

**DE-MYSTIFYING THE EXHIBIT REVIEW PROCESS IN CRIMINAL CASES**  
**2022 EDITION<sup>1</sup>**

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In the Fourth Appellate District, procedures for reviewing exhibits for adult and juvenile cases vary among the six county court systems. Division One jurisdiction covers San Diego County and Imperial County. Division Two jurisdiction covers Riverside County, San Bernardino County, and Inyo County. Division Three jurisdiction covers Orange County. Below is updated information assembled on the procedures, including applicable rules of court.<sup>2</sup> Always check with the exhibit custodian as procedures can change. For contact information for the superior courts' appellate clerks and exhibit custodians, see [Superior Courts within Fourth District Court of Appeal](#).<sup>3</sup>

To promote efficiency and reduce travel expenses, information is also provided on how Appellate Defenders, Inc. ("ADI") may help by obtaining copies of exhibits on behalf of an out-of-county appointed attorney. It also may be more expeditious if

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<sup>1</sup> The article was originally published in the ADI July 2003 newsletter and thereafter periodically updated.

<sup>2</sup> This information can change at any time within the particular court. If the reader learns of a material departure from this guide, please contact the author at [amj@adi-sandiego.com](mailto:amj@adi-sandiego.com).

<sup>3</sup> [http://www.adi-sandiego.com/practice/court\\_attorney\\_contacts.asp](http://www.adi-sandiego.com/practice/court_attorney_contacts.asp)  
Click on the corresponding Division link and scroll down to access the superior contact information list for each county superior court.

appointed counsel first makes an attempt to secure the exhibit from the trial attorney, who may have a copy.

If it is necessary for appellate counsel to go to the superior court to view the exhibits, contact your case-assigned staff attorney beforehand,<sup>4</sup> check the superior court website, and contact the exhibit clerk for updated COVID-19 precautions, hours, scheduling an appointment, and procedure for obtaining a copy of exhibits. For specific procedure in obtaining a copy of exhibits from a superior court, some of which require a motion by appointed counsel in either the superior court or the Court of Appeal, see *post*, “Viewing Exhibits” pertaining to the specific Court of Appeal Division.

### **California Rules of Court**

**Reference to Exhibits in the Appellate Briefs:** Exhibits are part of the record and can therefore be referred to in the appellate briefs. (Cal. Rules of Court, rule 8.320(e).)

**Transmission of Exhibits to the Reviewing Court:** California Rules of Court, rule 8.224(a), provides, in relevant part, that within 10 days after the last respondent’s brief is filed or could be filed, a party wanting the reviewing court to review an exhibit must serve and file a notice in the superior court designating such exhibit. The Court of

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<sup>4</sup> See Claims Manual - Exhibits: “counsel should call the project for advice on whether the travel is appropriate, whether preauthorization is required, or whether another option might be available.”

[https://www.capcentral.org/claims/statewide\\_claims\\_manual.pdf](https://www.capcentral.org/claims/statewide_claims_manual.pdf)

Appeal must be served with a copy. If you miss the deadline, a motion requesting transmittal must be filed in the reviewing court.<sup>5</sup> (Cal. Rules of Court, rule 8.224(c).)

Division Two has a modified procedure.<sup>6</sup> It sends to the appointed attorney, early in the case and usually with the appointment order, a form stating that it prefers early transmission of the exhibits. The form contains a request for transmission, which is to be completed by the attorney and returned to Division Two, not the superior court, with the appellant's opening brief.

**Attachment to Appellate Briefs:** Under California Rules of Court, rule 8.204(d), copies of exhibits or other materials in the appellate record may be attached to a brief. The attachment is limited to 10 pages in length, but a longer attachment may be permitted on application for good cause.

