



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO



For the Media...



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Media Contact



The court's official spokespersons are the Presiding Judge, the Executive Officer, or their designees (Public Information Officer). The Public Information Office and Court Executive Office respond to inquiries from the media. Information is gathered as quickly as possible and provided to the requestor.

For the court to achieve efficiency in responding to the quantity of media inquiries, all media calls should be directed to the Public Information Officer (PIO).

- **To submit a Media Request to Photograph, Record, or Broadcast:**
 - Complete forms, print, and fax to the court at 916-874-8229 or
 - Complete forms, print, deliver to Sacramento Superior Court, 720 9th Street, Executive Office Room 611, Sacramento, CA 95814

If you believe you have been denied access to documents that should be open to the public, please contact the Public Information Office at (916) 591-0050 so that your concerns may be addressed.

Public Information Office:
Superior Court of California, County of Sacramento
720 9th Street, Executive Office Rm. 611
Sacramento, CA 95814
Phone: (916) 591-0050
Fax: (916) 874-8229

Request to Photograph, Record or Broadcast

The Sacramento Superior Court follows **California Rules of Court, Rule 1.150** regarding media requests to photograph, record, and broadcast civil and criminal proceedings, and it is at the discretion of the judge presiding over the proceeding whether to grant or deny such requests.



Media requests for photographing, recording, and broadcasting in the courtroom must be directed to the Public Information Office. The Public Information Officer will direct the request to the appropriate judge or courtroom upon receipt.

If a media request is submitted and the case has not been assigned, the request will be submitted to the judge supervising the calendar department, but the request will be ruled upon by the judge assigned to the proceeding.

Rule 1.150 requires the media to submit a **Media Request To Photograph, Record, Or Broadcast** (Judicial Council Form MC-500) and an **Order On Media Request To Permit Coverage** (Judicial Council Form MC-510). The two completed Judicial Council forms are file stamped and placed in the court file and become a part of the permanent record.

Both forms are located at “**For the Media**” section on the Sacramento Superior Court’s website at: saccourt.ca.gov

The Five-Day Notice Rule



The Media Request To Photograph, Record, or Broadcast must be filed five court days prior to the proposed coverage date unless good cause is shown. The court does take into consideration that

most arraignments take place before the five days have passed so the rule is frequently waived in arraignment court.



Prohibited Coverage

The judge shall not permit media coverage of the following:

- The jury or the spectators
- Jury selection
- A conference between an attorney and a client, witness, or aide
- A conference between attorneys
- A conference between counsel and the judge at the bench (sidebars)
- A proceeding closed to the public
- A proceeding held in chambers

**For complete requirements and definitions, refer to
California Rule of Court 1.150**

Media Pooling Arrangements



If two or more media agencies of the same type request media coverage of a proceeding, they shall file a statement of agreed arrangement.

If they are unable to agree, the judge may deny coverage by that media agency.

Reminders for filming in the courtroom

- **Operators may not move equipment or enter or leave the courtroom while the court is in session**
- **Clothing or equipment must not bear the name or insignia of a media agency**

Personal Recording Devices



Recording devices for purposes of taking notes is prohibited without prior approval of the individual judge in the courtroom. This includes laptops used for note taking purposes.

The judge's permission must be obtained in advance.

Cell Phones

Cell phones and other devices with the ability to take pictures are subject to the restrictions in California Rule of Court 1.150. All cell phones must be turned off prior to entering the courtroom.

Media Access Policy



The Sacramento Superior Court has also adopted a **Media Access Policy** to establish a protocol with regards to print and broadcast media covering news events in the court.

To view the complete Media Access Policy, go to “**For the Media**” section on the court’s website at: saccourt.ca.gov

Media Coverage Without Permission

Television and still photographers may film in the public areas of the courthouse as long as court business is not impeded. The Media Access Policy states, “At no time shall any grouping of people in the hallway, entrance or exit become so large as to obstruct pedestrian traffic.”

It is the court’s intent to protect the privacy of employees and the users of court services. Media representatives shall make every effort to contact the PIO of their intent to film so employees and court users not wishing to be photographed, may move aside.

Special Requests To Film

A Media Request to Photograph, Record, or Broadcast and Order on Media Request to Permit Coverage must be submitted to the Public Information Office or Court Executive Office to receive approval to film in non-public areas such as jury rooms or employee work offices.

