

DEC 31 2019

By: A. HUSTED, Deputy

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8 **THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**  
9 **COUNTY OF SAN DIEGO**

10 **IN RE PROCEDURES REGARDING**  
11 **ELECTRONICALLY IMAGED COURT**  
12 **RECORDS AND ACCESS TO**  
13 **ELECTRONIC COURT RECORDS IN**  
14 **ADOPTION COURT DEPARTMENTS**

) **GENERAL ORDER OF THE**  
) **PRESIDING DEPARTMENT**

) **ORDER NO. 010120-30**  
)

15 THIS COURT FINDS AND ORDERS AS FOLLOWS:

16 I. IMAGING ADOPTION COURT PROGRAM

17 On January 2, 2020, the San Diego Superior Court ("court") will begin an Imaging Program  
18 in the Adoption Court Departments ("Imaged Program") designed to reduce paper filings and  
19 storage and facilitate electronic access to adoption court files. The ultimate goal of the Program is  
20 to create a paperless or electronic file in all adoption cases.

21 Beginning on January 2, 2020, the court will scan all newly filed papers in adoption cases  
22 filed on or after January 2, 2020, in all divisions and departments of the court. The imaged  
23 documents will be stored in an electronic court file that can be viewed in any of the Juvenile  
24 Court's business offices.

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26 II. THE ELECTRONIC COURT FILE IN IMAGED CASES IS THE OFFICIAL COURT  
27 RECORD  
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1 Pursuant to Government Code section 68150 and California Rules of Court ("CRC"), rule  
2 2.504, the electronic court file in Imaged Program cases is certified as the official record of the  
3 court. The paper filings that are imaged and stored electronically will be physically stored by the  
4 court for 30 days after filing, after which time they will be shredded and recycled. During this 30  
5 day period, these documents will not be stored in a manner that will allow a party or its attorney  
6 to access them. Parties should not attach any original documents to pleadings filed with the San  
7 Diego Superior Court. Any original documents necessary for an adoption hearing shall be lodged  
8 in advance of the applicable hearing pursuant to California Rules of Court, rule 3.1302(b).  
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### 10 III. ADOPTION CASES INCLUDED IN THE PROGRAM

11 All adoption cases, filed on or after January 2, 2020, will be imaged and stored in an  
12 electronic court file and are considered Imaged Program cases.  
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### 14 IV. ELECTRONIC ACCESS TO OFFICIAL COURT FILE AND COURT 15 DOCUMENTS

16 A. Public kiosks providing free access to the official electronic record of the court files for  
17 cases being handled under the Imaged Program are available in the below Business Offices:  
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- 19 1. North County Juvenile Court, located at 325 S. Melrose Drive, First Floor, Vista,  
20 California 92081.
- 21 2. Central Juvenile Court, located at 2851 Meadow Lark Drive, Second Floor, San Diego,  
22 CA 92123.

23 The public may access these files and view all public portions of the files just as they  
24 currently can in the paper court files. If there are people waiting to use the kiosks, a time limit of  
25 20 minutes will be imposed. Additional time will be permitted after waiting in line to use one of  
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1 the kiosks again. Any changes to this policy will be made by the Presiding Judge of the court and  
2 the new policy will be posted in the applicable Business Offices.

3 B. In accordance with California Rules of Court, rule 2.504(d), the public accessing court  
4 records electronically, are advised that the Manager of Juvenile Court Operations, or his or her  
5 designee, is the court staff member who may be contacted about the requirements for accessing  
6 the court's records electronically in all divisions of the court supporting imaging.  
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8 C. Copyright and other proprietary rights may apply to information in a case file, absent  
9 express grant of additional rights by the holder of the copyright or other proprietary right. In this  
10 regard, you are advised:

11 (1) Use of such information in a case file is permissible only to the extent permitted  
12 by law or court order; and  
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14 (2) Any use inconsistent with proprietary rights is prohibited.

15 D. Court documents classified or considered confidential pursuant to statute or rule of  
16 court shall remain confidential and may not be released except to the extent necessary to comply  
17 with the law.  
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19 E. The electronic records of cases within the Imaged Program available for viewing in the  
20 Business Offices are the official records of the court. There is no charge for accessing or viewing  
21 court files in the Business Offices. Copies of any documents in an electronic court file may be  
22 obtained by paying the copy fees of \$0.50 per page (Govt. Code§ 70627(a)). Certified copies may  
23 be obtained by payment of a \$25.00 fee (Govt. Code§ 70626(a)(4)). Additional instructions about  
24 obtaining printed copies of records from the electronic court file will be provided at the kiosk  
25 locations in the applicable Business Offices.  
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1 F. Any person who willfully destroys or alters any court record maintained in electronic  
2 form is subject to the penalties imposed by Government Code section 6201.

3 G. No person shall photograph or otherwise record any digital images of documents  
4 displayed on the kiosk screens in the Business Offices.

5 H. Court documents from records of cases within the Imaged Program are not available in  
6 electronic format for viewing and printing remotely due to the prohibition to that type of access  
7 set forth in California Rules of Court, rule 2.503(b). Only the Adoption case ROA will be available  
8 for viewing remotely. The ROA can be accessed by visiting the court's website at  
9 [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov).  
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11 This Order shall expire on December 31, 2020, unless otherwise ordered by this court.

12 IT IS SO ORDERED.

13 DATED: December 31, 2019.



14 **HON. LORNA A. ALKSNE**  
15 **PRESIDING JUDGE**  
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