



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

REQUEST TO VIEW, PHOTOGRAPH, OR COPY EXHIBITS

This form is to be used for requests to view, photograph, or copy exhibits.

Completed forms must be submitted to:

Emily Cox, Superior Court Public Affairs Officer
Post Office Box 122724
San Diego, CA 92112-2724
emily.cox@sdcourt.ca.gov

Case Number: _____ Judicial Officer: _____

Case Name: _____

Requesting Individual: _____

Requesting Company (if applicable): _____

Mailing Address: _____

Street City State Zip Code

Telephone Number: _____ Email Address: _____

Relationship of Requestor to Case: _____

List exhibits requested to be viewed, photographed, or copied (an exhibit number for each requested exhibit must be provided; generic requests [e.g., for "video footage" or "911 calls"] will not be considered):

Describe any special equipment proposed to be used:

Name(s) of individual(s) who will view, photograph, or copy the exhibits, if known. If different than requesting individual, a photo ID of each individual will be required to view, photograph, or copy the exhibits. Maximum of three individuals permitted. _____

If the name(s) of the individual(s) who will view, photograph, or copy the exhibits is unknown when this request is submitted, the name(s) must be submitted to the court at least five court days before accessing the Exhibit Room by completing the Request to View, Photograph, or Copy Exhibits – Names of Designated Individuals (SDSC Form #ADM-386A).

If the request is granted, I understand I must contact the Exhibit Room to schedule an appointment to view photograph, or copy the exhibits.

(Initials)

I understand I must withdraw my request in writing if the exhibits are no longer requested.

(Initials)

Date: _____

Type or print name

Signature