

10.500 Court Website Content *(Revised June 2, 2020)*

Administrative Records Other Than Case File and Adjudicative Records

Subject to reasonable accommodation for individuals with special needs, requests to inspect or copy the Court's administrative records other than case information must be made in writing by mail or delivery. Email and facsimile requests are not accepted.

The written request must identify the requestor and provide a mailing address to which the requested records may be sent. A telephone number should be provided to facilitate questions and to provide assistance in making a focused and effective request that reasonably describes an identifiable administrative record. Documents submitted through the 10.500 request process will not be returned.

There is currently a copying fee of \$0.10 per page, which must be paid in advance.

In addition, depending upon the request, there may be a charge for other direct costs of duplication or production including, but not limited to, the costs incurred in retrieving requested records from a remote storage facility or archive and the costs of mailing responsive records. See California Rule of Court 10.500(e)(4)(B)(ii).

Requests from commercial users, other than representatives of the news media, for a purpose that furthers the commercial, trade, or profit interests of the requester or the person on whose behalf the request is being made, may also be charged a fee to recover the actual costs of staff search and review time, based upon an hourly rate for salary and benefits of each employee involved. See California Rule of Court 10.500(e)(4)(C).

Requests to inspect or copy the Court's administrative records should be submitted in writing by mail or delivery.

If you are mailing your request, please address it to:

Administrative Records Requests
Stanley Mosk Courthouse, Room 105E
111 N. Hill Street
Los Angeles, CA 90012

If you are delivering your request, please bring it to:

Stanley Mosk Courthouse
Information Booth
(1st floor, directly across from Room 106)
111 N. Hill Street
Los Angeles, CA 90012

DO NOT USE THIS PROCEDURE IF YOU ARE REQUESTING CASE DOCUMENTS SUCH AS DIVORCE JUDGMENTS, CRIMINAL HISTORY RECORD, ETC. MORE INFORMATION

The office to whom the requests must be mailed or delivered is open from 8:30 am to 4:30 pm, Monday through Friday, except court holidays.

http://www.lacourt.org/generalinfo/publicnotice/GI_PN003.aspx