**Email request to ADI:** To make a request for ADI to obtain a copy of an exhibit on behalf of out-of-county counsel, email the case-assigned staff attorney. Provide the case name, appeal number, superior court county case number, and the specific exhibits to be copied (the exhibit number, whether the exhibit is a People's, Defense's, or court

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<sup>5</sup> See ADI's guide to motion practice: [Motion Practice in the Fourth Appellate District Pertaining to Criminal and Juvenile Cases](http://www.adi-sandiego.com/practice/pract_articles.asp), found under APPELLATE PRACTICE<Nuts and Bolts of Panel Practice. [http://www.adi-sandiego.com/practice/pract\\_articles.asp](http://www.adi-sandiego.com/practice/pract_articles.asp)

For sample motions see [http://www.adi-sandiego.com/practice/forms\\_samples.asp](http://www.adi-sandiego.com/practice/forms_samples.asp) (alphabetical listing).

<sup>6</sup> [http://www.adi-sandiego.com/practice/fourth\\_dist\\_div2.asp#superior2](http://www.adi-sandiego.com/practice/fourth_dist_div2.asp#superior2)

exhibit, and the type of exhibit [photos, documents, CD, DVD, audio recording, video recording]). [Staff attorney e-mail addresses](#) are located on ADI's website.<sup>7</sup>

### **A Note About Confidential or Sealed Exhibits**

The rules concerning sealed<sup>8</sup> and confidential<sup>9</sup> records in the Supreme Court and Court of Appeal set forth the procedure for transmission to the reviewing court, specify who can receive copies of these records, and outline how a party can discuss these records in a brief, petition, or other filing in an appellate court proceeding. The provisions are set forth at rules 8.45 to 8.47 and cover appeal and writ proceedings. [ADI's memo on rule changes for 2014](#)<sup>10</sup> provides detailed guidance.

Sealed and confidential records include exhibits. (Cal. Rules of Court, rule 8.45(b)(1).) Appointed counsel may personally view and obtain a copy of a confidential or sealed exhibit without a court order, as long as the party he or she represents, or the

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<sup>7</sup> <http://www.adi-sandiego.com/about/contact.asp>

<sup>8</sup> “A ‘sealed’ record is a record that is closed to inspection by the public or a party by order of a court under rules 2.550-2.551 or rule 8.46.” (Cal. Rules of Court, rule 8.45(b)(3).)

<sup>9</sup> “A ‘confidential’ record is a record that, in court proceedings, is required by statute, rule of court, or other authority except a court order under rules 2.550-2.551 or rule 8.46 to be closed to inspection by the public or party.” (Cal. Rules of Court, rule 8.45(b)(5).)

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[http://www.adi-sandiego.com/pdf\\_forms/SELECTED\\_CHANGES\\_TO\\_CALIFORNIA\\_RULES\\_OF\\_COURT\\_EFFECTIVE\\_JANUARY.pdf](http://www.adi-sandiego.com/pdf_forms/SELECTED_CHANGES_TO_CALIFORNIA_RULES_OF_COURT_EFFECTIVE_JANUARY.pdf)

party's trial counsel, had access to the record in the trial court.<sup>11</sup> (Cal. Rules of Court, rule 8.45(d) [transmission of and access to sealed and confidential records of cases on appeal limited to reviewing court and parties who had access to the record below] & rule 8.10(3) [“Party’ includes any attorney of record for that party”].) If neither the party nor his or her trial counsel had access, then a court order will be needed.

Although rule 8.45(d)(1) requires that the “record” be transmitted to the Court of Appeal and to the party who had access to the record in the trial court, an exhibit would not be initially transmitted to the Court of Appeal or appointed counsel when the transcripts (paper or CD format) are filed with the court and sent to the attorney. Contact the superior court exhibit custodian ahead of time to make arrangements to view and obtain a copy of an exhibit. Many courts prefer email requests to review exhibits in general. Some do not. If the exhibit is sealed or confidential, please inform the exhibits clerk before going to the courthouse that, under rule 8.45(d)(1), you are now authorized to view the exhibits without a court order. If there is a disagreement about your right to access without a court order, contact the ADI case-assigned staff attorney.

