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**FILED**  
Clerk of the Superior Court

DEC 31 2024

By: G. Arce-Barraza, Deputy

**THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**

**COUNTY OF SAN DIEGO**

**IN RE PROCEDURES REGARDING  
ELECTRONICALLY IMAGED COURT  
RECORDS AND ACCESS TO  
ELECTRONIC COURT RECORDS IN  
TRAFFIC/MINOR OFFENSE DIVISIONS**

**GENERAL ORDER OF THE  
PRESIDING DEPARTMENT**

**ORDER NO. 010125-23**

THIS COURT FINDS AND ORDERS AS FOLLOWS:

**I. TRAFFIC/MINOR OFFENSE IMAGING PROGRAM**

On October 23, 2017, the San Diego Superior Court (“court”) began an Imaging Program in the Traffic/Minor Offense Divisions (“Imaging Program”) designed to reduce paper filings and storage, and facilitate electronic access to traffic/minor offense files. Since that date, the court has been scanning and imaging all papers and documents filed in traffic/minor offense cases. The imaged documents are stored in an electronic court file that can be viewed in any of the court’s Traffic/Minor Offense Business Offices.

**II. ELECTRONIC COURT FILE IN IMAGED CASES - THE OFFICIAL COURT RECORD**

Pursuant to Government Code section 68150 and California Rules of Court (“CRC”), rule 2.504, the electronic court file in Imaging Program cases is the official record of the court. The paper filings that are imaged and stored electronically will be physically stored by the court for

1 30 days after filing, after which time they will be shredded and recycled. During this 30-day period,  
2 these documents will not be stored in a manner that will allow a member of the public, including a  
3 party or the party's attorney, to access them.

4 The court declares that for Imaging Program cases, in the electronic court file the "Case  
5 Summary" page, "Findings and Orders of the Court" section, constitutes the official record of the  
6 court as to court orders in traffic/minor offense cases for which there is no separately imaged minute  
7 order.

8 IV. ENHANCED ELECTRONIC ACCESS TO OFFICIAL COURT FILE AND COURT  
9 DOCUMENTS

10 A. Public kiosks providing free access to the official electronic record of the court files for  
11 Imaging Program cases are available in the below business offices:

- 12 1. North County Division, Traffic Business Office, located at 325 S. Melrose Drive, Annex  
13 Building, Suite 350, Vista, California 92081.
- 14 2. Central Division, Kearny Mesa Traffic Business Office, located at 8950 Clairemont Mesa  
15 Blvd., San Diego, CA 92123.
- 16 3. East County Division, Traffic Business Office, located at 250 East Main Street, El Cajon,  
17 CA 92020
- 18 4. South County Division, Traffic Business Office, located at 500 3rd Avenue, Chula Vista,  
19 CA 91910

20 The public may access and view all public portions of the files just as they could in the paper  
21 court files. If there are people waiting to use the kiosks, a time limit of 15 minutes will be imposed.  
22 Additional time will be permitted after waiting in line to use one of the kiosks again. Any changes  
23 to this policy will be made by the Presiding Judge of the court and the new policy will be posted in  
24 the applicable business offices.

25 B. In accordance with CRC, rule 2.504(d), the public accessing court records electronically  
26 are advised that the Manager of traffic court operations, or his or her designee, is the court staff  
27 member who may be contacted about the requirements for accessing the court's records  
28 electronically in all divisions of the court supporting imaging.

1 C. Copyright and other proprietary rights may apply to information in a case file, absent  
2 express grant of additional rights by the holder of the copyright or other proprietary right. In this  
3 regard, the public is advised:

4 (1) Use of such information in a case file is permissible only to the extent permitted  
5 by law or court order; and

6 (2) Any use inconsistent with proprietary rights is prohibited.

7 D. Court documents sealed or considered confidential pursuant to statute or rule of court  
8 shall remain sealed or confidential and may not be released except to the extent necessary to comply  
9 with the law.

10 E. The electronic records of cases within the Imaging Program available for viewing in the  
11 traffic/minor Offense business offices are the official records of the court. There is no charge for  
12 accessing or viewing court files in the business offices. Copies, including certified copies, of any  
13 documents in an electronic court file may be obtained by paying the applicable fee. The court's Fee  
14 Schedule is available online on the court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). (See San Diego Superior  
15 Court Form #ADM-001). Additional instructions about obtaining printed copies of records from the  
16 electronic file will be provided at the kiosk locations in the applicable business offices; instructions  
17 are also available online at the court's website listed above.

18 F. Any person who willfully destroys or alters any court record maintained in electronic  
19 form is subject to the penalties imposed by Government Code section 6201.

20 G. No person shall photograph or otherwise record any digital images of documents  
21 displayed on the kiosk screens in the business offices.

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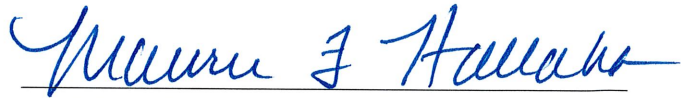
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1 H. Court documents from records of Imaging Program cases are not available in electronic  
2 format for viewing and printing remotely due to the prohibition of that type of access set forth in  
3 CRC, rule 2.503(b).

4 This order shall become effective on January 1, 2025, and expire on December 31, 2025,  
5 unless otherwise ordered by this court.

6 IT IS SO ORDERED.

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8 DATED: December 31, 2024

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10 **HONORABLE MAUREEN F. HALLAHAN**  
11 **PRESIDING JUDGE**  
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