

Criminal Law

Who	The following criminal law records are open to the public: citations, complaints/information, exhibits attached to
...has access to records and files	complaints/information, plea sheets, minute orders, release documents, sentencing documents, various petitions/motions and orders.
	The following criminal law records are confidential and may only be opened with a judicial order: arrest reports, computer printouts from the AWS (Automated Warrants System); CLETS (California Law Enforcement Telecommunications System); JIMS (Jail Inmate Management System) and all sealed information.
...has access to court hearings	All criminal law court hearings are public hearings with the following exceptions: Grand Jury deliberations, 1 st day of jury selection, or rare postings of “No Persons Allowed.”
What	The public has access to all public files and documents as indicated above, with the exception of documents that are sealed and noted as confidential.
...records and information are available	
...hearings are open to the public	All criminal law court hearings are public hearings with the exception of: Grand Jury deliberations, 1 st day of jury selection, or rare postings of “No Persons Allowed.”
When	Records are available to the public from 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding court holidays. Records are usually placed in court files within 7 days of filing.
...are records and information available	
Where	The public may view Criminal Law court records in Room 101 at the Gordon D. Schaber Courthouse. The requester is required to present the deputy clerk with a case number and photo identification in order to receive a request form – which must be filled out completely and legibly. Up to five files may be pulled at a time. If the requestor does not have a case number, a computer is available in the lobby which allows access to the court’s case index. Public copy machines are also available for twenty-five cents per page, or a deputy clerk will make copies for fifty cents per page. Certified copies are fifty cents per page plus a \$15.00 fee, per certification which is prepared by the deputy clerk.
...can records or information be viewed	



Case numbers may be obtained by visiting our website at www.saccourt.ca.gov and clicking on “Online Services.”

Copies of records may be requested by mail and specific instructions can be found on our website at <http://saccourt.ca.gov/criminal/records.aspx>

As a courtesy, media requesting to film criminal records should contact the Public Information Office at (916) 591-0050 prior to filming.

Occasionally, records are not available to the public if the record is under Judicial review, the file is in transport from one location to another, if the file is purged or is declared missing, at which time a file search is placed for the missing file.

....are court
hearings held

Court hearings in Criminal Law are heard in, but not limited to, Departments 1, 2, 3, 4, 8, 9, 15, 34 and all criminal trial departments as assigned by the Master Calendar department. In-custody hearings are heard in Department 3 and some trial departments as assigned in the Gordon D. Schaber Courthouse, 720 9th Street, Sacramento, CA 95814.

In-custody hearings are heard in Departments 60, 61, 62, and 63 in the Lorenzo Patiño Hall of Justice, 651 I Street, Sacramento, CA 95814.

