



REQUEST FOR JUDICIAL ADMINISTRATIVE RECORDS

California Rules of Court, Rule 10.500

Please use this form to request judicial administrative records from the Judicial Council of California, the Supreme Court of California, or a California Court of Appeal.

Please complete all fields of this form. Complete information allows us to ask you questions if needed and to send the correct records more quickly. For helpful information about requesting records, please visit the "Public Records" page of the California Courts website at courts.ca.gov/policy-administration/public-records.

Date: _____ Name: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

E-mail Address: _____

Please DO NOT use this form for:

- Court case records;
- Birth or death certificates;
- Name change records;
- Adoption records;
- Wills or trust records;
- Marriage or divorce records; or
- Conservatorship or probate records.

If you want court case records, please go directly to the court: courts.ca.gov/find-your-court.

We CANNOT provide legal advice or perform legal research for you.

Please describe below the records you are requesting. Attach additional pages if necessary.

Helpful Tips:

- ✓ Be as specific as possible.
- ✓ Give the document name and date, if you can.
- ✓ If you cannot be specific, to help us search, please tell us:
 - why the record was created or why you want it;
 - the type of record you want (examples: contract, court data, Judicial Council report, report to the Legislature, audit report, quarterly financial statement, press release); and
 - a specific date range (example: "2020 to 2023").

Will the records be used for a commercial, trade, or profit purpose?

☐ NO ☐ YES → Advance payment of fees may be required to cover costs, for example, records retrieval, copying, or postage.

Please send your completed form to:

By e-mail:

PAJAR@jud.ca.gov

OR

By mail:

Judicial Council of California
Attention: PAJAR, Legal Services
455 Golden Gate Avenue
San Francisco, California 94102

ONLINE RESOURCES

California Courts Online Self-Help Center:
selfhelp.courts.ca.gov

Lists of law libraries and free resources, like self-help legal books in plain English:
selfhelp.courts.ca.gov/court-basics/law-libraries

Information about the Commission on Judicial Performance (CJP), which investigates complaints about judges:
courts.ca.gov/courts/about-california-courts/california-judicial-branch/commission-judicial-performance

Information about jury service:
courts.ca.gov/courts/jury-service