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<sup>11</sup> “If a party’s attorney but not the party had access to the record in the trial court or other proceedings under review, only the party’s attorney may examine the record.” (Rule 8.45(d)(1).)

## Viewing Exhibits in Division One

### San Diego County:<sup>12</sup>

**ADI Assistance:** To save travel time and reduce expenses, ADI can obtain a copy of all case related “materials,” including exhibits, on behalf of out-of-county appointed attorneys<sup>13</sup> who deem it necessary to obtain and review the exhibits. ADI also has authority to obtain a copy of confidential and sealed materials and exhibits.<sup>14</sup> To obtain a copy of a media exhibit, such as a CD, DVD, audiotape or videotape, email your request to the ADI case-assigned staff attorney. Exhibit copies will be mailed or emailed to counsel.

Appointed counsel who is out-of-county must contact the ADI staff attorney to seek pre-approval for travel if the case necessitates a hands-on review of exhibits by counsel or there is a large number of exhibits.<sup>15</sup> Branch courts will not transfer exhibits to the central court.

There are four courts in which exhibits relating to adult felony cases are contained,

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<sup>12</sup> [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov)

<sup>13</sup> See court miscellaneous order 112812: <http://www.courts.ca.gov/documents/4dca-div1-112812-ADI-access-to-superior-court-records.pdf>. It applies to criminal, juvenile delinquency, juvenile dependency cases, as well as other cases, in both San Diego County and Imperial County Superior Courts.

<sup>14</sup> See footnote 13, *ante*.

<sup>15</sup> See footnote 4, *ante*.

and there is a fifth court that maintains the exhibits relating to juvenile cases. To view an exhibit, you must go to the respective courthouse.

**(1) County Courthouse, Central Division Exhibit Room MS-C44:** 1100 Union St., San Diego, CA 92101; (619) 844-2574. Hours: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:15 p.m., Monday through Friday.

The appointed attorney must call in advance and make an appointment. Bring identification and the appellate appointment order in the event the exhibit room has not yet received the appointment order from the court. Only the attorney of record is permitted to view exhibits. A court order is required for all others, except for ADI.<sup>16</sup>

The exhibit room is located in the basement, accessible only by elevator. From the lobby, take elevator number 1, which is the only elevator that goes to the basement. Upon exiting into a small corridor, you will see a phone. When the receiver is lifted, a list of departments shows up. Press exhibits.

If copies of paper documents are needed, the exhibit technician will, as a courtesy, copy up to 10 pages. Photographic exhibits can be copied by the exhibit technician for the attorney, as long as they are no larger than 8" x 11" size. If the copy request is for greater than 10 pages or the size is larger, there are two options: (1) bring a copier or (2) obtain a

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<sup>16</sup> See footnote 13, *ante*.

superior court order to have a copy service come to the exhibit room and make the copies.<sup>17</sup>

Equipment is available to review media exhibits (CDs, DVDs, audiotapes, and videotapes). The exhibit custodian can make a copy of a digital media exhibit but bring a thumb drive, flash drive, or CD. Counsel can also use a smartphone or camera to take a photo of an exhibit. For making a copy of other exhibits, speak to the custodian to make arrangements.

**(2) North County Superior Court:** 325 S. Melrose Dr., Room C021, Vista, CA 92081; (760) 201-8285; exhibit custodian — David Dattage. Hours: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:15 p.m., Monday through Friday.

Call to make an appointment. The exhibit room is located in the single-story, old court building in the basement. While in the lobby, call the exhibit room, and you will be escorted to the room.

The same procedures outlined in section (1) above concerning viewing and copying exhibits apply.

**(3) East County Superior Court:** 50 E. Main St., El Cajon, CA 92020; (619) 456-4240; exhibit custodian – Mike Reddy. Viewing hours: 8:00 a.m. to 12:00 p.m and 1:00 p.m. to 4:15 p.m. Mr. Reddy will answer phone calls starting at 7:30 a.m. Exhibits are

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<sup>17</sup> Motions filed in superior court must conform to rule 2.100, et seq. and be printed on pleading paper. See [ADI Forms & Samples](#): “Motion for Order Permitting a Copy Service to Make Copies of Exhibits at the Superior Court.”



available for viewing only on Monday and Wednesday. Call to make an appointment and arrange where to meet Mr. Reddy, because he is the custodian for both courts in East County and South County.

