REQUEST FOR ADMINISTRATIVE RECORDS
Under California Rules of Court, Rule 10.500

Please use this form to request administrative records from the Superior Court of California, County of Yolo

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 court's website located at www.yolo.courts.ca.gov.

Date: _____ **Name:** _____

Organization: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone 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 to the court's online case search portal here.

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: a contract, a report, quarterly financial statement, audit report, press release); and
  - a date range (example: "2020 to 2023").

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

☐ **NO** ☐ **YES**→ *Please refer to the court's 10.500 procedure regarding additional fees that may apply.*

Please send your completed form to:

By e-mail:
Courtinfo@yolo.courts.ca.gov

OR

By mail:
Superior Court of California,
County of Yolo
Executive Office
1000 Main Street,
Woodland, California 95695

Please note: Requests are governed by California Rules of Court 10.500

Accommodation: A person with a disability may send a request for records in other formats too. You will find information about accessibility issues and about accommodations for people with disabilities here.