



**The Superior Court of California,  
County of Yolo**

725 Court Street, Room 308 • Woodland, California 95695 • Telephone 530-406-6838 • Fax 530-406-6835

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**Amended ADMINISTRATIVE ORDER  
No. 2012-27**

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<b>DATE</b>	September 10, 2012	<b>FROM</b>	Steven M. Basha, Presiding Judge
<b>TO</b>	Judicial Officers; Jeff Reisig, District Attorney; Tracie Olson, Public Defender; J. Toney, Conflict Panel; Robyn Drivon, County Counsel	<b>SUBJECT</b>	Email Correspondence with Judicial Officers
		<b>EFFECTIVE</b>	September 15, 2012

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Attorneys emailing judicial officers directly regarding scheduling and other administrative matters puts the judicial officer in a difficult position because except in certain limited situations, ex parte communication is prohibited by the Canons of Judicial Ethics.

The *Canons of Judicial Ethics*, specifically Canon 3, Section 7 (d) states:

*“A judge may initiate ex parte communications, where circumstances require, for scheduling, administrative purposes, or emergencies that do not deal with substantive matters provided: (i) the judge reasonably believes that no party will gain a procedural or tactical advantage as a result of the ex parte communication, and (ii) the judge makes provision promptly to notify all other parties of the substance of the ex parte communication and allows an opportunity to respond.”* (emphasis added)

As such, unless specifically initiated and requested by a judicial officer, attorneys are directed not to correspond directly with judicial officers via email. An attorney may correspond with the judicial officer’s staff for procedural matters (e.g. attorney will be late because of an appearance in another department) or legal process clerks in the civil or criminal departments for assistance in administrative matters.

Signed this 17<sup>th</sup> Day of September 2012

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Steven M. Basha, Presiding Judge