

Accessing Court Administrative Records

Rule 10.500 of the California Rules of Court

(<http://www.courtinfo.ca.gov/rules/amendments/jan2010-2.pdf>), effective January 1, 2010, sets forth comprehensive public access provisions applicable to the judicial administrative records maintained by state trial and appellate courts, the Judicial Council, and the Administrative Office of the Courts (AOC).

Judicial administrative records are those that contain information relating to the conduct of the people's business *except adjudicative records*. The San Bernardino Superior 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 pursuant to subdivision (e) (4) of rule 10.500

Examples of judicial administrative records are budgets for court operations and contracts between a court and outside vendors.

Judicial administrative records do not include any writings filed or used in a court proceeding, the judicial deliberation process, or the assignment or reassignment of cases, judicial officers or counsel appointed or employed by the court. These types of records are adjudicative records.

Examples of adjudicative records include, but are not limited to, complaints, answers and all other documents filed by the parties in a case, tentative rulings, court orders, judgments, traffic citations, and parenting and mediation reports.

Please direct requests for judicial administrative records maintained by the San Bernardino Superior Court to:

San Bernardino Superior Court Executive Office
303 West Third Street, 4th Floor
San Bernardino, CA 92415-0302
Email: pr@sb-court.org

The Superior Court's Executive Office hours are 8:00 a.m. - 5:00 p.m., Monday – Friday, excluding court holidays.

To facilitate the processing of your request for judicial administrative records, please use the [Request for Administrative Records Form](#) when making your request by E-mail or U.S. Mail. Please do not use this form to request case information or other adjudicative records.

Certain court case information is available online at <http://www.sbcounty.gov/courts/>. To obtain copies of non-confidential adjudicative records, please contact the clerk's office in the district where the case in which you are interested is pending. The addresses and phone numbers for the clerk's office can also be found online at <http://www.sbcounty.gov/courts/>.