The same procedures outlined in section (1) above apply. The only equipment that is available to review media exhibits is a laptop; you must give notice ahead of time that you will need this computer. If you wish to bring your own equipment for viewing, scanning, or copying exhibits, inform the custodian ahead of time.

(4) **South County Superior Court:** 500 3<sup>rd</sup> Ave., Chula Vista, CA 91910; (619) 746-6198; exhibit custodian – Mike Reddy. Viewing hours: 8:00 a.m. to 12:00 p.m and 1:00 p.m. to 4:15 p.m. Mr. Reddy will answer phone calls starting at 7:30 a.m. Exhibits are available for viewing only on Tuesday and Thursday, because he is the custodian for both courts in East County and South County.

Call to make an appointment and arrange where to meet Mr. Reddy. The same procedures outlined in section (1) above apply. The equipment that is available is a tape player, a television to view VHS tapes, and a laptop. If you wish to bring your own equipment for viewing, scanning, or copying exhibits, inform the custodian ahead of time.

(5) **Juvenile Court:** 2851 Meadow Lark Drive, San Diego, CA 92123; (858) 634-1537; exhibit custodian – Therese Porter. **Hours:** 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding 12:00 to 1:00 p.m. Call to make an appointment. The same procedures outlined in section (1) above apply with the following modifications. Only the appointed

attorney of record or ADI is permitted to view these confidential exhibits, and an appointment order must be presented.

Equipment is not available to review media exhibits. Therefore, you will need to bring in your own equipment to view the exhibit or the attorney must present a court order for permitting a copy service to make a copy in the business office.<sup>18</sup>

**Imperial County:**<sup>19</sup>

**ADI Assistance:** ADI does not travel to Imperial County to copy exhibits. In an effort to keep costs down, the appointed attorney must first ask the exhibit custodian to send copies of documentary exhibits to the attorney. Mailing a copy of an exhibit is not an option in death penalty cases. Traveling to the superior court to view exhibits is a last resort for any case.<sup>20</sup>

**Main Court:** 939 W. Main St., El Centro, CA 92243; (760) 482-2240, ext 2372; exhibit custodian — America Sanchez Medina; [America.Sanchez@imperial.courts.ca.gov](mailto:America.Sanchez@imperial.courts.ca.gov). Hours: 8:00 a. m. to 4:00 p.m., Monday to Friday. The main court contains the exhibits for felony adult and juvenile cases.

In lieu of travel to the court for review of documentary exhibits, the attorney

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<sup>18</sup> See footnote 17, *ante*.

<sup>19</sup> [www.imperial.courts.ca.gov](http://www.imperial.courts.ca.gov)

<sup>20</sup> See footnote 4, *ante*.

can request by letter or email that a copy be mailed. Follow up with a phone call if no response is received after a reasonable amount of time.

To view exhibits, call or email Ms. Medina at least two days before the visit to make an appointment to view exhibits. After you make this appointment, a separate appointment must also be made to allow you to enter the courthouse due to Covid-19 precautionary measures. On the left side of the court's website home page, scroll down to "Appointments," click on the "Civil/Law Library" link, and select "Civil" in the drop-down box. Next, select "Filing" or "Self-Service Case Lookup." Enter the information requested. Then, submit your request. If you have any questions, contact Ms. Medina.

On the day of your appointment, go to the clerk's office of the civil department. Viewing exhibits is not limited to attorneys of record; however, only the attorney or ADI can view confidential or sealed exhibits. You are required to fill out an Exhibit Viewing Request Form and present state-issued identification, a State Bar card, and the Court of Appeal appointment order.

Copies of documentary exhibits can be made by the custodian; if there are time constraints, then request that copies be mailed.

