



NOTICE TO ATTORNEYS

Los Angeles Superior Court
Public Information Office
Website: www.lasuperiorcourt.org
E-mail: PublicInfo@LASuperiorCourt.org

December 6, 2013

Record Requests Pursuant to Penal Code Section 1170.126 Petitions (Prop 36)

Effective immediately, the Los Angeles Superior Court Archives and Records Center (ARC) will give priority to record requests made by the District Attorney, Public Defender, Alternate Public Defender, and appointed counsel from any county, and from the Post-Conviction Assistance Center for record requests related to Petitions for Recall and Resentencing pursuant to Penal Code section 1170.126. The following procedures have been implemented by the ARC:

Email Requests

Requests may be sent via email to Prop36@LASuperiorCourt.org. Attached to the email must be a letter stating that the records requested are needed in connection with 1170.126 PC petitions. A log will be maintained indicating when the request was received and processed. All requests will be processed in the order received.

Walk-ins

Walk-in requests are accepted at the Archives and Records Center located at 222 North Hill St., Room 212, Los Angeles, 90012. Counsel will be required to sign the request log and provide a letter stating that the records requested are needed in connection with 1170.126 PC petitions. The log will be maintained indicating when the request was received and processed. All requests will be processed in the order received.

Mail Requests

Requests may be sent via U.S. Mail to the Archives and Records Center, 222 North Hill St., Room 212, Los Angeles, 90012. The request must include a letter stating that the records requested are needed in connection with 1170.126 PC petitions. A log will be maintained indicating when the request was received and processed. All requests will be processed in the order received.

Processing

Every effort will be made to adhere to the following timelines: Requests up to 20 pages will be processed the day they are received. Requests that exceed 20 pages will be processed in 2-3 days and will be mailed or available for pick up. Customers will be notified when their copies are ready.

Files not Located in the ARC

If a case file is not available at the ARC, the request will be forwarded to the location where the file is located for processing. The contacts at each location have been instructed to give the same priority to these requests as the ARC.

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