Local Rule, Chapter 19-Juvenile and Family Courts Exchange of Information and Juvenile Court Confidentiality and Media Policies

Local Rule, Chapter 19 applies to print and broadcast coverage of the Sacramento County Juvenile Court (Delinquency and Dependency) matters, in or outside of the courtroom.



To view the complete Local Rule, go to “For the Media” section on the court’s website at: saccourt.ca.gov.

Notice and Request to Attend Court Proceedings (Without Cameras or Recording Devices)

- **When No Permission Is Required (Non-Confidential Delinquency Proceedings):**

Delinquency proceedings described in Welfare and Institutions Code section 676(a) are open to the public.

- **When Permission Is Required (Confidential Proceedings)**

In all other delinquency and dependency cases other than described above, permission to attend the court proceedings is in the discretion of the bench officer presiding over the matter.



Use Of Cameras Or Recording Equipment

Proceedings For Which Cameras and Recording Equipment are Not Allowed:

- **Dependency Cases:** Pursuant to California Rules of Court, rule 1.150(e)(6)(B), the Judge or Juvenile Court Referee presiding over any dependency matter does not have discretion to permit cameras or recording equipment in the courtroom.

- **Delinquency Proceedings Not Described in Welfare and Institutions Code section 676(a) (Confidential Proceedings):** Pursuant to California Rule of Court, rule 1.150(e)(6)(B), the Judge or Juvenile Court Referee does not have discretion to permit cameras or recording equipment in the courtroom.

- **Delinquency Proceedings For Which Cameras and Recording Equipment May Be Allowed (Non-Confidential Proceedings):** Permission to use cameras or recording equipment while attending non-confidential delinquency court proceedings described in Welfare and Institutions Code section 676(a) is in the discretion of the Judge or Juvenile Court Referee presiding over the matter.

All juvenile records and court proceedings are confidential. All Juvenile Dependency court hearings are confidential and closed to the public. Those not authorized to attend may seek permission to attend court by filing a written request directly with the Judge or Juvenile Court Referee presiding over the case.

Public Information

The policy of the Sacramento Superior Court is to provide timely information and to ensure appropriate access to records. Most court records are open and available to the public and media.

Most court files are public record unless sealed by the court.

Exceptions include:

- Adoption records
- Juvenile records
- Paternity, except the final judgment
- Limited jurisdiction unlawful detainer filings for the first 60 days after the complaint is filed



There are certain documents that are confidential by statute and may not be copied or shown to the public. Below is a partial list of those documents.

- Probation reports (see exception page 12, Probation Reports)
 - Grand jury proceedings records before indictment
 - Sealed records
 - Medical records and reports made pursuant to a court order
 - Subpoenaed records and records made pursuant to a court order
 - Search warrants and affidavits until the return of service is filed, or 10 days after issuance, whichever occurs first
 - Arrest reports
 - Jury identification information ordered sealed by the court
-

Search Warrants

Pursuant to Penal Code Section 1534, search warrants are “confidential” and not public record from the time the warrant is authorized to the time of its execution (if the warrant is executed during the statutory timeframe). An executed warrant, if not sealed, is considered public record.

Court staff will not release any information regarding a search warrant to the public if the warrant is deemed confidential.

Confidential Search Warrants include the following:

- Between the time a search warrant is authorized to the time of its return, if the return is filed timely, the warrant is confidential.
- If a return is not received by the court within 10-days from its authorization date, the warrant is considered “not executed,” deemed void and is confidential

If a warrant is executed but sealed, the warrant is confidential. However, the public will be advised that the warrant has been sealed and the magistrate who sealed the order to allow the public to file a formal motion to unseal the warrant.

Search warrants that qualify as public record (an executed warrant) can be requested for viewing and copied from the Sacramento Superior Court’s Criminal Records Room 101. Please refer to the “**For the Media**” section on the court’s website at saccourt.ca.gov for further details.

Probation Reports

Disclosure of probation reports is governed by Penal Code § 1203.05. Probation reports are open to the public without restriction for 60 days after judgment is pronounced or probation is granted, whichever is earlier. After the 60 days, only specified persons retain the right to access. A probation report becomes open to the public when a new accusatory pleading is filed against the person who is subject of the report, and that remains open until 60 days after the second case is concluded.