No equipment is available to review media exhibits, and no equipment is available to make copies. To make copies, a superior court order is required.<sup>21</sup> Make sure the motion

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<sup>21</sup> Motions filed in superior court must conform to rule 2.100, et seq. and be printed on pleading paper.

and order states that there are no costs to appellant because it is an indigent appeal. The exhibit technician will make the arrangements for making a copy. The appointed attorney can bring his or her own equipment to make copies but two days' advance notice must be given to the exhibit clerk.

The procedures outlined above also apply to the review of juvenile case exhibits with two modifications. Only the appointed attorney or ADI can view the exhibits, and an appointment order must be shown.

### **Viewing Exhibits in Division Two**

Division Two's miscellaneous order<sup>22</sup> permits ADI access to court "files," including confidential and sealed "documents," which includes exhibits.<sup>23</sup> ADI no longer travels to Division Two to review case files and obtain exhibits, but ADI can arrange to obtain the needed exhibits, as more fully explained *post*.

If the case necessitates a hands-on review of exhibits by appointed counsel or there is a large number of exhibits, contact your ADI staff attorney to seek pre-approval for travel<sup>24</sup> and then contact the superior court in advance to make arrangements, to obtain

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<sup>22</sup> See court order 22-4 at [http://www.adi-sandiego.com/practice/fourth\\_dist\\_div2.asp](http://www.adi-sandiego.com/practice/fourth_dist_div2.asp) which applies to criminal, juvenile delinquency, juvenile dependency cases, as well as other cases. The order applies to all counties under the jurisdiction of Division Two.

<sup>23</sup> Although the order does not expressly identify "exhibits," the Court of Appeal has informally informed ADI that the term "files" includes exhibits.

<sup>24</sup> See footnote 4, *ante*.

guidance on the exhibit review procedure for the particular court, and to ascertain the location of the needed exhibits, as some may be stored off site. Exhibit custodians prefer attorneys to email their requests, but for some email is not available. For more information, see [ADI's Fourth District, Division Two page](#).<sup>25</sup>

**Riverside County**:<sup>26</sup>

Exhibit department hours are 8:00 a.m. - 4:00 p.m., Monday to Friday. Requests to view exhibits are by appointment only and should be made 2 to 5 days in advance. Call or email the exhibits department for details on viewing exhibits and/or obtaining a copy of an exhibit. Personal identification (e.g., driver's license) or an appointment order is required. Only the attorney of record or ADI can view confidential or sealed exhibits. Equipment to view media exhibits is not available at any of the exhibit department locations.

(1) **Riverside County Court**: Historic Court, 4050 Main St., Riverside, CA 92501; (951) 777-3098/3148; exhibit senior custodian — Jesse Castro;

[RiversideExhibits@riverside.courts.ca.gov](mailto:RiversideExhibits@riverside.courts.ca.gov). The exhibit room is located in the basement.

This location maintains exhibits for Hall of Justice, Historic Courthouse, Riverside Juvenile Court, Riverside Family Law, Banning Justice Center, Corona Court, and Moreno Valley Court.

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<sup>25</sup> [http://www.adi-sandiego.com/practice/fourth\\_dist\\_div2.asp#superior2](http://www.adi-sandiego.com/practice/fourth_dist_div2.asp#superior2)

<sup>26</sup> <https://www.riverside.courts.ca.gov/>

(2) **Juvenile Court:** 9991 County Farm Rd., Riverside, CA 92503; (951) 777-3147.

Contact the Riverside County Superior Court exhibit department, *ante*, to make arrangements for viewing exhibits.

(3) **Indio Court:** Larson Justice Center, 46-200 Oasis St., Indio, CA 92201; (760) 393-2345; exhibit custodian — Graciela Rios; [DesertExhibits@riverside.courts.ca.gov](mailto:DesertExhibits@riverside.courts.ca.gov).

Closed from 12:00 p.m. to 1:00 p.m.

