Requests for Copies or to Inspect a Judicial Administrative Record

Superior Court of California, County of Tuolumne

Rule 10.500 of the California Rules of Court sets forth comprehensive public access provisions applicable to judicial administrative records maintained by state trial and appellate courts, the Judicial Council, and the Judicial Council of California (JCC). "Judicial administrative records" include, but are not limited to, budget and management information relating to the administration of the court.

Please direct written requests for access to judicial administrative records maintained by the Tuolumne County Superior Court to:

Shalom Rosenfelder
Court Executive Officer & Jury Commissioner
Superior Court of California
County of Tuolumne
12855 Justice Center Drive
Sonora, CA 95370

The Tuolumne Superior Court Administration office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding court holidays.

The court will make identifiable judicial administrative records available upon request, as consistent with Rule 10.500 (a) and 10.501. Records are subject to payment of a fee (see Fee Guidelines (PDF) below and subdivision (e)(4) of rule 10.500.

Tips for Submitting a Judicial Administrative Records Request

- Include the title of the documents, if known, or the nature of the information you are seeking.
- Include the date range where applicable.
- Indicate whether the records sought will or will not be used for a commercial use.
- Include your contact information so the court may contact you when the records have been located or for further information to assist the court in responding to your request.

In accordance with CRC Rule 10.500, the court will notify you when the records will be made available and provide the estimated costs of duplicating the record, where applicable.

Fees

The court may charge fees in accordance with the Fee Guidelines established by the Judicial Council of California as follows:

Paper duplication of any record on 8 ½ X 11 inch or 8 ½ X 14 inch paper, including transfer of a record on paper sizes if required for the response:	$.10 per page
Production of a record in electronic format or paper duplication of any record on paper sizes other than as described above:	Actual cost
Requests for commercial use, in addition to the fees indicated above:	Actual costs of staff; search and review time.