



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES
Information Sheet**

How to Submit an Application to View and/or Copy Exhibits

Any individual, excluding the attorneys of record and the California Appellate Project (CAP) Superior Court liaison, who desires to **view** exhibits from any Superior Court of California, County of Los Angeles (Court) case, must seek a court order. Any individual, including the attorneys of record and excluding the CAP liaison, who desires to **reproduce** exhibits from any Court case, must seek a court order.

COMPLETING THE APPLICATION

1. Access local court form [REAM 009](#) "Application and Order for Viewing and/or Reproduction of Trial Court Exhibits," which is available on the Court's website at www.lacourt.org under the 'General Info,' 'Local Court Forms' or 'Information for the Media' sections.
2. Complete the form, ensuring that all equipment needed to record/reproduce the exhibits is included as part of question one.

FILING THE APPLICATION

1. File the completed application in the courtroom of the trial judge who is presiding over the proceeding or who previously presided over the proceeding, or if the trial judge is unavailable, file the application with the supervising judge or site judge of the courthouse where the proceeding was heard.
2. **Media and Production Companies:** Media and production companies must submit the request to view and/or reproduce exhibits through the Court's Communications Office by emailing the completed application to ExhibitRequest@lacourt.org. The Communications Office will forward the application to the appropriate judicial officer and will provide notification of the decision.

REVIEWING THE COURT ORDER

1. If the application is denied, pending determination or a hearing was scheduled, court staff is not authorized to release exhibits for viewing or copying.
2. If the application is granted, take a copy of the signed court order to the exhibits unit of the courthouse location in which the exhibits are being held.
 - a. Prior to arrival, please call the Exhibits Custodian to schedule an appointment to view the exhibits.
 - b. Government-issued photo identification is needed to view/reproduce the exhibits.
 - c. Individuals not named in the application nor authorized in the order to be present during the viewing will not be allowed entry into the exhibits viewing area.