(4) **Murrieta Court:** Southwest Justice Center, 30755-D Auld Rd., Murrieta, CA 92563; (951) 704-7647; exhibit custodian — Codie Fagan; [riversideexhibits@riverside.courts.ca.gov](mailto:riversideexhibits@riverside.courts.ca.gov).

**San Bernardino County:**<sup>27</sup>

If out-of-county counsel needs documentary or photographic exhibits, counsel may file a motion to augment the record. The Court of Appeal will direct the superior court to file an augmented record. San Bernardino Superior Court does not have the equipment for making a copy of media exhibits, such as a CD, DVD, audiotape, or videotape; counsel

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<sup>27</sup> [www.sb-court.org](http://www.sb-court.org)

can file a motion to transfer the exhibits to Division Two for copying and mailing to counsel of record.<sup>28</sup>

Because of various court closures, as identified in the list below, felony cases and the corresponding exhibits of those courts have relocated. The Appeals and Appellate Division is located at 8303 Haven Avenue, Rancho Cucamonga, California 91730. For general information on viewing exhibits see:

<https://www.sb-court.org/divisions/exhibits>. That exhibit webpage contains a link to the exhibit coordinator contact list to schedule an appointment.<sup>29</sup>

If counsel must go to the courthouse to see the exhibits, call or email at least one week in advance to make an appointment to view exhibits. Transfer of exhibits from one courthouse to another to accommodate the viewer is not permitted unless ordered by the court.

If a documentary exhibit is voluminous, give advance notice if you plan on making a copying request. The copies may be provided the day the attorney views the exhibit if time allows; otherwise, they can be mailed to the attorney.

(1) **San Bernardino Superior Court:** 247 West 3<sup>rd</sup> Street, San Bernardino, CA 92415; (909) 521-3349 or (909) 708-8724; exhibit custodians — Paula Rogers

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<sup>28</sup> See ADI [Forms & Samples](#): “Motion to Transmit Exhibits for Copying.”

<sup>29</sup> As of the writing this article, the exhibit coordinator contact list was last updated November 1, 2021.

([progers@sb-court.org](mailto:progers@sb-court.org)) and Teri Perez ([tperez@sb-court.org](mailto:tperez@sb-court.org)). Viewing hours: 8:00 a.m. to 12:00 p.m., Monday to Thursday.

(2) **Barstow Court:** 235 E. Mountain View Street, Room 118, Barstow, CA 92311; (760) 718-3396 or (760) 718-3734; exhibit custodian — Sarah Mishoe. Hours: 8:00 a.m. to 4:00 p.m., Monday through Friday. Email contact information is not available. Call 24 hours in advance to arrange exhibit review and determine location of exhibits. Exhibits involving active cases have been sent to different courthouses, mainly Victorville Superior Court. All closed cases are stored in Barstow.

(3) **Fontana Court:** 17780 Arrow Route, Fontana, CA 92335; (909) 320-5045 or (909) 350-9322. As of May 2014, Fontana court only handles infractions. All criminal exhibits pertaining to cases prior to May 2014 are at the Rancho Cucamonga Superior Court or the San Bernardino Superior Court.

(4) **Joshua Tree Court:** 6527 White Feather Rd., Joshua Tree, CA 92252; (760) 974-3030; exhibit custodian — Donna Hanna; [dhanna@sb-court.org](mailto:dhanna@sb-court.org); Criminal Operations Supervisor — Tatiana Miranda (760) 974-3031. Viewing hours: 8:00 a.m. to 12:00 p.m., Monday to Friday.

(5) **Juvenile Delinquency Court - Central:** 900 East Gilbert St., San Bernardino, CA 92415; (909) 269-8840 (press 1, then 8); exhibit custodian – Maryanne White-Penright; [mwhite-penright@sb-court.org](mailto:mwhite-penright@sb-court.org). Viewing hours: 8:00 a.m. to 12:00 p.m., Monday



to Friday. A Court of Appeal appointment order and identification are required to view juvenile case exhibits.

