



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

USE OF PORTABLE IMAGE-CAPTURING DEVICES ACKNOWLEDGMENT

Attach signed copy to File Request Slip (SDSC Form #ADM-011)

As set out in the San Diego Superior Court General Order governing the use of digital image-capturing devices in the courthouse, no one except authorized court and court security personnel may use any camera-enabled or video-enabled device, including but not limited to, cameras, camcorders, cell phones, PDAs, tablets, iPads, iPods and watches, to take pictures or videos of any courthouse facilities or courtrooms, or to take pictures or videos of any court files or exhibits, absent written authorization from a judicial officer or the Executive Officer of the Court.

Portable image-capture devices, i.e., optical scanners and copy machines, used solely for the purpose of imaging documents are authorized. A person using a portable image-capture device must initial and acknowledge the following rules based on the type of image-capturing device to be used:

HAND-HELD IMAGE-CAPTURING DEVICE:

_____ I understand that I must check in with the business office staff before scanning any documents in the case file. *Documents may NOT be removed from the prongs of the case file.*

DESK MODEL IMAGE-CAPTURING DEVICE - NO BOND:

_____ I understand that I must check in with the business office staff before scanning any documents in the case file. *Documents may NOT be removed from the prongs of the case file.*

DESK MODEL IMAGE-CAPTURING DEVICE - BONDED COPY SERVICE COMPANY:

_____ I understand that I must check in with the business office staff before scanning any documents in the case file. *Documents may ONLY be removed from the case file for the purpose of copying and scanning. The clerk may verify that I am an employee of a bonded copy service company.**

_____ I will only remove and copy/scan ONE document at a time. If a document is stapled, I will use a staple remover to remove the staple, copy/scan the unstapled document, and then re-staple the document before placing it back into the file.

_____ I understand that I may only copy/scan one volume of a file at a time and each file must be returned to the clerk with all of the documents placed back in the file in the same manner and order that I received it.

Date: _____

Type or Print Name

Signature

CLERK'S USE ONLY

*Bond verified by: _____, Clerk

(*Only required if the requestor is an employee of a copy service company and wants to remove the documents from the case file to copy/scan.)