

How To Submit an Application and Order to Copy Case Exhibits

Dear Applicant:

You must write and submit an original application and a proposed judicial order in order to copy, scan, photograph or videotape civil or criminal case exhibits. It may be helpful to consult a case's exhibits' list, which is available on request through the Public Information Office, Los Angeles Superior Court, 213-974-5123.

Formats for the application and proposed order are on the following pages, 2 and 3. Applicants should personalize all underlined sections in parentheses.

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The Application (format on page 2)

The application will be an original document, composed and printed on your company's letterhead. It must include the applicant's name, title, organization, business address, telephone number and email address.

Once you determine which exhibits you need, list them and state you will supply all equipment to copy, scan, videotape or photograph exhibits. The application should include a full explanation of how the exhibits' images will be used.

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The Judicial Order (format on page 3)

The drafted order will be forwarded to the appropriate judge, and if signed, will allow you to copy, scan, photograph or videotape exhibits.

Fax the completed application and proposed judicial order to the Public Information Office, 213-621-7642, or email them to: publicinfo@lasuperiorcourt.org . The PIO staff will forward your application and inform you of the judge's decision.

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(Prepare application on COMPANY LETTER HEAD)

(DATE)

(NAME OF PERSON SUBMITTING APPLICATION) (NOT an ATTORNEY)

(POSITION/TITLE)

(NAME OF ORGANIZATION)

(ADDRESS)

(CITY, STATE, ZIP CODE)

(PHONE NUMBER)

FOR APPLICANT: (Name of Media Organization)

**Application and (Proposed) Order to View, Copy, Scan,
Photograph or Videotape Exhibits**

People of the State of California

Vs.

(Name of Defendant(s))

(Case Number(s))

To the Honorable Judge (Name of Judge),

Third Party, (Name of organization), applies to the court for an order allowing the viewing, copying, scanning, photographing or videotaping of exhibits from the above-captioned case.

Please provide a brief explanation of how the exhibits will be used. If possible, identify specifically which exhibits are of interest, or, indicate that you are interested in all of the exhibits admitted in evidence on this case. Further, indicate that you will be supplying your own equipment to copy, scan, photograph or videotape exhibits.

Application to View, Copy, Scan, Photograph or Videotape Exhibits

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People of the State of California

vs.

(Name of Defendant(s))

(Case Number(s))

ORDER

**ON APPLICATON TO VIEW, COPY, SCAN, PHOTOGRAPH
or VIDEOTAPE EXHIBITS**

Good Cause Appearing therefore, it is ordered that (name of organization)

may view, copy, scan, photograph, or videotape:

All of the exhibits in this case.

Those exhibits identified in the Application.

Other order as follows:

The Applicant is ordered to supply its own equipment to copy, scan, photograph or videotape the exhibits.

Date: _____, Judge

Name of Judicial Officer

ORDER ON APPLICATION TO INSPECT, COPY, SCAN, PHOTOGRAPH or VIDEOTAPE EXHIBITS