(6) **Juvenile Dependency Court:** 860 E. Gilbert Street, San Bernardino, CA 92415; (909) 269-8840 (press 1, then 8); exhibit custodian – Maryanne White-Penright; [mwhite-penright@sb-court.org](mailto:mwhite-penright@sb-court.org). Viewing hours: 8:00 a.m. to 12:00 p.m., Monday to Friday. A Court of Appeal appointment order and identification are required to view juvenile case exhibits.

(7) **Rancho Cucamonga Court:** 8303 N. Haven Ave., Rancho Cucamonga, CA 91730; (909) 285-3534; exhibit custodians – Christina Murrillo and Manoella Yopez. Hours: 8:00 a.m. to 12:00 p.m., Monday to Friday.

(8) **Victorville Court:** 14455 Civic Dr., Victorville, CA 92392; (760) 269-4863; exhibit custodians – Rosa Pedregon and Tina McBride. Viewing hours: 8:00 a.m. to 12:00, Monday to Friday.

The location of exhibits of courts that have closed are as follows:

(a) Big Bear Court: All cases have moved to San Bernardino Superior Court or Victorville.

(b) Chino Court: All cases have moved to Victorville or San Bernardino.

(c) Needles Court: All cases have moved to Victorville Court.

(d) Redlands Court: All cases have moved to San Bernardino Superior Court.

(e) Twin Peaks Court: All cases have moved to San Bernardino Superior Court.

**Inyo County:**

Only the main courthouse contains felony criminal adult and juvenile case exhibits: 168 N. Edwards St., Independence, CA 93526; exhibit custodians – Gina Ellis ([Gina.Ellis@inyocourt.ca.gov](mailto:Gina.Ellis@inyocourt.ca.gov); (760) 872-2859) and Alyse Caton ([Alyse.Caton@inyocourt.ca.gov](mailto:Alyse.Caton@inyocourt.ca.gov); (760) 872-2859). Viewing hours: 8:00 a.m. to 12:00 and 1:00 p.m. to 4:00 p.m., Monday to Friday.

Contact them three to five days in advance to make an appointment. The exhibit room is located on the top floor. Generally, there is no requirement that only attorneys are allowed to view exhibits. However, only attorneys are allowed to view and obtain a copy of a confidential or sealed exhibit.

There is no limit on copying of regular-sized paper exhibits. If you need a copy of a media exhibit, such as a CD, DVD, audiotape, or videotape, speak to the custodian ahead of time to make arrangements.

**Viewing Exhibits in Division Three**

**Orange County:**<sup>30</sup>

Out-of-county counsel should email exhibit requests to the ADI case-assigned staff attorney. Although ADI does not travel to Orange County to obtain files and exhibits, ADI can obtain copies of documents in the superior court file and documentary and electronic

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<sup>30</sup> [www.occourts.org](http://www.occourts.org)

media exhibits from the exhibits custodian and forward them to counsel. ADI cannot access confidential and sealed exhibits in the Orange County Superior Courts.

For non-documentary exhibits that the custodian cannot photocopy (e.g., physical exhibits or large charts), counsel can make an appointment with the custodian and travel to the court to view and copy or photograph. The custodian may be contacted at [CJCExhibits@occourts.org](mailto:CJCExhibits@occourts.org) or by phone at (657) 622-7564. If it is determined an in-person visit by counsel is necessary to see any exhibit,<sup>31</sup> counsel should obtain approval from the case-assigned staff attorney.

All felony and delinquency case exhibits are reviewed at Central Justice Center, regardless of where trial proceedings were held. Central Justice Center is located at 700 Civic Center Dr. West, Santa Ana, CA 92701. The Exhibits Room is on the first floor, room 1D110, window 69. Bring an appointment order and driver's license.

For dependency appeals, contact your ADI case-assigned staff attorney. Juvenile court is located at 341 City Drive, Rm. C207, 2nd Flr., Orange, CA 92868.

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<sup>31</sup> See footnote 4, *ante*.