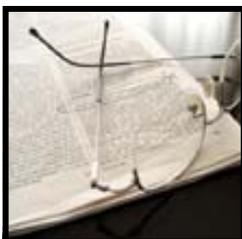
To request the unsealing of a probation report based upon the subjects subsequent accusatory filing, complete the *Request to Unseal Probation Report Pursuant to 1203.5 PC* and submit to Criminal Division Records, Room 101, of the Sacramento Superior Court.

The *Request to Unseal Probation Report Pursuant to 1203.5 P.C.* form is available in the Criminal Records Unit, Room 101, of the Sacramento Superior Court.

Arrest Warrants

Once an arrest warrant is signed by the judge and activated by the court, it is available to the public and media unless ordered sealed by the court. The documents available once the warrant is activated are: arrest warrant, complaint and supporting documents in support of arrest warrant.

Public Records Act



As an agency provided for in Article VI of the California Constitution, the court is exempt from the California Public Records Act. (Gov. Code §6252(f); Cal. Const., art. VI, §§ 1 and 4.) Nevertheless, the court recognizes and supports the public's need for information about the court's activities and strives to ensure public access to available information consistent with applicable law and court policy. Although the court endeavors to respond to each inquiry, it is not subject to the time requirements specified in the Public Records Act. Please direct all requests to the Public Information Officer.

Judicial Administrative Records California Rule of Court 10.500

Effective January 1, 2010, rule 10.500 of the California Rules of Court sets forth comprehensive public access provisions applicable to judicial administrative records maintained by state trial and appellate courts, the Judicial Council, and the Administrative Office of the Courts (AOC).

Please direct requests for access to judicial administrative records maintained by the Superior Court of California, Sacramento County to the Public Information Officer.

The court will make identifiable judicial administrative records available upon request, unless the records are exempt from disclosure under rule 10.500. Records may be subject to payment of a fee (see Fee Guidelines and subdivision (e)(4) of rule 10.500).

Obtaining Case Information

Case Index data is available on the court's public website. The data available varies by case type. The criminal index provides the most information and includes defendant names, charge types, filing dates, future and past hearing information, dispositions, and sentencing outcomes.

With the implementation of the Court Case Management System (CCMS), civil and probate case documents are now available for viewing through the CCMS Document Viewing screen on the Sacramento Superior Court web site.

To view the documents using the case number as search criteria, follow these steps:

- ◇ Go to the Sacramento Superior Court's web site home page located at www.sacourt.ca.gov
- ◇ Click on the blue [View Civil and Probate Case Information](#) located in the middle of the homepage
- ◇ For a CCMS case number, select CCMS radio button, select the year from the dropdown field, enter the eight digit case number in the blank field and press "search" Use the scroll bar to scroll down and view search results

Records



Criminal-The public may view Criminal Law records in Room 101 at the Gordon D. Schaber Courthouse. Older records may be ordered in person or by phone at 916-874-8881.

Civil-Records are entered into our Court Case management System (CCMS) may be viewed and printed from the document viewer on the Court's website. Court documents may be viewed and printed (fee required) by accessing a kiosk at the Gordon D. Schaber Downtown Courthouse, Room 101/102. Older cases may be ordered.

Family Law-Family Law court records are accessible to the media by appearing in Court Administration, Room 318 at the William R. Ridgeway Family Relations Courthouse. Older files can be ordered online on our website at:
<http://www.saccourt.ca.gov/family/records-request.aspx>

Juvenile Dependency-The minor, parents, legal guardian (s), or attorney(s) of record may view and obtain copies of court minute orders and selected court documents. All other individuals must petition the court for access pursuant to Welfare and Institutions Code 827.

Juvenile Delinquency-In addition to the description above, the public may inspect records for Juvenile Petitions sustained for offenses listed in Welfare and Institutions Code 676(a). The public may also inspect records for juveniles charged as adults, subject to criminal case records rules.

Photo ID required. Public copy machines are available for .25 per page or .50 per page for copies made by the clerk. Media is not exempt from paying copy fees.

For the Media...on the Sacramento Superior Court Website (saccourt@ca.gov)

▶ News Releases ▶ Policies, Protocols, and Rules ▶ Forms
 ▶ Resources ▶ Reference Material ▶ Information on Cases
 for the Public and Media ▶ Online Services ▶ Press Contact
 Information

Attorney/Media Drop-in Resource Center is located on the
 4th floor of the Gordon D. Schaber Courthouse downtown.

