.500 and the information on California Courts website at <http://www.courts.ca.gov/home.htm>.
2. Whether the requested records will be used for your or someone else's trade, profit, or commercial interest.
3. Avoiding an overly broad request.
4. Specifying the types of records you are seeking and/or describing the underlying reason for your request?
5. What time-frame you are interested in for the records you are seeking? For example, records of X and Y, for January 1, 2015 to Present.
6. What specific types of records you are seeking (e.g. electronic, paper, emails, faxes, etc.; or vendor contracts, nonconfidential employee records, Judicial Council program fact-sheets, legislative reports, etc.).

While you are not required to complete the “name”, “organization”, “address”, “zip code”, “telephone number”, or “email address” fields, we strongly recommend that you do so. Failure to do so could result in delay processing your request. Additionally, doing so will allow us to contact you if we require clarification of your request. If we require clarification but are unable to contact you, your request may be closed for lack of a response.

### **DO NOT USE THIS FORM IF YOU ARE SEEKING:**

- Divorce records
- Court case records (e.g. opinions, briefs, complaints, filings)
- Criminal background information or history
- Traffic ticket and other traffic violations, or assistance with a traffic issue
- Jury service information or assistance
- Probate-related records, wills, estates, as well as birth and death certificates
- Name change records
- Legal advice or assistance
- Complaints against a judicial officer or court employee

Instead, please refer to the proper Record Search forms and procedures located on our website <https://www.lassencourt.ca.gov/>



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### Request Information

**Date of Request**

**Requester Name**

**Organization**

**Street Address**

**City, State, Zip Code**

**Telephone Number**

**Email Address**

### Description of Information Requested

*Please be as specific as possible. Attach additional sheets of paper as necessary.*

**Will the requested records be used to further your or someone else's commercial, trade, or profit interest?**

*If so, fees may be reasonably calculated to cover direct costs of duplication or production of records.*

YES

NO

**Have you recently requested these materials from someone at the Judicial Council of California or a court?** *This information will help us more quickly answer your request.*

YES  Judicial Council  Courts

Name of person & Date of request:

\_\_\_\_\_

NO

### SUBMIT THIS FORM

1) *By Mail:*

Superior Court of California, County of Lassen  
Administrative Records  
2610 Riverside Drive  
Susanville, California 96130

2) *By E-mail:*

AdministrativeRecords@lassencourt.ca.gov