



# 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 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 superior court case, must seek a court order.

### **COMPLETING THE APPLICATION**

1. Complete local court form REM 009 "Application and Order for Viewing and Reproduction of Trial Court Exhibits." The local form is available on the court's website at [www.lacourt.org](http://www.lacourt.org) under Local Court Forms or under the Media Relations section.

### **FILING THE APPLICATION**

1. File your 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, to the supervising judge or site judge of the courthouse where the proceeding was heard.
2. **Media and Production Companies:** You must go through the court's Public Information Office (PIO) for your request to view and/or reproduce exhibits. The PIO can be contacted at 213-830-0815. You may fax your completed application to PIO at **213-621-7642** or email it to [publicinfo@lacourt.org](mailto:publicinfo@lacourt.org). The PIO will forward your application to the appropriate judicial officer and will inform you of the decision.

### **REVIEWING YOUR COURT ORDER**

1. If your application is denied, pending determination or a hearing was scheduled, court staff is not authorized to release exhibits for viewing or copying.
2. If your application was granted, take a copy of the signed court order to the exhibits unit of the court location in which the exhibits are being held.
  - a. Call the respective exhibits unit beforehand to ensure that the exhibits are ready for the viewing. An appointment may also be required, depending on location.
  - b. You will be required to show government-issued photo identification.
  - c. Individuals not named in the application and authorized in the order to be present during the viewing will not be allowed entry into the exhibits viewing area.