News Releases



All news releases are issued through the Public Information Officer for the Sacramento Superior Court. News releases are available to journalists by e-mail.

To **subscribe**, please send your name, news affiliation, and e-mail address to: Ginger Sylvester, Public Information Officer, (916) 591-0050, sylvesg@saccourt.ca.gov

What's on the website?

- ▶ Information on Cases for the Public and Media
- ▶ News Releases
- ▶ Media Access Policy
- ▶ Local Rule-Media Policy for Juvenile and Family Courts
- ▶ Forms-Media Request and Oder to Photograph, Record, or Broadcast
- ▶ Confidentiality Statute-Court Records
- ▶ Information on Accessing Court Records
- ▶ Felony and Misdemeanor Bail Schedules
- ▶ Court Phone Directory
- ▶ Judicial Phone Directory
- ▶ Selected Terminology Used in Criminal and Dependency Court
- ▶ Legal Glossary
- ▶ Link to the Daily Trial Calendar
- ▶ Link to the Case Index
- ▶ Link to the Document Viewer for Civil and Probate Documents and Tentative Rulings
- ▶ Search Warrant Summary

Bench Bar Media Committee



The **Bench Bar Media Committee** is a standing committee with the chairperson and other judges appointed by the Presiding Judge of the Sacramento Superior Court. Representatives from the media, the bar association and other justice system agencies are also members. The purpose of the committee is to:

- Update and ensure consistency in the court's policies and procedures for media access to the court;
- Coordinate media access to high profile cases;
- Enhance communications with the community through newspapers, radio, television, the internet, and public forums/events;
- Enhance communication with the media regarding the court's programs and services, and public education and outreach activities; and,
- Enhance intra-court communications.

California Code of Judicial Ethics, Canon 3B(9)

A judge shall not make any public comment about a pending or impending proceeding in any court, and shall not make any nonpublic comment that might substantially interfere with a fair trial or hearing. The judge shall require similar abstention on the part of court personnel subject to the judge's direction and control.

This Canon does not prohibit judges from making statements in the course of their official duties or from explaining for public information the procedures of the court, and does not apply to proceedings in which the judge is a litigant in a personal capacity.



Gordon D. Schaber Sacramento County Courthouse

720 9th Street, Sacramento, CA 95814
(916) 874-5522

- General Civil Trials
- Criminal Trials
- General Civil Pretrial Motions
- Civil Settlement Conferences



William R. Ridgeway Family Relations Courthouse

3341 Power Inn Rd., Sacramento, CA 95826
(916) 875-3400

- Family Law Cases
- Probate
- Juvenile Dependency



Carol Miller Justice Center

301 Bicentennial Circle, Sacramento, CA 95826
(916) 875-7354

- Traffic Misdemeanors/Infractions
- Unlawful Detainer (Landlord-Tenant)
- Small Claims



Juvenile Courthouse

9605 Kiefer Boulevard, Sacramento, CA 95827
(916) 875-5120

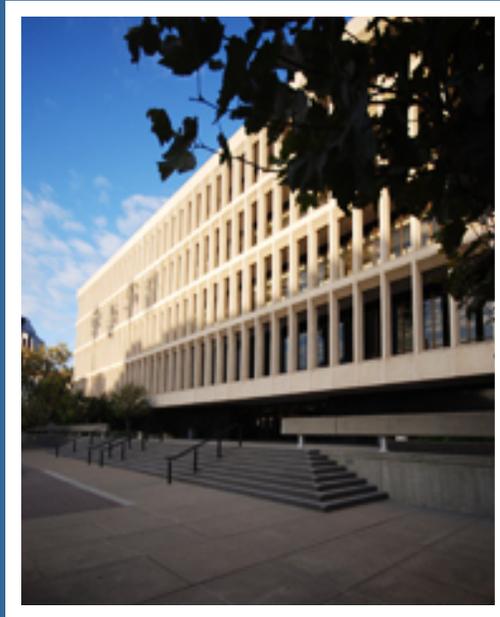
- Juvenile Delinquency
- Juvenile Non-traffic Infractions
- Juvenile Misdemeanor Citations



Lorenzo E. Patino Hall of Justice

651 "I" Street, Sacramento, CA 95814
(916) 874-6936

- Felony and Misdemeanor Pretrial Motions
 - Domestic Violence Court
 - Drug Court
-



Public Information Office:

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County of Sacramento
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