

**REQUEST FOR JUDICIAL ADMINISTRATIVE RECORDS**

**Requester Information:**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Documents or Information Requested:**

*If you would like to request information about a case or documents related to court proceedings, please contact the court district where the matter was filed and/or heard. Do not use this form to request case records.*

*The Superior Court of California, County of San Bernardino will make identifiable judicial administrative records available upon request, unless the records are exempt from disclosure under California Rules of Court, rule 10.500. Records may be subject to payment of a fee pursuant to subdivision (e)(4) and (i)(2) of rule 10.500.*

**Type of Request:**

Commercial

Non-Commercial

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**TWO OPTIONS TO SUBMIT THIS FORM:**

- 1) **Mail**  
Superior Court of California, County of San Bernardino  
Court Executive Office – Public Records Request  
247 West Third Street, 11<sup>th</sup> Floor  
San Bernardino, CA 92415

- 2) **E-mail**  
[pr@sb-court.org](mailto:pr@sb-court.org)