

CONTRA COSTA SUPERIOR COURT
Judicial Administrative Records Request Form

*****DO NOT USE THIS FORM TO REQUEST CASE RECORDS*****

Rule 10.500 of the California Rules of Court allows members of the public to ask for certain kinds of information or administrative records from state trial courts. We take pride in responding to these requests promptly. Please tell us as much as you can about what you are looking for, and tell us how we can reach you (including by email). **Do not use this form to request copies of case file records (judgments, decrees, orders, complaints, etc.).**

For your information:

- (1) This rule applies to public access to judicial administrative records, including records of budget and management information relating to the administration of the courts.
- (2) This rule does not apply to, modify or otherwise affect existing law regarding public access to adjudicative (case-related) records.
- (3) This rule does not affect the rights of litigants, including parties to administrative proceedings, under the laws of discovery of this state, nor does it limit or impair any rights of discovery in a criminal case.
- (4) There may be a fee for gathering information and reproducing documents.

You may request administrative records:

Public Information Officer: PO Box 911, Martinez, CA 94553
By email: mediainfo@contracosta.courts.ca.gov
By phone: (925) 957-5663
By fax: (925) 957-5690

Name: _____ **Date:** _____

Address: _____

Phone: () - _____ **FAX:** () - _____

Email: _____

Your Information Request: _____

FOR USE BY COURT STAFF ONLY

Request received via:

In person Phone Mail Fax Email
 Attachments **FORM COMPLETED BY:** _____ **Unit:** _____ **Sent to PIO:** _____